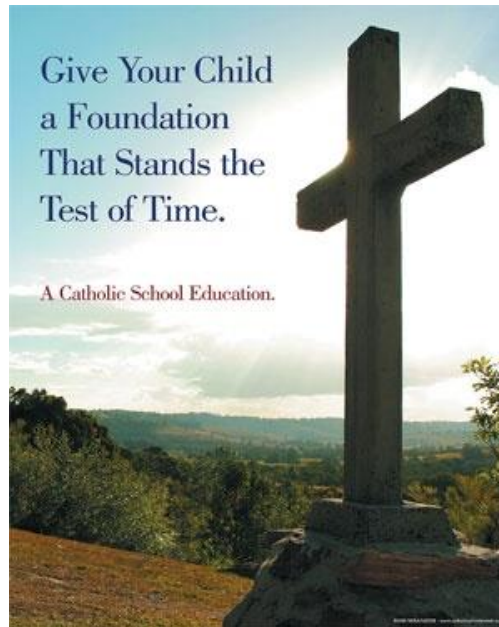


SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL



PARENT/STUDENT HANDBOOK

2024-2025

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

Parent/Student Handbook
2024-2025

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MISSION STATEMENT

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

VISION STATEMENT OF SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL

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

SCHOOL IDEAL

Be it known to all who enter here that

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

TEACHER IDEAL

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

PRINCIPAL-TEACHER RIGHTS

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

STUDENT RIGHTS

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

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

PARENTS AS PARTNERS

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

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

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

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

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

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To notify the school by phone or email when the student has been absent or tardy;
To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To 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 a 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.

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. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation 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 which provide a young person with both guidance and security.

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It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. 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 \$45.00 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 \$75.00 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 prior to 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 that social and academic behaviors are in compliance 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.

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

Classification A

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

Classification B

Applicants who are siblings of current K-8th 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 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.

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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.

Classification F

Applicants who do not meet Classifications A-E. If prioritization is required within this classification, prioritization will be established based upon 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 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 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 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 in accordance with 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 \$75.00 and returning students are assessed \$45.00 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 in accordance with the procedure and fee schedule instituted by the School Board. For information on tuition assistance, contact the school office. Only families who are active parishioners qualify for financial aid.

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

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HASA fee per family is \$50, and a 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 2024-2025

1 student K-7	\$7,100 each
1 student 8 th grade	\$7,350 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 can be withdrawn the following ways: twice a year, 10 months, or 12 months. Parents can also pay in full for tuition at the August registration. 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 school by 8:15 AM. Excessive tardies interfere with the child's learning instruction and can result in further disciplinary actions. A student is tardy if he/she arrives later than 8:00AM. Saint Elizabeth Ann Seton Catholic School follows the Diocesan policy for Irregular/Unexcused Student Attendance.

- A. After a student is absent/tardy for six (6) days per school year, the school counselor/Dean of Students will contact the student's parent/guardian. The date and content of this contact will be documented.
- B. After a student is absent/tardy over twelve (12) days per school year, a conference with the teacher and/or administrator will be held with the parent/guardian and the student. An attendance contract will be established at this time and documentation shall be kept.
- C. After a student is absent over fifteen (15) days per school year, a referral will be made to Child Protective Services (CPS). In addition, every day after the 15th day, a phone call will be made to Child Protective Services (CPS). **After 15 tardies, a student will serve a detention after school. Every 5 tardies after these 15 tardies, a student will serve a detention after school.**
- D. The administration will request a doctor's note if there is absenteeism due to prolonged illness (6 or more days). Any days after the 6th day due to illness will require a doctor's note. The notes are then sent to the office.

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 8:00AM. Students with excessive tardies will be put on an attendance contract with consequences.

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

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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 8:00AM (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 7:15AM, and the students are supervised in the gym.

SCHOOL OFFICE HOURS

The school office is open from 7:15 AM – 4:00 PM Monday through Friday. Summer hours are from 9:00-1:00PM. 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 in a timely manner.

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 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 and 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 damages to school-issued technology. This includes the chargers and cases.

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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, prior to the student's departure. It is the policy of Saint Elizabeth Ann Seton Catholic School that no homework will be sent with the student leaving for vacation. The student will be responsible 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

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

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

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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 8:00AM (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, 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 prior to Verification Day.

- ***Drivers are expected to be in their designated spot PRIOR to 2:45.**

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

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

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

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

Behavior On School and Daycare Buses

We expect our students to be respectful on the bus and towards the equipment (no destroying or vandalism 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 which involve the students, faculty, and parents. This plan is a way to provide support to all involved at Saint Elizabeth Ann Seton Catholic School. Atrium doors will be locked from 8:00am-3:00pm. 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, 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 has 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 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.

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

CANCELLATIONS/DELAYS

Saint Elizabeth Ann Seton Catholic School will remain open as much as possible and provide each of our students with a sound educational program. It may become necessary to cancel school or delay its starting time because of inclement weather which may pose a health, and/or, safety factor for our students traveling to school. **Saint Elizabeth Ann Seton Catholic School will call its own weather delays and closings by 6:30AM.** 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:

[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 in order to receive report cards. Grades are determined by daily assignments, tests, and participation in class as well as other teacher-set criteria. At the end of the year report cards can be withheld because of unpaid fines due to library fees, lunch charges, technology repairs, and unpaid tuition.

