



# *Parent and Student Handbook*

**SAINT ELIZABETH REGIONAL SCHOOL**  
**433 Pershing Boulevard**  
**Whitehall, PA 18052**  
**Phone: 610-264-0143      Fax: 610-264-1563**  
**School Web Page      [www.sercc.org/school](http://www.sercc.org/school)**  
**Middle States Association      [www.ces-msa.org](http://www.ces-msa.org)**  
**E-mail – [school@sercc.org](mailto:school@sercc.org)**

## **PHILOSOPHY**

Saint Elizabeth Regional School community, through a total commitment to Jesus Christ and the teachings of the Catholic Church, strives to foster the practice of Christian values of Christ. This enables parents, students, faculty, staff, administration, and clergy to realize that we are called to live the Gospel values and fulfill the realization of God's plan through action and service.

Viewing the parents as the primary educators of their children, they are invited to take an active part in their child's education by being involved in the stewardship opportunities available to them. There is a striving for open, honest, and harmonious communication with parents, students, and teachers. Together we accept new challenges in the faithfulness to our vocation, sharing common human experiences, and working diligently to build the Kingdom of God.

As Catholic school educators, we strive to instill in our students a positive attitude toward leadership and citizenship. Each individual student is encouraged to be appreciative of their uniqueness as a gift from God, which fosters self-awareness, self-confidence and self-responsibility. As we prepare students for their entrance into the world community, we see the need for the imparting of academic knowledge. By providing our students with an atmosphere that will inspire them to be lifelong learners, they will be enabled to maintain spiritual, mental, and physical fitness throughout their lives.

Administration and faculty implement the policies and curriculum recommended by the Diocese of Allentown, Department of Education. Evaluation of curriculum and assessment of student liabilities is an ongoing process, which incorporates formal and informal methods. This process has as its goals, not group norms and standards, but an opportunity to allow each student the means to self-measure personal achievement.

In the spirit of the Mercy tradition, a personal relationship with Jesus is at the heart of our vocation as educators at Saint Elizabeth Regional School. In response to God's love, the community ventures to provide a quality education for the children entrusted to them, so their learning will be relevant now and in the future.

## **MISSION STATEMENT**

Saint Elizabeth Regional School, a Catholic School affiliated with the Diocese of Allentown, serves Saint Elizabeth of Hungary, Saint John the Baptist, Saint Mary, SS Peter and Paul and Immaculate Conception parishes. The student population is comprised of boys and girls from kindergarten through grade eight. Parents are recognized as their children's primary educators working in conjunction with the faculty to create a school atmosphere that is centered on the values of Christ. Within this climate, the school community endeavors to inspire lifelong learners enabling them to maintain spiritual, intellectual, and physical fitness throughout their lives. The Saint Elizabeth Regional School community strives for excellence and works to build the Kingdom of God by practicing the Spiritual and Corporal Works of Mercy.

## **WEB PAGE**

Please visit our web page [www.sercc.org/school](http://www.sercc.org/school). The school schedule, current events, monthly newsletter, calendar, and lunch menu are posted and continually updated. Click on *Class Pages* to communicate with the teachers via e-mail & to view the primary grades homework. You can also find us on the Middle States Commission on Elementary Schools website at [www.ces-msa.org](http://www.ces-msa.org). Click on *DOAS* and follow the instructions.

## ADMISSION POLICY

Our parish school admits students of any race, color, nationality, and ethnic origin, to all rights, privileges, and activities generally accorded or made available to students of the school. Similar policies apply to the school staff. Our school does not discriminate based on race, color, nationality, and/or ethnic origin in the administration of its educational policies or in any school administered program.

## REGISTRATION

Registration is accepted for all grades throughout the school year. Items required for registration include a birth certificate, baptismal certificate, immunization records and a non-refundable \$50 registration fee. An additional non-refundable \$150 testing fee is required for Kindergarten students. This amount will be credited to your tuition account. Kindergarteners must have a physical and dental exam before admission.

Kindergarten registration usually takes place during Catholic Schools Week and continues through the year. Kindergarten students must be 5 years old by October 15<sup>th</sup> of the upcoming school year. First grade students must be 6 years old by October 15<sup>th</sup> of the upcoming school year unless they were in an accredited Kindergarten program the previous year.

## BUS POLICY

Transportation may be provided by the school district in which the student resides. Applications (Act 372) for each child must be sent in yearly. The applications are turned over to the appropriate office of the related school district. The staff at these offices schedule bus stops and times and inform either the parents or our school office.

