



*Parent and Student  
Handbook  
2009-2010 Edition*

# **SETON ACADEMY**

Serving the parishes of:

Holy Ghost  
Incarnation of Our Lord  
SS. Simon & Jude  
St. Ursula

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## **ADMISSIONS POLICY**

In applying for admission to Seton Academy, parents/guardians should have a clear understanding of the purpose of Catholic Education: that is to provide for the spiritual formation and academic education of the students in a Catholic/Christian environment. Parents/guardians should have a sincere desire to uphold to the best of their ability Catholic moral standards. They should promise cooperation with the school in upholding school rules and regulations and in giving their children the necessary supervision and assistance with home assignments.

Seton Academy follows the policy of the Diocese of Allentown regarding entry into Kindergarten and First Grade: A child whose fifth birthday occurs on or before October 15<sup>th</sup> may enter Kindergarten in September of that year. A child whose sixth birthday occurs on or before October 15<sup>th</sup> may enter First Grade in September of that year.

### ***Requirements for Registration***

- |                        |                                       |
|------------------------|---------------------------------------|
| ~Birth Certificate     | ~Custody Agreement (if applicable)    |
| ~Baptismal Certificate | ~Verification of Parish Membership    |
| ~Immunization Records  | ~\$75.00 Registration fee (Per child) |

Students seeking to transfer from public or private school into Grades 1-7 must attend an interview with the principal. These students must also provide:

- ~Academic Records (report cards)
- ~Standardized Test Results
- ~Health Records

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## **AQUINAS PROGRAM**

The Aquinas Program for Students with Learning Disabilities is co-sponsored by the Diocesan Office of Education and Catholic Charities of the Diocese of Allentown. Begun in September 2000, SS. Cyril and Methodius School became the first host school for this program. Seton Academy has three Aquinas classrooms with a maximum of 14 students in each class. The Aquinas students receive their Reading, Math, and Language Arts instruction from the Aquinas classroom teacher, as prescribed in their Instructional Plan. They are integrated into the grade-level homeroom for Religion, Social Studies, and Science. The Aquinas students also have lunch, recess, and Gym, Music, and Art with the homeroom students. Application for the Aquinas Program is made through Sr. Janice Marie Johnson, R.S.M. at the Diocesan Office of Education. The tuition rate is separate from that of Seton Academy.

In the fall of 2003 the Aquinas Program extended to the secondary level at Notre Dame High School, Easton. Although the format differs from that on the elementary level, the goal remains the same; to provide a quality education within our Catholic system for students with learning disabilities.

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## ARRIVAL

Punctuality and an orderly start of the day are essential for academic progress. Students are expected to arrive between 7:45-8:05 AM each day. Doors open at 7:45 AM. Walkers and car riders are to enter at the Main Door. **Drivers should drop off students on 6<sup>th</sup> Avenue (heading south toward Broad St.) at the school driveway.** Bus students are to enter at the North Street door. Students are supervised by a teacher or staff member at each entrance. Upon arrival students proceed directly to their classrooms.

### ***Please Note:***

1. Students should not arrive prior to 7:45 AM (unless they are scheduled to attend Before-School Care). Supervision is not available until 7:45 AM.
2. Students arriving after 8:05 AM (with the exception of the bus students) must enter at the Main Door, ***accompanied by a parent/guardian.*** The parent/guardian **must** sign the student in at the Main Office. The student will then be issued a late slip to give to the homeroom teacher. **For every three (3) days that a student is late, he/she will receive a 1/2 hour detention. The only exception to this will be lateness due to a family or medical emergency. Parents/guardians will be held accountable for multiple occurrences of tardiness.**

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## ATTENDANCE/ABSENCE

Daily school attendance is essential for academic progress and is required by state law. Absences for reasons other than illness are strongly discouraged and should be carefully considered. Appointments with doctors, dentists, etc. should be scheduled after school, on Saturdays or school holidays whenever possible. Once a student reports to school he/she must be present for all classes. At no time may a student leave school without permission from the Office. On days of student absence, a parent/guardian **MUST CALL THE SCHOOL OFFICE BEFORE 9:00 AM.** You may also leave a voice message, stating the child's name, grade, and reason for absence. **Requests for homework assignments must be made by 10:00 AM for pick-up between 2:45-3:00 PM.** On the day of return to school following an absence, the student **MUST BRING A WRITTEN NOTE STATING DATE(S) ABSENT AND REASON FOR ABSENCE.** This is a state requirement and will be strictly enforced. Absence of four (4) or more consecutive days will require a physician's note (M.D. or D.O. only). **Each absence after seven (7) days will require a doctor's note.** Excessive absences will be reported to the Bethlehem Area School District Child Accounting Office.

Parents/guardians are encouraged NOT to take children on extended vacations or trips during school time. If, however, an extended absence is planned, parent/guardians must complete and submit an "*Extended Absence Form*" to the principal at least one week in advance. Please note that teachers will provide make-up work to that student upon **return** to school, **not prior to the trip.** NO MAKE-UP OF STANDARDIZED TESTS WILL BE PROVIDED IF A CHILD HAS MISSED THESE DUE TO A VACATION. In the spring of each year many companies and businesses participate in "Take Your Child to Work Day". You must make a request in writing, at least one week in advance, in order for your child to be excused on such a day.

## **BIRTHDAYS**

As part of our continuing efforts to provide for the safety and welfare of our students, we will adhere to the following policy for birthday treats: students may bring **individually pre-packaged treats** for their fellow classmates on their birthdays. These may be food items (TastyKakes, wrapped lollipops, candy bars, snack bags of pretzels or chips, etc.) or non-food items (pencils, crayons, markers, stickers, etc.). This will allow for easier distribution of treats and also allow students to take the treat home if they choose. **No** birthday party invitations may be distributed during school time.

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## **BOOKS**

All student texts, both hard cover and soft cover, are to be covered with sturdy book covers or book socks. Brown paper bags or book socks are recommended for the hard cover books and clear contact paper is recommended for the soft cover books. Please do not use contact paper on the hard cover books. All hard cover texts must be returned to the school at the end of the school year. Any text that has been defaced, torn or lost will need to be repaired and/or replaced, at current value, by the student. Students are encouraged to take proper care of all school personal belongings.

