

# *Seton Academy Handbook*



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## **Administration**

*The Principal is the administrator of Seton Academy. As administrator, the Principal is the leader of all spiritual, academic, and managerial aspects of the Catholic school.*

*The Assistant Principal formulates the schedule of classes, assists the Principal in decision making and planning and assumes administrative responsibilities in the absence of the Principal.*

## **Mission Statement**

Seton Academy will be known and recognized as a school community committed to the message of Jesus Christ and the teachings of the Catholic Church. Gospel values will permeate our curriculum, activities, attitudes and decision making. This commitment will be made evident as our educational programming shall consistently aim to:

- encourage respect of other cultural, religious, racial, and ethnic groups, and the concerns of persons with special needs
- apply the principles of biblical teachings to real life situations
- promote appreciation for the community celebration of the Eucharist
- foster a sense of community

(Inspired by the “Pastoral Guidelines for Children” taken from the National Catechetical Directory)

## **Admission Policies**

Seton Academy admits students of any sex, creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to students at the school.

Students entering Pre-Kindergarten must be four years of age by December 1<sup>st</sup>. It follows that students must be five years of age by the same date for transfer/entrance into Kindergarten.

At the time of registration, parents must bring birth, baptismal, immunization and health records for their child. A non-refundable registration fee is also required.

A form for the transfer of records from their former school must be signed by the parents for students enrolling in Seton Academy.

Every student transferring from another school will be given a three month probationary status to determine if the school can meet the student’s needs, before the acceptance of the student is final.

At the time of re-registration, a non-refundable fee is required.

The education of a student is a partnership between the parents and the school. The Principal reserves the right to require the withdrawal of a student if a positive working relationship with the parents cannot be maintained.

## **Tuition**

Tuition at Seton Academy covers only a portion of the total per-pupil cost. The rest is covered by parish subsidies, scholarships, and the fundraising efforts.

Every effort will be made to insure that any family who wishes a Catholic education for their child will be assisted.

FACTS Tuition Company is used for the monthly collection of tuition. Parents wishing to use the company must complete the required forms. Parents choosing to pay tuition in full must do so by August 1 each year.

Parents failing to make timely tuition payments will be asked to discuss their situation with Administration. Failure to make payment arrangements will result in legal recourse by the school.

Tuition refunds will be given to families whose children withdraw if full payment has been made for the year.

Tuition rates for each year are available at the time of registration and re-registration.

## **Academic Policies**

### **Academic Expectations - Grades**

Grades shall reflect the level of achievement of the student. Students in the Primary Grades (K – 2) receive letter grades, indicating the level of achievement. Students in Grades 3 – 5 receive numerical grades, with 70 being the lowest passing grade. Rubrics are given to inform students, parents/guardians of the required level of performance necessary to attain grades.

Report Cards are distributed four times a year. Both academic and personal development areas are considered on the reports. The grade given on a report card is the combined result of testing, classwork, homework and class participation. Parent/guardian – teacher conferences are regularly scheduled at the time of the first report card. Parents are welcome to request a conference with the teacher at any time during the year.

Individual Educational Plans and 504 Plans are the responsibility of the Plattsburgh Public School system, which administers these plans and provides the necessary personnel for these required services.

Academic Intervention Services to help students who are struggling in specific subject areas are provided by the professional staff of the school. Parents seeking additional help may also hire tutors for their children from outside the school community.

## **Homework**

Homework is assigned routinely by Seton Academy teachers to reinforce what has already been taught in the classroom. It is intended as a positive way to help students learn important concepts and master vital skills.

Parents are encouraged to assist their children with assignments. Please support them by providing adequate time and by checking the completeness of work assigned.

1. All homework must be submitted according to the instructions of the teacher.
2. Homework must be complete and done to the best of the student's ability.
3. Students in Grades 1 – 3 = 20 - 30 minutes of homework and reading
4. Students in Grades 4 – 5 = 40 - 60 minutes of homework and reading
5. Parents will be notified if homework is poorly done, late, or incomplete.

New York State requires that all students read 25 books per year. To that end, students are required to read 5 books and complete two writing assignments each summer. This assigned work is submitted on the first day of school in the fall and a mark is given based on the rubric received at the end of the previous year. The other 20 books are logged when read during the year.

