# Seton Catholic Elementary Handbook

Primary Campus
Preschool through Grade 2
700 North "A" Street
Richmond, IN 47374
(765) 962-5010
Fax: (765) 962-3692

Intermediate Campus
Grades 3 through 6
801 West Main Street
Administrative Office
Richmond, IN 47374
(765) 962-4877
Fax: (765) 962-5381

www.setonschools.org
Fr. Sengole Gnanaraj, Pastor
Mr. Victor Berger, Principal

## LEADERSHIP

Our Seton Commission consists of 11 directors, pastor and both principals. Members are on a 3-year rotation. The Commission leads the school system under a consultative jurisdiction. Meetings are held the 4th Wednesday of each month.

**SCHOOL COLORS: Gold and Navy SCHOOL MASCOT: Cardinals**

**TABLE OF CONTENTS**


| | PAGE |
|---|---|
| Differences between School Board and Administrator | 4 |
| Welcome to Seton Schools and Accreditation | 6 |
| Mission and Philosophy | 7 |
| Vision | 8 |
| Home and School Board Information | 9 |
| Staff Members | 10 |
| Principal Schedule | 11 |
| Emergency Closing Information | 12 |
| Discipline Policy | 12 |
| Volunteer Information | 17 |
| Tuition | 18 |
| Student Records | 18 |
| School Hours<br>Arrival/Departures Times | 18 |
| Transportation | 20 |
| Attendance<br>Absence/Tardiness | 20 |
| Health and Medicine | 22 |
| Emergencies<br>Child Abuse<br>Drills | 25 |
| Crisis Intervention Plan | 25 |
| Telephone Rules | 26 |
| Visiting/Special Deliveries | 26 |
| Cafeteria Information | 27 |
| Dress Code | 28 |

Personal Belongings 30

Seton Behavioral Expectations 30

Homework 31

Explanation of Grading Scale 32

Extracurricular Activities 35
Special Events

Student Care Program 37

Bell to bell – Cell phone policy 38

Directives on Medicine 39

Bloodborne Pathogens Policy 41

Attendance Policy 42

Drop Off Procedure/Map (Intermediate) 44

Pick Up Procedure/Map (Intermediate) 45

Drop Off Procedure/Map (Primary) 46

Pick Up Procedure/Map (Primary) 47

All Seton School policies can be found on our school website @ www.setonschools.org.




*Open Doors, Open Arms, and Open Hearts*

ARCHDIOCESE OF INDIANAPOLIS
The Church in Central and Southern Indiana




- Do not employ the administrator
- Do not make administrative decisions
- Do not get involved in disciplinary issues regarding students or staff (confidentiality)
- Do not supervise the staff
- Do not act as a member of the staff
- Do not act as an adversary to the administrator

## WELCOME!

Welcome to Seton Catholic Elementary School! In 1976 Seton was founded as a result of a consolidation of St. Andrew and St. Mary schools. In 1982 Holy Family School joined the consolidation. The school is named for St. Elizabeth Ann Seton, the first native born American Saint and foundress of the Catholic education system in America.

We believe that you will be very satisfied with your decision to send your child(ren) to Seton. The caring, disciplined atmosphere of our school provides a challenging yet enjoyable environment in which children can learn and grow. The support and cooperation that you as parents give to the school help to encourage and ensure the successful education of your child(ren).

The pastor of the St. Elizabeth Ann Seton Parish encourages all Catholic families to participate in their parishes, liturgical celebrations, sacraments, services and events. Together, through the combined efforts of church, home, and school, we can offer our child(ren) many excellent opportunities for growth, development and belonging.

The Seton Home and School Association invites all parents to become involved and active in their child(ren)'s education by attending their meetings and special events. As a Seton family, you are automatically Home and School members. You will receive meeting announcements through email. When a child comes to Seton Catholic School, the whole family belongs.

## ACCREDITATION

Our school serves students in Preschool through sixth grade. These grades are housed in two locations. Preschool through grade two are located in the school's primary building at 700 North "A" Street. Grades three through six are located in the school's intermediate building at 801 West Main Street. Seton Catholic Elementary School is one of four Catholic elementary schools in the Connersville Deanery.

Seton is fully accredited by the State of Indiana, Department of Education, as well as the Lumen accreditation from the Catholic University of America. All classroom instructors, including the principal, are licensed by the State of Indiana. All staff attend professional improvement opportunities. Seton is fortunate to have dedicated, loyal teachers who choose to teach and remain at Seton.

Catechists are required to attend in-service sessions and acquire catechist certification according to Archdiocesan catechist certification requirements. The Office of Catholic Education serves all the Catholic schools in the Archdiocese of Indianapolis including Seton.

**Athletic Boosters** also invites parents to become involved and active in their child(ren)'s athletic opportunities at the elementary level. Boosters meet once monthly in the evening. Boosters include elementary and high school athletic directors, both principals, some coaches, and interested parents. Plans for athletic teams, fundraising, and organization of events is core for the Boosters.

## Mission of Seton Catholic Schools

Centered in Christ and led by His Spirit, we at Seton Catholic Schools teach and accompany our students on their journey to become disciples of Christ through virtues, academic excellence, service; all for truth in love.

## Philosophy of Seton Catholic Schools

Seton Catholic Schools is a preschool through grade twelve school system, supported by St. Elizabeth Ann Seton Parish in Richmond, Indiana. The schools work to support the family in its primary responsibility to educate the child. Teachers, as facilitators of learning, have a vital role providing educational expertise that addresses the intellectual, spiritual, social, moral, and physical needs of the child. Students actively contribute to society and view life according to the teachings of Jesus Christ.

Worship, academics, community, and service come together at Seton Catholic Elementary School to offer a well rounded, quality, Catholic education which focuses on the whole child. The school offers a strong academic curriculum, while partnering with families in teaching children to live their lives according to Gospel values. Students at Seton Catholic Elementary are given many opportunities to serve their community, nurturing an awareness of the need to provide service to others.

As a faith-based educational community, Seton Catholic Junior and Senior High School is called to provide for the spiritual, intellectual, and character development of its students. The school accomplishes this by providing a rigorous core curriculum, in conjunction with extracurricular activities,

integrated with Christian principles that promote responsibility to the Church, to our society, and to the world. By upholding the dignity of each human being, Seton Catholic Junior and Senior High School creates an environment in which students develop the confidence to grow in wisdom, faith and knowledge in order to prepare them to take their rightful place as leaders in their communities and in the Church.

## Vision of Seton Catholic Schools, Inc.

Seton Catholic Schools will be the school system of choice for east-central Indiana and western Ohio. Seton Catholic Schools will be a Pre-Kindergarten-Grade 12 school system exemplifying collaboration at all levels, whose students will serve as beacons of light in the greater community, continually living out the values of the Gospel.

## WELCOME to the 2026-2027 School year

Seton Home and School Association is made up of all families who have children in Seton School. THAT MEANS YOU!! Each and every one of you is an important member of this group, and with your cooperation, we can do many things for the good of the children this year. The OBJECTIVES of this group are to attend the meetings during the school year to promote the unity we seek among the parents, faculty and students. At the meetings, we vote on projects we are going to fund. Your presence and vote are important to the functions of this Association.

***Seton school relies heavily on parent volunteers to help support the faculty and staff. Please help when you are able. If you have a question about any of the activities available, please contact a Home and School Officer. We will make every effort to include you in the activities requested.***

The Home and School Association Calendar of Events will appear on the website. Reminder notices will appear in the weekly school newsletter as events draw near. **We look forward to excellent parent representation at the meetings!! Here's to a great school year!!!!**

**----Home and School Officers**
**_____, President**
**_____, Teacher Representative**

**SETON CATHOLIC SCHOOL**
**2026-2027 STAFF**

| | |
|---|---|
| **Principal** | Mr. Victor Berger |
| **Preschool** | Mrs. Ashley Heisserer<br>Mrs. Angie Parker<br>Assistant- Mrs. Ashton Severance |
| **Kindergarten** | Miss Suzanne Becker<br>Miss Claira Laughlin<br>Assistant- Mrs. Shannon Spon |
| **Grade 1** | Mrs. Jennifer Maurer and Mrs. Krista Falcone<br>Assistant- Mrs. Vicki Elstro |
| **Grade ½ Split** | Mrs. Jennifer Wetherell, Primary Bldg. Coordinator<br>Assistant- Mrs. Vicki Elstro |
| **Grade 2** | Mrs. Mary Leverton<br>Assistant- Mrs. Vicki Elstro |
| **Grade 3** | Mrs. Amanda Weaver<br>Assistant-Miss Isabella Caskey |
| **Grade 4** | Mrs. Jennifer Beach<br>Assistant-Miss Isabella Caskey |
| **Grade 5** | Mr. Robert Nussman<br>Assistant-Miss Isabella Caskey |
| **Grade 6** | Mrs. Angi Harvey, Intermediate Bldg. Coordinator<br>Assistant-Miss Isabella Caskey |
| **6th Grade Band** | Mr. Dan Merkamp |
| **Music** | Shawna Echols |
| **Art** | Mrs. Theresa Goss |
| **Library** | Mrs. Stephanie Murray |
| **Title One/**<br>**Resource Teacher** | |
| **Physical Ed K-6** | Primary- Mrs. Ashton Severance<br>Intermediate- Mrs. Jenna Wetherell |
| **SES Athletic Director:** | Mr. Andy Floyd |

| | |
|---|---|
| **Catechists**: | Ms. Ashley Heisserer, Preschool<br>Mrs. Angie Parker, Preschool<br>Mrs. Suzanne Becker, Kindergarten<br>Mrs. Krista Falcone, grade 1<br>Mrs. Jennifer Maurer, grade 1<br>Mrs. Jennifer Wetherell, grade ½ split<br>Mrs. Mary Leverton, grade 2<br>Mrs. Amanda Weaver, grade 3<br>Mrs. Jennifer Beach, grade 4<br>Mr. Robert Nussman, grade 5<br>Mrs. Angi Harvey, grade 6 |
| **Bookkeeper** | Mrs. Margaret Lahmann |
| **Secretary** | Mrs. Emily Murray, Primary Building<br>Mrs. Farrah Caskey, Intermediate Building |
| **School Aides** | Miss Isabella Caskey-Intermediate<br>Mrs. Vicki Elstro and Mrs. Shannon Spon-Primary |
| **Cafeteria**: | Mrs. Tina Rollf and Mrs. Amanda Coyner, Primary<br>Mr. Michael Nobbe and Mrs. Marti Bean, Intermediate |
| **Maintenance**: | Mr. Richard King and Mr. Rudy Reimsnyder |
| **Custodians:** | Mrs. Marti Bean and Mr. John Bagby |
| **Technology Director:** | Mr. Tim Elstro |
| **Afterschool Care** | Miss Isabella Caskey, After Care Director<br>(Primary & Intermediate) |

## Principal SCHEDULE

| | |
|---|---|
| **Monday:** | **Intermediate Building** |
| **Tuesday:** | **Primary Building** |
| **Wednesday:** | **Primary Building-AM** |
| | Mass-St. Mary 8:15AM |
| | **Intermediate Building-PM** |
| **Thursday:** | **Intermediate Building** |
| | Mass-Holy Family 8:15AM |
| **Friday:** | **Primary Building** |

## EMERGENCY SCHOOL CLOSING INFORMATION

In the event of an emergency, it may be necessary to close school for that day. In case of bad weather, be sure to check Seton Schools website and Seton Schools Facebook Page for school closing information. We will also notify you via email and/or text. Three school closing days will become synchronous eLearning days.

