

Parent/Student Handbook

Seton Catholic School

Elementary Building
(Grades 1-5)
1320 16 Avenue
Moline, Illinois 61265
(309) 757-5500

Middle School Building
(Grades 6-8)
1320 17 Avenue
Moline, Illinois 61265
(309) 764-5418

The Children's Place
4 Yr. Old Pre-kindergarten
Seton Kindergarten Program
1400 16 Avenue
Moline, Illinois 61265

The Children's Place
3 Yr. Old Preschool
Seton School Extended Care
1602 13 Street
Moline, Illinois 61265

Non Discrimination In Admissions:

No student shall be refused admission to Catholic schools on the basis of race, color, sex, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy.

D-111
P-COE

North Central Association Accreditation:

Seton Catholic School received full re-accreditation in June 2011 from North Central Association Commission on Accreditation and School Improvement, a division of AdvancED.

State Recognition:

Seton Catholic School obtained Full Recognition from the State of Illinois under the guidelines for Recognition of Non-public Elementary Schools in 2008. Seton School has met the standards set by the Illinois State Board of Education and fulfilled application requirements.

Right To Amend:

The Seton Catholic School Administration retains the right to amend the Parent/Student Handbook at any time, for just cause.

Parents/Guardians will be given notification if changes are made.

(Revised 2011-2012)

Dear Parents:

Elementary and middle school are very special years in a child's life. He or she will be learning many new things. Parents play a major role in helping their child reach the maximum of his or her potential. Research in the area of child development points out that most of a child's intellectual development takes place before he or she enters a formal classroom. This means that children spend a great deal of time with their first teachers, their parents. Indeed, as parents, your involvement in your child's learning experiences will have much to do with how well they succeed in school and in later life. By working together, we believe we can all help your child become the best person possible.

We are looking forward to working with your family throughout the school year. We feel education is a high and noble cause, and our primary goal is to see that every child receives the best Catholic education possible. We feel that the success your child enjoys is an indication of a positive attitude for learning that is taught both at home and at school. We have prepared the information found in this handbook to aid you in preparing your child for school. Please read through the entire book and keep it for future reference. We appreciate your involvement and support of Seton School and look forward to a wonderful year.

Sincerely,

Jane Barrett
Principal

MISSION STATEMENT

The mission of Seton Catholic School is the religious and academic formation of students in preparation for their lives as productive Catholic adults.

STATEMENT OF PHILOSOPHY

Seton Catholic School is a Catholic Christian community dedicated to a total educational program. We believe that every facet of life is important: spiritual, physical, intellectual and emotional. We strive to instill Christian values so that each student becomes a force of good in God's world. Concurrently, our educational program leads, encourages and aids each student to develop his/her intellect to its full potential. We respect the unique attributes of each student. Thus, by providing the atmosphere of living and learning in the light of faith, we encourage each individual to become a whole person--his/her own person.

STATEMENT OF GOALS

Christian Formation

- To develop an awareness of Christ in self and in others.
- To develop Christian values and attitudes.
- To increase the knowledge of and respect for the teachings of Christ.
- To present basic Catholic doctrine.
- To continue formation and development of a faith community involving the faculty, priests, students and parents.
- To deepen appreciation for various prayer forms through active participation.

Academic Education and Formation

- To give each child the necessary encouragement and aid to independently attain individual goals.
- To develop and maintain a coordinated curriculum throughout all of the grades.
- To provide a diversified learning situation in which personal achievement and success are attainable.
- To impart background knowledge and information in the subject areas included in the school curriculum.

Administrative Responsibility

- To provide the educational leadership and the administrative skills to build a faith community through which the total development of each student is promoted.
- To provide encouragement and understanding to the faculty and students, recognizing each as a unique individual.
- To strive for harmony with the school community, providing an opportunity for honest, open communication.
- To aid teachers in providing a total educational program whereby every child is given the opportunity to succeed.

Faculty Responsibility

To show acceptance and encouragement of each child as a unique individual.

To provide for the individual needs of each student.

To exemplify Christian principles and attitudes.

To maintain professional ethics at all times.

To communicate and interact with the adult personnel: faculty, principals, parents, priests and the Seton School Board.

To show a spirit of cooperation within each department and between departments.

To continue participation in professional activities and continuing education.

Student Responsibility

To strive to achieve to the fullest of one's ability.

To exemplify a concern toward one's self and others.

To cooperate with the school laws and regulations.

To accept and respect the uniqueness of each person.

To assume, according to age level and intellectual capacity, co-responsibility with the faculty for development of individualized programs.

To play a supportive role in school activities.

Parental Responsibility

To be the primary educators of their children.

To cooperate and work in conjunction with the Seton School's faculty, staff and administration.

To be active in and supportive of the Seton School parents' clubs.

ENROLLMENT/ADMISSIONS PROCEDURES

Admission Requirements:

Students entering:

- 3 Yr. old Preschool must be 3 years of age by Sept. 1 of current school year
- 4 Yr. old Pre-k must be 4 years of age by Sept. 1 of current school year
- Kindergarten must be 5 years of age by Sept. 1 of current school year
- First grade must be 6 years of age by Sept. 1 of current school year.

Transfer of students from any public, private or diocesan school will be considered on a case by case basis. **All new students will be admitted on a conditional basis.**

Registration Procedures:

Parents wishing to register their child in Seton Catholic School:

- must complete the necessary registration forms and materials
- must provide a certified copy of the child's birth certificate.
- must provide a copy of the child's baptismal certificate (Catholics only)
- provide Social Security number - optional
- students entering **preschool, pre-kindergarten, kindergarten, sixth grade**, or who have recently moved into the state of Illinois must provide proof of a current **medical examination** as well as the necessary **immunizations** required by the state of Illinois.

- students entering **kindergarten, second and sixth grades** are required to provide proof of a current **dental examination**.
- students entering **kindergarten** are required to have a **vision examination**.

Preference For Catholic Students

Seton Catholic School gives preference in admission first to Catholic students who are members of one of the Moline parishes, Christ the King, Sacred Heart or St. Mary and St. Maria Goretti in Coal Valley; second to Catholic students from other parishes; third to non-Catholic students.

