

# Welcome to St. Elizabeth Ann Seton School.

Updated August 2016

Whether you are new to our St. Elizabeth Ann Seton community, or a seasoned veteran, here's some helpful information to help you throughout the year. This list is just a sampling of the many exciting things going on at SEAS.

**Directory:** Delivered in the fall shortly after school begins. A paper copy is available to purchase. Digital copies will be emailed. Please save the file for future reference. Please consult your school directory for a list of the names and phone numbers of Home & School members--our parent organization. Feel free to contact them with questions or to volunteer to help! Many hands make light work! Parent involvement in the school is highly encouraged. The directory also has the SCS system calendar and the SEAS School activity calendar. Depending on the space available, you'll find other helpful information in the directory.

**SEAS Handbook:** Located on the SEAS School website under About, School Handbook. This is required reading for all families. Please refer back to it throughout the year. It includes information regarding carline/drop off/pickup procedures, birthday party info, meal balance policies, uniform code, how to deal with student issues, etc.

**Weekly Mass:** All school mass is every Thursday at 8:30am. This does change periodically based on the school calendar and priest's schedule. Look to the notes from the office as well as the monthly calendar on the school website for these changes. Mass is also held the first day of school and the last day of school. Different classes rotate responsibility for scripture readings, petitions, and offertory gifts. Students in 4th grade and up serve mass. School uniform adherence is required. **No out of uniform passes on Mass days.** Modest shoe wear is also required. Parents are welcome and encouraged to attend, and are needed to be Extraordinary Eucharistic ministers. Grades 3<sup>rd</sup>-8<sup>th</sup> attend mass an additional day each week.

## COMMUNICATION

**Notes from the Office:** This is the **primary communication** for the school. It is posted online and emailed weekly. Occasionally multiple emails are sent in a week. Notes from the office are also posted on the website under the Parent Tab, Newsletter and Mailbag. If you do not have computer/email access please let the school office know so a paper copy can be sent home. **Please read each week and stay connected!**

**Teacher pages/Weebly:** Teachers post to their class pages/Weebly accounts. Get to the pages from our website—Class pages, and then on your teacher's link.

**Facebook:** Please join our Facebook Group—Saint Elizabeth Ann Seton School. Last minute reminders about out of uniform days, spirit shirts days, activities, parties, etc. Each class also has their own private Facebook group. Lots of useful information is shared on these pages.

**Remind Me text messages:** to sign up text "@stelizabe" to "81010" Texting rates will apply. Again lots of last minute information may be shared via this method.

**Correspondence:** If you need to send something to the office (lunch money, important papers, scrip orders) put it in an **envelope**, and label it--"office", student's full name, grade, and what it's for, how much money is inside, etc. Each teacher knows to pass on correspondence that's for the office. It's a lot quicker to do it this way than wait in line in the morning for the school secretary, or have a student throw cash on the desk and leave with no information attached.

**SIS:** When you begin school at SEAS you will be emailed your logon information for SIS (Student Information System). This includes your email and a password. Save this password—you'll use it for your entire time at Springfield Catholic. You can view your student's grades, lunch balances, and attendance information. You can get to this area from the school website under Parents, Parent Portal. If you have lost track of your log on information contact the office and a new password will be sent.

**Uniform buyout:** Occurs the 1st Friday of every month. For a donation (usually cash or non-perishable item) students may dress out of uniform. The money collected is donated to a different charity each month. Clothes should be tasteful and conservative (no jeans with holes, objectionable words on t-shirts, spaghetti straps, sleeveless, leggings/jeggings, bare mid-ribs, short shorts. etc.). Students in the upper grades may not wear leggings as pants. These are the guidelines for all out of uniform days.

**Spirit T-shirt day:** Occurs the 3rd Friday of every month. Students may wear a SEAS T-shirt **purchased from Home & School** with their regular uniform bottoms on this day. Previous t-shirt designs are accept as long as they are in good condition.

**Used Uniforms:** We will have a few sales throughout the year. Prices range are \$5 for bottoms and \$3 for tops. Our first sale of the year is at the Back to School Social. Only those items that adhere to the school uniform policy are accept (From De Sales or Lands' End).

## **DROP OFF AND PICK UP PROCEDURE**

Students may arrive at school starting at 7:20am. All students go to the cafeteria until released around 8am. PLEASE refrain from using your cell phone. Be attentive. Safety first. Please communicate with your student how they will be picked up each day!

