

Seton Catholic Elementary Handbook

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

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

www.setonschools.org
Fr. Kevin Morris, Pastor
Mrs. Kim Becker, Principal

LEADERSHIP

Our Seton Board of Directors consists of 11 directors, our business manager, pastor and both principals. Members are on a 3 year rotation. The Board leads the school system under a limited jurisdiction.

Board President: Mr. John C. Kelley
3208 Dogwood Lane
Richmond, IN 47374
765-965-2972

SCHOOL COLORS: Red and Navy SCHOOL MASCOT: Cardinals

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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 Richmond Catholic Community 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 notes coming home from school with your child(ren). 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 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 more prestigious AdvancEd Association. 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. Teaching experience for our faculty members averages 16.2 years.

Catechists are required to attend in-service sessions and acquire catechist certification through our Director of Religious Education and according to Archdiocesan catechist certification requirements. The Seton Catholic Board of Directors is a Board of limited jurisdiction. 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

Seton Catholic Schools, a pre-kindergarten through grade twelve coeducational ministry of St. Andrew, St. Mary, and Holy Family parishes, exists to pass on the teachings and values of the Roman Catholic Church within an environment of academic excellence. Inspired by the love of Jesus Christ and Saint Elizabeth Ann Seton's commitment to Catholic education, the school system serves the Richmond community and families from East Central Indiana and Western Ohio. Seton Catholic Schools welcome and embrace those of all faiths and beliefs.

Seton Catholic Elementary School nurtures students to be lifelong learners laying a foundation in core subjects with a standards based curriculum. Individual gifts and talents continue to be recognized at Seton Catholic Junior and Senior High School through the rigorous college preparatory course offerings, combined with a rich program of extracurricular activities. Service to the community is an integral part of learning at all grade levels. In a loving and caring atmosphere, the faculty at Seton Catholic Schools strives to guide all students toward fulfillment of spiritual, academic, and personal potential.

Philosophy of Seton Catholic Schools

Seton Catholic Schools is a preschool through grade twelve school system, supported by the parishes of St. Andrew, St. Mary, and Holy Family 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 2015-2016 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.

Our 2015/2016 officers are excited about the New Year and some of the changes we will make. In order for us to accomplish our goals each year, it is necessary for us to be involved in fundraisers. We sponsor a Fall Fundraiser, book fair, spring festival and 5K run. We will take advantage of General Mills Box Tops school promotions by saving the box tops and sending them in for cash refunds.

All participation in these fundraisers by the school is strictly on a voluntary basis, although, we hope everyone participates in some way. Parents are not asked to go door to door to sell or promote items. We should only approach people we know.

Seton school relies heavily on parent volunteers to help support the faculty and staff. Please look over the VOLUNTEER SHEET in the forms packet that you will receive in the fall and try to help out where 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

Kara Hamilton, President

Brianna Kovach/Tyler Vanderpool, Treasurer

Tammy Cornell, Secretary

Jill McGinty, Member at Large

Ginny Matthews, Member at Large

Chuck Gilbert, Teacher Representative

, Teacher Representative

SETON CATHOLIC SCHOOL
2015-2016 STAFF

Principal	Mrs. Kim Becker
Preschool	Mrs. Cheryl Kitchin Mrs. Stephanie Kitchin Mrs. Angie Parker
Kindergarten	Mrs. Cathy Cochran Mrs. Emily Keesling
Grade 1	Mrs. Ruth Brown Miss Allison Blanford
Grade 2	Mrs. Mary Manchir – Primary Bldg. Coordinator Mr. Chuck Gilbert
Grade 3	Mrs. Amy Hayes Mrs. Susan Hollingsworth
Grade 4	Mrs. Angi Harvey Miss Jennifer Beach
Grade 5	Mrs. Mary Leverton Mrs. Krista Falcone
Grade 6	Mrs. Terri Schroeder –Intermediate Bldg. Coordinator Ms. Cass Schibley
Primary Computer Lab	Mrs. Marilyn Dolesh
Intermediate Computer Lab	Miss Sharon Brochin
Music	Mr. Evan Schroeder
Title One/ Resource Teacher	Mrs. Barb Gohn/Mrs. Jennifer Maurer
Physical Ed K-6	Mrs. Tammy Cornell
SES Athletic Director:	Mr. Dan Nufrio
Catechists:	Mrs. Cheryl Kitchin, Preschool Mrs. Stephanie Kitchin, Preschool Mrs. Cathy Cochran, Kindergarten Mrs. Emily Keesling, Kindergarten Miss Allison Blanford, grade 1 Mrs. Mary Manchir, grade 2

Mrs. Susan Hollingsworth, grade 3
Mrs. Amy Hayes, grade 3
Mrs. Angi Harvey, grade 4
Mrs. Jennifer Beach, grade 4
Mrs. Mary Leverton, grade 5
Mrs. Krista Falcone, grade 5
Mrs. Terri Schroeder, grade 6
Ms. Cass Schibley, grade 6

Bookkeeper

Mrs. Margaret Lahmann

Secretary

Mrs. Natalie Blakely, Primary Building
Mrs. Farrah Caskey, Intermediate Building

School Aides

Mrs. Michelle Haager
Mrs. Vicki Elstro

Cafeteria Managers:

Mrs. Linda Jennings, Primary
Mrs. Mary Margaret Johnson, Intermediate

Maintenance:

Mr. Steve Turner, Primary
Mr. Rudy Reimsnyder, Intermediate

Custodians:

Miss Erin Pierce and Mrs. Ronda Crawford, Primary
Mr. Mark Mulinaro and Mrs. Ronda Crawford, Intermediate

Technology Director:

Mr. Tim Elstro

Afterschool Care

Mr. Dylan Reichley, Intermediate
Miss Clarissa Ninde, Primary
Mr. Nolan Hannah, Primary

Principal SCHEDULE

Monday:

Intermediate Building

Communion Service-Holy Family 8:15AM

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, once in a while it is necessary to close school for that day. In case of bad weather, be sure to stay tuned to WKBV, WHON, KICKS 96, and WFMG and WCTV (local cable TV station) and channel 6, Seton Schools website and Seton Schools Facebook Page for school closing information. We will also notify you via email and/or text. Most school closing days will become eLearning days. Instructions will be given on that day by 9:00 AM.

