

ST. JOSEPH-ST. ELIZABETH SCHOOL MISSION

St. Joseph - St. Elizabeth Ann Seton School provides a quality educational environment in which our students can achieve academic excellence, fulfill spiritual needs, and build the foundation for a successful and faith-filled life. Students prepare for leadership in the church and society through worship, community, service, message, and education.

ST. JOSEPH-ST. ELIZABETH ANN SETON SCHOOL PHILOSOPHY

St. Joseph-St. Elizabeth Ann Seton School is dedicated to the educational mission of the Church. This mission has a fourfold purpose;

- A. To teach or proclaim Christ's **Message**, the Gospels.
- B. To build a Christian **Community** based on study and lived experience of this Gospel.
- C. To allow this Christian Community to overflow into a generous and loving **Service** to God and neighbor.
- D. To be a **Worshipping** community through the celebration of the Eucharist, reception of the Sacraments, and participation in various forms of prayer experiences and special devotions.

We proclaim the Gospel **Message** by teaching Christ through the liturgy, formal instruction, and by the example of our lives. This message of Christ, the basis for any way of life, is the basis for our actions.

We believe our school is a Christian **Community** in which we strive to deal with the reality of day to day living. We do this constantly through our interaction with each other.

We see our **Service** to each other as an outgrowth of this expression of Christian Community living. We help each other within the school family and extend ourselves to whomever we find in need.

We are a **Worshipping** Community giving praise to God for His goodness and glory through the celebration of the Eucharist, reception of the sacraments, development of prayer experiences, para-liturgies or scriptural celebration, and special devotions.

We support the Christian family as having the greatest role in teaching Christian and human values. Parents are the child's first and most important teachers. St. Joseph-St. Elizabeth Ann Seton School operates with the understanding that parent/guardians care about their children and have the right to be a vital part of anything that involves their child's education.

EDUCATIONAL OBJECTIVES

The Educational Objectives of St. Joseph-St. Elizabeth Ann Seton School flow from the belief that the child, within the context of the family, is the focal point of all of our efforts.

We as staff, strive to:

- A. Assist the child in acquiring those values necessary for a Christian life.
- B. Provide opportunities that will help the child meet the challenge for Christian living here and now.
- C. Develop a sense of responsibility in each child.
- D. Help the child achieve success as well as excellence in learning.
- E. Adapt lessons to individual needs.
- F. Give the child a feeling of "at-home-ness" within the context of academic discipline.
- G. Have each child experience self-worth as a member of the human family.

School Ideal

Be it known to all who enter here that

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

TEACHER IDEAL

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

St. Joseph - St. Elizabeth School has a Counselor, Resource Teacher and Gifted/Talented/Enrichment teacher on staff.

PRINCIPAL-TEACHER RIGHTS

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

STUDENT RIGHTS

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

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

PARENTAL RESPONSIBILITIES

1. Encourage students to appreciate and respect themselves and their education
2. Support and respect the teachers and their decisions
3. To bring children to school regularly and on time
4. To behave in a way which will make school a pleasant place where all can learn
5. To use school property and furnishings properly and to protect school property
6. To follow all school regulations
7. To respect the rights of other students and school staff

PRINCIPAL'S RIGHT TO AMEND A HANDBOOK

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

ADMISSION POLICIES

- A. All students are required to register during Spring Registration.
- B. A present student's failure to register at this time will be considered a withdrawal.
- C. A present student may be refused enrollment if his/her parent/guardian has not fulfilled the following financial obligation:
 1. Maintained the minimum parish contribution or has not made pastor parent/guardian financial arrangements.
 2. Paid in full the text and material or has not made principal parent/guardian financial arrangements.
 3. Paid in full any bus fee. Paid in full any tuition fee as per established payment schedule.

- D. Priority of admissions would be based on the priority established in The Waiting List Policy.
Maximum openings for each classroom:
Pre-School 3 year old – 15 in AM Session;
Pre-School 4 year old – 18 in AM Session; 18 in PM Session
Kindergarten 20 in each classroom
Grades 1- 8 30 students in each classroom
Grades K- 4 will have a teacher aide

WAITING LIST POLICY

In the event that a waiting list must be established because of the number of students per grade (K-8) exceeds 60, the following system of priority will be implemented. Students/Families will be ranked according to the system below and admitted as openings occur.

If a child is not enrolled at the time of age eligibility and opportunity, the priority will be forfeited.

