

# Seton School Handbook

**9314 Maple Street**

**Manassas, Virginia 20110-5118**

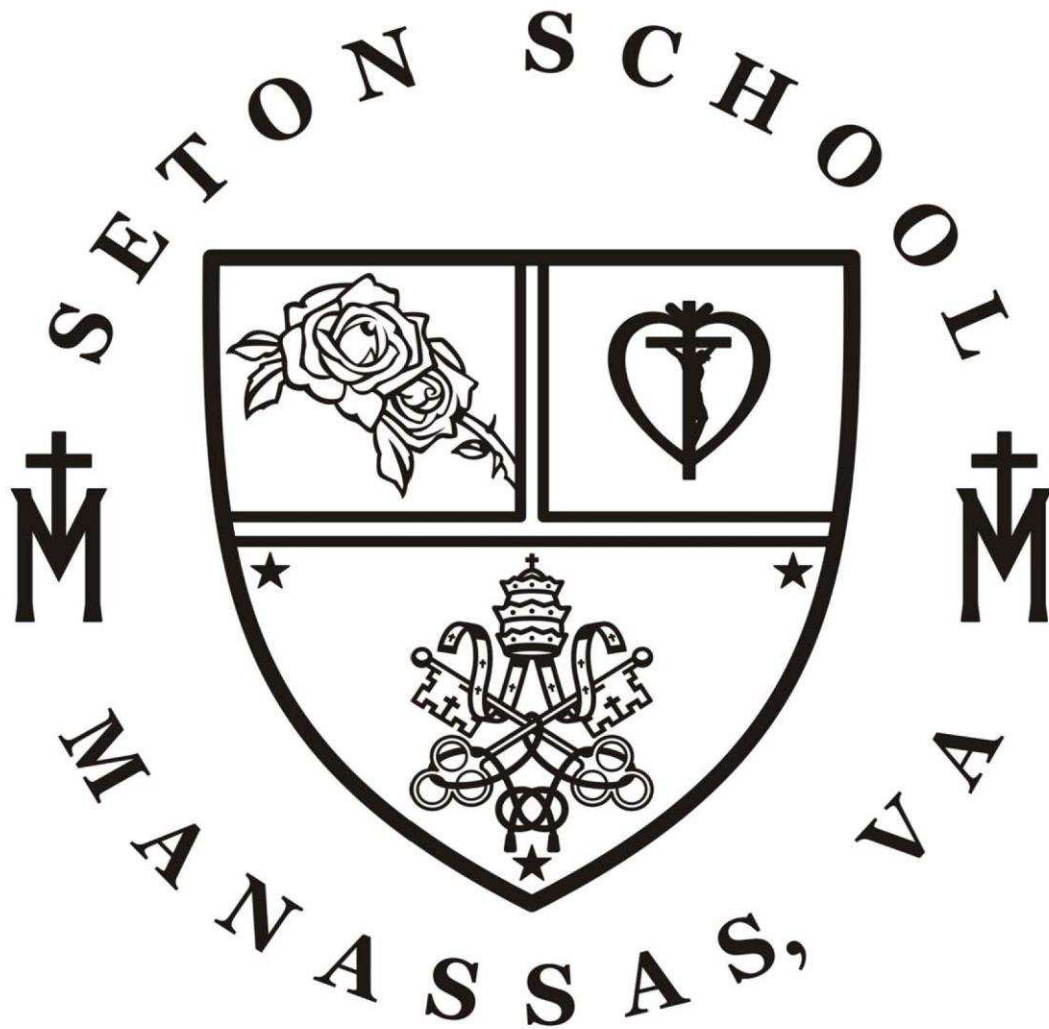
**(703) 368-3220 [www.SetonSchool.net](http://www.SetonSchool.net)**

