



Catholic Middle School Parent / Student Handbook

312 Nicolet Blvd.
Menasha, WI 54952-3334
(920) 727-0279
Fax (920) 727-1215
Web Site: www.tcces.k12.wi.us/seton
Email: mbausom@tcces.k12.wi.us

*"We pledge to promote Christian values, excellence in education
and the growth of the total person."*

Welcome!

Seton Catholic Middle School was made possible because of the vision, dedication, generosity, and hard work of many people in the Neenah/Menasha area. St. Gabriel, St. Margaret Mary, St. Mary, St. John, and St. Patrick Parishes support Seton. We are grateful to these people. Without them, we would not be here today!

This handbook contains information, rules, and procedures that you will need to know in order to be successful at Seton. Teachers and staff will be glad to help parents and students with any questions or concerns. Have a terrific year!

Seton Catholic Middle School does not discriminate on the basis of sex, race, or national origin in the enrollment and participation of students or the employment of personnel.

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion. Parents/Students will be given prompt notification if changes are made.

You need endurance... (Hebrews 10:36)

"Be in this world bearers of Christian faith and hope by living love every day. Be faithful witnesses of the Risen Christ, never turn back before the obstacles that present themselves on the paths of your lives. I am counting on you. On your youthful energy and your dedication to Christ." --Pope John Paul II, Poznan, Poland

Quick Check Daily Reminders

Mission Statement:

We pledge to promote Christian values, excellence in education and the growth of the total person.

Telephone Directory:

Main Office 920-727-0279
 FAX Line 920-727-1215

Email:

Ms. Bausom: mbausom@tcces.k12.wi.us

General School Information

Guidance:

Students are encouraged to visit with the counselor for personal guidance and for information on grades, study help, and testing programs. The counselor is available to discuss any home, school, or social concerns.

Lockers:

Lockers are provided as a convenience. They are school property and may be searched at any time. Students are responsible for keeping their lockers clean and orderly. No decorations are allowed on the outside of the locker. Stickers may not be placed on any locker surface. Students are advised not to share their locker combinations with others. Locker assignments, combinations, and changes will be handled through the main office. A combination lock is issued to each student. Students will be charged for lost or damaged locks.

Attendance:

Student success in school is directly tied to attendance. Responsibility for attending class lies with the student and his/her parents.



School-wide Expectations:

1. Keep hands, feet and other objects to yourself.
2. Walk at all times.
3. Show respect for people and property.

School-wide Policy for Assignments:

1. Homework may be given on a daily basis.
2. Grades will be lowered for late assignments.
3. Students may expect from 30 to 90 minutes of homework on any given day.
4. Homework is not usually assigned on weekends.
5. A student should have no more than two tests on any given day. (This does not include the weekly spelling test.) This policy may change at the end of a grading period with administrative permission and notification of the students.
6. Students, who miss school for any reason, are responsible to check with all teachers to collect missed assignments. He/She should also make an agreement with his/her teachers as to a due date for all such work.

Daily Reminders for Students:

1. Always have a library book with you.
2. Use only wide-lined, loose-leaf paper.
3. Use only blue or black pens and/or pencils. Students may use erasable pens.
4. Pencils may be used for any assignments, but must be used for Mathematics assignments.
5. All headings should be as follows:

Proper heading for all papers:

	Name
	Teacher's name
	Class – Period
	Date {Day/Month/Year (5 September 2006)}
○	

Study Hall Procedures:

1. Bring all necessary materials. (Books, notebooks, paper, pens, pencils, etc.)
2. Stay in assigned seat.
3. Do not talk without permission.
4. Have written permission from a teacher to work or study with others.
5. Bring a library book.

Advisor/Advisee:

The Advisor/Advisee Program, S.T.A.R. (Student Teacher Advisory and Recreation), is a guidance-based program that meets 5 times a week. Each teacher is assigned a small group of students (10-14). The weekly schedule includes activities and discussion based on monthly themes, intramural competition, and individual conferences. The goals of this program are to develop an understanding and valuing of self, others, and life experiences.