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## **BOOSTER SEATS**

Since February 2003 Pennsylvania law has required children to ride in booster seats until they reach one of the following criteria:

- 8 years old
- 80 pounds
- 4 feet, 9 inches tall

In order to comply with the law and to protect your children Seton Academy will require children who do not reach the criteria to be driven by their own parents/guardians for field trips, unless the trip transportation is by bus. This would include students in Kindergarten, First Grade, and possibly Second Grade. Parents/chaperones will not be permitted to transport other children. We strongly encourage all parents whose children fall within the guidelines to have booster seats in the car for their children.

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## **CATHOLIC SCHOOLS WEEK**

Each year Seton Academy will join with Catholic schools across the country to celebrate Catholic Schools Week (usually scheduled the last week in January). Many special activities are planned during this week. An events calendar will be sent home about two weeks prior. Registration for Kindergarten and new students in Grades 1-7 for the following school year begins during Catholic Schools Week.

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## **CELL PHONES**

The following rules will be **strictly** enforced regarding cell phones: With parent permission, a student may bring a cell phone to school. The cell phone must be turned off and remain in the back pack during school hours. Any cell phone used in school or on school property will be confiscated. Parents will be contacted and a detention will be issued. Cell phones may not be taken on school field trips.

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## **CD PLAYERS / I-PODS / MP3 PLAYERS / PSP**

Personal CD players (walkmans) or video players are not permitted in school. These items will be confiscated.

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## **CONCERNS**

Parents/guardians who have concerns about any assignment, situation or classroom problem are advised to **contact the teacher first**. If, after meeting with the teacher, questions persist, please call the school office to schedule a telephone conference or appointment with the principal. Please do not allow your concerns to go unresolved. In addition, parents are requested to respect the privacy of the faculty and refrain from contacting the teachers or principal at their homes.

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## **COURT ORDERS**

Seton Academy complies with the Buckley Amendment:

*"Non-custodial parents will be given access to unofficial copies of student records and the staff will be able to discuss the records, unless a court order stating otherwise is filed with the school."*

Divorced parents are required to file a notarized copy of the custody decree with the school. Non-custodial parents who wish to receive copies of report cards, newsletters, and school calendars must notify the school secretary in writing and provide the address to which these items may be mailed.

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## **CRISIS PLAN**

Seton Academy has a Crisis Plan to deal with any number of crises that may affect the school community. Faculty and staff regularly review the plan.

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## **CURRICULUM**

Seton Academy follows the guidelines and directives of the Diocese of Allentown, Office of Catholic Education and state requirements. Our textbooks are chosen to meet the educational needs of our students and are updated periodically. All students in Grades 1-8 are instructed in the following subject areas:

**Religion:** Instruction in Catholic doctrine and the formation of Christian values are the two primary goals of religious education. These are accomplished through daily prayer, classroom instruction, liturgies, and sacrament preparation.

**Reading:** Grades K-5 utilize a continuous progress program allowing students to progress in small reading groups. Students in Grades 6, 7 and 8 use a literature program.

**Mathematics:** Emphasis is placed on problem solving, computation, measurement and proficiency in understanding basic concepts. Students in Grades 5-7 will be given placement tests in the spring to determine eligibility for advanced math groups for the following year.

**Language Arts:** This area encompasses grammar, sentence structure, spelling, creative writing, phonics, and penmanship.

**Science:** Earth, Life, and Physical Science form content of this area. Hands-on experiences are provided to enhance understanding.

**Social Studies:** This subject develops students' knowledge of and respect for family, community, country, and various world cultures. In addition, map and globe skills are developed.

**Specials:** Students receive instructional time on a weekly basis in the areas of Library, Music, Art, Physical Education, Computer and Spanish.

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### DAILY SCHEDULE

<i>AM Session</i>		<i>PM Session</i>	
7:45-8:05	Arrival	12:10-2:45	Instructional Time
8:05-8:15	Opening Exercises	2:45-2:55	Closing Exercises
8:15	Instructional Time begins	2:55	Kdg. and Gr. 1 and 2 walkers and car riders dismissed
11:20-12:00	K-5 Lunch/Recess		car riders dismissed
12:00-12:30	6-8 Lunch/Recess	3:00	Grades 3-8 walkers, car riders, and bus riders dismissed

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### DETENTION

Detention is a step taken by the principal or faculty member to reprimand a student who has broken a school or classroom rule. The student will be given a detention slip providing at least two days' notice. The detention slip must be signed by a parent/guardian and returned to school the following day. It is the responsibility of the parent to provide transportation home from the detention, and to note these arrangements on the detention form.

**Please Note:** Only those students who regularly attend After-School care may go there after serving their detention. **All others must be picked up promptly at 3:30 PM.**

Detention will be on Thursdays from 3:00-3:30 PM, unless otherwise stated. The teacher will escort students to the Main Door at the conclusion of detention. Parents should meet their children there. The teacher will record detentions. Six (6) detentions will warrant a suspension. In-school suspension may require a parent or guardian to sit with the student for the entire day. Receipt of any additional detentions after serving an in-school suspension will require the parent and student to meet with the principal.

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## **DISCIPLINE CODE**

It is the aim of Seton Academy to emphasize the positive rather than the negative in guiding the child's growth in habits of virtues and Christian attitudes. The essence of Christian discipline is self-discipline. A child must be free to choose one behavior over another and to accept the consequences of the chosen behavior.

Misbehavior on the part of the student, whether deliberate or thoughtless, or caused by psychological or emotional problems, will arise and may have to be curbed by appropriate measures.

Please consult the pages in the back of this handbook for the complete Discipline Code of Seton Academy.

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## **DISMISSAL**

Dismissal begins at 2:55 PM. Walkers and car riders in Kindergarten, Grades 1 and 2 are dismissed at the Main Door.