**Absence/Tardy Line (703) 368-6604 Available 24 hours -please call before 9:30 am**

**Corpus Christi Center (703) 368-6602/03**

***“Let His Will of the present moment be the first rule of our daily life and work...”***

***-St. Elizabeth Ann Seton***



- ✦ Seton students learn to be soldiers of Christ; therefore, it is appropriate that the heart of the Seton seal is a shield.
- ✦ This shield is divided into three parts to represent the Holy Trinity.
- ✦ The Holy Trinity is further represented by the three stars in the lower section of the shield.
- ✦ In this same section are the Papal Keys demonstrating Seton's loyalty to the Holy See.
- ✦ A rose in the top left-hand section proclaims Seton's devotion to the Blessed Virgin Mary and commitment to the sanctity of life at all stages.
- ✦ The right-hand section contains the seal of the Daughters of Charity, founded by St. Elizabeth Ann Seton.
- ✦ Finally, the symbol, M, is on both sides of the seal. This is a symbol of Our Lady, reminding us of the promises of the Miraculous Medal.

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## Mission of Seton School

Seton Junior-Senior High School is an accredited, private, co-educational school operated by Catholic laymen dedicated to promoting the established tradition of Catholic liberal arts education. By the grace of God and in cooperation with our parents, the primary educators of their children, the faculty and staff of Seton School profess a threefold educational mission to:

1. Deepen the students' relationship with the person who is Jesus Christ, so they might faithfully follow His teachings and discover their vocation within His Church.
2. Cultivate the pursuit of Truth through sincere faith and right reasoning in all areas of study.
3. Foster intellectual, theological, moral and social virtues through excellence in and outside of the classroom.

## About Seton School

Seton offers personalized instruction, regarding each child as an infinite value in the sight of God and therefore deserving of our best efforts to meet his or her individual needs. Catholic education on the secondary level was rarely co-educational in the past, and this traditional practice had many advantages. There are also advantages to co-education. At Seton, we believe we offer the best of both by having some co-ed classes and some classes all boys or all girls.

Seton School is officially affiliated with the Diocese of Arlington, under the authority of the bishop in matters of religious education and qualifications of our religion teachers, who are certified by the Diocese. In other areas Seton is independent and retains autonomy in curriculum and methods. Seton is not a diocesan school and does not receive any diocesan subsidies.

## History of Seton School

In 1975, the year of Mother Elizabeth Ann Seton's canonization, Seton Junior-Senior High School was founded. There were two teachers instructing sixteen 7th-9th grade students in rented facilities. In 1980, Seton purchased the church buildings near the historic Manassas area, where the campus is situated today. In 1982 the Seton Home Study program was inaugurated, which eventually grew to the point of becoming a separate corporation.

The student population at the Manassas school remained under 100 until 1989. In 1992, Arlington Bishop John Keating dedicated the St. Joseph wing. The number of students grew from 135 at the end of the 1992 school year to 186 at the end of the 1993 school year, and reached 250 during the 1993- 94 school year. In 1994 the occupancy permit was obtained for the multipurpose John Paul II Center. With the addition of Our Lady of the Rosary classroom wing at the beginning of the 1995-96 school year, Seton enrolled 330 students that year and is now at maximum student capacity of approximately 350 students in grades 7-12. In January 2006, Seton opened the Corpus Christi Center and in the Spring of 2016, completed and dedicated Our Lady



Queen of the Angels Chapel. As a private, independent institution, Seton has financed all its physical expansion through tuition and donations from Seton families and friends of Seton.

Seton draws students from a wide geographical radius of approximately 30 parishes in the diocese. Most families are attracted to Seton because of the school's philosophy. We teach orthodox, traditional Catholicism in complete harmony with the Magisterium of the Catholic Church as taught by the Holy Father. We stress individual attention, high academic standards, high standards of conduct, close cooperation with parents, a family atmosphere and activities which are available to all students.

## Spiritual Formation

*Give to the Lord, you families of nations, give to the Lord glory and praise; Give to the Lord the glory due His Name! Bring gifts, and enter His presence; worship the Lord in holy attire.*

*1 Chronicles 16:28-9*

**Spiritual activities are an integral part of the Seton program. Appropriate behavior is expected at Mass and all other spiritual activities.**