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. (Board 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 use vulgar or obscene language.
3. Fulfill all academic requirements.
4. Come prepared for class.
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 an adequate discretion in administering sanctions. Using a 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 expelled 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 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.

Documentation for Penalties

The Intermediate building documents infractions. The following procedures will be used by grades 3-6 personnel:

1. Various colored cards will be used for documenting infractions. The student's name, the infraction, the date/time of the infraction are written on the card.
2. 1 card = 5 minutes off recess
2 cards = 10 minutes off recess
3 cards = 15 minutes off recess
3. Three cards earned translates into an after school detention.
4. Another 3 cards translates into another after school detention.
5. The next 3 card infractions result in an in-school suspension and a required conference with parent, child, teacher, and administrator.
6. The next infraction results in a 2 day in-school suspension.
7. At an elementary level, another infraction requires a conference to determine expulsion. A student expelled may apply for readmission after one semester has elapsed. Readmission is at the discretion of the administrator.
8. All behavior offenses will be deleted at the end of each semester.

Special Rules for Seton 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.

1. Name on the board – a verbal warning from the teacher
2. First check by their name – minutes off recess
3. Second check by their name – additional minutes off recess
4. Third check by their name – a note from student and/or phone call from teacher plus the above penalties
5. Fourth check by their name – a meeting with the principal and/or building coordinator plus the above penalties

As a consequence to receiving their name and checks on the board, the student will receive the following sanctions:

1. Name and any number of checks on any three days will result in first warning on card.
2. Each subsequent name and check will result in additional warnings on the card.
3. At the third warning, the school wide penalties stated above will go into effect.

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.

IMPORTANT----

Please see the Discipline Plan Agreement Form in the form packet. This agreement **MUST be signed by parents/guardians **AND** the student(S).**

Please sign it and return it to school as soon as possible.

Seton Catholic Schools Admissions Policy

POLICY STATEMENT – Admission and Wait List for Preschool through Grade 12

In order to ensure an orderly and equitable admission for children to Seton Catholic Schools, Inc. (hereinafter referred to as —Seton Catholic Schools), this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the Board of Directors and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of Seton Catholic Schools.

A. Primary Goal – Catholic Education

The primary goal of Seton Catholic Schools is to provide a Catholic education to the children in the greater Richmond area in accordance with the mission statement of Seton Catholic Schools, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of Seton Catholic Schools.

B. Accommodation of Students with Special Needs

Seton Catholic Schools strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. Seton Catholic Schools has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

Regular attendance at Mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Richmond Catholic Community will be expected by Catholic families of students attending or wishing to attend Seton Catholic Schools. Families meeting these criteria will be deemed —parishioners for purposes of determining the rate of tuition. All other families will be considered —non-parishioners for purposes of tuition. Parishioner tuition rates for Seton Catholic Schools apply to families that are active members of the Richmond Catholic Community and who have students enrolled in the elementary and pre-school classes. Approximately 30% of Seton’s annual budget is funded by parish financial support, therefore, it is essential that parish families participating in the school also attend Mass regularly and make weekly contributions to the parish to offset the difference in tuition rates.

The Board of Directors of Seton Catholic Schools, Inc. is committed to ensuring that a quality education, grounded in Christian perspective, is affordable for all families in eastern Indiana and western Ohio. At both the Junior High and High Schools, the distinction between parishioners and non-parishioners no longer applies; the rates are the same for both.

Definition of terms:

- Active parishioner: One who regularly attends Mass, contributes time, talent, and financial resources to the parish.
- Non-active parishioner: One who does not contribute time, talent, or financial resources to the parish.
- Non-parishioner: A parishioner of a church other than the three parishes that comprise the Richmond Catholic Community.

D. Financial Aid and Responsibility

It is a goal of Seton Catholic Schools to provide financial support to economically disadvantaged families to the fullest extent possible. However, all Seton Catholic Schools families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by Seton Catholic Schools. Families of students who are not of the Catholic Faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by Seton Catholic Schools from the contributions of parishioners.

E. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of Seton Catholic Schools as specified in the School Handbooks.

F. Non-Discrimination

The Board of Directors, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

Admission Selection Procedures

Beginning with the spring registration date each year, without exception, students registering for preschool who are at age 3 or 4; or for kindergarten, who are age 5 by August 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in Seton Catholic Schools based on the maximum capacity of classrooms as set by the Board of Directors according to the following categories in order of preference:

1. Current students of Seton Catholic Schools.
2. Catholic children of parishioners (as defined in C above) who are siblings of students attending Seton Catholic Schools in the current school year, as well as children of non-parishioners who are siblings of students attending Seton Catholic Schools in the current school year.
3. Catholic children of parishioners who are siblings of a graduate of Seton Catholic Schools.
4. Catholic children of parishioners.
5. Non-Catholic children.

Within categories numbered above, priority will be given according to the parish registration date of any family deemed to be a —parishioner (See Section C above), as well as the date of the admission application.

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. A volunteer sign-up sheet is available at the beginning of each year. Please respond with your support as well as some of your time and energy. It's a great way for parents to be involved and visible at school. 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 and Sacred training at www.safeandsacred-archindy.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 complete 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 \$25.00 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. 21.

Seton also participates in the School Choice Scholarship Program to use tax dollars of qualifying families to pay for tuition.

In every event, no student shall be permitted to attend for the following academic year until such time as the tuition obligation from the prior academic year is fully satisfied.