**NOTE: Seton Catholic Schools act independently of any other area public or private schools when deciding delay or close due to weather. We do NOT automatically follow the area public school corporations' decisions.**

To ensure that your child(ren) will know what s/he is to do in the event of an early school closing, please talk to him/her and let them know the plan. **(Remember, there are only two phone lines at the school, and they will be very busy in the event of an emergency. The best thing to do is to make a plan, and make sure your child knows what to do.)** There will be NO AFTER-SCHOOL CARE if school is closed early.

.....

## DISCIPLINE POLICY FOR SETON CATHOLIC SCHOOLS

### GUIDELINE for SETON CATHOLIC SCHOOL on RESPECTING PERSONS

The good name, reputation and personal safety, faculty, staff member and adult volunteer is vitally important. In order, to protect students, employees, volunteers, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion.

Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal. (Commission Policy 2013)

### STUDENT BEHAVIOR STATEMENT

All students of Seton Catholic School are expected to:

1. Respect other's bodies, feelings and property.
2. Exhibit a Christian attitude and never resort to vulgar or obscene language.
3. Fulfill all academic requirements.
4. Come prepared for class, on time, assignments completed.

5. Follow the provisions of the school dress code.

## BEHAVIOR REGULATIONS

Different levels of student misconduct merit different sanctions. For all but the most serious instances of student misconduct, it is the intent of this policy that the student be given ample opportunity to amend his or her conduct before being subject to the most serious sanctions. It is also the intent of this policy that for such less serious instances of misconduct the administration and faculty administer adequate discretion in exercising those sanctions. Using catholic virtue-based philosophy, we will proactively teach and model the virtues of love, respect, self-control, wisdom, justice, patience, and courage. All behaviors revolve around those virtues AND the lessons of Christ. As infractions occur, the accompanying virtue violated will be reviewed and repaired by the student.

### Offenses Meriting Automatic Expulsion with No Possibility of Readmission

Students who commit the following offenses shall be removed immediately and shall not be readmitted to Seton Catholic School:

1. Bringing a firearm onto the grounds of Seton Catholic School or to any activity sponsored or sanctioned by Seton Catholic School. For purposes of this policy, a firearm shall be defined as any weapon which fires a projectile capable of causing serious harm to a human being. Firearms include, but are not limited to, weapons which propel projectiles by means of gunpowder or any other explosive agent and weapons such as BB guns and Pellet guns which propel projectiles by means of compressed air. The term firearm shall not include toy guns or any gun which fires a projectile that is not normally capable of causing physical damage to a human being.

2. Bringing any weapon capable of causing serious bodily injury to a human being onto the campus of Seton Catholic School or to any activity sponsored or sanctioned by Seton Catholic School. The administration shall be granted reasonable discretion in determining whether a weapon is capable of causing serious bodily injury to a human person.

3. Threatening bodily harm or engaging in a battery upon another person which results in *serious* bodily injury while on the campus of Seton Catholic School or while participating in any activity sponsored or sanctioned by Seton Catholic School.

4. Engaging in a sexual assault upon any person while on the campus of Seton Catholic School or while participating in any activity sponsored or sanctioned by Seton Catholic School. For purposes of this policy, a sexual assault shall be understood to mean rape, deviate sexual conduct, or the attempt to commit either rape or deviate sexual conduct as those crimes are defined by the laws of the state of Indiana.

5. Bringing any illegal drug or narcotic onto the campus of Seton Catholic

School, using any illegal drug or narcotic while on the grounds of Seton Catholic School or while participating in any activity sponsored or sanctioned by Seton Catholic School, or selling or dispensing any illegal drug or narcotic while on the grounds of Seton Catholic School or while participating in any activity sponsored or sanctioned by Seton Catholic School.

Criminal charges MAY be brought against any student who commits any action, which violates these policies if that action also constitutes a criminal violation of the laws of the state of Indiana.

## Offenses for Which a Student May Be Expelled At the Discretion of The Administration

Students who commit the following offenses MAY be expelled or excluded at the discretion of the Administration. Such students may apply for readmission after one semester, and may be readmitted at the discretion of the Administration upon a showing of improved conduct:

1. Engaging in a battery upon another person, which results in bodily injury while on the grounds of Seton Catholic School or while participating in any activity sponsored or sanctioned by Seton Catholic School. This pertains to starting an altercation or continuing it.
2. Engaging or attempting to engage in sexual harassment or in nonconsensual sexual contact which does not constitute a sexual assault as defined in this policy while on the grounds of Seton Catholic School or while participating in any activity sponsored or sanctioned by Seton Catholic School.
3. Engaging or attempting to engage in consensual sexual contact with another person while on the grounds of Seton Catholic School or while participating in any activity sponsored or sanctioned by Seton Catholic School.
4. Bringing alcohol or any tobacco product onto the campus of Seton Catholic School, using alcohol or any tobacco product while on the grounds of Seton Catholic School or while participating in any activity sanctioned by Seton Catholic School or selling or dispensing alcohol or any tobacco product while on the grounds of Seton Catholic School or while participating in any activity sanctioned by Seton Catholic School.
5. Bringing pornographic or obscene materials onto the campus of Seton Catholic School, viewing or causing to be viewed pornographic or obscene materials while on the grounds of Seton Catholic School or while participating in any activity sponsored or sanctioned by Seton Catholic School, or selling or in any other way distributing or publishing pornographic or obscene materials while on the grounds of Seton Catholic School or while participating in any activity sponsored or sanctioned by Seton Catholic School.

**Lesser Offenses:**

Students who commit the following offenses shall not be expelled except in accordance with the provisions of the policy for violations of lesser infractions as set forth below:

1. Participating in, and/or encouraging other students to participate in, any conduct or activity that disrupts the orderly operation of school activities.
2. Threatening, starting or participating in a shoving incident or fight.
3. Using profanity, obscene gestures, or language that is intended to harass or intimidate, or has the effect of harassing or intimidating any other person.
4. Failing to obey the directives of teachers or other school personnel, during any time period, when a student is under the school's supervision.
5. Engaging in horseplay.
6. Failing to attend class without the knowledge and consent of parents or guardians and Seton Catholic School.

Any of the above actions will require a parent/child conference with possible suspension.

# Documentation for Penalties

***DISCIPLINE POLICY FOR SETON CATHOLIC INTERMEDIATE***

The Intermediate building documents homework and behavior infractions. The following procedures will be used by grades 3-6. Read the discipline policy below to understand our school's expectations to promote success.

Colored cards will be used for documenting infractions. The student's name, date of the infraction and the infraction will be written on the card. Cards can be given in two separate categories: homework and behavior infractions. Each has different consequences.

**Homework Infractions**

1st card = 5 minutes walking at recess
2nd card = 10 minutes walking at recess
3rd card = 15 minutes walking at recess
4th card = 20 minutes of walking at recess
5th card = lunch detention and parent meeting required
6th + card = student will receive zeroes on any missing homework assignments until the end of the quarter until infraction cards start over

**Behavior Infractions**

1st card = behavior reflection completed during recess
2nd card = behavior reflection completed during recess
3rd card = behavior reflection completed during recess
4th card = behavior reflection completed during lunch detention; student meeting

with the principal
5th card = behavior reflection completed during recess (entire recess is missed); mandatory conference with student, teacher, parents, and the principal
6th + card = behavior reflection completed during recess (entire recess is missed); student will be put on contract. The consequences written in the behavior contract will be followed if the behavior persists.

***** Behavior reflections must be signed and returned the next school day. If these are not returned, the student will miss recess until it is returned signed.**

## ***SPECIAL RULES FOR SETON CATHOLIC PRIMARY***

If a child in the primary building of Seton Catholic School violates any of the above behavior regulations, the student will receive the following penalties prior to receiving the penalties listed in the school wide system. Primary teachers follow this outline with varying age appropriate incentives and behavior tracking methods.

1. A verbal warning from the teacher
2. First infraction – minutes off recess
3. Second infraction – additional minutes off recess
4. Third infraction – a note from student and/or phone call from teacher to parents plus the above penalties
5. If the undesired behavior persists, the teacher may decide to hold a conference with the principal, teacher, and the parents to discuss a student behavior plan*.

Procedure for Readmission Following Expulsion and Special Procedure for Admission of Students from Other Schools:

When a student has been expelled from Seton Catholic School and seeks readmission, or when a student from another school seeks admission to Seton Catholic School and the administration of Seton Catholic School has reason to believe that a student has left the preceding school for disciplinary reasons, the administration may, at its discretion, require the student to enter into a special disciplinary agreement prior to being admitted or readmitted to Seton Catholic School. Violation of the terms of the agreement shall, at the discretion of the administration, constitute grounds for expulsion or for the imposition of any other appropriate penalty.

****Student Behavior Contract*

A student behavior contract is a written agreement made by the principal and teacher and presented to the parent/guardians and student to help the student improve their behavior and have more success in following the school and classroom rules. Each contract will be designed to improve the targeted behavior exhibited by the student that is unacceptable. If the contract is broken or refused then the agreed upon consequence will be dealt.

