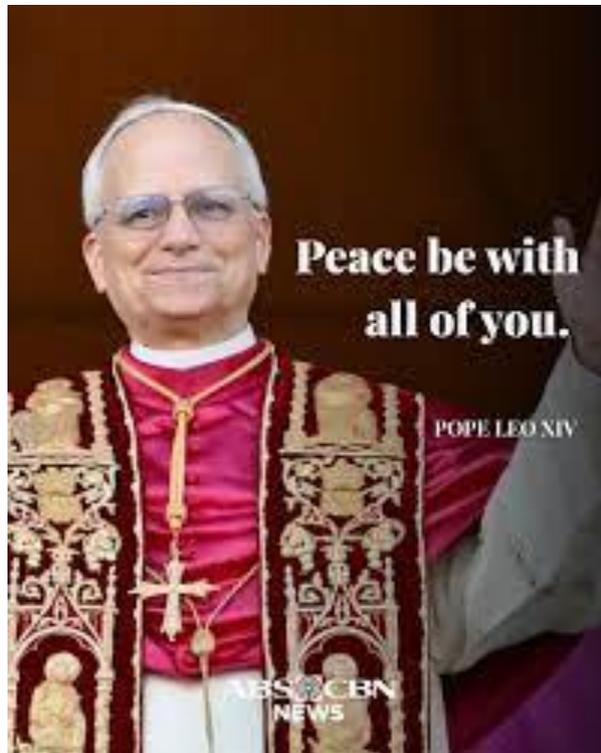


SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL



PARENT/STUDENT HANDBOOK

2025-2026

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

Parent/Student Handbook
2025-2026

Page #	Item
Page 4	Mission Statement
Page 4	Vision Statement
Page 4	School Ideal
Page 4	Teacher Ideal
Page 4	Principal-Teacher Rights
Page 4	Student Rights
Page 4	Parent as Partners
Page 5	Parents' Role in Education
Page 6	Principal's Rights to Amend Handbook
Page 6.	Accreditation and Curriculum
Page 6	Admission Policy
Page 7	Prioritized Enrollment Policy
Page 8	Waiting List Policy
Page 8	Financial Responsibility
Page 9	K-8 Parishioner Tuition Rate for 2025-26
Page 9	Attendance/Absences
Page 10	School Hours
Page 10	School Office Hours
Page 10	Visitors, Parents, and Volunteers
Page 10	School Property
Page 10	School Safety
Page 10	Office Records
Page 11	Vacations
Page 11	Transportation Policy
Page 11	Saint Elizabeth Ann Seton Catholic School PM Dismissal
Page 12	Behavior on School and Daycare Buses
Page 12	Safe and Secure School
Page 12	Seclusion and Restraint Policy and Plan
Page 12	Cancellations/Delays
Page 13	Academic Policies
Page 13	Evaluation
Page 13	Student-Led Conferences
Page 13	Grading Scale
Page 13	Honor Roll
Page 13	GPA for Honor Roll
Page 14	Subjects used in Calculating Honors
Page 14	Homework Times
Page 14	Middle School Homework Policies
Page 14	The Conduct Code
Page 15	Discipline
Page 15	Cheating, Plagiarism, AI
Page 16	Harassment
Page 16	Detention
Page 16	Suspension
Page 16	Expulsion
Page 16	Off-Campus Conduct
Page 17	Student Programs
Page 18	Vandalism
Page 18	Awards

Parent/Student Handbook
2025-2026

Page 18	Sacramental Preparations
Page 18	Mass
Page 18	Library
Page 18	School Counselors/School Social Worker
Page 18	Student Testing
Page 19	Lunch Program
Page 19	MyPaymentPlan
Page 19	Café Rules
Page 19	Playground Rules
Page 20	Non-Custodial Parent
Page 20	Directory Information Sheet
Page 20	Health Records
Page 20	Rental Books
Page 21	Communication
Page 21	Accidents
Page 21	Lost and Found
Page 21	Student Parties
Page 21	Medication and Illness
Page 22	Telephone
Page 22	Electronic Policy
Page 22	Blogs and Posts
Page 22	Bullying/Cyberbullying
Page 22-24	Bullying Policies and Procedure
	<ul style="list-style-type: none">● Preventative Measure● Staff Awareness/Action● Student/Parent Action● Complaint/Investigation Procedures● Interventions/Consequences
Page 24	Academic Good Standing and Extracurricular Activities
Page 24	Academic Ineligibility
Page 25	Student Self-Reporting
Page 25	Dress Code
Page 25	Student Uniform Policy
Page 26	PE Clothes
Page 27	Special Occasion Day
Page 27	Support Organization
Page 27	Service Projects
Page 28	Crisis Plan and Emergency Drill
Page 28	Field Trip Policies and Forms
Page 28	Photographing students
Page 28	Diocesan Policies
Page 28	Child Abuse Training for Students
Page 28	Child Abuse Reporting
Page 29	Notification To Supervisor Following Arrest Or DCS Substantiation of Child Abuse Or Neglect
Page 29	Live Animals
Page 29	Idling Vehicles
Page 29	Chemicals in School
Page 30	Indoor Air Quality
Page 30	Harassment Policy
Page 31	Telecommunications Use Agreement
Page 32	Saint Elizabeth Ann Seton Catholic School Electronic Policy
Page 32	Photo and Media Release Information
Page 33	Handbook Acknowledgement and Signature Page

Parent/Student Handbook
2025-2026

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 a 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, technology, 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;

Parent/Student Handbook 2025-2026

- 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 keep up to date on all SIS (Student Information System Powerschool) and LMS (Learning Management System (Canvas) and all other online platforms;
- 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.
 - Engagement in online social media such as, but not limited to Snap Chat, Instagram, Tik Tok, Facebook®, etc. may result in disciplinary actions if the content of the student's and/or parent's posts includes defamatory comments regarding the school, the faculty, other students, or the parish. Any disrespect of school staff and/or disregard of school policies and procedures **may** result in the withdrawal of a school family from Saint Elizabeth Ann Seton Catholic School.
- To support the student as they take responsibility for his/her behavior and academic success.

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.

A 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 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 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 for challenging, yet nourishing, the student to reach his/her potential. Both parents and teachers must 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 for all authority. If there is an incident at school, you, as parents, must make an 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, newer 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 that provide a young person with both guidance and security.

Parent/Student Handbook 2025-2026

A child must take responsibility for the 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. It is also essential that a student takes responsibility for his/her behavior.