Tuition:

Tuition/academic fees are determined annually. Tuition amounts are divided into two categories, *parish and non parish*. Parish tuition rates apply to families that belong to one of the four Seton School parishes, Christ the King, Sacred Heart, St. Mary and St. Maria Goretti. All other families fall into the non parish tuition category.

**Annual Fee Schedules are available in the school office.*

For payment purposes, tuition/academic fees are combined and then divided into ten (10) equal monthly installments due by the 1st of each month, August through May. Families who fail to submit a payment by the established due date will be notified. **Families MUST remain current with payments in order for their student(s) to remain at Seton School.**

Please Note:

Families are asked to contact the principal or business manager if a situation occurs that will cause a delay in their payment of tuition/academic fees.

Parish Commitment Policy:

Families belonging to Christ the King, Sacred Heart, St. Maria Goretti or St. Mary must also comply with the Seton School Parish Commitment Policy. (see appendix)

Tuition Assistance:

Families registered at Christ the King, St. Mary, St. Maria Goretti and Sacred Heart may apply for tuition assistance. Information regarding this program is available through the school office. The purpose of the tuition assistance program is to aide families experiencing financial hardship.

Overdue Tuition/Academic Fees:

Students' quarterly report cards may be withheld if a family has an outstanding tuition/academic fee balance and the family has **not** contacted the principal or business manager to make special arrangements. At the end of the academic year, families with an outstanding balance will not be eligible for re enrollment for the next academic year. *Families with eighth grade students MUST have all fees paid in full in order for their student to receive their diploma and final grade report..*

Withdrawals:

Parents/guardians must complete a withdrawal form. All accounts must be paid in full, i.e. tuition/academic fees, cafeteria program, library fines. All textbooks and library books must be returned. Once all these conditions are satisfied, official school transcripts and student medical records can be released to other schools. (See appendix)

Parent Cooperation:

The education of a student is a partnership between the parents/guardians and the school. Just as the parent/guardian has a right to withdraw a child if they choose, the school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

ATTENDANCE

In order to achieve the goals and objectives of the curriculum and to ensure a student’s continuous progress in school, regular attendance and habits of punctuality are essential. (See appendix) Students are expected to be in school and on time. Academic achievement is evaluated on the basis of a student’s involvement and participation; therefore, attendance is necessary. Parents are responsible for the attendance of their children at school.

School Hours:

School hours are as follows:

3 Yr. Preschool a.m.	8:15 a.m. - 11:00 a.m.	Lee Parish Center
3 Yr. Preschool p.m.	12:15 p.m. - 3:00 p.m.	Lee Parish Center
4 Yr. Pre-k a.m.	8:15 a.m. - 11:00 a.m.	Culemans Hall
4 Yr. Pre-k p.m.	12:15 p.m. - 3:00 p.m.	Culemans Hall
Full Day Kindergarten	8:15 a.m. - 3:15 p.m.	Culemans Hall
Grades 1-5	8:15 a.m. - 3:15 p.m.	Elementary Building
Grades 6-8	8:15 a.m. - 3:15 p.m.	Middle School Building

*First bell rings at 8:10. Final bell rings at 8:15

Supervision of Students:

Supervision of students will begin at 7:45 a.m. Students should **not** arrive before this time. Students are to enter the school building immediately upon their arrival. Students will be dismissed promptly at 3:15 p.m. Students still waiting to be picked up at 3:20 are to report to the front door area of the elementary/middle school building.

All students must be picked up no later than 3:30 p.m.

In the event of an emergency whereby a parent/guardian will be late picking up their child, it is necessary for them to call and notify the school.

Absence:

Parents/guardians are required to notify the school of a student's absence by calling the main school office by **9:00** a.m. on each day of the student's absence. Upon return to school, students **must have a signed note** from their parent/guardian documenting the dates and nature of the absence. In cases of illnesses spanning more than three days, a note from a physician may be necessary. Legal requirements mandate these notes be kept on file for the current year.

*Daily homework will be prepared for absent students and left in the main school office at 3:15 each day.

Tardiness:

Students not in their classrooms by 8:15 a.m. will be marked tardy. Any student who arrives after 8:15 a.m. is to report to the main office for a tardy pass. Students arriving late are to have a signed note from their parent/guardian indicating they are tardy.

Excessive Absences/Tardiness:

Absences or tardiness for any reason removes the student from the primary learning environment and has an impact on student achievement. Students continually absent or tardy without sufficient cause will be referred to the principal and/or the Truancy Dept.

Anticipated Absence:

Parents/guardians should be aware of the impact of any unnecessary absences (i.e. vacations). The faculty is not responsible for providing any advance assignments for students. Students will be required to make up all missed work, including tests and quizzes, upon their return to school. Students will be given a number of days equal to the number of days absent to complete this work. After this time, a "zero" will be given for any missing assignments.

Appointments:

Parent/guardians are encouraged to schedule appointments (medical, dental) for their children outside school hours. If it is necessary for a child to be excused during the school day the parent/guardian must send a note stating the reason and time for the early dismissal. Parents/guardians are required to sign their child out in the school office before they are dismissed for their appointment. If someone other than a parent/guardian is picking up a student, parents/guardians are required to notify the school office.

ACADEMICS**Curriculum:**

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The basic core curriculum for Seton School includes the following subjects: Religion, Reading/Literature, English, Spelling, Handwriting, Mathematics, Science, Social Studies, Fine Arts (Art, Music), Physical Education, and Computer Education.

In addition to the basic curriculum, Seton students participate in a variety of academic enrichment activities and competitions throughout each school year.

Seton's core curricular areas have all been aligned with the Illinois State Learning Standards or the Common Core Curriculum standards. Academically, all state and diocesan requirements are fulfilled. If parent/guardians would like to review curriculum guides/maps request should be made to the principal.

Academic Expectations:

Each September parents/guardians are strongly encouraged to attend **Seton Parent Night**. (Please check school calendar for date.) At that time, teachers provide valuable information regarding the specific academic areas, as well as general information regarding the school year. **Attendance is strongly encouraged.**

Religious Education:

Religion is the cornerstone of the students' education at Seton Catholic School. Both Catholic and non-Catholic students are expected to participate in daily religion class. Catholic students who have been baptized receive the Sacraments of Reconciliation and make their First Communion during second grade. Catholic students may receive the Sacrament of Confirmation during their eighth grade school year. In addition to the school's Religion curriculum, parish sponsored parent programs help prepare students for reception of these sacraments.