On June 1st of each year, all accounts delinquent in tuition payments will be turned over to an attorney employed by the Richmond Catholic Office for collection through the Wayne Superior Court III, Small Claims Division. Attorney fees incurred as a result of this action shall be paid by the parent/guardian pursuant to the terms of the tuition contract the parent/guardian shall have signed when this agreement was initiated. It shall be the sole responsibility of the attorney to recover any attorney fees from said parent/guardian. Neither Seton Catholic Elementary School, nor the parishes of St. Andrew, St. Mary, or Holy Family, or any of its agents, shall be responsible for said attorney fees in the event legal proceedings are initiated. The amount claimed in this cause of action should consist of the filing fee incurred in initiating the action, the full amount of the delinquent account, interest from date the delinquent payment was due, and (when applicable) reasonable attorney fees.

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 Director of Schools 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 Director'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

Seton primary's first bell is at 8:00 and class begins at **8:10 a.m.** and dismisses at **3:00 p.m.** Seton Intermediate's first bell is at **7:50** and class begins at **8:00 a.m.** and dismisses at **2:50 p.m.** Preschool sessions are held from 8:10-11:00 a.m. Due to excessive traffic at our Primary Campus, dismissal times may be scattered during 2015-16.

ARRIVAL

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

Arrival time can pose problems for both parents and teachers. Many parents are on their way to work and drop off their children early. Teachers are at school early, but they need their time to prepare for the day. A reasonable compromise requires the cooperation of parents, students and staff. 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.** The only staff member required to be at work before that time is the custodian. The one staff member who supervises the children in the cafeteria arrives 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

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

Dismissal time can pose a problem for both parents and staff. Parents may be at work or have appointments during the day and need a little leeway in picking up students. Teachers have other responsibilities after school too. A reasonable compromise requires the cooperation of parents, students, and staff. Please follow guidelines, such as cones in the lot.

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 ROUTE.** 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.

EARLY DISMISSAL DAYS

On days that we have early dismissals times will be staggered to help parents with the pick-up of their children. The times are as follows:

1:00 PM Seton Intermediate Building

1:10 PM Seton Primary Building

Read Announcements each day to determine if After School Care is operating on those days.

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. Please enter parking lot by the S.W. 8th Street entrance. Drop your child off on the south sidewalk. At dismissal, park in designated areas.
 - b. 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
 - c. S.W.8th Street is an ENTRANCE ONLY. Main Street, between the

church and school, is an EXIT ONLY. S.W. "A" Street is EXIT ONLY. PLEASE USE EITHER ONE.

5. Primary Traffic Route – See map at back

- a. All cars are to enter from the North "B" Street gate and leave by the North 7th Street gate.
- 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 the school (south), 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. When leaving the parking lot, a right turn will get you out a lot quicker! A trip around the block is not long!
- 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

Please refer to the Attendance policy adopted by our School Board in June 2013. It is found at the end of this handbook.

Success in school depends greatly upon regular, consistent attendance. At times, absences are unavoidable due to illness, a death in the family, or emergencies. Those situations are addressed in the following section. When planning family trips and vacations, check the school calendar. There are holidays and vacation days during the school year. We encourage you to plan such trips during school breaks or summertime. If families plan a trip during school days, the procedure should be:

1. Written request should be submitted to the school 2 weeks prior to the trip.
2. If the request is approved, the teacher can collect some of the work ahead of time for the student to work on during the trip.
3. Completed work is expected on the first day returning to school.
4. If a test is planned during the student's absence, the test may be taken prior to the absence OR it will be taken on the first day back to school. This is at the teacher's discretion.
5. If the request for absence for a trip was denied, the absence will be considered unexcused and work will not be made up.

If an absence is due to illness, the student is allowed the same number of days ill to make up his/her work. This does not replace the instruction given in class nor the discussions of the lessons taught. The teacher will supply instruction during the lunch/recess time or after school.

ABSENCE

If your child is sick, please notify the school of the absence by 8:30AM. Know that an answering machine is available in each office so that you may call and leave that message during the night. If parents do not report an absence, the secretary will call home or the parents' workplace to verify information about the child. This is done to ensure the child is not lost or in danger.

Absences should be minimal. If there is an ongoing medical issue causing abnormal absences, contact the teacher and the principal to discuss that issue so that alternate plans can be made for your child. According to the Seton Attendance Policy, 10 days absent is considered excessive. The school secretary is bound to record and monitor attendance. Upon day 4, 6, and 8 of absences, the secretary will notify the building coordinator, the principal and the parents of the situation. After 3 consecutive sick days, a doctor's note will be required in order to return to school. Questionable absences will be reviewed with the parents and if further action is needed, the Wayne County Department of Family and Children will be notified. (Board Policy May 1992) Questionable absences or excessive absences (10 days) will require a parent/child meeting with the teacher, building coordinator and principal to either find a solution to the difficulty or review continued placement at Seton Catholic Elementary.

TARDINESS

Being punctual and prompt is a virtue. We all must have that in the work place and students must develop it. Tardiness is an interruption to teaching and learning. Continued tardiness is rude and disrespectful. Each morning at both buildings, two bells ring. The second bell is the tardy bell indicating that students should be in their class, ready to work. Tardiness does have consequences:

First tardy	Email and paper note sent to parents.
Second tardy	Email and paper note sent home, to be signed and returned to the office. Notice will also state that the next infraction requires a meeting.
Third tardy	Email and note sent requesting a meeting between parent, child, and principal to discuss further action.

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.