### Weekly Masses

The Seton school week begins with Monday Mass at 8:30 a.m. at All Saints Church. Students must arrive on time and be in proper school uniform (including only Seton-approved outerwear) before they enter the church. Juniors and Seniors are required to sign in before Mass and all students must be in their pew before Mass begins. All students are required to sit together, in the assigned pew, with their class in the front rows of the center section of the church; girls on the left, boys on the right. This seating arrangement fosters unity among the classes, allows for efficient and organized attendance, and promotes a cohesive and structured image for Seton. Special permission may be granted only by the Director for students to sit anywhere other than with their class. Students who arrive early for Mass at All Saints should go into church and prepare themselves for Mass. Students are not to socialize in the church vestibule. Classes begin at 9:35 a.m. on Monday. A second school Mass is held at the school each week on Friday. Students must be in proper uniform (including outerwear) and sit with their classes as at All Saints. School is dismissed at 3:00 pm on that day.

### Visitors to a Seton Mass

Visitors to Mass at Seton must be dressed appropriately. Jeans, t-shirts, or shorts, especially, are not acceptable except for small children.

### Serving Mass

Seton students have the opportunity to assist at the Monday morning and Friday Masses as altar servers and as lectors.

### Other Spiritual Activities

#### Chapel

The Blessed Sacrament is reserved in the Seton chapel. Students are encouraged to make visits during the day. Parents and friends are welcome to visit our Lord in the chapel.

#### Opening Mass

The Seton community celebrate Mass together and ask God's grace for the coming school year.

### **Daily Rosary**

The Rosary is prayed at 8:00 a.m. Tuesday-Friday in the Seton chapel. Attendance is voluntary.

### **Daily Prayers**

Classes are opened with prayers at the teacher's discretion. The Angelus and grace are said at the noon hour.

### **Monthly Holy Hour**

This is held on the third Wednesday of each month. The time depends upon availability of a priest or deacon. Students are to maintain a reverent silence on the way to Holy Hour and while waiting to begin.

### **Days of Recollection and Retreats**

During the school year, days of recollection and retreats are scheduled for the students. When such activities are held during school hours, attendance is required for all students.

### **All Souls-Day Pilgrimage to Cemetery**

We walk to the cemetery across from All Saints Church after Monday morning Mass during the All Souls Octave (Nov 2-9). Each homeroom meets at an assigned grave and prays a decade of the Rosary for the faithful departed.

### **Christ the King Procession**

The whole school processes around the block with the Blessed Sacrament under a canopy in honor of Christ the King. Families are welcome to attend.

### **Pro-Life March**

Each year on January 22<sup>nd</sup>, the anniversary of Roe v Wade, Seton has no school so that all students and families may attend the March for Life in Washington DC. Participation is strongly encouraged.

### **Pilgrimage to Shrine**

On the first Sunday of May, we hold an all-day family pilgrimage to Mother Seton's Shrine and the Lourdes Grotto in Emmitsburg, Maryland, to give thanks for the blessings we have received and to pray for the continued success of our school. The day includes Mass, Rosary, and a picnic. Participation is voluntary but strongly encouraged.

### **May Crowning**

The May Queen and attendants are selected from the student body by the student body. The May Crowning is held the week after Mother's Day.

## Graduation Mass

This Mass is celebrated on the first Monday of June and opens graduation exercises.

## Academic Policies

*Receive my instruction in preference to silver and knowledge rather than choice gold. For  
Wisdom is better than corals, and no choice possession can compare with her.  
Proverbs 8: 10-11*

### Religion

All students, including non-Catholics, must take religion each year.

### Graduation Requirements

Twenty-six academic credits in high school subjects are required for graduation. A student must achieve an overall grade average of 77% to graduate. In addition, all students must participate in one Science Fair and all seniors are required to participate in a pro-life speech competition.

Seton requires a residency year, in which a minimum of six courses must be taken at Seton School. This would ordinarily be the senior year, but a student who attended full time during the junior year could consider that to be his residency year, and be eligible to attend part time in his senior year.

A student must take Religion 11, Religion 12, Language and Logic 11, and English 12 on campus to receive a Seton diploma. A senior who fails one or both of the senior classes may retake them in home study, summer school or an equivalent college level course approved by the Director.

If a senior is taking a home school course required for graduation, all the work must be completed by the end of the 4<sup>th</sup> quarter of the senior year. If it is not, the student will not be allowed to receive a diploma earlier than June 15, regardless of when the work is completed.

