

# **SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL**



## **PARENT/STUDENT HANDBOOK**

**2016-2017**

10650 Aboite Center Road  
Fort Wayne, IN 46804  
(260) 432-4001  
Grades PK-8

### **MISSION STATEMENT**

Saint Elizabeth Ann Seton Catholic School fosters spiritual development, academic excellence, responsibility to self, and service to others. As inspired by Saint Elizabeth, the Holy Family, and Our Heavenly Father we believe our greatest mission is to embrace God's will, serve the needs of others, lead by example, strengthen and inspire our community and live by faith, truth and love.

### **VISION STATEMENT OF SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL**

Fostering growth in our Catholic life by following God's will through our mind, heart, and soul

### **SCHOOL IDEAL**

Be it known to all who enter here that

Christ is the Reason for this School,  
the unseen but ever present Teacher,  
the Model of the faculty,  
the Inspiration of its students.

### **TEACHER IDEAL**

Saint Elizabeth Ann Seton Catholic School seeks teachers, whose lives express a Christian approach to learning and living, offering the children the opportunity to witness religious truth and values integrated into their daily lives. The teachers at Saint Elizabeth Ann Seton Catholic School are degreed, licensed and qualified to teach the children in their care.

### **PRINCIPAL-TEACHER RIGHTS**

School authorities have the right to establish and enforce rules of conduct in order to maintain a proper atmosphere for learning. School regulations are designed to control behavior that disrupts the classroom, interferes with discipline, or infringes on the rights of others. The school reserves the right to inspect all school and/or personal property at any time it is deemed necessary. All parents and students attending Saint Elizabeth Ann Seton Catholic School will respect and follow the guidelines established by the administration.

### **STUDENT RIGHTS**

Students will be dealt with fairly, with an adequate opportunity to present their version of a situation. Each student has the right:

- to an education
- to an atmosphere conducive to learning
- to fair treatment
- to the consideration and concern of teachers and fellow students

### **PARENTS AS PARTNERS**

As partners in the educational process at Saint Elizabeth Ann Seton Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or sack lunch every day.

To actively participate in school activities such as Student-Led Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school by phone or email when the student has been absent or tardy;

- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers and administrators with respect and courtesy in discussing student problems.

### **PARENT'S ROLE IN EDUCATION**

We, at Saint Elizabeth Ann Seton Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--- physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Elizabeth Ann Seton Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint Elizabeth Ann Seton Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us embrace this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **PRINCIPAL'S RIGHT TO AMEND A HANDBOOK**

The principal retains the right to amend the handbook for just cause. If changes are made, parents will be notified as soon as possible.

### **ACCREDITATION**

Saint Elizabeth Ann Seton Catholic School is accredited through Advanced Ed and the State of Indiana.

### **SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL ADMISSION POLICY**

#### **Existing Students:**

- A. Existing students are required to register during the Early Registration period for the next academic year.
- B. An existing student who is not registered during the Early Registration period will be considered withdrawn for the next academic year.
- C. An existing student will be refused enrollment if a parent/guardian has not fulfilled the following obligations:
  - i. No outstanding financial debt from the current and any previous academic years.
  - ii. All textbook and fees are paid in full at registration or prior to the new academic year unless otherwise approved in writing by the principal.
  - iii. Tuition for the new academic year is either paid in full or up to date in with FACTS.
- D. The student's classification for the benefit of parish sponsorship will be evaluated each year in the spring. Refer to Parish Sponsorship section for more information.

#### **Potential Students:**

- A. Admissions into the school will be based on the priority established in the Waiting List policy.
- B. Prior to admittance into the school, the following requirements must be met:
  - i. All admissions paperwork, including previous school records, must be completed and returned.
  - ii. After all admission's paperwork is received and reviewed, the potential new student must have an Academic Skills Readiness assessment to evaluate appropriate placement.
- C. Potential students are invited to shadow at the school after the Academic Skills Readiness assessment is completed and scored.
- D. Newly admitted students will be on a nine-week probationary period to further evaluate that social and academic behaviors are in compliance with the school's guidelines and expectations.
- E. Parishioners of Saint Elizabeth Ann Seton Catholic Church who are interested in receiving the benefit of parish sponsorship must meet the requirements outlined in Parish Sponsorship section.

### **Parish Sponsorship**

While the pastor, in consultation with the principal, will make the final determination of parish sponsorship, Saint Elizabeth Ann Seton parish is pleased to provide the benefit of parish sponsorship to admitted school families who meet the guidelines below:

#### **Existing Parish Families:**

- A. At least one Catholic parent or guardian is registered at Saint Elizabeth Ann Seton Catholic Church. Parish sponsorship will not be approved for families with dual membership with other churches for the purpose of receiving parish subsidy at Saint Elizabeth Ann Seton Catholic School.
- B. Family must attend Mass on Saturday evening or Sunday each week.
- C. Each year the registered family must complete and fulfill a Time and Talent form to share time and talent with the parish, including the school.
- D. Each year the registered family must complete and fulfill a pledge card to help support the financial needs of the parish by means of using weekly envelopes or online giving.

Transferring Families from Another Parish:

Families who wish to receive parish sponsorship during their first year at the school will be evaluated on an individual basis. A letter from the pastor of the previous parish is required and will be reviewed to determine if parish sponsorship will be provided during the first year. Thereafter, the family will be treated as an existing family. The pastor's letter for transferring families should briefly highlight the following information:

- A. Length of time registered at the parish
- B. Regularity of Mass attendance
- C. Involvement in the parish
- D. Financial support of the parish
- E. Any unpaid balance to the parish school, if applicable

New Parish Families without Former Parish

New parish families, who have not been active at another parish, will be eligible for parish sponsorship after the first year; therefore, during the first year, non-parishioner tuition is charged. In order to receive parish sponsorship the second year, the following requirements must be met during the first year of membership:

- A. At least one Catholic parent or guardian is registered at Saint Elizabeth Ann Seton Catholic Church. Parish sponsorship will not be approved for families with dual membership with other churches for the purpose of receiving parish subsidy at Saint Elizabeth Ann Seton Catholic School.
- B. Family must attend Mass on Saturday evening or Sunday each week.
- C. Each year the registered family must complete and fulfill a Time and Talent form to share time and talent with the parish, including the school.
- D. Each year the registered family must complete and fulfill a pledge card to help support the financial needs of the parish by means of using weekly envelopes or online giving.

**Waiting List Policy**

Saint Elizabeth Ann Seton Catholic School offers a Waiting List when enrollment demands exceed the maximum number allowed per grade. A new waiting list is established each year.

While the pastor, in consultation with the principal, will make the final determination as to who is enrolled at Saint Elizabeth Ann Seton Catholic School, the Saint Elizabeth Ann Seton School Board, has determined the prioritization for admitting new students to the school by using a classification system. Please note that before a student on the waiting list can be admitted, all other admission requirements must be met.

Classification A:

The first group of families that will be considered for enrollment are families who are registered and active parishioners of Saint Elizabeth Ann Seton Catholic Church and have other children attending Saint Elizabeth Ann Seton Catholic School. Active parishioners are considered those who attend Saturday evening/Sunday Mass each week as well as complete and fulfill annual stewardship of time, talent, and treasure. Prioritization among students in this group will be based on the parish registration date.

Classification B:

The second group of families that will be considered for enrollment are families who do not have any children enrolled at Saint Elizabeth Ann Seton Catholic School but are registered and active parishioners of Saint Elizabeth Ann Seton Catholic Church. Active parishioners are considered those who attend Saturday evening/Sunday Mass each week as well as complete and fulfill annual stewardship of time, talent, and treasure. Parents from Saint Elizabeth Ann Seton Catholic Church who have children in Saint Elizabeth Ann Seton Catholic School Preschool will have priority for admittance into Kindergarten. Prioritization among all other students in this group will be based on the parish registration date.

Classification C:

The third group of families that will be considered for enrollment are families who are registered and active at other Catholic parishes. Please note that families in this group must pay the full cost of tuition per student unless the pastor of their parish determines that their parish will subsidize the student. Prioritization among students in this group will be based on the date of completed admissions forms. Once an individual student is admitted into the school, admittance each year thereafter is guaranteed as long as renewal is made within the enrollment period. Siblings within this group will be evaluated on an individual basis.

Classification D:

The fourth group of families that will be considered for enrollment are families who are not active parishioners of Saint Elizabeth Ann Seton Church or any other parish, not registered at a parish and/or not Catholic. Please note that families in this group must pay the full cost of tuition per student. Prioritization among students in this group will be based on the date of completed admissions forms. Once an individual student is admitted into the school, admittance each year thereafter is guaranteed as long as renewal is made within the enrollment period. Siblings within this group will be evaluated on an individual basis.

**FINANCIAL RESPONSIBILITIES**

Registration fee for K-8 is \$100.00. Registration for Preschool is \$50.00. This is per family and due at the Spring registration.

Saint Elizabeth Ann Seton Catholic School has an established tuition program to be administered by the administration in accordance with the procedure and fee schedule instituted by the School Board. For information on tuition assistance, contact the school office. Only families who are active parishioners qualify for financial aid.

If a child withdraws from school before the conclusion of the year, the family tuition costs will be returned on a prorated basis. All other book bills fees and registration fees are nonrefundable.