STUDENT-LED CONFERENCES

At the end of the first grading period, parents and child(ren) 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 prior to the conference. Discussion between the parent/guardian, teacher and child is often helpful in determining the proper goals for the child. Teachers are available to meet with parents **by appointment**, but 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 a nine-week period to inform parents/guardians and students of the performance and/or progress at that time.

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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 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 honor roll as well as G.P.A.

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

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. Student demonstrates responsibility in all aspects of school life.
2. Student demonstrates self-control

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

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

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

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

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

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

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 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. [..\Discipline\SEASCS Discipline policy.pdf](#)

CHEATING, PLAGIARISM AND AI (Artificial Intelligence)

Cheating, plagiarism of any type will not be tolerated. Teachers will review 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 for the assignment to list all team members who participated. We specifically forbid the use of ChatGPT or any other generative artificial

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intelligence (AI) tools at all stages of the work process, including preliminary ones. Violations of this policy will be considered academic misconduct.

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 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.

EXPULSION

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

OFF-CAMPUS CONDUCT

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

STUDENT PROGRAMS

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. 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

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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. Total member spots available no more than are 30 total.

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 3.33 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 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.

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

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 a replacement cost. Books are generally expected to be returned within one week of their check-out date, although students may renew books for up to three weeks if they need more time. At the end of the school year, report cards will be held until students have paid any outstanding library fees and/or returned overdue books.

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SCHOOL COUNSELOR

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

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

The counselor is available to all students and their parents on an individual basis as well. Parents are free to call on the counselor for resources and assistance. 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 grade 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 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 - \$3.00 (milk included)
2. Student Salad Bar - \$3.00 (grades 6-8)
3. Cold Lunch Milk \$.75
4. Adult Lunches - \$4.60
5. Lunch Times:
 - 10:30 grades 4-5
 - 11:00- grades 6-8
 - 11:30- grades 2-3
 - 12:00- grades Preschool-1

Hot Lunch Program and Charging Policy

- Every student has their own individual 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 ala 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 chargers 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 report

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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 student's 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.

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 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 whistle is blown, students are to immediately line up.
10. Students are to follow any rules posted about the playground.

NON-CUSTODIAL PARENT

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

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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 teacher.
2. Vision screening - Grades 3, 5, 8 and referrals from teachers will be screened. Please note: Kindergarten must be screened from 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

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 behavior 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 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 which may require completion of insurance forms must be reported to the office as soon as possible. Otherwise, the school will have difficulty verifying the claim. All students have diocesan insurance, while at school, which is paid through their 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, 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 children's clothing.

STUDENTS' PARTIES

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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.).

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 for rides and to have other students come home with them before they come to school, not by using the phone. Students will not be called to the phone except in case of emergency 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 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, 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 with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.

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

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

Preventative Measures

Student Instruction/Awareness

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

- Students will 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 that are being bullied and be a friend. Student Ambassadors will be involved.
- Include all students that want to be involved in activities
- Grade K-8 will have periodic visitation from the School Counselor to discuss grade specific issues regarding bullying and conflict resolution
- 6th students will participate in the Owing Up program
- 7th grade students will participate in Theology of the Body program

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- 8th grade students learn positive social interaction through Confirmation and Leadership activities through 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 student’s feelings, ask questions, and act by coaching the student on what to do in the future. Finally, let the student know that you will be making a report and offer support.
- School administration requires all staff members who observe, or become aware of an act of bullying to follow these steps:

Student/Parent Action

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

Complaint/Investigative Procedure

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

Interventions/Consequences:

- Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. 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 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.

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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 with 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 coaches the next day 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 nor 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.

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 take a printed copy of his/her Powerschool “Quick Look Up” report to the principal for review. If the student meets 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 may not participate or attend any school-sponsored activities.
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 above the eyebrows. No haircut, style or color that will interfere with the learning environment will be accepted. **For boys and girls, dyed, streaked, or tinted hair is not permitted - no extreme styles. No lines may be cut into the hair. Boys must be clean-shaven.** Permanent tattoos are not permitted. Students are to be dressed in uniform when they arrive in the morning and when they leave in the afternoon. On Special Occasion Days shirts and blouses must cover the midriff. Boys and girls must tuck in their shirts. Students will be allowed to dress out of uniform on Special Occasion Days.

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

Student Uniform Policy

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

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

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clean and neat in appearance. Boys' hair is to be cut above the collar and above the eyebrows. No haircut, style or color that will interfere with the learning environment will be accepted. For boys and girls, dyed, streaked, or tinted hair is not permitted - no extreme styles. No lines may be cut into the hair. Boys must be clean-shaven. Permanent tattoos are not permitted. Students are to be dressed in uniform when they arrive in the morning and when they leave in the afternoon. On Special Occasion Days shirts and blouses must cover the midriff. Boys and girls must tuck in their shirts. Students will be allowed to dress out of uniform on Special Occasion Days.

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

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. After 3 notices, the students must wear pants instead of the skirt.** 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.

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 Land's End.

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

Shorts: Plain navy blue and plain khaki available through either uniform company (Land's End or NAS). Uniform shorts may be worn in the first and fourth quarters. We encourage students to wear a belt. (Shorts may also be purchased at Walmart, Kohl's Target. Look for uniform section at store) No cargo shorts or short shorts (**nothing shorter than 3 inches from the back of the knee**) are permitted.

Socks: Are required. Solid knee high or ankle socks are to be worn with the following colors recommended: white, maroon, black, gray, navy. Tights are permissible in the following solid colors: white, beige, black, gray, 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, Croc's, 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 Land's End.