At 3:00 PM, all bus riders and car riders/walkers in Grades 3-8 are dismissed. Parents/guardians who are picking up their children must pull into the parking lot and park in a marked spot. Please do not obstruct incoming traffic while in the parking lot. Please do not double park along 6<sup>th</sup> Avenue. **At all times, please be mindful that children's safety comes first. We expect parents to be cooperative and patient.**

**PLEASE NOTE: Any change in a child's dismissal arrangements must be in writing to the classroom teacher, with the day and date of change noted. If the teacher does not receive a note then the child will be instructed to follow the regular dismissal routine. If you have doubt about your child giving the note to the teacher then please call the office before 12:00 Noon and a message will be in the teacher's box.**

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## **DOCTOR AND DENTIST**

Medical and dental appointments should be made for the hours before or after school, or in the case of check-ups, during school vacations. When this cannot be done only afternoon appointments should be considered. If a child needs to be dismissed early for an appointment a note to the teacher should be sent in one day prior to the appointment. Parents/guardians are required to pick up the child in the school office and sign the child "out". If a child returns to school after the appointment, he/she should report to the office before returning to class.

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## DRESS CODE

PLEASE NOTE: The items marked with a \* must be purchased from Flynn & O'Hara or another uniform company.

### Girls: Grades 1-3

- plaid jumper\*
- navy blue or red polo shirt\* (long or short sleeve)
- navy knee-hi's
- navy tights
- navy sweater (optional)
- suede buck shoes\*

### Girls: Grades 4-8

- plaid skort\*
- navy blue or red polo shirt\* (long or short sleeve)
- navy knee-hi's
- navy tights
- navy sweater (optional)
- suede buck shoes\*

**OPTIONAL:** In the winter months (November 2<sup>nd</sup> through March 31<sup>st</sup>) all girls may wear khaki school uniform slacks\* with the school polo shirt and sweaters.

Girls who have pierced ears may wear one pair of small post earrings or hoops with a diameter of 1/2 inch or less **on ear lobes only**. **NO** dangling earrings may be worn at any time. The wearing of any exotic or ornate clothing, jewelry or hairstyles is not permitted (including dyed or streaked hair). The only necklaces allowed are those with a cross or religious medal; however, these may not be worn on Gym days. **Make-up of any kind as well as fake fingernails are strictly forbidden.** Only clear nail polish may be worn. The length of the uniform is to be no shorter than 2" above the knee. Sneakers may be worn only on Gym days. No ankle or crew socks are permitted. **Tattoos (temporary or permanent) are not permitted.**

### Boys: Grades 1-8

- khaki school uniform pants\* (must be worn at the waist)
- belt
- navy blue or red polo shirt\* (long or short sleeve)
- navy sweater (optional)
- suede buck shoes\*
- crew socks (navy, khaki, or white)
- white undershirts only

Boys' hair must be no longer than the top of the shirt collar and must conform to good grooming standards. The wearing of any ornate or exotic hairstyles (including dyed or streaked hair) or clothing is not permitted. Boys may not wear earrings of any kind. The only necklaces allowed are those with a cross or religious medal; however, these may not be worn on Gym days. **Tattoos (temporary or permanent) are not permitted.**

### **OPTIONAL SUMMER UNIFORM (September, May and June)**

**Students in Grades 1-8** may wear khaki uniform shorts\* with a red or blue polo shirt\*. Walking shorts must be secured with a belt and may not hang below the knee nor be of the "cargo short" variety.

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**GYM UNIFORM FOR GRADES 1-8** (must be ordered through Flynn & O'Hara)

-red Seton Academy gym T-shirt

-white socks and sneakers

-navy gym shorts (with school logo)

-navy sweatpants & sweater (school logo)

All students in Grades 1-8 must have the four required pieces of the gym uniform. **NO EXCEPTIONS!**

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**"DRESS DOWN DAYS"**

Approximately once each month students will have "Sneaker/Gym Suit Day" when they will have the opportunity to wear sneakers with the regular uniform or their gym suit. They are asked to contribute 50 cents to a special charity fund on these days. Teachers will be permitted to wear jeans or khakis and sneakers on these days.

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**EARLY DISMISSAL DAYS**

Early dismissal days are noted on the school calendar sent home in August. In addition, the Family Communication Folder will contain a monthly calendar. Most early dismissals are at 12:00 PM. Please consult your monthly calendar.

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**EMERGENCY FORM**

On the first day of school each child receives an Emergency Form. This form is extremely important. It must be completed (both sides) and returned to school the following day.

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**EXTENDED CARE**

Seton Academy offers Before- and After-School Care. For information regarding hours of operation, fees and registration for this program please call the school office.

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**EXTRACURRICULAR ACTIVITIES**

To supplement the academic curriculum the following extracurricular activities provide opportunities for growth:

**Altar Servers**

**Geography Bee**

**C.Y.O.\*\***

**Giving Tree**

**Essay Contests**

**Student Council\*\***

**Holy Child Association**

**Spelling Bees**

**Please Note:** *In order to participate in CYO Activities and Student Council, students must maintain a passing average at all times.*

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**FAMILY COMMUNICATION FOLDERS**

Seton Academy will use a Family Communication Folder to send important papers home. This will be sent each week, usually on a Thursday, with the youngest or only child in each family. Please remove items and return the folder the following day. There will be a \$1.00 replacement charge for lost folders.

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## FIELD TRIPS

Field trips are an important and valuable education tool. Seton Academy uses the "Diocese of Allentown Release and Consent Form" which must be completed and returned prior to each field trip. **No other written or verbal permission will be accepted.** If the form is misplaced please request another from the teacher.

Please be advised that participation in a school or class field trip is a privilege which may be denied to a student if: 1) the principal and teacher determine that the student has not demonstrated responsible behavior or good conduct in school; or 2.) the student's tuition is not paid up-to-date and the parent/guardian has not contacted the principal to make other arrangements. In such cases, the student is still required to attend school on the day of the field trip. He/she will be supervised in another classroom or the school office. Parents must sign and return the "*Parent/Guardian Field Trip Policy Form*" issued in the fall and abide by the policies therein.