Arrival and Dismissal:

Student supervision begins at 7:40 a.m. and ends at 3:30 p.m. daily unless a student has made prior arrangements with a staff member or the administrator. A student should never be in the building before or after supervision hours unless he/she is with a staff member or a coach.

Assignment Notebook:

All students are given and required to use an assignment notebook in order to record class assignments. Should a book be lost or destroyed, replacement books are available for purchase in the office. Parents should look over and sign this notebook on a weekly basis. Teachers use red ink to indicate missing assignments. Teachers will sign off on missing assignments once they are received. *Assignments with due dates can be found on Edline.*

Athletics:

A separate athletic handbook can be found on the Seton website and on Edline.

Attendance:

It is the responsibility of the parents to make sure students attend school every day it is in session. *Wisconsin Act 239 requires that parents/guardians provide a written excuse prior to a planned absence for personal or non-health-related reasons (such as a vacation). Every day or part of a day a student is absent for a planned absence counts as one (1) absence. The state law limits these parent written excuses to ten (10) per school year. When a student reaches a total of 10 planned absences in one year, the administrator must schedule a conference with parents to discuss the situation. Parents will be notified after the sixth (6th) parent excused planned absence.*

Parents must provide a written excuse PRIOR to a planned absence. This does not apply to absence due to

- Health related reasons
- Family emergencies

- Absences: Parents should call school (727-0279) no later than 8:30 a.m. to report a student's absence. If a call is not received by this time, the absence is considered unexcused and the student receives zeros for all missed work.
- Planned Vacations: **Please DO NOT plan vacations during school time, BUT if you must:** The school office should be notified in writing at least 48 hours in advance. This information will be shared with the student's teachers. We do NOT send homework/ assignments in advance for vacations. A student will be given missed work with adequate time to complete that work upon his/her return to school.
- Early Dismissal: Parents are urged to make dental, medical, and other appointments after school hours. If it becomes necessary to check out during the day, a student must 1) bring a note to the office before first period; 2) obtain a dismissal pass; 3) show the pass to the teacher at the time to leave; 4) sign out at the office; and 5) upon return to school that same day, sign in at the office and receive a pass to return to classes.
- Tardy: A student not in homeroom at 8:00 will be considered tardy. When a student arrives after 8:00 he/she must report to the office for an Admit Pass.



Band:

Band is available to all grade levels. The student must provide his/her own instrument. A fee is charged for band participation. The fee includes a private or small group lesson on a weekly basis. A band handbook can be found online at the Seton website and on Edline.

Bicycles:

The school assumes no responsibility for bicycles. However, provisions have been made to store bicycles by providing a rack in which they can be parked and locked. Bicycles are never to be ridden on school grounds. Helmets should be worn.

Bus Routes and Operating Policies:

Lamers (Menasha) Bus Company plans bus routes and stops. Menasha students who live more than two miles from school are eligible to ride a bus. Information from registration forms is forwarded to the public school and they, in turn, send Seton a roster of those eligible for busing. The Neenah District does not provide busing.

Bus Conduct:

The bus companies have established the following rules in order to ensure the safety of all that ride buses:

- Use only the assigned bus and bus stop
- Orderly behavior is required at the bus stop
- Remain seated, facing front, when the bus is in motion
- Talk quietly, make no unnecessary noise
- Obey the driver's directions
- Keep head, arms, and all objects inside the bus
- Do not litter the inside of the bus or throw anything out the window
- Those waiting for buses after school may not leave the designated waiting area
- Students are not allowed to bring friends home on the bus without a note from the parent and signed by the principal.

Those who do not abide by these rules may be denied the privilege of riding the bus.

Calendar for the School Year:

A TCCES calendar for the school year is provided to every family before each school year. Corrections, additions, and/or deletions to this calendar are made through the weekly newsletter.

Campus Ministry:

In addition to overseeing the Religion curriculum, Campus Ministry provides spiritual guidance for students and staff. Liturgies, retreats, prayer services, and service activities are regularly scheduled to encourage Catholic, Christian development.

