



ST. ELIZABETH
REGIONAL SCHOOL

SCHOOL HANDBOOK

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Whitehall, PA 18052

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School Web Page: www.sercc.org/school

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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

Our Mission...

is to develop children who imitate Christ and see Christ in others. Each child's special purpose is nurtured in a faith-filled community of equality, charity, and learning.

Saint Elizabeth Regional School, a Catholic School affiliated with the Diocese of Allentown, serves Saint Elizabeth of Hungary, Saint John the Baptist, Annunciation BVM - Saint Mary, SS Peter and Paul, Sacred Heart, Our Lady Help of Christians, 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.

BELIEF STATEMENTS

We believe that we:

- Have a total commitment to the teachings of the Catholic Church
- Foster the practice of Christian values and promote a positive attitude in each individual
- Live the Gospel values and realize God's plan through action and service
- View parents as the primary educators of their children and invite them to take an active part in their Children's academic and spiritual growth
- Strive for open communication with parents, students, teachers, and principal
- Cultivate an atmosphere that fosters life-long learning and provides opportunities with decision making skills for collaborative work
- Instill in the students a positive attitude toward leadership and citizenship
- Continuously evaluate the curriculum and students' progress
- Abide by and implement the policies and curriculum recommended by the Diocese of Allentown Office of Education
- Foster a personal relationship with Jesus in the spirit of the Mercy tradition through the practice of the Spiritual and Corporal Works of Mercy

PROFILE OF GRADUATES

Graduates of St. Elizabeth Regional School will be faithful, disciplined, responsible members of society, making meaningful contributions to their community and the world as a whole, never ceasing in their desire to learn and grow.

Graduates will also:

- Bear witness to Christ and be lifelong students of the Gospel, incorporating God into all they do and in the way they live their lives
- Respond to God's call to be compassionate, caring, and respectful members of the community by being true stewards of their time, talent and treasure
- Model themselves on the values of the Mercy tradition by practicing the Spiritual and Corporal Works of Mercy
- Have core areas of knowledge in religion, mathematics, the sciences, civics and government, the arts, the English language, a second language, geography, literature, writing, public speaking and more
- Remain critical thinkers, creative writers, avid readers, and thoughtful problem solvers
- Become knowledgeable, innovative and skilled in current technology, using it to solve problems, conduct research, communicate and collaborate
- Display the attributes of a leader by reflecting the values of personal honesty, concern for others, ethics, accountability, and adaptability
- Contribute both responsibly and cooperatively to our diverse global community, making decisions based on Christians values and understanding how technology shapes the world
- Imitate Christ and see Christ in others

WEB PAGE and FACEBOOK

Please visit our web page www.sercc.org/school. The school schedule, calendar, and lunch menu are posted and continually updated. Click on *School Days* to communicate with the teachers via e-mail. You can also find us on the Middle States Commission on Elementary Schools website at www.ces-msa.org. Click on *DOAS* and follow the instructions.

Visit us on Facebook- Saint Elizabeth Regional School, where updates and school happenings are posted.

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 \$100 registration fee. Kindergarteners must have a physical and dental exam before admission. Each year, families are asked to re-register their child/ren and pay a re-registration fee.

Kindergarten registration usually takes place during Catholic Schools Week and continues through the year. Kindergarten students must be 5 years old by October 15th of the upcoming school year. First grade students must be 6 years old by October 15th 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.

BUS VIDEO/AUDIO SURVEILLANCE

The use of video/audio recording on buses is intended to assist the administration, contractors, and drivers in observing behavior, preventing violation of bus rules, school rules, regulations, district policies and Pennsylvania law, and utilizing and/or dispensing such surveillance when required for disciplinary, civil and/or criminal matters. Video/Audio recorders may be placed on any and all buses. All students are subject to being videotaped on the school bus at any time. The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes.

DAILY SCHEDULE

Students assemble in the Parish Hall by 8:00 am for Morning Prayer and salute to the flag. Students will be marked tardy if they arrive after the 8:10 am bell. **Supervision of students is not available at Saint Elizabeth Regional School before 7:45 am. Please do not drop your children off before that time.**

8:00 am	Prayer and Flag Salute	<u>Early Dismissal Days</u>
8:10 am	Late Bell	
11:45 am	Lunch Grades 3-4-5	11:45 am – Prayer
12:15 pm	Lunch Grades K-1-2	11:50 am – Dismissal
12:45 pm	Lunch Grades 6-7-8	
2:45 pm	Prayer	
2:50 pm	Dismissal	

ABSENCE

Parents should call the school office to report a child absent. 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 made by 10:00 am so the student's teacher can get the work ready for pick up at the end of the day (after 3:00 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. Please ensure your children

are on time for all functions held by the school. Repeated lateness will result in communication with the parent.