School Liturgies:

Typically, students in first through fifth grade attend mass on Thursday at 8:30 and students in sixth through eighth grade attend on Friday. These liturgies are planned each week by a particular homeroom and the students do participate in these masses. A schedule of the homerooms responsible for weekly masses is included on the school's monthly calendar. Parents/guardians are invited and encouraged to attend these masses.

*Special celebrations, Holy Days of Obligation, and scheduled days off may cause the normal mass day to change. Always check the school's monthly calendar for mass attendance schedules.

**Kindergarten students begin attending mass with the elementary students on Thursdays sometime in early spring. Kindergarten teachers will notify families of these dates via their monthly newsletter.

Student Community Service Program: **8th Grade Student Community Service Policy**

As part of our religion class requirements, eighth grade students are to complete a total of 25 hours of community service. In each of the 1st and 2nd quarters, ten hours of service must be completed. During the 3rd quarter the remaining five hours are to

be done. Each quarter's hours must be divided into two different types of service: 1) school, parish, or community-based service and 2) hands on service with the poor, elderly, or handicapped.

To verify the completed service, Seton School provides the required record forms and reflection sheets. One completed record form along with one reflection sheet per activity must be turned in each quarter. Generally, the forms are due two weeks prior the end of the 1st, 2nd, and 3rd quarters. The exact due dates will be given to the students at the start of each quarter.

During the summer between 7th and 8th grade a maximum of 5 hours of community service may be completed and the credit applied to the required 25 hours. The summer hours must involve something that is only available during the summer, such as parking for the John Deere Golf Classic, Hearts and Hammers, Summer Bible School, etc. The official record and reflection sheets are given to all 7th graders at the end of the previous school year and must be used to verify summer service hours. These forms must be turned in within the first two weeks of school. Students must decide which quarter they would like their summer hours to be applied.

It is the joint responsibility of the parents and their student to determine true community service based on the following guidelines:

- community service is not for pay
- community service does not include work done for your immediate family or for the family business
- community service should take you outside your home and into the school, church, or civic community
- service work reflects the spirit of the gospels and Jesus' own witness. The Corporal and Spiritual Works of Mercy are a wonderful resource to use as a guide in making decisions regarding the students' service work

Student Retreats:

Student Retreat Days may occur at various grade levels. The nature of these retreats would be religious. Prior to the retreat, parents would receive information regarding the day's schedule as well as a permission form allowing or declining their child's participation.

The Children's Place Extended Care Program:

The Children's Place Extended Care Program is located on the first floor of the Lee Parish Center. The staff provides a caring, nurturing, and safe environment for the Seton School children who need to arrive early or stay after the school day ends.

Early Drop Off: 7:15 a.m.

After School Care: Following dismissal until 5:30 p.m.

The Children's Place Preschool/Pre-kindergarten Program:

The Children's Place is a Catholic preschool program where children feel comfortable, happy and successful. It is a place where they can expand their capabilities, enjoy learning and have fun with their peers. Seton School offers a 3 and a 4 Year Old Preschool Program. Additional information regarding these programs is available in

the school's main office.

Kindergarten:

Seton Catholic School's Kindergarten provides a loving, nurturing environment where young children can develop intellectually, socially, emotionally, creatively and spiritually. By providing a program that allows children opportunities to learn at their own pace and in their own way we help them grow into a unique, confident individual. The carefully designed program provides experiences to prepare the student for a more formalized first grade program. Students must be 5 by Sept. 1.

Primary: Grades 1, 2 and 3

The main emphasis of grades 1, 2, and 3 is language arts (reading, writing, phonics, English and spelling), mathematics and religion. Science and social studies are also included.

Intermediate/Middle School: Grades 4, 5, 6, 7 and 8

The intermediate/middle school programs consist of reading/literature, English, mathematics, spelling, science, social studies and religion. The departmentalized system begins in 4th grade with mathematics. In grade 5 the departmental system includes mathematics, English and science. In grades 6, 7 and 8 all subjects are departmentalized. This is an instructional approach where students move to different classrooms to be instructed by teachers specializing in the various curricular areas.

Accelerated Mathematics Program:

In grades 4-8 Seton offers an accelerated mathematics class. Eligibility for this class is based on standardized test scores, previous and current classroom performance and teacher recommendation.

Alleman High School "Early Bird" Algebra:

8th grade students who qualify, based on Alleman High School criteria, may attend "Early Bird" Algebra class at Alleman. This class fulfills the requirement for 1 full high school math credit, if student attends Alleman as a freshman. Alleman High School administers this program.

Computer Education:

Seton's computer curriculum is carried out in the elementary building in an IMAC lab and at the Middle School in a PC lab. There are also computers in every classroom to enhance daily instruction. Seton School is entirely networked offering students a full range of interactive informational services. Students are only allowed to access the internet after parent permission is granted.

Physical Education:

The physical education program at Seton Catholic School is an instructional program that helps students achieve optimum growth and development through psychomotor and cognitive learning domains. Skill development, social development, building of positive self esteem, personal value development, physical fitness, and participating in recreational activities are all a part of the overall program. Grading of physical

education is based on sportsmanship, behavior, participation and skills tests.

Physical Education Dress Code:

Students in grades pre-kindergarten through 3 do not change clothes for physical education class.

Appropriate gym shoes are to be worn by students in grades K through 3 for physical education class.

Grades 4 and 5

Students do change clothes for physical education.

Students may wear shorts or sweat pants and a t-shirt.

Appropriate gym shoes are to be worn.

Grades 6, 7 and 8

All students must purchase official Seton gym shorts. Any t-shirt appropriate for school may be worn.

Appropriate gym shoes are required.

Art Education:

Seton Catholic School provides general art education classes for all students, preschool through 8th grade.

Music Education:

Seton Catholic School provides music classes for grades preschool through 5th grade; music is offered to sixth through eighth graders through the optional choir and band programs.