Students who have not met the graduation requirements may attend commencement exercises, and may receive a certificate of achievement, but not a diploma.

Seton also offers a 22 credit Gold Diploma designed for students who have one or more documented learning disabilities. This diploma does not require Language and Logic, Latin, Algebra II or modern foreign language. It also allows students to take up to 3 Special Service classes per year. More information about this diploma can be available per request.

### Junior High Grade Requirements

If a new junior high student has a grade average below 68% at the end of the semester, or an old student has an average below 70%, a conference may be held with the parents to determine whether the student should continue at Seton.

Any seventh grade student with a grade average of 77% or above at the end of the year is eligible for promotion to the eighth grade. If a seventh grade student has a grade average between 70%-77%, a conference may be held with the parents to determine whether the student should repeat the grade or make up classes in summer school. A seventh-grade student with an average of 69% or lower in required courses at the end of the academic year shall have the option to repeat the grade or will be asked not to return to Seton.

For admission into Seton's ninth grade, an eighth grade student must complete the eighth grade year with an overall grade average of 77% or above (before summer school), must not have received any suspensions during the eighth grade year, and must be recommended by the eighth grade faculty. Students who do not meet these requirements may be admitted into the ninth grade on probation or may be asked not to return to Seton.

All failed junior high classes must be made up in summer school, unless an alternative is approved by the Director.

### **Courses taken outside of Seton (including home study)**

Seton typically does not accept outside courses for Seton graduation credit. If extenuating circumstances exist, a parent/guardian may appeal for an exception to this policy under the following conditions: (Please note, English 11, Language and Logic, English 12, and Religion 12 are required to be taken on-site at Seton in order to meet graduation requirements with no exceptions allowed.)

- 1) The proposed course must be taken from an accredited institution including those acknowledged by VCPE/VISA.
- 2) The proposed course must be a course Seton is not currently offering including summer courses and dual enrollment courses.
- 3) The course must be approved using the Seton Outside Course Approval Process before beginning the course.
- 4) Based on Department Chair requirements, a student might be required to pass the Seton final exam for the equivalent Seton Course.
- 5) To remain a full-time student, no more than two (2) outside courses may be taken per academic year.
- 6) The Seton Registrar must receive the official transcript noting successful completion of the course. (If the course is required for graduation of that same year, the Seton Registrar must receive the official transcript no later than May 15.)

## Summer School

**No full credit courses are taught at Seton in the summer. Summer school courses are remedial.** Students must have a minimum grade of 55 in a course in order to be allowed to retake the course in summer school. Students having less than 55 must retake the complete course. Both the regular school grade and the summer school grade will be recorded on the transcript and will be averaged equally in the GPA.

## Course Scheduling

Parents and students are strongly encouraged to consider teacher recommendations regarding moving on to next level courses for next school year. If you have any questions or concerns about whether your child is ready and prepared for a next level class, please contact his/her teacher directly, or if you have additional questions, please call or email the Guidance Department.

## Changing/Dropping Classes

Students may not drop a course until the end of the first 4 full weeks of school. Such a dropped course will not appear on the transcript. After the third week in the Second Quarter students may not drop courses without serious academic or personal reasons. Since only one study hall is allowed, a student who already has a study hall may not drop any courses. No new courses may be added during the school year (exceptions may be made for those who drop after 4 weeks, with the new teacher's permission). No class changes will be made due to teacher preferences. To add, drop, or change a class, the following process must be executed:

Step 1: To add, drop or change a class, the student must send an email to the Seton Registrar at [tmcintyre@setonschool.net](mailto:tmcintyre@setonschool.net) stating: a) specifically what is requested, and b) the reason why including his/her parent's endorsement.

Step 2: The Seton Registrar consults with the appropriate Guidance Advisor, if necessary, and either a) rejects the request by return email, including the rationale for the rejection, or b) forwards the request (including all the changes needed to fulfill the request and any additional helpful information) to the appropriate Seton Department Head with a copy to the Seton Academic Dean. Note: A parent may appeal the Registrar's rejection by appealing to the Registrar in writing/email.

