



PARENT/STUDENT HANDBOOK

2011-2012

Accredited by New England Association of Schools and Colleges

POLICY

Non-return of signed form indicating parental and student agreement to the rules and regulations of Saint Elizabeth Ann Seton Academy will result in termination of services to those students until the school receives the required form. Full compliance is necessary for attendance at Saint Elizabeth Ann Seton Academy.

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Class Communication: www.schoolnotes.com
Handbook Printed: July 2008

Lord God,

You blessed Elizabeth Ann Seton with gifts of grace
as wife and mother, educator and foundress,
so that she might spend her life in service to your people.

Through her example and prayers,
May we learn to express our love for you
in love for one another.

We ask this through our Lord, Jesus Christ,
your Son, who lives and reigns with you
and the Holy Spirit, one God forever and ever.

Amen

Saint Elizabeth Ann Seton,
Pray for us.

HISTORY

Saint Elizabeth Ann Seton Academy opened in 1995, formed by the combined resources of three parish schools in Central Falls: Notre Dame (1875), Holy Trinity (1905), and St. Matthew (1908). Saint Elizabeth Ann Seton Academy serves boys and girls from throughout the Blackstone Valley, other surrounding communities, and other faiths.

The Academy provides a nurturing Christian education for children from Pre-K3 through Grade 8. As a member of the *Bread of Life Schools* consortium, Seton Academy recommits to providing affordable Catholic education and continues as a beacon of Faith, Charity, Hope and Excellence in the urban environment.

PHILOSOPHY

The primary purpose of St. Elizabeth Ann Seton Academy is to provide an education promoting excellence for living a Gospel-centered life in today's society. Because we believe that each child learns best in a nurturing atmosphere, students are motivated to realize their true potential where standards are high and expectations are clear.

St. Elizabeth Ann Seton Academy promotes the mission of Jesus Christ through a vibrant Christian witness and in service to others. We are driven by the conviction that we must reach out and care for the poor, for those who suffer economic deprivation or experience discrimination because of racial, cultural, or linguistic differences.

Together we celebrate the richness of our multi-cultural heritage and use it as a means of promoting future generations with reasons for living and hoping.

MISSION STATEMENT

At St. Elizabeth Ann Seton Academy, students of diverse cultures are guided and inspired to experience the joy of living and learning through a strong Catholic education.

ACADEMIC INTEGRITY

Academic integrity is fundamental in any school. St. Elizabeth Ann Seton Academy expects that all students will display honesty in every part of their academic lives. Plagiarism, or claiming ownership of work from a printed or other source, including the work of another student, or attempting in any way to undermine the concepts of academic integrity and trust, are all forms of cheating.

For students who err, the first offense will result in a grade of zero for the work (class work, homework, quiz, test, project). The teacher will discuss the seriousness of the action with the student and will notify the parents/guardians. The second offense will result in a grade of zero for the work as stated above. The teacher will notify the parents/guardians and notification will be given to the assistant principal. A third infraction will result in a grade of zero for the work as

stated above. A parent conference will be held in conjunction with the student, teacher, assistant principal, and principal and the student will receive a failing grade for the trimester.

ACADEMIC PROBATION

A student in grades 6-8 whose progress and/or effort has faltered during any interim period may be placed on academic probation. Not meeting minimum objectives and/or poor effort during any interim marking period may result in a student being placed on academic probation. Interim evaluations will occur periodically during each trimester. Academic probation is designed to encourage students to focus on learning as their primary responsibility. Students on academic probation are expected to seek extra help and/or tutoring services as available.

Any student on academic probation is not eligible to participate in any of the Academy's extra curricular activities or social events until the teachers and principal have determined that progress and/or effort have improved.

ACCEPTABLE USE OF TECHNOLOGY POLICY

The term "acceptable use of technology" covers a range of media and processes used for communicating information within our society. Computers form one element of this broad term but it also includes projectors, calculators, video resources, CD materials, pictures, newspaper and magazine articles and computer presentations of those materials and the like. Each student and his/her parents/guardians are required to sign an Acceptable Use of Technology Policy before students are permitted access to technology.