Field Trips:

A well planned field trip is considered an enriching experience which can contribute to the total education of children. Permission slips for all field trips must be signed by parents or legal guardians and returned to school before such a trip. Students who do not submit a signed (by parent/legal guardian) permission slip by the specified date will remain at school. TELEPHONE CALLS OR NOTES CANNOT BE ACCEPTED IN LIEU OF PERMISSION SLIPS. Permission forms including the educational purpose and parent/guardian signatures are required for students to attend any trip and shall be kept on file in the school office. Field trips are considered a privilege. Inappropriate behavior by a student may result in the loss of this privilege.

Standardized Testing:

The ***Iowa Test of Basic Skills*** are given each September to students in grades 3-8. Parents receive the results of these tests in late October. Students in grades 4 and 7 are given the ***MetriTech Writing Assessment*** in February. Parents receive the results in late spring. Students in grades 5 and 8 are given the National Catholic Education Association ***ACRE Assessment*** in January. The results of these assessments assist the teachers in curriculum development.

Homework:

Research studies have consistently shown that the amount of time devoted to learning is related to achievement in a subject. Therefore, homework can be an integral part of student learning. Homework should give a student a sense of satisfaction and achievement; it should be an enhancer to self-confidence and self-esteem. Students need to be taught skills such as time and work management to accomplish these objectives. Making homework meaningful to the student requires cooperation and communication among teachers, students, and parents. The teacher, through control of the teaching/learning situation, can best determine the nature and length of homework assignments. The purpose of homework is to:

- Extend learning and/or provide practice in concepts initially presented in the classroom
- Provide opportunities for independent work
- Strengthen concepts and skills
- Provide enrichment opportunities
- Develop initiative, responsibility, self direction and organizational skills

Student responsibilities...

- Students need to be aware of assignments and use Seton's assignment notebook (grades 4-8)
- Students need to organize their time to work on assignments
- Students need to complete their assignments to the best of their ability

Parents responsibilities...

- Provide a quiet, comfortable area to study
- Provide a definite time for study
- If possible, make available necessary resource materials
- Assist student when the need occurs

**If a student's homework is consistently too difficult or exceeding the recommended time allotment (discussed at Seton Parent Night) the parents and student should discuss the situation with the teacher.

*Teachers will discuss grade level homework policies/guidelines at **Seton Parent Night** in **September**.*

Moline Public School Special Services:

Seton Catholic students are eligible to participate in the Moline Public Schools Special Services Program assuming state and federal criteria are met. Either parents or teachers may request a student be referred for a possible educational case study. Parental approval is required. If a case study is warranted, an evaluation will be conducted by a psychologist from the public school district. An evaluation report and recommendations are forwarded to the parents/school and a meeting is scheduled during which parents and appropriate parochial and public school personnel discuss the report and its findings. There is no charge for this service.

Students With Special Needs:

Seton Catholic School will admit students with special educational needs whenever possible. When a family applies for enrollment, the administration and parents/guardians will meet to define the student's special needs and the school's

ability to meet those needs.

Reporting Student Progress:
Preschool/Kindergarten

Parent/Teacher conferences are held at the end of 1st and 3rd quarters.

Grades 1-8

Parent-Teacher-Student conferences are held at the conclusion of the 1st quarter. Conferences may be initiated by either the parent or teacher at any time throughout the school year. Appointments should be scheduled at the convenience of both parties. Parents are urged to use this type of communication to answer any questions and/or address any type of concern regarding their child. Report cards are issued quarterly.

Incomplete Work:

Students who do not complete work before the quarter grading shall receive an "I" (Incomplete). The "I" will be changed to the appropriate grade when the make-up work is submitted, graded and approved. Make-up work must be completed within two weeks after quarterly report cards are issued. All 8th grade work must be completed in order to receive a diploma.

Make Up Work:

Students are to be given the number of days equal to their absence to complete and turn in missed assignments. Teachers/students/parents are to make arrangements for making up missed tests and quizzes. Students who do not complete make up work in the allotted time may receive a "lesser grade" for the work.

Promotion/Retention:

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school staff to be necessary and advantageous to the particular needs of a student.

- Teachers will notify parents/guardians immediately if a child is not progressing satisfactorily toward a passing grade(s).
- The principal and staff will assist the parents/guardians in suggesting remediation techniques to aid the student.
- Periodic meetings will be scheduled to monitor and review the students' progress.
- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the staff and principal.

GRADING/REPORT CARDS

Overall evaluation of the student is based on teacher judgment and observation of the student's comprehension of the subject matter, daily work, projects, class participation, effort, and performance on various types of assessments.

The purpose of the report card is to inform parents/guardians and present to them an assessment of their child's achievement and progress in their academic studies.

The **report card** shall include:

Reading – Grades 1-6	Computer Education
Literature – Grades 7-8	Religion
English	Art
Spelling	Physical Education
Mathematics	Music – Grades 1-5
Social Studies	Handwriting – Grades 1-3
Science	

Grades 1-3

The report card includes the following:

<u>Achievement/Effort Codes</u>	<u>Subcategory Code</u>
E = Excellent progress	+ = Strength
G = Good progress	✓ = Weakness
N = Needs improvement	S = Satisfactory
U = Unacceptable progress	I = Improvement

Grades 1-5

In *art, music, and physical education* **only the subcategories** will be marked

Grades 1-3

In *handwriting* **only the subcategories** will be marked

Grades 1-5

In *Work Habits and Behavior* **only the subcategories** will be marked.

Grades 4-8

The report card includes the following:

<u>Achievement</u>	
A = 93-100	Excellent Progress
B = 85-92	Good Progress
C = 77-84	Satisfactory Progress
D = 69-76	Poor Progress
F = 68 or below	Failing
I = Incomplete Work	

Grades 4-8 Subcategory Code

+ = Strength
✓ = Weakness
S = Satisfactory
I = Improving

Grades 6-8 Conduct/Social Growth and Work Habits Code

O = Outstanding
G = Good

N = Needs Improvement

U = Unacceptable

Preschool/kindergarten Progress Reports:

Progress reports are given at the conclusion of the 2nd and 4th quarters. Conferences are held at the end of 1st and 3rd quarters.

