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Honesty is the best Policy

The purpose of all schools is to provide instruction to students. The purpose of academic schools is to provide education. Schools use various approaches to educate children. Some approaches are more beneficial than others. Traditionally, students have attended schools located in their area of residence, and the quality of education has been more a matter of chance than of choice. Today, however, another option for quality education is available to students, appreciated by parents, and accepted in the academic world. It is home schooling.

Whatever your circumstances, you have undoubtedly chosen home schooling because you deem it the most conducive to quality learning. You have specifically chosen Seton Home Study School presumably because of its high academic and moral standards.

While Seton Home Study School provides exemplary academic programs and weaves moral values throughout each curriculum, the weight of academic integrity and intellectual honesty is on the student and the teacher. Although it is fairly clear what constitutes cheating in the traditional classroom, the line between intellectual honesty and cheating in the home schooling situation is less discernible at times.

Seton's Special Services Department has instituted an honor system whereby students pledge academic honesty and intellectual integrity in the performance of all their work. To assist you in abiding by this code, we have developed guidelines for determining whether or not an act is cheating. We strongly urge both teacher and student to review these guidelines carefully and discuss them thoroughly. Call Seton's Special Services Department for clarification on any doubtful point now or whenever you may question how the guidelines apply to a particular assignment.

We trust the intent of honesty in all students. **We will ask our high school students to reciprocate by signing a simple honesty statement for each assignment.** It will read, **"I have not received unauthorized assistance on this assignment."**

God bless and guide us all in our sincere efforts to serve Him well.

Guidelines to Determine Academic Honesty

Each day we deal with situations that require us to be honest. Webster's Dictionary defines honest as "1. held in respect, honorable 2. That will not lie, cheat, or steal; truthful; trustworthy 3. Showing fairness and sincerity; straightforward; free from deceit."

From a moral direction the seventh commandment states that thou shall not steal. In the Baltimore Catechism, #259 and #261 state that justice is giving everyone what belongs to him. Stealing is taking what belongs to someone else. Cheating is taking knowledge that belongs to someone else.

When we examine everyday situations, sometimes there is no question as to which response is honest and which is cheating. Other times it may not seem as obvious. The questioning of when something is cheating and when it is not prompted us to provide the following examples.

Situation

1. Clerk gives too much change.

Honest response Inform the clerk of the error and give back the extra change.

Cheating It's too bad; they made the mistake so it's their loss. Lucky me, I'll keep the extra change.

2. A book report is required for the quarter work. Your brother read the same book and wrote a report on it two years ago. The copy of his book report is in a file in your home.

Honest response Read the book yourself and write your own book report.

Cheating Get the copy of your brother's book report out of the file and copy it in your own handwriting, or rewrite it using your words and submit it as your own book report.

Copy the book report from Cliff Notes.

3. A brother and sister are studying the same history lesson. They are taking their tests and one of them does not know the answer to question 5. He asks his sister for the answer.

Honest response Sister says, "I can't tell you the answer. That would be cheating. Do your own work."

Cheating Sister gives her brother the answer or helps him to find the answer.

4. A student wants to pass a test. He is trying hard but does not understand the material. He wants to please his parents with good grades. What should he do?

Honest response Take the test on his own. If he fails the test, he should ask his parents for help because he does not understand the material. Parents should call Seton and speak with a counselor. Supplementary aids or techniques may be needed.

Cheating Student finds the answer key and copies the answers onto his paper.

5. Parent wonders if he can look at a test before he teaches the chapter to his child.

Honest response A teacher in a classroom knows what material he will include on the test for the students. A homeschooling parent is the teacher, so he can look at the test prior to teaching the chapter.

Cheating Give the child the test before studying the chapter and tell the student to look for the answers in the book as he is reading the material.

6. Research paper for high school students.

Honest response Write the ideas of an author in your own words and footnote the material.

Cheating Plagiarize: copy the author's words and ideas without using quotation marks and/or footnotes.

7. Redo's of tests which had failing grades.

Honest response Study the material again; retake the tests.

Cheating Look up the answers and change them on the original test.