### **DROP OFF**

#### **A.M. carline drop off (students walk in on their own)**

- Drive around to the west side of the property (next to Ridgecrest Baptist Church) and proceed around the back of the new gym, turn the corner, and drive EAST so that you pull up under the canopy headed EAST/towards Cox road. There is room for 3+ cars to unload under the canopy. Everyone cannot unload right in front of the door.
- Safety Patrol will assist students with getting out of the car and into the building.
- Parents, please do not exit your vehicle. If you need to assist your child out of the vehicle please be a walker.
- DO NOT drive around other cars in line. STUDENTS will be getting out and walking around to come inside. Please wait your turn to leave out of the carline.
- If your student is not ready when it is your time to unload please drive back around to the end of carline. It is important that students unload in a timely manner so backups are not created.
- **At 8:10 am carline closes.** Safety Patrol moves the cones at 8:10. Do not try to beat the cones. Please be respectful—these students are doing the job they have been instructed to do and are following the office's clock. If you have issues please speak with the office.
- There will be barriers at the East and West ends to make the area connecting the playground to the building a CAR FREE and a Kid Friendly Zone

#### **Walkers (parents walk with their child to the building)**

Please park in the lot to the east of the building, and walk your child to the sidewalk.

Please do not drop children off in this area. It can be difficult to see small bodies, and there are many vehicles backing up.

Do not drive in the area along the sidewalk, directly between the building and the parking lot.

**Students arriving after 8:15 am are considered Tardy. They will need to check-in with the office and get a tardy slip. All parents should be out of the hallway at this time as well.**

## **PICK UP PROCEDURE**

### **Morning Preschool Pickup**

Please pull along the sidewalk on the east side of the building along the office. If you are the first to arrive, please feel free to move aside the cones next the garages doors. Students will be brought to your vehicle.

### **P.M. carline Pick up**

- Safety Patrol will move the cones between 3 & 3:15pm. The carline will proceed just as the a.m. drop off carline, with everyone lining up so they are heading EAST/towards Cox. The line will begin behind the cones that are moved during the morning.
- You need to display a sign with your student's last name on it and grade. Give one to every person that will be picking up your child. Students will be on the sidewalk and will be directed to the pickup location and this information is needed.
- **THIS AREA IS FOR CAR PICKUP ONLY!** Parents, please do not walk up to pick up your child from this area. Please do not wait at the doors to grab your child as they walk out.
- Please DO NOT pull out and away from the car line unless directed by staff. Safety is our priority. If you need to get out sooner please come in early and sign your child out.
- Parents do not exit the vehicle in carline. If you need to assist your child with a seatbelt please pull into the east parking lot before exiting your vehicle.

- **P.M. Walker pickup**

- Parents will park on the west side, and come into the building through the West doors and wait for their student to be released.
- As parents arrive at the Adult Ed door, the staff members will call the students to be released.
- Students will be moved to the outside carline at 3:25 and you will need to get in the carline to pick them up.
- No students will be released to people standing outside at their vehicles.
- **Students need to be picked up by 3:30pm.**
- After 3:30 pm the south doors by the office lock. You will have to enter the building through the East doors by the parish office. Late parents will need to find the teacher on late duty (list posted on bathroom bulletin board), and sign out their late child.

**Foul Weather Pick Up** will still be same as regular carline pick up but you will be instructed to pull forward under the canopy and we will load 3-4 cars at a time. Students will remain in the hallway until called.

WALKERS will still exit out of the cafeteria doors. All rules still apply regardless of the weather conditions outside.

**Harvest Home** also changes carline procedures. Thank you for being flexible during this time.

**2nd grade sacramental year for Catholic Students:** This is for all Catholic 2nd graders. Our Parish Director of Religious Education, will send home information to students that belong to SEAS parish

regarding all mandatory meetings, classes, and activities. SEAS students will join with children in the Parish for these events. Generally, First Reconciliation is held in November, and First Communion is held in late April or early May.

**MEALS:** Also see Handbook.

**Breakfast:** \$2.20 Students need to pick up their breakfast by 7:50am.

**Lunch:** \$3.25

**A la Carte:** \$.50 up

- A microwave is available for students that need to heat up an item. Please be sure you don't send something metal.
- You can keep track of your lunch balances by logging on to your account/Parent Portal. (If you misplace your log on info, ask the secretary for help).
- Parents are always welcome to eat with their student. Please do not bring in fast food to share with your child.
- A-la carte items are available for an additional charge. It is your responsibility to communicate with your student what may be purchased. (It can add up quickly!)
- If you do not want your student to order breakfast, jumbo lunches, extra milk, or a la carte items, you need to let the office know. Please communicate this with your student as well.
- If your student doesn't arrive at the beginning of the day but needs a school lunch, please call the school office by 8:30 to order a lunch. Otherwise you will need to bring your lunch. Please leave a message if the phone is not answered.