Student fees are \$335 per student for students K-8. This includes a book fee of \$200, a technology fee of \$100, and a diocesan student insurance fee of \$35. The 8<sup>th</sup> grade Activity Fee is \$250.00. This fee covers the cost of the leadership camp, youth rally, and the Journey of Faith Retreat and can be paid in full at the August registration or rolled into your monthly tuition payment plan.

**Parishioner Tuition Rate for 2016-2017**

1 student	\$3,988
2 students	\$6,447
3 students	\$8,280
4 students	\$9,609
5 students	\$10,703
6 students	\$11,798
7 + students	each student's tuition is an additional \$1,000

Non-parishioner tuition is \$5,945 per student. Tuition is collected through the FACTS Tuition Company. Payments are automatically withdrawn from either a checking or a savings account. Credit card payments are also available through FACTS. Tuition can be withdrawn the following ways: twice a year, 10 months, or 12 months. Parents can also pay in full for tuition at the August registration. Financial assistance is available for active St. Elizabeth Ann Seton parishioners. Please call the school office about information about tuition assistance.

**Preschool Tuition and Fees**

Registration for Preschool is \$50.00 and is due at Spring registration. This is a non-refundable fee. The annual cost for our Preschool program includes tuition, material fee, and activity fee.

Tuition for the 2016-2017 school year is as follows:

Three year-old program	\$1,178
Four year-old AM program	\$1,510
Four year-old PM program	\$1,815
All Day, 5 Day Program 4 year old	\$3,550

Tuition is collected through the FACTS Tuition Company. Payments are automatically withdrawn from either a checking or a savings account. Credit card payments are also available through FACTS. Tuition can be withdrawn the following ways: twice a year, 10 months, or 12 months. Parents can also pay in full for Preschool at the August registration. There is no financial assistance available for Preschool.

#### **ATTENDANCE/ABSENCE**

If your child will be absent for the day or tardy because of an appointment, parents are required to call school between 7:30-8:00 AM. Excessive tardies interfere with the child's learning instruction and can result in further disciplinary actions. A student is tardy if he/she arrives later than the time designated for the beginning of the morning and/or afternoon sessions. Students are not marked tardy if riding on a bus that is late. Saint Elizabeth Ann Seton Catholic School follows the Diocesan policy for Irregular/Unexcused Student Attendance.

- A. After a student is absent for 10 days per school year, the administration may make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- B. After a student is absent over twelve (12) days per school year, a conference with the teacher and/or administrator may be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- C. After a student is absent over fifteen (15) days per school year, a referral may be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the YMCA Status Offender Court Alternative Program (SOCAP).

**In addition, for every four (4) unexcused tardies a student receives, this is equivalent to one-half (1/2) day absence.** A tardy for a medical reason is considered an excused tardy.

The administration may request a doctor's note if there is excessive absenteeism. Notes are to be presented to the homeroom teacher immediately upon the student's return. The notes are then sent to the office.

Excessive absences affect the child's learning instruction. As far as possible, appointments for dentists or doctors should be outside school hours. When this is not possible a note, e-mail, or phone call stating the reason for leaving and the time a child needs to leave can be given to the office and teacher. No child will be excused from school during the day without a written or personal request from a parent or guardian. The school reserves the right to deny early or special dismissal to anyone other than the parent or guardian. If a student becomes ill during the school day, he/she will be sent to the office, at which time it will be determined if the parent/guardian needs to be contacted.

**When a student is absent from school, a parent should call the office by 8:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Saint Elizabeth Ann Seton Catholic School students.

**Students should be fever free for 24 hours before returning to school.**

#### **SCHOOL HOURS**

School is in session from 7:45 AM (grades 6-8) or 8:00 AM (grades Preschool-5) through 3:15 PM. Students are allowed to go to their classrooms at 7:35 AM (grades 6-8) or 7:45 AM (grades Preschool -5).

We encourage parents not to drop off their children before 7:35 or 7:45 AM. Students that arrive earlier these times will be supervised in the cafeteria.

### **SCHOOL OFFICE HOURS**

The School Office is open on all school days from 7:15 AM – 3:45 PM. In July, the office has varied hours. Beginning in August, the office is open 7:15 AM – 3:45 PM.

### **VISITORS**

School visitors (volunteers, parents, etc.) must come to the main office. Do not go directly to your child's classroom. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated name tag that may be picked up in the office. Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process.

### **SCHOOL PROPERTY**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **SCHOOL SAFETY**

Saint Elizabeth Ann Seton Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The administration investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **OFFICE RECORDS**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **VACATIONS**

Absences related to travel and vacation trips are to be reported to the office and teacher, prior to the student's departure. It is the policy of Saint Elizabeth Ann Seton Catholic School that no homework will be sent with the student leaving for vacation. The student will be responsible to make up all work missed. Vacations while school is in session are highly discouraged.

### **TRANSPORTATION POLICY**

#### **Saint Elizabeth Ann Seton Catholic School A.M. Arrival**

If using the shuttle bus from St. Joseph School to Saint Elizabeth Ann Seton Catholic School, boarding for the shuttle bus will begin at 6:50 AM with the bus leaving at 7:00 AM. Student when dropped off should go directly to the bus and NOT into the St. Joseph School building.

Saint Elizabeth Ann Seton Catholic School will open to students at 7:00 AM. All students will arrive and enter through door number 25 (Atrium) and head down to the cafeteria until dismissed to classrooms. Please be aware that students going into Saint Elizabeth Ann Seton Catholic School before 7:35 AM



(grades 6-8) or 7:45 AM (grades preschool-5) are not allowed into their classroom, but rather they go to the cafeteria until 7:35 or 7:45 AM.

At Saint Elizabeth Ann Seton Catholic School when driving into the parking lot, please drive completely around the perimeter of the lot along the east side of the lot by the playground/Media Center and follow up to the curb in front of the building. Please do not drive down the other parking aisles towards the curb as this disrupts the current system and is not safe for anyone walking in the lot.

Please beware of and follow the directions of all staff/faculty that are directing traffic in the parking lot. They are doing their best to ensure that vehicles move quickly and easily, but most importantly, the safety of all students, parents, and guardians.

**All cars must pull all the way down to the designated orange pylon (even during inclement weather).**

Doing so will allow several cars to unload simultaneously, providing a faster, more efficient drop off system for everyone involved. If the weather is a problem for your child, then we suggest you park your car and walk your child to the door.

Please have your children ready to exit the car immediately upon arrival at the curb (coats and shoes are put on at home, papers already in backpacks, etc.). This will help the process move more smoothly for all.

Children should always exit the car on the **CURB SIDE ONLY**. For their own safety, **NEVER** allow your children to exit the car on the parking lot side. Parents/drivers should stay in their cars while in the car drop off line, and should not get out of the car to open the door for children. This process is too time-consuming, in which it slows down the process and flow of vehicles. If your children have trouble opening the door by themselves, need extra assistance with car seats, book bags, etc., or you would like to spend more time dropping them off, please park your car in the parking space and walk your children up to the door using the designated crosswalk.

Please be patient in the car line and **NEVER** drive around and pass the other cars in the line. This is important for the safety of all the children, especially the walkers in the parking lot. Always be aware that there will be children also walking in the parking lot and drive carefully. Never drop off your children in front of the shuttle bus. This is for the safety of the students and parents.

At 7:35 or 7:45 AM, students will be dismissed from the cafeteria or gym and will be allowed into classrooms. School starts promptly at 7:45 (grades 6-8) or 8:00 AM (grades preschool-5). Students who are not in class by the bell will be counted tardy/absent.

**\*\*On scheduled one-hour delay days, Saint Elizabeth Ann Seton Catholic School offers supervision beginning at 7:00 AM. There is no cost to our families for this supervision.**

**Saint Elizabeth Ann Seton Catholic School- P.M. Dismissal**

The shuttle bus that takes the students to St. Joseph Catholic School will depart at 3:05 (the bell rings at 3:00). Those students will arrive at Saint Joseph around 3:25. All other K-8 students will be dismissed following these guidelines:

- \*Preschool will be dismissed at 2:55. Preschool parents must park by the St. Elizabeth statue, walk into the Gathering Area at Church, and pick up their preschool student. If they have older children, they will go ahead and park in the appropriate lot. If not, they are free to leave.

- \*All students using bus transportation (students going over to St. Joseph School, SACS, and day care buses) will dismiss at 3:00 from the Aboite Road Lot

- \* All families with 5-8 students and a sibling in K-4 will dismiss from the Homestead Lot around 3:05.

- \*All families with K-4 students only will dismiss from the Aboite Road Lot around 3:10. Please drive completely around the perimeter of the lot along the east side of the lot by the playground/Media Center and park facing west towards the church. Vehicles will line up in rows

closest to the school and proceed to line up toward Aboite Center Rd. There will be staff there to guide you.

\*All vehicles will remain parked until dismissed by a Saint Elizabeth Ann Seton Catholic School staff member.

\*Once students are safely in their vehicles, staff members will dismiss in an orderly fashion.

\*Please be patient and wait for your turn to move. Again, this is for the safety of our children.

\*Once the Saint Elizabeth Ann Seton Catholic School staff begins dismissing vehicles, all late arriving vehicles will be held in a line until it is safe to park.

\*Do NOT back up while dismissing from the parking lot. This is for the safety of the student.

\*If you need to leave early for planned events, appointments, etc., please call the office to schedule an early pickup time. Please come into the office to get your student.

