

# *St. Elizabeth Ann Seton School*



## *Parent Handbook*

*2010-11*

*Give thanks to the Lord for He is good, His love is everlasting.*

Calendar 2010-11

August 26	Teacher in-service
August 27	Teacher in-service
August 30	Teacher In-service Open House
September 1	First day of School
September 6	Labor Day
September 17	Early Dismissal @ 12:25 p.m.
September 21	Home & School Ice Cream Social @ school grounds
October 8	Special Persons Day Early Dismissal @ 12:25 p.m.
October 11	Parent Meeting <u>Top 20 Parents</u> , by Willow Sweeney
October 12 & 13	Picture Day
October 18 & 19	Parent/Teacher Conferences Scholastic Bookfair
October 21 & 22	MEA Break
November 12	Early Dismissal @ 12:25 p.m.
November 19	End of First Trimester
November 25 & 26	Thanksgiving Break
December 3	No School-Faculty In-service
December 8	Feast of the Immaculate Conception
December 10	Barnes & Noble Fundraiser
December 24	Begin Christmas Vacation
January 3	School Resumes
January 4	Feast of St. Elizabeth Ann Seton
January 14	Early Dismissal @ 12:25 p.m.
January 17	MLK-No School-Teacher in-service
January 24	Kindergarten Open House
January 30-Feb. 5	Catholic Schools' Week
February 18	End of Second Trimester *Early Dismissal @ 12:25 p.m.
February 21	Presidents' Day (no school)
March 1 & 3	Parent/Teacher Conferences
March 7-11	Spring Break
April 21-25	Easter Break (Holy Thursday, Good Friday, Easter Monday)
May 27	Sixth Grade Graduation & last day of school
June 1	Staff Work Day

PERSONNEL OF ST. ELIZABETH ANN SETON SCHOOL

St. Elizabeth School	251-1988	Mr. Thomas Troness, Principal
St. Anthony Parish Office	251-5966	Rev. Thomas Knoblach, Pastor
Holy Spirit Parish Office	251-3764	Rev. Jimmy Joseph, Associate Pastor
St. John Cantius Parish Office	251-4455	

Kindergarten	Ms. Mary Jansen
Kindergarten	Mrs. Mary Niehoff
Grade 1	Ms. Janel Binsfeld
Grade 1	Mrs. Susan Jackson
Grade 2	Mrs. Nancy Stellmach
Grade 2	Mrs. Mary Ley
Grade 3	Ms. Rachel Gapinski
Grade 3	Mrs. Kari Rohling
Grade 4/5	Mrs. Michelle Swedal
Grade 5	Ms. Laura Maiers
Grade 6	Mrs. Jenifer Geisler
Music	Mrs. Christina Van Heel
Physical Education	Ms. Michelle Haglin
Librarian/Computer	Mrs. Kaye Sauer
Preschool Director	Mrs. Sue Hiltner
Preschool Teacher	Mrs. Cindy Kunkel
Preschool Teacher	Mrs. Nancy Street
Secretary	Mrs. Sandie Kalla
Custodian	Mr. Dave Bohlig
Custodian	Mr. Henry Hess
Food Service Director	Ms. Mary Herkenhoff
Food Service	Mrs. Mary Blenkush
Kid-Kare Director	Mrs. Sue Iten
Office Assistant/Supervisor	Mrs. Sandy Lanz
Kid-Kare Supervisor	Mrs. Robert Niehoff
Kid-Kare Supervisor	Ms. Kayla Smith
Kid-Kare Supervisor	Mr. Patrick Jopp
Kid-Kare Supervisor	Ms. Alyssa Beck

**ST. ELIZABETH'S BOARD OF DIRECTORS**

Voting Members

Laura Pfannenstein  
Laureen Oster  
Theresa Witte  
Tom Odette  
Larry Voigt  
Mark Schlough  
Beth Windfeldt  
Kelly Dolan  
Father Thomas Knoblach  
Father Jimmy Joseph

Non-Voting Member

Thomas Troness                      Principal

Officers

Elected in August

**ST. ELIZABETH ANN SETON HOME AND SCHOOL EXECUTIVE BOARD**

Shelley Motzko  
Beth Windfeldt  
Renee Bertram  
Nina Steil  
Chris O'Hara

**ATHLETIC ASSOCIATION OFFICERS**

Mr. Jon Jackson	President
Mr. Jim Schleper	Treasurer
Mrs. Melissa Toenjes	Coordinator





**DAILY ROUTINE**

**School Hours:**

District 742 Transportation Services has informed us that the start time for St. Elizabeth's will be 7:50 a.m. and the time of dismissal will be 2:25 p.m.

The offices will be open to receive calls at 7:30 a.m. Students arriving between 7:30 and 7:40 a.m. will go to the cafeteria, where supervision will be provided.

**Noon Intermission:**

	Lunch	Recess
K-2	10:50-11:20	11:25-11:50
3-6	11:30-11:55	12:00-12:25

**After School:**

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

**Picking Up Students After School:**

To ensure your child's safety we ask that you use the following location for picking up your child after school.

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

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

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

**After School Care:**

After school care is available through the St. Elizabeth Kid-Kare Program. This program begins from dismissal to 6:00 p.m. For more information, call 251-1988.

If your child/ren returns home to an empty house after school or must go to a babysitter, you are encouraged to consider this option of continuing to offer them a familiar environment during these hours.

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

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

### **Emergency Closing:**

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

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

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

### **Emergency Evacuation:**

If we need to quickly evacuate our building and the immediate area, the students would be bused to South Junior High School. There they would be sorted to their regular bus routes or could call home for a ride. ***Please don't call South or Roosevelt as too many calls will jam the phone lines and they will be needed for outgoing calls.***

### **Punctuality and Attendance:**

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

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

### **Contacting School Staff:**

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

Academic and discipline concerns for your child should first be addressed to the child's teacher. The best time to contact the teacher by phone is between 7:30 and 7:40 a.m. and 2:30 to 3:00 p.m. Teachers may be reached by email and will respond as their schedules allow. Email addresses for faculty consist of their first initial and last name followed by our website address (all lower case). Example: Alice Jones would be: [ajones@stelizabethannseton.net](mailto:ajones@stelizabethannseton.net).