**VIRTUS:** The Diocese of Springfield-Cape Girardeau requires that all persons, including staff, faculty and **any parent volunteers** (including those attending field trips or volunteering during the class day) must participate in VIRTUS training. Notes from the Office will post upcoming classes, but also look in The Mirror for local training dates. You only have to attend the training one time.

**Aftercare/Prime Time:** K-8th after school care/Prime Time is available through the YMCA. In house preschool aftercare for 3-5 year olds is also available. Learn more at the back to school social.

**Back to school social:** Held the Monday before school begins. Students and parents are invited to drop off school supplies, and then head to the gym for refreshments and activities! Visit with your new teacher and meet your classmates. A lot goes on in the gym that evening: Add funds to your lunch account (cash or check accepted); turn in all the important paperwork; sign up to volunteer around school and for committees; sign up for classroom parties; purchase and order your SEAS T-shirts and Sweatshirts; get a carline sign; sign up with our SCRIP program; purchase used uniforms; etc. Bring the whole family and get to know your school.

**Parent Info Night(s):** Mandatory meeting is held shortly after school begins. 1 parent from each family needs to attend this meeting. There are different nights. **This is a parent only meeting.** Please arrange childcare for your children.

**Band/Voice:** 6th-8th, Starting with 6th grade, students may choose to take Band or Choir as their music class. In December and May all 6-8th catholic school band students will come together for a group concert. Choir student will perform at the Christmas program and in the spring. Remember that Springfield Music is on Scrip--you can pay for that instrument rental, lease, or purchase using SCRIP!

**School Pictures and Yearbook:** In August we will have school pictures taken. Fall pictures are in uniform and are used for the yearbook. Class pictures are also taken at this time. Fall pictures must be paid for in advance. An order form will be sent home prior to picture day. In the spring we will have out of uniform pictures. Normally you are able to view these pictures before you make a decision to purchase. Yearbooks order forms are sent home in April/May, and they are delivered in August of the next school year so that we may include all our spring activities. We need parent help with pictures. Please take

pictures and share them for use in the yearbook! (It's a good way to guarantee your child is in the yearbook!)

**Library:** All students are given the opportunity to visit the library once per week. Overdue book notices are sent home periodically as needed. Students may not check out books if they have overdue items. Parent volunteers are needed to help read to students and file books. If the student doesn't have the book, lost it, thinks they returned it, etc. PLEASE send in a note to Mrs. Fannin, our librarian. We'll look for it in the library and the classroom. If a book is lost, a notice with the replacement cost will be sent home.

**Harvest Home Festival:** This is a yearly event held at SEAS Parish on the weekend following Labor Day. It's 2 days of family fun--a big carnival, game way, dance floor, beer garden, silent auction, bingo, teen dance, 50/50 raffle, BBQ dinner, etc. This is a fundraiser for the SEAS Building Fund (the building our school is in!!!), and EVERY FAMILY IS REQUIRED TO VOLUNTEER in some form! Help is need on Friday and Saturday running game booths, selling tickets, serving food, security, cleanup, etc. Several school parents chair activities and would love your help. You may register for the time and area of your choosing at the signup tables in the gathering area of the church starting the middle of August. Setup starts the week before the event and it does disrupt our school days/routine. WE also encourage our families to donate to the silent auction.

**IOWA Testing (ITBS):** 2nd-8th grades take standardized testing to determine student and school strengths and weaknesses in order to guide adjustments for instructions to meet the needs of the students. Exams occur in late September or early October, ATTENDANCE IS CRITICAL, and sleep and breakfast are important. Please remember make-up tests DO effect results. Student results are distributed in mid-November.

**Original Art Works:** A fundraiser for our school. Turn your child's piece of art into a mug, notebook, night light, etc. Artwork is completed in class and sent home to view with the order form. These make great Christmas presents!

**Parent-Teacher conferences:** End of October. Parents meet with teachers to review report cards and progress. We ask that children do not attend the conference. Conferences are 15 minutes per child. Teachers will send sign-up forms 2-3 weeks before conferences, so please return ASAP to confirm preferred times. Conferences can be coordinated with multiple children. Teachers are available at any time for further discussions about your child via email, phone, notes, or contact your teacher to schedule an appointment so it doesn't interrupt with the morning activities. While we are most interested in communication with families, the staff will not be available for discussions during carline, or immediately before and after school. Your child is the #1 priority--don't let issues build up. Please contact the teacher ASAP.

