

# Parent / Guardian Handbook

## SETON CATHOLIC SCHOOL

117 East Fourth Street  
Ottumwa, IA 52501  
(641)682-8826  
[www.oseton.com](http://www.oseton.com)

## Organization Central Leadership

Bishop Dennis G. Walsh  
Diocesan Board of Education  
Superintendent of Schools, Lynne Devaney  
Seton Catholic School Board of Education  
James Wessling, Principal



# Seton Catholic School – Parent / Guardian Handbook

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### STAFF

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Principal: James Wessling  
Administrative Assistant: Deb Blew  
Breakfast / Lunch Director: Vickie Renfrew  
Three-Year Old Preschool Teacher: Kari Bowen  
Three-Year Old Preschool Associate: Francie Smith  
Four-Year Old Preschool Teacher: Brandi Benedict  
Four-Year Old Preschool Associate: Braylen Benedict  
Kindergarten: Nicole Cramer  
Kindergarten Associate: Keitha Keith  
First: Cyd Beri  
Second: Bonnie Cobler  
Third: Sarah Marble  
Fourth: Kathy Lee  
Fifth: Joyce McLain  
Art: Linda Tuller  
P.E.: Ruth Thomas  
Second Floor Custodian: Patti Wilt  
First Floor Custodian: Nathan Wessling

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### SETON CATHOLIC BOARD OF EDUCATION

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Adam Lunt, Board President  
Claudia Gates, Treasurer  
De Brooke, Secretary  
Angela Shultz  
Bronson Eick  
Sandy Mottet  
Troy Pilcher  
Lin Drumm  
Jeremy Clark  
Fr. Joseph Sia, Pastor  
Fr. Ben Snyder, Parochial Vicar  
James Wessling, Principal  
Ex-Officio

The board meets monthly except for December and July at a day and time designated by the board. Meetings are open to the public and visitors from the faculty and school family are welcome. However,

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if one wishes to address the board about an item or a concern, one must contact the board president or the executive officer (Principal) so as to be placed on the agenda.

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### MISSION, VISION, PHILOSOPHY

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#### **Mission of Seton Catholic School**

To provide meaningful educational experiences for our preschool and elementary students in an environment integrated by Gospel values which nurtures faith, community, prayer, and service.

Therefore, we believe that:

- Seton Catholic School exists to teach the Gospel message of Jesus Christ, to love God and to love neighbor.
- Parents are the child’s primary educator, and Seton Catholic School is a partner with parents in the education process.
- Seton Catholic School will provide a warm, caring environment where children can develop to their full potential spiritually, academically, socially, psychologically, and physically.
- All children in Seton Catholic School will learn the value of human dignity and the concepts of peace and justice to enable them to be involved participants in a global society.

Each child in Seton Catholic School regardless of race, cultural heritage, or gender will grow in self-esteem and discover and develop their talents, skills, and interests.

#### **Vision Statement of Seton Catholic School**

The vision of Seton Catholic School is to provide a quality, Catholic Christian education that stimulates lifelong learning and nurtures responsible, productive citizens. The goal will be attained by developing an academically and spiritually enriching educational plan designed to foster individual needs through curriculum, instructional strategies, and assessment tools.

#### **Philosophy**

With Christ as our model, we believe in daily celebration of our Catholic Christian faith through liturgy and classroom prayer, responsiveness to one another’s needs, and service to others.

We believe that each person is unique and lovable, possessing individual strengths. We believe that education is a continuous process and that the learning program should meet the needs and abilities of each child. We recognize the importance of developing in each student a wholesome self-concept.

With the cooperation of teachers, parents, and the parish community, we strive to achieve the religious and academic development of each child in a Christ-centered environment.

Through mutual communication, respect, and support, we endeavor to enhance the development of the full potential of each child. By infusing Gospel-values into the curriculum, we seek to instill lifelong decision-making skills into each child, encouraging them to be responsible for their own decisions and behavior.

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### EQUAL OPPORTUNITY AND NONDISCRIMINATION

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It is the policy of the Diocese of Davenport to provide equal employment and educational opportunities and not to discriminate.

The educational system of the Diocese of Davenport is committed to equal opportunities to the extent required by law, and does not discriminate on the basis on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in educational programs or activities which it operates. As a religious institution, we affirm the right to consider creed a bona fide qualification in certain cases. The educational system policy is not to discriminate in educational programs and activities extends to the employment in, and admission to, such programs, activities, and services. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic and other school and parish administered programs.

Further, the Diocesan Board of Education affirms the right of all persons to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment, thereby meeting the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973 and the Code of Iowa.

Ref: Section 504 of the Rehabilitation Act of 1973 (as applied to diocesan schools)  
Title I of the Americans of Disabilities (as applied to diocese)

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### PARENT CODE OF CONDUCT

### Policy 213.1

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This code of conduct applies to all parents/guardians and visitors who interact with our schools and are present at the school and school sponsored activities, meetings, and functions within and outside of school hours. As parents/guardians and visitors there is expectation of support for the Mission, Vision, and Values of the Catholic schools of the Diocese of Davenport. Catholic Schools of the Diocese of Davenport are very fortunate to have a dedicated and supportive school community. We recognize that the education of our children is a partnership between educators and parents.

Parents/guardians play a formative role in the development of their child's understanding of justice, equity, and worth. The parent/guardian is the primary educator for their child and an influential role model. It is the responsibility of all adults to strive to build a harmonious community where students can flourish. This code of conduct is designed to guide parents/guardians in their dealings with staff, other parents, students, and the entire faith community.

Adults connected with the Catholic school are committed to resolving difficulties in a constructive manner, through open and positive dialogue. We understand that misunderstanding can cause frustrations and have a negative impact on relationships. The Diocese adheres to the principle of subsidiarity; problems and issues are best resolved at the level in which the problem occurs. When issues arise or misconceptions take place, contact your child's teacher who will be able to meet with you

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to hopefully resolve the area of concern. Where issues remain unresolved, please follow the complaint procedure outlined in Diocesan Policy 213 of the Diocese of Davenport (Chain of Command/complaints for Concerns).

### **Your Rights as a Parent/Guardian:**

- To be treated with respect and courtesy by staff, students, and other parents
- To be listened to, and clearly communicated with by the school in regards to your child
- To have confidentiality over sensitive issues
- To be treated in a caring and polite manner
- To have a timely response to concerns raised

### **Your Responsibilities as a Parent/Guardian:**

- Value and champion your Catholic school and its reputation. Be mindful of hurt and damage gossip and social media may cause to staff members, students, and other parents
- Respect the rights of staff members, students, and other parents
- Respect the reputation of teachers and be mindful of communications, especially social media and the tone of emails
- Follow the correct procedures to resolve a complaint
- Respect staff members' time and make an appointment for discussions at a mutually convenient time. Do not expect a staff member to be available to meet unless a meeting is pre-arranged
- To protect our children, do not discuss any concerns or perceived failings in front of them regarding the school
- Participate appropriately in school sponsored events

### **What the Diocese and the Catholic School Asks of You as a Parent/Guardian:**

- To work courteously and cooperatively with the school to assist students in meeting the academic, moral, and behavioral expectations of the school
- Adhere to the school's policies outlined in the Parent Student Handbook
- Model resilience and encourage healthy problem solving
- Help your child to understand that giving your best effort is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child, but remember that the event may be interpreted differently by others
- Understand the importance of a healthy parent-student-teacher relationship and communicate any concerns in a constructive and appropriate manner, not in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive
- Support the school in its efforts to maintain a positive teaching and learning environment
- Discourage gossip and hearsay by communicating with the school
- Maintain a positive, cooperative attitude and interact positively with other parents and members of the school community

### **Behavior That Will Not Be Tolerated:**

- Disruptive behavior which interferes or threatens to interfere with any of the normal operations or activities at the school
- Any inappropriate behavior on school premises
- Using loud or offensive language or displaying temper
- Threatening in any way, staff members, visitors, students, or other parents
- Damaging or destroying school property

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- Sending abusive or threatening emails, text messages, voicemails, or other written communication (including social media) to anyone within the school community
- Defamatory, offensive, or derogatory comments regarding the school or any of the students, parents, Board members, or staff members on Facebook, Twitter, Instagram, or any other sites or apps
- The use of physical, verbal, or written aggression toward another adult or child. This includes physical or verbal punishment of your own child on school grounds
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child toward your own child
- Smoking, taking illegal drugs, or the consumption of alcohol on school premises. (Alcohol may only be consumed at authorized events.)

If any of the above actions take place at school or a school-related event the school may take action by contacting the appropriate authorities and/or consider banning the offending adult from entering school premises.

### **Actions to be Taken for Code Violations:**

The Diocese and the school reserve the right to determine, at its discretion, which actions fall short of meeting the Catholic principles of the diocese and the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian. If the inappropriate actions are repeated or in cases of severe nature, immediate action without a warning and/or without an intermediate step leading to withdrawal may be taken.

### **Social Media Conduct**

We ask that social media (public or private) not be used to fuel campaigns and voice complaints against the school, school staff, Board members, students, or parents. Inappropriate use of social media to publicly humiliate, criticize, or threaten another individual is taken very seriously. Parents should follow the complaint procedure given if they have any concerns about their child. Parents should not use social media as a medium to air any concerns or grievances.