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## FINANCIAL AID

Financial aid is available on a limited basis. Priority is given to parishioners of the feeder parishes. Forms are available in the spring and must be requested from the Main Office. All requests for financial aid must be submitted no later than April 18<sup>th</sup> to qualify for aid for the following school year.

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## FIRE DRILLS

Periodic fire and disaster drills are conducted for the safety of the children and staff. Students are instructed to maintain proper conduct and silence during the drills. Each class is assigned an exit, however if the assigned exit is blocked the children are instructed to use the next closest exit.

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## FUNDRAISING

Tuition covers only about one-half of the cost to educate each child in our school. The remaining 50% must come from parish subsidies and fundraisers. Each family has a required fundraising fee of \$400.00. Fundraising committees will organize the various fundraisers. We ask the support of every family with our fundraisers.

If a family exceeds its \$400.00 requirement, the excess amount will be divided as follows: one-third as a discount on the next year's tuition and two-thirds to remain in the school account, with the exception of Aquinas families. For example, a family that accumulates \$500.00 this year through fundraising efforts (\$100.00 over requirement) will receive a \$33.00 discount on next year's tuition. Aquinas families will have one-third of any overage credited toward their fundraising requirement for the following year. However, this will not apply to 8<sup>th</sup> grade students or families that leave our school. No cash will be refunded.

## **GAME BOYS (and all other hand-held games)**

Students MAY bring Game Boys to school to use in the time prior to 8:05 AM and at recess. All games used must be "G" rated. However, hand-held games with text messaging capability are not permitted. The school will not accept responsibility for lost or stolen electronic toys.

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## **GRADING POLICY**

A student's grades for each quarter are based on the following:

- |                        |            |
|------------------------|------------|
| ~ daily work           | ~ projects |
| ~ class participation  | ~ tests    |
| ~ homework assignments | ~ quizzes  |

Tests are administered throughout the quarter as the subject matter dictates. There will be at least three (3) tests per quarter in each major subject. Cumulative exams are given in January and June. Each teacher's individual grading policy is discussed with the students in September and shared with the parents/guardians at Open House.

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## **HEALTH POLICY**

Seton Academy adheres to the regulations set forth by the Commonwealth of Pennsylvania and the Bethlehem Area School District for the immunization requirements for entrance to school. Upon registration for Kindergarten parents are given the list of required immunizations and medical and dental examination forms. It is the responsibility of the parent to fulfill the health requirements for the child prior to the first day of school.

### ***Illness in School***

At times it is necessary to contact a parent/guardian when a child becomes ill in school. In such instances the parent, or person authorized by a parent, must pick the child up as soon as possible. The parent/guardian must sign the child out in the Main Office. The parent/guardian may be advised to consult with the family physician, clinic, hospital or emergency room. As a rule, children are sent home from school if they have a fever, are vomiting, have a rash of unknown origin or have sustained a head injury.

### ***Health Records***

All student Health Records shall be kept confidential and their contents shall be divulged only when necessary for the health of the child. At the request of a parent/guardian, confidential records will be released to another school or a physician legally qualified to practice in the Commonwealth of Pennsylvania.

### ***Medication in School***

In the event medication must be given in school an **Authorization for Medication Form** must be completed and signed by both the parent/guardian and the physician or dentist. This includes over-the-counter medications such as aspirin, Tylenol, Advil, cough

medicine, allergy/sinus medication, eye drops, eardrops, rash ointments, etc. **Under no circumstances should students bring unlabeled medication to school.**

### ***School Nurse***

A school nurse, employed by the Bethlehem Area School District, is assigned to our school approximately two (2) days per month. At all other times the school secretary or principal handle student illness/injury.

### ***Mandated School Health Exams***

- Physical Exams - upon initial entry into school (usually Kindergarten or Grade 1) and prior to Grades 6 and 11. All students entering from out-of-state must also have a physical exam.
- Dental Exams - upon initial entry into school (usually Kindergarten or Grade 1) and prior to Grades 3 and 7.

Note: The exams may be done by the child's private practitioner or the physician/dentist employed by the Bethlehem Area School District.

### ***Health Screenings by the School Nurse***

- Height and Weight - annually (Grades Kindergarten through 12)
- Vision - annually (Grades Kindergarten through 12)
- Hearing - Kindergarten, Grades 1, 2, 3, 7 and 11. Students with ongoing problems are tested annually.
- Tuberculin Testing - Kindergarten or Grade 1 and Grade 9.
- Scoliosis - Grades 6 and 7.

### ***Exclusion for Communicable Diseases***

There are several communicable diseases for which children must be excluded from school for a specific length of time. Please contact the school nurse or principal if your child acquires a contagious illness and they will inform you of the required time of exclusion.

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## **HOMWORK POLICY**

Homework is an essential part of the learning process. It reinforces concepts taught in school and it helps to teach students responsibility. Homework can be written work or study work. In either case, it is the responsibility of the parent/guardian to supervise completion of the work.

The general rule is that students receive between 10-15 minutes of homework per night per grade level. For example, Grade 2 might receive 20-30 minutes of homework and Grade 6 might receive 60-75 minutes of homework.

Each teacher in Grades 2-8 will have an individual homework policy that will be outlined for the students and parents at the beginning of the school year. In addition, for students in Grades 4-8 the following homework policy will be in effect:

For every three (3) incomplete or missed homework assignments the student will receive a detention. Three (3) detentions for incomplete or missed homework assignments will be followed by an in-school suspension. At this point, parents will be contacted for a conference.

All students in Grades 2-8 are required to use the Homework Book that is to be purchased in school. The assignments are written on the board for the students to copy. In addition, all major tests are announced and posted on the board at least one (1) week in advance. The teacher may give shorter notice for a quiz.

**Please Note:** When a teacher assigns a specific due date or deadline for a project or report the student is expected to honor that deadline. If a student does not hand in the project or report on the due date the teacher may choose to: 1.) deduct points for each day that the project/report is late **or** 2.) accept the project/report but give the child a failing grade of 69 for the project/report. Please assist your child to manage his/her time well so that all projects and/or reports will be completed and handed in on time.