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 can become.

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 AND CURRICULUM

Saint Elizabeth Ann Seton Catholic School is accredited through Advanced Ed and the State of Indiana. Saint Elizabeth Ann Seton Catholic School follows the Diocese of Fort Wayne-South Bend Curriculum, which has the College and Career Readiness Standards as well as Catholic Identity.

ADMISSION POLICY

All current students are required to complete and submit their online re-enrollment forms and make payment of the \$50.00 returning student enrollment fee during the Prioritized Enrollment Period for the next academic year. A current student who does not re-enroll during the Prioritized Enrollment period will be considered withdrawn for the next academic year.

A current student will be refused enrollment if his/her parent/guardian has not fulfilled the following financial obligations:

1. No outstanding financial debt from the current or any previous academic year.
2. Tuition for the new academic year is either paid in full or set up on a monthly payment plan through FACTS by Verification Day.

New students apply for admission by completing and submitting an online new student application along with payment of the \$100.00 new student enrollment fee. New student admissions will be based on the priority classification established in the Prioritized Enrollment and Waiting List Policies.

An Academic Skills Readiness assessment is given to potential students to determine appropriate placement.

1. New students are not placed until assessments are completed and scored.
2. All admission paperwork, including previous school records, must be completed and submitted before assessment.

After receiving an acceptance notification, a student's parents will be provided with additional required enrollment forms to complete and submit for their student. After completion of the admission and enrollment process, new or transferring students will be on a nine-week probationary period to further evaluate whether their social and academic behaviors comply with the school's guidelines and expectations. The probationary period may be extended if deemed necessary by the school. If, during this probationary period, there are any problems, a student may be asked to withdraw from Saint Elizabeth Ann Seton Catholic School.

Parent/Student Handbook
2025-2026

PRIORITIZED ENROLLMENT POLICY

Saint Elizabeth Ann Seton Catholic School follows the prioritization described below for existing and new student applications received during the Prioritized Enrollment Period. When enrollment demands exceed the maximum number allowed per grade, additional student(s) may be added to the class per approval from the pastor and principal. 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 existing and new students to the school by using a classification system. Please note that before a student can be admitted, all other admission requirements must be met. If enrollment demands exceed the maximum number of available spots per grade, students may be placed on a waiting list in accordance with the Waiting List Policy.

A. Prioritized Enrollment Period

1. An established period, approximately 2 calendar weeks, published on the Saint Elizabeth Ann Seton Catholic School website before the beginning of each school year.
2. All applications received during this period will be prioritized based on the classifications defined below.
3. If the enrollment demand is exceeded within any of Classifications A-E, prioritization will be identified within that classification. If additional criteria are needed, criteria from the next classification will establish priority enrollment.

Classification A

Applicants who are current K-7th students enrolled at Saint Elizabeth Ann Seton Catholic School and students of teachers employed at Saint Elizabeth Ann Seton Catholic School

Classification B

Applicants who are siblings of current K-8th-grade students of Saint Elizabeth Ann Seton Catholic School. Current K-7th students must also have submitted applications during the Prioritized Enrollment Period for the upcoming school year.

Classification C

Applicants who are current PreK students of Saint Elizabeth Ann Seton Catholic School who do not meet Classification A or B criteria

Classification D

Applicants who are registered parishioners of Saint Elizabeth Ann Seton Catholic Church and do not meet the Classifications A-C criteria. If prioritization is required within this classification, the families with the longest tenure as parishioners at Saint Elizabeth Ann Seton Catholic Church shall be prioritized.

Classification E

Applicants who are registered parishioners of a Catholic Church other than Saint Elizabeth Ann Seton Catholic Church in the Diocese of Fort Wayne – South Bend and do not meet Classifications A-D. If prioritization is required within this classification, the families with the longest tenure as parishioners at their current Catholic Church shall be prioritized.

Parent/Student Handbook

2025-2026

Classification F

Applicants who do not meet Classifications A-E. If prioritization is required within this classification, prioritization will be established based on the timestamp recorded on the application.

WAITING LIST POLICY

Saint Elizabeth Ann Seton Catholic School offers a Waiting List when enrollment demands exceed the maximum number allowed per grade. Additional student(s) may be added to the class with approval from the pastor and principal. 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 students on the Waiting List. Please note that before a student on the waiting list can be admitted, all other admission requirements must be met.

Waiting Lists are on a single applicant basis and are filled as spots become available in the applicant's grade level. At the end of each school year, the waiting list is cleared. Waiting lists do not carry over to the next school year.

Waiting List Classification A

All applicants who registered during the Prioritized Enrollment Period and did not achieve enrollment due to demand exceeding available spots per grade. Prioritization within Waiting List Classification A is per the Priority Registration Policy classifications.

Waiting List Classification B

All applicants who did not submit applications during the Prioritized Enrollment Period. Prioritization within Waiting List Classification B is on a first-come, first-served basis. This is based upon the timestamp recorded on each application.

FINANCIAL RESPONSIBILITIES

New students are assessed \$100.00, and returning students are assessed \$50.00 for the registration fee. This is per family and due at the Online Spring registration.

Saint Elizabeth Ann Seton Catholic School has an established tuition program to be administered by the administration per 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's tuition costs will be returned on a prorated basis. All other book bills, fees, and registration fees are nonrefundable.

HASA fee per family is \$55, and the diocesan student insurance fee is \$35 per student. The 8th grade Activity Fee is \$250.00 per student. This fee covers the cost of the leadership camp and 8th grade trip. This amount is added to their tuition.

K-8 Parishioner Tuition Rate for 2025-2026

1 student K-7	\$7,810 each
1 student 8 th grade	\$8,060 each

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

Parent/Student Handbook 2025-2026

can be withdrawn in the following ways: twice a year, 10 months, or 12 months. Parents can also pay in full for tuition at the August registration. All families wishing to receive tuition assistance are required to complete a FACTS Grant and Aid application each year; this includes families with students who are applying for School Choice Scholarship (vouchers). Opportunities for tuition assistance include:

- Scholarship Granting Organization Scholarship (SGO)
- Indiana School Choice Scholarship
- Pastoral Scholarship (assistance from Saint Elizabeth Ann Seton Parish if you are a parishioner)
- Parish Financial Assistance (this is assistance from a sending parish for families who are not Saint Elizabeth parishioners)

Please call the school office for information about tuition assistance.