1. Students/Families placed on the waiting list from previous months/years who have met the age requirements for the school and/or the diocese.
2. St. Elizabeth and St. Joseph parish families in good standing with children already enrolled and/or with children already graduated.
3. St. Elizabeth and St. Joseph families in which the mother and/or father is a former graduate of the school.
4. St. Elizabeth and St. Joseph parishioners in good standing who wish to enroll their child for the first time. These families will be ranked according to the length of time they have been registered in the parish.
5. Catholics of good standing registered in other parishes with a letter of recommendation from their current Pastor and school administrator. Siblings, however, will be prioritized under classification #4.
6. Other faith students with character reference from a school administrator. If a student in this category is accepted into St. Joseph-St. Elizabeth Ann Seton School, he/she may continue through graduation. Siblings, however, will be placed under classification #5 and admitted in order of priority as space allows.
7. St. Joseph-St. Elizabeth Ann Seton School follows the age guidelines of Indiana State law for Kindergarten enrollment. If space is available, children with birthdays by September 1 will be considered for enrollment in Kindergarten. The priority for consideration is per (1) through (6) above. In the event of a tie, the next priority is earliest birth date. The Kindergarten roster will be determined from applications received prior to April 1. If space is available after April 1, applications will be considered on a first-come, first served basis. A child might go through a Kindergarten screening program. This process includes testing and observation.

PARENT/GUARDIAN FINANCIAL SUPPORT

Parents/Guardians of St. Joseph-St. Elizabeth Ann Seton School students provide continual support to St. Joseph or St. Elizabeth Ann Seton Church. Both parishes are tithing parishes; therefore 5% of the family's gross income is expected to be contributed in the Sunday parish envelopes. An additional 5% should go to other nonprofit organization such as charities, school tuition, bishop's appeal, etc. If financial assistance is needed, families must complete required financial forms by the stated deadline. Denial by parent/guardian in accepting their responsibility of sharing in the minimum contribution and/or other school fees (or that equated with time or talent resulting from pastor parent/guardian arrangements) shall result in denial to them the attendance of their children. If there is a case where a minimum cannot be met, a lesser amount may be permissible based on the result of pastor and parent/guardian on a quarterly basis. Parent/guardians, especially those with more than one student enrolled, who can contribute an amount exceeding the minimum, are encouraged to do so.

PARISHIONER/NON-PARISHIONER POLICY

Parishioner in Good Standing. A parishioner in good standing is a registered member of either St. Joseph or St. Elizabeth Ann Seton Parish who has signed a pledge card in the tithing program and is current in their donations. It is the PARISHIONER'S responsibility to contact the pastor should circumstances arise that make the pledge impossible to meet.

Arrival and Dismissal

The three year old classes meet on Tuesdays and Thursday. The three year old morning session is from 7:45-10:45 AM. The four year old classes meet on Monday, Wednesday, and Friday. The four year old morning class meets on Monday, Wednesday, and Friday. The four year old morning session is from 7:45-10:45. The four year old afternoon session meets on Monday, Tuesday, Wednesday, and Thursday afternoon. The afternoon session is from 11:45-2:45. In the morning sessions for both three year old and four year old, parents are required to walk their child to the classroom. The classroom door will be open at 7:45 AM. In the afternoon session the children will be dropped off in the carpool line which is located by the entrance to the Church offices. We will begin to collect the children from carpool at 11:40.

All students use the main entrance of the educational wing when entering the school. Parents will bring their pre-school student to their classroom.

Important: Children will not be dismissed to anyone without a nameplate unless authorized by a parent. This is done to ensure the safety of your child. If it is necessary for someone else to pick up a child, the school must be notified in advance, and identification will be checked.

If a child needs to be picked up early, an adult must sign a sign out sheet in the school office.

Closing and Delays

St. Joseph-St. Elizabeth Ann Seton School follows Southwest Allen County Schools for all delays and closings. If there is a two-hour delay, the AM session will be from 9:30-11:45 and the PM session will be from 12:30-2:45.

Clothing

Children should dress in play clothes. They will be painting and using messy materials, sitting on the floor, and running in the gym. Clothes should allow for easy movement and be easily washable. Girls who choose to wear dresses should wear tights, shorts or pants under the dress for warmth and protection from the floor.

Footwear, which provides safety and support in active play, are best. All purpose gym shoes, rubber soled shoes and socks are required for play and gym safety. Slip on shoes, western boots, buckle dress shoes and sandals are not recommended for safety during outdoor play and gym. We do not change clothing for gym in preschool. Flip-flops, crocs and sandals are not permitted due to safety issues.

The school also abides by a warm weather policy that states that shorts may be worn only during the first and last quarters. No tank tops are allowed.

Curriculum

Goals of the Pre-School Curriculum

If the overall purpose of education is to foster competence in all aspects of life as a Christian, then, curriculum must provide opportunities for total learning. This is accomplished when the teacher considers the five areas of children's development- spiritual, emotional, social, physical, intellectual and creative. The overall goals of the curriculum will be to meet the needs of the children in each of these areas and at the same time keep the whole child in mind.