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## **HONOR ROLL**

Seton Academy's administration and faculty have reviewed and revised our Honor Roll policy as follows:

Students in Grades 6-8 may qualify for the Honor Roll.

### ***First Honors***

- ~ General Average for the quarter must be a 93 or above, with no individual grade below a 90
- ~ at least an "S" in all minor subjects
- ~ at least an "S" in both Conduct and Effort
- ~ "S" in all categories of Christian Values

### ***Second Honors***

- ~ General Average for the quarter must be an 88 or above, with no individual grade below an 85
- ~ at least an "S" in all minor subjects
- ~ at least an "S" in both Conduct and Effort
- ~ "S" in all categories of Christian Values

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## **INSTRUCTIONAL SUPPORT TEAM**

In a continuing effort to help all students to be successful in school, Seton Academy utilizes an Instructional Support Team. The team is comprised of the principal, school psychologist, guidance counselor, remedial teacher and classroom teacher. Parents may be invited to attend a team meeting. Through collaboration, the team plans strategies which can help children to achieve to the best of their abilities.

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## **INSURANCE**

The Diocese of Allentown has implemented a Student Accident Insurance program covering all students attending our school.

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## **INTERIM PROGRESS REPORTS**

Interim Progress Reports are issued mid-quarter to students in danger of failing a subject area or who are not working to their ability for that quarter. These reports are mailed and require parent/guardian signature to acknowledge receipt of the report.

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## **KINDERGARTEN**

Seton Academy offers a full-day Kindergarten program. Children must be five (5) years old by October 15<sup>th</sup> of the current school year in order to be accepted for admission. Our Kindergarten provides a full range of pre-reading and pre-math, large and small motor activities, religious instruction, music, arts and crafts, and physical education. Children must meet all health and age requirements.

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## **LIBRARY**

Students are scheduled to visit the school library once week, as a class. The librarian provides instruction in library skills, including the use of reference materials and exposure to quality children's literature. The students are permitted to borrow books from the library. Each student is responsible for the books he/she borrows. A fine of five cents per day is charged for overdue books/materials. Lost or damaged books must be paid for by the student (at replacement cost). A student's report card may be withheld at the end of the quarter if there are overdue fines or books not replaced. Students are expected to follow all school rules while in the library and to be respectful of the books and materials. The librarian may issue detentions or penalties if students misbehave in the library.

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## **LITURGY, PRAYER AND SACRAMENTS**

The spiritual formation of our students is a primary goal of our school. This is achieved on a daily basis through prayer and religious instruction. Special liturgies and services are celebrated together to reinforce our community of faith.

School Masses are celebrated once each month and on holydays of obligation. The Sacrament of Penance is offered to our Catholic students in Grades 4-8 every other month. Several priests are available for individual confession.

Preparation of students and their parents for First Penance and First Eucharist occurs in Third Grade. The sacrament of Confirmation is administered by the Bishop per his announcement, usually every three years. Since Seton Academy's students come from a large number of parishes, it is the decision of the Board of Pastors that a student must receive the sacraments in his/her home parish. It is the responsibility of the parents to contact their home parish pastor to make the appropriate arrangements. Students and parents are reminded of their obligation to attend Mass every weekend, either Saturday evening or Sunday morning.

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## **LUNCH PROGRAM**

Our school offers a Hot Lunch on every full school day. This service is offered through Bethlehem Catholic Dining Services. A monthly menu will be sent home in the Family Communication Folder two weeks prior to the beginning of each month. With your child,

please select those days that he/she wishes to have hot lunch. Then follow the directions for tabulating and submitting your payment. Beverages may also be ordered through the Hot Lunch program. **Please note the due date for each month's lunch order. Late orders will not be accepted.**

Any beverages or food in glass containers are not permitted. If a student is not purchasing hot lunch and his/her lunch is forgotten at home a parent/guardian may deliver it to the school office prior to 12:00 noon. Parents/guardians are requested **not** to bring fast food lunches to school for their children.

In addition, teachers are not permitted to microwave any student foods at lunchtime. Also, please provide your child with plastic utensils if they are needed for his/her packed lunch.

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### **LUNCHROOM RULES**

A calm and orderly lunch period is a primary goal. Students are escorted to the cafeteria by their teacher. While in the cafeteria they are supervised by a teacher. Good manners and etiquette are expected from every student. In addition, the following rules apply:

- Students must stay seated
- If the student has a problem or a need, he/she must raise his/her hand and then will be attended by the teacher.
- Children are permitted to talk with others at the table on a conversational level. Yelling/screaming is not permitted.
- Students may use the lavatory with the permission of the teacher on duty.
- Students must stop talking and be silent when the teacher rings the cafeteria bell.

Students who do not follow the rules and ignore warnings from the teacher on duty may receive detention or lose their recess time or be separated from their class at lunchtime.

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### **MAKE-UP ASSIGNMENTS**

In all cases of absence from school or the classroom the student is responsible for making up the work missed. It is the student's responsibility to find out what has been missed and arrange to make up tests at the teacher's convenience. In cases of absence from school it is advised that assignments be requested for a parent/guardian to pick up or for another student to take home. Requests for assignments must be made to the office no later than 10:00 AM and the work will be available in the office between 2:45-3:00 PM.

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### **MESSAGES**

Parents/guardians should inform the children of any messages or changes in daily routine prior to coming to school. When there is a change in the child's dismissal routine the school/teacher must be notified by note or telephone. We will **not** release a student to a new person or allow a change in the dismissal routine without written or verbal parent permission. If a parent/guardian needs to relay an emergency message to a student,

please call the school office (610.867.9530) and the message will be delivered as soon as possible. We cannot guarantee that messages received after 2:45 PM will reach your child prior to dismissal.

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## **MONEY AND VALUABLES**

Any and all money sent to school should be in an envelope, clearly marked with the student's name, grade and purpose (for example: John Smith, Grade 1, Field Trip Money). Students are discouraged from bringing extra money and/or valuables to school.