**Procedure for Readmission Following Expulsion and Special Procedure for Admission of Students from Other Schools:**

When a student has been expelled from Seton Catholic School and seeks readmission, or when a student from another school seeks admission to Seton Catholic School and the administration of Seton Catholic School has reason to believe that a student has left the preceding school for disciplinary reasons, the administration may, at its discretion, require the student to enter into a special disciplinary agreement prior to being admitted or readmitted to Seton Catholic School. Violation of the terms of the agreement shall, at the discretion of the administration, constitute grounds for expulsion or for the imposition of any other appropriate penalty.

## VOLUNTEERS

Volunteers are essential to the success of our school. We depend on them for library program, supervising students during recesses, assisting on field trips, being room parents, collecting or making things for teachers to use in class, ensuring the success of Seton Home and School Association projects…the list goes on. There's not a better way to let your children know that you think school is important.

Volunteers are required to follow the guidelines listed below for the safety of the children and order of the school.

- Each volunteer is expected to abide by all school policies, procedures, and practices.
- Each volunteer is required to complete **Safe Parish** training through the school website **www.setonschools.org**. This MUST be completed before volunteering or chaperoning field trips!
- Each school volunteer (this includes driving for field trips, bus chaperones, etc.) must have an updated limited criminal record check yearly.
- Each volunteer must have completed an updated Code of Conduct form.
- The school will make a reasonable effort to ensure that more than one volunteer or a volunteer and staff member are with students whenever feasible.
- The continuation of a volunteer's service will be at the principal's discretion.
- No volunteer may possess, consume, distribute, or be under the influence of alcohol or other controlled substances at school or at a school event.
- No volunteer may possess a weapon at school or at a school event.
- No volunteer may smoke or use tobacco products at school or at a school event.
- Chaperoning trips and volunteering at school require concentration. Therefore, **preschool children should not accompany parent to a volunteer job**.

## TUITION

Upon registration of a student, we request a $50.00 for current families and $75.00 for new families registration fee. Tuition can either be paid in full or paid through FACTS which collects funds through bank drafts from July – May of the year. Details about FACTS are within the registration materials or can be discussed with our enrollment coordinator at 765-962-3902 ext. 4.
Seton also participates in the School Choice Scholarship Program to use tax dollars of qualifying families to pay for tuition.

**For students to be in good standing and re-enroll for next school year, all bills/obligations must be paid in full.**

## STUDENT RECORDS

Archdiocesan Board policy and state law mandates that academic and health records are kept while students are enrolled in school. These files are kept confidential and secure against unauthorized access, theft, vandalism or damage. Access to student files is limited to teachers, the principal, and office secretary. Parents may view their child(ren)'s permanent record or obtain copies of achievement test scores, health records, and attendance by request. The school has five school days to comply with this request. Parental viewing of records is done in the presence of a school official who can explain the contents.

No records can be removed or altered by the parent. Parents may challenge the file contents with the principal at a conference. The principal will confer with at least one teacher and decide whether to remove or alter the contents. Parents will be notified of the decision. If the parent remains dissatisfied and wants to appeal, the principal will contact the Asst. Superintendent of Elementary programs at the Office of Catholic Education, Indianapolis, and arrange a personal or telephone conference between the Director and the parents. The parent and principal will abide by the Asst. Superintendent's decision.

By law, Seton Catholic School **must** allow a non-custodial parent the same access to his/her child's records as afforded to the custodial parent. Access will be denied the non-custodial parent **if** a court order has been issued to limit that parent's access to his/her child's life. A copy of such a court order **must** be on file in the school office. (20-10.1-22.4-2 Custodial and non-custodial parents; equal access; exceptions, Sec. 2, Dec. 1991, P.L. 46-1990, SEC.3)

As families move away, the students' receiving school will request records. Seton will forward the records by mail or fax. Under no circumstances are official records given to the parent to transfer to another school.

## SCHOOL HOURS

Primary first bell - **8:00 a.m.** Tardy bell - **8:10 a.m**. Dismissal - **3:00 p.m**.
Intermediate first bell - **7:50 a.m.** Tardy bell - **8:00 a.m.** Dismissal - **2:50 p.m.**
Preschool sessions are held from 8:10-11:00 a.m.

## ARRIVAL

**Please refer to both building parking lot sketches at the back of this handbook!**

A staff member will be on hand at arrival. Please follow their prescribed guidelines. We ask, therefore, that parents and students discuss the following arrival rules and the reasons behind them.

School doors will be unlocked **no earlier than 7:30 a.m.** One staff member will supervise the children at 7:30 AM. Intermediate students walk to class upon the 7:50 AM bell and Primary students walk to class upon the 8:00 AM bell.

## DISMISSAL

We ask that parents and students discuss the following dismissal rules and the reasons behind them.

**MORNING ONLY PRESCHOOL**: Morning Preschool classes end at 11:00 a.m. These children need a few minutes to get their belongings together and/or put on outdoor clothing. Teachers will get the children outside as soon as possible after 11:00 a.m. and will wait and supervise students until 11:10 a.m. Any child going home who has not been picked up by 11:10 will go back inside to wait with the secretary. Parents will need to come into school to get their child after 11:10 a.m.

**PRIMARY AND INTERMEDIATE**: Primary students are dismissed at 3:00 p.m. Teachers will wait and supervise students being picked up until 3:10 p.m. Intermediate students are dismissed at 2:50 p.m. Teachers will wait and supervise until 3:00PM.

No staff members are required to be on dismissal duty after **3:10** at the **Primary Building** and **3:00** p.m. at the **Intermediate Building**. If you know you will be unavoidably late, please call the school, explain the situation, and give the time you expect to arrive at school. This message will be communicated to your child(ren) and arrangements will be made so your child(ren) will not be left alone at school.

Students are expected to leave school by their usual route: walk, car, etc. **IF THERE IS A CHANGE IN THIS ROUTINE, THE SCHOOL OFFICE MUST RECEIVE A WRITTEN NOTE OR A PHONE CALL FROM THE PARENT BEFORE 2:00 PM THAT DAY. IF NO PARENTAL NOTIFICATION IS RECEIVED, THE CHILD WILL BE DISMISSED BY HIS/HER USUAL ROUTINE**. All dismissal transportation arrangements must be made in advance. Students may not use the phone to confirm these arrangements or to change plans. Emergencies will be the only exception. (Also, see "Telephone" section of this handbook.)

Please be prompt and alert us to any changes in routine. Students who are still waiting to be picked up at 3:00 p.m. (west building) and 3:10 p.m. (east building), excluding after school extra-curricular activities, will be sent to Afterschool Care in that respective building. There will be a charge for their stay.

## EARLY DISMISSAL DAYS

Each Tuesday is a professional development session for staff. They are working toward more effective and efficient curriculum and instruction for your children. To accommodate those hours weekly, students will dismiss early on Tuesdays.

Intermediate 1:40 PM
Primary 1:50 PM

## TRANSPORTATION

All Seton students arrive and leave by car. Traffic congestion and movement can jeopardize the safety of children. Therefore, the following rules have been established:

1. Transportation arrangements to and from school are usually regular and consistent. Therefore, parents are required to call the school office or send written notice if pick-up arrangements are changed.
2. At NO time is a child to run to a parent in the parking lot.
3. Never park or drop off in the fire lanes.
4. **Intermediate Traffic Route** – See map at back

    a. Do NOT drop off or pick up children on the S.W. 8th Street side of the building. This area is very congested and narrow. Dropping off students here is very dangerous to both the student and other traffic in the area
    b. S.W. A Street is an ENTRANCE and EXIT. Main Street, between the church and school, is an EXIT ONLY.

5. **Primary Traffic Route** – See map at back

    a. All cars are to enter from the North "B" Street gate, curve around to drop off by main back door, then leave on to North B Street.
    b. No one is to drive into or park in the section of the lot between the church and the gym for dropping off students.
    c. At dismissal, park cars in parallel lines facing 7th Street, ***leaving a thru lane at the primary side of parking lot. This is considered a fire lane for use of emergency vehicles and must be left open.***
    d. To pick up your Preschooler at 11:00 a.m., park cars as for dismissal, ***no more than five in a row, leaving a through lane for cars to exit onto North 7th Street.***
    e. Drive **SLOWLY** and **WATCH** carefully for children at all times.

## ATTENDANCE

Students' success in school depends greatly upon their consistent attendance. At times, absences are unavoidable due to illness, a death in the family, or emergencies. Appropriate procedures for these types of absences are covered below:

**Sick**: If your child is sick, please notify the school office of the absence by 8:30am. An answering machine is available in each office so that you may call and leave that message at a time different from normal school operating hours. Students should be fever free and vomit free for 24 hours without medicine before returning to school. If a child misses 2 days without a parent call, the secretary will call the parents to verify why the child is absent. If an ongoing medical issue is causing a student to miss 3 or more consecutive days, the school requires a doctor's note. If a student is anticipated to be absent for 20 or more days due to injury or illness, a long-term provider note is required and the school will create a plan for providing for the student's educational needs during these absences. A student will be given the same number of days they missed for sickness to make up missing work. The teacher should be asked for missing work and give necessary instructions outside of normal class time (before or after school being best).

**Vacations**: Vacations should be taken during school breaks or summer time. If the vacation falls during school, a written request should be made 2 weeks prior to the trip. Some school work may be assigned and even collected before the vacation. All work is expected to be turned in on the first day returning to school. Any test scheduled during the vacation will be made prior to the vacation or on return, at the teacher's discretion. If the request is denied, the absence will be considered unexcused and missed school work cannot be made up. Missing the day before or after a school break to extend a vacation will result in an unexcused absence for that time.

**Bereavement**: Students are expected to get missed work due to funerals on their return before or after school.

If a student is tardy five times, that is considered a half-day absence.

If a student shows up more than 45 minutes after school starts, that is considered a half-day absence.

If a student leaves more than 30 minutes before dismissal, that is considered a half-day absence.