## DAILY SCHEDULE

Students should assemble in the parking lot by 8 am for our flag salute. During inclement weather students will report to the Parish Hall. Prayers are said in the classroom at 8:10; classes begin at 8:15 and end at 2:50 pm. **Supervision of students is not available at Saint Elizabeth Regional School before 7:40 am. Please do not drop your children off before that time.**

8:00 am	Flag Salute	<b><u>Early Dismissal Days</u></b>
8:10 am	Prayer	
10:00 am	Recess	11:55 am – Prayer
12:00 pm	Lunch – K – 3/Recess – 4 - 8	12:00 pm – Dismissal
12:25 pm	Lunch – 4 – 8/ Recess – K – 3	
12:50 pm	Afternoon Classes Begin	
2:45 pm	Prayer	
2:50 pm	Dismissal	

## ABSENCE

Parents should call the school office between 7 and 10 am to report a child absent (*please do not call between 8:10 and 8:20 as we are saying morning prayers at that time*). A note explaining the child's absence (the reason and the dates) must be sent to school upon his or her return. If a child is absent for more than three days a doctor's note is required. Homework requests should be in by 10 am so the student's teacher can get the work ready for pick up at the end of the day (after 3 pm).

## TARDINESS

Lateness is very disruptive to the teacher and other students in the classroom. Students will be considered late if they enter the school after 8:10 bell rings for prayers. Please ensure your children are on time for all functions held by the school.

## APPOINTMENTS

Parents are urged to make doctor/dental appointments on days off, after school hours, or on early dismissal days so their children do not miss any classes. If this is not feasible a note should be sent to the teacher beforehand stating the date and time of the appointment.

## **DRESS CODE**

School uniforms must be purchased through Flynn & O'Hara. No deviations from school uniforms are allowed, except in emergencies and then a note should be sent to the principal explaining the exception. Uniform notices will be issued to students not conforming to the dress code. Three notices will warrant disciplinary action.

### **GIRLS – GRADES KINDERGARTEN THROUGH 4**

Plaid jumper (To be worn at top of the knee)  
White short or long sleeve blouse with a Peter Pan collar  
Red or green cardigan sweater (optional) with school monogram  
Red or green knee socks  
Sensible rubber soled shoes – **NO** clogs, flip-flops, sandals, wedge heels, or slip-ons that may slide off of the feet

### **GIRLS – GRADES 5 THROUGH 8**

Plaid skirt or kilt (To be worn at top of the knee)  
White short or long sleeve oxford blouse (Blouses must be tucked in skirt at all times)  
Green pullover sweater (optional) with school monogram  
Red or green knee socks  
Sensible rubber soled shoes – **NO** clogs, flip-flops, sandals, wedge heels, or slip-on shoes that may slide off of the feet

### **BOYS – GRADES KINDERGARTEN THROUGH 4**

Navy pants (Worn with a dark belt)  
White long or short sleeve knit shirt (no designs or emblems) must be tucked in at all times  
Navy or red pullover sweater (optional) or sweater vest with school monogram  
Sensible rubber soled shoes or low solid black sneaker shoes (no clogs, flip-flops, or sandals) worn with white socks that cover ankle – **no sport socks**  
No earrings  
Hair must not be longer than collar length nor past the eyebrows and neatly groomed

### **BOYS – GRADES 5 THROUGH 8**

Navy pants (Worn with a dark belt)  
White short or long sleeve oxford shirts (Must be tucked in at all times)  
Navy tie  
Navy or red pullover sweater (optional) or sweater vest with school monogram  
Sensible rubber soled shoes or low solid black sneaker shoes (no clogs, flip-flops or sandals) worn with white crew socks that cover ankle – **no sport socks**  
No earrings  
Must be clean shaven  
Hair must not be longer than collar length nor past the eyebrows and neatly groomed

### **Gym uniforms**

Students should wear their gym clothes to school on their designated gym day. Required attire for gym classes is as follows:

T-Shirt with school logo  
Navy blue shorts with school logo – or plain navy blue shorts – no stripes or other logos  
Sweatshirt with school logo will be worn from November 1<sup>st</sup> through March 31<sup>st</sup>  
Sweatpants with school logo will be worn from November 1<sup>st</sup> through March 31<sup>st</sup>  
White crew socks – not sports socks  
Sneakers, purchased in any store  
**No jewelry may be worn on gym days**

Required items are the only ones accepted for wear that day. No other shirts or sweats are allowed. In addition, please remember when the sweat suit is worn, the shorts and T-shirt must be worn underneath.

## **Summer Uniform**

The summer uniform may be worn from the first day of school until November 1<sup>st</sup>, and again from April 1<sup>st</sup> to the last day of school. This uniform consists of the white polo shirt with school logo and navy blue Flynn & O'Hara walking shorts with a belt. Plain white crew socks that cover ankle (no sport socks) with regular school shoes are to be worn. No sneakers.

Boys in grades 5 to 8 may wear the knit polo shirt with school logo during this time instead of their dress shirt and tie. Girls in grades 5 to 8 may wear the polo shirt with their skirt or kilt instead of the oxford blouse.