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## **NEWSLETTER**

Our school newsletter and monthly calendar will be sent home in the Family Communication Folder at the end of each month. Important events and dates as well as school news are included in the newsletter. Families are encouraged to read the newsletter and post the calendar at home for easy reference.

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## **OPEN HOUSE**

Open House for parents/guardians is held during the month of September. The exact date is announced in the August newsletter. This is a time to meet the teachers and find out specific classroom routines, policies, procedures, and the teaching objectives for the year. It is required for at least one (1) parent/guardian from each family to attend the Open House. This is *not* a time for individual conferences. If there is a specific concern, please make an appointment with the teacher for a private conference.

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## **PHONE CALLS**

Parents/guardians wishing to call the school may do so between 8:00 AM and 3:15 PM (610.867.9530). To contact a teacher please leave a message with the secretary and the teacher will return your call as soon as possible. Parents/guardians and students are not to call teachers at their homes. Students may use the phone only with the permission of the principal or school secretary.

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## **PLAYGROUND**

All students have daily recess on the playground (except in cases of severe cold and inclement weather). Students are supervised by a teacher/teacher assistant who may be assisted by volunteer parents when available. In order to ensure a safe recess for all students the following rules must be observed:

- Children are to stay in their designated play areas.
- Children are not permitted to run.
- Children may not push or pull on other students or their clothing.
- Fighting, bad language, wrestling, and kicking are not permitted.
- Children may not be screaming - please use reasonable outside voices.
- There is to be no foul language.
- Jump ropes are not permitted.
- Balls and sidewalk chalk may be used only with permission of the principal.
- Children may not write on the school building or I.U. trailer.
- Children may not play behind the I.U. trailer.

- Children may not leave the playground without permission from the teacher or teacher assistant on duty.

Violations of the playground rules will be handled in the following manner:

**First Offense:** Student will stand with the teacher for remainder of recess.

**Second Offense:** Student will miss recess time for one day (remain in cafeteria).

**Third Offense:** Detention

Students who violate any other school rules (see Discipline Code) while at recess will be disciplined accordingly.

Indoor Recess: Students may bring "Game Boys" to school provided they are only using games with a "G" rating. The school will not accept responsibility for electronic toys that are lost or stolen.

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## REMEDIAL SERVICES

The following remedial services are provided to Seton Academy through state and/or federal funding:

- **Remedial Math Instruction:** by a teacher provided by Intermediate Unit #20, in the trailer adjacent to school. Students are qualified for this program based on IOWA scores and teacher referrals. Parental permission is required.
- **Remedial Reading Instruction:** with computers provided by the Bethlehem Area School District with Title I funds. Students are qualified for this program based on IOWA scores and teacher referrals. A Computer Aide (also Title I) supervises the students. Parental permission is required.
- **Speech/Language Therapy:** by a speech therapist provided by the Bethlehem Area School District and Intermediate Unit #20. Students may be referred by teacher or parents. An evaluation/diagnosis by the Speech Therapist and a Service Plan are required prior to beginning services. Parental permission is required. Students who live outside the service area of Intermediate Unit #20 may not be eligible for speech/language services.

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## RE-REGISTRATION

In March of each year re-registration forms are sent home for every child currently enrolled in Grades Kindergarten through 7. Requirements for re-registration are:

- Tuition payments for current year must be up-to-date.
- Forms must be completed and returned.
- Re-registration fee must be paid.

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## REPORT CARDS

Report cards are issued four (4) times a year in Grades 1-8: November, January, April, and June. Kindergarten report cards are issued in January, April, and June.

Report cards must be signed by a parent/guardian and returned to school within three (3) days of issuance (with the exception of June). Report cards may be withheld from those students whose tuition is not paid up-to-date for the quarter; have delinquent Extended Care accounts; have not returned library books; or whose fundraising requirements have not been met.

## RETENTION

Retention of a student is always a serious matter. The overall growth and well-being of the student is considered. The principal, in consultation with the teacher, makes final decisions of retention. If promotion is doubtful, the parent/guardian will be notified by the end of the third marking period.

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## SCHOOL CLOSINGS/DELAYS

Seton Academy follows the directive of the Bethlehem Area School District in cases of school closings and delayed openings. The information is relayed on the following:

**TV Channel 69**

**WLEV FM 100.7**

Please do not call the school or the television or radio stations for this information.

In November you will be sent an "Inclement Weather Form" to complete with information about your child's dismissal arrangements in the event of an unexpected early dismissal due to inclement weather. Please complete the form and return it to school.

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## SCHOOL NURSE

A school nurse is assigned by the Bethlehem Area School District to every non-public school, per the schedule established by the district. She works to improve health problems and promote wellness. The nurse maintains the medical/health records of all students; conducts health screenings at scheduled intervals; and arranges for and assists with physical and dental exams performed by the school doctor/dentist. (See Health Section)

The school nurse provides first aid and emergency care to students. "*The school nurse is not responsible for providing care for accidents, injuries, and illness that occur outside of school hours.*" (Bethlehem Area School District Policy)

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## SCHOOL SUPPLIES

A list of required school supplies for the upcoming school year is mailed to all families in August. Students are required to purchase some items in school. Other items listed may be purchased at any store.

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## SNACKS

All students in Grades Kindergarten through 8 may bring a small, healthy snack to school for the mid-morning break. Students may not bring drinks for snack. They are permitted to use the water fountain.

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## STANDARDIZED TESTS

In accordance with the Diocese of Allentown policy the following standardized tests are administered in the spring of each year:

- **Cognitive Abilities Tests** ~ Grades 3, 5, and 7
- **IOWA Test of Basic Skills** ~ Grades 2, 3, 4, 5, 6, 7

These tests provide valuable information to the school however, results of these tests are not included in the formation of students' grades. Results of standardized tests are shared with parents/guardians. It is important for students to be present for all days of testing.

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## **TECHNOLOGY**

In accordance with the Diocesan policy regarding technology use in schools, each family/student will receive a copy of the "Acceptable Use Policy for Seton Academy." Families/students must sign an agreement to adhere to the rules. Students who violate Acceptable Use rules will be prohibited from future use of computers in school and may face additional consequences, at the discretion of the principal.