**Per board policy and state law, if a student misses 10 unexcused days in a year, the parents will meet with the principal and the county prosecutor will be notified.**

## TARDINESS

Being punctual and prompt is a virtue. We all must have that in the work place and students must develop it. Tardiness is also an interruption to the teachers and all students in the classroom. Continued tardiness at the elementary level is a reflection on the parent of the tardy student more than on the student him/herself. As adults, we must demonstrate the importance of being responsible and on time. Each morning at both buildings, two bells ring. The second bell (at 8:00am – Intermediate and 8:10am – Primary) indicates when students should be ready to work in their classrooms.

Being up to 45 minutes late to class is considered being tardy. More than 45 minutes late is considered a half day absence. Five tardies will now be considered 1 day of absence for school and state reporting. Consequences for tardies each nine weeks:

**First occurrence** – verbal warning
**Second occurrence** – note home
**Third occurrence** – note home
**Fourth occurrence** – Call from the Principal
**Fifth occurrence** – student assessed 1/2 day of absence
**Sixth Occurrence** - Parent meeting with the Principal

**If student is tardy, parent must come into the school and sign the student in.**

Chronic tardiness is a signal that the Department of Family and Children needs to be involved. At that point, a decision about continued placement at Seton Catholic Elementary will need to be made. Each quarter the tardy count begins again.

## APPOINTMENTS

Occasionally, medical appointments must be made during school hours. Parents are required to call the secretary or send a note PRIOR to the appointment time. Parents must come into the school office to pick up the child and sign him/her out. Upon return, parents must come into the office to sign the child back in. If 2 ½ hours of school are missed due to an appointment, then the child will be counted absent for ½ day. For appropriately scheduled and reported appointments of less than 2 ½ hours, the child will be counted as a late arrival. In either case, missed school time may result in make-up work at home.

## HEALTH

All Kindergarten students and sixth graders receiving their second MMR inoculation (required by state law) must return a health record and immunization form completed by a physician on or BEFORE the first day of school. Admittance may be denied if this information is not submitted to the office. This is a State of Indiana requirement.
Proof of CHICKEN POX VACCINE is required or a note signed stating that student has had Chicken Pox.
**SCREENINGS**: Annual screenings for vision (in the fall) for students in grades 1, 3, and 5 are conducted by volunteer professionals and other volunteers. Office personnel will check physical and immunization records and notify parents if these records are incomplete.

**Hearing screenings** are conducted for students in grades 1 and 4 by volunteer professionals and Hearing Specialist. Parents may request a hearing screening for their child by notifying the homeroom teacher.

**Medicine:** No child is to have any kind of medicine, pills, or aspirin on his/her person during the school day. Inhaler and EpiPen's may be kept in the backpack at the parents request.

**WE CANNOT ASSUME RESPONSIBILITY FOR MEDICATION UNLESS THE FOLLOWING PROVISIONS ARE MET:**

1. Prescription medication to be taken by a child during the school day must be:
   a. brought to and left in the office by a parent or guardian (include a note if refrigeration is required),
   b. in the original pharmacy labeled container bearing the child's name,
   c. accompanied by a medication permission form signed by the parent with dosage and dosage time clearly explained (please note if refrigeration is required),
   d. re-verified at the beginning of each school year in cases of continuing long-term medication or if change of dosage is made.

When all of these provisions are followed, office personnel will then administer the medication and keep a written record of all:

--medicine given
--parents notes

A medication permission form regarding student medication can be found in any school office and our school website.

***Please note: Parents need to provide the non-prescribed OTC (over-the-counter) medications (Tylenol, Advil, Motrin, Benadryl, Tums, etc) with specific instructions and dosages for their child(ren). All OTC medications must be in the original package containers and within the packages' expiration dates. Please label packages with your child(ren)'s name.***

**Cough Drops / Throat Lozenges**: Cough drops and throat lozenges for K-5 students must be given to the homeroom teacher with written permission, dosage, and frequency. The homeroom teacher will then supervise the dispensing of cough drops and/or throat lozenges. Older students, grades 6, may keep cough drops and/or throat lozenges with them if they also have written parent permission including dosage and frequency so teachers can supervise their use. Student may NOT share cough drops and/or throat lozenges with other students under any circumstances.

**Head lice**: Occasionally, we will have reported cases of head lice. At school, it must be treated as a communicable ailment. Anyone can get them. It should not cause feelings of guilt or shame. Head lice aren't any more selective than mosquitoes with regard to who they attack. Treatment requires time, work, and expense. You should contact the public health clinic if you need help getting the correct lotion or spray.

We strongly encourage parents to check their children's heads frequently. August-September, January and March-April have been the months when the most head lice breakouts occur (but they can occur at any time). Please begin checking your children's heads in August before they come to school. If you find anything suspicious, check with your doctor or the public health clinic.

Here are some things you can do to protect your children:

* Wash their hair thoroughly.
* Look through their hair (especially around the ears and back of the neck); you are looking for tiny, whitish specks that stick to the hair shaft. These are eggs.
* Watch for head scratching.
* Fix long hair in braids, pigtails or ponytails.
* Wash all combs, brushes, and headgear in hot, soapy water.

**All nits or eggs must be removed from the hair before the child can return to the classroom. The child's hair will be checked in the office upon his/her return to school.**

If a teacher suspects that a student has head lice, he/she will ask another staff member to verify the condition. A student identified as possibly having head lice:

1. Must be sent home from school, and siblings heads should be checked.
2. Must receive treatment (ex: RIDD).
3. Bedclothes and clothing that come in contact with the head and neck must be washed or dry-cleaned.
4. Brushes and combs should be cleaned thoroughly in hot sudsy water.
5. Furniture, mattresses, and carpets should be vacuumed (it is also recommended that these items be sprayed with RIDD or R&C spray).
6. All lice and/or nits must be combed out or picked from the hair before the student may return to school.
7. Upon returning to school, the student must **first come to the main office** where a school staff member will check the hair for any remaining lice or nits.

If you discover that your child has head lice, DO NOT send him/her to school. Inform the building secretary and follow all the procedures listed above (#2 through #7).

**Scabies**: Scabies is a skin condition caused by a small mite. It gets under the skin rather than in the hair. The same rules and procedures apply here as with head lice. Clothes (including bedclothes) and bodies should be cleaned. Furniture and carpets should be vacuumed very thoroughly.

If a teacher and/or staff member suspects that a student has scabies, the parents will be asked to pick up the student from school. In this case, we will also ask that you have the child visit the doctor or public health clinic. Scabies are difficult to identify and will probably need a prescription for treatment.

If your child has an identified skin rash (especially one that causes itching) and is receiving treatment, notify the building secretary. There are different kinds of infectious skin conditions that are contagious, such as impetigo or ringworm.

## EMERGENCIES

Each family is asked to provide **three emergency contacts** at the time their children are registered. It is very important that this form is filled out completely and accurately. This provides the school with valuable information should an emergency arise. Any special health condition, physical impairment, allergy, etc., should be noted at registration or at health problem occurrence. Please keep this essential information updated throughout the school year. Notify the school office of any change in address, phone number, place of employment, etc. Unlisted phone numbers should be given and marked "unlisted". These numbers will be kept confidential.

In the event a child becomes ill or injured during the school day, his/her parents will be notified. Students who need to be sent home because of injury or illness will remain in the school office until the parent or other responsible adult comes into the school to sign the child out. In accordance with the Indiana Dept. of Education, a child with a temperature of 100 degrees or above must be sent home.

## CHILD ABUSE

Indiana state law and Archdiocese of Indianapolis policy mandate that any individual on the staff of a school who has "reason to believe" that a child is a victim of child abuse or neglect must notify the Wayne County Department of Family, Children, and Social Services. It is a felony not to make such a report.

No one is bound to report unreliable rumors or alleged abuse with "no reason to believe". In case of doubt, the teacher or staff member will talk with the principal, or the principal will talk with a child protection official, using a hypothetical situation. If the teacher, staff member, or principal is then advised to report, it will be done. The reporting person is given legal immunity for making the report.

## DRILLS: Fire, Tornado, Earthquake, Evacuation and Armed Intruder

Regular drills are conducted in accordance with state requirements. Evacuation signs are posted in classrooms and general use areas. Teachers explain and clarify the procedures and necessity of these drills. This helps students learn how to handle emergency situations and calms fears and anxiety created by loud alarms, bells, and/or whistles.

## CRISIS INTERVENTION PLAN

Emergency situations can be confusing and sometimes chaotic. We make every effort to prepare children for any unexpected situations that may occur while they are at school. Several years ago, the faculty and staff worked diligently to formulate a crisis intervention plan; a procedure that would be used in the event of an emergency that requires the evacuation of the school building. The plan goes beyond the regularly scheduled fire and tornado drills. It incorporates the movement of faculty,

staff and students to a safe area, notification of parents/families, and the procedure to pick up students. It is imperative that everyone understands the process and responsibilities to ensure the safety of all our students, faculty and staff members.

Exiting the building is just the first step. During an emergency situation, the parking lots and surrounding streets, with the arrival of emergency vehicles and equipment, can also prove to be hazardous. A "safe place" has been designated for each building. Each campus has 2 safe places for evacuation. It is in these locations that students will await the arrival of their parents for pick up. Once everyone is in the safe place, school personnel will begin to call parents/emergency contact persons. Parents will be instructed to come and wait at the front door of the safe place. Runners will escort children to the door to meet their parents. In this manner, school personnel will be able to keep track of when and by whom students are being picked up.

Parents are advised, in the event of an emergency, to listen to the following radio stations for further information: WKBV (1490 AM), WFMG (101.3 FM), KICKS 96 (96.1 FM) and WQLK (96 FM).

## TELEPHONE

Students and teachers will not be called out of class to come to the telephone. Parents who need to get messages to their children or who wish to speak with a teacher should give the information to the building secretary **before** 2:00 pm that day.

Student messages will be recorded on a message log. At 2:30 p.m. each day, the secretary will inform the respective student of their message on the log. Emergency messages will be immediately given to the student. Please keep student messages to a minimum! Do not telephone with student messages unless it is absolutely necessary.

Teacher messages will be given as soon as possible without interrupting classes. Emergency situations will be the only exception this policy.

Student phones will be kept in backpacks in their locker and not used until after school hours.