### **Online activity considered inappropriate:**

- Identifying or posting images/videos of children other than your own or without the parent's permission
- Abusive or personal comments about staff, Board members, students, or other parents
- Bringing the school in disrepute
- Posting defamatory or libelous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of the staff
- Threatening behavior, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

### **Appeal and Complaint Procedure for Parents/Guardians**

In the Catholic schools of the Diocese of Davenport, beliefs are encompassed in the tenets of the Catholic faith. This philosophy is based on the Christian theme to love one's neighbor. The goal is to educate children in the fundamentals of Catholic faith within the context of life experiences.

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Clearly, open communication is fundamental for people to converse in a civil manner bound by Christian love. Open communication allows parents/guardians, students, faculty and staff to effectively address problems and resolve conflicts without any single member being harmed. Further, it fosters the growth of each member's spirit, faith and self-image. Thereby, improving the individual's ability to deal with the world.

*"If your brother/sister should commit some wrong against you, go point out the fault, but keep it between the two of you. If he/she listens to you, you have won your brother/sister over. If he/she does not listen, summon another..." Mt. 18:*

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### CHAIN OF COMMAND / COMPLAINTS OR CONCERNS

**Policy 213**

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Members of the local board of education will from time to time be approached by parents or members of the faithful with concerns or complaints about individuals or programs in the school. The diocesan staff adheres to the principle of subsidiarity. Problems and issues will be solved best at the local level, starting with the parties involved and moving up the chain of command defined by the local board of education policies.

If a decision has been made with which there is a disagreement, the individual may ask the individual making the decision to reconsider. If not satisfied they may appeal to the next level following the chain of command.

The chain of command for the schools in the Diocese of Davenport is as follows:

- Teacher/Coach
- Principal/Athletic Director
- Board of Discipline (If Applicable)
- Local board of education

An appeal could be made to the diocesan Superintendent of Schools after the above steps have been followed. The appeal should be communicated in writing and with sufficient evidence to cause or launch an appeal. If there is sufficient evidence, the parties shall be heard by the superintendent. The superintendent will consider adherence to local policies and procedures and assurance of due process. The superintendent can affirm the decision, overturn it, or send it back to the local board of education for further review. The decision of the Superintendent of Schools is final and may not be appealed. Policy 430 addresses issues of bullying and harassment which are assigned to a Level I investigator. Such issues indicating criminal activity will immediately be referred to local law enforcement and a Level 2 investigator.

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### ANTI-BULLYING HARASSMENT POLICY

**Policy 430**

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Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Diocesan Board of Education. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by



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school employees, and by volunteers who have direct contact with students will not be tolerated in the school.

This policy is in effect while students or employees are on property within the jurisdiction of each local board of education; while in school -owned or school -operated vehicles; while attending or engaged in school -sponsored activities; and while away from school grounds, if the misconduct directly affects the good order, efficient management and welfare of the school.

The Board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee or another student means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to, or rejection of, the conduct is used as the basis for academic decisions affecting that student;
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment.

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In situations between students and school officials, faculty, staff, or volunteers, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to, or rejection of, such conduct as a basis for decisions affecting the student.

In the case of a student who threatens physical harm to another student for any reason, the perpetrator will be removed from the situation immediately. Reentry may be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceedings relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action. Retaliation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school will promptly and reasonably investigate allegations of bullying or harassment. The investigator or designee will be responsible for handling all complaints by students or employees alleging bullying or harassment.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. The policies of the Iowa Board of Educational Examiners will be followed in all instances involving teachers and administrators. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subjected to appropriate measures, which may include exclusion from school grounds.

It also is the responsibility of the superintendent, in conjunction with the investigators and principals, to develop procedures regarding this policy. The superintendent or designee also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies.

- Each local board will annually publish this policy. The policy may be publicized by the following means: Inclusion in the student handbook,

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- Inclusion in the employee handbook and volunteer handbook
- Inclusion in the registration materials
- Inclusion on the school website, and the Diocesan website

And a copy shall be made available to any person at the administrative office of each school or the Diocese.

It is the responsibility of all adults who supervise students directly (teachers, recess supervisors teacher assistants, coaching staff, counselors, paraprofessionals, bus drivers, bus associates, etc.) to protect students and their wellbeing. They must demonstrate that it is safe and worthwhile to report bullying behaviors by responding effectively when students report bullying, report what they hear and see to the principal, and follow-up to see if the situation has been addressed.

These staff members are empowered to intervene, take measures to ensure the student's safety temporarily, and record incidents.

**\*The Diocese of Davenport Policies Relating to Sexuality and Personal Behavior must also be followed if there is a complaint of Sexual Harassment by an employee or volunteer.**

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### **CHARGING AND INVESTIGATING ALLEGATIONS OF ABUSE OF STUDENT BY SCHOOL EMPLOYEE**

**Policy 754**

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Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

A first level investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegation and will do so in a reasonably prudent manner. In the event the alleged misconduct appears to be any form of sexual abuse, the principal will inform the superintendent of the situation and the superintendent will contact the Local County Attorney, who will coordinate the investigation of the allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation, when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The Superintendent of Schools will appoint the level-one investigator, James Wessling, who, in turn, selects an alternate. It is the responsibility of the school administrator to contract a trained, experienced professional to serve as the level-two investigator, unless it is an allegation of a sexual nature. At the school's expense, the level-one investigator and alternate will be provided training in conducting an investigation.

The school will annually publish the name(s) of the designated investigator and alternate in the student handbook, newsletters, and in all school buildings.

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Procedure:

1. Form COMPLAINT OF INJURY TO OR ABUSE OF A STUDENT BY A SCHOOL EMPLOYEE must be completed in its entirety and given to the building administrator,
2. The building administrator will conduct a level one investigation. If a report is founded, contact the Superintendent of Schools for appropriate next steps.

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### ADMISSIONS POLICY

### Policy 501

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It shall be the policy of the Diocesan Board of Education that students meeting the school's reasonable academic and financial requirements are to be admitted regardless of race, ethnic origin, or creed if the parents/guardians express that they are choosing the school because of the Catholic philosophy of education, the incorporation of Gospel values, the quality of education and/or other qualities of Catholic education.

Parents seeking to enroll students, and likewise the prospective student, should be appraised of the philosophy and objectives of the Diocesan Board of Education.

Prior to permanently admitting any transfer student, the school shall contact the administrator of the school from which the student is/has transferred. Parents/Guardians must do whatever is necessary to consent to or otherwise facilitate the receipt of these records.

#### **Managing Enrollment**

When limiting enrollment in educational programs of the Diocese of Davenport (school, day care, after-school/wraparound, preschool), the following priorities shall be used by local boards and administrators. When limiting enrollment in educational programs of the Diocese of Davenport (school, day care, after-school/wraparound, preschool), the following priorities shall be used by local boards and administrators.

1. Currently enrolled students and siblings (in good standing)
2. New students: from supporting parish(es) (in good standing)
3. New students: non-parishioner Catholic (in good standing)
4. New students: everybody else (in good standing)

Seton Catholic School will begin early registration/enrollment in preschool classes during the month of February. Early registration/enrollment for students in grades Kindergarten through 5<sup>th</sup> grade will begin in March. For step 1, currently enrolled students and siblings must decide whether they are enrolling at Seton for the next school year by the close of business on the last day of school, or they will lose their position in the class roster for the following year. That position will be filled using steps 2 through 4. These timelines will be published in the communication venues used by the school (examples: social media accounts, newsletters, parish bulletins)

#### **Definitions:**

**Good Standing:** It is the expectation that all families attending a Catholic School of the Diocese of Davenport will agree to, and remain in good standing for continued enrollment in the Catholic school. This includes agreement and acknowledgement of the Covenant of Trust between Parents and Catholic Schools of the Diocese of Davenport.

**Supporting Parish(es):** Supporting parishes refer to either 1) the single or 2) interparishes which directly contribute to the spiritual, worship and financial needs of the school.

**Affiliated Parish(es):** Affiliated parishes refer to Catholic parishes which are not directly contribute to the spiritual, worship or financial support of the school. these have families who do not have access to a

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PreK-12 Catholic program but wish their children to experience the Catholic mission of message, community and service.

**Non-Parishioners Catholic:** community members not affiliated with the Catholic Church but support the Catholic mission of message, community and service.

### **Covenant of Trust Between Parents and the Catholic Schools of the Diocese of Davenport**

At Baptism, parents accept the responsibility of training their child in the practice of the faith. “Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children...” (*Canon 793.1*)

Catholic schools are in partnership with every family in proclaiming and witnessing the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Parents at Catholic Schools of the Diocese of Davenport are aware of the parental call, and their responsibility, commit themselves to be, in word and example, the first and best teacher of their children in the faith.

Practically, this means parents will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of their child’s education and formation.
- To the best of their ability, respect the teachings of the Church and help their children respect the Church and its teachings.
- Regularly participate in the Sunday Eucharist with their family (if not Catholic, support their children’s participation in the Church of their faith tradition), include prayer in their daily life and form their children in the faith.
- Commit to speaking frequently with their children about God and to include prayer in their daily home life.
- Participate in and cooperate with the Catholic school in programs that enable them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children.
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school.
- Teach their children by word and example to have a love and concern for the needs of others.
- Practice stewardship of time, talent, treasure, and meet their financial responsibilities in support of the school and parish.