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## **TEST PACKETS**

Students' test papers are sent home each week with a purple "Weekly Report" paper attached. Parents are asked to review the test papers and sign the cover sheet. The test packet must then be returned to school, where the teacher keeps it on file. If a student does not return his/her test packet, he/she will not receive a packet the following week. Mid-term and final exams are not sent home, however the teachers do send home a statement of exam grades, to be signed by a parent/guardian.

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## **TRANSPORTATION**

### ***By Bus:***

Bethlehem residents who live beyond one (1) mile from the school are provided bus transportation by the Bethlehem Area School District. Students from other sending districts within 10 miles of the school are usually provided transportation by their home district (if the home district buses its own students). In all cases, parents/guardians are required to complete a "Request for Transportation Form". The school districts send out bus notifications in August.

All students who ride the bus are expected to follow rules of conduct and practice good manners. Any violations reported to the principal will be dealt with on an individual basis.

Students are not permitted to ride on any bus other than their own for insurance reasons.

Bus students are dropped off and picked up at the North Street entrance. Only bus riders may enter/exit the building at this door.

### ***By Car:***

Parents/guardians who transport their children to/from school by car are required to adhere to the following procedures:

#### ***A.M. Drop-Off:***

Pull alongside the school driveway on 6<sup>th</sup> Avenue (heading south toward Broad St.) and drop students off on the passenger side of your vehicle.

*P.M. Pick-Up:*

Pull into parking lot and park in a marked spot. Please do not obstruct incoming traffic while in the parking lot. Please do not double park along 6<sup>th</sup> Avenue.

**Walkers:**

Children who walk to and/or from school should enter at the Main Door. They will be dismissed from this door also. Walkers are reminded to cross at intersections.

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**TUITION**

Seton Academy uses the First Star Bank to collect tuition payments. Parents/guardians may select from one of three (3) options:

1. Payment (made directly to school) in full between July 1<sup>st</sup> and July 15<sup>th</sup> and receive a discount as determined by the Board of Pastors;
2. Two payments(made directly to school): August 15<sup>th</sup> and January 15<sup>th</sup>
3. Monthly electronic withdrawals from a checking or saving account.

Our tuition rates for each successive year will be announced in the spring. The rates are divided into three (3) categories:

1. Active/supportive parishioners of the four (4) feeder parishes (Individual parishes may have requirements for active/supportive parishioners);
2. Non-active parishioners/non-parishioners;
3. Non-Catholics

We also offer Family Plans for 2, 3 or more children enrolled. Tuition must be paid up-to-date for each marking period or report cards will be withheld. Should you experience difficulty in meeting your financial obligation at any time, please contact the principal and your case will be reviewed. Failure to seek a legitimate recourse with a delinquency of 3 months beyond the selected payment plan may result in disenrollment from the school.

**Please Note:** Re-registration for the following year requires that the financial obligation for the previous year be paid in full. Also, student records will not be sent to another school unless tuition is paid in full. Students in Grade 8 may not participate in Graduation activities (including 8<sup>th</sup> Grade trip) unless tuition is paid in full by May 20<sup>th</sup>.

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**VISITORS**

For the safety and security of our students all school doors remain locked at all times. Entrance is at the Main Door. All visitors must report to the school office, located immediately inside door on your left, and sign in. Visitors may be requested to wear a Visitors Badge. School personnel will deliver lunch or other essential items to a classroom. At no time are parents/guardians or other visitors to go directly to a classroom.

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**VOLUNTEERS**

Seton Academy welcomes volunteer helpers in many areas throughout our school. Volunteers are requested to sign in and out of the building. Volunteers are reminded that their conduct and language while in our school must be in keeping with the philosophy of our school. Volunteers are also reminded that student privacy and confidentiality must be

respected at all times. Volunteers must sign a "Sexual Abuse Policy" form a "Code of Conduct" form and are required to submit a "Criminal Background Check" form. Volunteers must also attend one of the "Protecting God's Children" workshops offered throughout the diocese and present the certificate to the principal.

Some areas in which our volunteers assist are:

- ~Playground Parents
- ~Lunchroom Parents
- ~Class Parents
- ~Fundraisers
- ~Christmas Shop
- ~Field Day
- ~Book Fair
- ~Field Trip Chaperones/Drivers

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## **YEARBOOK**

Seton Academy will publish an annual school yearbook. The students who have ordered yearbooks will receive them in the first week of June.

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## DISCIPLINE CODE

The goals of discipline in the Catholic school are: to assist students in developing self-control; to train them to be respectful of self, others and property; to help them understand the cause and effect relationship of their actions and to accept responsibility for those actions; and to contribute to the overall order of the school environment. Students are frequently asked to consider "*What would Jesus do?*" in various situations.

**Please note:** As a student of Seton Academy each child represents our school in the larger community. Any actions in the community which reflect poorly on Seton Academy and/or require police/court intervention may be cause for immediate expulsion. The school administration reserves the right to consider each case on an individual basis.

Student misconduct is divided into four different categories. The infractions and consequences in each category are listed below.

### LEVEL I INFRACTIONS

Level I Infractions include behavior that disrupts the learning environment and occurs within the classroom.

- A. Each classroom teacher or team of teachers will provide or develop with the students a list of class rules and consequences. This plan will be shared with the parent/guardians. Possible consequences on the list may include but are not limited to:
  - Blue Warning Slip\*\* (Grades 3-8)
  - Conference with student
  - Conference with parents
  - Conference with guidance staff and/or Instructional Support Team
  - Detentions
  - Behavior contract with student
  - Denial of class privileges

The principal must approve each list of class rules and consequences prior to implementation.

- B. Students that have an Instructional Plan and who consistently violate classroom or school rules will have a Behavior Management Plan prepared and attached to the IP.
- C. Students will be referred to the principal when they demonstrate a pattern of continuing misconduct in the classroom and refuse to follow the directions of the teacher, despite the teacher's efforts to modify the behavior. The principal, in turn, will review the student's record and may choose one of the following consequences:
  - Parent Conference
  - Detentions
  - In-school suspension or out-of-school suspension

Homework violations will be handled as stated in the Homework section of this handbook.