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

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Shorts: Plain navy blue and plain khaki available through the uniform company (Land's End or NAS). Shorts may be worn during the first quarter and the fourth quarter (**nothing shorter than 3 inches from the back of the knee**). We encourage students to wear a belt. (Shorts may also be purchased at Walmart, Kohl's Target. Look for uniform section at store) No cargo shorts are permitted)

Socks: Are required- solid colors.

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

If a student is out of uniform or has a dress code violation repeatedly, an email or phone call will occur.

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 or Sportique Graphics. Students will wear a gold PE school-printed t-shirt and maroon athletic shorts. They also can wear solid black athletic sweatpants. All items are purchased through NAS or Sportique Graphics. 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 sweats, athletic pants with their gold school-printed t-shirt.. There is no print, wording, emblem on these pants.

SPECIAL OCCASION UNIFORM GUIDELINES

Students may wear:

- *dress/skirts
- *jeans (no holes)
- *khaki pants
- * athletic pants (no see-thru)
- *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, they will not be permitted to wear special occasion clothing in the future.

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

SUPPORT ORGANIZATION

A. Home and School Association

A Home and School Association (HASA) shall exist to provide information exchange between parent/guardian, teacher, and school administration, and to provide extra funds through 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 each family that participates.

1. At the discretion of the principal, academic performances and disciplinary actions may limit a student's participation in the athletic program.

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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

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. A parent coordinator can be assigned to each class and oversee the organization and participation of each project. Our Student Council takes up a collection at our All-School Masses which helps various charities in our community.

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 which does not prove them trustworthy on such occasions will not be allowed to go. Field trips happen during the school day and students who do not accompany their class are expected to be in school. They may be given an alternate assignment for a learning experience. A parent or guardian's signature on the standard school field trip permission slip is required before a student will be allowed to go. **Verbal permission by phone or a handwritten note is never permitted.**

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

Parents volunteering to drive for a field trip must have adequate liability insurance. Seat belts must be provided for all student passengers.

PHOTOGRAPHING STUDENTS

Saint Elizabeth Ann Seton Catholic School periodically sends student's names and pictures to news and/or television stations. If you do not want your child's picture or name in the newsletter, newspaper, or television station, you 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. In the event that the Diocese amends, updates, or otherwise changes the policies referenced in this handbook, the current Diocesan policies shall govern.

RELIGIOUS ISSUES

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

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ATTENDANCE IN RELIGION PROGRAM

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

SMOKE FREE ENVIRONMENT

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

SEXUAL & RACIAL HARASSMENT

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

GUN FREE SCHOOLS

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

STUDENT LOCKER/DESKS INSPECTION

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, desks, etc., any time and for any reason consistent with diocesan policy. (Diocesan Policy P4590). For students in grades 6-8, bookbags are not permitted for use during the school day. Bookbags are to be placed in the lockers. Ladies may carry a small/medium purse.

SUBSTANCE ABUSE

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

NON-SCHOOL RELATED CRIMINAL ACT

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

INTERNET POLICY

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

HANDBOOK STATEMENT FOR INTERNET USE OUTSIDE OF SCHOOL

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes harassment, derogatory use of the school name, offensive or immoral communications and safety threats. The school does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc). While the school

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filtering system establishes some parameters for appropriate use within the building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home. Annually, by reading and signing the handbook, students, parents, and staff agree to the Internet Permission Agreement and the Parent Permission Agreement. (Diocesan Policy P4630)

ACCESS TO OFFICIAL STUDENT RECORDS

Since the passage in 1975 of the Buckley Amendment, or Family Educational Rights and Privacy Act, parents have had the right to access their children's academic records. If a parent wishes to review a record, he/she must make the request in writing and give it to the principal 24 hours before the time of the scheduled appointment. (Diocesan Policy 4170)

SAFE ENVIRONMENT FACULTY AND VOLUNTEER TRAINING

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

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, employee and volunteer, are subject to and obligated by this policy.

SCHOOL INVOLVEMENT - FUNDRAISING

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

SURVEYS, ANALYSES, EXAMINATIONS

Parents and/or guardians of diocesan students have the right, upon request to inspect a survey created by a third party before the survey is administered or distributed to students. Requests to inspect a third-party survey should be made in writing to the school principal. (P4610)

LIVE ANIMALS

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

IDLING VEHICLES

Indiana schools are required to adopt and enforce a policy limiting vehicle idling on school campuses. Signs stating "No Idling Zones" will be posted where idling is prohibited. Drivers of vehicles are to turn off the engine if the vehicle is to be stopped 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

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will be exempt. See the following link for more information on idling vehicles:

<http://www.doe.in.gov/student-services/health/indoor-air-quality>

CHEMICALS IN SCHOOL

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

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

C. Steps:

a) Inventory

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

b) Purchasing

1. Chemical purchases shall adhere to the following protocol:

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

i. Facility manager purchases chemicals for the school building; 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 first out policy is followed.

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

d. This school will not purchase chemicals listed on the Banned Chemical List. (SCHOOL – PLEASE DETERMINE WHICH CHEMICALS YOU WILL NOT USE. i.e. MERCURY OR MERCURY CONTAINING PRODUCTS; CONSIDER LISTS OF CHEMICALS THAT MAY BE TOO HAZARDOUS)

2. Material Safety Data Sheets (MSDS) will be available at 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, use of cleaning products should be performed when students are not present.

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

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

c) Storage

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

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

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

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

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

d) Disposal

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

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

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

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

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

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INDOOR AIR QUALITY NOTIFICATION

In accordance with 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.