ADMISSIONS

St. Elizabeth Ann Seton Academy admits students of any race, creed, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this Academy.

A student entering Pre-K3 must be three years of age on or before September 1 of that year. A student entering Pre-K4 must be four years of age on or before September 1 of that year. A student entering Kindergarten must be five years of age on or before September 1 of that year. Proof of academic ability and promotion is required for students entering grades K-8. Certificates of Birth, Baptism, Record of Immunizations, and a non-refundable fee are required at the time of registration.

Students who meet the requirements for admission are welcome anytime during the school year when there are openings. If inquiry is made for a grade that is full, the student will be placed on a waiting list and notified when an opening occurs. Openings are filled in the order in which they are received; however, priority is given to children with siblings in the Academy and children whose families are practicing members of Holy Spirit Parish.

AIDS POLICY

St. Elizabeth Ann Seton Academy follows the policy in the Diocese of Providence stipulating the process for deciding about the attendance of a student with AIDS. The policy outlines a procedure in which confidentiality is maintained and decisions are made on a case by

case basis. This policy is similar to that in use in Rhode Island public schools and in many Catholic schools in the nation. Inquires may be directed to the principal.

ATTENDANCE

School begins at 8:00 a.m. and ends at 2:30 p.m. **SUPERVISION IS NOT PROVIDED PRIOR TO 7:45 a.m. FREE SUPERVISION IS NOT PROVIDED AFTER 2:30 p.m.**

All students are required to be in their homeroom by 8:00 a.m. Homeroom teachers are available to welcome students into the classroom beginning at 7:45 a.m. Pre-K4 – Grade 8 students enter the building via the Dexter Street doors. Pre-K3 students report directly to their classroom in the Parish Center. Students in Pre-K4 – Grade 8 who arrive after 8:00 a.m. must report to the Main Office.

Daily attendance is a vital factor for student success. Any absence from school must be called in to the Main Office by parents/guardians by 8:00 a.m. Upon returning to school, the student must present a written note from the parents/guardians explaining the cause of the absence to the homeroom teacher. These notes are kept on file for a period of one year. In the event a student needs to be excused from physical education class, a note from the parents/guardians is necessary. In the event of extended periods, a note from a physician is required.

Medical, dental appointments, and the like, except for emergencies should be scheduled outside of school hours. Vacations and trips should be scheduled according to school vacations. Teachers are not required to remain after school for extra help in cases of absence due to vacation time. Tests or quizzes are to be made up at the convenience of the teacher. Normally, all work should be completed no more than five days after return to school.

All absences, including tardiness, early dismissals, illness, vacation, and appointments to the doctor are counted in the absence tally. Excessive absences from school may jeopardize promotion. A student absent twenty or more days may be retained. (Refer to Promotion)

ASBESTOS

St. Elizabeth Ann Seton Academy has removed all exposed and friable asbestos in accordance with Diocesan and State recommendations. A management plan is on file in the Main Office. Documentation of inspections is available for review.

ASSIGNMENTS

Assignments are intended to help students develop organizational and study skills, encourage students to be independent learners and critical thinkers, develop students' initiative, self-direction and a sense of responsibility. Through these assignments, students practice new skills, prepare to learn new information in class, and apply new learning by completing projects and other assessments. Neatness and promptness are expected when completing and handing in assignments.

BANKING PROGRAM

The Dexter Credit Union, in conjunction with St. Elizabeth Ann Seton Academy, has a well established banking program. Students in grades 1-8 are encouraged to open a Coin Savers Account. Each week, members of the Credit Union come to the Academy and children may deposit or withdraw money from his/her account. Further information may be obtained by contacting the Main Office.

CAFETERIA

Lunch is available for purchase. Students may bring a lunch from home and/or buy milk. Lunches and milk are paid one week in advance and payment may be made via check or cash. Cash and checks (payable to Bread of Life Schools) must be in the envelope provided. The envelope must have the child's name and information about what the money is for.