\*\*The Blue Warning Slip (Grades 3-8) will be utilized by the classroom teachers and principal to alert students and parents to the area of deficiency and to allow the student to correct the behavior prior to receiving a detention. It must be signed by a parent/guardian and returned to the school the next day.

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**SAMPLE**

**BLUE WARNING SLIP**

**AREA OF DEFICIENCY**

**BEHAVIOR** \_\_\_\_\_

- \_\_\_ Unchristian attitude toward peers
- \_\_\_ Lateness for class
- \_\_\_ Chewing gum
- \_\_\_ Eating in unauthorized places
- \_\_\_ Shouting or running
- \_\_\_ Excessive talking in class or on line
- \_\_\_ Failure to cover books
- \_\_\_ Failure to return papers/tests
- \_\_\_ Failure to have necessary materials for class
- \_\_\_ Misconduct or inappropriate classroom behavior
- \_\_\_ Misconduct in Gym, Art, Music, Library, Computer, etc.

**DRESS CODE** \_\_\_\_\_

- \_\_\_ Failure to adhere to school dress code
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**THIS IS A NOTIFICATION WHICH WILL BE FOLLOWED BY DETENTION, IF THE ABOVE IS NOT SATISFACTORILY CORRECTED WITHIN TWO (2) DAYS.**

STUDENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_

ISSUED BY \_\_\_\_\_

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**LEVEL 2 INFRACTIONS**

Level 2 infractions include behaviors that primarily occur in general school areas including school corridors, lavatory, cafeteria, playground, school bus, during arrival and dismissal, on school trips, in the library or computer room, behavior outside of school that affects school behaviors.

Students who do not follow the rules for conduct in these areas will be issued a warning for the first offense followed by a detention for the same second offense. However, **please note:** Any behavior in the school that puts the safety of other students/or

teachers at risk will be immediately referred to the principal and the consequence may include: detention, in-school suspension, out-of-school suspension, expulsion.

**SAMPLE**

**LEVEL 2 INFRACTION WARNING SLIP** Student's Name \_\_\_\_\_

Nature of Misconduct \_\_\_\_\_

Date \_\_\_\_\_ Teacher \_\_\_\_\_

**Please note: If a student exceeds 6 detentions throughout the school year for a Level 1 and/or Level 2 Infraction, the student will receive an in-school suspension (one day). In-school suspension will require that a parent/guardian or authorized adult accompany the student to school and remain with him/her for the day. The student will be given assignments to complete and turn in the following day. Repeated Level 2 Infractions (exceeding 6) will be considered defiance, and therefore a Level 3 Infraction with the appropriate consequences imposed.**

**LEVEL 3 INFRACTIONS**

The following will be considered Level 3 Infractions and will warrant an immediate detention, or depending upon the gravity of the situation, exclusion from non-instructional school activities or an immediate out-of-school suspension (minimum 2-day suspension)

- Cutting class
- Foul language, swearing
- Abusive language, Bullying
- Forgery
- Cheating (student also receives a failing grade of 69 for the test/assignment)
- Lying
- Stealing (restitution must also be made)
- Destruction of school or personal property (restitution must be made)
- Activating a false fire alarm
- Possession, furnishing or selling of unauthorized items and materials on school property, such as (but not limited to) electronic, entertainment, and communication devices
- Immodest behavior while on school property
- Physical fighting with faculty/staff, other students, or parents
- Violation of Acceptable Use Policy for Technology (computers)

Also included in Level 3 Infractions:

- a) Defiance by student: that is, the willful failure or refusal to follow instructions or directions of an adult authority on school property or during school-sponsored activities.
- b) Disrespectful manner of student, expressed verbally, in writing or through body language or gestures, toward any adult or fellow student in the school community.
- c) Inappropriate behavior during school liturgies, prayer services, assemblies and special class activities.

**Please note: If a suspension is issued for a Level 3 Infraction, the student and parent must meet with the principal before the student will be allowed to return to school. Students who exceed two (2) detentions for Level 3 Infractions or who receive a detention for any Level 3 Infraction following a suspension from school will be required to attend a meeting with parents and the principal to determine continued enrollment at the school.**

## **LEVEL 4 INFRACTIONS**

Level 4 Infractions are considered the most serious and will warrant an immediate suspension from school, followed by a meeting with parents, student, and principal prior to returning with the possibility of exclusion from non-instructional school activities and/or expulsion from the school:

- Knowingly possessing or transferring any weapon, knife, cutting object, or other dangerous object of no reasonable use to the student at school (minimum 3-day suspension, incident reported to the police)
- Possession of a gun or explosive (minimum 10-day suspension, incident reported to the police, expulsion hearing with pastor and principal)
- Use, possession, transmission, or being under the influence of drugs/alcohol (minimum 10-day suspension, incident reported to the police, referral to proper medical or health facilities, hearing with pastor and principal prior to return to school)
- Smoking or possessing cigarettes on school property (minimum 3-day suspension, meeting with principal)
- Improper behavior which may cause injury or harm to others or suggest injury or harm to others or create the potential for injury or harm, physical and/or emotional including threatening harm or injury (minimum 3-day suspension, meeting with principal, incident reported to police if harm to others occurs); these actions may occur verbally, in writing, through e-mail or other computer communication or through body language.

***Please note: If a student is permitted to remain enrolled in the school following a level 4 Infraction he/she must adhere to all rules and regulations thereafter. Any future Level 3 or Level 4 Infractions will necessitate immediate expulsion from the school.***

**The participation of the student in class trips, special activities, and/or Graduation exercises may be withheld at the discretion of the pastor and principal following a Level3 or Level 4 infraction.**

**Level 3 and Level 4 infractions may also require the parent/guardian to obtain a psychiatric evaluation of the student within 72 hours. The school administration reserves the right to delay decision regarding readmission to the school pending report of this evaluation.**

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