Special Educational Needs:

If a student has a current Private School Service Plan/Individual Educational Plan (IEP) and/or receives either direct special education services, on-going classroom accommodations or interventions, an asterisk (*) will appear on their report card next to the content area affected. Further communication and separate documentation will be provided in regard to the specific educational services/support your child is receiving and whether a modified grading scale is being used for specific content area.

Middle School Scholastic Recognition Program:

Philosophy:

The basis for the scholastic recognition program at Seton is Christ's teaching that we are not able to hide our talents. Healthy competition and the recognition of talents lead to a sharing of abilities with others. Competition when it becomes an end in itself or when people seek only to "beat others" is destructive and has no place in a Catholic school. Recognition and competition that enhance the self, cause all of us to rejoice and to acknowledge the truth that all gifts come from God.

In this spirit of recognizing and sharing gifts and talents, we have developed a scholastic recognition program that progresses in stages from grades 6 through 8. We are aware that as the students enter 6th grade and again as they enter 7th grade they experience a time of transition and adjustment. We wish to avoid undue pressure during these transition periods while at the same time giving the students the opportunity to develop their academic potential. To achieve these goals we will implement the following scholastic recognition program:

6th Grade:	1st and 2nd Quarter - Honorable Mention 3rd and 4th Quarter - "A" and "B" Honor Roll
7th Grade	1st Quarter - Honorable Mention 2nd, 3rd, & 4th Quarters - "A" and "B" Honor Roll
8th Grade	1st - 4th Quarters - "A" and "B" Honor Roll

Criteria for Scholastic Recognition Program

Honorable Mention is determined by the same criteria as the "A" and "B" Honor Roll. No distinction is made as to which category ("A" Honor Roll or "B" Honor Roll) a

student would be placed.

"A" Honor Roll

Grade Point Average 3.5 – 4.0

No grade lower than an "S" in Christian Conduct/Social Growth and Work Habits in all subject areas.

Courses

Religion

Math

English

Science

Social Studies

Spelling

Reading

PE, Art and Computer are averaged as one grade

Grade Points

A = 4 points

B = 3 points

C = 2 points

D = 1 point

"B" Honor Roll

Grade Point Average 3.0 - 3.4

No grade lower than an "S" in Christian conduct and work habits in all subject areas.

EXTRA CURRICULAR ACTIVITIES

There are numerous school related activities in which students may participate. These include:

Scouting Programs:

Scouting Programs are available for boys and girls beginning in grade 1.

Band:

Band is instrumental music experiences for students 5th through 8th grade who are interested in wind and percussion instruments. Beginning band is for students without previous experience and advanced band is for students with at least one year's experience. The band program is provided through Alleman High School. The fees for band instrumentation are payable to Alleman by the semester.

Student Council:

Students in grades 6, 7, 8 may run for homeroom representative. 8th grade students may also run for an officer position. Student Council meets weekly to plan various activities throughout the school year.

Choir:

Choir opportunity is available beginning in 4th grade. Membership is voluntary. Elementary school rehearsal is before school and the middle school rehearsal is at the end of the school day.

Depending on available school personnel and the interest level of students other extra curricular opportunities may include Art Club, Computer Club, Chess Club and Memory Book Club.

Athletic Program:

The Athletic Program of Seton School supports and carries out the philosophy of the school.

The total program lends itself to the development of each student's character in a Christian atmosphere. The **Seton Athletic Handbook** is found in the appendix of this handbook. Parents with students participating in Seton athletics are asked to read the Athletic Handbook.

SAFETY**Volunteering:**

Parent/guardian volunteers are an important part of the educational program at Seton School. Parents/guardians are encouraged to volunteer for special classroom projects, room parent duties, librarian duties, field trips and fundraising committees. Any individual wishing to volunteer at Seton Catholic School must first undergo the diocesan mandated background checks. (see appendix) All volunteers must attend the Diocesan Safe Environment Program. Parents/guardians may contact the school office for a schedule of these sessions as well as to obtain the necessary forms for the background checks.

Building Visitors:

It is essential for the safety of the students that all school visitors, including parents/guardians and volunteers, check in with the school office and obtain a visitors pass before proceeding anywhere in the building. No one should wander the school halls, grounds, cafeteria, or visit a classroom without checking in through the main office and securing a pass.

- The elementary building is to be entered by the main front door off of 16th Avenue.
- The middle school building is to be entered by the main front door off of 17th Avenue.
- Visitors wishing to visit the preschool or kindergarten classes in Culemans Hall are asked to first report to the elementary school main office.

School personnel will deliver messages or forgotten items to classrooms. This regulation is for the safety of all the children and also for the purpose of minimizing interruptions and distractions to the students and teachers.

Parents/guardians are welcome to visit classes when they have made arrangements with the principal to do so at least one day ahead of the visit.

School personnel will accompany anyone wishing to observe the school in action. Arrangements for such a tour must be made with the principal.

Releasing Student during school hours:

We assume the responsibility for your child's well being and safety during school hours. Students may be released to their parents/guardians during the school day after the parent/guardian has signed the release log located in the school office. Parents are

asked to notify the main school office if someone other than themselves will be picking up their child. The school office staff may ask for identification from anyone other than a parent/guardian. This precaution is taken solely for the protection of your child.

Child Visitation At School

Children are not allowed to visit school unless accompanied by an adult and arrangements have been made with the principal prior to the visit.

Arrival/Dismissal:

The school doors open and supervision begins promptly at 7:45 a.m. No students(s) should be on Seton School grounds prior to 7:45 a.m. All students are required to enter the school building immediately upon their arrival

Dismissal is at 3:10 p.m. Students are to use the designated crossing areas to cross the streets. These corners are supervised by teachers/crossing guards to insure the students' safety. Parents are also asked to observe the laws regarding parking and waiting in their vehicle at dismissal time.

For the safety of our students, vehicles are **NOT allowed to drive onto the playground/parking lot area during school hours.*

Inspection Policy:

Individuals entering the premises of the school, whether students, employees, or guests, are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the administration reserves the right, at its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

Included with this policy is the right to inspect the following:

- desks
- book bags, backpacks, briefcases, athletic bags or similar carriers brought onto or existing on the school premises
- vehicles on school premises
- clothing (with appropriate safeguards for the individual's personal privacy)
- other property (whether school, student, visitor) existing on school premises

School Cancellation:

Severe weather may make it necessary to close school. Announcements will be made on area television and radio stations. In general, whatever is announced for Moline Public School District #40 will also apply to Seton Catholic School. General school policy is that school will not dismiss early. However, parents/guardians may always pick their children up early if they are concerned about weather conditions.