Special Services Department
Questions Parents Ask Us

A. TESTS

1. **Faith & Life Books** – Use the activity page that corresponds with the chapter you are working on, or the questions at the end of each chapter in the student text book.
2. CC Life Science – Tests for this subject can be found in the student textbook at the end of the unit called “Unit Review” (blue page).
3. CC Physical Science – Tests for this subject can be found in the student textbook at the end of the unit called “Unit Review” (blue page).
4. CC Earth Science – Tests for this subject can be found in the student textbook at the end of the unit called “Unit Review” (blue page).
5. Exploring A Changing World – Tests for this subject can be found in the student textbook at the end of the chapter in a section called “Understanding What You Have Read.”
6. Spell of Words – Tests should consist of 10 to 20 words taken from the chapters studied. Dictation of phrases and sentences, which include some of the chapter spelling words, can be included in the test.

Please Note: If tests for a course from our department are not on separate sheets, then the tests may be contained within the textbook itself. Please refer to the quarterly report forms to determine the pages for the tests.

B. QUARTER REPORT FORMS

1. Maps & Globes – There are no separate Quarter Report Forms (QRF) for this subject. Incorporate a grade with daily work for Social Studies courses such as:
 - a. Homes & Families
 - b. People & Places Nearby
 - c. Living in Our Communities
 - d. Regions of Our Country
 - e. History of Our Country
 - f. World Cultures Past & Present

Please Note: When sending in the work, place the green Quarterly Checklist on top of the papers.

Completed tests or photocopies must be submitted with the Quarterly Report Forms. (If the tests are contained within the workbooks either cut out the test page or send a photocopy of the page.)

If you have a combination of the regular Seton Courses plus Special Services Adapted Courses and you are not sure which QRF to use -----
USE THE GREEN ONES.

Some courses, such as English and reading, often have a cover sheet which enumerates the different materials used in each quarter for that course. That cover sheet is placed on top of the individual quarterlies for the specified subjects.

Books which are marked as supplements do not require quarter report forms or tests. (See the **Supplement form** sent with the books.) The supplements are used to provide additional Catholic educational material, which does not get graded.

When sending papers to Seton Home Study School, PLEASE make sure the work is attached to the appropriate QRF. You take the risk of LOST PAPERS and INACCURATE GRADE REPORTS by not doing so.

C. GENERAL INFORMATION

1. Most adapted courses have no Lesson Plans; each curriculum is individually designed.
2. ALL Quarter Report Forms from Special Services are green.
3. For locations of tests, please review the Quarter Report Forms.
4. What to use for daily grades:
 - a. workbook
 - b. pop quizzes
 - c. daily work
 - d. effort/attitude
5. **Back orders** will be shipped as soon as the materials are received at Seton. It is not necessary to call us.
6. **Please review your materials when they arrive. If you feel that your child may not use a particular book for whatever reason, do not let him write in it if it is a workbook. If it is written in, there will be a charge to replace it when an alternate book is selected later on.**

A Note About Our Materials

While it is our sincerest desire to provide Catholic special education materials to our students who need them, unfortunately such materials generally do not exist. We look for materials that have a more manageable reading level and “user friendly” format for our students who need such adaptations. Generally speaking, we find these from secular companies. When we review a book for use in our department, we do check for inappropriate content in an effort to weed out objectionable material. If you do come across something that you feel is inappropriate, please let us know. Perhaps it was missed by the person who reviewed the material.

Since the majority of our adapted books are not Catholic, there may be some material that is not reflective of Catholic teachings. You may omit those parts in your studies. This tends to be the case in science books or science passages in other subjects where evolution or evolution-related theory (e.g. claiming that the earth is billions of years old) seems to creep in everywhere. In junior high and high school we are able to omit a chapter on evolution if it is in the textbook. When the student would have done that chapter, he can review the supplemental material we send which addresses evolution and related theory from a scientific and Faith perspective. However, in younger grades references to evolution and related theory may be only a sentence long. In some cases there may be a total of one such sentence in the entire book, with the rest of the book being a great resource for a student who needs a format different from Seton’s regular program.

You can see the difficulty we face: providing special education materials that will maximize a student’s learning, yet without compromising our beliefs and values. One thing we have done and continue to do to reach this goal is adapt Seton’s materials for use in our department. This often means creating a new course manual and lesson plans, adapted tests, different grading requirements, a slower pace, etc., while continuing to use the same book that Seton uses. It is a slow process, but one which we feel is well worth the effort. We look forward to the day when we have an adapted version of all of Seton’s courses. In the mean time, please let us know if there is a Seton course that you would like to see adapted for use by the Special Services Department. Your comments will help us know where to concentrate our efforts.