REFUSAL TO PARTICIPATE IN DISCIPLINARY PROCEEDING

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

DIOCESAN POLICIES

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

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

ENROLLMENT

I. School Admissions Policy

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

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to race, color, gender, or national origin, and reasonably accommodate the disabled in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law.

High School Admissions

In the event enrollment appears to be reaching capacity, the school is to give preference in admissions to students with Active Registered Parishioner status from feeder schools. The school may also give preference to siblings of current students or alumni and children of faculty and staff.

When a school class has reached capacity, the names of children not able to be accepted (or on a waiting list) should be given to the other Catholic high school in the area no later than the end of May. At the request and expense of the other Catholic high school in the area, the school which has reached capacity will address and then mail marketing materials provided by the other Catholic high school to the parents of the children not able to be accepted or not on the school's waiting list.

III. Academic Assessment

All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, and English proficiency, and Math. The principal or designee is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the

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superintendent of schools in writing prior to admission of students. Upon review of test data and other relevant information, the principal will make a determination regarding the school's ability to meet the needs of the student tested.

IV. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House on Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

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

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

V. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five (5) years old prior to September 1 or a date set by the State.

A school should administer a developmental assessment for determining proper placement in kindergarten.

VI. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

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

VII. Children with Exceptional Educational Needs

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

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

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VIII. Student or Prospective Students with Communicable Diseases

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

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with a prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

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

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

The review must also take into consideration the scope of the problem, education-related **issues**, and the student's rights to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney.

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

SCHOOL ATTENDANCE (P4040)

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

I. Parent/Legal Guardian Responsibility

Parent/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private schools from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and;
 1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
 2. the student provides written acknowledgment of the withdrawal which must include a statement that the student and the and the student's parent / guardian understand that

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withdrawing from the school is likely to reduce the student's future earning and increase the likelihood of the student being unemployed in the future, and the student's parents and or guardian and the school principal each provide written consent of the student to withdraw from school and

3. the withdrawal is due to financial hardships requiring a student to be employed to support the student's family or dependent, illness or an order of a court that has jurisdiction over the student, or

C. Reaches the age of eighteen (18)

II. Absences from School

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

A. Absences which are counted as present

1. Serving as a page/or honoree in the Indiana General Assembly;
2. For student in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearance pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year; or participation in civil air patrol as a member of the Indiana wing of the civil patrol for not more than five (5) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.
8. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5
9. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed (5) instructional days in a school year.

B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals
 - a. for the death in the immediate family
 - b. for persons outside the immediate family with parental permission
3. Out-of-School suspension
4. Medical and legal appointments - such appointments should be scheduled after school hours when possible.
5. School/college visits (2) – parents/guardians need to check with the individual school's policy for arranging such visits.

C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.

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2. No physician note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family Vacations
4. Absences other than defined as excused or absences counted as present.

III. Truancy

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

Habitual Truancy may be evidenced by the following:

- A. Refusal to attend school in defiance of parent authority.
- B. Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is students who have ten (10) unexcused absences in a school year.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed. (P4040)

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

V. Frequent or Prolonged Illness

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

VI. Response to Irregular Attendance

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

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

VII. Habitual Truancy Report to BMV

If a student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truancy and reported to the bureau of motor vehicles as provided by State law.

GROUNDS FOR SUSPENSION OR EXPULSION OF STUDENTS (P4520)

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

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

II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provision for disciplinary review contained in P4530.

- A. Any conduct which, in the opinion of the school officials, is contrary to the principles and teachings of the Catholic Church.
- B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct.
- C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- E. Threatening or intimidating any individual for whatever purposes.
- F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
- G. Possessing, using, transmitting, or being under the influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.

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K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or education function.

L. Using on school grounds during school hours grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile messaging conveyance device in a situation not related to a school purpose or education function.

M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be interference with school purposes or an education function.

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

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

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

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

HARASSMENT POLICY

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

School Volunteer Background Screening (P3730)

An individual who applies for a volunteer position at the school that is likely to involve regular, ongoing contact with children under 18 years of age must complete a request and authorization for a background screening in accordance with the standard diocesan background screening policy for volunteer applicants. All volunteers must complete diocesan safe environment education requirements prior to beginning their volunteer service. A parish school may coordinate such screening with the parish office, as applicable.

Please call the school office at 432-4001 or email [the school office at office@seascsfw.org](mailto:office@seascsfw.org). You can find out information on how to complete the background screening.

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

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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, 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, and any social media. Administration will remind parents before the events about photos and videos.

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, 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.

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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.

Diocesan Electronic Communication and Technology

The image of the body and the members reminds us that the use of the social web is complementary to an encounter in the flesh that comes alive through the body, heart, eyes, gaze, breath of the other. If the Net is used as an extension or expectation of such an encounter, then the network concept is not betrayed and remains a resource for communion. If a family uses the Net to be more connected, to then meet at table and look into each other's eyes, then it is a resource. If a Church community coordinates its activity through the network, and then celebrates the Eucharist together, then it is a resource. If the Net becomes an opportunity to share stories and experiences of beauty or suffering that are physically distant from us, to pray together and together seek out the good to rediscover what unites us, then it is a resource.

We can, in this way, move from diagnosis to treatment: opening the way for dialogue, for encounter, for "smiles" and expressions of tenderness... This is the network we want, a network created not to entrap, but to liberate, to protect a communion of people who are free. The Church herself is a network woven together by Eucharistic communion, where unity is based not on "likes"; but on the truth, on the "Amen"; by which each one clings to the Body of Christ and welcomes others."