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.

BOOKS AND SUPPLIES

All students need a backpack to carry their books. Textbooks need to be covered at all times and all workbooks need to be covered with clear contact paper. Students should make sure their names are on all books and notebooks. All students need to have their required supplies with them. Each student is provided with a white “Parent Communication Envelope” that is sent home on select Wednesdays with informational papers, i.e. important dates, fundraiser information, etc and is to be turned in the following day.

DRESS CODE

School uniforms and Gym Uniforms need to be purchased through Flynn & O’Hara and/ or our gym uniform which can be purchased through Spirit Wear Sales. 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 – Winter Uniform GRADES KINDERGARTEN THROUGH 4

Plaid Drop Waist 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 logo
Red or green knee socks or tights
Sensible rubber soled shoes – **NO** clogs, flip-flops, sandals, wedge heels, or slippers that may slide off of the feet. **Ballet style shoes are not acceptable.** Shoes must be secured on the feet either by straps, laces or Velcro. This policy is formulated for safety reasons.

GIRLS – GRADES 5 THROUGH 8

Plaid pleated skirt or wrap around kilt (to be worn at top of the knee)
White short or long sleeve button down collared blouse (blouses must be tucked in skirt at all times)
Green pullover sweater (optional) with school logo
Red or green knee socks or tights
Sensible rubber soled shoes – **NO** clogs, flip-flops, sandals, wedge heels, or slip-on shoes that may slide off of the feet. **Ballet style shoes are not acceptable.** Shoes must be secured on the feet either by straps, laces or Velcro. This policy is formulated for safety reasons.

BOYS – Winter Uniform GRADES KINDERGARTEN THROUGH 4

Navy twill pants (Worn with a dark belt)

White long sleeve polo shirt with school logo (no designs or emblems) must be tucked in at all times

Navy or red pullover sweater (optional) or sweater vest with school logo

Sensible rubber soled shoes or low solid black sneaker shoes (no clogs, flip-flops, or sandals) worn with blue or white crew 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 twill pants (Worn with a dark belt)

White long or short sleeve button down shirt (Must be tucked in at all times)

Navy tie

Navy or red pullover sweater (optional) or sweater vest with school logo

Sensible rubber soled shoes or low solid black sneaker shoes (no clogs, flip-flops or sandals) worn with blue or 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. In addition, please remember when the sweat suit is worn, the T-shirt must be worn underneath. No jewelry is to be worn on gym days. Required attire for gym classes is as follows:

- Light Blue T-Shirt with school logo
- White crew socks or sports socks
- Sneakers, purchased in any store—no light-up sneakers
- Navy blue shorts with school logo or plain navy blue shorts (no stripes or logos)
- Sweatshirt with school logo will be worn from Nov. 1st through March 31st
- Sweatpants with school logo will be worn from Nov. 1st through March 31st
- Spirit Wear may be worn as gym uniform

SPRING UNIFORMS

The summer uniform may be worn from the first day of school until November 1st, and again from April 1st 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. Girls in grades K-4 may wear a Flynn & O’Hara supplied navy skort instead of navy shorts. 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 or pale-colored nail polish is acceptable
- No cosmetic or hair products will be allowed in school
- Hoodies are not allowed to be worn unless they have the Saint Elizabeth Regional School logo or St. Elizabeth Chargers logo. Hoods will not be worn unless there is inclement weather.
- 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 fad or decorative headbands.
- Only one (1) wristband supporting a cause may be worn
- Gum chewing is not permitted at any time.

STUDENT-OWNED ELECTRONIC DEVICES

- Electronics are not to be used on the buses. The use of any electronic equipment is prohibited on school property. This includes but not limited to iPads, cell phones, etc. unless it meets the exception criteria below.
- If such items are brought to school, they must be turned off and placed in the student's backpack during school hours.
- Cell phones may not be used to take pictures or videos during and after school hours while on school property. If a student is found to be taking pictures in school, whether appropriate or inappropriate, he/ she will be referred to the principal. At which time, with consultation with the pastor, will determine the severity of the punishment. If pictures are deemed inappropriate, legal action will be taken.

Exceptions for cell phone use:

The principal or teacher may grant approval for possession and use of an electronic device by a student for the following reasons:

- Health, safety, or emergency reasons
- Classroom or instructional-related activities
- Other reasons determined appropriate by the building principal

Failure to comply will result in the following penalties:

1. The device will be confiscated and the student will have to report to the main office at the end of the day to claim their device.
2. The device will be confiscated and the student will have to report to the main office at the end of the day to claim their device. The student will receive an after-school detention.