Other questions can be addressed as follows:

Sandie Kalla  
School Secretary  
251-1988  
[skalla@stelizabethannseton.net](mailto:skalla@stelizabethannseton.net)

Lunch Bills  
 Kid-Kare reservations  
 Kid-Kare bills  
 Student absences  
 Building reservations  
 Lunch volunteers

Thomas Troness  
 Principal  
 251-6231 or 251-1988  
 ttroness@stelizabethannseton.net

Academic concerns  
 Tuition concerns  
 Discipline concerns  
 Board agenda items  
 General school operations  
 Any other questions

**ADMISSION AND REGISTRATION**

**Registration of Kindergarten:**

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

**Orientation:**

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

**TUITION**

<u>Number of children</u>	<u>Per month</u>	<u>Annual</u>	<u>Semi-annual</u>
1 child	\$188.08	\$2257.00	\$1128.50
2 children	\$376.17	\$4514.00	\$2257.00
3 or more children	\$564.25	\$6771.00	\$3385.50
Non-parishioner per student	\$418.92	\$5021.00	\$2513.50

A registration fee of \$50.00 per family (non-refundable) is required at the time of registration.

Tuition Policy states "All accounts must be paid in full by June 30 following the academic year just completed. Registrations for the coming year from families with accounts not paid in full will not be valid until a written confirmation is received from the pastor of their parish that the registration is acceptable."

**ACTUAL COST**

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

The cost of educating a student at St. Elizabeth Ann Seton School is \$4550. That figure did not include any prorated costs for the maintenance of the buildings. The parishes cover all their own building expenses. Of the \$4550 per pupil cost, 38% is paid through parish subsidy, 56% through tuition, and 6% through other sources.

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

### **FUND RAISING**

We need to raise \$30,000 to meet the fund raising line item on the income side of our school budget. This portion of the total funding mix is crucial. Every family is expected to participate in fund raising activities. St. Elizabeth's conducts two major fund-raiser product sales each school year. This fall, the school will sponsor a Work-a-Thon and the Calendar Raffle will be held in February. Families participate by soliciting \$125 in pledges for the fall fundraiser and \$125 in tickets for the spring fundraiser. Those families who do not wish to participate in the fundraisers may elect the option of a donation of \$125 for each of these events. The donation option earns student prizes that would be received from the equivalent profit from sales.

In addition to the two major sales, St. Elizabeth's earns fund-raising dollars from Big G Box Tops for Education, Kemps milk caps, Coborn's Food Choice labels, and Target's Take Charge in Education program.

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

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

### **CHRISTIAN WORSHIP**

#### **Eucharist:**

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

#### **Sacramental Program:**

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

#### **Reconciliation:**

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

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

Parents are primarily responsible for preparing their child for the sacraments of

Eucharist and Reconciliation. The teachers in the second grade will assist in the preparation of these sacraments, in cooperation with the Parish Religious Education Coordinator.

**Religion Classes:**

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

**COMMUNICATION WITH PARENTS**

**Parental Rights Guidelines:**

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

All communication from the school will ordinarily be sent to the home in which the child resides. In case of divorce, separation or re-marriage, communications will be sent to the parent who has legal custody of the child upon request.

If the other parent involved wishes to have access to school communications, it will be their responsibility to inform the office, in writing, of this request and provide the adequate postage and materials necessary to see that communications can be sent. The custodial parent has the responsibility to inform the other parent of this policy.

It is also considered the custodial parent's responsibility to inform the school office of the rights of the other parent regarding visitation: i.e. has the other parent the right to pick the child/children up from school?

If both parents desire a Parent/Teacher Conference, a request for separate conferences must come from both parents.

**Progress Reports and Conferences:**

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

Parent-child-teacher conferences are encouraged, because we promote student's responsibility for his/her learning and student self-evaluation. At this type of conference, the child updates his/her parents concerning his/her progress for the previous twelve weeks. The teacher will share the student's strengths as well as weaknesses.

At any time the parents are encouraged to contact the teacher and/or the principal concerning questions and problems. The most convenient time to call is from 7:30 to 7:40 a.m. and from 2:30 to 3:00 p.m. If a problem arises, it is more desirable to discuss it in person rather than on the phone. Teachers are very willing to set up conferences when needed.

Teachers are not to be called out of a class to discuss problems. If a parent feels that it is necessary to speak to a teacher during class time, he/she must first contact the principal and she/he will make the necessary arrangements.

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

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

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

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

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

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

All student records shall be reviewed and shared with the student (18 years of age or older or parent, upon request, within a reasonable period of time. Parents who are interested in seeing their children's records should make an appointment with the school principal or appropriate school officials and, upon presenting proper identification, will be provided the opportunity to see the records and to receive interpretations and explanations of these records. Students 18 years of age or older who wish to see their records should follow the same procedure. If there is incorrect, inaccurate, or misleading information in a student's records, the parent or student has the right to challenge the content of the records and to request the principal to have the materials corrected or removed. If the correction is not made the student/parent may ask for a hearing and resolution on the matter before the pastor or his designated representative. The student and/or parents have the right to obtain copies of these records on payment of a fee not to exceed the actual cost of reproduction.

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

1. To state and federal agencies as required by law or in connection with auditing of federal and state grant-in-aid programs.
2. To individuals in compliance with a court order or lawfully issued subpoena. The school shall attempt to notify the parent of such order or subpoena prior to release of records.

### **Parental Visitation:**

If parents wish to visit classrooms, they are welcome to do so. Please contact the teacher or the principal to make arrangements. We ask that you please check in at the office first when visiting. It is important that parents show interest in their child's

education.

**Publishing or Posting of Student Information;**

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

**Home and School Association:**

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

The annual dues for this organization are \$10.00 per family. This fee is used for special projects for the school and Home & School Association events. See page three for names of the Home and School Association executive committee members.