## **Attendance/Absences**

Seton Academy's attendance policy is based on developing a respect for the workplace, known as school. Students will establish a work ethic by coming to school on time with homework completed so as to be ready to start their jobs as learners.

Parents are asked to phone the school if their child is absent. When the student returns to school, a note explaining the absence is required. All absences without such an explanation result in the student being given an unexcused absence.

To insure the safety of the students, the school office will phone children's homes if parents do not call the school.

Parents are requested to plan trips according to the school calendar. If students are absent while school is in session, they are responsible for completing all missed assignments.

(Comprehensive attendance policy attached.)

Parents are reminded that students need to be at school **before** the bell rings at 7:55 a.m. Students in Gr. K – 5 are to wait for this bell in the Cafeteria. Teachers will begin

supervising students in the cafeteria at 7:30 a.m. Pre-K students are brought to their classroom by their parent/guardian.

In the event an emergency necessitates early dismissal from school, each child at Seton Academy must have a definite plan to follow insuring a safe, properly supervised place to go. An emergency plan filled out by parents and kept in the office, should give instructions as to where each child goes. Every effort will be made to see that children arrive at the stated destinations safe and sound. If Seton Academy needs to close for inclement weather, closings will be announced on radio: WIRY 1340 AM, or on television: Channel 5 WPTZ.

### **Promotion/Retention**

Promotion of students to the next grade results when students satisfactorily complete the requirements of each particular grade.

Students in Gr. 3 – 5 are required to take New York State Tests. Failure to pass these tests requires that students receive Academic Intervention Services.

If a student is transferred to the next grade over the advice of the professional staff, parents will be required to sign a statement that they realize this transfer is against what the staff considers to be in the best interest of the child.

### **Student Records**

Parents have the right of access to their child's records and the right to request that statements be changed or deleted. If school officials refuse to change or delete records, statements made by parents will be included in the record.

If parents request a record, the school will provide the record within 24 hours of receipt of the written request.

Student records include academic transcripts, testing, and writing samples. Upon the receipt of a parent's signed request, these and Health Office documents are the only records sent to a new school.

### **Communication**

Teachers welcome open communication with parents. Teachers will often speak with parents after school or by phone. Parents may contact the teachers in the same way or by sending a note with the child.

If a parent wishes to express a concern, he/she should contact the teacher. Any problems should be settled with the particular person involved. The Principal is to be contacted only after such attempts have failed.

Parents wishing an appointment with the Principal should contact the school secretary.

Cell phone use by students requires permission of the professional staff. Students bringing cell phones are responsible for them. If they are lost, the school is not obligated to replace them.

### **Confidentiality**

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

### **Counseling**

A counselor is part of the professional staff of the school. If a student wants to see the counselor, a time is made available to address the concerns of the student. If further sessions are warranted, parents will be contacted and asked to sign a permission form. Parents are also welcome to request such services.

### **Crisis Plan**

In the event of an emergency that requires all students to be evacuated from the building, the students will be taken to St. Peter's Church until parents are able to be contacted. Safety drills are conducted during the year. These drills prepare students to act appropriately in the event of a fire or other potential dangers within the school building.

A "Safety Plan," developed in conjunction with local, county, emergency and school staffs, is on file in the office. This plan is also on file in the Plattsburgh City School Office.

### **Custody**

The school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that no information be given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

In the event of separation of parents who have never been married, the school has the right to request custody documents.

A student may be released from school to either parent unless the custodial parent supplies the school Principal with a certified copy of a court order or divorce decree to the contrary.



Non-custodial parents are welcome to participate in parent conferences in accord with the stipulations noted above. They are also free to set up times for their own conferences.

### **Discipline Code**

Disciplinary action will be taken when deserved. The school staff will not inflict bodily harm or subject students to ridicule. The purpose is to instruct students in acceptable behavior and to encourage respect for self, others and property.

Physical force will only be used to protect a student, teacher or other person from injury or to prevent the destruction of property. It may also be used to restrain a student who refuses to comply with a request to refrain from disruptive acts.

The Principal is the final recourse in all disciplinary situations.