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) and scoliosis (in the spring; Intermediate only) 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 by a Richmond Community Schools Speech 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 Epipens 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 the forms packet for your actual use (extra copies are available in office and our school website):

Please note: Parents need to provide the non-prescribed OTC (over-the-counter) medications (Tylenol, Advil, Motrin, Benedryl, 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 disease. 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 principal immediately. At Seton, the principal will then make a report to 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 and Evacuation

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 and check with the school employee. 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 use of the school telephone to make calls must be limited to absolute necessities and emergencies. All dismissal arrangements, including after school activities, must be made in advance. Students may not make calls from school to change these arrangements. (Also, see "Dismissal" section of this handbook regarding dismissal transportation arrangements.)

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 \$2.75.

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 the primary 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 spring 2015

****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 classroom, 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 and at all school activities. Uniforms should be in good repair and kept clean. Uniform clothing cannot be written on or torn. Students are not allowed to wear hooded sweatshirts.

Contact the school office to get vendor information for school logo shirts, sweatshirts, or fleece-wear.

Regular School Day Dress Code

Slacks:

- *Navy or khaki in color
- *Cotton fabric; corduroy is acceptable.
- ***NOT** to code – jeans cut, patch pockets, jeggings, cargo cut, knit fabric.

Shorts:

- ***Can be worn from August – November 1 and April 1 – June only.**
- *Navy or khaki in color, no shorter than 4 inches above the knee and not longer than knee length. Check!
- *Navy or khaki capris are acceptable for girls.

Skirts, jumpers, skorts:

- *Navy or khaki in color, no shorter than 4 inches above the knee. Check!
- *A navy polo dress is acceptable, but only navy please.
- *Solid color tights must accompany skirts and jumpers from November 1- April 1.

Shirts and Blouses:

- *Shirts/blouses must be oxford, polo, mock or turtleneck; a knit or cotton blend; and must have a collar and sleeves (long or short).
- *Any solid color (with solid, same color collar and sleeves) is acceptable. A ruffle is NOT a collar.
- *Brand monograms or emblems should be no larger than 2 inches.
- *All shirts/blouses must be tucked in during the school day.
- ***NOT** to code – long sleeved shirt worn underneath a short sleeved polo shirt.

Cold weather tops:

- *Sweaters, sweatshirts, half-zip fleece pullovers and vests may be worn.

- *Sweaters may be crewneck or cardigan style.
- *Cold weather tops must be worn over a collared shirt/ blouse, be solid in color, and without a hood.
- *Brand monograms or emblems should be no larger than 2 inches.
- ***NOT** to code – Hoods/hoodies are not allowed due to safety reasons.

Belts:

- *Intermediate building – SOLID color belt must be worn with slacks/shorts always.
- *Primary building – Belts are not mandatory.

Shoes:

- *All shoes must have a back or back strap and must cover toes.
- *Ankle boots or mid-calf boots are acceptable.
- ***NOT** to code – clogs, flip-flops, skate shoes, knee high fashion boots, any open toe shoes.

Socks and Tights:

- *Solid color socks or tights must be worn at all times by all students.
- *Socks may be ankle, mid-calf, or knee high.
- ***NOT** to code – leggings
- ***NOT** to code –no show socks

Accessories:

- *Post earrings only are acceptable for girls.
- * Due to safety reason, dangle earring are prohibited.
- *Headbands, barrettes, hairclips are acceptable. If they become a distraction, they will have to be removed.
- *Hair color must be a natural color unless permitted for a particular day.
- ***NOT** to code –tiaras, makeup, fake glasses.

Special School Day Dress Codes

Seton Spirit Wear Days:

- *Occurs on 1st, 2nd, 3rd, and 5th Fridays of each month.
- *Khakis, jeans, shorts (no shorter than 4 inches above the knee and not longer than knee length. Check!) and Seton logo sweatpants are acceptable.
- *Wear ANY Seton top – jersey, t-shirt, vest, sweatshirt. Or just wear red, navy or gold.
- *In colder months, a Seton T-shirt may have a long sleeved shirt or turtleneck underneath for warmth.
- NOT** to code –leggings, athletic shorts, or pants/shorts/skirts of any other variety.
- NOT** to code –cut off shorts.
- NOT** to code –hoodies (safety issues)

Free Dress Days:

- *Every 4th Friday is a free dress day.
- *Jeans acceptable; no holes
- *Non-uniform tops acceptable. Sleeves are mandatory.
- ***NOT** to code -hoodies (safety issues)
- *Regular sock and shoe rules apply

Please use discretion and check what your child selects to wear for free dress days. Free dress does NOT mean that we forget we are Seton and we should look respectable and model Catholic values.

Organization Uniforms:

*Boy and Girl Scouts uniforms or sashes may be worn on meeting days.

Violation Procedure

1st violation of dress code: A written warning is sent home to be signed and returned to the office the next day. Parent may be asked to bring a change of clothing at this time.

2nd violation of dress code: Child and secretary or principal will call parents to bring a change of clothes.

3rd violation of dress code: Child and secretary or principal will call parents to bring a change of clothes. Third violation results in a detention. Upon end of detention, teacher or principal will discuss change expectations with the child and parent.

4th violation of dress code: Child will lose free dress for the month.

5th violation of dress code: Mandatory meeting of child and parent with principal and/or School Board members will be required.

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 return of 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 to try our best 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 permitted under agreement or direction of school personnel.

Cafeteria Rules

1. Maintain order in line. Talk quietly. When you cannot hear the supervisor talk in a slightly raised voice, it is too loud. Take your proper place in line. Leave a path in the hallway or on stairs for those who are not waiting for lunch to pass through.
2. Sit down at the table in an orderly manner. Follow the lunchroom supervisor's directions. Seats are open to everyone. Remain seated while eating.
3. Take time to eat your food. All food items should at least be tasted even if it isn't your favorite food. Eat a balanced, nutritious meal and avoid waste.
4. Raise your hand if you have a question, need help or want permission to use the restroom.
5. Clear your area of trash and garbage.
6. Gum, glass containers and carbonated beverages may not be brought to school.
7. Begin leaving the cafeteria at the end of the lunch period when the supervisor gives permission. Always walk back to class.