Pope Francis, 24 January 2019, 53rd World Communications Day Message

Note: Throughout this policy, certain words will be noted by an asterisk. These words are defined in the appendix of this policy. Diocesan school personnel should also refer to Policy P3645 as found in the Catholic Schools Office Educational Policies. Resources and forms for use with this policy are contained in an additional supplement.

PURPOSE

This policy assists those who minister in the Diocese of Fort Wayne-South Bend by outlining the acceptable use of electronic communication and technology. The policy protects both the diocese and its members by defining use that is safe, responsible, civil, and, most importantly, reflects our discipleship of Jesus Christ. The diocese believes these resources are an important educational and evangelizing tool to further the mission of the Church. Therefore, use of these resources must always be consistent with the mission of the Catholic Church. The benefits to using electronic communication and technology include its speed of transmission, ability to reach large numbers of persons, low cost, ease of use, and opportunity for feedback and collaboration. Its thoughtful and careful use promotes healthy communication in building relationships and promoting the mission of the church. However, electronic communication is a tool in relationship-building and is never a substitute for personal encounter. Moreover, electronic communication can inflict great harm to individuals, especially minors*, and the church itself if misused.*

POLICY STATEMENT

The Diocese of Fort Wayne - South Bend may supply computers, software, internet access, and/or other electronic communication devices to its clerics, those preparing for ordination, employees*, volunteers*, ("church personnel") and students so they may complete the responsibilities assigned by their positions. All users must take care to apply these tools for their intended purposes. The diocese may monitor electronic communication or any other related use of its computers, devices and networks at any time, with or without notice to users. The diocese encourages administrators, pastors and principals to support the use of electronic communication and technology and to give church personnel the necessary training to communicate safely and responsibly while using electronic communication. Any communication that includes defamatory or harmful comments regarding the diocese, its personnel*, parishes, schools, institutions or those it serves may result in disciplinary action up to and including termination. All church*

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personnel and students of the diocese are required to adhere to the information provided in this policy when using electronic communication.

PROTECTION OF MINORS*

The diocese requires that church personnel and students comply with all aspects of the Safe Environment Policy (www.diocesefwsb.org/Policies-and-Procedures). The diocese will review alleged violations of the Children's Online Privacy Protection Act and the Safe Environment Policy of the diocese as needed. See also Policy 4170 in the Catholic Schools Office Educational Policies concerning disclosure of student education records.

ELECTRONIC COMMUNICATION

There are many forms of electronic communication with some enabling private exchanges between two or more persons while others share information in the public domain. Some forms of communication are intended only for adults* while others may include adults and minors. Those utilizing electronic communication should consider the type that best serves their ministry and those for whom the messages are intended. For example, a closed group on a social media platform allows adults and minors the freedom to communicate freely within the group. The communication has a public aspect, but it is contained within the group affording some protection. Whereas open groups on social media platforms allow for the greatest transparency and work well for outreach with adults and promoting events. Those who serve in the diocese may also use electronic communication in their personal lives. If so, they must use care in those communications also. This is due to the public nature of electronic communication and the association of content to the creator.

Examples of electronic communication platforms

Learning management systems (LMS): used in educational settings for class and course work. Ex. Canvas, Blackboard, Google Classroom; Information management systems: information system used for decision-making and reporting, including the coordination, control, analysis, and visualization of information or financial transactions in an organization. Ex. Powerschool, CMG Connect, Parishsoft, and FACTS, Social media* platforms: used to communicate with others, find people with like interests, share information. Ex. Facebook, Twitter, Instagram, Snapchat, LinkedIn
Texting/email, and marketing platforms: send short messages (texts or email) via mobile devices or using an online application. Ex. Remind, Flocknote, Constant Contact, MailChimp, and GroupMe,
Websites/online accounts/blogs

The diocese may approve the creation of ministry websites*/online accounts or blogs* on platforms but only as an extension of a ministry, program, or event. Initiation of such sites must have the prior approval of the proper supervisor*/administrator before beginning such work. Supervisors who give approval to an individual to create a ministry website/online account/blog for dispersal of information are responsible for it. The diocese does not permit use of a personal site* or account to be used by lay employees, volunteers, or those preparing for ordination as the official means of extending a diocesan, parish or school ministry, program, or event. Clerics may use personal sites to share homilies and other spiritual resources.

Email

The diocese requires that a ministry/work email account be established and used in all ministry and professional work on behalf of the diocese by clerics, those preparing for ordination, and employees. The account should be in a domain that is owned or controlled by the diocese so that archiving of all messages is possible for retrieval if needed. The pastor/principal/supervisor should ensure every employee who needs an email account to complete job duties has one.

The diocese does not permit use of a personal email account to conduct ministry or work on behalf of the diocese by clerics, those preparing for ordination, or employees. While volunteers may use their personal email accounts in their volunteer role, the parish/school may consider providing an account in the parish/school domain to certain volunteers so that it controls access to and retention of messages.

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Cell phones/other devices

Since the diocese does not provide cell phones to most of its church personnel, they may use their personal devices for electronic communication. When doing so, adults in their roles within the Diocese of Fort Wayne-South Bend must use the approved electronic communication methods outlined in this policy. In cases where organizations do, however, provide a device that is owned or paid for by a diocesan entity, the diocese shall retain all rights to monitor, track, or analyze usage of the device.