Crisis Management Plan:

The safety of students is insured by drills and precautionary measures which are followed in the event of a disaster from fire, storm, tornadoes, threats or civil defense alerts. The faculty will make students aware of these precautions during the course of the school year. Evacuation plans are posted in each classroom.

Seton Catholic School has an approved **Crisis Management Plan** which parents/guardians may review upon request.

Diocesan Policies on Harassment and Allegations of Sexual Abuse:
(see appendix)

HEALTH

Up to date health records are kept for each student in Seton Catholic School.

Health Examinations:

The State of Illinois requires health examinations for all students entering school for the first time and for all students entering preschool, kindergarten, and sixth grade. Special forms for this purpose are available in the school office. These must be completed before the first day of school. Seton School recommends a dental examination be received in addition to the required physical exam. Children (ages 6 months to 6 years) must also show proof of a lead screening and tuberculosis test when entering school.

A complete immunization record must be on file for each student in the school. Immunizations are to be up-to-date before the first day of school. If this has not occurred, the situation must be remedied by October 15, or the student will be excluded from school until the requirement has been met. All health records are monitored and kept current by the school nurse.

Dental Examinations:

As of the 2005-06 school year students in grades kindergarten, second and sixth are required to have a current dental examination. A proof of the exam is to be given to the school **by May 1 of the current school year.**

Vision Examinations:

Effective January 1, 2008, Public Act 95-671 requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year **before October 15 of the school year.**

Hearing/Vision Testing:

Annually, vision screening is done for students in K, 2, 8 and hearing screening for students in K, 1, 2, 3. Any abnormalities that are found are reported to the parents/guardians with a referral note indicating that the problems should be checked by a physician. These screenings are conducted by the Rock Island County Health Department.

Medication in School:

Medication administration is normally not a function of education, however, Seton Catholic School allows for medication to be given at school when:

1. The physician states in writing that the medication or treatment must be administered during the school day to allow the student to attend school.
2. The school's medication forms are completed by the physician and signed by the physician and parent and are on file in the school office. This includes non-prescription drugs such as Tylenol, cough drops, etc.
3. Medication should be brought to the school office and picked up by the parent/guardian or another responsible adult.
4. Students using inhalers for asthma control, Epi-Pens for bee stings, diabetic glucose monitoring or other "as needed" medications or treatments, must have the physician's written authorization to "self administer" their medication or to carry it on their person at school.
5. All medication is to be in its original container with the student's name and dosing instructions.

Food Allergies:

Parents/guardians are responsible for notifying the principal and school office of any food allergies their child may have. Notification should be in writing and done annually.

Student Emergency Information Form:

Emergency forms are distributed at the beginning of each school year. By filling in the form completely and returning them to the school office promptly, parents provide the school with pertinent information in case of an emergency. It is essential that parents contact the school immediately if any changes occur during the course of the school year (home and work phone numbers, family doctor, emergency contact person, etc.)

Illness/Injury at School:

If a student is injured or becomes ill at school, the parents/guardians or designated parties on the student's Emergency Medical Form will be contacted.

Doctor's Release:

Students may be excused from physical education class as well as outdoor recess with a note from a physician. A child who has had a serious illness or injury must present a written statement from the attending physician before being readmitted to physical activity.

Special Requests:

Requests from parents/guardians for a child's non participation in P.E. classes/outdoor recesses must be stated in writing and submitted to the homeroom teacher and principal.

Counseling Information:

Seton School does not have a school counselor on staff. If at any time a parent/guardian would like assistance in locating a licensed counselor/social worker or psychologist they should contact the principal.

Student Wellness Plan:

(See appendix)

SCHOOL ORGANIZATIONS

Board of Trustees for Rock Island Vicariate Catholic Schools

The Board of Trustees of the Rock Island Vicariate Catholic Schools is established as the governance body for the schools to enable participation by the Catholic community of the Rock Island Vicariate, in collaboration with the Diocese of Peoria and under oversight of the Rock Island Vicariate Pastors' Board, in providing direction and guidance to ensure the mission, quality, continuity and stability of the Catholic schools in the Vicariate as Catholic educational institutions: Our Lady of Grace Academy, East Moline; Seton Catholic School, Moline; Jordan Catholic School, Rock Island; and Alleman High School, Rock Island. Additional information regarding membership can be found on the Seton School website, www.setonschool.com.

Appeal and review policy of the Catholic Diocese of Peoria:

(See appendix)

Seton Catholic School Parents Club:

The purpose of the Parents Club is to fundraise for school programs as well as promote open communication and positive school/community relationships.

As of the 2008-09 school year the Athletic Booster Club will become a subcommittee of the Parents Club.

The bylaws for the organization are found in the appendix. (See appendix)

COMMUNICATION

The administration and staff are committed to effective and appropriate communication. We believe that effective communication will foster a spirit of understanding and cooperation between the school administration, staff and parents/guardians. Our goal is to build collaborative relationships between school personnel and families. We encourage our parents to communicate freely with the school administration and staff. The administration and staff need to hear about the positive elements of the school program as well as any concerns, issues, problems or questions families may have.

We offer the following guidelines to assist families in their communication with the administration and staff:

<u>Concerns dealing with</u>	<u>Communicate First</u>	<u>Involve Next</u>
Student's performance	Student/Teacher	Principal
Teacher	Involved Teacher	Principal
Discipline	Staff member who disciplined child	Principal/ Assistant
Principal		
Assignments/Projects	Teacher	Principal/ Assistant
Principal		
School Commission Issues	Principal	Commission
President/		Pastors
Principal/ Assistant Principal	Principal/ Assistant Principal	Pastors
School Rules/ Procedures	Principal	Pastors

Communication With Teachers:

The most dependable way to contact your child's teacher is to leave a message for them in the school office. Please suggest the best time to contact you and leave a phone number where you can be reached. Unscheduled drop in conferences before, during, and after school hours are not possible. Teaching/supervising the students is the teachers first priority. Conferences/meetings must be scheduled with the teacher.