Playground Rules

1. Talk to the playground supervisor for:
 - a. permission to leave playground (enter building, retrieve ball, etc.)
 - b. help if you are being treated unfairly by other students
 - c. resolving conflicts.
2. Stay on playground.

Intermediate students---the Newman Center lawn is off limits. Do not climb limestone pillars or trees.

Primary students—do not play around cars.
3. Use the slide, etc., correctly. Do not jump from the equipment.
4. One person down the slide at a time. Feet first only. No hanging on the slide from underneath.
5. Swings—when waiting for a turn, stand outside the swing set and away from the swingers. Twenty full swings is a long enough turn when someone else is waiting. SIT in swings. Pump yourself--no pushing.
6. Play fair at all games. Let new players join in whenever possible.
7. No pulling on another person's body or clothing.
8. Walk to line up as soon as the bell rings. Collect recess equipment. Stand quietly in line keeping your hands, feet, and objects to yourself.
9. All students go to recess unless the teacher has reason for keeping a student from recess, or a parent has requested in writing that the child stay in for health reasons.

Indoor Recess Rules

Intermediate students:

1. Talk to the recess supervisor for:
 - a. permission to leave the gym
 - b. help if you are being treated unfairly by other students
 - c. resolving conflicts.
2. Running is permitted in supervised games only.
3. Ball throwing to a person in a game is expected. This includes toss and catch on sidelines. No disorderly ball throwing at walls, ceiling, windows, or persons.
4. Stay in supervised area. No playing in stage area, moving of bleachers, wrestling, pulling on another person or his/her clothing, climbing on basketball stands.
5. Walk to line up when the bell rings and stand quietly keeping hands, feet and objects to yourself.
6. Gym shoes must have white soles, no black soles as they leave marks on the gym floor.

Primary Students: GYM--Supervised play on a rotating grade level basis.

Follow directions of supervisor.

CLASSROOM-----Quiet play. Stay in classroom. Follow directions of supervisors.

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.

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 clear up 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 Board of Directors.

HOMEWORK

Homework is schoolwork done at home. It can be in the form of a written assignment, or something of interest to look for in the newspaper or a magazine, 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 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.

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 ISTEP (Indiana State Testing for Educational Progress) tests. The ISTEP test is administered in the spring. 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, 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 the three Richmond parishes. 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 Preschool through 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 and Sacred 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 CURRICULAR 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 (boys’ and girls’ city team), basketball (boys’ and girls’), track (boys’ and girls’ city team), and baseball.

Scouts: Boy Scout troops meet at Seton. They are usually scheduled to meet after school. St. Mary Church sponsors the boy scouts. Boys as young as first grade are eligible to participate in scouts. Call either the primary or intermediate office for specific information.

SPECIAL EVENTS

A school music program is held each year during Catholic Schools Week which is the end of January. It is an evening performance. School programs are planned to be educational and to involve every student in one capacity or another.

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.

Classroom parties are held for: All Saints Day (October 31 or the last day of school before October 31), Christmas (last day before Christmas break), St. Valentine’s Day (when it does not fall during the season of Lent).

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 three off site parties each year. Some of these have been skating or bowling parties. These are held in the evenings. All parish and Seton families are welcome. 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.

Thank you for taking the time to read this handbook and go over it with your child(ren). Please fill out and return your Forms Packet, also enclosed, and return it by mail to the west building or on the first day of school with your child. Together we can ensure a successful journey of discover toward wisdom, self-confidence and caring at Seton Catholic School for our students.

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 4th absence from school
- After 6th absence, doctor note is required for each additional absence
- Upon the student's 8th 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.

SETON CATHOLIC SCHOOLS, INC.

AUTOMATIC TRANSITION POLICY

TOPIC: Transition of New Students to Seton Catholic Schools

PURPOSE: Seton Catholic Schools has high regard for supporting students transitioning into the Seton Catholic School system, inclusive of its rigor and faith-based culture. This policy is designed to create a pathway for a successful transition.

POLICY: Appropriate support will be offered to new students as they transition into Seton Catholic Schools.

DEFINITION: A successful transition is defined as one whereby the student strives to perform at an academic standard reflecting their best effort, as well as conduct that represents the school well. Additionally, the student models a sense of belonging in their new environment.

Expectations for positive conduct and successful academics are clearly outlined in the Parent Student handbook.

PROCEDURE:

Rules

The normal transition period is one semester with a mid-term (or nine week) status review of student progress. Family meetings will be scheduled as needed for students who need addition support in transition.

Additional support will be determined in the form of a Seton Action Plan. The family will work with the school to construct a plan that will help the student successfully transition by the end of one semester.

If at nine week, the student has already successfully transitioned, they will be released from the Automatic Transition period.

If a student has not successfully transitioned by the end of the semester timeline, options for what is in the best interest of the student will be considered.

Consequence Summary for Successful Transition

- * The student will have achieved their personal potential
- * The student will have adjusted to the Seton Catholic School System
- * The student will have taken the necessary steps to make a successful transition
- * The student's family will have been a partner in the transition process
- * The student and the student's family join Seton faculty in being a vital part of the student's transition process.
- * The student and student's family will become a successful part of the greater Seton family.

DATE APPROVED BY THE BOARD OF DIRECTORS:

DATE OF PUBLICATION: 6:26:13

EFFECTIVE:

By the Authority of: Dr. Andrew Deitsch
Dr. Andrew Deitsch
Board of Directors
Seton Catholic Schools, Inc.

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. 41

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.