Students Pre-K4 – Grade 8 eat in the cafeteria. PreK3 children eat in their classroom. The following rules govern the behavior during lunch:

- Food allergies are respected;
- Students may speak quietly;
- Students may not leave tables without permission;
- Glass containers are forbidden;
- Throwing of food is forbidden;
- The cafeteria/room must be left clean;

CARE OF SCHOOL PROPERTY

Students may show their appreciation of our school by taking care of the building, equipment, and grounds so they can be passed on to future students in good condition. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item(s) and will also face further disciplinary action. Gum chewing and liquid white-out are not permitted on school property at any time.

COMMUNICATION

Effective communication is essential to positive relationships between administration, faculty, parents, and students. In an effort to ensure adequate communication between the Academy and the home, the principal issues a monthly newsletter, calendar and other notices as necessary. Teachers and/or the principal will call and/or document in writing to the parents/guardians academic progress or conduct. Parents/guardians are asked to call and schedule an appointment with teachers and/or the principal when necessary.

In the light of Gospel directives, complaints are to be resolved first of all on a one-to-one basis, i.e., student, parent, teacher. If the situation is not resolved the assistance of the principal may then be elicited.

CONDUCT

Order and discipline must be maintained within the Academy so that effective learning in a safe environment may take place. At St. Elizabeth Ann Seton Academy, discipline is based on mutual respect for each other. This handbook contains general rules and regulations which exist for all student behavior and their code of conduct. When infractions occur the penalties may range from a reprimand to a detention. In cases of gross misconduct or continued infractions, appropriate additional actions will occur.

DETENTION

Detentions are completed in triplicate by the teacher and signed by the principal and parents/guardians. Detention may be conducted during a recess period, after school, or on a Saturday morning. Offenses for which detention is given are those failures to adhere to the discipline and academic code of the Academy. Four detentions per trimester will result in an in-house suspension. (Refer to Suspension)

DISMISSAL

The school day ends with dismissal at 2:20 p.m. for Pre-K3, Pre-K4 and Kindergarten and at 2:30 p.m. for Grades 1- 8. Pre-K3 exit directly from their classroom into the schoolyard. Kindergarten and Pre-K4 exit via Academy Hall into the schoolyard to Lonsdale Avenue. Grade 1 and Grades 6-8 exit via the Lonsdale Avenue entrance. Grades 2-5 exit via the Dexter Street entrance.

No student may leave school without permission. When an early dismissal is necessary, a note of request is given to the homeroom teacher with the stated reason. Children released at a time earlier than regular dismissal must be signed out in the Main Office by a parent/guardian or an authorized adult. Authorized adults must have written parental/guardian permission and photo-identification.

For the safety of all, children may not use the playground at dismissal time.

DRESS CODE

The regulation uniform must be worn at all times unless a written explanation by the parent is presented to the principal. Uniforms must be purchased on a year-to-year basis through the Donnelly School Apparel Company of Providence. Order forms are available at any time in the Main Office.

Head coverings may not be worn in the building at any time. Jewelry must be simple and compliment the Academy uniform. One/two rings and/or bracelets are acceptable. Accessories must be in good taste. Dangling earrings, cosmetics, body piercing, tattoos, faddish hairstyles or coloring, armbands, buttons, scarves, etc., are not included in the Academy dress code. Skirts must be at knee length. The principal reserves the right to determine what is appropriate or inappropriate.

BOYS AND GIRLS PRE-K3 & PRE-K4 UNIFORM

White Academy tee-shirt
Red Academy sweatpants

Red Academy sweatshirt
Red Academy gym shorts
All white or all black sneakers (no light-up or heely)

GIRLS K-GRADE 5 UNIFORM

Plaid jumper, must be at knee length
Short or long sleeved white blouse or white Academy polo shirt
Red sweater or red vest with emblem
White socks or black or white tights
Black Academy dress shorts may be worn until November 1st and after April 1st
Black Academy slacks may be worn from November 1st until April 1st
White Academy tee shirt for Physical Education
Black Academy sweatshirt for Physical Education
Black Academy sweatpants for Physical Education
Black Academy gym shorts for P.E., until November 1st and after April 1st (optional)

GIRLS GRADE 6 – 8 UNIFORM

Same uniform as K-5 girls with the exception of a plaid skirt
Skirts must be at least knee length
A white turtleneck may be worn under the uniform blouse
All white knee or ankle socks without logos