\*The procedures have been established for the safety and protection of our students. Your cooperation and support are greatly appreciated.

#### **Details For the Aboite Road Lot**

\*If you are visiting the school during dismissal time or after school, please park your vehicle by the playground or lots next to Aboite Center Road. Parked or empty vehicles can interfere with the dismissal process.

\*All vehicles are dismissed in rows beginning with the front, starting with those nearest the building proceeding in towards the road

#### **Details For the Homestead Road Lot**

\*If you would like to leave via Homestead Road, please park on the left side of the cones facing the church.

\*If you would like to leave via Aboite Center Road, please park on the right side of the cones facing the church.

\*If your child normally rides a day care bus or van and you have decided to pick up instead, you still will continue to pick up your child at the Homestead Road Lot.

\*All vehicles will be dismissed in rows beginning with the front (dismissing to both Aboite Center Road and Homestead Road) starting with those on the outside proceeding towards the cones.

\*Once students are safely in their vehicles, staff members will dismiss in an orderly fashion.

\*Please be patient and wait for your turn to move. Again, this is for the safety of our children.

\*Do NOT back up while dismissing from the parking lot. This is for the safety of the student.

\*If you need to leave early for planned events, appointments, etc., please call the office to schedule an early pickup time.

\*The procedures have been established for the safety and protection of our students. Your cooperation and support are greatly appreciated.

#### **Saint Elizabeth Ann Seton Catholic School AND SACS School Buses**

We expect our students to be respectful on the bus and towards the equipment (no destroying or vandalizing of bus, seats, etc.) used to transport them. This includes behavior as well as treating the bus driver and peers with respect. Those students who misbehave on SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL and SACS buses could be in danger of losing the privilege to ride those buses. The Administration of SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL and SACS work cooperatively to ensure bus safety.

Southwest Allen County Schools follows the Saint Elizabeth Ann Seton Catholic School handbook in managing student behavior on school buses. All of the Saint Elizabeth Ann Seton Catholic School and SACS school buses are equipped with audio and video systems for the management of students. The tapes or DVD drives are only used by the Saint Elizabeth Ann Seton Catholic School administration and SACS administration.

#### **SAFE AND SECURE SCHOOL**

Because we are concerned with the safety and well-being of our students, our school has prepared a Crisis Plan. This plan enables us to address various situations which involve the students, faculty, and parents. This plan is a way to provide support to all involved at Saint Elizabeth Ann Seton Catholic School.

### **SECLUSION AND RESTRAINT POLICY AND PLAN**

Saint Elizabeth Ann Seton Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Policy and Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

### **CANCELLATIONS/DELAYS**

Saint Elizabeth Ann Seton Catholic School will remain open as much as possible and provide each of our students with a sound educational program. It may become necessary to cancel school or delay its starting time because of inclement weather which may pose a health, and/or, safety factor for our students traveling to school. **Saint Elizabeth Ann Seton Catholic School will call its own weather delays and closings.** Listen to your local radio/TV stations for school cancellations or delays. On very rare occasions, school may be dismissed early if inclement weather develops during the school day. The student should have an alternate plan so that he/she will be prepared as to where he/she should go if it is somewhere other than home. When school is cancelled, all activities and practices may also be cancelled.

If there is a two-hour delay, the Pre-School AM session will be from 10:00-12:00 and the PM Session will be from 12:55-2:55. If there is a delay, Lunch Bunch will be from 12:00-12:50.

### **ACADEMIC POLICIES**

#### **EVALUATION**

Progress reports are issued mid-way through each quarter for Grades K-8. Parents are required to sign these and return them to the homeroom teacher.

Report cards are issued four times during the year. Final report cards are mailed to the parent. All fees, tuition, and lunch charges, must be paid in order to receive report cards. Grades are determined by daily assignments, tests and participation in class as well as other teacher-set criteria. At the end of the year report cards can be withheld because of unpaid fines due to library fees, lunch charges, and unpaid tuition.

#### **STUDENT-LED CONFERENCES**

At the end of the first grading period and middle of the 3<sup>rd</sup> grade period, parents and child are invited to the school for **Student-Led Conferences**. Because Saint Elizabeth Ann Seton Catholic School feels that these conferences are important to the child, teacher and the parents/guardians, the report card will be sent home prior to the conference. Discussion between the parent/guardian, teacher and child is often helpful in determining the proper goals for the child. Teachers are available to meet with parents **by appointment**, but never during school hours when teachers are responsible for being with the children. Notes, e-mails, and phone calls are also ways that a student's progress may be reported or discussed. Interim evaluations are also used by some teachers at the midpoint of a nine-week period to inform parents/guardians and students of the performance and/or progress at that time.

### Diocese of Fort Wayne-South Bend Grade Scale

#### Grades 3-12:

A+ = 100-97	C = 76-73
A = 96-93	C- = 72-70
A- = 92-90	D+ = 69-67
B+ = 89-87	D = 66-63
B = 86-83	D- = 62-60
B- = 82-80	F = 59-below
C+ = 79-77	

#### Grades K-2

O = 100-95
S+ = 94-87
S = 86-80
S- = 79-70
N = 69-60
U = 59-Below

O = Outstanding Progress
S = Satisfactory Progress
I = Improving
N = Needs Improvement
US = Unsatisfactory Progress
INC = Incomplete
NA = Not evaluated at this time

### HONOR ROLL

The Honor Roll is for grades 1-8. It consists of High Honors and Honors. If students receive a Major Disciplinary Referral for behavior, they do not qualify for Honor Roll.

#### High Honors

A+ or A average  
Conduct A- or better  
No grade at or below C+

#### Honors

A-, B+, or B average  
Conduct B- or better  
No grade at or below C+

### GPA FOR HONOR ROLL

A+ = 12	C+ = 7
A = 11	C = 6
A- = 10.5	C- = 5
B+ = 10	D+ = 4
B = 9	D = 3
B- = 8	D- = 2

### SUBJECTS USED IN CALCULATING HONORS

All subjects are calculated for honor roll.

C's, D's and F's are unacceptable in any subject listed on the report card and for Honor Roll. A student can have nothing less than a B- to be on the Honor Roll. A major referral will eliminate the student from Honor Roll.

Any student receiving a Major Disciplinary Referral will not be eligible for Honor Roll.

### HOMEWORK TIMES

Although the amount of homework will vary within grades and on different days, a reasonable guideline is listed below. Teachers consider the group and the assignments of other teachers when assigning homework.

Kindergarten	10 minutes
Grades 1-2	20 minutes
Grades 3-4	40 minutes
Grade 5	60 minutes
Grades 6-7-8	90-100 minutes

### THE CONDUCT CODE

The teachers developed a conduct rubric. They use this rubric to calculate conduct for the report cards.

"A" in conduct means model behavior

1. Student demonstrates responsibility in all aspects of school life.
2. Student demonstrates self-control
3. Student is self-motivated
4. Student shows respect towards others.

“B” in conduct means good behavior

1. Student demonstrates responsibility in most aspects of school life.
2. Student demonstrates self-control.
3. Student needs occasional verbal reminders.
4. Student is usually motivated.
5. Student shows respect towards others.

“C” in conduct means fair behavior

1. Student’s self-control needs attention.
2. Student needs frequent verbal reminders.
3. Student’s sense of responsibility needs attention.
4. Student needs to show respect towards others.
5. Student may have received a major referral.

“D” in conduct means poor behavior

1. Student has little or no self-control.
2. Student is not self-motivated.
3. Student needs constant verbal reminders.
4. Student is not respectful towards others.
5. Student may have received a major referral.

Any student receiving a Major Referral is not eligible for Honor Roll and will receive no higher than a “C” in conduct for the quarter they received the referral.

### **DISCIPLINE**

Certain rules and regulations have been made with the hope of leading each individual toward developing a greater sense of self-discipline and toward maintaining an atmosphere in which it is possible for all students to learn. The teacher is the first recourse in all disciplinary situations. Administration may be involved as needed and may weigh any disciplinary rule for just cause at his/her discretion.

1. A teacher or staff member has the right and the responsibility to correct any child.
2. Courtesy and respect shall be shown for all adults and children.
3. Children will respect all property - that of school and that of individuals in it.
4. Students may not bring dangerous items such as guns, knives, matches, or lighters on the school premises.
5. Students may not leave the premises from the time of their arrival until the time of dismissal.

There are Major/Minor Disciplinary Referral Slips also containing a listing of other violations for which the principal and/or teacher wishes parental notification or action. The other Minor violations are **but not limited to:**

- A. Excessive Incomplete Homework
  1. Missing Assignments
  2. No Planner
- B. Inappropriate Language
- C. Candy/Gum
- D. Inappropriate Behavior
  1. Hallways
  2. Lunchroom
  3. Library
  4. Restroom
  5. Playground
  6. Church
  7. Bus
  8. Classroom
  9. Gym

Receiving a minor referral can have additional consequences and can affect the student's conduct grade.  
**For every three (3) minors, this is equivalent to one (1) major referral.**

#### **MAJOR REFERRAL PROCEDURES**

- A. When a student receives a Major Disciplinary Referral, the teacher will make a phone call or email to the parent or guardian. A form will be sent home with the student and is to be signed by the parent or guardian and returned within two (2) days to the school office. This form will then be filed in the office. A copy of the referral may be given to the teacher, the counselor, and the administration. All students receiving a major referral may speak to the pastor, principal and the counselor.
- B. The parent/guardians, upon receiving their child's second disciplinary notice, may be requested to meet with the appropriate staff or have a phone conference to discuss the situation.
- C. Upon receiving the third disciplinary referral slip for a major violation, the parents/guardians may be informed by the principal that their child is suspended, in school, for the next three (3) days.