Through the activities in the early childhood curriculum, children will:

1. Grow spiritually
 - develop a sense of trust
 - realize their need for God's love
 - know Jesus as a Friend
 - respond to God's love
 - feel secure in God's love and care
 - see themselves as God's children

2. Grow emotionally
 - develop a positive self-concept
 - be free to risk failure and be comfortable with mistakes
 - develop a sense of security and trust
 - show independence and self-responsibility
 - channel emotions into appropriate and acceptable outlets

3. Grow socially
 - learn to play, work and communicate with peers and adults
 - adjust to group situations
 - accept others even though they may be different from self
 - develop a sense of community
 - accept change in environment and routines

4. Grow physically
 - develop gross and fine motor coordination
 - develop eye-hand and eye-foot coordination
 - become aware of his/her own body

5. Grow intellectually
 - continue to develop language use and understanding
 - develop pre-reading skills such as:
 - visual discrimination
 - auditory discrimination
 - understanding of symbols
 - love of and interest in books
 - develop an ever-increasing attention span
 - initiate his or her own activities
 - follow two and three step directions

6. Grow creatively
 - view him/herself as a unique individual created and valued by God
 - express ideas in his or her own unique way
 - be free to create artistically using a variety of media
 - develop his/her God-given talents and abilities.

Assessments

Twice a year, the preschool teacher will do a Developmental Assessment on each preschool student. The teacher will share these results with the parents.

Lunch Bunch

Lunch Bunch will be offered for all preschool children. Lunch Bunch will be offered from 10:45-11:45. Children are able to attend Lunch Bunch on the days that they attend school. Your child is required to bring a sack lunch. White milk will be provided for a drink. A signup sheet will be sent home at the end of each month for the following month. Payment is expected at the time of sign up for Lunch Bunch. Lunch Bunch staff is staffed by school personnel. The cost for Lunch Bunch is \$5.00 per session.

Enrichment Day

Enrichment Day will be offered in addition to the schedule days of the program. Children enrolled in the 4/5 program are eligible for the Enrichment Days. A total of two Enrichment Days will be offered each month. Enrichment Days will be on Friday afternoon from 11:45-2:45. If your child attends the Enrichment Day the total cost for the day is \$8.00. If your child will be attending lunch bunch as well the total cost for the day will be \$10.00. A signup sheet will be sent out the month prior detailing the enrichment activities scheduled. Payment is due upon sign up. There is a limit of 18 and a minimum of 5 for the Enrichment Day.

Discipline

St. Joseph-St. Elizabeth Ann Seton School promotes a POSITIVE APPROACH to discipline with the intent to teach self-discipline skills appropriate to the student's development stages. Discipline is defined in this approach as a system of rules and regulations that govern the conduct of the student and teacher so that learning can take place. The early childhood children are taught the first five skills that include listening, following directions, asking questions, sharing and demonstrating basic social skills.

Enrollment

Eligibility

Eligibility requirements are: Children who have reached their third or fourth birthday by September 1 of the current school year and are potty trained (no diapers, pull-ups or training pants allowed). Those five year olds that miss the September 1 cut-off date to begin Kindergarten are eligible and welcome.

Application and health forms are available in the school office. Copies of birth certificates and baptismal certificates are needed at the time of registration. For more information call 260-432-4001.

Field Trips

FIELD TRIP POLICIES & FORMS

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

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

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

Field Trip Permission Form

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

Parents volunteering to drive for a trip must have adequate liability insurance and a valid driver's license. Seat belts must be provided for all student passengers. All drivers must be at least 21 years of age. As of July 1, 2005, booster seats are required for each child in a car.

Background Checks

VOLUNTEER APPLICATIONS - BACKGROUND, TRAINING AND SUPERVISION (P2430)

Volunteers are individuals who provide services at a Diocesan elementary or high school on their own initiative for no compensation or payment of any kind. Volunteers assisting in a school or in any school-related or athletic related activity may perform any number of suitable functions for which they are qualified based upon their training or background. All volunteers performing services for a school on a regular basis must have completed Diocese of Fort Wayne-South Bend Volunteer Application on file at the school. The acceptance, utilization, and supervision of volunteers in a school is the responsibility of the school principal.

I. Application

The CSO will provide principals with the Diocese of Fort Wayne-South Bend Volunteer Application which all current and future volunteers must complete and the principal must keep on file at the school as required by diocesan record keeping policy.