Cancellation of School:

School will not be cancelled unless extreme weather, equipment failure, or public crisis has created a significant safety risk. Cancellations/early dismissals will be announced on major television/radio stations. When Neenah or Menasha public schools are out, TCCES schools are out. In the event of an unscheduled early dismissal, students who normally ride the bus or walk will be sent home by normal means. Students who rely on parental transportation will be allowed to call a parent.

Change of Address / Telephone:

It is very important that an up-to-date address and telephone number are kept at the school office. Notify the school immediately of any and all changes of address and/or telephone number during the school year.

Cheating:

Cheating will not be tolerated and will result in a zero for all work, tests, etc. connected with the occurrence. A student who knowingly allows another to cheat will receive the same consequences.

Communication:

- **Web Site:** Information, including newsletters, permission slips, etc., can be found at www.tcces.org/seton or at www.Edline.net
- **Weekly Envelopes:** Envelopes are sent home on the third school day of each week (usually a Wednesday) as needed. They are to be signed and returned to school the following day.
- **Newsletter:** A school newsletter containing items of interest to students and parents will be posted on the Seton website each week and an email link will be sent to all parents.
- **Telephone calls from parents:** Please make every effort to communicate with your student before school and limit phone call messages to a minimum. We cannot get messages to students after 3:00 pm.

Computer/Internet Access:

A student must have a signed copy of the school's computer usage form on file in order to use the Internet at Seton. This form is signed once in middle school and is in effect for all middle school years.

Conferences:

Student-led conferences occur at the mid-quarter point of the first nine-week grading period. A traditional student-parent-teacher conference is held in the third-quarter of the school year. All conferences are mandatory for parents and students. A conference can be arranged at any other time during the year.

Counseling Program:

A certified counselor oversees the counseling program at Seton. The counselor serves as director of the Advisor/Advisee Program and is available to all students and parents on an individual and/or small group basis. Parents are encouraged to contact the counselor with student concerns.

Discipline Plan at Seton:

Seton uses the Marvin Marshall approach to discipline: *Discipline without Stress, Rewards or Punishment*. This plan is based on positivity, choice and reflection. The key to effective classroom management is teaching and practicing procedures. This is the teacher's responsibility. Discipline, on the other hand, has to do with behavior and is the student's responsibility. Go to www.marvinmarshall.com to learn more.

Discipline expectations:

Students are expected to show:

- Respect for self
- Respect for the rights of others
- Proper behavior during school hours, at school related activities and to and from school
- Respect all property: school, parish, personal, etc.

The following types of conduct are never permissible:

- Defiance of school staff
- Disruption of class
- Conduct, whether inside or outside school, that is detrimental to the reputation of the school
- Fighting or threats made against another or against school property
- The use of profanity
- Immorality in talk or action
- Possession of weapons, alcohol, tobacco products, any controlled substance, over-the-counter medications, and/or other dangerous objects
- Gambling
- Vandalism
- Abusive behavior/harassment

Discipline Consequences:

One or more of the following actions will be taken as a result of a serious infraction of the rules:

- Parent notification
- Student, parent, teacher and/or administrator conference
- Detention - before or after school, or at lunch
- In-school suspension
- Out-of-school suspension
- Probation
- Expulsion

Student offenses will be considered and dealt with on an individual basis, and each offense will be dealt with according to its seriousness.

Dress Code: Posted on Seton website

The administrator will make the final interpretation on all dress code questions

Edline:

Edline is an easy way for parents and students to keep-up-to-date online. Once an account is activated, and Seton has posted information, you can use Edline to: check your child's latest grades; receive email alerts when new grades are posted; receive emails with school or class information; verify daily assignments; view rubrics for projects, view a 'Combined Calendar' to see all the events from the school calendar and your child's own classes and activities automatically collected and personalized; see what assignments are missing and read notes from your child's teachers; view team and club activities; read daily announcements, lunch menus, school policies, classroom news, and much more.

Emergency:

Threats to students and faculty safety (fire, tornadoes, bomb threats, hazardous spills, etc.) are taken very seriously at Seton. Drills are conducted monthly. For fire drills, escape plans are posted inside the door of each classroom. For tornadoes, classes have a designated area in the basement. Students are to move to designated areas in a safe, silent, and orderly manner and maintain silence throughout the emergency/drill.