**Board of Directors:**

The Board of Directors is a regulatory body for the educational programs of this school. The Board is subject to regulations from the Ordinary of the Diocese and the Diocesan Board of Education. The board will meet a minimum of six times during the school year. The date, time and location of the meetings will be announced at least one week prior in the Parent Newsletter. The board conducts business from a prepared agenda. If you would like to have an item addressed, contact the principal or board president at least a week in advance of the meeting date.

The Board of Directors may have up to ten lay members, with representation from each of the sponsoring parishes. The pastor is an ex-officio member. The principal is a non-voting member. See page 2 for names of the Board of Directors members.

**STUDENT HEALTH**

**Nurse:**

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

Vision and hearing screening are conducted each year. Grade 5 and 6 students have a yearly check for scoliosis.

**Absentee Procedure:**

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

**Excuses and Absences:**

Illnesses of the pupil or serious illness, death or emergency in the immediate family are reasons for an excused absence. Consideration will also be made for special educational

trips that are not too frequent or lengthy. On these occasions, please contact the principal and teacher at least two weeks in advance.

**Unexcused Absences:**

Babysitting, shopping, visiting, helping at home, long weekends, etc. are unexcused absences. The policy for unexcused absences is that the teacher is not expected to spend extra time with the student to make up his/her work.

**Accidents and Illnesses:**

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

The school needs to know how to reach parents quickly in order to handle emergency situations, and therefore we ask that you fill out an emergency health card for each child. This is kept on file so that parents can be contacted at once. You will be asked to take your child home or to the family physician for medical attention if needed. It is a parent's responsibility to provide transportation home for a sick or injured child.

If emergency treatment is required and the parents cannot be reached, we ask your permission to call a doctor and/or ambulance at your expense.

**Dental Health:**

Parents are urged to schedule yearly dental check-ups for their children. Please try to make dental appointments after school hours or on free days. Any child who must leave the building during school hours must present a written notice to the office before 8:40 a.m. or on the day preceding the appointment if the student will not be here for the beginning of class.

**Immunizations:**

No child will be allowed to enter a school building in Minnesota without proof of immunity from German measles, red measles or rubella, diphtheria, pertussis, polio, mumps and Hepatitis B. This law began April 5, 1978.

**Medication at School:**

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

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

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

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

Schools reserve the right to request a medical statement to verify the need for medication during the school day.

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

### **Treats at school:**

City Health Department regulations do not allow home-baked goods being brought to school because of health reasons. If your child wishes to treat his/her classmates on special occasions, we suggest you bring commercially prepared non-sweet treats such as crackers, nuts, and/or fruit which are more suitable than candy and cake. Gum chewing is not permitted at school or on class trips, etc. Please refer to the suggested snack list in the snack pyramid found in the Wellness Policy in the back of this handbook.

### **Pesticide Use Notice**

Minnesota State law requires that schools inform parents, guardians, and employees if certain pesticides are applied on school property. Specifically, the law requires schools that apply these pesticides to maintain an estimated schedule of application and to make the schedule available to parents, guardians, and employees for review or copying at each school office. The long-term health effects on children from application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Our school utilizes a licensed, professional pest control service. All pest control materials are chosen and applied according to label directions per Federal law. If you would like to be notified, at your expense, prior to pesticide applications made on days **other** than those specified in the estimated schedule (excluding emergency applications), please contact the principal. (251-1988)

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

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

### **TRANSPORTATION**

#### **Busing:**

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

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

#### **School Bus Safety:**

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

#### **Bicycles:**

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

## **STUDENT INTERACTION AND CONDUCT**

Recess is an opportunity for a child to use up excess energy, and also to participate in group activity. An important aspect of play is the inter-relating with other children. Activities that may be injurious to themselves or others, or disrupt group activities are not allowed. The following rules apply for the playground.

### **RECESS GUIDES**

Stay on sidewalks  
Walk to and from playground  
Hands and feet to self  
Hold on to playground equipment  
Follow directions of supervisors

### **PLAYGROUND SAFETY**

Plan a responsible activity and bring equipment  
Include everyone  
Respect students and adults at all times  
Use playground equipment in a safe way  
No running through play equipment area  
No rough play of any kind  
No throwing of any harmful object  
No tumbling, pyramids, piggy-back rides  
No teasing, chasing or wandering in groups  
No bouncy balls, electronic devices, or trading cards  
Follow directions of supervisors

### **Consequences of not respecting rights of others**

1. Reminder from playground supervisor.
2. Time-out. Student will remain in a designated area by himself/herself for the time assigned. If time-out is not obeyed, student will be reported to the principal at the end of recess.
3. If inappropriate behavior continues on a daily basis, the student will be reported to the principal. A phone call will be made to the parents and an inappropriate conduct report placed in a file in the principal's office.
4. As members of the staff, playground supervisors must be obeyed at all times.

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

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

### **DISCIPLINE PREAMBLE**

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

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

**ST. ELIZABETH ANN SETON SCHOOL DISCIPLINE**

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

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

**SCHOOL LUNCH PROGRAM**

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

- 1 component.....meat or protein food
- 1 component.....milk
- 1 component.....bread
- 2 components.....3/4 cup vegetable and/or fruit

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

We will not issue lunch tickets. Lunch or milk will be checked against the student name on a checklist. A ledger sheet is kept in the office for each family showing payments and lunches or milk taken, even if you have students in both buildings. It is necessary that **LUNCH AND MILK** be prepaid by the month (blocks of 20 lunches or milk at a time). The State Department of Education does not allow us to charge meals. You will be sent a statement at the end of each month or when your money is used up.

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

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

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

All money sent to school should be in an envelope with your child's name, grade and purpose. Money for all children in the family can be sent in one envelope. It is very helpful if all money is sent to school in the weekly manila envelopes.

"In accordance with Federal law and U.S. Department of Agriculture policy this institution is prohibited from discriminating on the basis of race, color, national

origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6282 (TTY) " USDA is an equal opportunity provider and employer."