An automatic three (3) day suspension and /or expulsion may be given for the following:

- A. Smoking or possessing cigarettes or marijuana, **e-cigarettes, vape-pens, smokeless tobacco or chewing tobacco**, drinking or possessing alcoholic beverages, using or possessing unauthorized drugs on parish property or at school related activities (i.e. field trips)
- B. Malicious vandalism
- C. Any action that might endanger oneself or anyone present. Copies of disciplinary referral slips are available upon request from the school office.

#### **MAJOR REFERRAL PROCEDURES**

Disciplinary referral slips can be given to students for the following **but not limited to** Major Behavior Violations:

- A. Deliberate disobedience/defiance
- B. Disruptive behavior
- C. Fighting
- D. Intimidating others/bullying
- E. Bringing unauthorized items to school
- F. Defacing parish/school property
- G. Truancy/unauthorized to leave school
- H. Misbehavior on the bus
- I. Foul language
- J. Inappropriate internet usage

If a student receives a referral, parents will be notified by phone or email. If a child receives a Major Referral the following consequences will occur:

The student may have conferences with the school counselor, principal and/or pastor. They will also be given additional consequences determined by the teacher and/or principal. If a student receives an additional Major Referral, the consequences can change and increase.

Any student receiving three (3) Disciplinary Referral slips for these Major Violations will be given three (3) days suspension from school. If the parent chooses an in-school suspension, a substitute teacher is hired to monitor the student. The cost is \$75.00 per day for the substitute and it is charged to the parent. The parent can also choose an out of school suspension. The parent is responsible for their child during the time off for suspension. Any student receiving two (2) suspensions has the possibility of being expelled from Saint Elizabeth Ann Seton Catholic School.

During an in-school suspension, a student does not work on homework. A student works on reflection assignments as well as resource work. The student's daily homework assignments are given to him or her at the end of the day. He or She will complete the assignments at home. If an out of school suspension is chosen, homework can be picked up at the end of the day.

During any in-school suspension (ISS) or out of school suspension (OSS), suspended students may not participate or attend any school sponsored activities.

### **CHEATING**

Cheating, plagiarism of any type will not be tolerated. Teachers will review cheating policy at Back-School Night.

### **HARASSMENT**

Harassment of any type is not tolerated. The administration investigates all complaints of harassment. Students involved in harassing behavior may face detention, suspension, and/or expulsion.

### **DISCIPLINE**

#### **DETENTION**

Detention may be issued for a breach of classroom and/or school rules. Parents will be notified of a detention with written notification, a phone call, or e-mail. The day, date, and time of the detention are at the discretion of the Principal and/or teacher who monitors the detention.

#### **SUSPENSION**

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75) by the suspended student's parents. Students who receive an out-of school suspension will not be allowed on campus during the time of their suspension.

#### **EXPULSION**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Saint Elizabeth Ann Seton Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the administration.

#### **K-4 BEHAVIOR PLAN**

Grades K-4 follow a similar behavior plan in all the grades. This plan is explained at Back-to-School Night.

#### **OFF-CAMPUS CONDUCT**

The administration of Saint Elizabeth Ann Seton Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

#### **STUDENT PROGRAMS**

##### **A. Band**

Students in grades 4-8 have the opportunity to take band lessons twice a week from the band instructor.

##### **B. Guitar Elective**

Students in grades 5-8 have the opportunity to take guitar lessons twice a week from the director of music and liturgy.

##### **C. Show Choir**

Students in grades 5-8 have the opportunity to be in Show Choir.

##### **D. Student Council**

Students in grades 5-8 may participate in the Student Council as officers or homeroom representatives.

E. National Junior Honor Society - The National Junior Honor Society chapter of Saint Elizabeth Ann Seton Catholic School is a duly chartered and affiliate chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be

members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Student in the second semester of sixth grade or grades seven through eight are eligible for membership. For this scholarship criterion, a student must have a cumulative GPA of **10.0** on a 12 point scale. Those students who meet this criterion are invited to complete a Student Activity Information Form **and application** that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, citizenship, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or nonselection in writing.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, and participating in individual and chapter services projects. Students or parents who have questions regarding the selection process or membership obligations can contact the school counselor.

### **VANDALISM**

This school is parish property, and as such, it is in the best interest of all families to maintain it in excellent condition. We need the cooperation of all who use the facility, to respect and care for the buildings and the property on which the buildings are located. Care of personal property is an ever present problem, as sometimes it can be stolen, lost, damaged or misplaced. We expect each child to be responsible for his own belongings. Clothing, especially gym shoes, should be marked with the child's name.

### **Awards**

#### ***Spirit of Saint Elizabeth Ann Seton Catholic School***

##### **Grades K through 8: **Two** students per classroom.**

\*Student exemplifies the spirit of the mission of Saint Elizabeth Ann Seton Catholic School

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership

**This award will be given out at an all-school Mass at the end of the school year.**

**The following awards are given to students who meet all criteria listed for the awards:**

***St. John Paul II Award for Academic Achievement in Religion (K-8)***

***St. Cecilia Award for Achievement in Music (K-8)***

***St. Francis of Assisi Award for Achievement in Science (1-8)***

***St. Thomas More Award for Achievement in Social Studies (1-8)***

***St. Thomas Aquinas Award for Achievement in Math (1-8)***

***St. Paul Award for Achievement in Language Arts (1-8)***

***St. Frances de Sales for Achievement in Reading (1-8)***



*St. Sebastian Award for Achievement in Physical Education (K-8)*  
*St. Catherine of Bologna Award for Achievement in Art (K-8)*  
*St. Clare Award for Achievement in Computer (K-8)*  
*Our Lady of Guadalupe Award for Achievement in Spanish (K-8)*

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (98% and above)

### **Perfect Attendance Award**

Perfect Attendance Awards are given out at the end of the year.

Perfect attendance is defined as zero absences, zero tardies, and in attendance all day long (from 7:45 or 8:00 through dismissal).

All Subject and Perfect Attendance Awards will be either mailed home to the students with their report cards or given to them in an envelope on the last day of school.

### **Other Awards**

Students in grades 1-8 will be recognized for High Honors and Honor Roll each quarter. Students' names will be listed in the newsletter. On the 15<sup>th</sup> and 30<sup>th</sup> of the month, students can be recognized for their achievements (academic, effort, personal best, perseverance) through an award called Pioneer Pride. Students' pictures will be posted on a bulletin board and television monitors throughout the school. Names will also be posted in the newsletter.

### **SACRAMENTAL PREPARATION**

Parents/Guardians and students are required to attend the preparatory meetings scheduled prior to reception of the Sacraments of Penance, Eucharist, and Confirmation.

### **MASS**

Students in K-1 attend Mass once a week. Grades 2-8 attend Mass twice a week. Students in 2-8 receive the Sacrament of Reconciliation twice a year.

### **LIBRARY**

Students in Grades K through 8 have the opportunity to use the school library. Students are permitted to take out two items per week, except for first and second graders who are limited to one item each. For any books lost or irreparably damaged, students will be charged a replacement cost. Books are generally expected to be returned within one week of their check-out date, although students may renew books for up to three weeks if they need more time. At the end of the school year, report cards will be held until students have paid any outstanding library fees and/or returned overdue books.

Through the library and Reading/Literature class, the students in grades 2-8 also have the opportunity to participate in the Accelerated Reading Program.

### **SCHOOL COUNSELOR**

A school counselor is available. The school counselor will provide classroom instruction geared toward teaching life skills on a regular basis in grades kindergarten through eight.

The counselor will develop and facilitate small discussion groups on various topics as needed. Included will be groups concerned with conflict mediation.

The counselor is available to all students and their parents on an individual basis as well. Parents are free to call on the counselor for resources and assistance. The counselor may also assist the resource teacher in progress monitoring.

The goal of the counselor is to provide support for and facilitate communication for all students, parents, and faculty.

### **STUDENT TESTING**

Students in grades 3 through 8 will be given the ISTEP test in the spring. Students in grade 3 take IREAD (Indiana Reading Evaluation And Determination). Based on the Indiana Academic Standards, IREAD-3 specifically assesses foundational reading standards through grade three. Students in grades K-8 take the NWEA (Northwest Evaluation Association) Assessment. This assessment is taken three times a year and adapts to the student in real-time while he or she takes the test and can be administered online. The results provide rich insight into learning as it occurs.

All students in grades K-8 are assessed through Fountas and Pinnell, a Literacy Intervention Assessment. This test finds a reading level for the student. Our students have this **running record** assessment completed three times per year to monitor their success and growth.

Through RTI (Response To Intervention) Saint Elizabeth Ann Seton Catholic School monitors all our students academically and behaviorally. Every student has an RTI file and all classroom teachers assess students and monitor their RTI files. Teachers meet monthly to discuss effective strategies, ways to implement the strategies, and work on showing growth in students' scores.

K-8 students maintain their own data binders/folders. These documents contain students' data that are collected throughout the year. The data is shared in October **and February** at the Student-Led Conferences.