3. The device will be confiscated and the student will have to report to the main office at the end of the day to claim their device. And each and every day moving forward, the student will be required to leave his/her device in the school office during the school day.

CHEATING

If a student is caught using a cell phone or other form of technology to aid them in cheating, he/she will have the appropriate penalties for both cheating and cell phone use applies to them. Using a device during an exam/ test, will result in a student receiving a zero for the test/exam. Plagiarizing will result in a student receiving a zero for the assignment.

LOST AND FOUND

Please label all school uniforms with the student's name. Lost items will be held for a limited time in the school office. Unclaimed items will be disposed of at the end of the year.

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 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 2nd grade and for Confirmation in 8th 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 where they follow curriculum and are able to be creative.

Computer – All students are scheduled for a weekly computer class. Our computer lab is equipped with 27 computers and Smart Board. Chromebooks are available to be used in each of the class rooms. 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.

Library – Students visit the library on a weekly basis. They can check out books 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.

Music – Classes are held weekly for all students. A Christmas concert and Spring Festival are held yearly for all students to participate. Older students enjoy the ukulele and younger students enjoy learning the recorder.

Physical Education – Gym classes are held each week. 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. Eighth graders are exposed to Spanish I Curriculum.

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 homework in their planner 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.

TESTING

- IOWA Test of Basic Skills is administered in early Spring (Grades 2-7)
- IOWA Cognitive test is administered in early 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.

REPORT CARDS

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 sign and return progress reports.

Parent/Teacher Conferences are scheduled during the first trimester. You will be notified of your conference date and time via your child's teacher; the date is also listed on the school calendar.

The Option C program is used to issue report cards three times a year. All families will have access to Option C and their student's grades.

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 or greater for all major subjects with an average of 95 or above
- First Honors: 90 or greater for all major subjects with an average of 90 or above
- Second Honors: 85 or greater for all major subjects with an average of 85 or above

Specials Subjects

- Distinguished Honors: Outstanding, Very Good or Good in all specials subjects
- First Honors: Very Good, Good, Satisfactory
- Second Honors: Very Good, Good, Satisfactory

Conduct and Effort

- Distinguished Honors: Outstanding, Very Good, or Good in all subjects
- First Honors: Very Good, Good, Satisfactory
- Second Honors: Very Good, Good, Satisfactory

COMMUNICATION AND CONFERENCES

Communication between home and school is vital. Option C Alerts are sent to alert parents of happenings in the school and a calendar is sent home each month for families.

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. 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 administrative assistant who will take a message for the teacher.

If at any time you call the school and get the recording you can leave a message and we will return your call as soon as possible.

CONTACT INFORMATION

It is very important to keep us informed of any changes to your home address, email address and phone numbers. Your phone numbers and email addresses are extremely important since they are used for Option C Parent Alert messages and the monthly newsletters. 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.

TELEPHONE CALLS

Students are only allowed to use the main office phone after obtaining permission from their teacher, the principal, or the administrative assistant. Cell phones or any other device used for communication may not be used by students in the school or at after school activities at any time. Please make every effort not to 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

If your child would like to invite classmates to a private parties, invitations 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.

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 Grade 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 on school property

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.

Discipline Code – Grade 4 through Grade 8 Rules

Demerits will be issued for the following behavior offences.

STUDENT SHOWED A LACK OF RESPECT TO ANOTHER STUDENT, TEACHER, STAFF PERSON, OR PROPERTY.

[1] Student hit or kicked another student.

[2] Student made a hurtful or sarcastic comment to a student or teacher. This includes but is not limited to: complaining, yelling, losing temper, making fun of or picking on someone. See the diocesan anti-bullying policy and anti-hazing policy for more detail.

[3] Student repeatedly disrupted instruction.

[4] Student's inappropriate behavior in church needed to be addressed.

[5] Student repeatedly ignored a direction to stop talking, whether in the classroom, hallway, or lunchroom.

[6] Student was dishonest, for example: cheated, lied, forged a parent signature etc.

[7] Student used inappropriate or profane language, gestures, or actions.

[8] Student threw an item in the classroom or lunch room.

[9] Student destroyed, ruined, or defaced another person's property or school property.

Any violation of the offences listed above could result in an automatic detention or suspension at the discretion of administration.

STUDENT VIOLATED SCHOOL SAFETY RULES

[10] Student ran in the hall/gym/classroom.

[11] Student's actions were irresponsible, for example: sleeping in class, jumping off stairs, sliding down banister, jumping up to tap the wall, etc.

[12] Student violated cafeteria rules or recess rules.