#### **KINDERGARTEN MILK BREAK**

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

#### **Party Invitations:**

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

#### **SCHOOL ATTIRE:**

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

1. All students are asked to "dress up" for Tuesday school Masses by choosing nicer pants, skirts, dresses, etc. than usual, having shirts tucked in, etc. Those students who are leading song, reading, carrying gifts, etc. are asked to not wear t-shirts, wind pants, sweats or sweatshirts.
2. Shorts are allowed during the month of September when warm summer temperatures usually carry into the school year. In May and June we will issue notice when conditions warrant shorts. Shorts must be walking style "dressier" shorts appropriate to school. Skirts are considered shorts. No shorts for Mass. Students may change afterwards.
3. Sweat suits which are neat in appearance will be permitted. Please remember that some attire which is appropriate for younger children is not always appropriate for older students with maturing bodies. Parents please use your discretion with your child's daily attire.
4. Shirts/blouses which are cut out at the sleeve, see-through, low-cut in the neck or armhole are not permitted. Bare midriffs are not acceptable.
5. We ask that you monitor any shirts your child wears to school to be sure any messages on them are consistent with the mission of our Catholic school. Shirts which have inappropriate messages are not permitted.
6. Legging style pants may be worn if they are accompanied with a dress or shirt which covers the upper thighs. Capris are acceptable year round.
7. Clothing which is unusually tight fitting or unusually short will not be permitted at any time.
8. No flip-flop style sandals of any kind. They are unsafe on the playground.
9. Hats, caps, bandanas, scarves, hoods, etc. are not permitted indoors.

Parents of students who arrive at school inappropriately dressed will be called at home or work to pick up their child or bring alternate clothing. It is not our intent to inconvenience parents with this policy. Research shows that students who are cleanly and neatly dressed tend to have a more positive approach to school work. Students who wear clothing that is designed to be distracting tend to spend a significant portion of their school day thinking about their attire rather than their school work and are a distraction to other students.

### **LOST AND FOUND**

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

### **TELEPHONE**

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

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

Teachers will not be called to the telephone during class time. However, messages can be left for the teachers. The most convenient time to call is from 7:30 to 8:00 a.m. or 2:30 to 3:00 p.m. The telephone number for the school is 251-6231 and for the primary school is 251-1988.

### **INSTRUCTIONAL PROGRAM**

#### **Guidance and Counseling**

We do have the services of a school psychologist and a social worker provided by District 742 Special Education program and Caritas Family Services. When there is academic need or other problems, students can and should be referred to these services.

#### **Special Education:**

All students in Grades K-6 who qualify for special education services will be taught at a designated District 742 school from 1/2 hour to 1 and 1/2 hour per day, depending on the need. They are serviced in reading, math, language arts and speech.

#### **Challenge and Enrichment:**

An educational environment of high expectations and an emphasis on individual development challenges all students at St. Elizabeth's. The typical St. Elizabeth's student is much above average in overall achievement compared to other students in the nation. Challenge and enrichment is provided in each classroom. In addition students may go to the computer lab when a supervisor is available to work independently when their regular work is done.

#### **Testing:**

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

### **Field Trips:**

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

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

A fee may be requested to cover the cost of transportation for these trips, as well as the cost of admission.

### **Sixth Grade Environmental Camp Experience:**

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

### **Library/Computer Lab:**

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

### **Homework:**

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

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

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

### **Progress Reports and Conferences:**

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

### **VOLUNTEER HELP**

Volunteers play a vital role in our school. Your spirit of generosity, dedication, and responsibility is greatly appreciated. A form is given at the time of Open House which gives the parents an opportunity to volunteer their services. The areas in which we can use volunteers are:

Library  
Lunch Program  
Sports program  
Classroom aide

If you know of anyone else who might be interested in serving in the school volunteer program (they do not have to be a school parent) please have them call school.

### **EXTRA-CURRICULAR PROGRAM**

#### **Sports Program:**

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

St. Elizabeth Ann Seton Athletic Association sponsors teams in the local Parochial Athletic Association (PAA) and in Knowledge Bowl for girls and boys in the 5th and 6th grades. Parents of all students interested in belonging to the sports program should become a member of this association. Dues are \$15.00 per family per year. There will also be a \$10.00 fee for each sport payable at the beginning of the season. You are encouraged to attend the yearly meetings. Your input and help are necessary for a successful program. Those people serving on the Athletic Association are listed on Page three.

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

1. They must be working up to capacity. A student with low average grades could be allowed to play provided he/she is working up to his/her capacity in school.
2. They must behave in an acceptable manner.
3. They must be insured with an insurance of the parents choosing.
4. They must be living up to the rules and regulations established at school.
5. Permission slip signed by parent and student is mandatory.

### **CURRICULUM**

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

#### **Religion:**

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

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

#### **Math:**

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

A good math program should recognize the individual differences and learning styles of

each learner and be structured to appropriately acknowledge the developmental stages of children, building from concrete to abstract.

**Language Arts:**

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

**Science:**

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

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

**Social Studies:**

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

**Music:**

We believe performing, creating and responding to music are fundamental music processes in which humans engage. Singing, playing instruments, moving to music and creating music gives children skills and knowledge that can be developed throughout life. Learning to read and notate music gives them the skill to explore music independently and with others. Listening to, analyzing and evaluating music are important blocks of musical learning. Participating in liturgies, both in worshiping and musical leadership, creates a foundation for a lifetime. To participate fully in a diverse global society children must understand their own historical and cultural heritage and those of others within their community and beyond

**Physical Education:**

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

**Art:**

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

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

**Computer:**

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

**Peace and Justice:**

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

**Bus Safety:**

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

In fulfilling the obligation imposed by Public Law 108-265 requiring all educational agencies which participate in programs authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq) to establish a local school wellness policy, the following resolution was adopted by the St. Elizabeth Ann Seton Board of Directors on June 13, 2006.

It is the policy of St. Elizabeth Ann Seton School to maintain a Wellness plan which complies with federal laws promoting curriculum and student activities related to student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity.