Step 3: The appropriate Seton Department Head consults with the affected teacher(s) then a) rejects the request by return email to the Registrar, including the rationale for the rejection, or b) approves the request by return email to the Registrar with a copy to the Seton Academic Dean.

Step 4: The Registrar meets with the student and gives him/her the Add/Drop/Change form to attain signatures from the appropriate teacher(s) and the Academic Dean or Junior High Dean.

Step 5: The student returns the form to the Registrar along with the applicable fee.

Step 6: The Registrar establishes the new student schedule and informs the student and parents. The student should not begin the new schedule until he/she receives the new schedule card from the Registrar. The proper form must be obtained from the Guidance Department to request dropping or changing a class. The form requires signatures of the Academic Dean, a parent, and all teachers whose classes would be affected. A \$10 fee must be paid for each class change requested. Students will not be admitted to a new class, study hall or lunch period until they have turned in the proper request form with fee at the office and received an admittance form to the new class, study hall or lunch period.

## **Homework**

It is essential for the student's progress that homework be completed on schedule. If homework is not handed in when due, a demerit may be given. A reduction in the grade for the assignment may be made at the rate of 5% per day late up to a maximum of 50% on major papers or projects. On homework, at the teacher's discretion, assignments may not be accepted or may receive a zero. Exceptions will be made only in rare circumstances. A junior high student is expected to do one to two hours of homework per night; a high school student two to three hours per night on an average. If a student appears to be doing considerably less or more, the parents should contact the guidance department.

## **Interims**

An evaluation by each teacher of the student's progress will be posted on Jupiter Ed midway through each quarter.

## **Report Cards**

Report cards will be posted on Jupiter Ed at the end of each quarter. Students' financial accounts must be paid in full and other obligations fulfilled before final report cards are given to parents and before transcripts are mailed to other schools.

## **Incompletes**

Unless there are extenuating circumstances, teachers shall issue quarterly grades of "Incomplete" only in cases of extended sickness or injury. In these cases, when the student becomes able to work, the student and the teacher for each class should agree on a schedule with deadlines for completion of the missing work. Teachers shall inform the parents of the schedule and enforce the new deadlines.

## **Grade Scale**

Seton School uses percentages on report cards and transcripts. Within the school, letter grade equivalents are used as follows: A, 93-100, A-, 90-92, B+, 87-89, B, 83-86, B-, 80-82, C+, 77-79, C, 73-76, C-, 70-72, D, 65-69, F, Below 65. Transcripts display the final percentage received for each class on a 100 point scale. A 4-point scale is used to calculate the cumulative GPA. The



cumulative GPA is calculated by averaging all Seton High School classes taken. All classes carry the same weight for GPA purposes. Starting with the 2019-2020 school year, a passing grade is a 65. Seton does not rank except for first and second in the class.

The 4-point scale is as follows:

4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.0	0
100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	65-69	64-0

## Grade Requirements

Some departments/courses require the student not only to pass the preceding level but also to receive a certain grade point average. The following departments have grade requirements above 65 to go on to the next class:

- Foreign Language: An average of 75% or better needed for any student to go to the next level of a language. If a student's final average is lower than required, the student may go to summer school or may have tutoring which is approved by the teacher involved.
- Math Department: An average of 70% or better is needed for any student to go to the next level of math. If a student's final average is lower than required, the student may go to summer school or may consult the Math Department Head about options to get to the next math level.
- To take Religion 12, students must have a 70+ in Religion 11 and L&L. Students that do not meet this prerequisite are required to take Mrs. Carroll's 2-week summer school Religion 12 prep course.
- Advanced Biology requires an 85% in Physical Science and approval by the Physical Science teacher and the Advanced Biology teacher.

Teachers will notify parents and students as soon as possible if the grade requirement is not met so that arrangements for remedial help may be made.

## Academic Honors

The Honor Roll is announced quarterly. Students who have achieved a 93 or above average for the quarter, with no grade below a 77 and no incompletes, receive First Honors. Students with an 85-92 average, with no grade below a 77 and no incompletes, receive Second Honors.