II. Background Screening

A. Limited Criminal History Check

Under Indiana law, the Diocesan schools have the right to obtain limited criminal history information about any volunteer who will have contact with, care of, or supervision over enrolled students. By agreeing to volunteer at a Diocesan school, a person acknowledges that he/she can be subject to such a criminal background check.

Before being placed in a volunteer position that would involve Regular Contact with children or young person, the applicant must:

- * Successfully pass the diocesan required reference and criminal history check process
- * Complete the orientation and training process

B. Orientation and Training for All Volunteers

Well-planned orientation and periodic updating help ensure that volunteers are as well prepared as possible to meet the demands of ministry to young people. All volunteers shall receive a verification and complete a receipt for a diocesan Personal Conduct and Policies Manual and be advised of:

- * School mission statement
- * Classroom and/or group management (playground/lunchroom)
- * Appropriate discipline of and conduct around students
- * Lesson planning
- * Basic first aid and safety procedures
- * Child Protective Services notification requirements
- * Emergency drill
- * Other functions specified to designated volunteer activities

C. Supervision

Although volunteers should be supervised in much the same manner as other staff members, more intensive methods may be needed when volunteers have had a little, if any, prior professional training or experience. Volunteers must be held to at least the same standards of conduct and decorum as required of paid staff members.

Health Requirements

State law requires proof of immunization and vaccination against communicable diseases at the time of enrollment. Children are prohibited from being enrolled without proof of proper immunizations. Children enrolling in Early Childhood classes are given a health form from the Fort Wayne Allen County Board of Health that is to be filled out by the family physician and filed in the school office. Dental examinations are recommended.

Children must be potty trained. No diapers, or training pants are allowed.

Illness/Injury Guidelines

It is not always an easy task to decide when your child is ill enough to be kept at home. This guideline will help you make that decision.

Colds: This is probably the hardest illness to decide. A mild cough or occasional runny nose is not cause to withhold a child from school, unless it is obvious that the child is not feeling up to attending. (A child with a non-stop runny nose or constant cough should be kept at home. The child would probably feel uncomfortable and very tired in a group of children and may pass along germs).

Fever: **The child should be free from fever for 24 hours before returning to school.**

Medications: After taking antibiotics for 48 hours, providing that your child feels fine and the doctor agrees, your child may return to school. State law forbids a school from dispensing any medication. Since some children must receive medication during the school day, the following conditions are to be obeyed:

1. Diocesan medication forms must be filled out for prescription and over the counter medication.
2. The form and medication are brought to the office by the **parent/guardian** immediately upon arrival of the student to school.
3. Medications must be in original prescribed containers.

Chickenpox: all pox must be scabbed over before returning to school.

Vomiting: A child must be out of school for 24 hours after his/her last vomiting episode.

In School Illness: If a child becomes ill while at school, is feverish, vomiting or in discomfort, we will phone you to take your child home. If we are unable to reach anyone at home, and the child is vomiting, spouse or emergency contact person will be called to pick up your child.

Accidents: Accidents of any nature, which may require completion of insurance forms, must be reported to the school as soon as possible.

Emergency Forms: An emergency form for each student is kept on file in the school office. In case of an address or phone number change, please notify the school office promptly. Parents should make provisions to have children picked up in case of illness.

Home and School Association

The Home and School Association exists to promote good communications between administration, teacher and parents and to assist the school through fund raising activities each year. **All parents/guardians are automatic members of the Home and School Association.** Meetings are usually held 2 times a year, in the various sponsored activities, for the good of the school.

Newsletter

There will be a school newsletter sent home every week in a family folder. There will also be a newsletter and calendar relating information specific to your child's class at the beginning of each month.

Non-Custodial Parent

This school abides by the Buckley Amendment with respects to the rights of the non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to the academic records and other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

It is required that divorced parents provide the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

Parent Participating

Your child will be eager to share their day with you. We encourage you take an active interest in what is shared or in what is brought home to show you. Parent/Teacher conferences will be scheduled in the fall. Spring conferences are held if needed. However, feel free to contact the teacher anytime you have a question or would like to discuss something.

Snacks

Children are asked to bring a store bought snack during their special week. Each child will have a snack week. Please keep snacks healthy and avoid candy. A detailed snack policy will be distributed to each family at round-up.

Water is available at snack time.

Supply List

Students will use a book bag. Please bring and check it daily. A supply list will be available at round-up.

Tuition

Tuition is collected through FACTS Tuition Company.

Technology

Students will learn the basic concepts of computer use and care. They will begin primary keyboarding and develop use of the computer mouse.

Visitation

We encourage parents to be active partners in their child's education. If you would like to come visit the classroom, please schedule a time or your visit with your child's teacher.

-----Detach and return to school office -----

PARENT SIGNATURE

DATE