## **Code of Conduct**

*(Taken from Save Legislation)*

### **PURPOSE OF THIS CODE**

This Code of Conduct defines Seton Academy's expectations for proper behavior. It applies to the conduct of all, both on and off school property.

### **PHILOSOPHY**

Seton Academy exists to create a Catholic educational community where the pursuit of academic excellence is rooted in our faith in the Gospel of Jesus Christ. The religious and academic goals of the school challenge us to develop: our spiritual life, moral character, self-worth, self-discipline, respect for the dignity and rights of others, service to others, concern for the community and concern for the common good.

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

#### **A. Student Rights**

Regardless of race, sex, color, national origin, and religion, all students have the right to:

1. A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.
2. The guidance of understanding teachers, counselors, and other school staff.
3. An education that offers students the opportunity for inquiry and development.
4. Constructive discipline for the development of good character, conduct, and habits.
5. Reasonable efforts to insure personal security while on property associated with the school during school hours or at school functions.
6. An educational climate where the well being of students is of primary concern.
7. An educational staff that provides a positive role model for student development.
8. Wholesome extracurricular activities, unless such activities are denied the student for behavioral or academic reasons.
9. Consideration as an individual within the educational environment.

10. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

## **B. Student Responsibilities**

All students are accountable for their own behavior on school property and at school functions, and have the responsibility to:

1. Take full advantage of the opportunities for spiritual and academic growth provided by the school.
2. Treat others with the dignity and respect they deserve as children of God.
3. Comply with the provisions of this Code while on school property and at school functions.
4. Grow in character and knowledge as they grow in ability.
5. Be honest with themselves and others.
6. Show respect for fellow students, teachers, and all school staff.
7. Set a positive example so that others may enjoy and profit from their company.
8. Perform all assignments to the best of their ability.
9. Consider their education as preparation for the future.
10. Obey all school rules and regulations.
11. Respect public, private and school property.
12. Attend school regularly and punctually.
13. Develop high moral standards and the courage to live by them.
14. Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
15. Develop opinions and values that will make them an asset to the school community.

## **Violence: Threatened and Acted**

All threats of violence will be taken seriously. Possession of a weapon of any kind is not allowed.

Students are encouraged to speak with an adult after receiving a threat. After consulting with all involved, the Principal will decide if the presence of an offending student poses a safety threat for others. If this is found to be the case, parents will be notified and the student will be asked to leave the school.

## **Conduct Inside or Outside the School**

Students at Seton Academy who engage in conduct inside or outside the school or on the school bus, that is detrimental to the reputation of the school or endangers others, may be spoken to by school officials. Parents will also be notified if their child engages in such behavior.

## **Harassment**

It is the belief of Seton Academy that all persons have the right to be treated with dignity. Therefore, all demeaning behavior will not be permitted.

*Save Legislation #17 p. 9* specifically defines harassment: “The act of threatening bodily harm, verbally harassing or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating, or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.”

*Save Legislation # 28 p. 10* specifically defines sexual harassment: “Any act or conduct that involves or effects the harassment of another based upon the person’s gender, including, but not limited to, inappropriate comments, jokes, name calling, innuendoes, sexually offensive conversations, perpetuating or performing the unwelcome touching of another person’s clothes or person, whistling or other noises understood to be an unwelcome comment regarding another person’s gender, clocking a victim’s path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person’s gender.”

Parents are asked to discuss what constitutes bullying, coercion, inappropriate or aggressive touching and other forms of harassment with their child/children.

The Principal will take appropriate steps in response to repeated acts of harassment. These include, but are not limited to speaking with/counseling a student, after school detention, or dismissal from school.

## **Additional Information**

### **After-School Program**

Seton Academy provides after-school care for all students. Students are to be picked up by parents by 5:15 p.m.

Parents receive notification of monetary rates, program outlines and staff in the fall.

### **Alcohol and Drugs**

The use or possession of alcohol, illegal drugs and drugs used for non-medical purposes on school property or at any school-related activity by students is strictly prohibited. This extends to the use of the mentioned substances insofar as one is under the influence of, is in possession of, or is attempting to pass or sell drugs or alcohol.

### **Asbestos Management**

AHERA regulations require that parents be informed that Seton Academy has an asbestos management plan filed in the Principal's office. It is available upon request to be viewed. The school is in full accordance with all government guidelines.