Confidentiality:

Confidentiality is an essential element in fostering effective communication and mutual trust and respect between the school staff and parents/guardians. Parents/guardians may be assured of complete confidentiality regarding all discussions, conferences and issues pertaining to their child(ren).

Correspondence/Communication:

Each month, Seton School publishes a newsletter. The monthly newsletter includes a calendar of important dates, as well as general information regarding school events and activities, and the cafeteria menu for the month. Newsletters are sent home with the youngest child in each family during the final week of the previous month.

Note: Additional information from school related organizations, athletic information, fundraising events, etc. will be sent home with the youngest student in each family.

Communication with Principal/Assistant Principal:

The principal/assistant principal is available throughout the school day. To reach the principal/assistant principal contact the school office.

Student Phone Use:

It is generally unnecessary for a student to make phone calls during the school day. If, however, an emergency should arise, a phone call may be made by the student at the discretion of any faculty/staff member.

Students will not be given permission to use the phone for forgotten homework, P.E. clothes or other items which students are responsible for bringing to school each day.

Seton Website:

Seton's web address is *www.setonschool.com*. General school information as well as monthly updates are available on Seton's website. From time to time students work may also be displayed. Parent permission is required for student work to appear on the website. (Appendix XII)

*Please note: The Publication Permission Form also includes permission to have your student's photo used in other publications and/or media.

LUNCH PROGRAM:

The Seton Catholic School lunch program is a government-funded operation.

The National School Lunch Act requires that to be eligible for government funding, school lunch programs must serve Type A lunches. Specific guidelines for planning, preparing and serving these well-balance nutritious lunches are issued to school lunch program personnel and state inspectors regularly check to see that they are followed.

Schools are required by the government to offer the student the five basic food groups. Of the five offered, the student must take at least three. Unless the complete lunch is offered no government reimbursement will be forthcoming.

Parents/guardians are responsible to inform the principal, school nurse and cafeteria manager of a student who has a specific food allergy.

Parents/guardians wishing to join their student for lunch in the Seton cafeteria **MUST** have completed the required diocesan background checks as well as the Safe Environment Program. If a parent has a particular question or problem, he/she should feel free to call the cafeteria manager, 277-2820.

Free or reduced price lunches are offered to families who qualify. Necessary forms are available in school offices. Application for these special programs may be made at any time during the school year.

Lunch fees are collected in homerooms at the beginning of the week. Payment may be made by the week or the month and may include fees for all the students in the

family. A student may pay in cash each day if not buying hot lunch on a daily basis. Students bringing lunches from home are allowed to purchase milk. Menus are included in the monthly newsletter.

DRESS CODE:

Seton Catholic School has a dress code for grades 1-8. Parents/guardians are asked to aid in enforcing this dress code. The administration may notify parents/guardians of violations. The dress code may be found on the school's website, www.setonschool.com and a copy is sent home each fall.

DISCIPLINE

In order for the Seton Catholic School faculty and staff to carry out the mission of educating the students there has to be a genuine unity of purpose and practice between parents and teachers. Parents need to be supportive of the teachers and the school administration in this regard.

It is essential for order and for the benefit of all concerned that certain measures of discipline be in place, enforced and maintained at Seton Catholic School. Please review the following to better understand the rules and procedures.

Policy Statement:

In regard to student behavior, Seton Catholic School shall use a positive method of discipline.

Guiding Principles:

- Everyone is entitled to respect (faculty, staff, students, parents/guardian, etc.)
- Students will be held accountable for all behavior.
- Both the severity of the misbehavior and the age of the child will be given consideration in deciding an appropriate consequence.
- Each child's behavior will be dealt with individually. Group consequences due to the inappropriate actions of a few are discouraged.
- Consequences will be determined after each incident.
- Discipline will be based on fairness.

School Wide Rules:

Be kind and respectful to everyone

Keep building and grounds neat

Appropriate behavior is expected at all times

Maintain personal neatness and cleanliness

Follow all rules and directions

Use appropriate language/manners

In addition to the school wide rules, each teacher may have individual classroom rules.

Disciplinary Levels:

Non malicious misbehavior will be resolved between the teacher and student.

Deliberate misbehavior including maliciousness, disrespect, disobedience, repeated requests for improvement will be resolved in a conference between teacher, parent/guardian, student and possibly the principal.

When it becomes apparent to a teacher and/or the principal that a student's behavior has become chronic or serious, the student's behavior will be reviewed by the student's teacher(s) and the principal. A conference will be held with the parents/guardians at which time **a behavior plan** will be discussed and formulated.

Professional Consultation: Certain behaviors and situations may occur in which the principal and the teachers are not qualified to handle. Social Service agencies and professional consultations may be recommended to the parents. Before a decision is made to seek the service of these professionals, a conference will be held with the parents/guardians, teacher(s) and principal.

Situations where the school program can not adequately provide the necessary assistance for a student with discipline/issues permanent dismissal may be necessary.

Suspension:

Suspension, the temporary termination of a student's enrollment, is a serious matter and should be invoked rarely. Suspension is determined by the principal. Suspension may be in school or out of school.

Ordinarily, prior to suspension, the principal will have pursued other alternatives of discipline and will have notified the parents of the student's problem. If suspension is determined, the principal shall immediately notify the parents or guardian. The principal shall also clearly indicate the length of the time of the suspension stating the date the suspension begins and the day it ends.

For a period of suspension exceeding five days, or the principal deems it necessary, the Seton Catholic School Pastors' Board may review the case and determine further action.

During the suspension, the student is responsible for completing all school work assigned during the time period they are out of school. The completed work is due the day the student returns to school.

After a period of extended suspension one or both parents are required to return to school with the student to request readmittance and to explain the plan for improved behavior. A period of probation may be determined by the principal.

The parents of the suspended student shall check with the principal frequently during the probation period.

After a probation period, it is the joint responsibility of the parent/guardian and principal to check with the designated persons regarding the continued improved behavior of the student.