BOYS GRADE 1 – 8 UNIFORM

Black pants
Short or long sleeve Academy polo shirt (Grades 1-5)
Red sweater or red vest with emblem
Black dress shorts may be worn until November 1st and after April 1st
A white turtleneck may also be worn under the uniform shirt
White Academy tee shirt for Physical Education
Black Academy sweatshirt for Physical Education
Black Academy sweatpants for Physical Education
Black Academy gym shorts for P.E. until November 1st & after April 1st (optional)

MIDDLE SCHOOL

White short or long sleeve oxford buttoned collar shirt with Seton necktie or white Seton Academy Polo shirt.

FOOTWEAR

A simple, safe, practical low, black rubber-soled shoe must be worn. Sandals, clogs, and any shoe with open backs are not permitted. Sneakers are worn only on days when Physical Education class meets.

ELECTRONIC DEVICES

All electronic devices are strictly prohibited during school hours without the specific consent of the teacher.

EMERGENCY CLOSING

In the event of a delayed opening or school closing, St. Elizabeth Ann Seton Academy follows the Central Falls School Department's decision on school cancellations. Notification is listed on WPRO (630 AM/92FM), LITE (105), WJAR-TV (10). All before or after school activities are cancelled. While in school, students who need to contact parents will be allowed to do so to the best of the Academy's ability.

EMERGENCY FORM

At the beginning of each academic year an Emergency Form will be distributed. This form must be signed by the parents/guardians and returned to the Academy within three days of distribution. This form includes vital contact information for your child. Children may only be dismissed to individuals whose names are on file. Photo proof of identity is required when picking up a child and the individual must be at least eighteen years of age. (Refer to Dismissal)

In the event of an address/phone change please contact the Main Office with the updated information.

EXAMINATIONS

Final tests are given in grades 3 -5. In grades 6 – 8 examinations are given at the end of each trimester. Any outstanding bills must be paid before tests or examinations are administered.

EXPULSION

Expulsion from the Academy is invoked for the most serious infractions of school policy and shall be within the jurisdiction of the principal, in consultation with the Diocesan superintendent. A student leaving under the terms of expulsion will not have his/her tuition payment refunded.

EXTENDED DAY PROGRAM

As a service to families, St. Elizabeth Ann Seton Academy offers an after-school program from 2:20-5:30 p.m. This program is licensed by the Department of Children Youth and Families. Students must be registered in the Program in order to attend.

Children are provided a snack and are offered a variety of activities and games, as well as the opportunity to complete homework and/or play outside, weather permitting.

For further information and rates, please contact the Main Office.

EXTRA CURRICULAR ACTIVITIES

DRAMA AND CHORUS

The Drama Club is open to students in grades 4-8. In-school activities, as well as one major production in the spring, are the goals of the Drama Club. Chorus is open to students in grades 3-8. Liturgical music, as well as music for enjoyment and special occasions, is performed by the chorus. Together, the Chorus and Drama make up the Seton Academy Players for Academy productions. Parents are asked to sign a student contract for attendance and academic performance in Chorus and Drama.

SPORTS

St. Elizabeth Ann Seton Academy offers the following sports: boys basketball (midget grades 4-6 and grammar grades 7 & 8) and girls basketball (midget grades 4-6 and grammar grades 7 & 8). Co-ed soccer, cross-country, (grades 6-8) and volleyball (grades 7 & 8).

To be eligible to participate in the activities above, the following requirements are necessary:

1. Students must have at least a 2.0 in every subject and demonstrate Christian Values. The eligibility is determined by the homeroom teacher in consultation with respective faculty and administration. The administration reserves the right to rescind this endorsement during the season.
2. If, after report cards are issued or at the determination of the teacher, students are not achieving the required grade and/or conduct, students will be not be allowed to participate in any extra curricular activity in order to concentrate on his/her studies and/or conduct. After an improvement in grades and/or conduct is observed, the content teacher will issue a report to the student indicating that the activity may be resumed. The teachers, coaches, and moderators in charge of extra curricular activities as well as the principal will maintain open communications throughout the academic year.
3. Students must maintain a Christian attitude and acceptable conduct during all extra curricular activities. In cases of infractions, the teacher, coach, moderator and/or principal has the authority to suspend or withdraw a student from any extra curricular activity.
4. In the case of drama and chorus, should a student be absent from class due to rehearsals or field trips, all class work must be completed.
5. All students who wish to participate in extra curricular activities must have a parental/guardian permission form signed.
6. In order to help defray expenses of extra curricular activities, students involved may be asked to participate in fund raising activities or pay a fee for the activity.