### **Bus Transportation**

Bus transportation is available from the public school district in which families live. Application forms are filled out yearly and should be returned to the school in a timely manner.

### **Buzz Book**

A booklet containing names, addresses of parents and children, along with email addresses is composed each fall. Parents wishing any information to be private should so indicate on the attached form.

No personal addresses will be made available on the website.

### **Change of Address/Phone Number**

Parents are asked to notify the school immediately and in writing of any change of address, phone number, or emergency numbers. Privacy will be respected when families inform the Office in writing of unlisted numbers.

## **Curriculum**

Catholic doctrine, values and practice are infused throughout the entire school program each day at Seton Academy. Seton Academy follows the NYS Education standards as well as the curriculum standards set by the Diocese of Ogdensburg. Seton Academy students participate in the NYS testing programs in ELA and Math Gr. 3 – 5, Science in Gr. 4, Social Studies in Gr. 5, Faith 2000 Religion test in Gr. 3 and 5, and a test of Cognitive Skills in Gr. 3 and 5.

## **Dress Code**

### **Kindergarten – Fifth Grade**

Dress code colors are solid colors - blue, green, white, and khaki. Stripes, plaids and pictures are not acceptable.

pants (docker style) no cargo pants  
walking shorts (weather permitting) knee length  
shirts - button down with tie (boys)  
polo or turtleneck  
sweater or vest – no sweatshirts or “hoodies”  
jumper (girls) – knee length  
skort (girls) – knee length  
blouse with a collar (girls)  
socks – (to always be worn) blue, green, white, black  
tights (girls) blue, green, white, black  
flat shoes or sneakers - no crocs, clogs or “wheelies”

Make-up or dangling earrings may not to be worn.  
Boys’ hair needs to be neat and not overly long.

### **Dress Code for Physical Education**

#### **Dress Code Colors Apply**

#### **K – 2**

#### **Solid color**

Sweatpants, sweatshirts, t-shirts, shorts (weather dependent) – can be worn to school on gym days

#### **3 – 5**

#### **Solid colors**

Dress code is to be worn on gym days. A change of clothes needs to be brought to school.

#### **Dress Code**

#### **Pre-K**

Dress should be casual and comfortable.

Land’s End and Rose Uniforms catalogs are available for purchase of all dress code items. School logo may be requested for an additional fee.

## **Education Council/Parent Groups**

Seton Academy's Education Council is a council of limited jurisdiction. The council formulates policies regarding the operation of Seton Academy subject to the policies and regulations of the Department of Education of the Diocese of Ogdensburg and the New York State Department of Education and any other regulatory bodies to which it shall be subject.

This school is a joint venture of the parishes of Notre Dame des Victoires, St. John the Baptist, St. Peter's, and St. Alexander's. Membership of this council will consist of 3 representatives from each of the above parishes. (Pastor and two appointed lay members)

Seton Academy's constitution of the Education Council is on file in the office. Parents are welcome to read the details at any time.

Committees of the Education Council are chaired by the members. Additional volunteers are sought from parents and members of the parishes. Committees are established yearly, as needed. Meetings of the Council are held monthly and parents are welcome to attend. Education Council Members names are listed in an attachment so parents may have a ready contact.

## **Entering and Leaving the Building**

Parents are encouraged to drop off students via the front entrance of the school. Parents are asked to wait at the front entrance for their child/children at the end of the day. For safety's sake, students are asked to meet their parents at the front entrance, rather than to go to waiting cars.

Parents may accompany Pre-K students to their classrooms.

Parents taking students to appointments should send a note to the teacher stating the time and reason for the appointment. When they arrive, they sign the child out at the Office.

All visitors are asked to sign in at the Office.

## **Extra-Curricular Activities**

Some extra-curricular activities that exist at Seton Academy include, but are not limited to: All County Chorus, Chorus, Community Service Groups, Drama, Knitting Club, and Seasonal After-School Sports. These are open to students in Gr. 3 – 5. In order to participate in these activities, students are expected to maintain standards of the previously stated Code of Conduct.



## **Field Trip Policy**

Seton Academy views field trips as an important component of the curriculum. Teachers and parents are responsible for chaperoning the students on trips. Teachers will instruct parents about their specific responsibilities before the trip begins.