## VISITING

Visitors are welcome at Seton. When entering the school, **all visitors must sign in**. Unannounced visitors cause undue disruption in routine. If parents or other adults wish to visit a classroom to observe activities, arrangements must be made in advance. Call the building secretary and ask to schedule a visiting time. Students and teachers are busy working and concentrating. They will continue working as their lessons and schedules are important and should not be interrupted. Visitors are also welcome for lunch; please place order by 8:30 a.m. An adult lunch costs $5.10.

Signs are posted in each school building directing all visitors to the school office. All doors at both buildings are kept locked. These precautions are established for safety reasons. Please ring the bell to gain entrance to the school. If the person answering the ring does not immediately recognize you, you will be asked your name and student's name.

# CAFETERIA

A hot meal, including milk, is prepared daily for those students who wish to buy lunch at school. Milk is also available for those students who pack their lunch. A menu for the month will be posted on the website. Primary and intermediate building lunches will be billed monthly. (Also, refer to the "Cafeteria Rules" section.)

Seton participates in the National School Lunch Program. Free and reduced-price lunches are available to eligible families. An application form must be completed and returned to either elementary building office. The confidential nature of the information requested on the application form will be respected.

If a student has forgotten his/her lunch or is returning from an appointment just before lunch, please **DO NOT BRING OR SEND IN A FAST FOOD LUNCH.** Participation in the federal lunch programs prohibits soft drinks from being consumed in the cafeteria during lunch time. You are encouraged to pack a nutritious lunch for your child(ren).

# Seton Catholic Elementary Dress Code

**Revised May 2024**

****Applies to all students in 3 and 5 full day Pre-K, along with grades K-6**

The uniform dress code of Seton Catholic Elementary is based on the belief that students should present an image that reflects a sense of pride in themselves, their families and their school. Students are expected to dress and carry themselves in a manner that upholds their dignity as a child of God. As long as a student is enrolled at Seton Catholic, he/she should represent and reflect the traditions of the school.

All students will observe dress regulations upon entering their classrooms, during the school day, and until after the dismissal at the end of the day.

Reasonable care and neatness in regard to properly fitting attire are expected of all students at school activities. Uniforms should be in good repair and kept clean. Uniform clothing cannot be written on or torn.

**Headphones for classroom use (to be kept at school).**

## WAIST DOWN

***Bottoms:*** Navy Blue or Khaki **ONLY**
**GIRLS:** Pants, Shorts, Skirts, Skorts, or Jumpers **BOYS:** Pants, Shorts
NO holes or tears at any time
NO leggings, jeggings - ever
**Nothing shorter than 4" above the knee**
Shorts: Aug-fall break and April 15-June ONLY

***Belts: (keep belts in backpack, if needed)***
Intermediate Bldg.-Must be worn at all times
Intermediate Bldg. -Must have belt loops on pants/shorts
Any color/design belt must be worn with pants/shorts.

***Socks & Tights:***
Any color/design socks or SOLID color tights must be worn at all times- NO logo
SOLID color tights must be worn with skirts, skorts and jumpers fall break- April 15.
"No show" socks are **NOT** to dress code

***Shoes:*** Must have a full back and cover toes
**No** crocs, clogs, flip-flops, skate shoes, slippers, open toe shoes, or open back shoes.
*PE **requires** tennis shoes-may keep a pair at school at all times. If no tennis shoes on PE days, students will be eliminated from PE.

## WAIST UP

***Tops:*** All shirts must have a collar, long or short sleeves, and be SOLID in any color
Brand emblems should be no larger than 2"
Intermediate Bldg.-must have shirts **tucked in** at all times
Long sleeve shirts CANNOT be worn under short sleeve collared shirts

***Cold Weather Tops:***
Sweaters, sweatshirts, half-zip fleece pullovers and sweater vests may be worn
All must be **solid** in color
Brand emblems should be no larger than 2"
Must be worn over uniform shirt
NO hoodies Monday - Thursday

***Accessories:***
Post earrings for **GIRLS** ONLY
Hair color must be natural – NO pink blue, etc.
No tiaras, makeup, fake/acrylic nails, fake glasses, fake eyelashes, scarves or hats
No smart watches or apple watches during the school day
*Any accessory that becomes a distraction will be removed & placed in the child's backpack

## Special School Day Dress Codes

### Seton Spirit Wear Days:
### Occurs on 2nd, 3rd, 4th and 5th Fridays of the month

*Uniform bottoms, blue jeans/shorts, and Seton logo sweatpants/shorts are acceptable- **NO HOLES!**
*Nothing shorter than 4" above the knee
*Wear ANY Seton top – jersey, t-shirt, vest, sweatshirt, hoodie
*In colder months, a Seton t-shirt may have a long-sleeved shirt or turtleneck underneath
NO leggings, jeggings, bike shorts or cut off shorts

### Free Dress Days:
### Occurs on 1st Friday of the month

*Athletic shorts and jeans **without holes/rips/patches are acceptable**
***NO leggings ever**
*Nothing shorter than 4" above the knee
*Shirts must have sleeves, shoulders must be covered
*Sundresses at Primary Bldg. ONLY
*Any style socks BUT regular shoe rules apply
*Stomachs should not be seen
Please use discretion. Words and pictures on free dress clothing must be considered respectable in a Catholic School.

## Violation Procedure

**First and second violation** will result in a dress code violation.
**Third violation** will result in a detention
**Fourth violation** will result in the loss of Spirit wear dress.
**Fifth Violation** will result in the loss of free dress day for the month.

## PERSONAL BELONGINGS

Students do not need to bring any toys, money, or other personal items (ex: iPods, cell phones, radios, computer games or CD's) to school unless it is for a specific classroom activity. We accept no responsibility for loss, damage, or safekeeping. Weapons (toy or real) MAY NOT be brought to school under any circumstance.

Any item brought to school that is not an essential school supply, or that is used in a manner that is distracting to other students or the teacher, will be held by the teacher, principal, or adult supervisor. The parents may pick up the item the following school day.

There will be a special announcement, if it is necessary, for a child to bring money, toy or special item (other than lunch money) to school. Any money brought to school is the student's responsibility and should be kept in a safe, secure place (ex: deep pocket, purse, wallet).

## SEARCH

Student lockers and desks are subject to search at any time. Students should not bring items to school that are in violation of the law and/or school rules.

## LOST AND FOUND

Please mark coats, hats, gym shoes, lunch boxes, and other belongings with the child's name. Use a permanent marker. This assures quick return of lost items.

There is a lost and found box in each building. Students may ask a teacher for permission to check the box either before or after school or at recess. Parents are also welcome to come in and check the lost and found for children's lost belongings.

## SETON BEHAVIORAL EXPECTATIONS

The rules of Seton Catholic School are designed with the following commitment in mind: as members of a Catholic school, we have the responsibility learn to behave as Jesus would behave.

**General Expectations**

1. Respect the rights and property of others. Keep your hands, feet, and objects to yourself. No abusive or vulgar language, fighting, intentional hurting of others' feelings, cheating, lying, or stealing.
2. Come to class prepared with all materials: books, pencils, papers, homework, etc.
3. Take good care of school property. Students in Intermediate building keep hardbound books protected with covers. Clean up after yourself. No writing or other damage to books, furniture, walls, etc.
4. Move about the school in a quiet, orderly manner. Running is only permitted outdoors and in gym with supervisor direction. Throwing of balls or other objects is only permitted outdoors and in the gym with supervisor direction. Throwing of balls or other objects is only permitted in games or sports events supervised by an adult. Shouting is inappropriate unless a teacher allows it during certain games or sports

events. Sliding on banisters is not permitted.

5. Students in Intermediate building obtain permission to leave the classroom.
6. Be in the classroom on time.
7. Drinking of carbonated beverages and chewing of gum are only randomly permitted under agreement or direction of school personnel.

**Cafeteria Rules**

Will be explained on the first day of school and posted in the cafeteria.

**Playground Rules**

Will be explained in full on the first day of school.

**Indoor Recess Rules**

**Primary and Intermediate students**: Will be explained in full on the first day of school.

**Field-Trip Bus Rules**

Bus drivers establish rules for students while they are on the bus. These must be followed so all passengers enjoy a safe and pleasant ride. **Riding the bus is a privilege, not a right!** Bus drivers, as well as school personnel, can deny that right to students who choose to violate behavior rules. Eating or drinking on the bus is not permitted. Clean up after a trip is expected.

## HOME AND SCHOOL RELATIONS

Both parents and teachers are encouraged to contact each other directly by phone or note. Much more learning and growth occurs in a caring and supportive atmosphere.

Parent-teacher contact is occasionally needed to resolve misunderstandings, concerns about student behavior or work habits, or issue clarification. When parents have any of these concerns, they should first contact the teacher. Most of the time, a talk with the teacher is all that is needed to explain or clarify the concern. If for any reason a parent does not feel satisfied after talking with the teacher, the second step is to contact the principal. If the concern is still not satisfied or resolved after contact with the principal, the principal will advise the parents to contact the Pastor.

## HOMEWORK

**Homework is schoolwork done at home**. It can be in the form of a written assignment, or something of interest to investigate, or an object from home to be brought to school for sharing, reading, or studying for a test or the next day's lesson. Its purpose can be practice, enrichment, or preparation. Seton students are expected to do a reasonable amount of studying at home. The following chart can be used as a very general guide.

| | | |
|---|---|---|
| Grades 1 & 2 | -- | 20 to 30 minutes |
| Grades 3 & 4 | -- | 30 to 45 minutes |
| Grades 5 & 6 | -- | 30 to 60 minutes |

Assignments for grades 3 to 6 are often begun (and sometimes finished) in school. When the child doesn't have assignments to bring home from school, parents may want to set aside some evening time for their child(ren) to AR read, practice skills, or study. If parents are seeing their children doing an excessive amount of homework or no homework in the evening, they should contact the teacher. If homework is not completed,

A. Teacher takes free time for child to finish, or
B. The resulting grade is given and the parent is notified.
C. Parents will be contacted.

**GRADES:** Seton Catholic Elementary uses two different grading scales:

**Primary:**
Grade Meaning Achievement

**E** = Exemplary Demonstrates deep and meaningful understanding of key concepts and consistently applies them at grade level.

**M** = Mastery Demonstrates an understanding of key concepts and consistently applies them at grade level.

**P** = Partial Mastery Demonstrates a partial understanding of key concepts and/or inconsistently applies them at grade level.