### **The Following Applies To All Students:**

- Makeup – No makeup is to be worn to school
- Clear nail polish is acceptable
- No cosmetic or hair products will be allowed in school
- Jewelry – students may wear a watch, small ring, a necklace with cross or medal, and one pair of small post earrings, one per ear (no hoops) (girls only)
- No tattoos, body piercings or unnatural hair coloring/highlights
- No fad hairstyles, no hairpieces, and no hair extensions. No wide/decorative headbands
- Only one (1) wristband supporting a cause may be worn
- Gum chewing is not permitted at any time.

The use of any electronic equipment is prohibited on school property. This includes but not limited to iPods, audio radios, CD players, tape recorders, or any type of head set/earphones. They are not authorized for use on any bus.

**Lost and Found** – Please label all school uniforms with the student's name. Lost items will be placed in a container in the school lobby. Unclaimed items still in the container at the end of the school year will be washed and given to the used uniform program. Other items will be given to a local thrift store.

## **CURRICULUM**

Saint Elizabeth Regional School curriculum is built on a solid foundation in basic skills. Religion, Writing, and Math are strongly emphasized. Reading classes are held at the same time throughout the school to allow the children to advance according to their level. The concept of continuous progress has been strongly supported with success by the Diocese of Allentown, Office of Catholic Education. In some cases, there will be mixed classes in a particular Reading class according to Level Placement. There is a great deal of educational literature supporting this concept not only enabling students to achieve higher scores in standardized tests, but also in fostering positive self acceptance.

**Religious Education** – Students participate in daily religion classes, liturgies, prayer services, confession and sacrament preparation. Prayer begins and ends our school day. Class liturgies are held throughout each month. Prayer services are held throughout the school year, celebrating feast days and on other special occasions. Students are prepared for the sacraments of Reconciliation and First Eucharist in 2<sup>nd</sup> grade and for Confirmation in 8<sup>th</sup> grade. We ask parents to participate in most of these events; please check your monthly calendar for more information.

Parents are expected to ensure their children attend Mass every weekend. The faculty at Saint Elizabeth Regional School supports this by encouraging students' awareness of God's continual presence and the need for prayer.

## **SPECIALS**

**Art** – Students in all grades have art class weekly with a certified art instructor.

**Computer** – All students are scheduled for computer class weekly. Our computer lab is equipped with 27 computers, a white board and a TV for distance learning. Students learn keyboarding, word processing and how to create spreadsheets, graphs, power point presentations and digital technology. Each student and parent must sign an Internet Policy paper which states the rules and

regulations of computer use throughout the school. Parents should be aware of their children's use of the internet at home, especially social networking, i.e., Facebook, Twitter, etc.

**Library** – Students visit the library on a weekly basis. They can check out books and videos, but must return them the following week or be assessed a fine of 5 cents for each day the library is open. Volunteers come in to read stories to children in grades K and 1. Books in the library are purged and updated yearly. A Scholastic Book Fair is held twice a year to help purchase new materials. There is a computer and many resource books available for research to help students prepare reports. Students are not allowed on the library computer unless there is an adult present.

**Music** – classes are held weekly for all students. A Christmas concert and Spring Festival are held yearly for all students to participate. Students in grades 4 – 8 have the opportunity to take part in the Saint Elizabeth church choir and/or bell choir.

**Physical Education** – Gym classes are held on Tuesday afternoons for Grades 7 and 8. Grades K through 6 will have gym on Thursdays at prescribed times. A doctor's note must be presented if a child is not permitted to participate in the class.

**Spanish** – Spanish classes are held on a weekly basis for all students.

### TESTING

- The Early Prevention of Childhood Failure test is given upon Kindergarten entrance. Children must be 5 by October 15th of the subsequent school year
- IOWA Test of Basic Skills is administered in March (Grades 2-7).
- IOWA Cognitive test is administered each spring (Grades 3, 5, 7)
  - Please avoid vacations or absences during testing dates
- Test results are communicated to parents and conferences are available if requested by parents
- Instructional Support Team (IST) conferences are available for parent and teacher support through Carbon-Lehigh Intermediate Unit #21. An IST is supportive of children with emotional, physical, and/or scholastic problems

### HOMEWORK (WRITTEN AND STUDY)

The amount of homework will vary from student to student. Generally, the average amount of homework time would be as follows:

Grade 1	15 minutes	Grade 5	1 hour – 15 minutes
Grade 2	30 minutes	Grade 6	1 hour – 30 minutes
Grade 3	45 minutes	Grade 7	2 hours
Grade 4	60 minutes	Grade 8	2 hours

Homework not only includes written assignments but also study. Good study skills are vital to academic success. Students in grades 3 through 8 are expected to write their assignments in their assignment book each day and to complete homework and assignments when due. Tests are always expected to be signed by parents. It is the responsibility of the student to make up any work missed because of absence.