Emergency Information:

Students are required to have on file at the school office the following information:

- Parent/Guardian name(s)
- Complete and up-to-date address, and email
- Parent/Guardian home, work, and cellular phone numbers
- Emergency phone numbers for at least two relatives and/or friends
- Physician's and dentist's names and phone numbers
- Medical alert information

Field Trips:

- Parents are required to sign a permission slip before each scheduled field trip. Only the school issued permission slip is acceptable for participation.
- A fee may be requested from each student to help defray transportation and/or facility use costs.
- Students are expected to ride to and from school field trips on the transportation provided by Seton.
- Parents who want to pick up their child from a field trip may do so by notifying the office at least 24-hours in advance.
- Students are expected to conduct themselves in a manner that best represents themselves, their class, school, family, and community.
- Students will not be allowed to participate for the following reasons: suspension from class, chronic misbehavior, and/or lack of academic progress (i.e. missing assignments). This student is expected to attend school as usual and will be supervised by staff members.

Food Services:

- TCCES Food Services offers a nutritionally sound, reasonably priced hot lunch daily.
- All students must eat lunch. (If a student cannot eat lunch for whatever reason, a parent must send a dated, signed note to the office.)
- A computerized debit system will track lunch charges and payments. When the account is \$15.00 in arrears, the student will not be allowed a regular meal.
- Balance notifications are sent via email.
- Students are assigned a pin number that allows him/her to access his/her lunch account.
- All checks should be made out to TCCES Food Services. All food service monies will be taken care of by TCCES. Monies can be sent to the Seton office and they will be given to the Food Service bookkeeper.
- Should a student forget to bring a lunch, one can be charged.
- A copy of the monthly menu is sent home via email and can be found online.

Fundraising:

There are two kinds of fundraisers: TCCES and Seton. A percentage the profit generated by a family from TCCES fundraisers is deducted from that family tuition account. Seton fundraisers (**Meet Me in the Middle**) allow us to work on needed projects within the building that are not funded by the budget.

TCCES Fundraising Fee: Each family with a student in K-12 will be assessed a \$100 Family Fundraising Fee. Credit towards this fee can be earned by buying or selling \$100 or more in Jumbo Gumbo tickets or by donating \$100 or more to the TCCES Annual Fund.

The Family Fundraising Fee does not replace the Seton Parent Involvement Fee.

Grading Scale:

A	95 - 100	C	82 - 79
A-	94 - 93	C-	78 - 77
B+	92 - 91	D+	76 - 75
B	90 - 87	D	74 - 72
B-	86 - 85	D-	71 - 70
C+	84 - 83	F	Below 70
I	Incomplete		

Honor Roll:

The Honor Roll is a special recognition for academic achievement. It is based on the total grade point average of all assignments/tests for the preceding quarter and is posted four times a year. The grade point average to qualify for the A Honor Roll is 3.67 to 4.00. The grade point average to qualify for the B Honor Roll is 2.67 to 3.66. A grade(s) of "D" or "F" disqualify a student from being on either honor roll.

Probation - Academic and Athletic:

Academic eligibility for all students will be determined by a grade check at the mid-quarter and nine-week grading periods.

Students must maintain a minimum of a C- average with no failing grades to be considered a student in good standing.

Students on probation will meet with an academic advisor to make an individual plan. Possible social and/or athletic restrictions will be decided upon at that time.

(Also refer to the Athletic Handbook)

Homework:

Homework is an extension of the learning that takes place in school. It provides practice and drill that reinforces classroom learning and provides opportunities for independent study, research, and creative thinking. The suggested maximum time for daily homework assignments is between 30 and 90 minutes. Students are expected to complete and return homework on time. As a general rule, homework is not assigned on weekends with the exception of long-term assignments.

Illness or Injury:

A student who becomes ill at school should inform the teacher and receive permission to report to the office. The student's condition will be assessed and proper action taken. In case of an injury, school personnel will render first aid treatment only. If other treatment is deemed necessary, a parent will be contacted. If parents or other contacts are not available in an emergency, the student will be transported to the emergency room at Theda Clark Hospital (by ambulance, if deemed necessary, or by car).