FINANCIAL POLICY

As a private Catholic school, St. Elizabeth Ann Seton Academy's operating budget depends upon tuition and fundraising. It is important that parents/guardians take this responsibility seriously. Tuition rates are set annually by the Finance Committee. There is an annual non-refundable registration fee for each student.

Three options exist for payment of tuition. (1) pay in full prior to the start of the school year (receive a \$50.00 discount) (2) ten monthly installments billed directly to you (3) ten monthly installments automatically withdrawn from a checking or savings account. For further information, please contact the Main Office.

All families of students enrolled at St. Elizabeth Ann Seton Academy are required to participate in fundraising activities which help to supplement tuition. Each family is required to select one of the following options: (1) pay a \$200.00 fundraising fee billed in two installments; September and March) or (2) raise a minimum of \$200.00 in fundraising events.

Tuition and any other outstanding accounts which are delinquent will result in students not participating in any extra curricular events and not taking final tests/exams.

FIELD TRIPS

Field trips are planned by the teacher for specific educational or cultural goals. The Academy requires the written consent to the parents/guardian before a child is permitted to go with his/her class on a trip. Permission by telephone is not acceptable. Students may be denied participation in field trips if they fail to meet educational, behavioral, and/or financial requirements.

FIRE DRILLS/EVACUATION

When the alarm signal is heard or seen or an announcement is made to evacuate the building, all students are to leave the building immediately in a quick, silent and orderly fashion and report to the designated area.

GENERAL CONDUCT

Students of St. Elizabeth Ann Seton Academy represent the Academy at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the Academy, may be disciplined at the discretion of the principal.

Parents are held to the same standards as students with regards to respect for school personnel. Enrollment of the child in the Academy implies a partnership between the school and the parent/child. If the partnership breaks down, parents may be required to withdraw the child from the Academy.

GRADUATION

A student may receive a diploma from St. Elizabeth Ann Seton Academy only if all academic and financial requirements are met. (Refer to Promotion and Financial Policy)

GRIEVANCE POLICY

It is integral to the Academy's philosophy that union and charity exist among parents, administration, faculty, staff, and students. Therefore, the following steps may serve as a useful tool in solving problems that may occur in the course of the academic year.

1. Student discusses the situation with the teacher involved or vice versa;
2. Student and parent meet with the teacher for clarification;
3. Student and parent meet with the principal and the teacher.

HEALTH

Any student ill prior to the school day should be kept home. Students who are sick are unable to learn and may infect others. If a student becomes ill at school, parents will be notified and asked to pick up their child.

HOMEWORK

Homework is a necessary extension of the school day and is given for reinforcement of a concept, for drill, for enrichment, but never for punishment. Therefore, the following may serve as a guideline:

- Grades 1-3 an average of thirty minutes per night
- Grades 4-5 an average of sixty minutes per night
- Grades 6-8 an average of ninety minutes per night

Parents are urged to assist their child by providing a quiet atmosphere and to supervise the study and assignments of their child. When there is no formal assignment, children are encouraged to spend some time reading.

HONOR ROLL

Each trimester the Honor Roll recognizes students' academic successes. Students in Grades 6-8 may receive High Honors with Distinction; High Honors, or Honors with marks of 3.5 or higher in the academic subjects. In addition, a student must have at least a 2.0 in each of the special subject areas of art, computer technology, music, Spanish, Family Life and physical education/health, and demonstrate Christian Values.