The Catholic Schools of the Diocese of Davenport enter a relationship of trust with each school family. The Parent/Student Handbook provides the school’s framework for this trust relationship, setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

### **Enrollment Requirements**

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Children are charged tuition. Seton Catholic School will accept students of any religious beliefs. However, as a student, everyone is considered a part of the total school community and will be included

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and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

### **Reserve Clause**

Seton Catholic School recognizes that it may not be possible to do justice to all types of students. Therefore, the school reserves the right to dismiss a student if it is later determined that the student has needs which cannot be met by the school staff. This could include such things as medical, behavioral or learning needs.

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## **PARENT STUDENT HANDBOOK**

## **Policy 504**

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All diocesan schools shall annually prepare and make available to all parents and students a handbook that presents all policies, regulations and procedures of the local school. School policies shall be consistent with diocesan policies as provided by the Office of Catholic Schools.

### **Discipline and Student Accountability**

It shall be the policy of the Diocesan Board of Education that each local board adopt student responsibility and discipline policies as required by Iowa Code. The board shall involve parents, administrators, community members, instructional staff, and, as appropriate, students in the development and revision of discipline policies.

The policies shall relate to the mission and educational purposes of the school.

The policies shall include, but not be limited to, the following: attendance; use of tobacco, the use or possession of alcoholic beverages or any controlled substance; harassment of or by students and staff; violent, destructive, and seriously disruptive behavior; suspension, expulsion and emergency removal; weapons and threats; out-of-school behavior; participation in extracurricular activities; academic progress; and citizenship.

The policies shall ensure due process rights for students and parents. The discipline policies and student responsibilities shall be published for the awareness and knowledge of the program participants and their parents/guardians. A complete copy of said policies must be on file in the program administrator's office.

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**SETON DISCIPLINE CODE / DRESS CODE**

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**Discipline Code**

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the Seton Catholic Board of Education. Effectiveness requires the positive and voluntary cooperation of all concerned.

Knowledge of the rules and regulations are the responsibility and obligation of each student. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies.

In accord with the dignity of the student as a human person and as a child of God, teachers seek to attain a good balance of structure and freedom with choices. If a problem with a student continues after teacher corrections, the teacher will consult with the principal. Students are expected to show respect for God, other students and adults, as well as self.

These expectations apply to all school related activities- in the classroom, on the playground, during music and physical education classes, field trips, and any other activity where the students represent Seton Catholic School.

Teachers will use positive approaches such as praise, encouragement, individual help, conferences, daily goal setting, etc. One choice teachers have to correct inappropriate behavior is to issue the student a Discipline Referral Form.

Students who receive a Discipline Referral must return the referral, signed by a parent, the next school day. The student will then serve a detention after school for the designated time on the date posted. The nature of the offense will be discussed with the student so that a clear understanding is reached and hopefully, avoided in the future. A Parent-Teacher-Student -Principal conference will be scheduled for any student who has received three Discipline Referrals in a quarter (nine weeks).

**Unacceptable student behaviors include:**

1. Use of drugs, alcohol, tobacco
2. Personal injury or striking another student
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism
11. Bullying/Harassment/Fighting

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### Consequences:

- Correction by the teacher or supervisor with appropriate consequences, based on the PBIS matrix.
- Teacher/Parent conference, or phone call home, explaining the problem.
- After-school detention (parents will be notified a day prior).
- Conference with the principal, student and/or parent or both.
- In-school suspension: The student will study and complete his/her assignments in an area separate from the classroom under the indirect supervision of the principal or other responsible person.
- Out of school suspension: The student will be removed from school for a determined amount of time.
- Expulsion: The student will not be able to return to school, due to an extreme action/violation of the school policy.

### Playground Rules

1. One whistle signals time to LINE UP. Three whistles signal to GO to the school wall immediately. A single whistle signals you can resume play as before.
2. Students should be quiet in line before and during the time of entering the building.
3. Students will play away from cars, windows, the front door of the school, the church, or the dumpster.
4. Students will use the steps when walking to the play area.
5. Students must ask permission before entering the building during recess.
6. Students will not play on the walls.
7. No toys from home will be brought to recess.
8. Students will RESPECT plants, flowers, and trees by not touching or picking them.
9. Students will keep hands, feet, and objects to themselves. (No wrestling, no play fighting, karate, etc.)
10. Students will inform the teacher if a ball goes into the street or within Father's fence. The teacher will retrieve or assign a student(s).
11. One student will go down the slide at a time. Students will go down the slide on their bottom. No walking up the slide.
12. Jump ropes are for jumping only (No swinging, chasing, roping).
13. Tag, jump roping, kickball or any activity involving a ball will be played only on the parking lot. The game of kick back is not allowed.
14. SNOW- Play only on scooped areas, you cannot be on any snow.
15. Students will be seated on the Spinami. Students will stand to push the Spinami.
16. Outer doors are to be kept closed.
17. HAVE FUN SAFELY!

### Dress Code Policy

In order to ensure Christian attitudes and Christian behavior as well as to reduce distraction, or ensure the safety of the students, the following dress code will be in effect:

**GIRLS**-may wear pants, jeans, sweat suits, dresses, skirts or shorts. Hemlines on dresses, skirts and shorts must reach to at least mid-thigh (the arm hanging straight at the side fingertip rule will be used when length is a question). All shirts must extend below the waistband of clothing. Mesh tops (see-through), halter-tops, spaghetti straps, and low-cut shirts of any kind are not permitted.

**BOYS**-may wear dress pants, sweat suits, jeans or shorts. Hemlines on shorts must reach to mid-thigh (the arm hanging straight at the side fingertip rule will be used when length is a question). All shirts shall extend below the waistband of clothing. Mesh tops (see-through) are not permitted.



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Clothing with slogans for alcohol, cigarettes, rock concerts, drugs, or sex are not permitted. Other messages with obscene language or those which imply offensive behavior are also not permitted. Shoes shall be laced properly and tied. For safety reasons clogs and flip-flops are not permitted. Clothing that is commercially or intentionally ripped will not be permitted.

### **Violations**

1. On the first offense, a verbal warning will be given to the student and a note will be sent home to notify parents of said violation.
2. On the second offense, student's parent will be called and will be required to bring proper attire to school.

### **Weapons and Dangerous Instruments**

It shall be the policy of the Seton Catholic School Board of Education that weapons and other dangerous objects be taken from students and others who bring such onto the school premises. Parents of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, coming to and from school or participating in any school-related activity away from school premises shall be expelled for not less than twelve months.

### **Tobacco, Drinking, Use of Non-Prescribed Drugs**

Students are not to use, possess, sell, or be under the influence of drugs, beer or other intoxicating beverages on the school grounds at anytime or while they are on a school sponsored activity off campus. The use or possession of tobacco on the school grounds is prohibited. These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Student's possession of tobacco, drugs and/or alcoholic products in school, or at school activities, results in confiscation and appropriate discipline.

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## SETON ACCEPTABLE USE POLICY

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### **Internet**

Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations which are unethical and may constitute a criminal offense.

### **Acceptable Use Policy**

Computers are another tool used to support learning and to heighten instruction. Computer networks allow people to interact with computers within the school and with other computers around the world. With the popularity of the Internet growing each day, it is imperative that parents, staff, and students understand that an Acceptable Use Policy is necessary to ensure that our computers and the network be used in a responsible, ethical, and legal manner.

Acceptable use includes:

- Using computer or network equipment for classroom activities or projects, this includes connecting to other systems and computers through the Internet
- Sending and receiving e-mail related to school activities.

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- Failure to adhere to Seton’s Acceptable Use Policy will result in the user’s access being revoked by the local school administrator.

Unacceptable use includes:

- Using profanity, obscenity, or language which may be considered offensive or abusive to another user
- Violating copyright laws which include copying commercial software and copying/printing material that is considered restricted or proprietary
- Giving out individual passwords or using another individual’s password
- Reading, copying, or modifying other users e-mail or restricted files without prior consent
- Loading or modifying software without consent of a staff member or local school administrator
- Knowingly sabotaging computer or network equipment, this includes disabling certain operating system functions or network configurations
- Using the computers or network for any type of illegal activity or personal gain

### **Student Computer Use**

Students may not use computers without permission from a staff member. Parents and users (including staff and students) should understand that steps are taken to mitigate the connection to or the downloading of offensive material. However, due to the dynamic nature of the Internet, there is no fail-safe way to ensure that students or staff are completely isolated from controversial, offensive or questionable content, i.e. Seton Catholic School is not responsible for the information on remote systems. Furthermore, it is understood that users will change passwords periodically and are responsible for logging off local and remote systems when they are not present. It is understood that system administration personnel will have access to all files, including e-mail, at all times.

### **Internet Privacy Protections and Considerations for Students**

Seton Catholic Elementary School has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unwelcomed communications.

Teachers must solicit parents’ permission to post photos of their child on the Web. When posting photos, Seton Catholic School will try their utmost not to post accompanying names at all – the next best option probably is to post students’ first names but not last names. In the rare occasion that a student’s full name needs to be posted – for example, an online feature of the lead actress in the school play – the school will carefully think this out beforehand to minimize parental concerns about student privacy and safety. Parents should be informed of all of the various permutations so that they can make informed choices about when to grant or refuse permission for their child’s photo to be used.