Adminstrating 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

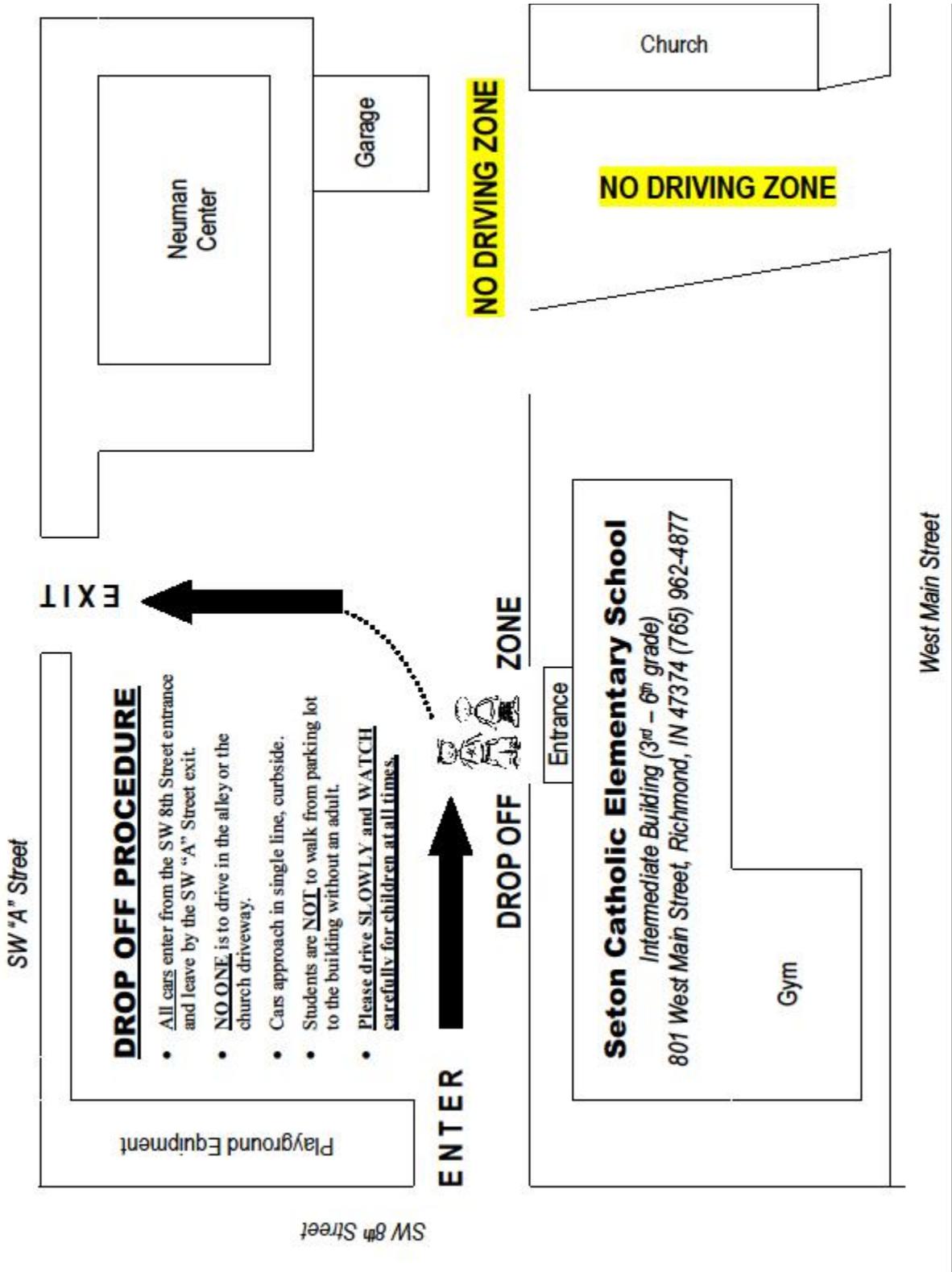
Possession of Inhalers cont.

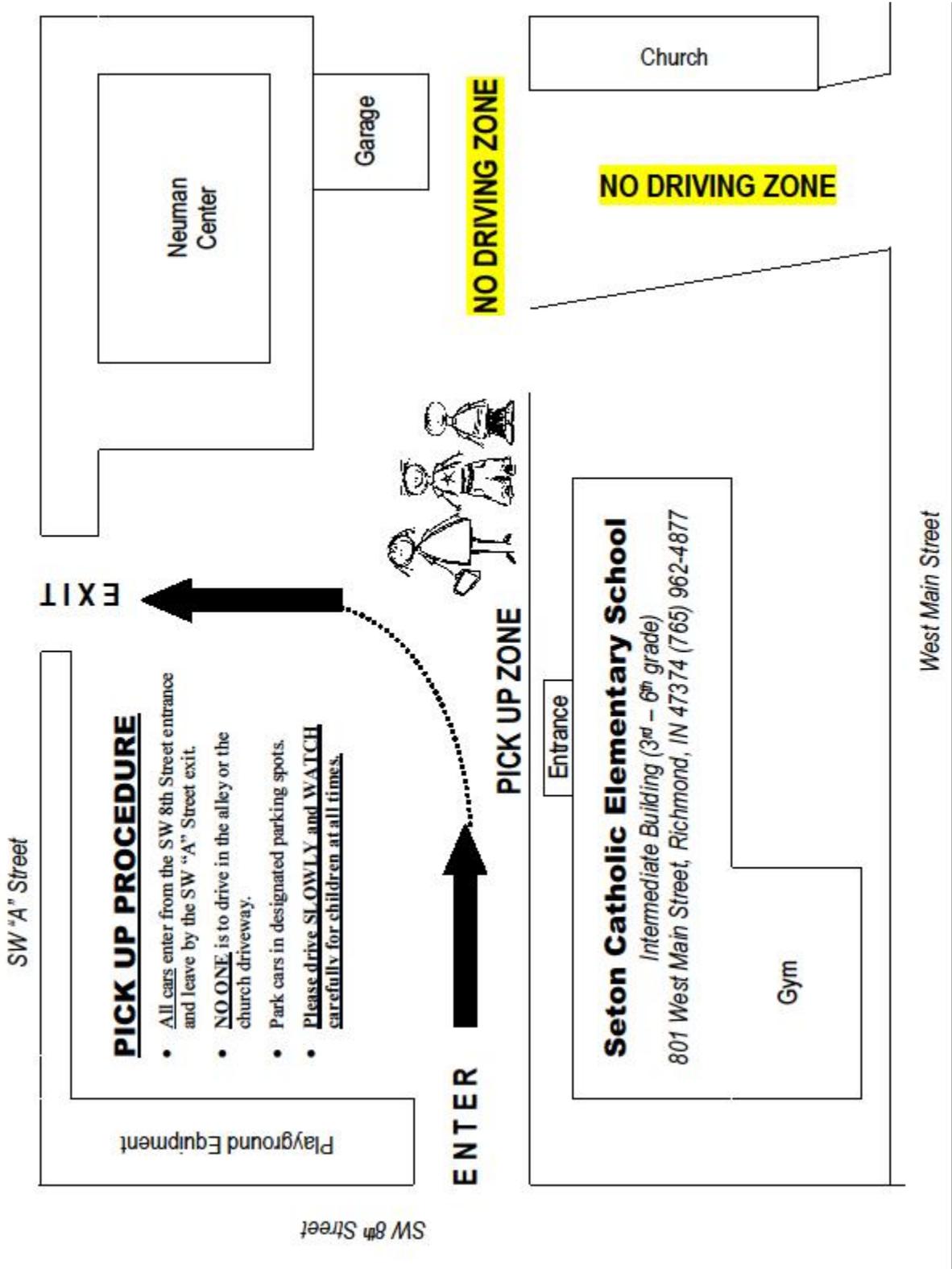
- The child shall be made aware that the inhaler is intended for his/her use only and may not be shared with others.
- The child shall notify the teacher or other staff member immediately following the use of an inhaler in case follow-up response is needed.
- Violations of these conditions by the child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