ATTENDANCE/ABSENCE/TARDY

If your child is absent for the day or tardy because of an appointment, parents are required to call the school by 8:15 AM. Excessive tardies interfere with the child's learning and instruction and can result in further disciplinary actions. A student is tardy if he/she arrives later than 8:00 AM. Saint Elizabeth Ann Seton Catholic School follows the Diocesan policy for Irregular/Unexcused Student Attendance.

Policies for Multiple Absences

A letter will be sent to your home noting that your child has been absent a total of 6 days, and again if they reach 12 days absent. These letters are reminders of your child's current attendance record. However, absences totaling 15 days will be referred to the school administration, and a meeting will be required. If the attendance problem cannot be resolved, then a referral may be made to Child Protective Services. Indiana law views 18 days (10% of the academic year) or more as educational neglect.

Excessive tardies disrupt the learning environment for all students. The expectation at Saint Elizabeth Ann Seton Catholic School is that all students are in their classrooms and prepared for the day by 8:00 AM. Students with excessive tardiness will be put on an attendance contract with consequences.

Excessive absences affect the child's learning and 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 8:15 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. **If the school cannot contact a parent or guardian by 9:00 am, a school official and/or SRO will make a home visit.**

Students should be fever-free for 24 hours without the use of fever-reducing medications, such as acetaminophen or ibuprofen, before returning to school.

For parent information: when to keep your student home and when they may return:

- If your child has a FEVER (Any temperature over 100.4°F): Your child must be fever-free for 24 hours (without the use of Tylenol or Ibuprofen) before returning to school.
- If your child has DIARRHEA: Must be diarrhea-free for 24 hours before returning to school.
- If your child is VOMITING: Must be free for 24 hours before returning to school.

SCHOOL HOURS

School is in session from 8:00 AM (grades K-8) through 2:45 PM. **Students** are allowed to go to their classrooms at 7:45 AM (grades K-8). The school buildings open at 7:15 AM, and the students are supervised in the gym.

Parent/Student Handbook 2025-2026

SCHOOL OFFICE HOURS

The school office is open from 7:15 AM – 4:00 PM Monday through Friday. Summer hours are from 9:00 AM-1:00 PM. Beginning in August, the office is open 7:15 AM – 4:00 PM.

Teachers are available via email Monday through Friday, 7:15-4:30. Please be aware that they will respond to your email outside of instructional time. If a parent emails a teacher outside of these hours, please do not expect a response until the following day. Please know that teachers and staff will respond to you promptly.

VISITORS, PARENTS, AND VOLUNTEERS

School visitors, volunteers, parents, family, and friends etc., must enter through Door#28 and come to the main office. **When arriving in the morning and to secure student and staff safety, no visitors or parents are permitted to pass the security doors.** 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 into a classroom to see their student or visit the teacher during the day. This is an interruption to the teacher and to the educational process. Shadowing by parents is not permitted in the classroom.

All volunteers must complete a safe environment background check and training. For more information, please contact the school office at office@seascsfw.org ..

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, labor, or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost textbooks before any final reports, transcripts, or diplomas are presented. Students and parents are responsible for any damage to school-issued technology. This includes the chargers and cases.

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 individuals are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion. Parents making such threats (**seriously, in jest, or online**) may no longer be permitted on school property or asked to leave the school community.

Harassment of any type is not tolerated. When the administration is notified about an alleged harassment, they investigate all complaints. Students and parents involved in harassing behavior face consequences such as detention, suspension, and/or expulsion. Engagement in online social media, such as but not limited to Snap Chat, Instagram, Tik Tok, Facebook®, etc. may result in disciplinary actions if the content of the student's and/or parent's posts 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.

VACATIONS

Absences related to travel and vacation trips are to be reported to the office and teacher before 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 for making up all work missed.

Vacations while school is in session are highly discouraged.

TRANSPORTATION POLICY

Saint Elizabeth Ann Seton Catholic School A.M. Arrival

Parent/Student Handbook 2025-2026

Saint Elizabeth Ann Seton Catholic School will open to students at 7:15 AM. All students will arrive and enter through door number 28 (Atrium) and head to the gym until dismissed to their classrooms. Gym doors open at 7:15 AM. Please be aware that students going into Saint Elizabeth Ann Seton Catholic School before 7:45 AM (grades K-8) are not allowed into their classroom, but rather they go to the gym until 7:45. Any transportation changes must be reported to the school office as early as possible on the day of the change.

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 be aware of and follow the directions of all staff/faculty who 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 crosswalk (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 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, which 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. This is for the safety of the students and parents.

School starts promptly at 8:00 AM (grades PK-8). Students who are not in class by the bell will be counted tardy/absent.

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

K-8 students will be dismissed following these guidelines:

- *All students, car riders, bus transportation (daycare buses), walkers, and bike riders will dismiss at 2:45.
- * All families with grades K-8 students will be assigned a designated row to park in for dismissal. This will be either on Homestead or Aboite Lot. This information will be sent to the families before Verification Day. Homestead will dismiss at 2:47, and Aboite will dismiss at 2:50.
- ***Drivers are expected to be in their designated spots before 2:45.**
- *Once students are **safely** in their vehicles, staff members will dismiss them 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 students.
- *If you need to leave early for planned events, appointments, etc., please call the office to schedule an early pickup time (before 2:30). 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.

Parent/Student Handbook
2025-2026

Behavior On School and Daycare Buses

We expect our students to be respectful on the bus and towards the equipment (no destroying or vandalization 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 any buses could be in danger of losing the privilege to ride those buses. The Administration of SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL and/or other school corporations and businesses work cooperatively to ensure bus safety.

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 involving the students, faculty, and parents. This plan is a way to provide support to all involved at Saint Elizabeth Ann Seton Catholic School. Atrium doors will be locked from 8:00 am-3:00 pm. Parents will not be able to go beyond the doors without checking in at the office. The school secretary will call the classroom to make sure that the teacher is available and/or has made an appointment with the parent. Per Diocesan Policy, various drills must be practiced with students and staff within the first 10-15 days of the start of school (Hold, Secure, Lockdown, Evacuate, and Shelter). Tornado, Fire, and Relocation drills are planned throughout the school year.