Immunizations:

State law requires that students have evidence on file of an up-to-date vaccination program.



Library:

The library is open on a regularly scheduled basis and is supervised by the librarian or a volunteer. Students may check out up to three books for a period of two weeks each. Books are always due on a Friday. Fines will be assessed for overdue books. Full payment must be made for lost or damaged books.

Liturgy/Prayer Services:

As Liturgy and prayer are central to our faith, our students and faculty participate in Liturgies and/or prayer services on Thursdays (except for weeks that contain a holy day - Liturgies will then take place on the holy day). Family members are invited and encouraged to participate in the scheduled Liturgy/prayer service with the students. **Liturgy days are dress-up days for all.** Dress code passes may not be used. Seton/SMC sweatshirts are not allowed on these days.

Lockers:

A locker with a combination lock is issued to each student at the beginning of the school year. Only school-issued locks may be used. The locker is not a student's private property and may be opened by school authorities if there is reason to believe that the locker contains prohibited items. A student should never give his/her combination to other students. The school is NOT responsible for valuables left in lockers. Under limited circumstances and with special permission, leaving cash or valuables in the office may be possible. Students will be charged for lost or damaged locks and/or damaged lockers.

Lost and Found:

Clothing, money, jewelry, or other articles of value that are found are to be given to the office staff. All other lost articles will be in the cafeteria.

Make-up Work:

All assignments will be posted on Edline. Parents may pick up a student's books from his/her locker when that student is absent from school. A student may not make up work for credit after an unexcused absence.

Medications:

If a student needs medication during the school day, the following requirements must be met:

- A parent must fill out a school medication form before the office can dispense medication.
- Prescription medication must have the original label with the student's name, drug identification, dosage instructions, doctor's name, and a current date.
- ALL non-prescription medications (i.e. aspirin, Tylenol, Advil, etc.) must be kept in the office and given to a student only with a signed medical form on file in the school office.
- Medication will be given and documented by office personnel.
- Cough drops and inhalers may be carried and used by a student with written permission. A parent and a member of the office staff must sign a permission note.
- A student MAY NOT self-medicate nor may he/she give medications to others. Such action can result in suspension/expulsion.



Parent Involvement Program:

Seton Catholic Middle School considers all parents very valuable and special resources. As such, Seton requires parents to give 40 hours of time to Seton in the way of volunteer hours and/or involvement time. Parents log hours on Seton forms that are returned to the Seton office. Parents are assessed an additional \$200 charge on their tuition bill that is adjusted quarterly according to the amount of volunteer time that is claimed (\$5.00 per hour). Volunteer needs in specific and/or general areas will be announced in the newsletter or through the bi-weekly envelope information. Activities vary from Seton office-centered help, to Seton sports, to at-home jobs.

Personal Property:

Music, video and/or electronic games and devices may not be used in school. If any of these are used while traveling to and/or from school, they are not to be used upon entering the school building and are to be kept in the student's locker during the day. The school will not accept responsibility for loss or damage of such items and may confiscate any of the above items if they are used during the school day. Pagers and e-mail devices are never to be carried or used during school hours. **Cell phones** may be carried during the day and may be used, with permission, in the school office, but are to be turned off and kept out of sight during school hours.

Physical Education Classes:

If an illness or injury prevents a student from participating in a physical education class, parental notification is necessary. A doctor's excuse is required for non-participation for any length of time over two class days. See the dress code for acceptable gym wear.

Pictures:

Individual student pictures are taken each fall. Class pictures are taken in the fall. Parents may purchase these after viewing the pictures.

- Registration in a TCCES school grants permission for photos, publicity & inclusion in a participant list unless the TCCES Advancement Office is notified in writing prior to September 1st of each school year. The Advancement Office can be contacted at aengelhard@tcces.k12.wi.us or 920-722-7796 ext. 201.

Progress Reports:

Report cards are sent home at the end of each 9-week period. Students' weekly progress can be checked on Edline. Students and parents should carefully review the student's progress and contact the teacher/school if there are questions regarding grades. Grades are updated on Edline weekly. Parents and students have individual accounts on Edline.