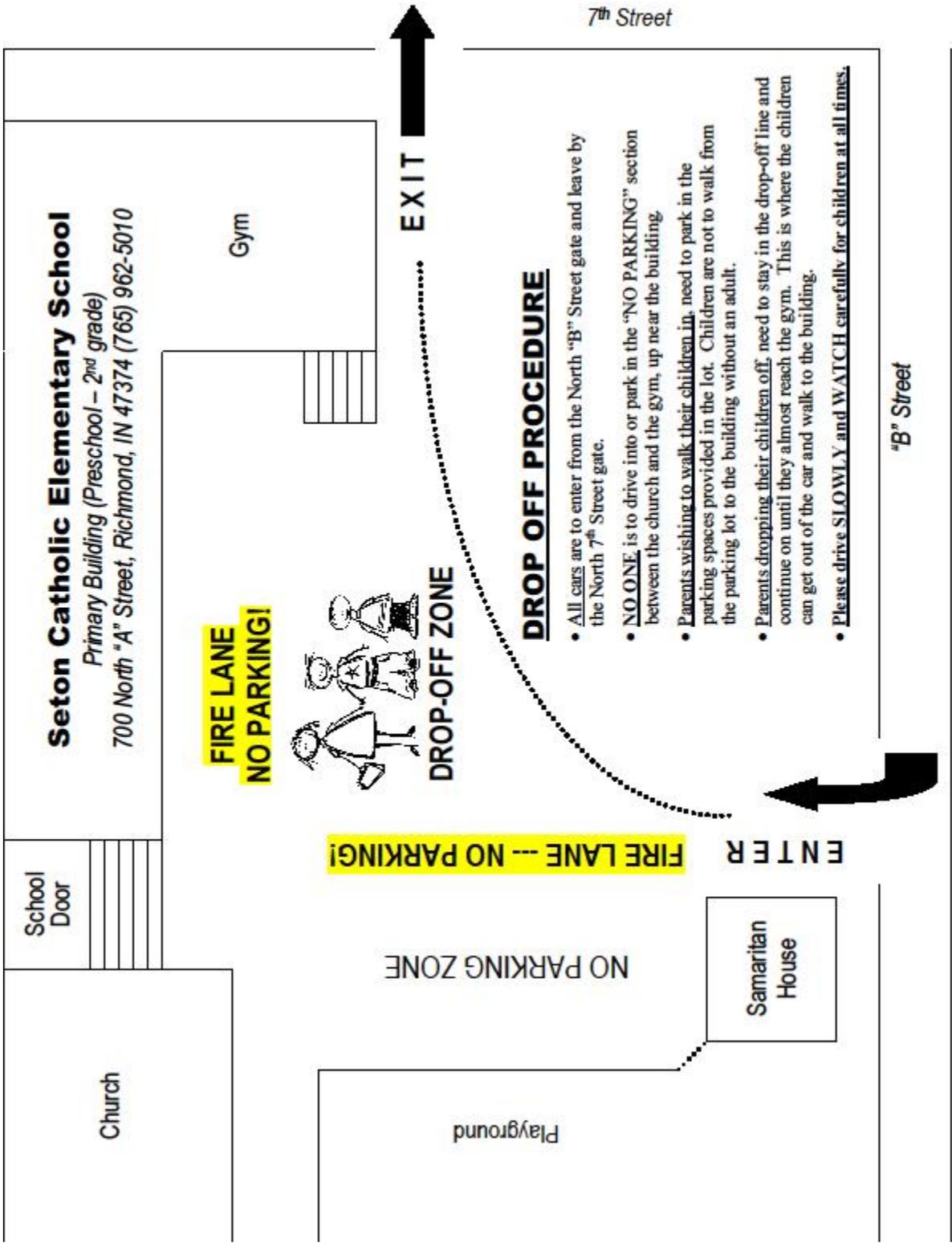
Routine First Aid in Catholic Schools

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.