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 have a Seclusion and Restraint Policy and Plan. The purpose of the plan is to ensure 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 that 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 to de-escalate 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 risk for our students traveling to school. **Saint Elizabeth Ann Seton Catholic School will call its own weather delays and closings by 6:30 AM.** Listen to your local radio/TV stations for school cancellations or delays. Also, we will send a text if there is a delay or cancellation through our **School Messenger**. 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 canceled, all activities and practices may also be canceled. **The school recognizes that individual family situations and geography vary considerably and respects the right of parents to keep their children home in inclement weather**

Please review the Learning Options and eLearning for students when there are cancellations:

Parent/Student Handbook
2025-2026

[Learning Options](#)
[Synchronous Learning](#)

ACADEMIC POLICIES

EVALUATION

Progress reports are issued mid-way through each quarter for Grades K-8. Report cards and progress reports will be available to the parents online three times throughout the year. The final report cards will be mailed in June on a date to be determined. All fees, tuition, tech charges, and lunch charges must be paid 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, technology repairs, and unpaid tuition.

STUDENT-LED CONFERENCES

At the end of the first grading period, parents and children are expected to attend a Student-Led Conference. 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 available before 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 typically not 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 nine weeks to inform parents/guardians and students of the performance and/or progress at that time.

DIOCESE OF FORT WAYNE-SOUTH BEND GRADING SCALE

Grades 3-12:		Grades K-2	
A+ = 100-97	C = 76-73	O= 100-95	O = Outstanding Progress
A = 96-93	C- = 72-70	S+=94-87	S = Satisfactory Progress
A- = 92-90	D+ = 69-67	S=86-80	I = Improving
B+ = 89-87	D = 66-63	S-=79-70	N = Needs Improvement
B = 86-83	D- = 62-60	N=69-60	US = Unsatisfactory Progress
B- = 82-80	F = 59-below	U=59-Below	INC = Incomplete
C+ = 79-77			NA = Not evaluated at this time

HONOR ROLL

The Honor Roll is for grades 6-8. It consists of High Honors and Honors. If students receive a behavior referral, they do not qualify for the Honor Roll for that quarter.

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+ = 4	C+ = 2.4
A = 4	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.4	D+ = 1.4
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7

SUBJECTS USED IN CALCULATING HONORS

For grades 6-8, all subjects and the Responsibility Grade are used in calculating the Honor Roll as well as G.P.A.

Parent/Student Handbook
2025-2026

D's and F's are unacceptable in any subject listed on the report card and for the Honor Roll. A student can have nothing less than a B- to be on the Honor Roll. One referral will eliminate the student from the Honor Roll for that quarter. Students will be recognized each quarter for being on the 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	60-90 minutes

MIDDLE SCHOOL HOMEWORK POLICY

Middle School teachers will review the Homework Policy and Procedures with parents at Back-To-School Night and through teachers' syllabi. This policy refers to middle school students who do not do their homework.

5th -8th Late Homework Policy

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 (grades 3-8) “O” in conduct means Outstanding model behavior (grades K-2)

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

“B” in conduct means good behavior (grades 3-8) “S” in conduct means Satisfactory model behavior (grades K-2)

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

“C” in conduct means fair behavior (grades 3-8) “N” in conduct means Needs Improvement in behavior (grades K-2)

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

“D” in conduct means poor behavior (grades 3-8) “U” in conduct means Unacceptable behavior (grades K-2)

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

Any student receiving a behavior referral is not eligible for the Honor Roll for that quarter.

Parent/Student Handbook 2025-2026

DISCIPLINE

Certain rules and regulations have been made with the hope of leading everyone 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 the school and that of individuals in it.
4. Students may not bring dangerous items such as guns, knives, matches, lighters, vape items, or smoking devices on the school premises.
5. Students may not leave the premises from the time of their arrival until the time of dismissal.
6. Students will not use technology inappropriately (for example, inappropriate social media sites and websites with inappropriate content).

At Saint Elizabeth Ann Seton Catholic School, our preschool through 8th-grade staff and students follow the same behavior/ discipline policy and procedures. These procedures will be reviewed on the first day of school.

PowerSchool Log Entries follow the following guidelines. Classroom teachers have interventions and classroom consequences that may not be documented as a log entry. Log entries are for behaviors that are ongoing or severe.

[K-2 Behavior Tier](#)

[3-4 Behavior Tier](#)

[5-8 Behavior Tier](#)

CHEATING, PLAGIARISM, AND AI (Artificial Intelligence)

Cheating, plagiarism of any type will not be tolerated. Teachers will review the cheating policy at Back-to-School Night. We expect that all work students submit for any course or subject will be their own. In instances when collaborative work is assigned, we expect the assignment to list all team members who participated. The use of AI (artificial intelligence) is approved under teacher direction. Violations of this policy will be considered academic misconduct.

AI Use Policy for Students

This policy outlines acceptable and prohibited uses of Artificial Intelligence (AI) for all students. Our goal is to foster responsible AI use that supports learning while upholding academic integrity and developing essential critical thinking skills.

Developing Critical Thinking Skills:

- The school is committed to teaching and nurturing critical thinking skills. This includes evaluating information, analyzing sources, problem-solving, and developing independent thought. This policy supports the development of these skills by ensuring students engage directly with their learning without undue reliance on AI.

Permitted AI Use (Teacher-Directed Only):

Parent/Student Handbook 2025-2026

- **AI may only be used when explicitly directed by a teacher.** This means that if a teacher has not assigned or approved the use of AI for a specific task, it is prohibited.
- Teachers will provide clear guidelines and instructions for any approved AI integration into assignments or learning activities.
- AI may be used by a student when it is an embedded feature of a software they may use for research or writing. This use of spelling and vocabulary supported by AI is permitted.

Prohibited AI Use:

- **Cheating:** Using AI to generate answers, complete assignments, or any part of an assessment in a way that misrepresents your own work is strictly prohibited and will be considered academic dishonesty.
- **Brainstorming and Drafting Ideas:** AI tools are not to be used for generating or developing initial ideas, outlines, or drafts for assignments. All ideation and preliminary writing must originate from the student.
- **Replacing Student Work:** AI cannot be used to substitute for a student's own effort, critical thinking, or original writing. All submitted work must primarily reflect the student's own understanding and capabilities.
- **Harmful Content:** Using AI to create, access, share, or promote content that is discriminatory, hateful, violent, inappropriate, or otherwise harmful is strictly forbidden. This includes but is not limited to harassment, cyberbullying, or any content that violates school policy or legal statutes.