## St. Elizabeth Ann Seton Chapter of the National Honor Society

The St. Elizabeth Ann Seton Chapter of the National Honor Society (NHS) is a student run service organization. Membership eligibility requires full-time status for sophomores, juniors or seniors who have a **cumulative GPA of at least 92.5%** from classes taken at Seton, no more than **four** demerits and **no suspensions** since the beginning of this school year and no more than

**eight** demerits and **no suspensions** during the prior year. Notification of eligibility takes place in February at which time students complete an application and schedule an interview with the NHS Faculty Council. Students selected on the basis of their scholarship, character, leadership and service record are formally inducted into the NHS in April. Membership requirements include tutoring, assisting with school functions, chairing an NHS sponsored event, supporting NHS work throughout the year and attending monthly meetings.

### Academic Probation

If the faculty judges that a student is not working up to his potential, certain academic standards might be set as a condition of the student's remaining at Seton. (See the Athletic Academic Policy for probation in sports due to low grades.)

### Parent-Teacher Conferences

If a student receives a grade on the quarterly report card of 70 or lower, the parent must schedule a conference with the teacher of that class. Teachers will be available on designated days after report cards are posted for those parents who require or wish conferences. (Sometimes teachers will request conferences with parents on those days.) In addition, conferences may be scheduled at any time during the school year by appointment.

### Spark or Other Notes

Use of Sparks or other notes or Internet information as a substitute for reading assigned literature is not allowed at Seton School. Absolutely no such notes or other professional plot summaries will be allowed to be brought to Seton School; those which are may be confiscated by teachers and not returned, including copies on loan from a library. When a student writes and signs his honor pledge on his quiz or test paper, he is saying that he himself has read the material on which he is being tested, rather than learning about it from other students or written sources. A detailed explanation of Seton's policy concerning these materials is provided to parents and students at the beginning of the year in the school newsletter, and copies are available from the school office.

### Textbook Use

Seton does not require students to purchase textbooks, but rather assesses a modest rental fee per student. If a book is lost, it must be paid for before a new book will be issued. (*See also the "Lost and Found" section.*) At the end of the school year, when students return their books, a charge may be assessed for damaged books.

### Voice Recorders

Students using any type of recorder to record classes must 1) have permission from the teacher in the class to use a recorder to aid in note taking; 2) be mindful of what is on any recorder brought to school -- students are responsible for anything inappropriate; 3) never use the recorder for any

non-class purpose; 4) never record anyone who does not know he is being recorded; and 5) never post pictures or other recorded information online without permission of the person being recorded. Any student who violates any of these rules will forfeit his privilege to use such devices and will receive appropriate punishment.

## Academic Honesty: Plagiarism and Cheating on Schoolwork

### Penalties for Plagiarism/Cheating

Cheating is a serious matter. Students are expected to take reasonable care that their own work is not copied, even without their permission. The Seton Honor Code (“My work is honest, and I know of no cheating.”) is to be written on all quizzes, tests, and exams if the student can honestly attest to it. Writing “SHC” is NOT acceptable.

If a teacher has convincing evidence in his or her judgment that a student has cheated on a homework assignment, he will give the student a zero and a demerit. For the first cheating offense on a test, quiz, exam or term paper, the student is put on automatic suspension. The second cheating offense results in automatic expulsion.

A student that is caught with a cellphone or smartwatch on and in their possession during a quiz, test, midterm or final exam automatically is given a zero (as well as all punishments involved with not following the rules governing cell phones and smartwatches), regardless of the consequences to the student’s final course. If the zero makes the student’s grade a failure, they will need to retake the class.

### Academic Honesty: Importance and Types of Dishonesty

Students come to Seton to learn, and their learning can only be accomplished by doing their own homework, writing their own papers, and taking tests using their own knowledge. Students who copy homework, plagiarize papers or projects, or cheat on tests do not learn.

Also, an important part of being a student in a Catholic school is character formation. Students who make an honest effort to do their own work begin to form themselves into the kinds of virtuous, trustworthy men and women they will want to be as adults. Students who are dishonest in their work are unfair to other students, who are working hard to learn, and also to their teachers, who work hard to teach them and want to trust them. Worse than that, they begin to form habits of dishonesty as they turn in work which is not their own and pretend that it is.