# **St. Elizabeth Ann Seton School's Plan for Physical Activity and Nutrition**

## **Preamble**

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 72% of high school students do not attend daily physical education classes;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness plans;

Thus, St. Elizabeth Ann Seton School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, St. Elizabeth Ann School District establishes that:



- \* The school will engage parents, teachers, food service professionals, administrators and the board of education in developing, implementing, monitoring, and reviewing nutrition and physical activity plans.
- All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Our lunch program will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Our school will participate in available federal school meal program. (National School Lunch Program including the after-school snack program).
- The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal program, and with related community services.

## **TO ACHIEVE THESE PLAN GOALS:**

### **I. School Health Supervisor**

The school will provide for a School Health Supervisor to review, revise and monitor the wellness plan.

### **II. Nutritional Quality of Foods and Beverages Sold and Served on Campus**

**School Meals:** Meals served through the National School Lunch Program will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;<sup>2</sup>
- serve only 1%, 2% and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- ensure that half of the served grains are whole grain.<sup>3,4</sup>

The school will engage students and parents, through taste-tests or surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, schools should share information about the nutritional content of meals with parents and students upon request.

**Free and Reduced-priced Meals:** The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.<sup>5</sup>

**Meal Times and Scheduling.** The school:

- will provide students 20 minutes to eat after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g.; lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide student access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

**Qualifications of School Food Service Staff:** Qualified nutrition professionals will administer the school meal programs. As part of the school's responsibility to operate a food service program, the school or lunch program provider will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria worker, according to their levels of responsibility.<sup>6</sup>

**Sharing of Foods and Beverages:** The school will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

**Beverages:**

Allowed: water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA);

Not allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

**Snacks:** Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health.

The after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Snacks planned by or provided by the school will meet the suggested nutrition standards. Parents will be encouraged to provide snacks that meet the nutrition standards for birthday treats or other treats they provide for the class.

**Rewards:** The school will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment. Reward certificates for food items which are redeemed outside of the school day with the discretion of the parent will be allowed.

**Celebrations:** The schools will limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for food and beverages stated previously.

### III. Nutrition and Physical Activity Promotion and Food Marketing

**Nutrition Education and Promotion:** St. Elizabeth's School aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- \* is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- \* is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- \* promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- \* emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- \* teaches media literacy with an emphasis on food marketing; and
- \* includes training for teachers and other staff.

**Integrating Physical Activity Into the Classroom Setting.** For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

**Communications with Parents:** The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.

The school will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

The school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day in parent newsletters; and support parents' efforts to provide their children with opportunities to be physically active outside of school.

**Food Marketing in Schools:** School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).<sup>9</sup> School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited.<sup>12</sup> The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on bulletin boards, books or curricula, textbook covers; school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free sample or coupons.

**Staff Wellness:** The School highly values the health and well-being of every staff members and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The school should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

#### **IV. Physical Activity Opportunities and Physical Education**

**Physical Education (P.E.) K-12:** All students, including students with disabilities and special health-care needs will receive physical education at least twice a week (30 minutes) for the entire school year. All physical education will be taught by a certified teacher. Student involvement in other activities involving physical activity (e.g., recess, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

**Daily Recess:** All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

**Physical Activity Opportunities Outside the School Day:** After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants. Extra-curricular physical activity based programs should be encouraged.

**Physical Activity and Punishment:** Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment. Removal from recess or other physical activity may be used if school staff foresees the possibility of the safety of students being compromised.

Students are not allowed to use over 20% of their recess time in any given week to complete school work unless authorized by the Principal.

## **V. Monitoring and Plan Review**

**Monitoring:** The principal or designee will ensure compliance with these guidelines and will report on the school's compliance to the board of education.

School food service staff, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the principal. In addition, the school will report on the most recent USDA School Meals Initiative.

The principal will report to the school board, parent/teacher organizations, and school health services personnel on school-wide compliance with the established nutrition and physical activity wellness plan as needed.

**Plan Review:** The wellness plan will be reviewed at least every three years. As part of that review, the school will review our nutrition and physical activity plans; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education plans and program elements. The school will, as necessary, revise the wellness plan and develop work plans to facilitate their implementation.

**Footnotes**

2 To the extent possible, schools will offer at least two non-fried vegetable and two fruit options each day and will offer five different fruits and five different vegetables over the course of a week. Schools are encouraged to source fresh fruits and vegetables from local farmers when practicable.

3 As recommended by the *Dietary Guidelines for Americans 2005*.

4 A whole grain is one labeled as a “whole” grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include “whole” wheat flour, cracked wheat, brown rice, and oatmeal.

5 It is against the law to make others in the cafeteria aware of the eligibility status of children for free, reduced price, or “paid” meals.

6 School nutrition staff development programs are available through the USDA, School Nutrition Association, and National Food Service Management Institute.

7 Surprisingly, seltzer water may not be sold during meal times in areas of the school where food is sold or eaten because it is considered a “Food of Minimal Nutritional Value” (Appendix B of 7 CFR Part 210).

8 Unless this practice is allowed by a student’s individual education plan (IEP).

9 Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

10 Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

**Resolving Complaints and Grievances**

1. In the public sector (e.g. public schools, governmental agencies) the term “due process is regulated by law. However, in the private sector such legal and technical provisions do not necessarily apply. Consequently, in Catholic education it is important that truly Christian standards be adopted and followed to promote fairness and justice in the timely resolution of conflicts and disputes. Due process therefore calls for the opportunity for issues to be understood by the parties involved, for provision that all sides be heard, and for procedures of adjudication and appeal which are agreed upon mutually between the parties.
  
2. Policies and procedures for the resolution of complaints and grievances should be stated in the Staff Handbook as part of the contractual responsibilities between employers and employees in the educational program.

Adopted: May 23, 1995

Board of Directors  
St. Elizabeth Ann Seton School

**Model Procedures for Resolving Complaints and Grievances**

1. The first rule is that St, Elizabeth Ann Seton’s Board of Directors establish and publicize policies and procedures for resolving complaints and grievances. These become part of the personnel policies in parent, staff, and administrative handbooks. The policies and procedures should clearly spell out the proper steps to be followed in any hearing and appeal process as well as the proper hearing board.
  