**N** = Non-mastery Demonstrates little understanding of key concepts and/or rarely applies them at grade level without support.

X or blank Standard not assessed.

**Intermediate and High School Grading Scale:**

| Grade | % | GPA |
|---|---|---|
| A+ | 97-100 | 4.0 |
| A | 93-96 | 4.0 |
| A- | 90-92 | 3.67 |
| B+ | 87-89 | 3.33 |
| B | 83-86 | 3.00 |
| B- | 80-82 | 2.67 |
| C+ | 77-79 | 2.33 |
| C | 73-76 | 2.0 |
| C- | 70-72 | 1.67 |
| D+ | 67-69 | 1.33 |
| D | 71-72 | 1.00 |
| D- | 60-62 | .67 |
| F | 0-59 | 0.0 |

## EVALUATION

The school year is made up of four nine-week periods. As teachers grade student work, the results will be posted in our student data management system found on the school website for parents to view at any time.

Parent-teacher conferences are held in the fall and spring. Individually scheduled parent-teacher conferences can be arranged by the teacher or parent; preferably after school or during the school day if the teacher has a scheduled planning period. Parents should not expect teachers to hold unscheduled conferences. When requesting a conference, simply indicate how soon you would like to meet. We will do our best to meet your needs.

Students in grades 3 through 6 take ILEARN tests. The ILEARN test is administered in April-May. Grade 3 students also take the IREAD test in the spring. We strongly discourage parents scheduling vacations, dental and/or medical appointments during this testing period. Absences during this time disrupt the testing process and may result in an incomplete score for your student. Parents and teachers receive individual student scores. These scores are only one indicator of student progress. Teacher assessment, daily work, and regular subject area testing are all essential parts of student evaluation.

Regular chapter and unit testing, assignments, projects, reports, responsibility and work habits, and participation in class are used by teachers to evaluate students' progress and achievement daily or weekly. Papers returning home that have been checked by the teacher give parents a good idea of how their child is doing in school on a regular basis. If parents are not seeing their child's checked work coming home from school at least once a week, they should talk to the child about it and then contact the teacher. Students may be leaving this work in their desks or disposing of it before parents see it. Likewise, teachers will contact parents if papers to be signed by parents are not being returned to school.

With parental permission, Seton students may be tested to determine a need for special education through Richmond Community Schools. Testing can occur only after a period of time or specific intervention use. Richmond Community Schools psychologist and consultants will do special testing of individual students. Concerned teachers and parents meet to discuss the area(s) of need and develop interventions to be used in school and at home. The team holds a follow-up meeting to discuss success of the interventions and determine if testing is recommended.

Following the student testing, a conference is held with the parents, teacher, principal and psychologist. When a student is diagnosed as qualifying for special services, the least restrictive environment is advised for the child. This means that (taking into consideration the severity of the problem and quality of services offered) the parents are faced with a decision that may mean a child needs to enroll in public school where special education that is **not** offered at Seton is available. These are

always difficult decisions. Sometimes the child remains at Seton while the parents and teachers help the child with special learning techniques. The Seton faculty will cooperate and be supportive of the parents' decision to help the child in what they determine as the least restrictive environment.

## CURRICULUM

All subject areas are taught from textbooks approved by the Office of Catholic Education and guided by Archdiocesan curriculum manuals. Due to the religious mission of Seton Catholic School, religious education and values permeate the total school curriculum. Below is a listing of subject areas which fulfill these functions. Seton meets or exceeds the curriculum requirements of the State of Indiana.

Religion K-6: All religious instruction includes "the authentic message of the church" as described in the National Catechetical Directory. Religious instructions and celebrations are planned and carried out in accordance with and in support of our parish. The gospel message, liturgical year and the church's teachings are closely followed. The individual student's preparation for and reception of sacraments, as well as attendance at regular and special seasonal services, are the responsibility of the parents in cooperation with pastor.

Family Life: Each year in Grade 5 and Grade 6 participate in the Family Life program which is endorsed and encouraged by the Office of Catholic Education. The program covers the physical, emotional, and spiritual aspects of family life including sexuality. Talks are age appropriate to grade level.
Parents have the option of requesting that their children not participate in the Family Life Program. They may choose to teach these concepts at home in their own family settings.

Moral Development: Our goal is to assist in the development of values, attitudes, and decision-making abilities to help build and/or improve each student's 1) positive self-concept, 2) ability to cooperate, 3) communication skills, 4) strategies for resolving conflicts, 5) personal responsibility, 6) ability to make sound value-based choices and to accept the responsibility for action that those choices entail, 7) sense of self-confidence, 8) sense of civic responsibility, 9) understanding of global issues, human rights, resources, and international relationships. These moral development issues are integrated into all subject areas.

Field Trips: Field trips are taken to enhance the overall curriculum. They are planned with an educational purpose in mind. Distances and costs enter into decisions made about these trips. Adequate adult supervision is essential; therefore, parents are asked to accompany the teacher on trips. **Parents may chaperone only if required Safe Parish online training, current background check and Code of Conduct are complete.** Parents complete a general permission slip on their tuition agreement (described on page 35). In addition, a permission slip must be signed for each trip. A chaperone's attention is needed for students-so preschool siblings are not included in school trips.

**Field trips are a privilege, not a right.** Parental permission is equivalent to a request to allow the student to attend the field trip and to be transported to and from the field trip location. Students who do not have parental permission to attend a field trip or are denied permission by the teacher or principal for behavioral or disciplinary reasons, remain at school with assignments and join another class (as close to their grade level as possible).

Field trips are evaluated each year. The most valuable trips are repeated at the same grade level annually. This ensures a wide range of good field trip experiences for each student as he/she progresses from kindergarten through sixth grade.

## EXTRA CURRCULAR ACTIVITIES

Sports: To participate in sports, students must maintain a "C" average, have no more than one "D" and no "F's" in any course during the previous or current quarter. If a student does not maintain this grade level, he/she will be excluded from games and practices until work is completed or requirements met to get his/her grades back up to par. Grades are checked at four and a half weeks (midterm) and end of quarter. This rule should convey the message that academics are top priority and should not be neglected but balanced responsibly with time and effort commitments to sports.

Seton schedules competitions with other area schools. Seton sports include cross country (grade 5 & 6 boys' and girls' city team), basketball (grades 3-6 boys' and girls'), track (grades 5 & 6 boys' and girls' city team), baseball/softball, golf (grades 5 & 6), and volleyball (grades 3-6 girls').

## SPECIAL EVENTS

A music or dramatic program is held annually. Those performances can be virtual or live. They are educational and involve all students.

Individual classes occasionally produce a program or play. The parents of these students are usually invited to school during the school day to see the production. Other classes are also invited to attend at different times.

The Season of Advent is observed and incorporated into curriculum activities. This downplays the commercialism of Christmas and emphasizes the value of waiting and anticipating the coming of Jesus.

After Christmas break, we emphasize the Christmas season and the Feast of the Epiphany.

National Catholic Schools Week (usually the last week in January) brings many special events. Each year different activities are planned and many visitors come to school.

The Season of Lent is observed beginning on Ash Wednesday. The values of sacrifice, repentance, and reconciliation are central to this time of year. This season leads right into the most important celebration in our liturgical year, Easter.

Home and School sponsors some off site parties each year. Some of these have been skating or bowling parties. These are held in the evenings. In May, our parent organization also hosts an annual picnic for each building.

School pictures are taken each fall (usually in September or October). A school yearbook is published each year and is ready for distribution in spring.

Students are told of the many ways they can earn awards at the beginning of the school year. At the end of each year, an Awards Program is held in each building. Awards are given to honor effort, accomplishments, cooperation, and outstanding achievements.

**STUDENT CARE PROGRAM (updated 8/8/23)**
(See "Policy 2017-03" enacted July 2017)

Before School Care and After School Care

We are pleased to offer our families a safe and secure plus fun and educational environment for early morning drop-off and late-afternoon pickup.

Students can be dropped off as early as 7:30 am (free of charge) at both the **Intermediate and Primary Buildings.** All students will go directly to the cafeteria and will be supervised by a school staff member.

We will offer After School Care (for a fee) for students in full day pre-kindergarten through 6th grade at the Primary Building until 6 pm. Intermediate students will be transported by a staff member or volunteer from the Intermediate building to the Primary building. All students will be cared for at the Primary building.

Students will be given time during after care to have a snack, work on homework, and participate in themed days which include fun activities and games.

To sign up, teachers need to be provided a written or emailed note indicating if a student is to attend the Program. **Payment is required in advance** to participate in ASC if you know ahead of time that you will be using it. Last minute situations do arise, and we understand that. Payment for those types of unexpected situations should be submitted the following day. ASC payments must come to school in an envelope clearly marked "After School Care."

**The fees for the 2026-2027 school year are as follows:**

- Daily cost is $7 for one child ($4 each for two or more children)
- Weekly cost is $30 for one child ($15 each for two or more children)
- Any student not picked up within 10 minutes of the school bell will be sent to ASC and appropriate charges will apply. The charge is $2 per student.
- A $1 charge will be applied for every 1 minutes that a student is not picked up by 6 pm

# Bell to Bell Cell Phones and Personal Electronic Devices Policy- Elementary Level (PS-6th grade)

In accordance with Indiana State Law (SEA 78), all personal electronic communication devices—including, but not limited to, cell phones, smartwatches, tablets, and Bluetooth earbuds—must be powered off completely and surrendered to your teacher at the beginning of class.

**Storage:** Devices will be secured by your teacher and returned during the afternoon

**Lockers/Backpacks/Bags:** Devices are **not** permitted to be stored in student lockers, bags, backpacks, Chromebook cases or carried with the student at any point during the school day.

- **Exceptions:** Exceptions will be made only for documented medical necessity, ISP requirements, or extremely rare emergency situations as authorized by administration.
- **Liability:** The school is not responsible for the loss, theft, or damage of devices brought onto campus.
- **Violations:** Failure to surrender a device, possession of a device during the school day, or use of a device during the school day will result in disciplinary action.

# Directives on Medications for Seton Schools

**Administering Prescription Medications**

Students are not permitted to carry prescription medications on their persons or in their backpacks

All prescription medications must be delivered by the parent (guardian) or another designated adult to the school principal or secretary. Likewise, medication may only be sent home with parent (guardian) or another designated adult.