### HOMEWORK HOTLINE

To access the Homework Hotline please dial the school number 610-264-0143 and listen for the prompt. Press #4 and then listen for your child's grade extension.

### REPORT CARDS

Report cards are issued four times each year.

Progress Reports in Grades 5 to 8 are issued at the mid-point before each report card. This enables parents to be aware of any problems their child may be having in any area and provides time for additional effort and improvement. Parents are asked to reply to progress reports.

Parent/Teacher Conferences are scheduled after the first marking period; the first report card is given at that time. You will be notified of your conference date and time via your child's teacher; the date is also listed on the school calendar.

## **HONOR ROLL**

Honors are awarded to students at Saint Elizabeth Regional School in grades 5 to 8 according to individual effort, conduct, and achievement.

### **Criteria in Grades 5 through 8 for honors**

- Distinguished Honors – 95 and up for all major subjects with an average of 95 or above
- First Honors – 90 and up for all major subjects with an average of 90 or above
- Second Honors – 85 and up for all major subjects with an average of 85 or above.

### **Behavior and Effort**

- Distinguished Honors – O – Outstanding and VG – Very Good
- First Honors – VG – Very Good, G – Good, S – Satisfactory
- Second Honors – VG – Very Good, G – Good, S – Satisfactory

## **COMMUNICATION AND CONFERENCES**

Communication between home and school is vital. A white envelope that contains valuable information or important papers – i.e., newsletters, tests, sign-up sheets, fundraiser paperwork, etc. will be sent home each Wednesday with the youngest or only child. Parents must sign in the appropriate block and then return the envelope the next day.

The Principal and Faculty are always willing to meet with you; however we ask that an appointment be made in advance. Teachers cannot leave class during instruction time and have after-school duties and commitments. Do not go to the classroom while classes are in session or without an appointment. If the appointment is before school, please park on either end of the parking lot, not in the first couple of rows. If the appointment is after dismissal, you may enter the building after all students have left.

If you would like to speak to your child's teacher, you may do so by calling the main office. The phone is answered throughout the day by the school secretary who can either take a message or put you through to the teacher's voice mail. If you call after school hours and get the school's recording you can go directly to the teachers' mailboxes by pressing #4. This takes you to the Homework Hotline and after the teacher's message gives you the opportunity to leave a message.

If at any time you call the school and get the recording you can press

- #1 Report absences
- #2 Main office
- #3 Principal's office or convent (after hours)
- #4 Homework Hotline

Please do not call late at night (after 10) or before 6 am as the phone also rings in the convent.

**Telephone Calls** – Students are only allowed to use the main office phone after obtaining permission from their teacher, the principal, or the secretary. **Cell phones or any other device used for communication may not be used by students in the school at any time.** Please do not call the school office to ask to talk to your child. If you have an emergency, your child will be given your message and if necessary you will be allowed to speak to your child.

**Invitations** – to private parties may not be given out in the school classroom unless every class member is invited. In other instances, if it's a girls party – all girls must be invited; boys party – all boys must be invited.

**Address and Phone Numbers** – It is very important to keep us informed of any changes to your address or phone number. Mail that is sent to your home and returned because of an incorrect address can delay receipt of important information. Parents may be called for a variety of reasons. In the event of an emergency, we will always call the parents first using the numbers provided. If the number is incorrect, out of service, or your mailbox is full, we will have a hard time trying to reach you.

## **DISCIPLINE**

Discipline in a Catholic School enables all of us to “love God, and love our neighbor as ourselves”. It is our purpose at Saint Elizabeth Regional School to foster the growth and development of self-discipline that promotes good conduct, not only in the classroom but also before and after school, at lunch, at recess, on the bus, and ultimately throughout the lives of our students.

### **Discipline Code – Primary Grades (Kindergarten through 3)**

#### **Rules:**

1. Kindness and honesty
2. Walk to be safe
3. Work quietly in school
4. Respect the property of others
5. Keep your hands to yourself
6. Be a responsible student

**Minor infractions** of these rules will result in the following consequences:

1st Offense – Name written on a list (privately)

2nd Offense – A check after name and no morning recess

3rd Offense – A check after name, no morning recess, and a phone call to parents

**Major infractions** of these rules include:

1. Fighting in school, yard, lunch room, bus, etc.
2. Disrespect for others by word or action.
3. Profane language, gestures, and actions in school, yard, lunch room, bus, etc.

Three major infractions of these rules will result in detention after school, held within 5 days of the infraction and with parental notification.

Other misdemeanors include:

Continuous delinquent homework warrants the consequences of no morning recess for that day and a phone call to parents. All test papers must be signed by parents and returned within 3 days or a notification to parents will follow.