Schools have the difficult obligation to somehow monitor which students’ photos can be used online and which can’t. For example, if a photo taken of a class activity has a student in the background whose parents’ refused permission, that photo will not be used online, even if the focus of the picture was on other students.

Guidelines for publishing on the Web:

- Only first names may be used with published student work

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- Pictures that are a part of student publishing will not include identifying information
- Under no circumstances will a student's home address or phone number be included
- If replies to published student work are appropriate, the sponsoring teacher's address will be the email address displayed
- In special circumstances, with parent-signed release, identifying information may be added

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### SAFE ENVIRONMENT PROGRAM

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The Safe Environment Program includes Safe Environment Training (Catholic Mutual Group), Background Checks and the "*Teaching Safety - Empowering God's Children*" (VIRTUS) curriculum for K-12 youth. This program has been approved by the Bishop for schools and religious education.

We require all clergy, seminarians, deacons, employees, teachers, coaches, scout leaders and volunteers to complete all the requirements of the program before they can be employed or volunteer with our children or vulnerable adults. The background check is run by a diocesan approved agency. You might also be required to complete a credit check by this same company if you work with monies. We are very passionate about this program and feel it is very important. Contact your parish or school for directions on completing the requirements.

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### SCHOOL SAFETY

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#### **Smoke-Free**

Seton Catholic School is a smoke-free environment.

#### **Right-to-Know** (Hazardous Chemicals)

The Iowa Hazardous Chemicals Risks Right to Know Act was passed by the legislature in 1984 and is currently in Chapter 455E Code of Iowa. There are three main parts to the law:

1. Worker right to know (5-25-86)
2. Community right to know (7-1-86)
3. Public Safety/Emergency response right to know (11-1-86)

#### **Blood Borne Pathogens**

The Diocese of Davenport and Seton Catholic School have an established exposure control plan. Employees are provided an annual in-service in the fall and are required to abide by the plan.

#### **Asbestos**

In 1986 Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This law requires all schools kindergarten through twelfth grade to be inspected for asbestos containing materials and subsequently develop a management plan outlining a program to control and/or abate such material.

In order to bring our building in compliance with these regulations, Seton Catholic School contracted Ecosphere Environmental Services, Inc. to inspect the building. Based upon the inspection and the laboratory analysis of samples taken, a management plan was written which outlines our intent for controlling and abating any asbestos containing materials. This management plan is filed in the office

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on the first floor of Seton Catholic School. It is available for you to look at any time during office hours.

In the summer of 1987 all asbestos covered pipes, that there was knowledge of at that time, were removed by a State and Federal approved company. This inspection is also on file at the Seton Catholic School office. We started our three-year re-inspection program as required by AHERA. However, during our June 15 1992 re-inspection, we found additional pipe coverings containing asbestos fibers concealed in a confined area in the building. This area is periodically being monitored pursuant to our building management plan. A comprehensive periodic surveillance is performed to determine and record any changes that may have occurred in the condition of the material. Documentation of this surveillance can also be found in our management plan.

As required by AHERA, we will continue to send annual notification to parents and employees. This is the Seton Catholic School annual report for school year 2024-2025.

### **Radon Testing**

During 1989, all schools of the Davenport Diocese were tested for radon. The test results indicated the rooms were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for radon needs to be done at this time. However, to ensure the safety of our students, radon testing was done in the summer of 2015 and we were well below the established safety levels.

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## ADMINISTRATIVE OFFICE

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If there is a regulation that is not understood, call the school office (682-8826). The principal will gladly explain the educational philosophy that prompted the policy. Any policy formed has sound educational theory behind it, is in accord with state regulations and the diocesan handbook, and has been discussed by the Board of Education and principal. Every effort has been made to do what is best for the students.

### **Office Hours**

The school office hours are from 7:30 a.m. to 3:40 p.m. Mail correspondence to: Seton Catholic School, 117 East Fourth Street, Ottumwa, IA 52501. Telephone: 641-682-8826.

### **Professional Staff**

All members of the Seton Catholic School teaching staff have graduated from an accredited college or university and have State of Iowa, Department of Education Licensure.

### **Special Services**

The service of a psychologist, social worker, speech therapist and diagnostic testing for hearing and learning disabilities are available through GPAEA (Great Prairie Area Education Agency). Requests for these services are made by the parent or by the teacher in agreement with the parent and the school principal. All parental rights are strictly maintained.

### **Tuition**

Enrollment at Seton Catholic School is a privilege, not a right. Families registering, or re-registering, at Seton Catholic School are entering into a contract with the school, to pay the tuition amounts as set forth in the tuition/payment schedule for that school year. Reduced tuition, scholarships and any other special

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arrangements that adjust the amount of tuition owed from the tuition/payment schedule, will be determined before admittance. Special circumstances may occur during the school year that could require a change in the tuition agreement between the school and family, such adjustments must be preceded by a written statement regarding why such change is being requested, to school administrator. This will then be reviewed by administrator and school board before any final decisions are rendered. All families are required to provide the school with a tuition payment option form in order to complete the registration process, regardless of the choice of payment option made.

Failure to pay tuition consistent with the agreed upon tuition contract will constitute a breach of contract and could result in one, or all, of the following.

- The student(s) may be dismissed from Seton Catholic School.
- Upon dismissal, or if the family withdraws their student(s) from the school, student records may be withheld, except in those instances where the school is required by law to provide such records, until tuition and fees are paid in full or arrangements for a payment plan are agreed upon and complied with.
- Future family students may be refused due to previous payment history.
- Family may be turned over to a collection to collect any unpaid tuition

Seton Catholic School understands families can experience extenuating circumstances from time to time. It is imperative such families contact the school administrator as soon as possible to make alternate payment arrangements to avoid corrective action being taken.

### **Tuition Refunds**

No tuition credit is allowed for absences due to travel, normal childhood illnesses, etc. In the event a child must withdraw due to extended illness or due to a family move, tuition will be charged to the end of the last month in which the child was enrolled. Pre-paid tuition and pre-paid non-worker bingo fees, beyond the last month in which the child was enrolled, will be refunded upon request. Requests will be honored up to the end of the current school year in which the child was enrolled.

### **Fundraising**

Effective for the 2018/2019 school year all Seton Catholic School families, Kindergarten through Fifth Grade, will be required to participate in a minimum of three (3) Fundraising events. Or a family may choose to chair one (1) major Fundraising event instead of participating in three (3) events.

- Families will have the option to “Buy Out” of their fundraising/volunteer duties at the beginning of the school year by paying \$250 per fundraising opportunity they opt out of.
- If, at the end of the school year, a family hasn’t participated in the required three (3) fundraising events, or chaired one (1) major fundraiser, they will be charged \$300 per event they haven’t fulfilled. This will be considered part of their tuition policy and will be enforced under Seton Catholic School’s current tuition policy.

Signing up for fundraising opportunities will be on a First-Come-First-Filled Basis at the beginning of the school year. We understand extenuating circumstances may arise and Seton Catholic School will work with families during these times on a case-by-case basis.

Three fundraising verification tickets are located at the back of the handbook. After each event, have the event coordinator sign off that you met your volunteer requirement and turn the school copy into the office. Please retain the parent/guardian copy for your records.

## Seton Catholic School – Parent / Guardian Handbook

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### CATHOLIC CHRISTIAN ATMOSPHERE

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Religious education at Seton Catholic School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student. Besides classroom instruction in religion, liturgical and sacramental participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school liturgies, and opportunity to participate in Mass are part of the spiritual life of the school. Parents/guardians are encouraged to become aware of and encourage their child(ren) in their faith life. The school can only support what is taught and experienced at home.

#### **Prayers, Practices, and Beliefs**

A list of prayers and other basic beliefs and practices has been developed for students and can be found at the conclusion of this handbook. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

#### **Sacramental Preparation**

Preparation for the first reception of the sacraments of Reconciliation and Holy Eucharist will begin in first grade and continue through second grade. Parents/guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents/guardians in the sacramental preparation for their child.

#### **Liturgical Celebration**

Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend.

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### THE SCHOOL DAY

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#### **Arrival**

The student is to arrive by 8:10 a.m. for opening prayer, but no earlier than 7:45 a.m. Classes begin at 8:10 a.m. and dismissal is at 3:15 p.m. except on in-service days as indicated on the calendar.

Students arriving will go directly to their classroom, unless they are eating breakfast. Breakfast will be served at 7:45 until 8:00 a.m.

#### **Dismissal**

The bus students are dismissed from the Fourth Street door. All other students are dismissed from the north door. Parents are to drive into the Seton parking lot counter-clockwise. If someone other than a designated person is to pick up a child, Seton Catholic School must have a written permission slip or a phone call from the parent. Seton Catholic School will not release a child to anyone without permission from the child's parent.