2. Complaints are defined as non-contractual problems or misunderstandings between individuals which ordinarily should be settled orally between the parties. Such complaints can arise between parent and teacher or administrator, between teacher and administrator, between administrator and board or pastors. The Christian objective is for the complaining parties to solve these problems on the informal level as soon as possible.
  - a. If satisfactory resolution of a complaint is not affected within five (5) days after the oral discussions, either delivered session the below shall of the complaining parties may appeal for a hearing by the local board and pastors. The appeal is in writing through the administrators to the board, and the board hears the complaint in executive with the parties and delivers its decision in open meeting. The decision of the board is final. If the complaint is brought by the board against the administrator, the arbitration provision outlined be used.
  
3. Grievances are defined as any alleged violations of the applications, meaning, or interpretation of the terms of the educational contract and/or any established personnel policies at the local or diocesan level. Before entering a formal procedure, as outlined below, every effort shall be made to resolve such disputes in free and open discussion between the parties involved on the local level.
  - a. Grievances against teachers:
 

When a grievance is being brought by the administrator and pastor against a teacher, written notice is given to the teacher and president of the local board of directors. The board informs the teacher in writing about the right to written appeal within ten (10) days and the procedures and the timeline to be followed. The teacher’s right to appeal is first to the administrator and pastor and then to the board, not to the students, parents, or other faculty members. If the teacher makes timely appeal to the board for a hearing, the board hears the grievance in executive session with the teacher and administrator and gives its decision either to uphold or deny the grievance in open meeting. An appeal from the decision of the board is governed by the Arbitration Provision set out below (section c).
  
  - b. Grievances against administrators:
 

When a grievance is brought by a teacher or the local board against an administrator, the procedures outlined above (section a) are followed, except that the administrator’s right to appeal is first to the pastor and then to the board. The board follows the same procedures as outlined above (in section 3a). In the event that the matter cannot be resolved in this fashion, the administrator may appeal for final settlement according to the Arbitration Provisions set out below (section c).

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c. Arbitration Provisions:

- 1. When a dispute has not been settled satisfactorily on the local board level, the administrator or teacher has the right to appeal for arbitration, provided that the request is made in writing to the local board within ten (10) days of the hearing by the board.
- 2. Each party shall select one arbitrator, and these two arbitrators shall select a neutral arbitrator. The decision of the arbitration panel is final as to determination of the dispute, procedure, evidence, presence of counsel and all other matters relating to the arbitration.

The rules of

SOME SPECIAL NOTES ON GRIEVANCES:

- 1. Failure to respond within specified time limits, unless these are waived mutually by both parties, constitutes affirmation of the board's decision.
- 2. The term "days" shall mean days other than Saturday, Sunday, Holy Days, and legal holidays.
- 3. Parties to a dispute may be represented by counsel at a hearing conducted in executive session at the local board level or at arbitration sessions. They have specific rights to testify in person, to all witnesses on their own behalf, and to confront and cross-examine any opposing witnesses.
- 4. The function of the arbitrators is not to re-open all the background that has prompted the filing of a grievance. The primary role is to judge whether or not there is valid cause for the grievance and whether the decisions made or actions taken have been according to established policies and procedures.
- 5. Specific Cases:
  - a. The decision to renew or not to renew a contract beyond the time stipulated in the contract does not constitute a grievable item, even though a board may choose to grant a hearing in such a case.
  - b. The decision to dismiss or terminate employment of a person during the contract period is grievable, and the board must grant the employee the right to hearing and arbitration if requested.

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## SOME SPECIAL NOTES ON CONCERNS BY PARENTS:

1. It is important that parents are informed annually, e.g. at registration time through parent handbook materials, about proper procedures to follow if they have concerns about teachers or administrators or anything else involving their children in the educational program of the parishes.
2. Christian standards dictate that complaints should be handled on the level(s) where they can be resolved. To circumvent the lines of communication is a negative influence in the Christian community.
3. The local board and administrator should spell out clearly the lines of communication regarding complaints by parents. Ordinarily the first contact should be with the “offending party” (e.g. teacher, administrator) to resolve the problem. If a satisfactory solution is not achieved, the parent should seek help from the administrator. If that fails, the parent may ask for a closed hearing with the administrator and the board.

Adopted: May 23, 1995

Board of Directors  
St. Elizabeth Ann Seton School

**Tuition Policy**

All parents sending children to St. Elizabeth Ann Seton School are expected to pay the school tuition on a timely basis. This tuition is set annually by the Board of Directors.

The philosophy of S. Elizabeth Ann Seton School is to provide the opportunity for a Catholic education to every student who seeks one.

Procedure for Implementation of Tuition Policy

1. Tuition Agreement Forms will be distributed at registration.
2. Delinquent accounts will be dealt with in the following manner:
  - a. A bill reminder will be sent if payment is not made by the 10<sup>th</sup> of each month or 10 days after the agreed payment time.
  - b. A letter will be sent after 30 days – from the President of the Board.
3. After 50 days a member of the Board of Directors will make personal contact to discuss payment options for the current year and tuition aid for the future.
4. All accounts must be paid in full by the June 30 following the academic year just completed.
5. Registration for the coming year from families with accounts not paid in full will not be valid until a written confirmation is received from the pastor of their parish that the registration is acceptable.
6. Registrations for the coming year from non-parishioner families will not be valid unless all accounts for the current year are paid by June 30.
7. Non-parishioner families or parish families designated by their parish as inactive who fall six months in arrears within a school fiscal year (July 1 to June 30) will be required to pay a full year tuition in advance for the coming year in order to register.

Adopted: March 14, 1995  
Amended: February 11, 1997  
Amended: December 12, 2000  
Amended: August 13, 2002

Board of Directors  
St. Elizabeth Ann Seton School

When families are enrolling children at St. Elizabeth Ann Seton School, priority shall be given until May 1 of the preceding school year to:

1. Families who currently have children enrolled at St. Elizabeth Ann Seton School.
2. Families who are members of Holy Spirit, St. Anthony or St. John Cantius parishes.
3. New non-parishioner families.