Promotion and/or Retention:

Grade promotion and/or retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are 1) indifference or lack of effort on the student's part, 2) physical or social immaturity, and 3) excessive absences. Parents can assume that a student will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

Release of Records:

1. The school will maintain records on all students. Information included in these records may not be released without written parental consent. A parent/guardian wishing to review his/her student's file must give a 24-hour notice by way of a written request and set an appointed time with the administrator to review the file.
2. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.



Religious Instruction:

Religion is a required class at each grade level. Liturgy celebrations are planned through S.T.A.R. groups. Sacramental preparation is a parish responsibility and is coordinated with the student's parish religious education administrator.

Schedule Changes:

Students may request schedule changes within five school days after the beginning of classes if 1) the student receives written approval from a parent and the classroom teacher; 2) there is space available in the class into which the student wishes to transfer; and 3) the student obtains approval from the administrator.

School Colors / School Mascot:

The Seton Catholic Middle School mascot is the Eagle. School colors are red, white, and royal blue.

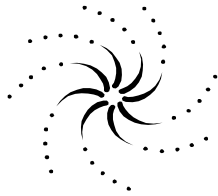
Student Council:

The purpose of the Seton Student Council is to provide first-hand experience in the methods and procedures of democratic government. In addition, the Student Council sponsors activities in the areas of academics, socials, sports, and fund-raising. All members of the student body are encouraged to participate in these activities. Student Council officers are selected the last month of school for the next school year.

Suspensions:

Suspensions from school are given by the administrator for serious infractions of school rules and policies.

- In-school suspensions are given in most cases. The student is placed in an isolated spot and supervised by a staff member. He/She is expected to complete all assignments. Students may be suspended from one class or all classes. Parents will be notified.
- Out-of-school suspensions are given only as a last resort. They signify that behavior has been so disruptive that the only way to deal with the situation is to remove the student from the school environment. Reinstatement will not be granted until the administrator is satisfied that the reason for misconduct has been effectively addressed. Parents must meet with the administrator before a student can be reinstated in classes.



TCCES Directory:

A directory of names, addresses, and phone numbers is compiled and distributed to all students in TCCES at the beginning of the school year. Parents may request that part or all of this information be deleted from the directory. One copy of the directory is free, additional copies may be purchased for a nominal fee. This directory is for TCCES community use only.

Telephone:

The office telephone is a business phone and is not to be used by a student except in extreme cases. Students should not use the phone to make after school plans. There is a \$.25 charge for all personal calls. Personal cell phones may be used in the office with permission.



Textbooks:

Textbooks and workbooks are provided for student use. Students must assess and inspect each textbook prior to acceptance of the book. Students will fill out a form noting any damages to the book and to allow for assessment at the end of the year. If a book is lost, misused, or damaged beyond reasonable wear, the

student will replace the book according to the following guidelines:

New 1st year of use- 100% of replacement cost

2nd year of use - 80% of replacement cost

3rd year of use - 60% of replacement cost

4th-year of use - 40% of replacement cost

5th year of use or older - 20% of replacement cost

A minimum fee is charged for the following damages, up to the replacement value of the book:

Damaged bindings	\$1.00
Damaged pages	\$0.25 each

All fines must be paid prior to receiving the final report card.

Vandalism:

Willfully damaging or destroying school property is cause for immediate suspension and/or expulsion. The school requires that damages be paid before a student is allowed to return to class. If a student accidentally causes damage to school property, the damage should be reported immediately so that it is not misconstrued as vandalism.

Visitors:

Parents are welcome and are encouraged to visit the school. All parents and visitors must to sign in at the office.

Yearbook:

A yearbook is available for a nominal fee. Students are encouraged to participate in the making of the yearbook by joining the yearbook staff. Yearbooks are distributed at the beginning of the next school year.

ZAP:

Zeros Are Preventable, ZAP, is a Seton program instituted to assure that students stay current with all assignments. Seton teachers volunteer their time and remain after school on set days to supervise and help students complete assignments. A student is expected to remain after school if he/she has any missing assignments. The student will call the parent to report the need to remain after school.