Consequences of Policy Violation:

Violations of this AI Use Policy will result in disciplinary action per the school's existing academic integrity and conduct policies.

HARASSMENT

Harassment/hazing 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. Parents involved in any form of harassment may be asked to leave the school community.

DETENTION

Detention may be issued for a breach of classroom and/or school rules and academic reasons. 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 administration and/or the teacher who monitors the detention.

SUSPENSION

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students with in-school and out-of-school suspensions cannot participate in school activities during the day and after school.

EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or others may be expelled from Saint Elizabeth Ann Seton Catholic School.

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 the behavior expectations of its students during the school day. This off-campus behavior includes but is not limited to cyber-bullying and/or misuse of technology.

STUDENT PROGRAMS

Parent/Student Handbook 2025-2026

A. Guitar Class

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

C. Academic Super Bowl- Students in grades 6-8 can participate in the Academic Super Bowl.

D. Liturgical Choir

Students in various grades have the opportunity to be in the Liturgical Choir.

E. Pueri Cantores Choir

Selected students in grades 5-8 will perform with other Catholic Schools and celebrate the Mass. Each year, it is held at one end of the Diocese.

E. Student Council

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

F. We The People- Our 8th grade participates in the Center for Civic Education, a non-profit, nonpartisan education organization that administers national and international civic education programs. The Center's flagship civic education program, **We the People: The Citizen and The Constitution** was developed in 1987 and adopted by the Commission on the Bicentennial of the U.S. Constitution, chaired by Chief Justice Warren E. Burger, as the principal education program of the federal Constitution's bicentennial. The success of the program at the Bicentennial Commission led Congress to continue the program through the U.S. Department of Education from 1993 to 2011 as an authorized program of the Elementary and Secondary Education Act.

G. National Junior Honor Society -NJHS is an organization established to recognize outstanding middle-level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship. Five main purposes have guided chapters of NJHS from the beginning: to create enthusiasm for scholarship; to stimulate a desire to render service; to promote leadership; to encourage responsible citizenship; and to develop character in the students at secondary schools. These purposes also translate into the criteria used for membership selection in each local chapter. Students in grades 6-7 who have a cumulative G.P.A of 3.5/4.00 and a cumulative conduct grade of an A- will be sent an invitation to go through the application/selection process. If the students receive a letter, they may apply to NJHS for the following year. If they choose to complete the application, then the selection committee will review their application, and they will be considered for induction. Each year, the members selected may vary due to spots available. The total member spots available are no more than 30.

Students 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 3.50 on a 4.0-point scale as well as an overall conduct grade of at least an A-. Those students who meet this criterion are invited to complete a Student Activity Information Form and an 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 (off and on campus), 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 non-selection in writing. **No late applications will be accepted.**

Following the 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

Parent/Student Handbook 2025-2026

(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 service projects. Students or parents who have questions regarding the selection process or membership obligations can contact the moderator of NJHS.

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

Annually, academic, and behavioral awards are given to students. The document below outlines all the awards that are given either at the all-school Mass or in the classroom.

Students' Awards

SACRAMENTAL PREPARATION

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

MASS

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

LIBRARY

Students in PK through 8 have the opportunity to use the school library. Students are permitted to take out items per week. For any books lost or irreparably damaged, students will be charged the 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.

SCHOOL COUNSELOR

A school counselor is available. They will provide classroom instruction geared toward teaching life skills regularly 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. They may also assist the resource teacher in progress monitoring.

The goal of the counselor/social worker 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 ILEARN test three times per year, called Checkpoints, as well as a summative test in the spring. Students in grades 2 and 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-2 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

Parent/Student Handbook 2025-2026

into learning as it occurs. K-2 students will take the MAP oral reading fluency assessment three times per year. This tests early foundational literacy skills.

Through MTSS (Multi-Tiered Systems of Support), Saint Elizabeth Ann Seton Catholic School monitors all our students academically and behaviorally. Interventions are implemented as needed to target specific skills. These interventions may take place in the classroom and/or with the resource staff. Interventions are documented and monitored.

LUNCH PROGRAM

1. Student Hot Lunch - \$3.25 (milk included)
2. Student Salad Bar - \$3.25 (grades 5-8)
3. Cold Lunch Milk/Juice \$1.00
4. A la Carte- \$1.25
4. Adult Lunches - \$4.25
5. Lunch Times:
10:30 grades 4-5
11:00- grades 6-8
11:30- grades 2-3
Noon- grades Preschool-1

Hot Lunch Program and Charging Policy

- Every student has their lunch account. When applying money to their account, please send payments to the main office with each student's name, class, and the amount you wish to put in their account.
- Students eligible for free/reduced meals also have individual lunch accounts. Money can be applied to their accounts for a la carte items, juice, and extra milk. Only the hot lunch/and salad bar qualifies for the free/reduced pricing.
- When your student's lunch account falls below \$0, a negative balance notification will be sent home. If your student's account continues in the negative, an email reminder will be sent or a phone call from the office will be made. The principal will be made aware of any severe negative balances. *Application for a change in meal eligibility is always available through Mrs. Tourney.
- If a student's account is negative, they will be allowed to charge their lunch until payment is made. No student is denied a hot lunch/salad bar.
- If there are charges on the student's accounts, parents will receive bills during the 4th quarter. This is run through the FACTS and Incidental Billing. If any bills are not paid, a student's report card will be withheld. If the parent still has not paid by the start of the new school year, the amount owed will be placed on the new tuition for the following year.

MyPaymentPlus

As we move forward, our goal is to implement paperless communication. Whether you pay online or send your payment to the main office, all families are expected to set up their students' lunch accounts with MyPaymentsPlus for lunch account viewing. There is no cost to enroll in MyPaymentsPlus. For enrollment, you will need your student's lunch ID number, which will be available at the Communications Table on Verification Day or **contact the school office**. The software provider assesses a fee of 4.75% for the online payment option, but lunch account viewing is free.

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. No food is to be thrown.
6. Each class will have assigned tables.
7. Due to allergy concerns, students are not to share food with other students (i.e. nuts, ghost peppers, habanero peppers, peanut butter, etc...)
8. Students are to follow any rules posted in the cafeteria.