**Book Fair:** Our annual book fair is held the full week before Thanksgiving in November to benefit the SEAS library. The book fair is open before and after school, as well as at the weekend masses.

**Teacher's Stocking:** A token of appreciation is given to all SEAS Staff for Christmas in the form of cash. Information is sent home and all families are encouraged to send a cash/check donation to the teacher's stocking in lieu of individual gifts. Gift amounts are kept anonymous. Gifts are given to all teachers, Special subject teachers, aides, and support staff. Gift *amounts are based on time in the building and level of responsibility*. Think about what you want from your boss for Christmas--bet CASH is at the top of the list!

**Christmas Program:** Students are involved in acting out a skit or singing. Church attire is worn. Following the program a dinner will be served in the old gym. Families are asked to bring a side dish to share. Held on a Sunday evening.

**Catholic Schools Week:** The final Sunday of every January marks the start of Catholic Schools Week. Each day of the week focuses on a different aspect of Catholic education. Students who attend Sunday

Mass in school uniform on the beginning weekend receive an out of uniform pass. Please volunteer to be a server, greeter, or to take up the gifts. Parents are asked to volunteer to watch the classrooms during a teacher luncheon on Tuesday. There will be an Open House on Thursday evening. Each day will have a theme. Each class participates in "can construction". Watch your email for updates.

**Casino Night:** This is our big school fundraising event. Held the in February. Donations to the silent auction are needed from every school family. Many volunteers are needed for the success of this event. Tickets are \$50 for general admission or \$100 for VIP admission. If you don't gamble there's still plenty of fun to be had!

**Soup Supper:** Held on Ash Wednesday every year. This is a service project for SEAS School. A free light soup supper is provided. Members of the SEAS Parish are invited to attend. Help is need on Wednesday to prepare the meal and again in the evening to help serve and cleanup.

**Stations of the Cross:** Throughout Lent the students do Stations on Friday afternoon. Parents are welcome to join. Look to notes for more info or changes to the time. This does affect afternoon dismissal!

**Spelling Bee:** Spring. 2nd grade up. A list of words will be available on the website to study when they become available. There will be classroom trials held to determine which students will represent St. Elizabeth Ann Seton at the local Spelling Bee. Parents are responsible for transportation to this weekend event.

**Ozarks 100 Bike Ride:** 2011 was the inaugural year for this event and it keeps growing every year. It is held on the first Saturday in May. Families are needed to help run support stations throughout the ride. Business Sponsors play a large part in the fundraising for the event. Profit from the event benefits SEAS Church.

**May Crowning:** Held at the beginning of May. Students bring in a flower. A short prayer service is held in honor of Mary.

**Field Day:** Held the last week of school and organized by our Physical Education teacher. Many parent volunteers are needed for this full day of activities. Students are allowed to be out of uniform. 7<sup>th</sup> graders are helpers.

**Spring Awards Ceremony:** Held in May at last mass. Grades K through 7 are recognized. Special achievements are recognized, and awards are handed out to all students. 8<sup>th</sup> grade students are recognized at their graduation activities.

**8th grade graduation:** 7th grade families are responsible for the 8th grade graduation receptions. Graduation day involves a brunch & program, followed by an all class lunch (parents provide transportation). Graduation mass is held at 6:30pm and is followed by a short reception. Then all Catholic students travel to the high school for a system wide dance. Parents pick up their children at 11pm at the high school.

## **FUNDRAISERS**

**Casino Night** (see above)

### **Original Art Works**

**SCRIP:** Scrip is our biggest and easiest fundraiser!, Scrip is "gift cards"--prepaid shopping cards. When you purchase scrip, you're purchasing shopping cards that are used just like cash. You can use scrip to purchase everyday expenses like food, clothing, and other essentials, and with every purchase, you earn revenue for our school. Our organization buys the scrip at a discount, and re-sells the certificates to families like yours for full face value. The discount - from two to fifteen percent or more - is our

organization revenue. The extra bonus is **half of the money your family earns can be applied to your tuition. The other half is considered a cash donation to home & school and deductible on your taxes.** Help support the SEAS Scrip program so we can try to avoid “selling” fundraisers! For more information please visit [www.ShopWithScrip.com](http://www.ShopWithScrip.com), enrollment code E4B8D3BL15189. Please contact Andrea Fannin for more information! [seasscrip@scspk12.org](mailto:seasscrip@scspk12.org)

**Box Tops & Campbells UPCs:** We collect labels throughout the entire year. A drop box is located in the school office. Write your student’s full name, grade, and # of box tops on a zip-lock or envelope with your labels inside. Each month, out of uniform passes are given to the student in each class with the most box tops submitted. This is an easy way for us to raise money, so keep an eye out for qualifying labels on items you already buy. Don’t forget to ask friends and family for their help.