Confidential and proprietary information

Church personnel are prohibited from disclosing information that is understood to be held in confidence by the diocese, FERPA (the Family Educational Rights and Privacy Act of 1974) or HIPAA (Health Insurance Portability and Accountability Act of 1996). Church personnel are prohibited from disclosing any information that is proprietary to the diocese, except by explicit permission of the appropriate authority.

Trademarks and logos

Use of the diocesan crest, logo, and name requires explicit permission from the diocesan Communications Office. The diocese does not allow use of its name, trademarks or logos, names of any parish, school or entity of the diocese on personal websites or in any way that could reasonably suggest diocesan or affiliate sponsorship or agreement with any views expressed on personal accounts. The crests of the bishops belong to them and are not to be used in any unofficial capacity.

Right to review

The diocese reserves the right to review the electronic communications of any church personnel that is generated by diocesan accounts or using diocesan equipment.

RULES/PROCEDURES

In using electronic devices to communicate in their roles with of the Diocese of Fort Wayne- South Bend, including but not limited to email messages, text messages, tweets, websites, blogs, and social networking sites, church personnel and students will:

Always use respectful language.

Maintain appropriate relational boundaries in all forms of communication.

Never access, post or send immoral, obscene, illegal, threatening, abusive, defamatory, or profane material or pornography (adult or minor) of any kind to any person.

Never send anonymous messages. Messages sent by an address from an office holder, such as info@diocesefwsb.org or bishopsoffice@diocesefwsb.org are permitted.

Create usernames on a diocesan-owned entity or third-party account that allow transparency as to the identity of the user.

Treat all communication as if it were public. Communication via these forms of technology does not always remain private. Always use language and communicate as if you were face to face with the person. The message may be altered and sent beyond the original author's intention.

When communicating with minors using forms of electronic communication:

The purpose is to provide information related to a ministry, educational activity, or event and not for socialization or other personal interaction. Prolonged conversations or interactions of a personal nature with minors through such communication methods are not permitted. Family members are exempt. Parents must be notified of the methods of communication which are used with their minor children and their consent obtained. Parents must be granted access to such communications including the minor's account login credentials and/or membership in a closed social media group. Written verification of understanding from parents/guardians is required. See the resources and forms document for a sample form.

Social Media/Network or other electronic communication may not be used to communicate directly to minors who have not reached the 9th grade, but instead should be directed to their parents. Educational or curriculum-based electronic communications are acceptable for those below 9th grade if it is approved by the pastor/principal/supervisor and parents/guardians via signature(s) and occur on a learning management platform used by the school. These programs must always be transparent in nature and freely

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accessible by parents/guardians. If the school allows individual communication between adults and minors on the platform, e.g. teachers and students, then parents must be informed that this feature will be used and given access to the messages. It is also acceptable to create public organizational pages which may be viewed by any individual. Minors may only be given information to follow these public pages if they are permitted by the rules of the site to open an account.

For electronic messages that are sent to groups of minors who have reached the 9th grade, the following is required:

Email: Parents/guardians informed of use with their minor children and written consent given.

Message sent to all members of group. Parents copied on message if they request this. Supervisor copied on all messages.

Text: Parents/guardians informed of use with their minor children and written consent given. Message sent to all members of group. Parents copied on message if they request this. Supervisor copied on all messages.

Post on social media platform: Parents/guardians informed of use with their minor children and written consent given.

Posts or messages are visible to all group members. Parents are invited or admitted as members if the group is closed.

Supervisor given access to the social media site or designated as a co-administrator with full access and posting privileges to the social media account.

For messages that are sent to individual minors (9th grade and above), the following is required:

Email: Parents/guardians informed of use with their minor children and written consent given. Parents copied on message.

Text: Parents/guardians informed of use with their minor children and written consent given. Parents copied on message.

Telephone call: Parents/guardians informed of use with their minor children and written consent given. Calls are made infrequently and only for a purpose associated with ministry, program, or event. Calls are not made for socializing.

Post on social media platform: Not recommended between adult and individual minor.

When using social media sites for communication with minors, a closed or private group or page may keep the group safer as it prevents interference from outsiders. When using a ministry social media account, adults must not "follow" or "like" a minor but may accept the request from minors who are involved in the ministry. Church personnel may not post publicly or privately on a minor's personal social media page. When minors form their own electronic communication groups, adults should not join these groups. If the teens involved with a ministry, club, team or organization have a running group message, the ministry and/or its leaders would not be responsible. If minors contact an adult engaged in ministry without copying their parents/guardians on the message, (other than a "follow" request), the adult may reply with a group message (i.e., when the personal contact was for information relevant to the group). When the contact is such that a group response is not appropriate, the adult should respond with: "/ have received your message but am unable to reply as you have not copied your parent/guardian on the message. Please resend to me with at least one parent/guardian copied so that I may reply to you. If this is an emergency and you need to communicate with me immediately, reply and include that in your message. Thank you." It is also permissible for the adult minister to respond to the message if the parent is copied. Church personnel should maintain copies of all such messages. Adults are permitted to initiate communication with minors between 8:00 AM and 9:00 PM. They may respond to communication sent to them by a minor outside of this time period only if it is an emergency, urgent such that it cannot wait until the next morning

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or occurs in the context of a retreat or pilgrimage and is necessary. Online "chatting" with minors is not permitted.