#### **Attendance**

A student is recorded tardy after 8:10 a.m. Bus students arriving late will not be counted tardy. If a student misses more than half of the morning or afternoon session, they are recorded as half-day absent. Any child may be excused for any part of the day for an appointment with a dentist, doctor, Community Health Care Center, or visiting nurse, providing the child is present for a part of the one-half day in

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which the appointment takes place in order to receive credit for that one-half day's attendance. The school laws of the State of Iowa require school attendance and the Diocesan Catholic schools follow the school laws for the State of Iowa. Frequent and prolonged absence is a serious handicap to the student as well as the entire school. Attendance is the responsibility of the student and his parent(s) or guardian(s). When excessive absences are noted, a parent conference will be set up to discuss the consequences of excessive absenteeism.

### **Absence**

Regular attendance is a key factor in the success of schoolwork. The value of the work missed is difficult to make up by out-of-class work. A written request from the parent/guardian or a phone call is required anytime a student needs to leave school before the usual time of dismissal. No student is released unless the school knows the reason for the release and the person to whom the student is released.

Parents/guardians are requested to phone the school office between 7:45 a.m. and 8:30 a.m. if a student will be absent. If the school is not notified as to a student's absence, the school secretary will call the parents by 9:30 a.m. to determine the cause of the absence.

If a student will be absent for an extended time due to illness, the parent/ guardian should inform the office and the teacher. Any child may be excused for any part of the day for an appointment with a dentist, doctor, Community Health Care Center, or visiting nurse, provided the child is present for a part of the one-half day in which the appointment takes place in order to receive credit for that one-half day's attendance. The school laws of the State of Iowa require school attendance and the Diocesan Catholic schools follow the school laws for the State of Iowa. Frequent and prolonged absence is a serious handicap to the student as well as the entire school. Attendance is the responsibility of the student and his parent(s) or guardian(s). When excessive absences are noted, a parent conference will be set up to discuss the consequences of excessive absenteeism. A student is recorded tardy after 8:10 a.m. Bus students arriving after 8:10 a.m. will not be counted tardy. If a student misses more than half of the morning or afternoon session, they are recorded as half-day absent. The principal/secretary approves the dismissal of students who are ill. The parent or guardian is notified when the illness is detected and is encouraged to come for the student or to make other arrangements.

### **Late Starts, Early Dismissals, School Closing**

Seton Catholic School follows the Ottumwa Community School District regarding late starts, early dismissals or school closings as the result of inclement weather during the winter months. When the weather is questionable, check our school Facebook page (Seton Catholic Elementary School of Ottumwa), or listen to the local radio or TV stations. You may sign up for school closing texts/emails with KCCI on their website.

### **School Day Make-up Policy**

Cancelled school days will be made up according to the approved calendar and will follow the Ottumwa Public Schools.

### **Breakfast/Lunch**

Seton Catholic School provides a federal breakfast/lunch program. Breakfast and hot lunch are provided through the Ottumwa Public School Food Program. Families with specified income may qualify for free and/or reduced breakfasts/lunches. Forms are sent and may be requested at the office. All information

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will be kept confidential. REMINDER: Please write separate checks for breakfast/lunch/milk, for juice, and for tuition. These three items have separate accounts. (Lunch & Milk: Ottumwa Schools, Juice: Seton School).

Money for a lunch ticket should be given to the classroom teacher. Prices are published prior to the beginning of the school year and with the breakfast/lunch menu on the school's website. Proper lunchroom behavior is expected. Parents must notify the school before 8:30 a.m. if their child(ren) will be eating lunch that day. The ticket is to be purchased from the office. State regulations prohibit punching a student ticket for an adult lunch. Notices are sent home when only one punch remains on the ticket. PLEASE send the appropriate amount of money for a new lunch ticket the following day.

### Visitors

We welcome parents/grandparents to visit their student's classroom at any time. However, to maintain student cooperation and allow the teaching staff to follow their syllabus, there are a few guidelines we must adhere to.

1. Visits must be approved by school administrator and teacher.
2. Visitor must sign in at office before being escorted to the classroom.
3. Classroom visits are to be limited to one (1) hour or less. Unless previously approved by school administrator and the teacher.
4. Visitors are there to observe only and have no interaction with students. To volunteer, a visitor would need to go through VIRTUS training and pass a Diocesan background check. Please see volunteer section for guidelines to volunteer.
5. Visitors are to remain at the back of the class and be non-disruptive to the learning process.
6. If a visitor is causing disruption in the classroom, they will be asked to leave.
7. If a visitor continues to cause disruption during classroom visits, visitor may have their visiting privileges revoked after being reviewed by the Seton Catholic School Board.

### Volunteering

As part of a healthy and formative learning environment, Seton Catholic School relies on, and welcomes, volunteer services from families of students, community and parish members. While there are several opportunities to volunteer, please know volunteer duties are at the discretion of the school administrator and classroom teachers.

To ensure the safety of our students, there are requirements placed on volunteers by Seton Catholic School and the Diocese of Davenport.

- All volunteers must complete a background check as required by the Diocese of Davenport
- All volunteers must go through VIRTUS training (either in person or online) and pass before being accepted as a volunteer.
- All volunteers must check in at the office before entering the school to volunteer
- All volunteers must have permission from the classroom teacher before volunteering. This is done by contacting the teacher a minimum of 24 hours before volunteering to ensure there are no schedule conflicts, etc.
- Volunteers must not be disruptive to the classroom and must follow the teacher's rules as to not vary from the syllabus.

Please see the school administrator if you have any questions regarding the volunteer policy.

### Telephone

Students must have permission to use the telephone during and after school. The school telephone is for business calls only. Necessary plans should be made with the student before leaving for school in the



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morning. Students are allowed limited access to the telephone. If the parent wishes to speak with the teacher, a message will be taken and the call will be returned when the teacher is available.

### **School Supplies**

A listing of school supplies recommended is included in the registration packet and on the school website [www.aseton.com](http://www.aseton.com)

### **Textbooks**

Textbooks are provided to all students. Undue wear, damage, or loss will require payment at the end of the school year

### **Transportation**

To ensure the safety and protection of students, only parents or legal guardians can change how a student is to be transported home. The school cannot legally allow a student to be transported without this authorization. If needing to change transportation arrangements for the student, the school office must be notified by note or phone call. It is important that parents be on time to pick up their child(ren) at dismissal time.

### **Transportation - Busing**

Seton students are entitled to public transportation similar to public school students per the State of Iowa Law, Chapter 585 (State Aid for Transportation).

### **Non-Public Students within Ottumwa School District**

Seton students are entitled to transportation services provided by their resident school district via public buses, private carrier (contracted), or cash reimbursement to parents who transport their children. To utilize these services, a parent must contact the resident public school secretary and discuss the transportation needs of the student before the new school year begins. The parent must indicate a preference for busing or cash reimbursement. The resident school district then determines the method of transportation. If cash reimbursement is approved, the parent must apply for assistance every semester. The reimbursement forms are available from the resident school by mid-December and late April. Allow one or two months for payment to be received. Reimbursement is limited to three elementary children per family.

### **Student Assistance Team**

Students for whom classroom interventions to remediate a learning issue are not working are referred to the Student Assistance Team. Concerns, goals, and strategies for the student are filled out cooperatively with the parents, administration, classroom teachers, as well as any resource teachers and support staff. This form serves as a record for needs, as well as a record for teacher interventions that are used to help the student reach the prescribed goals. SAT plans will also be used with students who are receiving special enrichment activities as described by the Child Study Team.

### **Copyright**

All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- copyright law
- fair use guidelines
- specific licenses or contractual agreements

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- other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation and are at-risk and assume all liability.

### **Field Trips**

Parents will be asked to sign trip request forms as the trips present themselves. This will assure us that you are aware of the trip and keep everyone better informed. If your child does not have a permission form signed, he/she will not be able to participate in the event.

### **Lost and Found**

All students need to be taught to be responsible for personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, etc. There is a box of found articles near the office if parents wish to check. Periodically, any unclaimed items will be given to the needy.

### **School Parties**

A student may bring birthday treats. If a student should wish to do this, the treats will be passed and shared during pre-post afternoon recess or at the end of the day. The student is not to distribute invitations to parties outside school functions without teacher permission. To avoid hurt feelings, all members of the class must be included. After school parties are the responsibility of the parent/guardian. Classroom parties shall include Halloween, Christmas, Valentine's Day.

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## ACADEMIC POLICIES / PROGRAMS

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### **STUDENT LEARNING GOALS**

- Demonstrate integrated Gospel values throughout their lives
- Accept church, civic and personal responsibility
- Access and use information effectively and morally
- Anticipate and constructively react to change
- Apply technology morally and competently
- Communicate ideas and feelings effectively in various ways
- Demonstrate like-management, work world and social skills
- Display global awareness, cross-cultural understanding and social justice principles
- Demonstrate personal wellness practices
- Think critically and creatively
- Solve problems independently and cooperatively
- Reason scientifically, mathematically and historically

### **Multi-Cultural/Gender Fair/Global Education**

Seton Catholic School offers a global, multi-cultural, gender-fair approach to the educational program. Seton Catholic School is committed “to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender-fair society.”

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### Assessment and Grading Procedures

In an effort to keep lines of communication open between home and school, mid-term reports are sent home quarterly at mid-term. Music, PE, and Art are excluded from this reporting. If there is a concern, the teacher will contact parents.