HUMAN SEXUALITY

A course in Human Sexuality is implemented in the Middle School as part of the religion curriculum. St. Elizabeth Ann Seton Academy teaches human sexuality via approved texts and audio-visual aids. Communicable diseases such as Acquired Immune Deficiency Syndrome (AIDS) are also taught within this curriculum.

IMMUNIZATION

Effective July, 2005 from the Rhode Island Department of Health that upon entry to any school parents/guardian shall provide evidence of the following:

All Pre-K students must be immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, haemophilus, influenza type B, hepatitis B, chicken pox and pneumococcal disease;

Students in Grades K-8 are required to have received vaccines for diphtheria, tetanus, pertussis (not required for ages 7 and over), measles, mumps, rubella, hepatitis B and chicken pox.

Failure to comply with state regulations (unless exempt) will be excluded from attending school until requirements are met.

LOCKERS

At the beginning of the academic year students in Grades Pre-K4 - 8 are assigned a specific locker. Lockers must be kept neat and clean at all times. Middle School students may use a combination lock as long as the combination is provided to the homeroom teacher. Since lockers

are property of the Academy, the principal reserves the right to open and search lockers at any time. All contents must be removed by the last day of school.

LOST AND FOUND

The best assurance against loss of personal belongings is to mark clothing and books with the student's name, especially younger students. Found clothing and articles are kept in the Main Office and periodically given away if not claimed.

MAKE-UP POLICY

Teachers provide an opportunity for students to make up work missed as a result of excused absences. Make-up work includes class work, homework, quizzes and tests. Make up work is the responsibility of the student and must be completed in a timely manner. The teacher in conjunction with the student will establish a time period. Any work not completed by the established period will result in a grade(s) of zero.

Make-up work for extended absences will be handled on a case-by-case basis with the teacher. Teachers may, but are not obliged to, send work with students who take vacations at times other than the scheduled school vacations. In cases of excessive absences, the Academy cannot guarantee that the student will successfully complete the required curriculum and his/her promotion may be jeopardized. (Refer to Attendance)

Long-term assignments/projects are excluded from this policy; they must be made up in cooperation with the teacher.

MEDICATIONS

As directed by the State of Rhode Island Department of Health mandate and in accordance with the Catholic School Office, "No lay person, other than a parent, shall administer medication to a student in the school setting." An exception is made for the administration of Epinephrine in an emergency situation.

NON-CATHOLICS

All students take part in the religious formation at St. Elizabeth Ann Seton Academy and attend Mass or any para-liturgical service when they occur during the school day. No teacher will in any way seek to influence the religious beliefs of a non-Catholic child.

NON-CUSTODIAL PARENTS

Divorced/separated parents will be granted all rights and privileges accorded to all other parents, unless the principal receives in writing a court-certified copy of the order of custody section of the divorce/separation decree. In such cases, school officials shall not allow a non-custodial parent to take possession of a student while that student is under the care and responsibility of the Academy, unless the custody order dictates otherwise. School officials will follow the directives issued in any restraint or custody order until such order expires. The Academy will not be held responsible for failing to honor arrangements that have not been made known.

NON-UNIFORM DAYS

No sleeveless tops or blouses are permitted; shoulders, backs, and midriffs must be covered. Tee shirts may not promote alcohol, drugs or anything contrary to the ideals of St. Elizabeth Ann Seton Academy. Shorts must be mid-thigh length and skirts must be at least knee length.

The Academy assumes the responsibility of declaring particular items of dress as acceptable or not acceptable. The support of parents and students alike is required in this matter to maintain the learning environment of the Academy.

Failure to comply with the established dress code will result in disciplinary action.

OFF-CAMPUS ACTIVITY

The principal of St. Elizabeth Ann Seton Academy reserves the right to discipline its students for off-campus behavior that is not in line with behavioral expectations of its students during the course of the school day.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled once per academic year; half way through the first trimester. Parents/guardians are urged to attend this conference as a means of being actively involved in the education of their child.

Conferences may be requested at other times as necessary. Teachers are available by appointment only before or after school hours. Parents/guardians may not use school time for conferences unless arranged by the teacher.