Adults must remember that they are adult professionals who are rendering service to a minor. Appropriate boundaries must exist between adults and minors so that effective ministry may occur. Adults are not friends or buddies with the minors they serve. All electronic interaction with youth should be conducted as if the adult minister would be willing to say or give the same response in person, in the presence of that minor's parent. Additional information for social networking sites (as part of a parish, school or diocesan site) Before creating a social media account on a platform, the pastor/principal/administrator must approve its use in writing. See the resources and forms supplement for a form for this use. There must be at least two administrators with rights for each social media account used for ministry communication. The adult creating the account should use electronic communication platforms that are based in the United States to assure compliance with US laws for safety, security, and privacy. Consider the audience and purpose of the account to determine if it should be a public or private site. The site administrator must approve each request to follow/like the site after verification of current participation in the program or ministry. Do not post or distribute personal identifiable information of a minor without verifiable consent of the parent or guardian. Personal identifiable information includes the minor's home address, email address, telephone number or other information that would allow someone to contact the minor. Personal identifiable information pursuant to this policy also includes any photo and/or video of a minor that is published or posted along with the minor's name or the name of any family member of the minor, or the minor's age or grade level. Verifiable consent may be given by a release/permission form, an email from a parent or guardian, a parent/guardian request, or spoken permission by a parent or guardian in the presence of another adult. Absolutely no tagging pictures with the minors' names or other identifiers which could show up in search engines can be used without a parent's/guardian's written permission. (Use of diocesan permission form required).

Post rules of conduct on the site. If public posting or replies to posts are allowed, site administrators must actively monitor the content for appropriateness and civility; deleting such content and/or blocking or sanctioning members that do not abide by those principles. Snapchat is not youth ministry friendly. Attempting to connect with youth with a personal account or attempting to set up a ministry account is not compliant with proper professional standards.

Computers

In using a computer or other electronic device supplied by the Diocese of Fort Wayne-South Bend or one of its entities, church personnel must:

Respect the privacy of other users.

Respect and honor copyright and license agreements.

Safeguard user identification (user ID) and private passwords.

Protect information from unauthorized use or disclosure.

Never use the computer for illegal purposes or in any way that violates any international, federal, state or local laws.

Never use the computer to harass, threaten, or transmit inappropriate material.

Every student in K-8 will receive a Chrome Book or laptop to use in school and at home. The family and students will sign a Computer Acceptance and Returning Agreement at the beginning of the school year. This agreement ensures the safe return of the computer, charger, and computer cover.

When separating from employment or volunteer service with the diocese, never delete any computer files or download diocesan information without appropriate authorization.

Internet access

In accessing and using the internet from diocesan-owned electronic equipment or accounts, all church personnel must adhere to the above-mentioned items. Also, they must:

Never attempt to block, bypass or remove filtering software.

Use great care when downloading files from the internet to the diocesan, parish or school system. Files must be scanned for viruses. Compressed files should be scanned before and after decompression.

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ENFORCEMENT

The Diocese of Fort Wayne-South Bend will enforce the policy set forth here and expects all church personnel to comply. Failure to comply with any of the provisions of the Electronic Communication and Technology Policy will be grounds for disciplinary action up to and including termination. The diocese reserves the right to make changes to this policy at any time, at its sole discretion, and interpret and administer the policy considering circumstances and events.

GENERAL DECREE

In accord with C/C/83 can. 29, I hereby promulgate this Electronic Communication and Technology Policy as particular law for the Diocese of Fort Wayne-South Bend and decree that it is to take effect on August 12, 2019.

*All previous particular law relating to this is hereby abrogated.ry Reverend Mark A Gurtner Chancellor
Given on August 12, 2019.
at the Archbishop Noll Center, Fort Wayne, Indiana*

+ Kevin C. Rhodes

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Appendix - Definitions

Adult: An individual who is eighteen years of age or older .

Blog: A blog is a website usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. "Blog" can also be used as a verb, meaning to maintain or add content to a blog.

Cleric: An ordained priest or deacon incardinated in the Diocese of Fort Wayne-South Bend, a priest or deacon who is a member of a religious institute or society of apostolic life if engaged in a ministry in the Diocese of Fort Wayne -South Bend at the direction of its bishop, or any priest or deacon incardinated in another diocese but who is engaged in a ministry in the Diocese of Fort Wayne-South Bend at the direction of its bishop.

Electronic Communication: All electronic communication technologies that are used to transmit information between persons either individually such as through text message or email message or those used to communicate through social media with small or large numbers of persons .

Employee: Any person who is paid by the diocese for his or her work.

Interactive website: A website that allows its users to communicate. A website in which visitors can post their replies and comments to communicate with the person behind the website to get solutions for their query in a more entertaining and effective manner. Some of the most common types of interactive websites include blogs, forums, wikis, and social networks. Interactive websites allow users to change the way the website displays, play games, interact with friends online, and perform a host of tasks.

*Micro-blog: A form of multimedia blogging that allows users to send brief text updates or micro media such as photos or audio clips and publish them, either to be viewed by anyone or by a restricted group which can be chosen by the user. These messages can be submitted by a variety of means, including text messaging, instant messaging, E-mail, digital audio or the web. The content of a micro-blog differs from a traditional blog in that it is typically smaller in actual size and aggregate file size. A single entry could consist of a single sentence or fragment or an image or a brief, ten-second video. * Example: Twitter- A form of micro-blogging, entries are limited to 140 characters .*

Ministry Website: An Internet website/tool created by employees, clerics and volunteers for the sole purpose of conducting diocesan/affiliate business.

Minor: A person under 18 years of age. A person who habitually lacks the use of reason is to be considered equivalent to a minor (ref. Essential Norms for Diocesan/ Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons).