Any child enrolling for kindergarten at St. Elizabeth Ann Seton School must be five years of age before September 1 of the year of enrollment.

All students are enrolled on a trial basis. After appropriate consultation, the school reserves the right to terminate enrollment, if it is determined that the placement is not beneficial for the student or the program.

Adopted: January 9, 2001  
Revised: October 16, 2007

Board of Directors  
St. Elizabeth Ann Seton School

**Acceptable Use Policy for Student Access to School Network and the Internet**

We are pleased to offer school network and internet access to the students of St. Elizabeth Ann Seton School. All students preparing to use the school network and internet access must complete the application on the accompanying form and obtain the consent of a parent or guardian on that portion of the form. A valid and properly completed form must be on file in the school before a student may gain training for network and internet access.

Access to the internet will enable students to explore thousands of libraries and databases, thus enhancing academic opportunities. Families should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Although the faculty will supervise student use and our intent is to make the internet accessible to further educational goals and objectives, students may find ways to access other materials as well. We do believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages.

Ultimately, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, St. Elizabeth Ann Seton School supports and respects each family's right to decide whether or not to apply for access to the internet.

The students of St. Elizabeth's are responsible for using appropriate and acceptable behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General rules for behavior and communication apply.

The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access to the internet is a privilege, not a right. Students are responsible for what they are doing.

After permission is granted by parents or guardians, students will be given training for using the internet. On completion of the training, students will be issued a "license" to use the internet. Misuse of the access privilege will result in the loss of the "license".

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school servers will always be private.

The following are not permitted:

- Accessing inappropriate sites
- Damaging computers, computer systems, or computer networks
- Intentionally wasting limited resources

- harassing, insulting, or attacking others
- sending or displaying offensive messages or pictures
- using obscene or inappropriate language
- using another's password
- trespassing in another's folders, work or files
- employing the network for commercial purposes
- any illegal activities
- any violation of St. Elizabeth's student discipline or harassment policies
- sending out personal address or phone number of any student (including own)

**Violations of the above may result in a loss of access as well as other disciplinary action.**

**Disclaimer**

St. Elizabeth's makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Elizabeth's will not be responsible for any damages a user may suffer, including loss of data. St. Elizabeth's will not be responsible for the accuracy or quality of information obtained through network connections, nor for information obtained in violation of the above guidelines.

**Student Technology and Networked Information Application**

I understand and will abide by St. Elizabeth's Acceptable Use Policy for technology and networked information. My access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken if I choose to disregard St. Elizabeth's guidelines. I further understand that failure to comply with these guidelines may constitute a criminal offense.

Student User Signature \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

**Parent or Guardian Consent**

As parent or legal guardian of the above named student, I grant permission for my son/daughter to access computer networked services and the internet. I understand that my child will be held responsible for any policy violations and that any violation may cause my child to be denied access to the network. I understand that individuals and families may be held liable for violations. I understand that this access is for educational purposes. I also recognize that it is impossible for St. Elizabeth's to monitor all materials acquired on the network. I understand that some material on the Internet may be objectionable, and I accept responsibility for providing guidance to my child regarding proper use of the Internet.

Name of Parent/Guardian (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Adopted: September 12, 2000

Board of Directors  
St. Elizabeth Ann Seton School

It is the policy of this school to maintain a learning environment which provides a safe, secure setting for students and staff. The school will take such action it deems necessary and appropriate to provide such an environment, including the immediate removal from class, suspension or expulsion of students.

Provisions:

1. This policy provides that some behaviors may result in immediate removal from class, suspension from school or expulsion from school. Such behaviors include conduct which, in the judgment of the school:
  - a. endangers or has the potential to endanger the student or other students, staff or the property of the school.
  - b. disrupts or threatens to disrupt the ability of others to obtain an education to which they are entitled.
  - c. adversely affects the desirability of continued enrollment.

The school retains the sole discretion to determine the nature, extent or duration of any such removal from class, suspension or expulsion of a student.

In the event of expulsion the school will make reasonable efforts to assist the family in seeking alternate educational programs. These efforts will include notification to the alternate educational program of the circumstances which resulted in expulsion.

Adopted: December 15, 1994  
Revised: December 9, 2003

Board of Directors  
St. Elizabeth Ann Seton School

Students in possession of a gun or other weapon, on their person, in their locker, vehicle, on school grounds at school functions or in proximity thereto shall be:

1. Referred to the principal and other appropriate support members for evaluation.
2. Immediately suspended from school.
3. Referred to the police for legal disposition.

The principal and other persons deemed appropriate (law enforcement representative, county social services representative, licensed psychologist, etc.) will investigate and assess the situation. This team will submit a written summary of its findings to the school administration and a recommendation about whether or not the student poses a threat to other students, staff or self. The following will be considered:

1. Student will return to school.
2. Student will be placed in an alternate school outside of St. Elizabeth Ann Seton School.
3. Student will be placed in homebound tutoring.
4. Student will be expelled.

“Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, BB guns, look-alike guns and non-functioning guns that could be used to threaten others) knives, clubs, metal knuckles, numchucks, throwing stars, explosives, stunguns, ammunition, or any type of bomb or explosive device. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon.

Adopted: February 14, 1995

Board of Directors  
St. Elizabeth Ann Seton School

It is the policy of St. Elizabeth Ann Seton School to maintain a learning environment that is free from sexual harassment and violence. The School prohibits any form of sexual harassment and violence.

It will be a violation of this policy for any student, teacher, administrator or other school personnel to harass another student, teacher, administrator or other school personnel through conduct or communication of a sexual nature as defined by this policy. (For purposes of this policy, school personnel includes Board of Directors members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of St. Elizabeth Ann Seton School.)

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

1. unwelcome verbal harassment or abuse;
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. any sexually motivated and unwelcome touching;
5. intentional brushing against a student or staff member's body;
6. unwelcome sexual behavior or words;
7. sexual violence which is a physical act of aggression;
8. unwelcome behavior or words directed at an individual because of gender;
9. use of school computers for statements and/or illustrations of a sexual nature;
10. decoration of student lockers with posters and/or statements of a sexual nature; and
11. graffiti of a sexual nature on walls, lockers, and other areas and items.