Prior to attending a field trip off the school grounds, the school asks all parents to sign a permission/liability release form. All forms need to be completed in a timely manner and returned prior to the actual event. A copy of this permission form is attached.

Telephone calls will not be accepted in lieu of written permission. Faxed forms will be accepted. (563-4553)

Parents have the right to refuse to allow their child to participate in a field trip. This information is requested in writing.

Most field trips require parent drivers. Parents are reminded that the school does not have insurance covering the use of private cars. In the event of a mishap, the driver's insurance policy will be responsible for primary coverage.

Students/teachers may also take walking field trips. The form for such trips is attached.

A teacher, in consultation with the Principal, may prohibit a student from attending a field trip if there is sufficient reason to believe that the student might be disruptive or might endanger his/her safety or that of other students. The student should remain at home for the day.

## **Health Services**

The public school district provides a school nurse for a portion of each week. Additional hours are covered by parent volunteer nurses.

Vision, hearing, and scoliosis screenings are provided annually. Yearly physicals are mandated by NYS. If parents do not choose to have their own doctor administer a physical, it may be done at school with written parental permission.

Innoculations, as prescribed by New York State, are also mandated. Parents are responsible to see that these have been given. A record of these, provided by the parent, is kept with the Health Record in the Nurse's Office.

Medication, prescribed by the physician, is to be brought to the Main Office. It must be brought in the original container, with the doctor's order, and written request of administration by the parent. It is then transferred to the locked medicine cabinet in the Nurse's Office

In the case of administration of over the counter drugs, without a physician's order, a parent must come to school to administer the medication.

Students with anaphylactic allergies are to be known by the teachers and staff. This prescribed medication must be readily available when these students are outside, on field trips, or in any place of danger. The school staff regularly receives instruction on the use of epi pens. It is the responsibility of the school staff to make sure all medications accompany students on any trips.

The only students who have an absolute right to the administration of medication are those who have serious chronic or life-threatening illnesses. Students who use inhalers are permitted to self-medicate.

All medication is collected by the parent at the end of the school year or when not needed.

### **Technology and the Internet**

Use of technology is an integral part of today's learning experiences. In computer classes, students learn the correct use of machines and software materials.

Students are urged to use the Internet for education and research. All students are expected to:

- Use equipment properly; not installing codes or tampering with equipment.
- Refrain from plagiarism.
- The Internet is not used for financial gain; credit card information is not to be transmitted.
- Email is not to be received or transmitted.
- Using copyright material without credit to author(s) is forbidden.
- Chat room use is forbidden.
- Disabling of filters or protection devices is forbidden.

In the case of intentional disregard of the Internet Use Policy, the Principal will inform parents. Depending on the seriousness of the offense, the following penalties may be imposed:

- Suspension of Internet privileges, for a stated time
- School suspension/expulsion
- Referral to proper legal authorities

A form, indicating that parents and students have read and are responsible for the information contained in the Internet policy is attached. Parents and students are asked to sign and submit this form by the end of the first week of school in the fall.

## **Religious Activities**

Recognizing that student life activities include those which affirm our Catholic faith and heritage, Seton Academy relies upon and appreciates the presence and involvement of the area pastors and parochial vicars. Their presence is particularly appreciated for the celebration of regular school liturgies and the celebration of the Sacrament of Reconciliation. Whenever possible they are also invited and encouraged to participate in the school's Advent, Lenten, and Catholic Schools' Week activities - including the blessing of the Advent Wreath and the Stations of the Cross, May Crowning, and periodic prayer services.

The school calendar may include but not be limited to these activities:

- Masses
- Living Stations of the Cross
- May Crowning
- Prayer Services i.e. Lent and Advent
- Morning Prayers
- Sacrament of Reconciliation
- Faith-based Service Activities

First Reconciliation and First Eucharist Program are the responsibility of the parents working with the parish religious education programs.

## **Phone Calls**

Students are allowed to use the school phone only in an emergency.

After school plans should be made in advance of the school day to avoid last minute changes, necessitating a phone call.

## **Photos**

Students are given the opportunity to be photographed twice during the school year. Details concerning the date, options and payments will be sent home with students prior to the date. Usually this information is available through the monthly newsletter.