Password-Protected Sites: Sites that use a username/password or other such means to access all or portions of the site. For example: Powerschool account for grade and student information at a school.

Personal website: A social network page, blog or any Internet website/tool created by employees, clerics, and volunteers primarily to share personal communication with friends and family.

Personnel: Persons associated with the church such as clerics, those preparing for ordination, employees and volunteers who minister on behalf of the diocese

*Social Media/Network: Social media networks are Interactive, a place to share information/content, mediated by algorithms, and create virtual community/networking among members. Individuals are allowed flexibility in privacy settings, in posting text, photos, video, links and other information, and in level of interaction with other members. *Examples: Facebook, LinkedIn, Twitter, YouTube and Flickr are often also included in lists of social networking sites (although sometimes YouTube and Flickr are designated as multimedia sharing sites, while Twitter is currently more often designated as a micro-blogging application).*

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Supervisor: The hiring and/or supervising agent: for parish staff this is the pastor; for parish volunteers, the appropriate administrator (e.g., Director of Religious Education or Director of Youth Ministry); for school personnel, the principal/pastor.

Volunteer: An adult or minor who works without financial or material gain on behalf of the diocese, who is not an employee or a cleric (for example, an intern, catechist, scout leader, coach, student teacher and others in similar capacities).

In order to maintain the integrity of our parish/school accounts, no student or parent may create a Facebook®, Twitter® or other social media online account under the name of the parish/school or any sponsored organization of the parish/school without written approval of the parish/school administration. Disciplinary action may be necessary if unauthorized creations occur.

Defamatory or derogatory engagement in any social media regarding Parish, its school, any of the parish/school administration, the faculty, other students, or other students' parents may also result in disciplinary action. Electronic Communication Notification & Release (for use by parishes and schools) - Parental consent for use of electronic communication with minors

Permission is granted to the parish, school or organization to modify and duplicate the electronic communication release written below. Electronic communication usage releases must be renewed each year (usually at the start of each academic formation year). Parish religious education programs and schools may add this information into the parent/student handbook. If this is not done, prepare the information below on the appropriate letterhead for the parish, school or organization.

During the 2021-2022 school year, Saint Elizabeth Ann Seton Catholic School will use the following forms of electronic communication and technology to communicate with your minor child regarding various educational or programming events.

*Parish/organization website
Social networking site- Twitter, Facebook
Educationally appropriate websites or applications as chosen by school personnel
Email within Learning Management Software only (Canvas, Powerschool, Google Classroom)
Text messages- School Messenger
Telephone calls
Online video streaming-Zoom, EdPuzzle, Screen-o-Matic*

As the parent/guardian, you may request to the parish/school/group organizer to be included on all group communications to your minor child. Parents grant permission on all forms of electronic communication.

Our school uses Impero on all our computers for students' safety. It monitors what sites our students are using, what our students are typing. This monitors the computers here at school and at home.

Recommendations for Youth Minister/Coach/Teacher

Do not permit followers on your social media site for ministry if it is known that the individual (minor) is too young to legally have the account. Reply to electronic communication received from a minor in which no parent is copied. "I have received your message but am unable to reply as you have not copied your parent/guardian on the message. Please resend to me with at least one parent/guardian copied so that I may reply to you. If this is an emergency and you need to communicate with me immediately, reply and include that in your message. Thank you."

Recommendations for supervisors/site administrators

Use paid and/or contracted service providers in order to avoid advertising which may be counter to Church teaching as well as possibly providing better safeguards and privacy for information on social

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media sites. For example, a site hosted by a service provider like "Faith in Action" by osv.com may be better than free sites subsidized by advertising such as Facebook, yahoo.com, gmail.com, etc. in which information may be shared more readily beyond the site and provider. Domain Based email may provide better privacy, less advertising and increased confidence in the sender than free services. For instance, an email from a domain like bishop@diocesefwsb.org may offer advantages over bishop@gmail.com. Contact Forms may be preferable to direct email contacts because content can be better organized and sending email addresses explicitly displayed. If a person is misusing the site or posting unwelcome items, the site administrator should speak with this person either in person or telephone to discuss. The person should be given a warning that any further action that harms the group or site will result in removal of the person.

VERIFICATION STATEMENT

The Diocese of Fort Wayne-South Bend reserves the right to suspend, modify or withdraw this Communication and Technology policy at any time and shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of your online activities.

Parents agree that they have read and understand this policy. They agree to abide by this policy and understand that the Diocese of Fort Wayne-South Bend may amend or change the policy at its discretion without notice. You will be required to acknowledge you have read and understand this Communication and Technology policy when completing the student's online enrollment packet.

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Thank you for reading through our 2024-2025 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 5, Verification Day.

**AUTHORIZATION TO PUBLISH STUDENT/PARENT PICTURES ON
SCHOOL/DIOCESAN WEBSITES AND IN SCHOOL/DIOCESAN PUBLICATIONS 2024-
2025**

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 in relation to special school-related occasions or times of year, e.g. athletic events, graduation, school service projects, etc.

We believe that 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. Giving permission 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 **School/Diocesan Websites and/or Publications**.

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HANDBOOKS RECEIPT ACKNOWLEDGMENT 2024-2025

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 it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or 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 consistent with those rules and guidelines.

DATE

PARENT PRINTED SIGNATURE _____

PARENT WRITTEN SIGNATURE _____

PARENT PRINTED SIGNATURE _____

PARENT WRITTEN SIGNATURE _____

STUDENT PRINTED SIGNATURE _____

STUDENT PRINTED SIGNATURE _____

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