Receipt of Medications will be logged into a confidential medical log by the administrator or designee.

The medication must be sent in the original pharmaceutically dispensed and labeled container with instructions for administration.

Medications shall also be accompanied by written permission from the parent (guardian) allowing non-medical staff to oversee administration of the specific medication. The permission note should state:

- Name of child/youth
- Name of Medication
- Diagnosis or reason the medication is being taken
- Appropriate dose, method of administering (i.e., by mouth) and any other specific instructions (i.e., take with food)
- The time or times of day the medication is to be taken.
- The start date and number of days the medication is to be taken.
- Any known side effects of the medicine and/or symptoms of the condition being treated

**Seton Elementary does not have an on-site nurse or trained medical personnel. In the absence of such personnel, the school principal or his/her designee will aid and observe a child in the self administration of medication.**

**Administering Non-Prescription Medications**

Students are not permitted to carry prescription medications on their persons or in their backpacks.

All non-prescription medications must be delivered by the parent (guardian) or another designated adult to the school principal or secretary. Likewise, medication may only be sent home with parent (guardian) or another designated adult.

In general, administrators should avoid taking parent (guardian) permission for unplanned administration of non-prescription medication over the phone. If permission is taken this way it should be followed up with documentation in writing for school file. Permission via e-mail is another alternative.

Receipt of Medications will be logged into a confidential medical log by the administrator or designee.

*** The school will not stock and/or dispense non-prescription medications to children/youth other than those provided by the parents (guardians). Likewise, staff or volunteers shall be

advised not to dispense non-prescription medications to children from their personal supplies.

Non-Prescription medications shall be accompanied by written permission from the parent (guardian) allowing non-medical staff to oversee administration of the specific medication. The permission note should state:

- Name of child/youth
- Name of medication
- The reason the medication is being taken
- Appropriate dose, method of administering (i.e., by mouth) and any other specific instructions (i.e., take with food)
- The time or times of day the medication is to be taken.
- The start date and number of days the medication is to be taken.
- Any known side effects of the medicine and/or symptoms of the condition being treated

The non-prescription medication must be delivered in the container in which it was purchased.

**Seton Elementary does not have an on-site nurse or trained medical personnel. In the absence of such personnel, the school principal or his/her designee will aid and observe a child in the self administration of medication.**
Non-Prescription Medications include: analgesics such as aspirin, acetaminophen and ibuprofen: cough drops, cough medicine, cold remedies and other over-the-counter medications. Such items will not be stocked by the school.

The principal or his/her designee may assist the child in the self-administration of prescription or non-prescription medications by doing the following tasks:

- Reminding child when to take medication
- Obtaining necessary medications and equipment from a secure storage place
- Procuring water for taking oral medication
- Opening the container / bottle for the child if necessary
- Observing child dispensing or taking the appropriate medication
- Recording the event in a confidential log.

Administration of routine first-aid treatments for minor cuts, scrapes and bruises will continue and are generally acceptable.

**Administrating and Possession of Inhalers**

Children are generally permitted to possess inhalers for asthma and other respiratory conditions and to self-administer the prescribed medication as necessary provided the following conditions are met:

- A written request is received from the parent (guardian) documenting the order of the physician.
- A statement from the parent (guardian) acknowledging that the school/parish/archdiocese is not responsible for ensuring medication is taken and relieving the school/parish/archdiocese and its employees of responsibility for the benefits or consequences of the child using or not using the prescribed medication.

A written statement from the physician or medical practitioner that states:

- Name of child
- Name of inhaled drug
- Prescribed dosage, method of administration and any other specific instructions
- Time or times of day (hours) medication is to be taken
- Start date and length of time medication is prescribed
- Reason medication is needed
- Potential serious reaction or side effects of the medication
- Emergency responses that may be needed

- If child is qualified and able to administer the medication

**Possession of Inhalers cont.**

- The child shall be made aware that the inhaler is intended for his/her use only and may not be shared with others.
- The child shall notify the teacher or other staff member immediately following the use of an inhaler in case follow-up response is needed.
- Violations of these conditions by the child may result in immediate disciplinary action including the reversion to staff monitored use of inhaler.

**Routine First Aid in Catholic Schools**

All Catholic schools shall have at least two (2) staff members who have been trained in administering first aid, Cardio-Pulmonary Resuscitation (CPR) and the Heimlich Maneuver.

Other child and youth serving programs should have staff and /or volunteers present at major activities that are trained in First Aid and CPR/Heimlich procedures whenever possible. There should be a well stocked first aid kit available at all schools, youth serving activities and events.

# Bloodborne Pathogen and Bodily Fluids Clean up Policy For Seton Catholic Elementary (PS-6th grade)

*See instruction insert in the kit for policy on clean up

**SETON CATHOLIC SCHOOLS, INC.**

**ATTENDANCE POLICY**

TOPIC: Attendance

PURPOSE: To ensure 95% attendance rating as required by the state of Indiana and the Archdiocese

POLICY: Daily attendance of each student is essential to his or her success at Seton Catholic Schools. Each teacher has carefully planned the week's work and has assigned specific material for each day. Whenever an absence by a student occurs, he or she misses an important part of the curriculum process. Absences limit accomplishment and reinforce a habit that handicaps the individual for obtaining maximum future opportunities.

PROCEDURE:
PROCESS OF REPORTING AN ABSENCE
The parent or guardian must report their child's absence in the following manner:

- Call Primary 765-962-5010 or Intermediate 765-962-4877
- State the name of the student & reason for absence
- The school must be notified each day of the absence (exception: hospital stay or extended absence)

Written excuse must accompany the student when he or she returns to school and be submitted to the school principal.

RULES
Excused Absence
If a student is absent for any reason listed below, that absence will be recorded as an excused absence. School sponsored activities do not count toward the absence total.

- Short term illness or injury (Doctor's note required for beyond 3 consecutive days)
- Death or funeral of immediate family member
- Court-mandated appearances or jury duty
- Work rendered on an election day or examination for the military
- Work as a page in the Indiana Legislature or the US Senate
- Doctor appointments are excused, provided a signed doctor admit is produced upon return to school. Appointments, however, are discouraged during the school day.
- Special circumstances as approved by the principal.

After any absence, a student must bring a written excuse signed by a parent or guardian to the school office upon return to school. Failure to have a written report by the parent to the school will result in the absence becoming labeled, 'unexcused.'

Excessive Absence
Students cannot pass a course if absent more than ten times per semester in said course. An exception to this rule would be in the case of a student with a prolonged illness. In this case, the student can make up work missed provided a doctor's note is given to the school as documentation upon the return of the student.
When a student's absences meet the 'excessive definition' as above, these procedures must be followed:

- A letter sent to the parents once there has been a 4$^{th}$ absence from school
- After 6$^{th}$ absence, doctor note is required for each additional absence
- Upon the student's 8$^{th}$ absence, an additional parent contact will be made

Tardy to Class
Each student is to be in his or her classroom, and seated, when the bell rings, or shall be documented as tardy. Timely attendance of class reflects student commitment to excellence. Should a student exceed five tardy documentations, Saturday School, before or after school detention is issued; parents are notified,

and the student serves the consequence.

Truancy
Any student absent from school, or a class period, without consent is considered truant. The student receives an unexcused absence and must be readmitted by the school principal. One detention is assigned for every class period missed by the truant student.

A student is truant if he or she:

- Leaves school at any time without signing out of the school office.
- Is absent from school without parental permission.
- Is absent from class without parental permission.
- Obtains a pass to go to a specified place, but never reports to that destination.
- Becomes ill and goes home, or to the restroom, without first reporting to the office.

Extended Vacations
The school calendar is printed in advance of the school year. No absences are excused which occur one day before or after scheduled school vacations. Illness must be documented by a doctor should they occur on pre or post school vacation days.

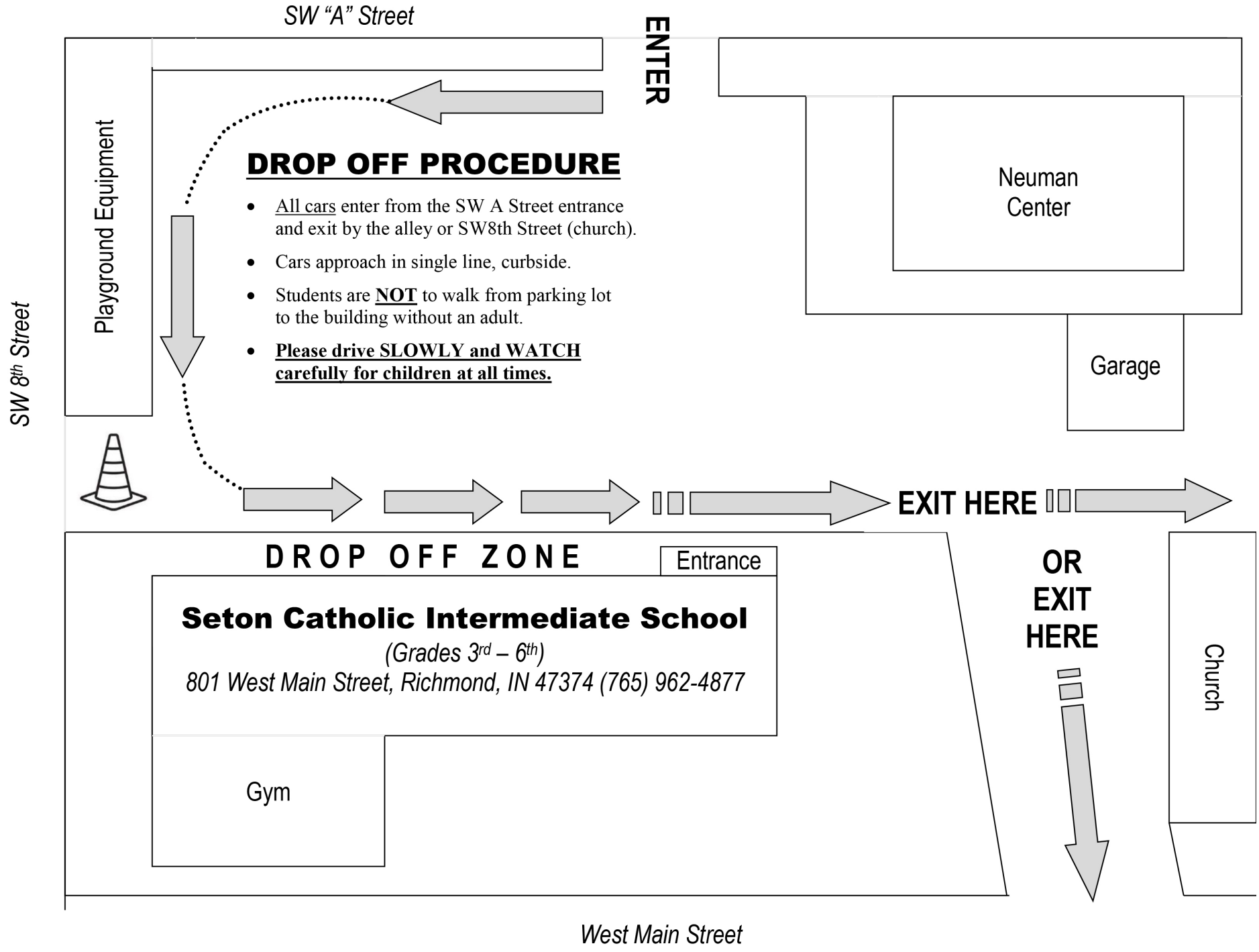
Absenteeism Patterns
In the event that the school notices a pattern in the absence of a particular student (i.e. misses every day prior to an exam), parents will be notified and asked to rectify the problem. The school reserves the right to deny the student opportunity to take exams or turn in make-up work that is the result of a negative pattern resulting from poor choice on the part of the student.