[13] Student acted inappropriately during a fire drill.

STUDENT VIOLATED DRESS CODE

[14] Student is not in proper uniform, even after repeated warnings.

[15] Student failed to comply with dress down day rules.

FAILURE TO SHOW CONTINUOUS EFFORT

[16] Student repeatedly does not complete homework or classwork, fails to hand in a project or repeatedly hands assignments and/or projects in late.

[17] Student was late for school or class. If a student is late four (4) times in a trimester, a detention will be served.

Parents are able to access demerit information on Option C.

BULLYING OR HARASSMENT

Whenever a student feels they are the victim of bullying or harassment, they are encouraged to immediately report the details to an adult, whether their parents or guardians, teacher, or the principal of Saint Elizabeth Regional School. Student/s will be disciplined according to the guidelines in the Diocesan Crisis Manual.

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

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

Emergencies: Parent will be called if a situation is an emergency. If a student becomes ill at school, the nurse, principal, or administrative assistant 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 medication, he or she should report to the school office for use.

If your child needs prescribed medication during school hours, your physician 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.*** 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.

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.

“In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.”

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by:

Mailing to: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; faxing to: [\(202\) 690-7442](tel:2026907442); or emailing to: program.intake@usda.gov.

If your child forgets his or her lunch, one will be provided. It will consist of an almond butter or cheese sandwich and the fruit and vegetable of the day and milk. An invoice will be sent home with the amount you will then owe. If you pack lunch, please provide nutritious meals for your child. 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.

Lunch Room 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 Recess 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. 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.

PARKING LOT

The school parking lot is used as a playground. Therefore, we ask that you park on either side of the parking lot if you visit the school. **Do not park in the front row of the parking lot.**

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. You will be asked to leave the parking lot/ playground if you are in violation of this rule.

SCHOOL SECURITY

School doors are locked at all times and several security cameras exist on campus. Please ring the bell at the main entrance for access. Students are not permitted to open the doors. Visitors and/or volunteers are to report to the office to sign-in 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 and noon-dismissal dismissals are at 11:50 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 3:00-5:30 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.

TUITION POLICY

Tuition Payment Plan Options

All payments will be collected using Electronic Fund Transfers through the FACTS Management Company Tuition Program which is available on line. You may enroll in FACTS by going to our website: www.sercc.org/school and click on the FACTS logo on the left side of the webpage or by going to <https://online.factsmgt.com/signin/3NFWF>.

Financial Aid

Financial Aid may be available through the *Eastern Pennsylvania Scholarship Foundation* and *Opportunity Scholarship Tax Credit* programs.

Failure to pay tuition will result in the removal of your child/ren from Saint Elizabeth Regional School.

FUNDRAISING

Fundraisers are an integral part of our school system. They help us afford the daily operations of our school. We take part in many fundraisers throughout the school year. You can earn tuition credit by purchasing gift cards through our Shoppe E's SCRIP program. Detailed information about this program will be sent home every fall. Thank you!

VOLUNTEERS

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 school volunteers 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, Mandated Reporting and Fingerprints done as mandated by the Diocese of Allentown.

WEAPONS AND ILLEGAL SUBSTANCES

Any student who possesses any type of weapon or illegal substance will be disciplined according to the guidelines in the Diocesan Crisis Manual.

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 to not allow us to post pictures of students on bulletin boards, our webpage, Facebook 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.*

EMERGENCY INFORMATION – School Closings

In the morning, if the school should be closed or delayed because of inclement weather, please watch WFMZ-TV Channel 69.

Option C Parent Alert will be made to each family when there is inclement weather. **It is very important that your phone/cell numbers and email addresses are current or you will not receive Option C Parent Alerts.**

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. **Please do not call the school or rectory.** Information will be circulated as soon as we receive it. All parents of students who ride school buses, after receiving the Option C Parent Alert, need to make sure someone is home to meet their child. 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.*

Extended Care is NOT available during early dismissal for inclement weather.

In all cases, the information is posted on our web page 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 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 CARE

Saint Elizabeth Extended Care is a program that provides children with safe, well-supervised care after school. For more information, please call 610-264-0143.

SAINT ELIZABETH PRE-SCHOOL

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

The Saint Elizabeth Pre-School has a separate handbook.

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.

SCHOOL BOARD

The School Board of Saint Elizabeth Regional School is an auxiliary body of parents. Its purpose is twofold: to provide funds which assist in the educational process; and to provide avenues of education and communication for parents who wish to be informed in current educational trends.

SAINT ELIZABETH CYO

Students are encouraged to participate in Catholic Youth Organization (CYO) sports sponsored by our Athletic Association. These can 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.