### **LUNCH PROGRAM**

1. Hot Lunch - \$2.**80** (milk included)
2. Salad Bar - \$2.**80** (grades 6-8)
3. Cold Lunch Milk - \$.50
4. Adult Lunches - \$3.**50**
- \* Breakfast is in the cafeteria from 7:00 AM-7:35 AM.
5. Breakfast (Students) - \$1.**50**
6. Breakfast (Adults) - \$1.75
7. Lunch Times:
  - 11:00- grades 6-8
  - 11:30- grades 3-5
  - 12:00- grades K-2

1. **Procedure-** Saint Elizabeth Ann Seton Catholic School uses Mealpay Plus online pre-payment program. Parents can also turn in their lunch money to school. The parents can make a payment with a debit card, credit card, or e-check. The money will go into their child's lunch account. If the parent chooses to make online payments, there will be a 4.75% fee as well. You may sign up for an account online and not make payments by that method at no charge. This gives you access to view your student's account activity. **However**, parents can still send in their lunch money into the school office at either campus, and we will place the money on your child's account. There is **no fee** for sending your money into the school. There is only a fee if you make a payment online. Please allow 5 days for your payment to be processed. All money left in your account at the end of the school year will roll over to the next school year. Refunds will only be made for families that are not returning.

Money for hot lunch, milk, salad bar, snack, and "seconds," will be taken from your child's account.

### **Charging Policy**

We strongly discourage meal charges, but we understand that an occasional emergency makes it necessary at the elementary level. The school policy is as follows:

- all charges must be paid in 10 days.
- students may not charge more \$10.00

- There will be an alternate lunch given to students who have exceeded the charge limit.

#### **Cafeteria Rules**

1. Good manners are expected
2. Loud talking and shouting are not allowed
3. Running at any time is not permitted
4. Each student is responsible for cleaning his/her area of the table and floor of trash before leaving.
5. Each class will have assigned tables. When parents are visiting, students may eat with their families.

#### **Playground rules**

PK-4 students have recess. Students are expected to follow the universal playground rules. Playground expectations are not limited to this list, and the administration retains the right to amend and add to the playground rules. If changes are made, parents will be notified as soon as possible. The playground rules are for each student's safety. There is a yellow and red card system put in place for playground misbehavior. Students given a yellow card will silently sit out for five minutes of recess. A student receiving a red card will have to sit out for the remainder of recess. The card is based on the severity of the incident at the discretion of the adult. A second yellow card in the same day will result in a red card.

1. No climbing on top of the equipment (poles, ripcord runner, tubes, bike rack, benches)
2. Students must slide down the slide and go up the stairs. No blocking slide at bottom. Students may only go down the slide in the sitting position.
3. Trees, shrubs, and landscape items are not to be touched.
4. Students may not go beyond the designated areas. If a ball goes outside of the designated area students are to inform an adult on recess duty.
5. Students must ask permission to use the restroom.
6. We encourage play at recess; however, excessive roughness will not be tolerated.
7. Playground equipment must be used appropriately (no flipping or hanging upside down).
8. Chalk may only be used on the parking lot.
9. All students are to stop, look, and listen when they hear a whistle.
10. When the siren is sounded students are to immediately line up.

#### **NON-CUSTODIAL PARENT**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to the other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. It is mandatory that divorced parents provide the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

#### **DIRECTORY INFORMATION SHEET**

An emergency information sheet for each child is kept in the school office. In case of change of address or telephone number, please notify the school office promptly.

#### **HEALTH RECORDS**

These are maintained by a Registered Nurse from Saint Elizabeth Ann Seton Catholic School. During the school year, the following screening examinations will be done as part of the health services to the school children by a registered Nurse from our school, and the ACNPSA (Allen County Non-Public School Association) health services.

1. Hearing screening - Grades K, 1, 4 & 7 and referrals from teacher.
2. Vision screening - Grades K, 1, 3, 5, & 8, all new students and those referred.

Health, immunization, and dental forms required by the state should be completed before the first day of school.

### **RENTAL BOOKS**

1. All rental books are to be covered at all times. Do not tape the book cover to the book or use book covers that stick to the book itself.
2. No rental books should ever be written in or on.
3. Students are responsible for maintaining their books in the condition in which they receive them.
4. Fines will be collected for damaged books.
5. A student who loses a rented book must pay the full price for a replacement book.

### **COMMUNICATION**

Every week, the school office sends home a Wednesday Envelope which includes a newsletter, calendar, lunch menu, and other important information. All newsletters will be sent electronically for those families that have e-mails. For those families that do not have email addresses, the newsletter will be given to the oldest or youngest (at parent's request) child in each family. Parents will be notified by phone or note in case of academic or behavior problems in school. We also have a Journalism Club that will send home a newsletter periodically. This newsletter is created by our Journalism students.

While many families will receive the newsletter and important information electronically, all families will receive an actual Wednesday Envelope each week. We send some items home that cannot be sent electronically. We also can send your SCRIP purchases via the Wednesday Envelope. Family envelopes are to be returned the next school day. If School groups such as (HASA, School Board, Girl Scouts, Boy Scouts, Scrip, Athletic Association, etc.) wish to send home flyers, the office will need these copies by **Tuesday morning**. Parents may also access the Wednesday Envelope via the school's web page at [www.seascsfw-org](http://www.seascsfw-org).

Teachers may be phoned at school at 432-4001 between 7:20-7:35 AM. The school does not give out teachers' home phone numbers. It is recommended that a parent wishing to meet with a teacher arrange an appointment for the convenience of both. Parents should seek to resolve difficulties with a teacher before approaching the administrator. The administrator may be asked by either the parent or teacher to attend a conference. The principal welcomes parents' request for conferences. As far as possible these should be scheduled ahead of time. The principal and teachers will respond to each concern. Parents may communicate their concern by e-mail, letter, phone call, or conference. Parents will receive a copy of teacher e-mail addresses at the beginning of the year. We encourage parents to use the e-mail addresses. We take each concern seriously and will follow-up. Parents are not to go to a classroom during regular school hours 7:35 AM. - 3:15 PM., without seeking approval from the administrator or school secretary first. This does not apply to parents working as regularly scheduled teacher helpers. All visitors and volunteers must sign in at the school office.

### **ACCIDENTS**

Accidents of any nature which may require completion of insurance forms must be reported to the office as soon as possible. Otherwise, the school will have difficulty verifying the claim. All students have diocesan insurance, while at school, which is paid through their book bill. It should be noted that according to the policy of the diocese, the parents' insurance is the primary pay in case of an accident at school.

If a child receives more than a minor injury at school, parents will be notified by phone as soon as possible.

### **LOST & FOUND**

Students are responsible for all learning materials issued to them - texts, workbooks, library books. Payment is to be made for lost or damaged items.

Unclaimed clothing is placed in a "Lost & Found" box located by the Maintenance Room. Valuable items are kept in the office until identified. Periodically unclaimed clothing is set out at HASA meetings for parents to claim. It is recommended that parents put identification on children's clothing.

### **STUDENTS' PARTIES**

If **all** students in the class are invited to a party, invitations may be passed out on school property. If all students are not invited to the party, invitations will not be passed out on school property.

### **MEDICATION**

State law forbids a school from dispensing any medication. Since some children must receive their medication during the school day the following conditions are to be obeyed.

1. A diocesan form signed by parent/guardian stating:
  - a. the name of the medication
  - b. the exact dosage
  - c. the time it is to be given
  - d. permission to administer
2. The form and medication are brought to the office immediately upon the arrival of the student at school. It is the student's responsibility to return to the office at the proper time to take the medication and at the end of the day to pick it up to take it home.

Prescription medication must be accompanied by a Medical Consent form (obtained in the school office). Medication must be in the original container, with physician's signature.

### **TELEPHONE**

Permission must be obtained to use the phone. Ordinarily the school secretary or nurse will call if a child is sick and needs to go home. Usually permission will be refused concerning calls for forgotten items. Students should make arrangements for rides and to have other students come home with them before they come to school, not by using the phone. Students will not be called to the phone except in case of emergency.

### **ELECTRONIC POLICY**

Students are permitted to bring electronics to school and keep them off and in their **lockers**. Electronics included in this policy are all types of cell phones, MP3 players (ipods), handheld video games, Nooks, and portable DVD players. Students are not permitted to have electronics on their person from when they arrive at school. Students may not use electronics while riding on the shuttle bus. **All parents and students will sign the Saint Elizabeth Ann Seton Catholic School Electronic Policy at the beginning of the school year.**

Students who are caught breaking the electronic policy for the first offense will have their electronic device taken away for one week, the second offense students will have their electronic device taken away for one month, on the third offense, the electronic device will be taken away until the end of the school year.

Electronics that are taken away from students will be stored in a secure location in the school office.

**Parents will need to sign the Electronic policy and return it to the school office by August 9, 2016.**

Saint Elizabeth Ann Seton Catholic School bears no responsibility for lost or stolen electronic devices.