PHOTOS/VIDEOS

St. Elizabeth Ann Seton Academy reserves the right to use photos or videos of students in school publications, curriculum projects, news releases, promotional materials and on the Academy website. Any parent/guardian who does not wish to have his or her child's photo or video with the student's name published must notify the principal in writing within three days of receipt of this handbook.

PRIVACY RIGHT

Family Educational Rights and Privacy Act (Section 99.4) states that both parents, whether custodial or non-custodial, or an eligible student have the right to inspect and review the student's educational records. The following procedure applies:

- Call St. Elizabeth Ann Seton Academy to request an appointment with the principal;
- State the purpose of the meeting (i.e., to review educational records).

A response to the request will be made within three school days.

PROGRESS REPORTS

In grades K-8, the subject teacher issues progress reports three times per academic year. Progress Reports are issued approximately halfway through each trimester. Progress Reports are generally used to compliment the progress of a student or may be used as a deficiency report indicating below average performance, or a possible danger of failing a subject for the trimester. Progress Reports are required to be signed by a parent/guardian and returned to the teacher within three days. Appointment requests for teacher conferences may be made by calling the Main Office.

PROMOTION AND RETENTION

Grades K – 3: At the end of each academic year, students who have mastered the appropriate knowledge, skills and concepts for their grade level and exhibit readiness for academic work at the next level will be promoted to the next grade. Students who have not met minimum objectives in a major subject will not be promoted to the next grade level unless the student successfully completes a tutorial or summer school program approved by the principal.

Grades 4 – 8: Promotion is determined by grades of 2.0 or better in religion, reading/literature; language arts/English, mathematics, science, and social studies. In Grades 6-8, geography and civics is included in the curriculum.

In the event of one or two failures in a core subject, the student is promoted; however, a certified summer school program is required or private tutoring by a state certified teacher (minimum of 15 hours per subject). In the event of three failures, the student is retained at the current grade level. If a student fails religion, the student is required to complete an independent program of study approved by the principal.

If promotion is in question, the teacher will be in contact with the parent(s)/guardian and the principal no later than the End of the second Trimester

As soon as it becomes apparent that a student is in danger of promotion, the teacher(s) shall request a conference with the parents/guardians, this should occur no later than March 16. Before a student is denied promotion, the principal and teacher(s) will request an additional conference with the parents/guardians.

In the event a student is absent from school twenty (20) days or more, the student may be retained or required to attend a certified summer school program.

REGISTRATION

The registration fee guarantees a place at the Academy. Students attending St. Elizabeth Ann Seton Academy must re-register by March 31st. The registration fee is non-refundable.

During Catholic Schools Week each year, an Open House and Registration is held for prospective students and their families. In-coming or prospective students are encouraged to spend the day at St. Elizabeth Ann Seton Academy.

REPORT CARDS

Report Cards are issued to students in K-Grade 8 after each trimester. Grades are based on various assessments given throughout the trimester. These assessments include: class work, homework, quizzes, tests, projects, etc. Report card averages reflect each of these categories. Report Cards must be signed by a parent/guardian and returned to the teacher within three days.

SAFE ENVIRONMENT

According to State and Diocesan regulations, all administration, faculty, staff and volunteers are required to acquire a Criminal background check (BCI) and participate in a seminar on child abuse, neglect and their duty to report such behavior. Rhode Island State law states “any person who has reasonable cause to know or suspect that a child has been neglected or abused shall, within 24 hours, transfer information to DCYF (1-800-RI-CHILD) who shall cause the report to be investigated immediately.”

SUBSTANCE ABUSE

Drugs consist of anything considered illegal by the State of Rhode Island (alcohol and tobacco are included) and therefore are not permitted at St. Elizabeth Ann Seton Academy. Any student in possession of or under the influence of any drug will have the drug confiscated and his/her parents/guardians and the proper authorities will be notified immediately. Suspension from school will occur followed by counseling and/or possible expulsion from the Academy.