In the event that it is determined that the same student should be suspended a second time, the matter shall be referred to the Seton Catholic School Pastors Board.

Suspension MAY occur for such behavior as:

- continued use of vulgar language and/or vulgar drawings, writing, etc.
- refusal to do the assigned work.
- fighting on the school grounds.
- persistent name calling, ridiculing, harassing, etc., of other students.
- constant (continuous) class disturbance.
- defiance.
- jeopardizing the reputation of the school.

Immediate suspension will occur for such behavior as:

- possession and/or use of weapons, alcohol, unprescribed drugs by a student on parish property or at a school-sponsored function.
- theft and/or extensive destruction of school property.
- serious injuries to students or teachers.

Expulsion:

Expulsion, the permanent termination of a student's enrollment, is a more serious matter and should be invoked only as a last resort.

Expulsion is determined by the principal in consultation with the Seton Catholic School Pastors Board.

In determining the justification for expulsion, consideration must be given to the extent of the school's previous efforts to remedy the problem and to the legality of the reason for the dismissal.

The student and his/her parents or guardians shall be notified of the reason(s) and the decision in writing. A copy of this notification shall be filed in the student's file.

Reasons for which such actions MAY be taken include:

- consistent refusal to obey reasonable rules.
- chronic, willful absence or tardiness.
- immoral conduct
- continuous disruptive behavior
- characteristics extremely offensive to other pupils.
- serious misbehavior that jeopardizes the reputation of the school.
- possession and/or use of weapons, alcohol or unprescribed drugs by a student on parish property or at a school-sponsored function.
- theft and/or extensive destruction of school property.
- threat of or serious injuries to students or teachers.

Weapons Possession Policy:

It is a violation of the school's policies for a student to possess on school premises or at any time in connection with school-related activities. Included within the prohibition of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale of trade or use of any firearm, knife, martial arts device or other object which, in the administration's discretion, may reasonably be considered to constitute a weapon. Violations of this policy may result, at the administration's discretion in disciplinary action up to and including expulsion from school. (see appendix)

Bullying Policy:

Any type of bullying behavior will not be tolerated at Seton Catholic School. The faculty, staff and administration have worked together to implement various strategies to discourage this type of negative behavior. (See appendix)

Cyberbullying:

The use of technology in any means or medium to perpetrate the harm or harassment of other students or staff members is cyberbullying and will not be tolerated. The school may impose disciplinary consequences for students who use technology on or off school premises in a way that threatens, harasses or results in harm to persons within the school (students or staff), that causes disruption to the normal learning environment of the school, or that negatively reflects on the reputation of the diocese, the school, the faculty, students and/or stakeholders. In addition, individuals who misuse technology may become subject to legal action under civil or criminal statute.

MISCELLANEOUS**Invitations:**

Invitations to a party may be sent through the school only when the entire group (all the boys or all the girls in the homeroom) are invited. It becomes quite hurtful to children when a select sub group (certain girls or certain boys) is singled out with invitations.

Student Birthdays:

Students may bring a birthday treat to share with their homeroom. The type of treat is at the discretion of the teacher. The homeroom may celebrate in the traditional manner by sharing the treat and singing to the student. If gifts, such as flowers, balloons, or packages are delivered to school for a student on their birthday or any other occasion, the student will be informed of the delivery and the gift kept in the office until the end of the day. The student will be asked to pick it up on their way out of the building. Likewise, if a student brings in a gift of any kind for another student, the recipient of the gift will be informed that it will be kept in the office until the end of the day. At the *Middle School* no decorating lockers or letting students into other students' lockers is permitted. These policies are an effort to be sure that no one is made to feel left out or excluded. They also help to reduce distractions during the school day.

School Textbooks:

Students are provided with all hardcover textbooks and consumable softback texts through the academic fee assessed each year. It is expected that all hardcover/softcover textbooks will be covered and maintained by students in good condition. Any damaged or lost textbooks or workbooks will be replaced at a cost to parents/guardians.

Access to School Records:

Educational, behavioral and attendance records must be maintained for each student. Cumulative records shall be maintained upon the student's entrance into Seton School and kept until the student has graduated or is no longer enrolled. Permanent records are maintained for a reasonable period of time.

Parents have the right of access to their child's records. The school may not permit access or release of school records to any other person or agency without the authorization of parents. Authorization shall be in writing, signed and dated by the person giving consent. It must include a specification of records to be released.

The school administration request twenty four hours notice and that the request be made in writing and submitted to the principal.

Seton School abides by the provisions of the *Buckley Amendment* with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, when requested, the school will provide the noncustodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Placement of Students:

Every teacher and student has unique talents and needs. We will do our best to place your child(ren) in the class that will provide the best environment and at the same time maintain a balance between classes of the same grade level. Many factors are considered in making this decision. Academic, emotional, social, and personal needs of each student are some of the significant factors taken into consideration by the teachers and principal. When parents wish to become involved in this process, a written letter of the educational needs of the child should be sent to the principal before March 15. Your information will be considered along with that of the professional staff. The final placement of students is determined by the school staff. Parents are not permitted to select teachers, rather they are given an opportunity to describe the needs of their child.

Electronic Devices:

Electronic games, laser pointers, tape/CD/MP3 players and recorders, Ipods, radios, pagers, and other devices ordinarily are not permitted in school or on the school grounds. Any exception to this requires the permission of the principal. Students found with any of these electronic devices will have them confiscated and will need a parents/guardian to pick them up from the principal.

Cellular Phones:

Students in grades 6, 7, 8 are permitted to bring a cell phone to school. Students with cell phones at school **MUST** adhere to the following guidelines. Violations of these guidelines will result in the student's cell phone being confiscated and the privilege being revoked.

**If a student's cell phone is confiscated the parent must contact the principal.*

Guidelines:

Cell phones are to be turned OFF from 7:45 a.m. to 3:10 p.m.

(Exception: When a student is attending a school sponsored extra curricular activity.)

Cell phones must be kept in a student's backpack/book bag at all times. Students **may not** carry cell phones with them or have them out of their bag during the school day.

Cell phones may not be used for picture taking.

No harassment or threatening of persons via the cell phone.

Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.

Seton School is not responsible for lost, damaged or stolen cell phones.

APPENDIX