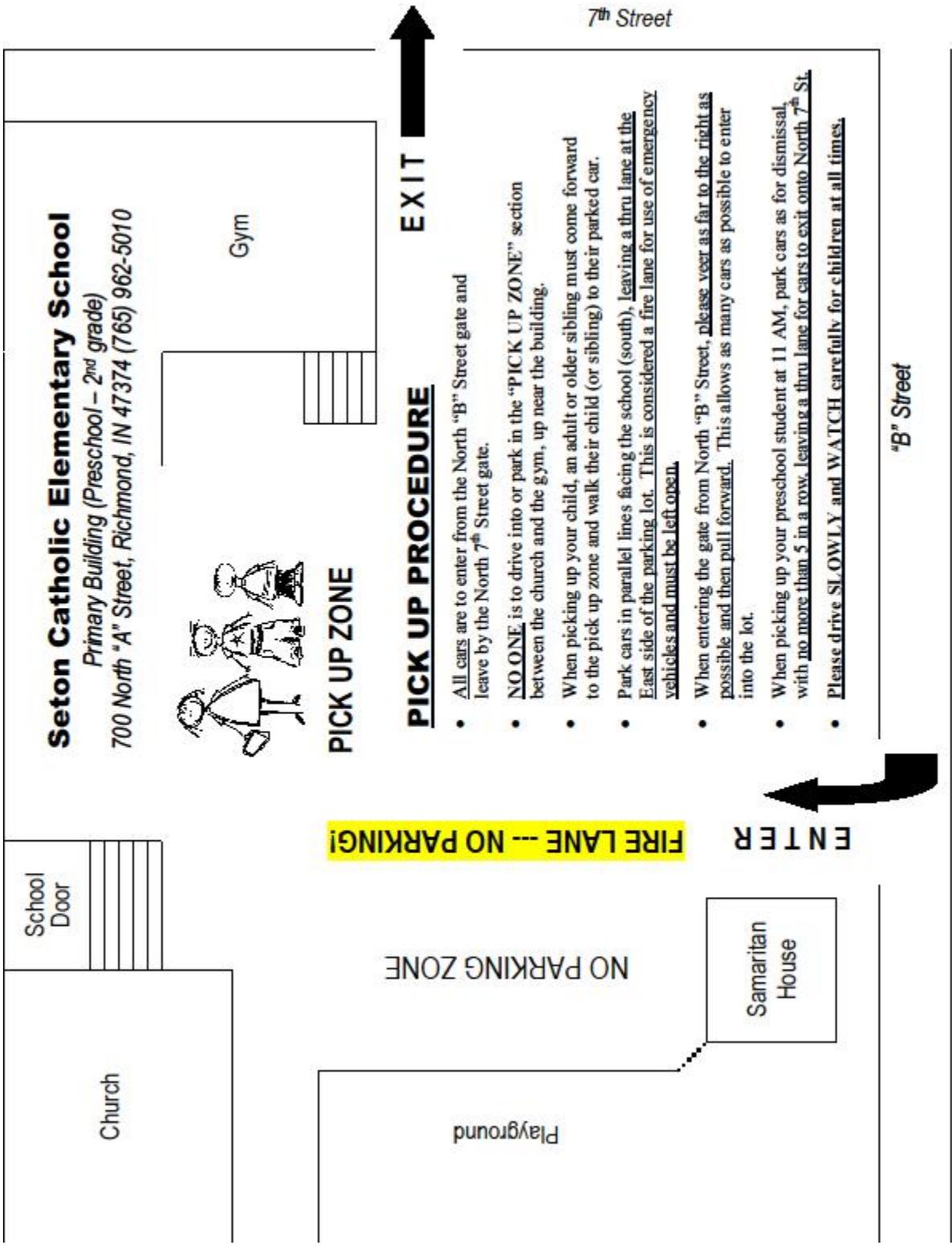




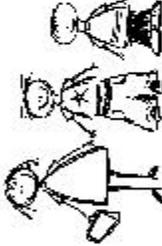


DROP OFF PROCEDURE

- All cars are to enter from the North "B" Street gate and leave by the North 7th Street gate.
- NO ONE is to drive into or park in the "NO PARKING" section between the church and the gym, up near the building.
- Parents wishing to walk their children in, need to park in the parking spaces provided in the lot. Children are not to walk from the parking lot to the building without an adult.
- Parents dropping their children off, need to stay in the drop-off line and continue on until they almost reach the gym. This is where the children can get out of the car and walk to the building.
- Please drive SLOWLY and WATCH carefully for children at all times.



Seton Catholic Elementary School
 Primary Building (Preschool – 2nd grade)
 700 North "A" Street, Richmond, IN 47374 (765) 962-5010



PICK UP ZONE

PICK UP PROCEDURE

- All cars are to enter from the North "B" Street gate and leave by the North 7th Street gate.
- NO ONE is to drive into or park in the "PICK UP ZONE" section between the church and the gym, up near the building.
- When picking up your child, an adult or older sibling must come forward to the pick up zone and walk their child (or sibling) to their parked car.
- Park cars in parallel lines facing the school (south), leaving a thru lane at the East side of the parking lot. This is considered a fire lane for use of emergency vehicles and must be left open.
- When entering the gate from North "B" Street, please veer as far to the right as possible and then pull forward. This allows as many cars as possible to enter into the lot.
- When picking up your preschool student at 11 AM, park cars as for dismissal with no more than 5 in a row, leaving a thru lane for cars to exit onto North 7th St.
- Please drive SLOWLY and WATCH carefully for children at all times.

EXIT →

7th Street

FIRE LANE -- NO PARKING!

ENTER ←

NO PARKING ZONE

Samaritan House

"B" Street