### **Discipline Code – GRADES 4 THROUGH 8**

The Discipline Code at Saint Elizabeth Regional School has been established to promote respect for:

1. School personnel and fellow students
  - a. Keep your hands to yourself
  - b. Hurtful and/or sarcastic comments
2. School property
3. Possessions of teachers and fellow students

**Major infractions** of this code would include:

1. Disrespect for school personnel or classmates
2. Destruction of school property: writing on desks, chairs, tables, textbooks, misuse of bathroom facilities, etc.
3. Dishonesty – forging parent’s signature, cheating, lying
4. Truancy from school
5. Bullying, fighting, harassment of other students
6. Use of profane language, gestures, or actions

Repeated violations will warrant suspension. Suspension means the principal will contact the parents by phone and the student may not return to class until a meeting has taken place between parent, student, teacher, and principal.

Automatic suspension will result from the possession or use of alcohol, cigarettes, drugs, smoking paraphernalia or weapons. Fighting that causes harm to another student or serious, physical injury while on school property will also warrant suspension. A parent conference with the principal will be required for student re-entry to school.

The principal has the right to notify the local police when a situation requires their assistance.

Disciplinary incidents not listed above are handled at the discretion of the administration. Depending on the gravity of an infraction, a suspension may be issued immediately.

**Minor infractions** include:

Continuous failure to:

1. Do homework
2. Return signed tests
3. Complete class work
4. Comply with dress code
5. Be on time for school and class. (If a student is late three times in a quarter, a detention will be given)

The consequences of minor infractions would include a private detention held by the teacher. Advance notice would be communicated to arrange pick up by parents.

**TUITION POLICY**

Tuition rates are set by the pastors of Saint Elizabeth of Hungary, St. John the Baptist, St. Mary, SS Peter & Paul and Immaculate Conception parishes and announced in May. Parishioners are afforded one rate, while non-parishioners rates are slightly higher.

**1st Child: \$2275      2nd Child: \$1200      3rd Child: \$1000      4th Child: 0**

**Non-Parishioners \$3275 per child**

**Tuition Payment Plan Options**

- Annually – Payment due July 31<sup>st</sup>; 2% discount if paid by that date
  - Bi-Annually – 1st payment due August 31<sup>st</sup> – 2nd payment due December 31<sup>st</sup>; 1% discount if paid by December 31<sup>st</sup>
  - \*Quarterly – Payments due: August 31<sup>st</sup>, October 31<sup>st</sup>, January 31<sup>st</sup>, April 30<sup>th</sup>
  - \*Monthly – Nine payments – from August through April; due on the 5<sup>th</sup> or the 20<sup>th</sup> of each month
  - Final payment on each plan – due in April unless other arrangements have been made
- \* Quarterly and Monthly Payments are collected through the First Star Savings Bank Tuition Program. Applications are available from the school office.

**Gift Card Fee**

Each family must participate in the Gift Card Program. By purchasing \$4000 worth of gift cards, you will receive \$200 credit. A family's total purchase is multiplied by 5% to determine the amount of credit. If you do not meet the criteria, you will be billed for the amount owed. Four percent (4%) of any purchases above \$4000 will be credited to your tuition for the following school year.

**Financial Aid**

Financial Aid is available through the **Eastern Pennsylvania Scholarship Foundation**. Applications are sent out to families in March and must be returned to the school office by mid April. Eligibility requirements are as follows:

- Single parent with one child – income should not exceed \$50K;
- Household with two parents, and one child – combined income of \$60K
- Household of two parents and two children – combined income of \$70K

Students who transfer in from public schools are offered financial assistance through **CEO America**. Family income must not exceed \$50,000 and scholarships are offered for one year on an as needed basis. Requests must be received at the CEO America office by May 31<sup>st</sup>. See their website for more information <http://www.ceoamerica.net>

**FUNDRAISING**

Fundraising is an integral part of Saint Elizabeth Regional School. **There are three major fundraisers scheduled by the school administration** in addition to those sponsored by the Home and School Association and the Athletic Association. Our fundraising includes the proceeds from the sale of gift cards which assist greatly in keeping our tuition low and reducing our parish subsidies. We ask that each family support the school by participating in the school-sponsored fundraisers. **If you opt not to participate in fundraising, there will be a \$50 buy-out fee for each fundraiser.**

## LUNCH PROGRAM

Saint Elizabeth Regional School participates as an independent in the Pennsylvania School Lunch Program. You must fill out an application which is sent to Harrisburg; your income determines whether your child pays the reduced lunch cost or if they qualify for free lunch. Menus are provided monthly with daily and varied choices. Healthy choices are available to ensure our lunch program adheres to our Wellness Policy.