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his/her child's picture used should notify the Principal in writing before the end of the first week of school in the fall.

## **Religious Instruction**

One of Seton Academy's unique educational and developmental missions involves the religious instruction and the Christian formation of its students.

Seton Academy is proud to offer religious instruction, value formation, and sacramental instruction to all students in Grades Pre-K-5. Over the years, students from all denominational backgrounds have benefited deeply from their involvement in our religious and Christian formation programs. Friends and family members are always invited to attend our liturgical celebrations throughout the year.

Sacramental programs in the various parishes inform parents of requirements for reception of those sacraments. Contacting the parish program is the responsibility of the parents.

Service projects are developed and implemented that are age appropriate for all students. Students may choose to participate in such offerings.

## **School Hours**

School hours are from 7:55 am until 2:45 pm daily. Teachers are available in the Cafeteria and in a Pre-K room for early drop off.

## **Textbooks**

New York State provides a per pupil cost for textbooks. This contribution does not usually cover the cost of all textbooks needed each year. Therefore, the school budget includes a line item for this cost. Students are asked to keep their books covered. They are responsible for the care of their books and will be asked to pay for the repair or replacement of a damaged book.

## **Volunteer Policy**

Seton Academy encourages its parents to participate as volunteers in a variety of school related activities.

Seton Academy has many areas in which a volunteer might serve. If you have any questions or you would like to volunteer, please contact the school Office.

All volunteers are required to complete background checks and participate in Virtus Training.

## **Use of School Grounds**

The school is not responsible for students present on school grounds in unsupervised activities before 7:30 a.m. or after 2:45 p.m.

Students involved in gym, the After School Program, or any other school organized activity will be supervised at all times by coaches or school staff. These students are the responsibility of the school.

All students present at any school function accompanied by parents are to be closely supervised by them. If any accident occurs during such a time, the accompanying parent is responsible.

## **SETON ACADEMY WELLNESS POLICY**

The wellness policy of Seton Academy will address the best practice in all aspects of health education, nutrition planning and education, physical fitness activities and staff development. The primary purpose of the establishment of a wellness policy is to promote academic achievement through the creation of policy and practices addressing the foundations of sound learning, proper nutrition, daily physical activity, and sufficient rest for optimal development.

### **Nutrition**

Food guidelines: All foods served during the school day (reimbursable school lunches) as well as at school sponsored activities shall meet or exceed the state and federal guidelines . This includes but is not limited to: low fat & fat free milk, no transfats, no added sodium, daily servings of fruits & vegetables with no added sugar, whole wheat breads, rice and pasta.

Empty calories: Any “empty calorie” food or beverage will not be served/sold in the cafeteria, “heart smart” cart, vending machine, or school sponsored event. Any foods sold during school hours are to meet the appropriate nutritional guidelines.

Rewards: Food and beverages cannot be used as rewards for academic performance or behavior. The withholding of food cannot be used as any form of punishment. In keeping a consistent message, opportunities for physical activity (recess, organized school day activities) cannot be used or withheld as a form of punishment.

Food brought in for parties/birthday: we greatly encourage food items follow school guidelines and are as healthy as possible.

### **PHYSICAL FITNESS**

Fitness activities must include opportunities for all students to participate in daily physical activity. This will include activities for students needing adaptive activities and/or equipment with the abilities of Seton Academy to provide such services. Physical education should be provided to all students a minimum of two classes a week.

Supervised recess should be a minimum of 20 minutes outside, weather permitting to allow for additional physical activity.

### **FUND RAISING**

It is understood that fund raising is essential to the continuation of our school. Fund raisers that involve foods that do not meet our nutritional guidelines should be limited. There are to be no bake sales.

## **STAFF WELLNESS**

Teachers will be essential in teaching and modeling the practices of the wellness policy. As role models, teachers will be critical in establishing the routines of incorporating more healthy lifestyle choices. With this in mind, teacher's behaviors in front of students must be aligned with the wellness policy.

## **NUTRITIONAL PROMOTION AND EDUCATION**

Various posters and nutritional information, primarily provided by the state and federal nutrition program will be displayed on the cafeteria's bulletin board.

Teachers will be informed of the various educational/support materials offered through such agencies.