Parent/Student Handbook 2025-2026

Playground rules

PK-5 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. All Students MUST be appropriately dressed for all weather conditions (hats, gloves, coats, etc). The playground rules are for each student's safety. No climbing on top of the equipment (poles, ripcord runner, tubes, bike rack, benches)

1. Students must slide down the slide and go up the stairs. No blocking slide at the bottom. Students may only go down the slide in the sitting position.
2. Trees, shrubs, and landscape items are not to be touched.
3. 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.
4. Students must ask permission to use the restroom.
5. We encourage play at recess; however, excessive roughness will not be tolerated.
6. Playground equipment must be used appropriately (no flipping or hanging upside down).
7. Chalk may only be used on the parking lot, sidewalks.
8. All students are to stop, look, and listen when they hear a whistle.
9. When the siren is sounded or the whistle is blown, students are to immediately line up.
10. Students are to follow any rules posted about the playground.
11. Recess Oasis is available for students in the youth room. It is sponsored by our school counselors.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment concerning 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. Divorced parents must 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.

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 1, 4 & 7 new students and referrals from the teacher.
2. Vision screening - Grades 3, 5, 8, and referrals from teachers will be screened. Please note: Kindergarten must be screened by an Optometrist or Ophthalmologist.

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

RENTAL BOOKS

1. No rental books should ever be written in or on.
2. Students are responsible for maintaining their books in the condition in which they receive them.
3. Fines will be collected for damaged books.
4. A student who loses a rented book must pay the full price for a replacement book.

COMMUNICATION

Parent/Student Handbook 2025-2026

Every week, the school office sends home school information on Wednesday electronically, which includes a newsletter, calendar, lunch menu, and other important information. Parents will be notified by phone or note in case of academic or behavioral problems in school.

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 the teacher to attend a conference. The principal welcomes parents' requests 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. We encourage parents to use e-mail addresses. We take each concern seriously and will follow up. **Parents are not to go to a classroom during regular school hours 8:00 AM. - 3:15 PM., without seeking approval from the administrator or school secretary first.** All visitors and volunteers must sign in at the school office.

ACCIDENTS

Accidents of any nature that 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 school fees. 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. The student's school insurance is secondary.

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

LOST & FOUND

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

Unclaimed clothing is placed on the "Lost & Found" table in the atrium. Valuable items are kept in the office until identified. It is recommended that parents put identification on their 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 AND ILLNESS

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 by the parent immediately upon the arrival of the student at school. It is the nurse's responsibility to oversee the distribution of the medication.
3. **When it is time for a refill or change of medication, the nurse will call the parent. The parent will come into the school office to pick up the medication container.**
4. **Parents or guardians are the only ones that can bring medication into school.**

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

You also need a Medical Consent Form for over-the-counter medication (Tylenol, Advil, etc..).

Parent/Student Handbook
2025-2026

Students should be fever-free for 24 hours without the use of fever-reducing medications, such as acetaminophen or ibuprofen, before returning to school.

For parent information: when to keep your student home and when they may return:

- **If your child has a FEVER (Any temperature over 100.4°F): Your child must be fever-free for 24 hours (without the use of Tylenol or Ibuprofen) before returning to school.**
- **If your child has DIARRHEA: Must be diarrhea-free for 24 hours before returning to school.**
- **If your child is VOMITING: Must be free from vomiting for at least 2 solid meals.**

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 decide on 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 or may use the phone in a behavior/discipline situation..

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, Bluetooth ear/headphones, ipods, handheld video games, tablets, or any other personal electronic devices, etc. **From 7:15-3:00, students are NOT permitted to wear Smart Watches, iWatches, etc..This is similar to our cell phone policy. They are permitted to go and in their lockers.**

Students who are caught breaking the electronic policy for the first offense will have their electronic device taken away for one week, for 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 (including Remind 101) as part of the online registration/enrollment procedure. 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/POSTS

Engagement in online blogs and/or social media 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 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**

Parent/Student Handbook 2025-2026

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 that 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 that an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. Ongoing 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 wear the Saint Elizabeth Ann Seton Catholic School badge
- Refuse to let others be bullied and speak up if they see bullying
- Reach out to students who are being bullied and be a friend. Student Ambassadors will be involved.
- Include all students who 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
- 5th and 6th-grade students will participate in the Owning Up program
- 7th-grade students will participate in the Theology of the Body program
- 8th-grade students learn positive social interaction through Confirmation and Leadership activities throughout the year
- Report bullying and all inappropriate activity to an adult
- The School Counselor visits all classrooms and teaches Social Awareness and Anti-Bullying curriculum.
- All students and staff are encouraged to speak to any adult if they "see something." (See Something, Say Something)

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 the 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

Parent/Student Handbook 2025-2026

- 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 the 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 per 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. Students 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:
 - Referrals
 - Mediation
 - Loss of privilege(s)
 - Parent conference
 - Suspension
 - Expulsion
 - Referral to a local law enforcement agency

ACADEMIC GOOD STANDING AND EXTRACURRICULAR ACTIVITIES

Academics remain the **top priority** in developing a well-rounded student within a school environment. Participation in extracurricular activities is a **privilege**. It requires self-discipline and responsibility on the student's part to maintain the academic expectations of the school. This helps students become better prepared in managing multiple expectations from teachers, coaches, bosses, and leaders in high school and beyond.

Extracurricular activities include all sports, student council, show choir, dances, guitar class, musicals/plays, and NJHS and other activities administration deems fit.. The following requirements must be met and maintained to be eligible for such activities:

1. No "F" on the Report Card or Progress Report
2. A "C" average in all academic subjects
3. A "C" or above in conduct
4. Administration has the right to remove a student from an extracurricular activity due to academic or behavioral concerns.

Academic Ineligibility Procedure:

As indicated by quarterly, mid-quarterly progress reports, **or administrative discretion**, if a student fails to meet one or more of the above requirements, he or she will be placed on academic probation. **Progress Reports and Report Cards will go home electronically on Thursdays, with the eligibility notices going home to parents and notifications sent to coaches and co-curricular chairs on Friday.** The 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 the fourth quarter report card, the student will be placed on academic probation for the first two weeks of the following school year. Academic probation does not apply during the summer or Christmas break. Upon receiving an ineligible progress report, a notice will be sent home via email to the parents/guardians by the principal. From that point, the administration will be responsible for informing the students, parents/guardians, and coaches of eligibility status.

Parent/Student Handbook 2025-2026

Student Self-Reporting:

In rare circumstances, if a student's grades return to academic good standing before the two-week reporting period, he/she has the option to complete the Re-Eligibility Form. If they meet all expectations for academic good standing at that time, the principal will consider lifting academic probation.