Cancellations in the Special Services Department

1. If a parent cancels enrollment in the SS Department before a phone consultation with a SS specialist for the purpose of designing a curriculum has occurred, all fees will be refunded.
2. If a parent cancels enrollment
 - a) after a phone consultation has occurred with a SS specialist for the purpose of designing a curriculum; and
 - b) after a curriculum has been designed, then \$75 of the SS fee will be retained.
3. If a parent cancels enrollment
 - a) after a phone consultation has occurred with a SS specialist for the purpose of designing a curriculum; and
 - b) after a curriculum has been designed; and
 - c) after the curriculum has been processed and shipped then \$100 of the SS fee will be retained.
4. If a parent cancels a student enrollment in the SS department four months or longer after the curriculum was shipped, Seton will retain the full SS fee.

Extension of Enrollment for Special Services Department Requirements For Active Enrollment Status

1. Students are enrolled for one year.
2. Enrollment may be extended for one year from date of shipping at no additional fee (for a total of two years).
3. After 24 months from the original shipping date, there will be an extension fee.
 - a. \$75 for a six month extension
 - b. \$125 for a twelve month extension
4. If no student work has been submitted in six months, Seton cannot verify to anyone that a student is actively enrolled.
5. For a student to be actively enrolled, a student must submit at least one quarter of work for English, math, and reading during the first six months, and must submit at least one quarter of work during the second six months. If the enrollment is extended for a second year, the same schedule applies to the second year.

ATTENTION

Dyslexia/Phonics Video Program

Please direct all orders for the Dyslexia/Phonics Video Program to the
Seton Educational Media (SEM) Department.

(SEM) Department

540-636-9996.

TEACHING AIDS FOR THE DYSLEXIA TRAINING PROGRAM

PLEASE NOTE THAT THE FOLLOWING ITEMS MENTIONED ON THE VIDEOS ARE NOT AVAILABLE FROM SETON HOME STUDY SCHOOL. THESE TOOLS ARE NOT NECESSARY TO FULFILL THE REQUIREMENTS OF THE PROGRAM; HOWEVER, YOU MAY ORDER THEM DIRECTLY FROM EDUCATORS PUBLISHING SERVICE (EPS) IF YOU WISH. PLEASE ALSO NOTE THAT EPS MAY HAVE DISCONTINUED SELLING SOME OF THESE ITEMS. PLEASE CHECK WITH THEM TO INQUIRE ABOUT ANY CHANGES TO THIS LIST.

- 1-800-225-5750 OR WWW.EPSBOOKS.COM
- GUIDEWORDED DICTIONARY
- LINKAGE PAPER & WRITING PAPER
- MAGNETIC ALPHABET
- INITIAL READING DECK
- ADVANCED READING DECK
- INSTANT SPELLING DECK
- MISSING LETTER DECK

SUGGESTIONS ON HOW TO SEND IN THE PAPERS AND CHECK TO SEE IF THEY HAVE BEEN RECEIVED

1. Make sure that **all** papers regarding the subjects stated on the green quarterlies are **together**.
2. As each quarter of a course is completed, you may send it to Seton. It is not necessary to wait until all courses are completed.
3. **Please do not send in all 4 quarters for a course at the same time.** When all 4 quarters are sent in at once, grading is delayed, and the student who may be doing poorly is robbed of the ability to receive constructive input and can be easily discouraged if he has to redo a lot of material.
4. **If the quarter report forms are missing, assignments will be promptly returned to you ungraded.**
5. If you have received both a green and a white quarter report form for any subject, **submit the green form only.**
6. The green checklist should be sent in for students in elementary school. **They should NOT be sent in for high school students.** If a green checklist is sent in with a high school student's work, the grading often gets delayed because the work gets sent to the wrong grader.
7. **If you want to know if we have received work** which you mailed in for grading, the first thing to do is log on to your "My Seton" page and check there. Make sure the correct student's name is listed in the upper right of the screen where it says "Current Student". Then click on "Work Rec'd". This will give you a list of work that was received, the date it was received, when it was checked out to a grader, and when the grader returned it to Seton. If you have already checked the "My Seton" page and still have a question about work you sent, please call us.