**Plagiarism is taking any material (facts, ideas, writings, images, or portions of these) and claiming to be the original creator.**

- **Homework**-Copying another student’s homework or otherwise turning in work and pretending to have done it yourself when you have not is plagiarism.

- **Papers and projects**-Copying words, sentences, images, or ideas without giving credit to the original creator is plagiarism. (In papers, credit must be given in text notes and on the “Works Cited” page. Use of the author’s exact wording must be shown by quotation marks.)
- **Tests and quizzes**-copying information from a cheat sheet or another student’s paper and pretending it is your own knowledge is plagiarism.

### Other Types of Academic Dishonesty (Cheating)

- On a quiz or test, pretending to have read a book or story yourself when you have gotten information from a friend, a website, etc.
- Finding out what was on a quiz or test from a student who has already taken it.
- Allowing another student to copy your homework, project or paper and claim it as his own.
- Telling a student who has not taken a quiz or test what is on it.
- Helping a student to write a paper or do other work which he was supposed to do without help.

## Language Department Requirements and Policies

### Language Requirements

Seton students are required to take one year of Latin to graduate.

To fulfill the minimum Seton language requirement for graduation, students may take a) a total of three years of Latin; b) one year of Latin and two consecutive years of the same modern language; or c) two years of Latin and one year of another language.

The language department teachers encourage students to take more than the minimum language requirement. Colleges and universities, in general, prefer three to four years of one language so that students gain depth in one language. A few colleges require at least three years of one language. Scholarship committees usually prefer three or more years of a language.

### Language Department Enrollment Policies

Foreign language classes are high school credit classes. The grades are displayed on the students’ high school transcripts and are averaged into the students’ high school GPA.

An average of 75% or better is needed for any student to go to the next level of a language. Teachers will notify the parents and students as soon as possible if the 75% requirement is not being met so that arrangements for remedial help may be made. If a student’s final average is lower than 75%, the student may go to summer school or may have tutoring which is approved by the teacher involved.

## Junior High Students

**Grade 7:** Seventh grade students may take foreign languages only if they have scored 90% or above in Grammar 6 and 85% or above on an English grammar proficiency test given in the early summer at Seton.

**Grade 8:** Rising eighth graders who have achieved an 85% or above in Grammar 7 may take Latin I or German I as their elective. If a rising 8th grader did not achieve an 85% in Grammar 7, he/she may take Grammar Summer School to qualify for the class. Rising 8th graders who took Latin I in 7th Grade and achieved an 80% or above may take Spanish I as an elective.

Registration for languages in junior high school is conditional: students may be asked to drop the course at the end of the first quarter if they are not ready to succeed.

## Courses Offered and Graduation Requirements

Please note: Not all courses are offered every year. It is necessary to coordinate your plans with the help of Seton's guidance counselors to be certain that you will be able to take the courses you need. **Total credits required for graduation are 26.**

High School Courses Offered			
* Designates Required Courses. All courses are worth 1 credit unless otherwise noted. 26 Credits are required for graduation. Lang & Logic, English 12, Religion 11, and Religion 12 have to be taken at Seton for graduation.			
Religion 4 Credits	English 6 Credits	Social Studies	Math 3 Credits
		4 credits are required (including American History AND American Govt) beginning with the Class of 2025  3 credits are required including either American Hist or American Govt for students through the Class of 2024	
Religion 9*	Grammar 9*	World History	Algebra I*
Religion 10*	English 9*	History of the 20 <sup>th</sup> Century	Geometry*
Religion 11*	English 10*	American History*	Algebra II*
Religion 12*	English 11*	American Government*	Pre-Calculus
Faith and Finance	Lang. and Logic 11*	Economics	Calculus I & II
Theology of the Body & Spiritual Life	English 12*		Statistics DE (MTH245)
	Speech		
	Writing for Publication		
Science 3 Credits (All classes include a lab)	Foreign Language		Fine Arts and Other
	3 Credits are required including Latin I and two consecutive years of the same modern language OR Latin I and II, plus either Latin III or another language.		
Earth and Space Science	Latin I *		Art I/Art Appreciation
Biology/Adv Biology	Latin II, III, IV		Studio Art II
Chemistry I & II	Spanish I, II, III		Band Beginning, Intermediate, & Advanced
Physics	Spanish DE (SPA201 & SPA202)		Chorus I & II
Adv Lab Sciences	French I, II, III, IV		Information Technology
Intro to Engineering DE (EGR120)	German I, II, III, IV		Python and 3D Printing
			Chamber Choir (1/2 Credit)