### Assessments

- The Iowa Statewide Assessment of Student Progress (ISASP) will be administered in the Spring to students in grades 3 through 5 over English Language Arts (including Reading and Writing), and Mathematics. Science will be administered in grade 5.
- STAR Early Literacy Assessments and STAR Math Assessments are given to students at each quarter in grades Kindergarten through 3rd Grade.
- STAR Reading Assessments and STAR Math Assessments are given to students at each quarter in grades 3rd through 5th.

### Homework

The student and parent/guardian have a responsibility for the student's mastery of the subject matter. The learning process is a joint effort. Homework and/or individual study units will be discussed fully in the classroom so the parent is not required to give instruction. The teacher will provide instruction. The parents should establish a learning environment in the home by 1) showing a positive attitude toward education; 2) taking an interest in school work; 3) establishing good study conditions; 4) monitoring study habits; 5) exercising patience while working with the student.

Teachers provide instruction to each student so that mastery of the subject matter can occur. The assignment of homework is an outgrowth of that classroom instruction. Understanding that the nature of the subject matter lends itself to different "types" of homework, the following are examples of homework assignments given to students at Seton Catholic School: 1) independent practice of newly learned skills; 2) expansion activities beyond the subject matter presented in class; 3) independent student projects approved by the teacher.

The following considerations are made in assigning homework: 1) Homework will be relevant to classroom instruction. It will not be assigned for the sake of providing something for the student to do after school hours. 2) Skills taught in the classroom will first be guided and practiced in the classroom under the teacher's supervision. Independent practice of those skills can be assigned outside the classroom. 3) Homework assignments of newly learned material will be as short as possible. 4) Classroom assignments not completed by the student during the school day can be required homework. 5) The general rule for homework time will be grade level times 10, i.e., 5th grade times 10 equals 50 minutes of homework.

In the event that a child is missing, a parent must give the school appropriate time to gather required homework (9:00 am request for pick-up at 3:15 pm).

### Human Sexuality Program

In compliance with Code of Iowa 279.50, Seton Catholic School "will provide instruction in human growth and development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships and acquired immune deficiency syndrome as required in Iowa Code, section 256.11 in grades one through twelve."

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Seton Catholic School “will annually provide to the parent/guardian information about the human growth and development curriculum used in the student's grade level and the procedure for inspecting the instructional materials prior to use in the classroom.

A student shall not be required to take instruction in human growth and development if the student’s parent/guardian files in a written request that the student be excused from the instruction.”

### **Library**

Books and other media are available to Seton students from the Ottumwa Public Library, the Area Educational Agency and our own library.

Overdue notices will be prepared each week and be sent home with the student. Replacement costs for a book or video will appear on the overdue notice. Replacement cost for a magazine is \$3.00. An overdue item will be considered lost after one month has transpired. Every item-book, magazine, video, taken from the Library Media Center must be signed out so there is a record of each circulation, including first circulation of birthday memorial books. If a book is damaged, the fee will be determined by the replacement cost of the book.

1. Books may be checked out for two (2) weeks for grades 2-6 and one (1) week for grades K-1. Magazines may be checked out for one (1) week. Videos may be checked out for two (2) nights.
2. Periodicals may be checked out for one week.
3. Reference books and may be checked out over night only and returned to the Library Media center the following morning.
4. Books returned prior to the due date are collected in each classroom in a special basket and returned to the library each morning.
5. Check-out procedure:
  - a. Sign book card with name and grade.
  - b. Stamp date due slip in book card at the desk. Leave the book card at the checkout desk.

Overdue notices will be prepared each week and be sent home with the student. Replacement costs for a book or video will appear on the overdue notice. Replacement cost for a magazine is \$3.00. An overdue item will be considered lost after one month has transpired. Every item-book, magazine, video, taken from the Library Media Center must be signed out so there is a record of each circulation, including first circulation of birthday memorial books. If a book is damaged, the fee will be determined by the replacement cost of the book.

6. All students and faculty must adhere to the Diocese of Davenport Internet Policy. Their consent to do so is given by signing the Internet User Policy.

### **Parent-Teacher Conferences**

Conferences are scheduled twice a year. If a parent feels the need for an additional conference, they may contact the Seton Catholic School office to make an appointment with the teacher.

If academic or discipline problems arise, the teacher will contact the parent prior to conference time. Open communication between parents and faculty is a vital aspect of the student’s education.

## Seton Catholic School – Parent / Guardian Handbook

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### COMMUNICATION

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Adequate and clear communication between school and home is essential for the success of the student. The parent should feel free to call teachers about student progress or other situations of concern. The school website (oseton.com) contains features about the school, including a calendar of upcoming events. Take the time to log on frequently as a reminder of special dismissal times and dates school is not in session.

#### **Newsletters and Calendars**

The school calendar for the year is distributed at registration. The Principal's Newsletter is a monthly publication sent via email or hard copy. The breakfast/lunch menu calendar comes with the newsletter at the beginning of each month. These publications are a means of providing school information to the families. Parents are encouraged to look for the newsletter and a calendar and post them for handy references. Parents are also encouraged to visit the Seton Catholic School website. (www.oseton.com)

#### **Seton School Board**

The Seton School Board meets monthly except for December and July unless otherwise decided by the Board. Those who wish to be on the agenda to address a particular topic must contact the board president or principal ten (10) days prior to the meeting and must indicate the topic.

#### **Home and School Association**

Home and School provide services to the teachers and students by way of supporting events and coordinating volunteers. Home and School membership is expected of all Seton parents and guardians. Annual dues are collected at registration. Home and School meet @ 6:00 in the school cafeteria throughout the school year.

#### **Dual Parent Report**

In the case of a student whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents are to be on file unless otherwise directed by the courts. Likewise, unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at Seton Catholic School (i.e. notices of school functions, report cards, newsletters etc.) will be made available to both parents.

#### **Student Records**

A confidential cumulative file is kept for all students. This file shows the continuous growth of the student, which may include: report cards, Iowa Assessment scores, attendance, health records, and any other special test results. A permanent record serves as an official transcript concerning a student's attendance and educational progress. A parent or legal guardian of students have the right to inspect and review their child's educational records, including a right to copy the records. Parents or legal guardians also have the right to ask the school to amend the child's educational records if they feel the information in the records is misleading or inaccurate. Should the school refuse to amend the records, they have a right to a hearing and to place an explanatory letter in the child's file explaining why they feel the records are misleading or inaccurate.

Disclosure of any student records shall not be made unless there is written consent of the parents/legal guardian(s) for students under age 18, written student consent for students 18 years or older, a judicial order or a request of a receiving school.

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### **Transfer of Records Procedure**

When a student leaves Seton, it is the responsibility of the parent to inform Seton and to sign a form giving permission for the transfer of all records. The parent is not allowed to pick up the cumulative file. These records must be transferred from one school to another.

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## HEALTH AND SAFETY ISSUES

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### **Abuse**

In compliance with School Laws of Iowa any licensed employee of Seton Catholic School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms. Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students.

The principal, as the designated level-one investigator, will respond promptly to allegations of abuse of students by employees. If founded, there will be a full investigation of any allegations by a trained professional who will serve as the level-two investigator. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1—15 (280).

### **AIDS**

Children diagnosed as having any blood-borne pathogen disease, or with laboratory evidence of infection with a blood-borne pathogen associated virus (HILV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting.

### **Emergency Drills**

The safety of students is one of the school's greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Fire and tornado drills are conducted at least twice each semester. Escape plans are posted inside the door of each classroom. During fire drills, each class has an escape route to an outside area a safe distance from the building. During tornado drills, each class goes to a designated area within the building. In addition, lockdown drills are conducted.

### **Emergency Numbers**

The school must always be informed as to a work telephone number or emergency number in the event the student becomes ill or is injured at school and requires the parent's presence. Should there be an emergency and the school is unable to reach the parent, the student will be taken to the local and the doctor on call will be used for emergency treatment. Remember to notify the school of any change of address or telephone number.

### **Health Exams**

A volunteer nurse checks immunization records and is involved with the following annual exams for all students:

1. Eye: Volunteer
2. Hearing: Conducted by the Great Prairie AEA.

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3. Heights and Weights: Nurse Volunteer.

### **Medication Policy**

Parents who send medication with their child must observe the following:

1. When your doctor prescribes a medication for your child, ask your doctor if it is necessary for your child to take this in school. If yes, ask the pharmacy for a labeled, small plastic bottle or labeled envelope for a day's medication, pill, or liquid.
2. Send only the required medication for one day in the container provided from the pharmacy. It should be labeled with the following information:
  - a. Name of student
  - b. Name of Medicine
  - c. Dosage to be given
  - d. Time to be given
  - e. Method of administration
  - f. Doctor's name and telephone number
  - g. Reason for medication
  - h. Signed permission for school to administer medicine
3. Instruct your child to give the medication to the teacher, who in turn will take it to the office. Strict compliance to this policy is required.

### **Food Allergy Policy**

Seton Catholic School wants to ensure the safety and well-being of all of our students, including those with food allergies. While we cannot police every food item brought into the school, we will supplement the following policy to ensure the safety of all students and to be sure we are prepared, should an incident occur. The policy in place is based on the following sources: The Centers for Disease Control and Prevention (CDC); The Asthma and allergy Foundation of America (AAFA); Food Allergy Research and education (FARE); and Dr. Michael C. Young, MD, author of The Peanut Allergy Answer Book. The policy in its entirety can be found in Appendix A at the end of this handbook.