If your child forgets his or her lunch, one will be provided. It will consist of a peanut butter sandwich and the fruit and vegetable of the day and milk. A slip will be sent home with the amount owed. If you pack lunch, please provide nutritious meals for your child. Do not bring in fast food items purchased at McDonalds, Wendy's, etc. Sodas are not permitted, nor are beverages in glass bottles. The school Wellness Policy guidelines suggest you pack small, healthy snacks for your children and all birthday celebrations and class parties will be held after lunch during the afternoon session. Peanut allergy precautions are stipulated and practiced.

The lunch schedule is as follows:

12 noon	Lunch – Grades K – 3
12:10 pm	Recess – Grades 4 – 8
12:25 pm	Recess – Grades K – 3
	Lunch – Grades 4 – 8
12:50 pm	Lunch Period Ends – Classes Resume

### Lunch Rules

The following rules stem from a desire to teach respect for others and for the safety of all.

- Students sit at assigned tables by class and gender
- Students are to talk with one another, not scream
- Nothing is to be thrown

**Classroom Rules** (during lunch recess when raining, snowing or if the outside “real feel” temperature is below 32°)

- Educational games, coloring, etc., may take place but students may not run around the classrooms or out in the corridors
- Disrespect or disobedience to the parent volunteers or safety's will be reported to the principal

## SAFETY AND SECURITY

- Please be aware of the **15 mph school speed zone.**
- Those parents who drive their children to school should enter the parking lot via the entrance by the funeral home. Your child should exit your car on the passenger side. Students will be there to assist if needed. **If you must help your child out of your vehicle, please move up and to the right of the line of cars, past the students already standing in line.** Park your car and assist your child. Exit the parking lot at the lower end by the gym.
- Do not stop in the driveway to drop off your child. Wait your turn and pull up into the parking lot so your child can exit the car as noted above.
- The school parking lot is used as a playground by some classes at 10 am recess and by all students at lunchtime. Therefore, we ask that you park on either side of the parking lot if you visit the school.
- **No one should stop by the playground to talk to students when they are outside.** Do not park on the street and tell your child to come to you. If you need to speak to your child, please come to office and we will have the child come to you. The yard parents have been instructed to ask you to leave the playground. This applies to grandparents and friends as well.

**School Security** – School doors are locked at all times. Please ring the bell at the main entrance for access. Students are not permitted to open the doors, even if they know who you are. **Visitors and/or volunteers are to report to the office before proceeding to their destination.** This

includes former students. Please do not enter the school through any other doors. If for some reason you gained entry through the parish hall/cafeteria, we ask that you go around to the front school entrance to enter the school. Visitors are not to roam the halls without letting someone in the school office know of their destination. Teachers are not to be disturbed during teaching time!

**Dismissal** – Regular dismissal time is 2:50 pm. Please make sure your children know how they are going home each day. A teacher escorts children to their buses; a teacher and a crossing guard cross the students to the parking lot. For those of you picking up your children, please follow these rules:

- Do not park in front of the school or on the street, but rather in the schoolyard
- Do not park in the first row of spaces; children gather here to look for their rides
- **Please do not move your car until all children are safely in their cars**
- Make sure your child is picked up by 3 pm (Extended Day care available 3-6 pm)
- If your child normally rides the bus and you plan to pick him or her up, please make every effort to notify the office beforehand. It saves a lot of time and avoids confusion. You should also notify the school district if your child will not use transportation on any given day – this applies to morning and afternoon schedules.

## **VOLUNTEERS**

Another way to fulfill the concept of “stewardship” is by the donation of precious time to your parish and school. Saint Elizabeth Regional School cannot operate optimally without our wonderful volunteers. Our children ultimately are recipients of the generous gift of your time. Volunteers are needed in any capacity that you feel you can offer your talents to make Saint Elizabeth Regional School a great place to learn. All volunteers who are present for more than 15 hours during the school year must attend a Protecting God’s Children Workshop and have a criminal background check and sexual abuse check completed. All must read and sign the Sexual Abuse Policy and Volunteer’s Code of Conduct as mandated by the Diocese of Allentown.

## **PUBLICITY**

We continually try to market our school using all venues of advertising. Teachers are encouraged to take pictures during the school day not only for the yearbook, but also to be used to showcase the activities at Saint Elizabeth Regional School. There are times the local newspaper visits to take pictures for a story they may be doing. All parents must sign a form allowing us to post pictures of students on bulletin boards, our web page and in the newspapers. If we do not have a form on a particular student, they will be asked to move out of photo range so the others may have their picture taken.

## **HEALTH SERVICES**

The school nurse is employed by the Whitehall-Coplay School District. The state mandated services as prescribed by the Commonwealth of PA provided are:

- |  |                          |
|--|--------------------------|
| Maintenance of all student health records  | Scoliosis screening      |
| Screening program (height, weight, vision) | Emergency First Aid Care |
| Dental Screening and Education             | BMI – Body Mass Index    |
| Auditory testing                           | Wellness Education       |
| Conferences/referrals for health problems  |                          |

**Illness** – If a student has the following symptoms he or she should not come to school:

- elevated temperature (100 or above)
- vomiting, diarrhea
- sore throat with temperature
- red eyes that are watery and have yellow discharge
- toothache, earache, severe headache
- skin rash or lesions that have the appearance of impetigo or ringworm.