SUSPENSION

Suspension is invoked for serious infractions of school policy and shall be within the jurisdiction of the principal. Parents/guardians are notified and a conference with the principal and all parties involved may be required. An in-house suspension requires class work to be completed during the school day and given to the teacher at the end of the day of suspension. An at-home suspension warrants a zero in each subject for work missed on each day of the suspension. Four detentions within a trimester warrant an in-house suspension. The following infractions may result in suspension or expulsion at the discretion of the principal:

1. continued, willful disobedience, insubordination, or serious disruption of the learning process;
2. any disrespectful, profane or vulgar verbal, written or physical sign, gesture, threat or act toward any person in authority, or toward a fellow student;
3. willful destruction of school property;
4. bullying or harassing another individual;
5. leaving the building without permission;
6. smoking on school property;
7. possession or use of drugs, alcohol, firearms (including matches, lighters), knives, weapons, or any other dangerous instruments (Police to be notified);
8. repeated truancy and/or tardiness;
9. repeated defiance of the dress code;
10. any form of physical fighting or verbal abuse;
11. any form of conduct deemed inappropriate by teachers or the principal.

N.B. Should a student at the Academy be implicated in a serious crime, the student shall be placed on home suspension pending a final decision by the principal in consultation with the Diocesan superintendent.

TARDINESS

A student who arrives after 8:00 a.m. must report to the Main Office. Parents/guardians are urged to be sure that their child is not late for school as tardiness disrupts the classroom and learning environment. If a student is tardy three times in a given month, the student is not eligible to be nominated for Student of the Month or any special classroom awards given during that month. In cases of habitual tardiness the teacher, coach and/or moderator of any extra curricular activity may suspend or withdraw the student from the extra curricular activity. Further disciplinary action may be mandated by the classroom teacher and/or principal.

TEXTBOOKS

All textbooks must be kept covered at all times. Contact paper or cloth is not acceptable. Students who return a borrowed book that is marked or torn will be charged for replacement. Students who lose any book will be charged for the loss.

TUITION ASSISTANCE

The Frances Warde Fund was established in 1986 by Bishop Louis E. Gelineau in memory of Frances Warde, a Sister of Mercy who was the first religious foundress of a Catholic School in the State of Rhode Island. The fund provides tuition assistance to students with financial needs living in Rhode Island and attending a Catholic elementary school. Applications for this assistance must be made each January for the next academic year. The Diocese of Providence determines the financial need in awarding tuition assistance. Forms are available in the Main Office. In addition to the Frances Warde Fund, parents who are in need of tuition assistance may also contact their parish priest.

VIOLENCE

Any action that disrupts the peace of the Academy is unacceptable. Bullying, harassment, threats of violence, and actual violence of any kind including use of e-mail, subject an individual to sanctions by the Academy including but not limited to, suspension or expulsion.

VISITORS

For the safety of all children, anyone who enters the building, including parents, must report directly to the Main Office. No one is allowed to enter a classroom without receiving a visitor's badge at the Main Office. All individuals who enter the building during the school day must do so via the Dexter Street entrance where they will pass through a surveillance security system.

WEAPONS

Any student found in possession of any potential lethal weapon will have the weapon confiscated and the parents/guardians and the proper authorities will be notified immediately.

WITHDRAWAL

During or upon the completion of each academic year the faculty evaluates all students. The principal reserves the right to ask any student to withdraw from the Academy if he/she does not appear to be profiting from attendance at St. Elizabeth Ann Seton Academy.

Parents/guardians must understand that their failure to meet obligations as outlined in this handbook may result in their son/daughter being required to withdraw at any point during the academic year.

The Academy reserves the right to change policies and procedures as outlined in this handbook. Parents/guardians will be notified of any such changes.

SETON PRIDE

Students, teachers, parents, friends,
We're all part of Seton pride.
Working, praying, learning, loving
That's all part of Seton Pride.
Many cultures, different ages,
God has called us all to be
Sisters, brothers, friends and neighbors,
Showing love for all to see.

We reach out and care for others
In our world so great so wide.
Sharing, caring, YES! That's how
We daily show our Seton pride
Our great earth and all other planets
Call to us for our concern
We respond with careful living
Part of what we daily learn.

We work to prepare ourselves
Our talents thoughts and prayers we give
All to make the world around us
An even better place to live.
So you see that right here at Seton
Long-lasting friendships will abide
Stepping up to be our "best selves"
That's what we call Seton pride.