**The inappropriate use of any electronic device could result in disciplinary action against the student.**

### **BLOGS**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

## **Saint Elizabeth Ann Seton Catholic School Bullying Policy**

### **BULLYING AND CYBERBULLYING**

Saint Elizabeth Ann Seton Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **BULLYING POLICY AND PROCEDURE**

Saint Elizabeth Ann Seton Catholic School is committed to providing a safe, positive, productive, and Catholic/Christian environment for all of its students. The school encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward anyone (student, teacher, staff, and third parties) is strictly prohibited and will not be tolerated. This behavior includes physical, verbal, social, and psychological abuse. According to Indiana Law, Bullying is overt, unwanted, repeated acts or gestures, including: verbal or written communications or images transmitted in any manner (including digitally or electronically, physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

Bullying is engaging in any activity that disrupts a person's ability to learn and work, and our school's ability to educate students in accordance with our mission and vision. The school will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds; when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or school activity; using property or equipment provided by the school; or if the situation regardless of physical location disrupts the school learning and safety environment in anyway.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. All reports will be handled confidentially. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. On-going training for faculty and staff will be provided to encourage a safe environment for all at Saint Elizabeth Ann Seton Catholic School.

### **Preventative Measures**

#### **Student Instruction/Awareness**

Bullying behaviors are unacceptable. Ongoing instruction is to be provided through the living and teachings of Christ and other instructional programs that Saint Elizabeth Ann Seton Catholic School teachers will utilize throughout the year. With the support of staff and parents, students at Saint Elizabeth Ann Seton Catholic School will do the following things to help prevent bullying:

- Students will take the Saint Elizabeth Ann Seton Catholic School TR (Totally Responsible) Pledge, through Rachel's Challenge Program which indicates they will refuse to bully others.
- Refuse to let others be bullied and speak up if they see bullying
- Reach out to students that are being bullied and be a friend by using mentors and our House (grades 5-8) program.
- Include all students that want to be involved in activities
- Grade K-8 will have periodic visitation from the School Counselor to discuss grade specific issues regarding bullying and conflict resolution
- 5<sup>th</sup> grade students will participate in the Peace be with You program
- 6<sup>th</sup> and 7<sup>th</sup> grade students will participate in the Owning Up program
- 7<sup>th</sup> grade students will participate in Theology of the Body program
- 8<sup>th</sup> grade students learn positive social interaction through Confirmation and Leadership activities through the year
- Report bullying and all inappropriate activity to an adult

#### **Staff Awareness/Action**

School personnel shall receive in-service training on our anti-bullying policy to ensure a consistent approach is adopted on a school-wide basis. Staff at Saint Elizabeth Ann Seton Catholic School will do the following to prevent bullying and help children feel safe at school:

- Closely supervise children in all areas of the school
- Watch for signs of bullying and stop it when it happens

- Respond quickly and assess safety, affirm student's feelings, ask questions, and act by coaching the student on what to do in the future. Finally, let the student know that you will be making a report and offer support.
- School administration requires all staff members who observe, or become aware of an act of bullying to follow these steps:

#### Student/Parent Action

- Saint Elizabeth Ann Seton Catholic School encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to faculty, staff, and school administrator for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

#### Complaint/Investigative Procedure

- All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School faculty and staff are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action.

#### Interventions/Consequences:

- Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Student should be advised that intentionally falsifying a report of bullying will result in disciplinary action. Interventions may include but are not limited to the following:
- Major/Minor Referral
- Mediation
- Loss of privilege(s)
- Parent conference
- Suspension
- Expulsion
- Referral to local law enforcement agency

### **EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY**

The following requirements must be met to be eligible for extracurricular activities

1. No "U" or "F" on Report Card or Progress Report
2. "C" average with all subjects academically
3. "C" average in conduct
  - a. extracurricular activities include: all sports, cheerleading, student council, show choir, and NJHS.
  - b. A probation period is defined as two weeks
  - c. Exceptions may be made at discretion of principal and/or pastors

Students must be in school at least one-half (minimum of 4 hours) to attend an evening school function and/or ball games

#### **Procedure to follow**

Initial probation period is two weeks and will be reviewed every two weeks until requirements are met. If the above requirements are not met on fourth (4th) quarter report card, the student must sit out first two (2) weeks in the Fall. However, the student is allowed to practice or participate in any school sponsored activity until the start of the school year then sit out their two weeks, which includes 10 school days. Teachers will review the fall progress to determine if student will be eligible to participate in extracurricular activities after the two-week probation period.

If an ineligible progress report is “foreseen” a notice will be sent home to the parents by the teacher. The administration will be responsible for informing the students, parents, and coaches of eligibility status. Exceptions may be made at discretion of principal and or pastor.

**During any in-school suspension (ISS) or out of school suspension (OSS), suspended students may not participate or attend any school sponsored activities.**

### **DRESS CODE**

Students are expected to dress neatly, cleanly, modestly, and attractively. Whether uniform or special occasion, clothing is size appropriate. No excessive large or small attire is permitted. Hair should be clean and neat in appearance. Boys’ hair is to be cut above the collar and above the eyebrows. No haircut, style or color that will interfere with the learning environment will be accepted. **For boys and girls, dyed, streaked, or tinted hair is not permitted - no extreme styles. No lines may be cut into the hair. Boys must be clean-shaven.** Permanent tattoos are not permitted. Students are to be dressed in uniform when they arrive in the morning and when they leave in the afternoon. On Special Occasion Days shirts and blouses must cover the midriff. Boys and girls must tuck in their shirts. Students will be allowed to dress out of uniform on Special Occasion Days.

Make-up may be worn modestly by girls **only** in grades 6-8. Nail polish is to be worn by girls only. Jewelry is accepted, however, if excessive jewelry interferes with the learning environment, the student will be asked to remove the item.

### **Student Uniform Policy**

All Saint Elizabeth Ann Seton Catholic School students shall wear administrative-approved uniforms for all regularly K-8 scheduled classes. The approved companies are Land’s End and National Athletic Sportswear (NAS). The administration shall have the authority to amend this policy at his/her discretion.

**Girls:** Grades K-3 wears a uniform jumper (Land’s End) and a monogrammed knit polo with collar (Land’s End or NAS), available through the uniform company. K-3 may wear a plain, white, “Peter Pan” collar shirt. Grades 4-8 will wear a uniform skirt or skort (Land’s End), and a monogrammed, knit polo with collar, available through the uniform company (Land’s End or NAS). Skirts and skorts are to be no shorter than four (4) inches from the back of the knee. For warmth, girls may wear long sleeve black, grey, or white t-shirts underneath their monogrammed polo shirts.

**Sweaters/Vests:** Plain monogrammed ,black available through Land’s End.

**Sweatshirts/Fleece:** Maroon Saint Elizabeth Ann Seton School crew sweatshirts are permitted and available through NAS or Land’s End. Black, **grey, and maroon** monogrammed fleece jackets are also permitted and available through NAS.

**Slacks:** Plain navy blue and plain khaki available through either uniform company (Land’s End or NAS). Slacks may be worn year round. We encourage students to wear a belt. (Slacks may also be purchased at Walmart, Kohl’s Target. Look for uniform section at store) **No cargo pants are permitted.**

**Shorts:** Plain navy blue and plain khaki available through either uniform company (Land’s End or NAS). Uniform shorts may be worn the first and fourth quarters. We encourage students to wear a belt. (Shorts may also be purchased at Walmart, Kohl’s Target. Look for uniform section at store) **No cargo shorts are permitted.**

**Socks:** Are required. **Solid-colored** knee high or ankle socks are to be worn with the following colors recommended: white, maroon, and black, gray, navy. Tights are permissible in the following solid colors: white, beige, black, gray, maroon. For grades K-4, black ankle-length leggings can be worn under the jumper or skirt.

**Shoes:** Gym shoes (non marking) or dress shoes. Because of safety, no flip flops, Croc’s, or strapless sandals are permitted. **Boots are to be worn outside only.** No Ugg Boots or similar boots permitted.



**Boys:**

**Shirts:** Uniform monogrammed, short sleeved knit polo with collar, available through the uniform company (Land's End or NAS). A solid short sleeved white t-shirt may be worn under the uniform shirt. T-shirts containing any writing are not permissible. For warmth, boys may wear long sleeve black, grey, or white t-shirts underneath their monogrammed polo shirts

**Sweaters/Vests:** Plain monogrammed, black available through the approved uniform company (Land's End).

**Sweatshirts/Fleece:** Maroon Saint Elizabeth Ann Seton School crew sweatshirts are permitted and available through NAS or Land's End. Black, **grey, and maroon** monogrammed fleece jackets are also permitted and available through NAS.

**Pants:** Plain navy blue and plain khaki dress slacks available through the uniform company (Land's End or NAS). We encourage students to wear a belt. (Slacks may also be purchased at Walmart, Kohl's Target. Look for uniform section at store) **No cargo pants are permitted.**

**Shorts:** Plain navy blue and plain khaki available through the uniform company (Land's End or NAS). Shorts may be worn during the first quarter and the fourth quarter. We encourage students to wear a belt. (Shorts may also be purchased at Walmart, Kohl's Target. Look for uniform section at store) **No cargo shorts are permitted**

**Socks:** Are required- solid colors.

**Shoes:** Gym shoes (non marking) or dress shoes. Because of safety, no flip flops, Croc's or strapless sandals are permitted. **Boots are to be worn outside only.** No Ugg Boots or similar boots permitted.

**P.E. CLOTHES**

Students in grades 6-8 will be required to wear a P.E. uniform. These uniforms may be ordered through National Athletic Sportswear throughout the school year.

If a student is out of uniform or has a dress code violation repeatedly, a Dress-Code Notice will come home with your student.