If a student becomes ill at school, the nurse, principal, or secretary will assess the situation and act accordingly. If a student has a temperature of 100° or above, a parent or guardian will be called to take the child home. If a parent or guardian cannot be reached, the person listed as the emergency

contact will be called. It is very important to keep all phone numbers up to date. Any changes in addresses and telephone numbers should be sent to the school office immediately.

**Medicine** – Students are not permitted to keep any type of medication on them at any time. This includes pain relievers and inhalers. If a student needs to use an inhaler, he or she should report to the school office for use.

If your child needs prescribed medication during school hours, you will need to fill out a form stating the type of medication and the required dosage. We cannot administer any type of medicine without the written consent of a parent (this includes Tylenol® or Motrin®). Only the nurse, principal or school secretary will administer the medication.

If your child is required to take any medication, it should be in the original prescription container (with prescription authorized by a doctor stating dosage and time). **Do not send medication in a separate bag or non-prescription bottle.** Medication is given to students between 12 noon and 1 pm. Medications that require three doses in a day do not need to be brought to school. You can give one dose to your child in the morning, then one after school and then again at bedtime.

## **EMERGENCY INFORMATION – School Closings**

### **Inclement Weather**

In the morning, if the school should be closed or delayed because of inclement weather, please watch WFMZ-TV Channel 69 or Channel 6-ABC. You can listen to the following radio stations – 95.1-WZZO; Cat Country 96; 99.9–The Hawk; 100.7–WLEV; B104 and on AM Radio WAEB 790, 1340 & Sports Radio 1470. You can also go to their individual websites to have the information sent to you. Some have apps that you can download to your phones. Information will be posted by 6 am.

It may happen that certain school districts will not provide busing and Saint Elizabeth Regional School would be open. In that case, you must decide how safe it is to provide your own transportation. A child who misses school on such a day will be marked absent, due to inclement weather. This is considered an excused absence and will not deprive a child of perfect attendance.

If we have early dismissal, we normally release approximately one-half hour after the Whitehall-Coplay Middle School. Again, listen to your radio or television for information. **Please do not call the school, rectory or day care center.** Information will be circulated as soon as we receive it. Parents of students who ride school buses will be notified to ensure someone will be home when the child arrives. Dismissal remains the same as a regular day; with buses being called first and then walkers and cars. *Please do not come into the school for your child.*

**In all cases**, the information is posted on our web page [www.sercc.org/school](http://www.sercc.org/school). WFMZ – Channel 69 has a web page that will keep you posted of the latest school closings/delays go to [www.wfmz.com](http://www.wfmz.com) and click on School Closings. WFMZ also provides a service to send a text to your phone with closings or dismissals. Look for it on their web page.

**Other Emergencies** – Fire drills and tornado drills are practiced throughout the school year. In the event of an impending natural disaster and students need to remain at school for an extended period, a classroom parent coordinator will notify you. During an emergency, we receive information and instructions from the Lehigh County Emergency Management Agency and/or the Whitehall Police Department. If it is not safe to leave the building, the school will be locked down and no one will be permitted to enter or leave the building. When we are told it is safe to leave you will be notified.

## **EXTENDED DAY CARE**

Saint Elizabeth Extended Daycare is a program that provides children with safe, well-supervised care before and after school. For more information, please call 610.266.1322.

## **SAINT ELIZABETH NURSERY SCHOOL**

The Saint Elizabeth Nursery School provides classes to children who are three and four years old (must be that age by October 15<sup>th</sup>). Tuition rates vary; please call 610-266-0450 for more information.

## **SAINT ELIZABETH ATHLETIC ASSOCIATION**

Students are encouraged to participate in Catholic Youth Organization (CYO) sports sponsored by our Athletic Association. These include: Basketball, Baseball, Cheerleading, Cross Country, and Softball. Sign-up sheets are sent home by the association board members throughout the year requesting your participation.

## **STUDENT COUNCIL**

The Student Council exercises an important leadership role at Saint Elizabeth Regional School. Nominations come from the student body in grades 4 through 8 and are then screened by each faculty member for the following qualities: Academics, Leadership, Conduct (adherence to the Discipline Code), Responsibility, Consideration for Others, and Service to the School. The student body in grades 4 through 8 then votes on the candidates. Student Council meets monthly under the direction of a teacher to plan events and projects.