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Any person who believes he or she has been a victim of sexual harassment or sexual violence by a student, staff member or other person, or any person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to a teacher or one of the principals. Any individual who retaliates against any person who reports alleged sexual harassment or sexual violence or who retaliates against any person who participates in an investigation relating to sexual harassment or sexual violence will be subject to disciplinary action.

When it has been determined that a student, teacher, administrator, or other school personnel has violated the Sexual Harassment Policy, the principal or Board of Directors will take such disciplinary action as it deems necessary and appropriate, including warning, suspension or immediate discharge to end the sexual harassment and prevent its reoccurrence. Disciplinary action may take, but is not limited to, the following actions: warning, suspension, exclusion, expulsion, transfer, termination or discharge.

Depending on the nature of the offense, law enforcement may be notified.

Adopted: June 13, 1995

Board of Directors  
St. Elizabeth Ann Seton School

**Chemical Health**

**Preambles:**

Increasing emotional, physical, economic, and social problems are related to the abuse of chemicals in our society. Chemical health may be defined as a state of physical, emotional, and social well being that exists as a result of a lifestyle which includes responsible decisions about chemical use. Chemical use problems may be defined as personal or social problems which result directly from a person's use of chemicals or indirectly from a family member's or other's use of chemicals. The role of the school in the prevention and minimization of chemical use problems is not to choose action or inaction, but rather to choose to act purposefully and systematically and not sporadically and inconsistently.

**Guidelines:**

The following should be included in these policies and procedures:

1. Training to insure that all staff has the knowledge and skills to recognize and minimize chemical use among the students.
2. A drug prevention program for students with age appropriate information and development experiences necessary to assist students in making responsible decisions.
3. Intervention efforts for students who demonstrate behaviors causing concern.
4. Mandatory counseling through a program approved by the school.
5. Penalties, including expulsion, if need be, that will be imposed by the school, and an appeal process that may be used by the student and her/his parent guardian.

Adopted: August 8, 1995

Board of Directors  
St. Elizabeth Ann Seton School

**Communicable Disease Policy**

To strive for a healthy and productive environment for all students, staff, and volunteers is one of many responsibilities of a Catholic school. It is well known that various communicable diseases have the potential for existing in the community and school setting. Communicable disease control involves prevention through education, vaccination, and management of individuals with specific disease conditions in the least restrictive manner. Local school policy should be so structured as to state that a person's attendance in school is conditioned by recommendations of local medical and health agencies. The curriculum of each school should include education about these issues in order to develop a climate of awareness and prevention for the benefit of the individuals and the entire school community, and the medical and health agencies should be consulted in establishing such curriculum.

Adopted: December 15, 1994

Board of Directors  
St. Elizabeth Ann Seton School

**Guidance on AIDS Information and Prevention**

Acquired Immune Deficiency Syndrome (AIDS) has become a major health threat to Americans. This is a life-threatening disease. Since AIDS is a significant health issue, it is important to recognize that knowledge of the modes of transmission and prevention practices reduces the risk of infection. Prevention means education, and therefore it is incumbent upon Catholic schools to educate parents, students, and staff about the transmission and prevention of AIDS.

The following guidelines are recommended by the Diocesan Board of Education:

1. The educational staff and parents are encouraged to participate in programs of public awareness and information concerning AIDS. Such programs are offered through the Minnesota Department of Education, the Minnesota Department of Health, and the School Nurse Organization of Minnesota. In some cases the local public district may be the appropriate agency with which to coordinate such efforts.
2. AIDS is spread primarily by intimate sexual contact, needle sharing, or, less commonly, through blood or its components. Since no cases have been identified where the disease has been transmitted through the kind of casual contact that usually occurs in school settings, the presence of students or staff infected with HTLV-III (AIDS virus) will not generally constitute a significant threat to other students or staff. Therefore, these people should be allowed to attend school because of the apparent negligible risk of transmission of the disease in this setting.
3. Some infected students or staff may pose more of a risk to others. Such individuals would be those who lack control of their body secretions (blood and semen) or who display behavior such as biting and sexually aggressive behavior or have other medical conditions such as uncoverable oozing lesions and require a more restricted environment until more is known about the transmission of the virus under these conditions. In such cases a physician must certify that the student or staff member is capable of performing in the school setting. In case there is disagreement, the appeal process established in the school can be initiated.
4. In some cases where the infected student or staff member presents the risk outlined above, the plan is that the Minnesota Commissioner of Health will convene an advisory committee to evaluate each of these students or staff members on an ongoing basis. Members of the committee assigned for each individual will include the personal physician and/or another advocate representing the child and parents, the superintendent of schools (in our case a principal), the teacher if it is a student, and the designated school nurse. The committee will make the appropriate recommendation on placement in the school setting or not and will re-evaluate as deemed necessary. Educational decisions regarding a student with AIDS are made on an individual case-by-case basis, based on current medical information and the medical condition of the student. Implementation of the student's approved education program is the responsibility of the student's principal, the classroom teacher(s), and the child's parents in cooperation with medical personnel.

5. All schools should adopt procedures for handling blood or body fluids in the school setting. School health care workers, teachers, and other employees should be educated about these procedures.
6. Information about students or staff members with AIDS is confidential. Persons involved in the education of students with AIDS, must respect the individual's right to privacy.
7. Based on available data, mandatory screening of students or staff members as a condition for school entry or employment is not warranted.

Adopted: December 15, 1994

Board of Directors  
St. Elizabeth Ann Seton School

**Annual Classroom Placement of Students**

The annual assignment of students to classrooms is the responsibility of St. Elizabeth Ann Seton School. Consideration is given to the range of academic abilities, differing personalities, and special needs of students to create balanced classroom groupings for an optimal educational environment. Classroom requests from parents will not be accepted.

Adopted: May 11, 2004

Board of Directors  
St. Elizabeth Ann Seton School