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## **PRINCIPAL'S RIGHT TO AMEND**

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Seton Catholic School or its principal has the right to amend this handbook for a just cause. Parents will be given prompt notification if changes are made.

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**ADDENDUM**

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**Prayers, Basic Beliefs, and Practices**

Enclosed is a list of prayers, basic beliefs, and practices. The prayers, basic beliefs, and practices for each grade follow. Hopefully this will help you as you assist your child in his/her religious practices. Please know that prayers may be introduced at one grade level and students may not be expected to have them memorized until the next year. However, know that the students are expected to have an understanding of these prayers and they will be part of our prayer at school. We encourage you to also pray with your child at home.

\*Content to be memorized

Kindergarten

Sign of the Cross\*  
Prayer Before a Meal  
Our Father  
Hail Mary

Grade 1

Sign of the Cross\*  
Prayer Before a Meal\*  
Prayer After a Meal\*  
Glory Be\*  
Our Father  
Hail Mary  
Morning Prayer

Grade 2

Our Father\*  
Hail Mary\*  
Act of Contrition  
Rosary  
Communion Fast  
Ten Commandments

Grade 3

Apostles Creed\*  
Act of Contrition\*  
The Greatest Commandment  
Rosary

Grade 4

Act of Faith\*  
Act of Hope\*  
Act of Love\*



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Seven Sacraments\*  
Ten Commandments\*  
Beatitudes  
Mysteries of the Rosary

### Grade 5

Morning Offering\*  
Seven Sacraments\*  
Memorare\*  
The Laws of Church

### **Prayers, Basic Beliefs, and Practices**

#### **Sign of the Cross**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

#### **Our Father**

Our Father, who art in heaven, hallowed be thy name; thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

#### **Hail Mary**

Hail Mary, full of grace! The Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, mother of God, pray for us sinners now and at the hour of our death. Amen.

#### **Glory Be**

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning is now and ever shall be, world without end. Amen.

#### **Prayer before a meal**

Bless us, O Lord, and these thy gifts which we are about to receive from thy bounty, through Christ, our Lord. Amen

#### **Prayer after a meal**

We give you thanks, God, for these and all your gifts, which we have received, through Christ our Lord. Amen.

#### **Morning prayer**

God, my Father, I give you today all that I think and do and say. I'll work and study, have fun and pray. Jesus be with me all through the day. Amen.

#### **Act of Contrition**

My God, I am sorry for my sins. In choosing to sin and failing to do good, I have sinned against You and Your Church. I firmly intend, with the help of Your Son, to make up for my sins and to love as I should. Amen.

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### **Mysteries of the Rosary**

#### **Joyful**

The Annunciation  
The Visit of Mary to Elizabeth  
The Birth of Jesus  
The Presentation of Jesus in the Temple  
The Finding of Jesus in the Temple

#### **Luminous**

The Baptism of Jesus  
The Wedding Feast of Cana  
The Invitation of Jesus  
The Transfiguration  
The Eucharist

#### **Sorrowful**

The Agony of Jesus in the Garden  
The Scourging at the Pillar  
The Crowning with Thorns  
The Carrying of the Cross  
The Crucifixion and Death of Jesus

#### **Glorious**

The Resurrection of Jesus  
The Ascension of Jesus into Heaven  
The Descent of the Holy Spirit upon the Apostles (Pentecost)  
The Assumption of Mary into Heaven  
The Crowning of Mary as Queen of Heaven

### **Communion Regulations**

To receive Holy Communion a person must be in the state of grace, have the right intention, and observe the Communion fast

#### **Communion Fast**

You must not eat anything or drink any liquid (other than water) one hour before the reception of Communion. Exceptions are/can be made for the sick and elderly as needed.

### **Ten Commandments**

I, the Lord, am your God. You shall not have other gods besides me.  
You shall not take the name of the Lord, your God, in vain.  
Remember to keep holy the Sabbath day.  
Honor your father and your mother.  
You shall not kill.  
You shall not commit adultery.  
You shall not steal.  
You shall not bear false witness against your neighbor.

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You shall not covet your neighbor's wife.  
You shall not covet anything that belongs to your neighbor.

### **Apostles' Creed**

I believe in God, the Father Almighty, Creator of Heaven and earth; and in Jesus Christ, His only Son, our Lord who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He rose again from the dead. He ascended into Heaven, and is seated at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the Communion of Saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### **The Great Commandment**

You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.  
You shall love your neighbor as yourself.

### **Beatitudes (Matthew 5:1-10)**

Happy are the poor in spirit, the reign of God is theirs.  
Happy, too, are the sorrowing, they will be comforted.  
Happy are the gentle, they will receive all that God has promised.  
Happy are those who hunger and thirst for justice, they will be satisfied.  
Happy also are those who show mercy to others, they will receive mercy.  
Happy are the single-hearted, they will see God.  
Happy are the peacemakers, they will be called the children of God.  
Happy are those who are treated unfairly for doing what is right, the reign of God is theirs.

### **Seven Sacraments**

Baptism  
Reconciliation  
Eucharist  
Confirmation  
Matrimony  
Holy Orders  
Anointing of the Sick

### **Morning Offering**

My God, I offer you all my prayers, works and sufferings of this day for all the intentions of your most Sacred Heart. Amen.

### **Memorare**

Remember O most gracious Virgin Mary, that never was it known, that anyone who fled to your protection, implored your help or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O Virgin of virgins, our Mother. To you we come, before you we kneel, sinful and sorrowful. O Mother of the Word made flesh, do not despise our petitions, but in your mercy, hear and answer them. Amen.

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### **Prayer to the Holy Spirit**

Come, Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love. Send forth your Spirit and they shall be created, and you shall renew the face of the earth.

### **The Precepts of the Church**

Celebrate Christ's resurrection every Sunday (or Saturday evening) and on holy days of obligation by taking part in Mass and avoiding unnecessary work.

Lead a sacramental life. Receive Holy Communion frequently and the sacrament of Reconciliation, regularly. Receive Holy Communion at least once in the Lent-Easter season. Confess within a year, any serious or mortal, sin committed.

Study Catholic teaching throughout life, especially in preparing for the sacraments.

Observe the marriage laws of the Catholic Church and give religious training to one's children.

Strengthen and support the Church: one's own parish, the worldwide Church, and the Holy Father.

Do penance, including not eating meat and fasting from food on certain days.

Join in the missionary work of the Church.

### **Corporal Works of Mercy**

Feed the hungry.

Give drink to the thirsty

Clothe the naked

Help those imprisoned

Shelter the homeless

Care for the sick

Bury the dead

### **Spiritual Works of Mercy**

Give correction to those who need it.

Share our knowledge with others

Give advice to those who need it

Comfort those who suffer

Be patient with others

Forgive those who hurt us

Pray for the living and the dead

### **Magnificat, Mary's Prayer**

My being proclaims the greatness of the Lord, my spirit finds joy in God my savior. For He has looked upon his servant in all her lowliness. All ages to come shall call me blessed. God who is mighty has done great things for me, holy is His name; His mercy is from age to age on those who fear Him. He has shown might with His arm; He has confused the proud in their inmost thoughts. He has deposed the mighty from their thrones and raised the lowly to high places. The hungry He has given every good thing while the rich He has sent empty away. He has upheld Israel his servant, ever mindful of His mercy; even as He promised our fathers, promised Abraham and his descendants forever.

### **Prayer of St. Francis**

Lord, make me an instrument of your peace. Where there is hatred, let me sow love. Where there is injury, pardon. Where there is doubt, faith. Where there is despair, hope. Where there is darkness, light. And where there is sadness, joy. O Divine Master, grant that I may not seek so much to be consoled as

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to console; to be understood as to understand, to be loved as to love. For it is giving that we receive, it is in pardoning that we are pardoned and it is in dying that we are born to eternal life. Amen.

Gifts of the Holy Spirit

Wisdom

Understanding

Knowledge

Right Judgment

Courage

Reverence

Wonder and Awe

### **Fruits of the Holy Spirit**

Joy Modesty

Charity Goodness

Peace Continenence

Humility Long-suffering

Patience Chastity

Fidelity Kindness

### **Angelus**

The angel of the Lord declared unto Mary. And she conceived by the Holy Spirit.

Hail Mary, full of grace...

Behold the handmaid of the Lord. Be it done to me according to your word.

Hail Mary, full of grace...

And the Word was made flesh. And made his dwelling among us.

Hail Mary, full of grace...

Prayer for us, holy Mother of God, that we may be worthy of the promises of Christ.

Let us pray: Pour out your grace into our hearts. Lord by the message of the angel we have learned of the Incarnation of Christ, your Son. Lead us by his passion and cross, to the glory of the resurrection.

Through the same Christ our Lord. Amen.

### **Nicene Creed**

We believe in God the Father Almighty, maker of heaven and earth, of all that is seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten not made, one in Being with the Father. Through him all things are made. For us and for our salvation he came down from heaven; by the power of the Holy Spirit he was born of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered, died and was buried. On the third day he rose again in fulfillment of the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshipped and glorified. He has spoken through the prophets. We believe in one holy, Catholic and Apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

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### **Come Holy Spirit**

Come Holy Spirit, fill the hearts of your faithful, and kindle in them the fire of your love. Send forth your Spirit, O Lord, and they shall be created. And you shall renew the face of the earth. Amen.