Additional notes:

1. Students must be in school at least one-half of the school day (minimum of 4 hours) to attend an evening school function and/or sporting event.
2. During any in-school suspension (ISS) or out-of-school suspension (OSS), suspended students will not participate in or attend any school-sponsored activities during the day or after school.
3. Exceptions to the above may be made at the discretion of the principal and/or pastor.

DRESS CODE

Students are expected to dress neatly, cleanly, modestly, and attractively. Whether uniform or special occasion, clothing is size-appropriate. No excessively large or small attire is permitted. Hair should be clean and neat in appearance. Boys' hair is to be cut above the collar and 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 an administrative-approved uniform for all regularly scheduled K-8 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.

Students are expected to dress neatly, cleanly, modestly, and attractively. Whether uniform or special occasion, clothing is size-appropriate. No excessively large or small attire is permitted. Hair should be clean and neat in appearance. Boys' hair is to be cut above the collar and 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. Student ID cards must be worn at all times. 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.

Girls: Grades K-4 wear a uniform jumper (Land's End) and a monogrammed knit polo with collar (Land's End or NAS), available through the uniform company. K-4 may wear a plain, white, "Peter Pan" collar shirt. Grades 5-8 will wear a uniform skirt (Land's End), and a monogrammed, knit **polo (maroon, gold/yellow, black, white, or blue)** with collar, available through the uniform company (Land's End or NAS). Grade 4 can wear a skirt or a jumper. **Skirts are to be no shorter than three (3) inches from the back of the knee.** **Parents will be notified if their student's skirt is too short and needs to be replaced.** Girls may wear a long-sleeved shirt under their polo for warmth. This shirt will have no print, a solid color of white, black, or gray.

Parent/Student Handbook
2025-2026

Sweaters/Vests: Plain monogrammed, black available through Land's End and NAS.

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

Slacks: Plain navy blue and plain khaki available through either uniform company (Lands' 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 the uniform section at the store. No cargo pants, no jogger pants, or tight-fitting pants are permitted.

Shorts: Plain navy blue and plain khaki are available through either uniform company (Lands' End or NAS). **Grades K-8 may wear uniform shorts year-round.** We encourage students to wear a belt. (Shorts may also be purchased at Walmart, Kohl's Target. Look for the uniform section at the store. No cargo shorts or short shorts (**nothing shorter than 3 inches from the back of the knee**) are permitted. **Students in K-5 have outdoor recess when the temperature is above 15 degrees.**

Socks: Are required. Solid knee-high or ankle socks are to be worn with the following colors recommended: white, maroon, black, gray, and navy. Tights are permissible in the following solid colors: white, beige, black, gray, and maroon. **For grades K-8, black, blue, or gray only ankle-length leggings can be worn under the jumper or skirt. No multi-colored leggings or tights are permitted. Only black, blue, and gray.**

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

Boys:

Shirts: Uniform monogrammed, short sleeved knit **polo (maroon, gold/yellow, black, white, or blue)** 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. Also, boys may wear a long-sleeved shirt under their polo for warmth. This shirt will have no print, a solid color of white, black, or gray.

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

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

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

Shorts: Plain navy blue and plain khaki are available through either uniform company (Lands' End or NAS). **Grades K-8 may wear uniform shorts year-round.** We encourage students to wear a belt. (Shorts may also be purchased at Walmart, Kohl's Target. Look for the uniform section at the store. No cargo shorts or short shorts (**nothing shorter than 3 inches from the back of the knee**) are permitted. **Students in K-5 have outdoor recess when the temperature is above 15 degrees.**

Socks: Are required- solid colors.

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

If a student is out of uniform or has a dress code violation, students will receive a uniform violation Powerschool log entry.

P.E. CLOTHES

Students in grades 6-8 are required to wear a P.E. uniform. These uniforms will be ordered through National Athletic Sportswear. Students will wear a gold PE school-printed t-shirt and maroon athletic shorts. They can also wear solid black athletic sweatpants. All items are purchased through NAS. Students will wear their P.E. uniforms to school on the days they have P.E. Students will wear their P.E. uniforms all day long on those days. On colder days, students may choose to wear P.E. solid black

Parent/Student Handbook
2025-2026

sweats, athletic pants with their gold school-printed t-shirt.. There is no print, wording, or emblem on these pants.

SPECIAL OCCASION UNIFORM GUIDELINES

Students may wear:

- *dress/skirts- nothing shorter than 3 inches of the back of the knee
- *jeans (no holes)
- *khaki pants
- * athletic pants (no see-through)
- *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.

If students do not follow the guidelines of the special occasion uniform, students will receive a uniform violation log entry.

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 parents/guardians, teachers, and school administration, and to provide extra funds through fundraising activities. A membership fee established by HASA shall be charged to each preschool-8th-grade family. HASA supports the school through 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 participates 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 to each family that participates.
 1. At the discretion of the principal, academic performance 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 canceled. 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 AND CELEBRATIONS

The stewardship program for students in Preschool through Grade 8 is entitled **“Go Light Your World.”** 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.

Parent/Student Handbook 2025-2026

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 Aboite Lutheran Church. 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. Saint Elizabeth Ann Seton Catholic School follows Standard Response Protocol (SRP).

FIELD TRIP POLICIES & FORMS

Field trips are educational opportunities provided for the students. They are not a right but a privilege. Students showing conduct that 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.

VOLUNTEERING IN AND OUT OF THE SCHOOL

Anyone who volunteers in or out of the school must follow these rules: 1) Parents volunteering to drive for a field trip must have adequate liability insurance and provide a copy of their valid driver's license. 2) Seat belts must be provided for all student passengers. 3) You must have a completed criminal history check on file in the school office. 4) Notify the school as soon as possible if you are unable to drive for an assigned field trip. 5) Follow all specific directions of the classroom teacher in charge of the field trip. Do not bring other siblings or daycare children with you on the field trip, volunteering in or out of the school. 6) Only those children in the class may be transported. Drive only to and from the specified field trip destination. Do not stop for personal errands or to get treats for the children in your vehicle.

PHOTOGRAPHING STUDENTS

Saint Elizabeth Ann Seton Catholic School periodically sends students' names and pictures to the news and/or television stations. If you do not want your child's picture or name in the newsletter, newspaper, or television station, you indicate in the Photo Refusal in the Online Registration/Enrollment Procedure.