## **PUBLIC INFORMATION**

The wellness policy is to be posted for review on the cafeterias bulletin board as well as on the schools website.

## **ASSESSMENT AND DATE COLLECTION**

The wellness policy is a living and fluid document created to be reviewed, modified, and appended as the needs and goals of students, faculty, and families change over time.

Assessment techniques will be used throughout the school year and will be used to review progress and goals.

## **GOALS**

- continue the walking club 2 mornings a week for a 20 minute interval
- continue to offer exercise opportunities in aftercare such as outdoor time, Zumba, as well as an additional 30 minutes of organized physical activity once a week for each age group
- encourage participation on the basketball team this winter
- encourage children to at least try the fruits and vegetables offered at lunch times in the hope that they will eventually take them because they want to and not because it is required
- organize lunch time exercise opportunities

## **MARKETING**

Any items not meeting the nutritional standards will not be advertised and/or promoted.

**STAKEHOLDER INVOLVMENT & PARTICIPATION** (to add input and advisement):

Meg Lawliss: physical education teacher & parent

Elizabeth Jensen: 2<sup>nd</sup> grade teacher

Tammy Arsenault: food service director

We encourage any comments/ideas/suggestions from parents, students, school board members, staff, teachers, and the public.

**LOCAL DESIGNATION** (to measure wellness policy implementation and ensure compliance):

Sr. Helen Hermann: principal

\*\*\*this document was reviewed and updated on 10/7/2016.

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, audiotape, 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. 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](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. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.



## Policies Pertaining to Lunch Charges and Unpaid Lunch Bills

EFFECTIVE NOVEMBER 1, 2016:

Schools are required nationwide to set up policies regarding lunch charges and unpaid lunch bills. Therefore we have to implement the following rules regarding lunch charges.

To avoid this issue altogether please send in your child's lunch money weekly, monthly, or in one lump sum. If you send in a lump sum we will let you know when it has run out. Please take the time to figure out what your child will need and send it in ahead of time.

Lunch charges are limited to \$27—that is 10 days worth of lunches.

Bills are sent home weekly—please check your e-mail or your child's back pack for those who don't use email. As above though, please prepay so we don't have to rely on this system.

If we do not receive payment and your child's bill is \$27 they will be offered a sandwich of their choice along with fruit, vegetable, and milk. That is all they can receive from us until the bill is paid in full. A letter will be sent home before this occurs to give you one final chance for payment.

Please do not put us or your child in this position. This is never something we want to do but unfortunately if the bill is unpaid it is a necessity.

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.

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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](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.

Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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## Appendix

### FIELD TRIP PERMISSION BY PRIVATE VEHICLE OR BUS

I \_\_\_\_\_ give permission for my child,

\_\_\_\_\_ to participate in the field trip to

\_\_\_\_\_ The purpose of this field trip is

\_\_\_\_\_ I release Seton Academy from liability for injury to my child that may occur on this trip.

### WALKING FIELD TRIPS

I/We request that my/our son/daughter, \_\_\_\_\_, participate in walking field trip.  
This trip will be to

\_\_\_\_\_ The purpose of this trip is \_\_\_\_\_

He/She will be under the supervision of a Seton Academy employee at all times.

I/We hereby release and save harmless Seton Academy, any and all of its employees and chaperones on this field trip from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip.

Signature of Parent \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**ACKNOWLEDGEMENT AND RECEIPT**

I acknowledge receipt of the handbook containing the policies, rules and regulations for Seton Academy. I have read the handbook and agree to be governed by it.

Signature of Parent \_\_\_\_\_

**INTERNET USE POLICY**

I understand that I may use the Seton Academy computers and internet connection with the understanding that I follow the rules explained in the policy. I understand that my privileges may be taken away and that interpretation and enforcement of this policy is the responsibility of the Principal.

Parent Signature/Date \_\_\_\_\_

Student Signature/Date \_\_\_\_\_

Student Signature/Date \_\_\_\_\_

Student Signature/Date \_\_\_\_\_

Student Signature/Date \_\_\_\_\_

**USE OF PHOTOS**

In the event that pictures of the children should be posted of the Seton Academy website, and with the understanding that their names are never to be used, I give permission for my child's (childrens) photographs to be used.

Parent Signature \_\_\_\_\_