**\$Back to fundraising school programs:** Several national chains give back to our school if you mention you like to credit our school with your purchase. Here are a few examples:

**Office Depot:** Provide this SEAS code at checkout: **70214833**

**Lands’ End:** Be sure when you order uniforms that you enter in our preferred school number.

Every purchase earns money for our school! The website can look the school code up for you or you can enter **900143926**. Setup an account and save your information and you won’t have to look the code up again!

## **CLUBS/EXTRACURRICULAR**

**Chess Club:** TBD

**Children’s Choir:** This SEAS Parish choir is open to all children in the parish and is designed for students in 2<sup>nd</sup> through 8<sup>th</sup> grades who would like to share their beautiful voices to help inspire and lead our parish family in song. Practice is on Wednesday evenings from 5:45 – 6:30pm, October through May.

**Choir, All School Mass:** Students in grades 5-8 may sing in the choir at the all school mass. Students check in at their classroom, and then head to the choir room to practice with Mrs. Lohkamp before mass begins. Students must be well behaved and willing to joyfully sing during mass. Students are also encouraged to sing with the parish children’s choir.

**Geography Bee:** Beginning in September. Meets very Tuesday after school. 4<sup>th</sup> grade & up.

**Irish Voices:** Students in grades 5-8 are invited to practice before school at 7:30am with Mrs. Gray. Tuesday & Thursday mornings. Students will perform several times throughout the year.

**Journalism:** TBD

**KRUNCH--Kids R United N Christ House:** Parish youth group for all 4th - 6th graders. Held the first Sunday of the month from 6-8pm during the school year in the Youth Center. Watch bulletin for dates, or visit the church website: [www.seaschurch.org](http://www.seaschurch.org)

**Math Help:** For grades 5-8. After school on Thursday with Mrs. Payton till 4:30.

**Math Counts:** Grades 7&8. Starts in September. Students meet on Monday, Wednesday & Friday mornings at 7:15am. Students participate in several math competitions in the spring.

**Math Olympiad:** Grades 4-6 are eligible. Students are invited primarily based on ITBS scores, performance in class, and teacher recommendation. Students meet after school on Wednesdays. Students attend math competitions in the spring on Saturdays.

**ROC--Reaching Out for Christ:** Parish youth group for all youth in grades 7th & 8th. Held Wednesdays from 5:00pm - 6:30 pm in the Youth Center. Watch bulletin for dates.

**Safety Patrol:** Student volunteers in 6<sup>th</sup> grade may participate. Move cones for morning & afternoon carline, assist with carline dropoff, open car doors, open building doors, etc. Starts at 7:30am.

**Science Gurus:** Select Mondays after school. Twice per month. Cost is approximately \$20 per session. Open to students in grades 5-7.

**Science Olympiad:** students in 7 & 8<sup>th</sup> grade prepare throughout the year for the competition in the spring. Students come before and after school on the designated days to prepare.

**Sports:** 7th & 8th grade boys and girls may participate in the Catholic Team Sports sanctioned by MSHSAA. These sports include co-ed cross country, boys’ football, girls’ volleyball, and girls’ and boys’

basketball, co-ed track, and girls' cheerleading. The Catholic schools come together to form the Catholic middle school teams. There are other sports opportunities through parent led teams, "Irish" non-school sanctioned teams (soccer, baseball), & Catholic sports camps. Look for more information in the school notes, and talk with your classmates for grade level sports teams. All are encouraged to attend games and support our Catholic teams.

**Yearbook:** Students may assist with creating the school yearbook. Meetings will be before or after school based on the leader's availability. Access to a computer with internet access at home is required.

## **SCS SYSTEM FUNDRAISING EVENTS**

**Dancing with our Stars:** System wide fundraiser generally held in August after school begins. Similar to the TV show. Proceeds are raised by voting for your favorite dance team(s) made up of a Catholic community "dance star" paired with a professional dance instructor. Tickets go on sale in the summer, or buy before then from a participating dancer. More information available at [www.scspk12.org](http://www.scspk12.org). This event will change in 2017/18

**Emerald Evening:** Held in March. Funds raised help pay for critical aspects of education that aren't covered by the operating budget. In the past Emerald Evening has helped with "technology enhancement". The evening includes dinner, dancing, live and silent auction, and raffles. Tickets go on sale in January. Raffle tickets sales begin in the winter. More information available at [www.scspk12.org](http://www.scspk12.org)