**SPECIAL OCCASION UNIFORM GUIDELINES**

**Students may wear:**

- \*dress/skirts
- \*jeans (no holes)
- \*khaki pants
- \*athletic pants
- \*capris (for girls)
- \*modest shirts (no tanks or sleeveless shirts permitted)
- \*T-shirts (inappropriate writing is not permitted)
- \*sweatshirts
- \*spirit wear items
- \*tennis shoes with socks
- \*NO FLIP FLOPS

**Good Rule: If you think you shouldn't wear it, don't wear it.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

**SUPPORT ORGANIZATION**

**A. Home and School Association**

A Home and School Association (HASA) shall exist to provide information exchange between parent/guardian, teacher, and school administration, and to provide extra funds through fund raising activities. A membership fee established by HASA shall be charged to each Preschool-8<sup>th</sup> grade family. HASA supports the school by many activities. The children and teachers participate in class enrichment activities throughout the year.

**B. Catholic Youth Organization (C.Y.O.) Sports Program**

Saint Elizabeth Ann Seton Catholic School may elect to participate in the C.Y.O. sports program of the diocese. The Athletic Association exists to plan, direct, and fund Saint Elizabeth Ann Seton

Catholic School sports programs. A membership fee, established by the Athletic Association will be charged each family that participates.

1. At the discretion of the Principal, academic performances and disciplinary actions may limit a student's participation in the athletic program.
2. Participation is contingent upon meeting requirements set by the Athletic Association and the C.Y.O.
3. If Saint Elizabeth Ann Seton Catholic School is closed, all games and practices are cancelled. EXCEPTION: CYO Tournament games will be played if the sponsoring school does not have a weather cancellation.

A physical is required by all students who participate in CYO sports.

### **SERVICE PROJECTS**

The stewardship program for students in Kindergarten through Grade 8 is entitled "**Being Merciful and a Servant To Others.**" The purpose of this program is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in service projects. A parent coordinator can be assigned to each class and oversee the organization and participation of each project. Our Student Council takes up a collection at our All School Masses which helps various charities in our community.

### **FAMILY DIRECTORY**

Within the first month of the school year, each family receives a Family Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The Family Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories will not be **used** or **sold** for other purposes.

### **CRISIS PLAN AND EMERGENCY DRILLS**

Saint Elizabeth Ann Seton Catholic School has a crisis plan in case of emergencies. The crisis plan covers all emergencies, such as fire, tornado, and safety alert drills. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of an evacuation drill, the building will be evacuated to Summit Middle School. State Law requires that fire drills be held monthly. During the fire drills, students will follow specific guidelines. Tornado drills are held periodically as well as safety alert drills.

### **FIELD TRIP POLICIES & FORMS**

Field trips are educational opportunities provided for the students. They are not a right but a privilege. Students showing conduct which does not prove them trustworthy on such occasions will not be allowed to go. Field trips happen during the school day and students who do not accompany their class are expected to be in school. They may be given an alternate assignment for a learning experience.

A parent or guardian's signature on the standard school field trip permission slip is required before a student will be allowed to go. **Verbal permission by phone or a handwritten note is never permitted.**

Saint Elizabeth Ann Seton Catholic School will use the Diocese Field Trip Permission form. A medical consent form must be filled out at the beginning of the school year for each student in a family. This form will be kept on file for the entire school year.

### **PHOTOGRAPHING STUDENTS**

Saint Elizabeth Ann Seton Catholic School periodically sends student's names and pictures to news and/or television stations. If you do not want your child's picture or name in the newsletter, newspaper, or television station, you must sign the **Photo Video Release Form** and return it to the school office on registration day. The form is sent to the parents before Registration Day.

### **RELIGIOUS ISSUES**

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school. (Diocesan Policy 4410)

### **Attendance in Religion Program**

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions (Diocesan Policy 4060)

### **SMOKE FREE ENVIRONMENT**

Effective January 1, 1995, all facilities and grounds when school is in session where Preschool, Kindergarten, elementary, and/or secondary education, or library services are being provided to children shall be smoke free. No one, whether an administrator, employee, student, or a visitor is allowed to smoke in these buildings while such services are being provided to children. (Diocesan Policy P5000 Series)

### **SEXUAL & RACIAL HARASSMENT**

It is the policy of Saint Elizabeth Ann Seton Catholic School to maintain an environment that is free from sexual and racial harassment. It shall be a violation of this policy for any student to harass another student through conduct or communication of a sexual or racial nature. Harassment shall not be tolerated in the Catholic schools. (Diocesan Policy 4580).

### **GUN FREE SCHOOLS**

Students are prohibited from bringing a “firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school.” This penalty supersedes any penalty which may be attributed by a local school discipline policy. (Diocesan Policy P4560)

### **STUDENT LOCKER/DESKS INSPECTION**

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, desks, etc., any time and for any reason consistent with diocesan policy. (Diocesan Policy P4590)

### **SUBSTANCE ABUSE**

Saint Elizabeth Ann Seton Catholic School shall assist students experiencing substance abuse problems in accordance with diocesan policy. (Diocesan Policy P4570)

### **NON-SCHOOL RELATED CRIMINAL ACT**

When a student is accused of a non-school related criminal act, Saint Elizabeth Ann Seton Catholic School shall follow Diocesan policy. (Diocesan Policy P4550)

### **INTERNET POLICY**

Saint Elizabeth Ann Seton Catholic School shall follow the Diocesan Internet Policy. A copy of this policy is available in the school office during business hours. Saint Elizabeth Ann Seton Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. Saint Elizabeth Ann Seton Catholic School does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.). While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. (Diocesan Policy P4620)

### **ACCESS TO OFFICIAL STUDENT RECORDS**

Since the passage in 1975 of the Buckley Amendment, or Family Educational Rights and Privacy Act, parents have the right to access their children’s academic records. If a parent wishes to review a record

he/she must make the request in writing and give it to the principal 24 hours before the time of the scheduled appointment. (Diocesan Policy 4170)

#### **SAFE ENVIRONMENT FACULTY AND VOLUNTEER TRAINING**

Teachers and volunteers are required to be trained in Safe Environment. This is a program mandated by our Diocese. All teachers will submit volunteer names to the school secretary on a monthly basis. All volunteers must have a background check prior to helping in the classroom, driving on a field trip, or doing anything in our school. (Diocesan Policy P2430)

#### **SCHOOL INVOLVEMENT - FUNDRAISING**

In case of an elementary school, fundraising is left to the discretion of the principal, in consultation with the parish pastor. The design of the fund raising activities should consider student safety, socioeconomic factors of the parish/school, state guidelines, instructional time, state law, and Diocesan Business Office Guidelines. (P2310)

#### **LIVE ANIMALS**

Live animals with the exception of fish in aquariums are only to be in the school for educational purposes. At no time will animals considered dangerous be brought into the classrooms. When an animal is to be brought into a classroom, a note will be sent home with the students of that class notifying the parents that an animal will be present. All animals must be in a cage or on a leash. Teachers may allow students to handle and/or feed the animals. Animal cages and aquariums shall be cleaned by the teacher in charge of the animal (not students) on a routine basis. See the following link for more information on live animals in the classroom: <http://www.doe.in.gov/student-services/health/indoor-air-quality>

#### **IDLING VEHICLES**

Indiana schools are required to adopt and enforce a policy limiting vehicle idling on school campuses. Signs stating “No Idling Zones” will be posted where idling is prohibited. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped more than five minutes. If necessary, due to cold/hot temperatures, a vehicle may idle for a minimal time to warm/cold the vehicle. Safety and emergency issues will be exempt. See the following link for more information on idling vehicles: <http://www.doe.in.gov/student-services/health/indoor-air-quality>

#### **CHEMICALS IN SCHOOL**

A. Purpose: The purpose of this policy is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at the school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

B. Applicability: This policy applies to all chemicals purchased for use in child occupied school buildings.

C. Steps:

a) Inventory

1) Each year, the school corporation conducts a site-wide chemical inventory. During the inventory, expired and unwanted chemicals are identified for proper disposal. Compliance with this policy is reviewed.

b) Purchasing

1. Chemical purchases shall adhere to the following protocol:

a. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:

i. Facility manager purchases chemicals for the school building; science teacher purchases chemicals for the science classroom.

ii. Donated items such as hand sanitizers and any products staff want to bring into the school must be approved by facility manager.

b. First in first out policy is followed.

c. The least toxic chemical that is still effective for the job is selected. (Material Safety Data Sheets are reviewed to make this determination). This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.

d. This school will not purchase chemicals listed on the Banned Chemical List. (SCHOOL – PLEASE DETERMINE WHICH CHEMICALS YOU WILL NOT USE. i.e. MERCURY OR

**MERCURY CONTAINING PRODUCTS; CONSIDER LISTS OF CHEMICALS THAT MAY BE TOO HAZARDOUS)**

2. Material Safety Data Sheets (MSDS) will be available at facility manager's office. The MSDS books are updated annually and as new chemicals are purchased.

**b) Use**

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.

2. When possible, use of cleaning products should be performed when students are not present.

3. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide applicators).

4. Required notification procedures will be followed (i.e. pesticide notifications)

**c) Storage**

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.

2. Storage areas will be compatible with the chemicals being stored in them.

3. Reactive chemicals will not be stored near each other.

4. Hazardous chemicals will be stored in locked areas at all times.

5. All original containers will be labeled with the date received

**d) Disposal**

1. Unwanted, unused, and outdated chemicals should be identified as soon as possible, and no less than annually. They should be marked for disposal.