### **Four Gospels**

Matthew, Mark, Luke, and John

### **Holidays of Obligation**

Solemnity of Mary - January 1

Ascension Thursday - 40 days after Easter

The Assumption of Mary - August 15

All Saints Day - November 1

The Immaculate Conception - December 8

Christmas-December 25

### **Way of the Cross - The Stations**

Jesus is condemned to die.

Jesus accepts the cross.

Jesus falls the first time.

Jesus meets his mother.

Simon takes the cross from Jesus.

Veronica wipes the face of Jesus.

Jesus falls the second time.

Jesus meets the women.

Jesus falls the third time.

Jesus is stripped of his clothes.

Jesus is nailed to the cross.

Jesus dies on the cross.

Jesus is taken down from the cross.

Jesus is placed in the tomb.

Jesus rises from the dead.

### **Regulations for Fast and Abstinence**

To Fast means to keep from eating certain foods.

To Abstain means to refrain from eating meat.

In the United States, Ash Wednesday and Good Friday are days of fast and abstinence, and all Fridays of Lent are days of abstinence.

The obligation to abstain from meat binds all Catholic 14 years of age and older. The obligation to fast, limiting oneself to one full meal and two lighter meals in the course of a day, binds Catholics from the ages of 21 to 59.

### **Hail Holy Queen**

Hail Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To you we cry, poor banished children of Eve; to you we send up our sighs, mourning and weeping in this valley of tears. Turn then O most gracious advocate, your eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God. (Response:) That we may be made worthy of the promises of Christ.

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### **Psalm 23**

The Lord is my Shepherd; I shall not want. In verdant pastures he gives me repose; beside restful waters he leads me; he refreshes my soul. He guides me in right paths for his name's sake. Even though I walk in the dark valley I fear no evil; for you are at my side. With your rod and staff that give me courage. You spread the table before me in the sight of my foes; you anoint my head with oil; my cup overflows. Only goodness and kindness follow me all the days of my life; and I shall dwell in the house of the Lord for years to come.

### **Confiteor**

I confess to almighty God and to you, my brothers and sisters that I have sinned through my own fault, in my thoughts and in my words, in what I have failed to do. And I ask Blessed Mary, ever Virgin, all the angels and saints, and you my brothers and sisters, to pray for me to the Lord our God. May almighty God have mercy on us, forgive us our sins and bring us to life everlasting. Amen.

### **Prayer of the Mass**

Introductory Rites

Gathering Song

Greeting

Penitential Rite

Gloria

Opening Prayer

Liturgy of the Word

First Reading (usually taken from the Old Testament)

Responsorial

Second Reading (usually taken from one of the letters of the New Testament)

Alleluia or Gospel Acclamation

Gospel (taken from one of the four Gospels and read by priest or deacon)

Homily (an explanation of the readings)

Profession of Faith (Nicene Creed)

General Intercessions (Prayers of the Faithful)

Liturgy of the Eucharist

Preparation and presentation of gifts

Prayer over gifts

Eucharistic Prayer (during this prayer the bread and wine become the body and blood of Jesus)

Communion Rite

The Lord's prayer

Sign of Peace

Breaking of the Bread

Reception of Communion

Prayer after Communion

Concluding Rite

Greeting

Blessing

Dismissal

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### Liturgical Year

Advent-Christmastime (Christmas day until Sunday after Epiphany)

Ordinary Time

Lent (Ash Wednesday until Holy Saturday)

Easter time (Easter Sunday until Pentecost, 50 days after Easter)

Ordinary Time

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## APPENDIX A

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### SETON CATHOLIC SCHOOL FOOD ALLERGY POLICY

UPDATED: September 29, 2014

Seton Catholic School wants to ensure the safety and well-being of all of our students, including those with food allergies. While we cannot police every food item brought into the school, we will implement the following policy to ensure the safety of all students and to be sure we are prepared, should an incident occur. The following policy is based on recommendations from the following sources: The Centers for Disease Control and Prevention (CDC), The Asthma and Allergy Foundation of America (AAFA), Food Allergy Research and Education (FARE) and Dr. Michael C. Young, MD, Author of; *The Peanut Allergy Answer Book*. 1) Identify student(s) with food allergies, what the allergy is, what the symptoms are, and what level of allergy the student has. This information needs to be provided by the student's parent/guardian and should be done in conjunction with the student's primary care physician. There are often times food sensitivities and intolerances that are not actual food allergies and we need to make sure we have all the proper information. 2) Fill out the attached **FOOD ALLERGY AND ANAPHYLAXIS EMERGENCY CARE PLAN** provided by FARE. This should be done by parent/guardian along with their primary care physician and provided to the school administrator at the earliest available option. A copy of the FARE Emergency care plan will be distributed to all staff, so everyone is aware of the student's situation. 3) The classroom of student(s) identified with a severe food allergy shall become a "Free Zone" for said food. This will be determined on a case-by-case basis and what level of allergen the student(s) is recognized with. The classroom instructor will teach students, and send home information to parents of all classroom students, why the food isn't allowed in the classroom and what consequences of bringing that particular food into the classroom could mean for the affected student(s). This teaching/training will be done on a case-by-case scenario, at the correct level of education and information for the classroom. 4) The school Administrator will ensure all staff is knowledgeable of proper hand-washing techniques. The staff of Seton Catholic School will, in turn, provide proper training to all students of Seton Catholic School, to avoid as much cross contamination as possible. 5) The cafeteria area will have a specified food preparation area. This area will remain free of all foods specified for student(s) with food allergies and will be properly cleaned to help ensure cross contamination does not occur. 6) There will be a specified dining table in the cafeteria that will be designated a "Free Zone" of said food and shall be placed at, as safe of a distance as possible, from other tables. Any student, who does not have food containing a known allergen, will be allowed to sit at this specified table. In an effort to make sure no student(s) is singled out, Staff of Seton Catholic School may encourage other students to sit at the "Free Zone" table so no student feels excluded. Seton Catholic School will strive to give every student a comfortable and safe experience. 7) If Anaphylaxis can be a result of your child's food allergy, Seton Catholic School requires the parent/guardian of the student(s) to provide the school with two (2) Epinephrine Injection Devices (Epi-Pen), or whichever course of



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action parent/guardian and Primary Care Physician determine is best for the student(s). The cost of Emergency Care devices/materials shall be the responsibility of the parent/guardian. 8) The Epinephrine Injection Devices (Epi-Pen) shall be kept in a safe, unlocked location and kept out of reach of students. One (1) in the office and one (1) in the student's primary classroom. The School Administrator will be responsible for ensuring all staff, including any substituting staff, knows the locations of these devices, knowing which student(s) is at risk of anaphylaxis and the proper emergency response for the student(s). A copy of the FARE Emergency Care Plan will be kept with the Devices at all times, ensuring all staff knows which student(s) is on the Emergency Care Plan and what the proper emergency procedures are for the student(s). 9) It shall be the sole responsibility of the parent/guardian to ensure the School Administrator and the student's primary instructor are properly trained on administering the Emergency Care Plan the student may need. The school Administrator may deem it necessary to have other staff members trained in the Emergency Care Plan and this will be left to the discretion of the School Administrator, along with consultation of parent/guardian and Seton School Staff. If need be, Professional Development Time may be used for training and facilitating Emergency Care Plans. While Seton Catholic School will do everything we can to ensure the safety of every student in attendance, there are always things that will be beyond the control of Seton Catholic School. Seton Catholic School cannot be held responsible should an incident occur and an Emergency Care Plan needs to be acted upon. Due to outside influences, this policy will only be adhered to, for the interior building of Seton Catholic School. This policy cannot be extended to the playground, parking lot area, school buses, field trips or other extenuating circumstances. It shall be left up to the parent/guardian to decide if their student(s) should participate in activities outside the school building. While we understand food intolerances and food sensitivities are a great nuisance to those individuals subjected to them, this policy must strictly pertain to students with severe and, sometimes, life-threatening food allergies. No exceptions. Due to the greater presence of students having food allergies in recent years, this policy shall remain a fluid policy to be reviewed by the School Board of Seton Catholic School on a periodic basis. At any time, the School Administrator or a parent/guardian may request a review of the allergy policy, this would be best achieved by the 'review' being added to the monthly School Board Agenda and a brief presentation being made by the School Administrator or parent/guardian of changes requested. If, during review, any changes to the stated policy are deemed necessary. The policy shall be rewritten, and will adhere to the standard policy change procedures of the Seton Catholic School Board.

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**Seton Catholic School – Parent / Guardian Handbook**

SETON CATHOLIC SCHOOL

**FUNDRAISING VERIFICATION TICKET**

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Event Name

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Fundraiser Coordinator.

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Parent / Guardian

Seton Catholic School families, Kindergarten through Fifth Grade, are required to participate in a minimum of three (3) Fundraising events.

Or a family may choose to chair one (1) major Fundraising event instead of participating in three (3) events.

Volunteer Opportunities can be substituted for fundraising events with the approval of the principal. This may include, but is not limited to, specific types of work that benefits the school.

(parent/guardian copy)

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