DIOCESAN POLICIES

This Parent/Student handbook contains and incorporates policies established by the Diocese of Fort Wayne-South Bend. Diocesan policies are identified in applicable sections of this handbook. If the Diocese amends, updates, or otherwise changes the policies referenced in this handbook, the current Diocesan policies shall govern. [CLICK HERE](#) for diocesan handbook policies.

CHILD ABUSE TRAINING FOR STUDENTS

Every student in grades K-8 will have instruction in child abuse and child sexual abuse. (I.C. 20-28-3-4.5). Instruction will be given by the school counselor. All staff will be trained in child abuse, human trafficking, and suicide awareness and prevention.

CHILD ABUSE REPORTING

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons, and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's various policies, procedures, and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons, and other personnel, employees, and volunteer are subject to and obligated by this policy.

NOTIFICATION TO SUPERVISOR FOLLOWING ARREST OR DCS SUBSTANTIATION OF CHILD ABUSE OR NEGLECT

All volunteers of the Diocese of Fort Wayne-South Bend are obligated to notify their supervisor if, during the period of their volunteer service, the volunteer is arrested for any crime or identified as the subject of a substantiation of child abuse or neglect by the Department of Child Services. Notification should be made within twenty-four (24) hours of the arrest/receipt of knowledge of the substantiation, or as soon thereafter as possible. The volunteer must provide the supervisor with enough details of the relevant factors to enable the supervisor to decide whether the volunteer can continue to offer service until the resolution of the issue.

The volunteer's supervisor must alert the diocesan Safe Environment Coordinator of the arrest. For purposes of this policy, "supervisor" means:

- for grade school employees and volunteers, the school's principal;
- for non-school employees and volunteers in a parish, the parish's pastor, DRE, or Youth Ministry leader, as applicable;
- for all high school employees and volunteers, the school's principal;
- for Diocesan agency or department employees, the agency or department administrator; and
- for any others, the Vicar General.

LIVE ANIMALS

Live animals, except 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 for 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 to minimize student and staff exposure to chemical hazards:

i. The facility manager purchases chemicals for the school building; the 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 the facility manager.

b. First-in in first-out policy is followed.

Parent/Student Handbook
2025-2026

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 the 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 the facility manager’s office. The MSDS books are updated annually, and new chemicals are purchased.

b) Use

1. Chemicals will be mixed and used according to the 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, the 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 the proper disposal of hazardous waste.

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

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

INDOOR AIR QUALITY NOTIFICATION

Per Indiana State Department of Health regulations, Saint Elizabeth Ann Seton Catholic School’s indoor air quality management plan is located at 10700 Aboite Center Road, Fort Wayne, IN 46804.

All questions concerning indoor air quality in our buildings should be directed to the IAQ Coordinator, Travis Fudge, at 432-0268 ext. 110.

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 offensive objects, abusing, or demeaning an individual or group.

Parent/Student Handbook
2025-2026

TELECOMMUNICATIONS USE AGREEMENT

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.

7. At school functions, such as musicals, holiday programs, the Administration will inform parents and visitors about taking pictures and videos of the students. Some of our students are on the "No Photo" list and are not to be placed on Facebook, Instagram, YouTube, or any social media. The administration will remind parents before the events about photos and videos.

Parent/Student Handbook
2025-2026

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, Bluetooth ear/headphones, MP3 players (iPod), handheld video games, portable DVD players, etc.... **Students are not permitted to wear Apple Watches, Smart Watches, or any similar device.** Students are not permitted to have electronics on their person from when they arrive at school until their designated dismissal time. Students may not use electronics while riding on the bus. **Students will keep all devices OFF and in their lockers.**

Students who are caught breaking the electronic policy for the first offense will have their electronic device taken away for one week, for 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 (including Remind 101) is signed each year by parents and students. By signing the form, you are acknowledging the procedure and consequences of the electronic policy.

Thank you for reading through our 2025-2026 Parent-Student Handbook. By reading through and enrolling in our school, you are supporting our policies and procedures at Saint Elizabeth Ann Seton Catholic School as well as the Diocesan policies and procedures. Please sign, answer the Photo Release, and return the Handbook receipt below or before by August 4, Verification Day.

**AUTHORIZATION TO PUBLISH STUDENT/PARENT PICTURES ON
SCHOOL/DIOCESAN WEBSITES AND IN SCHOOL/DIOCESAN PUBLICATIONS 2025-
2026**

Our Saint Elizabeth Ann Seton Catholic School and our Diocesan Catholic Schools Office maintain websites and print promotional materials. These mediums are used to highlight student/parent accomplishments and other school-related involvement. From time to time, we may determine it beneficial to publish pictures of students/parents, as individuals/groups, on websites, in brochures, etc., for any number of reasons, e.g.:

1. Acknowledgment of students/parents receiving honors and achievements;
2. Participation in athletics, student/parent organizations, clubs, or school-sponsored extracurricular activities;
3. Participation in the school or school-sponsored events;
4. Depictions of students/parents with special school-related occasions or times of year, e.g. athletic events, graduation, school service projects, etc.

We believe that the publication of student/parent pictures on publicly accessible websites assists us in promoting the success and benefits of our school and diocese, and the accomplishments and efforts of our students and parents. We would like to seek your approval before considering using your pictures. Permitting to use your picture does not necessarily mean your picture will be used. Thank you for your consideration.

- Yes, I understand the content and meaning of the Authorization to Publish Student/Parent Pictures on School/Diocesan Websites and in School Diocesan Publications** found above, and I give Saint Elizabeth Ann Seton Catholic School permission to use photos of me and/or my child/children at their discretion.
- No, I do not grant permission for Saint Elizabeth Ann Seton Catholic School to use photos of me and/or my child/children on School or Diocesan Websites and/or Publications.**

Parent/Student Handbook
2025-2026

HANDBOOKS RECEIPT ACKNOWLEDGMENT 2025-2026

By signing below, we acknowledge that we have received a copy of the Saint Elizabeth Ann Seton Catholic School Parent-Student Handbook. We understand that the handbook contains important information about the school, its programs and 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.

Signature Page

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 we should ask for clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or to 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 consistently with those rules and guidelines.

DATE

PARENT PRINTED SIGNATURE _____

PARENT WRITTEN SIGNATURE _____

PARENT PRINTED SIGNATURE _____

PARENT WRITTEN SIGNATURE _____

STUDENT PRINTED SIGNATURE _____