2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

3. The school has a budget for proper disposal of hazardous waste.

**e) Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)**

1. a. Call 911 b. Call Indiana Poison Center at 1-800-222-1222

**REFUSAL TO PARTICIPATE IN DISCIPLINARY PROCEEDING**

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7 and, in that case, the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare. (Diocesan Policy P4420)

**DIOCESAN POLICIES**

Throughout this handbook several diocesan policies are mentioned. The following policies are written in their entirety:

- 1) Enrollment (P4010)
- 2) Attendance (P4040)
- 3) Grounds for Suspension or Expulsion of Students (P4520)
- 4) Disciplinary Review for Students (suspension or expulsion) (P4530)
- 5) School Volunteer Background Screening (3730)

**ENROLLMENT**

**I. School Admissions Policy**

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

**II. Nondiscrimination Policy**

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to race, color, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

### III. School Entrance Requirements

A child can be enrolled by a person having the legal custody of the child. A certified copy of the student's birth certificate or baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents. If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House on Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school last attended, if any. The school shall request the records from the last school attended within fourteen (14) days of enrollment.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall also be required.

### IV. Kindergarten Waiver

Any child who attains the age of 5 before September 1st of a school year will be eligible to enter the Kindergarten program of the Catholic Schools of the Diocese of Ft. Wayne-South Bend. If the child is younger than 5 years of age and the child's birthday falls no later than September 1, of the applicable school year, the parent(s)/ guardian(s) wish to enroll the child in a diocesan kindergarten program, they may attempt to do so by making application to the local Catholic School. The appeal procedure will be handled in the following manner:

A. The custodial parent or legal guardian applying for a waiver to the Kindergarten Entrance Law, must complete a waiver form received from the local Catholic School. The parent/guardian must provide verification of the student's birth date and time. Questions for the preschool teacher's letter of review will be distributed to the parents when they initiate the waiver process.

B. The completed form and letter of review by the child's preschool teacher will be submitted to the local Catholic School Office no later than May 15 of the school year prior to the school year of the date of requested entrance.

C. Determination of early entrance will be decided by the local school principal based on the following:

1. Whether or not space is available in the kindergarten program at the school, which the child will attend.
2. Any and all information submitted by the parent(s)/guardian(s) of the child with the application.
3. A recommendation of the preschool teacher for the child's entrance. In case of a child who did not attend a preschool, the principal may require a conference with the kindergarten teacher, parent/guardian about whether early entrance is in the best interest of the child.
4. Administration of the Gesell Assessment of Developmental Readiness is optional for determining eligibility for an entrance waiver to kindergarten. In no case may the Gesell Assessment for Development be used as the sole determining factor for a decision about a waiver. Financial responsibility for the assessment is a local school decision.

NOTE: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement, should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

### V. First Grade Entrance Requirements

A child entering the first grade must be six years old on or before September 1. The academic program of the Catholic schools is such that a waiver for age is not acceptable unless the child has demonstrated the successful completion of a kindergarten program.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited/recognized school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

#### VI. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances, the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of the school personnel, would pose an undue hardship on the operation of the school, or poses a threat or harm to the student, other students, or school personnel.

#### VII. Student or Prospective Students with Communicable Diseases

Catholic school shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy; similarly, student may not be excluded merely on the basis of a diagnosis of a communicable disease. However, as with a prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making the determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about

- A. the nature of the risk - how the disease is transmitted;
- B. the duration of the risk - how long the carrier is infectious;
- C. the severity of the risk - the potential harm to the third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related civil rights, and the students' rights to confidentiality.

The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

### **SCHOOL ATTENDANCE** (P4040)

The diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

#### **I. Parent/Legal Guardian Responsibility**

Parent/legal guardians are responsible for having their children in public or private school from the age of seven (7) until the date on which the child:

##### **A. Graduates**

B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and;

1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
2. at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school.
3. reaches the age of eighteen (18)

#### **II. Absences from School**

Absences from school shall fall into one of the three following categories:

##### **A. Absences which are counted as present**

1. Serving as a page in the Indiana General Assembly;
2. For student in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on election day with prior approval of the principal;
3. Court appearance pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances; and/or
8. For high school students, serving on the state standards task force. The student must provide a written verification from the chairman of the task force indicating the date and times the student was to be in attendance at the meeting and verifying the student's attendance.

##### **B. Excused Absences**

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals
  - a. for the death in the immediate family
  - b. for persons outside the immediate family with parental permission
3. Out-of-School suspension (Make-up work is NOT accepted)
4. Medical and legal appointment - such appointment should be scheduled after school hours when possible.
5. School/college visits (2) - parents need to check with the individual school's policy for arranging such visits.
6. Prearranged activity approved by the principal.

##### **C. Unexcused Absences**

1. No parent contact with the school giving an explanation for the absence on the day of the absence.
2. No physician note to excuse an absence once more than 5 days of absence have occurred (see frequent of prolonged illness below).
3. Family Vacations
4. Absences other than defined as excused or absences counted as present.
5. Students with unexcused absences will not be allowed to make-up assigned work.



### III. Truancy

A student is truant when she/he is absent from school or class without the permission of his/her parent or guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with the applicable state law and following diocesan procedures.

Habitual Truancy may be evidenced by the following:

- A. Refusal to attend school in defiance of parent authority.
- B. Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

### IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence and signed by the custodial parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

### V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contacted a contagious disease, a physician's statement may be required in order for the student to return to school.

### VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to parent/guardian to verify absence and to determine reason.
- B. After a student is absent 6 days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over 12 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over 15 days per school year, a referral shall be made by the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer or the local Juvenile Probation Department or SOCAP.

### **GROUND FOR SUSPENSION OR EXPULSION OF STUDENTS (P4520)**

I. The grounds for suspension or expulsion below apply to student conduct which occurs:

- A. On school grounds;
- B. Off school grounds at a school activity function, or event;
- C. Traveling to or from school or a school activity, function, or event; or
- D. At any other time when the principal determines that the student's conduct either causes him harm or could potentially cause harm to other students, school employees or property, or the reputation of the School or Diocese.

II. The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provision for disciplinary review contained in P4530. This listing is not intended to be exhaustive of all types of conduct:

- A. Any conduct which, in the opinion of the school officials, is contrary to the principles and teachings of the Catholic Church.

- B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- E. Threatening or intimidating any individual for whatever purposes.
- F. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of the school officials could be considered a weapon. A student who must use a knife as part of organized activity held by the organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
- G. Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or education function.
- L. Possessing or using on school grounds during school hours an electronic paging device or hand-held portable telephone in a situation not related to a school purpose or education function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be interference with school purposes or an education function.

#### **DISCIPLINARY REVIEW FOR STUDENTS (SUSPENSION OR EXPULSION (P4530))**

Any student accused of wrong doing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

#### **HARASSMENT POLICY**

The administration and staff of Saint Elizabeth Ann Seton Catholic School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. Saint Elizabeth Ann Seton Catholic School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion. Examples of peer sexual harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse or demean an individual or group.

#### **School Volunteer Background Screening (P3730)**

An individual who applies for a volunteer position at the school that is likely to involve regular, ongoing contact with children under 18 years of age must complete a request and authorization for a background screening in accordance with the standard diocesan background screening policy for volunteer applicants.

All volunteers must complete diocesan safe environment education requirements prior to beginning their volunteer service. A parish school may coordinate such screening with the parish office, as applicable.

Please call the school office at 432-4001 or email Miss Hohenstein at [jhohenstein@seascsfw.org](mailto:jhohenstein@seascsfw.org) for information on how to apply for a volunteer application and safe environment information.

### **TELECOMMUNICATIONS USE AGREEMENT**

#### **Telecommunications Use Agreement**

*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint Elizabeth Ann Seton Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the

system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

### **Saint Elizabeth Ann Seton Catholic School Electronic Policy**

Students are permitted to bring electronics to school and to keep them off and in their lockers. Electronics included in this policy are all types of cell phones, MP3 players (ipods), handheld video games, and portable DVD players. Students are not permitted to wear Apple Watches or any similar device. Students are not permitted to have electronics on their person during school hours. School hours are 7:00 AM – 3:15 PM. Students may not use electronics while riding on the shuttle bus.

Students who are caught breaking the electronic policy for the first offense will have their electronic device taken away for one week, the second offense students will have their electronic device taken away for one month, on the third offense, the electronic device will be taken away until the end of the school year. Electronics that are taken away from students will be stored in a secure location in the school office. Saint Elizabeth Ann Seton Catholic School bears no responsibility for lost or stolen electronic devices. Inappropriate use of any electronic devices could result in disciplinary action to the student.

The Electronic Policy form is sent to families before Registration Day and needs to be signed and returned to the school office by **August 9, 2016**. By signing the form, you are acknowledging the procedure and consequences of the electronic policy.

**PARENT/STUDENT AGREEMENT**

By signing below, we acknowledge that we have received a copy of the Saint Elizabeth Ann Seton Catholic School Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines

***Parent/Student Signature Page***

I have read the 2016-2017 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

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Student signature

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Date

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Student signature

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Date

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Student signature

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Date

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Student signature

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Date

**SIGNED FORM DUE BY REGISTRATION DAY**  
**BY AUGUST 9, 2016**