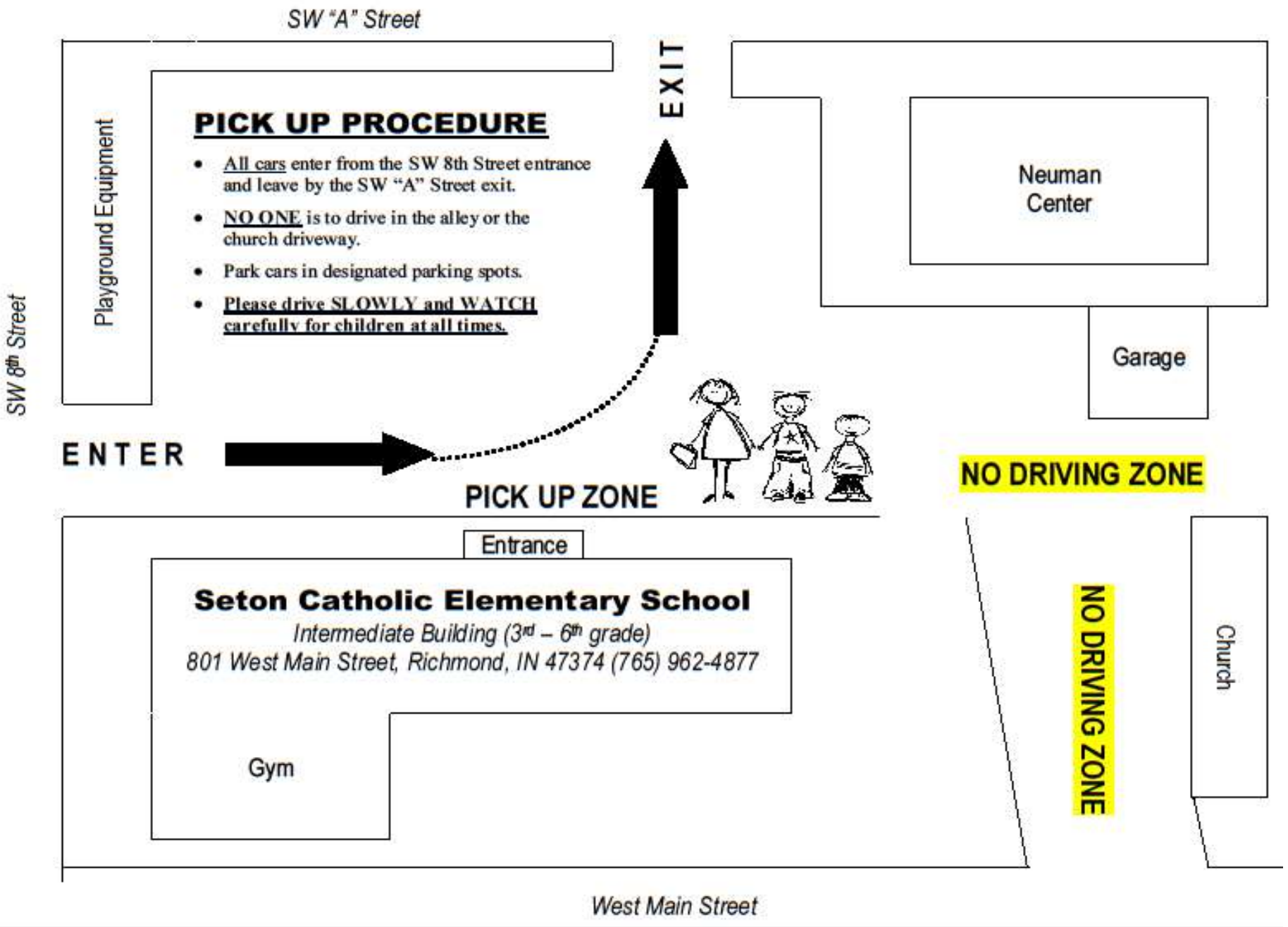
Make-up Work
Responsibility for make-up work rests with the STUDENT. It is not the responsibility of the teacher to seek out the student. It is recommended that assignments and homework be obtained from a classmate or directly contacting the instructor. If the absence is beyond one day, parents should support the child by contacting the teacher or checking on-line to obtain assignments. Make-up work may be picked up in the school office if not available electronically. The homework form will be made available in the office by 3:00 p.m. of the day the work is requested by the student or parent.

CONSEQUENCE SUMMARY FOR BEING ABSENT FROM SCHOOL

- Parents and students who do not comply with the process for an absence can expect the absence to be considered un-excused.
- Students with excessive absences can lose course credits at the junior and high school levels.
- Saturday, before or after school detention can result from un-excused absences/tardy documentation (as noted).
- Students who are absent cannot participate in extra-curricular events or athletic events.
- Lack of documentation by the doctor or parent results in an un-excused absence.
- Most importantly, the learning process of the student is significantly impeded.

DATE APPROVED BY THE BOARD OF DIRECTORS: June 2013
DATE OF PUBLICATION: 6:26:13
EFFECTIVE: June 2013
By the Authority of: Dr. Andrew Deitsch
Dr. Andrew Deitsch
Board of Directors
Seton Catholic Schools, Inc.


SW "A" Street
ENTER
Playground Equipment
SW 8th Street
DROP OFF PROCEDURE
All cars enter from the SW A Street entrance and exit by the alley or SW8th Street (church).
Cars approach in single line, curbside.
Students are NOT to walk from parking lot to the building without an adult.
Please drive SLOWLY and WATCH carefully for children at all times.
Neuman Center
Garage
EXIT HERE
DROP OFF ZONE
Entrance
Seton Catholic Intermediate School
(Grades 3rd – 6th)
801 West Main Street, Richmond, IN 47374 (765) 962-4877
Gym
OR EXIT HERE
Church
West Main Street


SW "A" Street
EXIT
PICK UP PROCEDURE
All cars enter from the SW 8th Street entrance and leave by the SW "A" Street exit.
NO ONE is to drive in the alley or the church driveway.
Park cars in designated parking spots.
Please drive SLOWLY and WATCH carefully for children at all times.
Playground Equipment
SW 8th Street
Neuman Center
Garage
ENTER
PICK UP ZONE
NO DRIVING ZONE
Entrance
Seton Catholic Elementary School
Intermediate Building (3rd – 6th grade)
801 West Main Street, Richmond, IN 47374 (765) 962-4877
Gym
NO DRIVING ZONE
Church
West Main Street

# Seton Catholic Primary School

*(Preschool – 2nd grade)*

*700 North "A" Street, Richmond, IN 47374 (765) 962-5010*

Church

School Door

Gym



**FIRE LANE - NO PARKING!**

**EXIT**

**DROP OFF ZONE**

*7th Street*

Playground

**NO PARKING ZONE**

**FIRE LANE --- NO PARKING!**

Samaritan House

## NEW DROP OFF PROCEDURE

- **Please drive SLOWLY and WATCH carefully for children at all times.**
- All cars enter from the North "B" Street gate and circle around parking lot in direction indicated on diagram, exiting between the playground and the church.
- **NO ONE** is to park in the "NO PARKING ZONES".
- Parents dropping their children off, need to stay in the drop-off line and continue on until they reach the Drop Off Zone. This is where the children will get out of the car and walk to the building.
- If the event arises that your child needs escorted in the building, please park in the painted parking spaces and carefully walk your child across the "Drop Off Zone" and into the building.

**ENTER ONLY**

Turn page over for PICK UP Procedures

*North "B" Street*

*North "B" Street*

# Seton Catholic Primary School

*(Preschool – 2nd grade)*

*700 North "A" Street, Richmond, IN 47374 (765) 962-5010*

Church

School Door

Gym

- **NO ONE** is to drive into or park in the "**PICK-UP ZONE**" between the church and the gym, near the building.
- A designated adult must come to the pick-up zone and walk their child to their parked car.



**PICK UP ZONE**

**FIRE LANE --- NO PARKING!**

Playground

**NO PARKING ZONE**

7th Street

## NEW PICK UP PROCEDURE

- **Please drive SLOWLY and WATCH for children!**
- ENTER through the North "B" Street gate ONLY and park facing 7th Street (west).
- Park as far left as possible, then pull forward. This allows as many cars as possible to enter into the lot.
- **Leave a thru lane at the south side of the parking lot. This is considered a FIRE LANE for use of emergency vehicles and MUST BE LEFT OPEN.**
- 7th Street gate will remain closed until at 3PM and then opened for exiting purposes.
- EXIT through the "7th Street" gate ONLY.

**EXIT ONLY**

Samaritan House

Turn page over for DROP OFF Procedures

**ENTER ONLY**

*North "B" Street*

*North "B" Street*