2011 – 2012 Student Council members are:

President – Kayla Sponsel	Vice President – Cassandra Hoff
7 <sup>th</sup> Grade Representatives	Casey Scheuren, Dillon West
6 <sup>th</sup> Grade Representatives	Franco Perinotti, Carly Sponsel
5 <sup>th</sup> Grade Representatives	Alyssa Le, Abby Stoudt
4 <sup>th</sup> Grade Representatives	Sean Brosious, Noah Renner

## **HOME AND SCHOOL ASSOCIATION (HASA)**

The Home and School Association of Saint Elizabeth Regional School is an auxiliary body of parents. Its purpose is twofold: to provide funds which assist in the educational process for assemblies, trips, holiday celebrations, computer hardware and software; and to provide avenues of education and communication for parents who wish to be informed in current educational trends and concerns. HASA Board members meet monthly. Open meetings are published on the school calendar.

Mrs. Mindy Brosious	Mrs. Celeste Dee	Mrs. Kim Evans
Mrs. Donna Hines	Mrs. Kelly Pfeiffer	Mrs. Erika Shak

## **SCHOOL BOARD**

Anyone may attend board meetings to present topics, provided a transcript of the topic is sent to the President prior to the meeting. The person initiating the topic is permitted to present it to the board. School board members include:

Monsignor Anthony D. Muntone	Pastor, Saint Elizabeth Parish
Sister Bonita Smith, RSM, Principal	Saint Elizabeth Regional School
Ms. Ramona Chase	Saint Elizabeth Parish
Mr. Scott Fogel	Saint Elizabeth Parish
Mr. Frank Garger	Saint Elizabeth Parish
Mrs. Diane Johnson	Saint Elizabeth Parish
Mrs. Marionette Phillips	Saint Elizabeth Parish
Mr. John Pfeiffer	Saint Elizabeth Parish
Mrs. Mary Jean Potylycki	Saint Elizabeth Parish
Mrs. Michelle Rivera	Saint Elizabeth Parish
Mrs. Nicole Ronco	Saint Elizabeth Parish
Mr. Michael Sosnowsky	Saint Elizabeth Parish
Mr. Thanh Tran	Saint Elizabeth Parish



## SAINT ELIZABETH REGIONAL SCHOOL FACULTY AND STAFF



Sister Bonita Smith, RSM	Principal
Mrs. Joan Glover	Secretary
Mrs. Mary Stein	Grade 8, Academic Bowl, Living Stations
Mrs. Kathleen Ruane	Grade 7, PJAS
Mrs. Julie O'Brien	Grades 5 & 6, Math Coordinator, Student Council Moderator
Miss Catherine Feichtel	Grades 5 & 6, Social Studies Coordinator
Mrs. Kathleen Bertagna	Grade 4, Science Coordinator, IOWA Test Coordinator
Mrs. Janine Sponsel	Grade 3, Religion Coordinator
Miss Natalie Borosky	Grade 2, Reading Coordinator Asst, Sacramental Preparation
Mrs. Joanne Krajci	Grade 1, Reading Coordinator
Mrs. Sharon Furlong	Kindergarten, Language Arts Coordinator
Mrs. Maria Nicklas	Kindergarten Aide
Mrs. Rita Sipics	Grade 1 Aide
Mrs. Ann Hagenbuch/Miss Emily Gilfert	Art
Mrs. Victoria Mitchell	Computer Technology
Mrs. Lisa Capece	Library
Mr. James D'Annibale	Music
Mrs. Terry Iasiello	Physical Education
Mrs. Ivelisse Lopez	Spanish
Mrs. Regina Richter	Lunch Program Coordinator
Mrs. Julie Bannar	Nurse (Whitehall-Coplay School District)
Mrs. Mary Spieker	Director of Religious Education
Mr. Gary Stokes	Director of Music Ministry, Choir
Mrs. Patricia Johnson	Guidance Counselor – Carbon-Lehigh Intermediate Unit #21
Mrs. Valerie Kressler	Act 89 Teacher – Carbon-Lehigh Intermediate Unit #21
Mrs. Karen Holloway	Speech Therapist – Carbon-Lehigh Intermediate Unit #21
Mrs. Kim Ziminsky	Title I Teacher (Whitehall-Coplay School District)
Ms. Maria Sosa	Extended Day Care Director, Crossing Guard
Mrs. Kathleen Hock	Early Childhood Program
Mrs. Mary Louise Gnall	Early Childhood Program
Officer Cheryl Gilmore	DARE Program
Mr. David Benner	Maintenance
Rev. Monsignor Anthony Muntone	Pastor, Saint Elizabeth
Rev. Michael Mullins	Asst. Pastor, Saint Elizabeth Parish
Rev. Anthony Drouncheck	Administrator, Saint Mary Parish
Rev. Monsignor Albert Byrne	Pastor, Immaculate Conception Parish
Rev. Dominic Kalata	Pastor, Saint John the Baptist, SS Peter & Paul Parishes

*"Striving for Excellence"*