7/28/2023

# Administrative Policies and Procedures

These policies have been established for efficiency and orderliness in administration of school routines and accurate record keeping. Parents and students must be familiar with these policies and are asked to refer to them when pertinent.

## Weather Policy

If the weather causes Seton School to either close for the day or have a delayed opening, then an announcement will be made by 5:30 AM that morning through Jupiter Ed message (Seton NO LONGER follows PWCS). The announcement will also be on the Seton website. For any delayed opening Seton classes begin at 9:30 a.m. If Seton School is in session and weather gets inclement, Seton School will never close early. Parents are welcome to come pick up their child OR call the school to say their child may drive home. Since students are coming to and from many different areas, parents should use their best judgement when determining if it is safe to drive to and from their location.

## School Office Hours

The school offices are open during school hours, as well as fifteen minutes before first bell and fifteen minutes after dismissal each school day. Families are strongly encouraged to “do business” when the offices are open.

## Turning in Payments or Forms

Payments, forms, notes, etc., should be turned in to office staff during office hours. If this is impossible, such items may be placed in the Lock Box to the right of the supply cabinets.

- Items that are turned in when the offices are closed are not credited as received until the next school day the offices are open.
- Do not give school business items (tuition, fee payments, forms, absence, or tardy notes, etc.) to teachers.
- Do not ask office staff to accept any of the above items away from the school office or at school activities.
- Payments and forms, etc. may, of course, always be dropped off at school or mailed allowing sufficient time to be received during school office hours by due dates.

## Part-time Students

- Students who attend Seton part-time must sign in and/or out in the Sign-In Sign-Out Book at the reception office each day. (Demerits are given for failure to use this book properly).

- Students who have class first period are not required to sign in. Students who have a class eighth period are not required to sign out. Otherwise, all arrivals and dismissals must be recorded.
- Part-time students must follow the same procedures as full-time students for absence, tardiness and early dismissals as described in the handbook.
- Parents of part-time students must be sure to call the school to report a student's absence. Absence calls should be made to the absence line before 9:30 a.m. even if the student's class is later than that in the day. (Messages are retrieved from the absence line at 9:30 a.m. Messages left after that will usually not be received until the next day.)
- Part-time students should not arrive on campus for a class after first period more than twenty minutes early, or be on campus more than twenty minutes after a class other than eighth period. If scheduling occasionally requires a part-time student to be on campus when not scheduled for a class, or for more than twenty minutes before or after his or her class, the student must report to the office. He or she will be required to be in a supervised study hall.
- Announcements are most often made in the first and eighth period classes. Therefore, it is extremely important for part-time students to be sure to read the announcements posted on the student message board and Jupiter Ed message each day. It is the responsibility of the families with part-time students to inquire about schedule changes, etc., as the school cannot notify every individual student.

## Parking

NOTE: Seton has a special use permit to operate in the City of Manassas. The zoning for the area where Seton is located would not ordinarily permit a school in this location. However, the City has issued us a permit for special use and has stipulated certain conditions under which we may continue. The following guidelines instituted for parking and for dropping off and picking up students are related to the City's stipulations. Please understand the importance of complying. Violations of these restrictions could endanger Seton's special use permit. We must have everyone's cooperation.

Seton has four parking lots. Please fill up the spaces in these lots first. Note that the small lot across Maple Street is for senior parking; underclassmen should not park there during the school day.

### DO NOT PARK IN THE FOLLOWING PLACES:

- In front of the houses or driveways on Maple or Cherry Streets.
- In front of Ames Funeral Home or in the funeral parking lot.
- In the tenants' parking spaces.
- On Fairview Avenue.
- Anywhere a NO PARKING sign is posted.



- In the school driveway. If you must leave your car (even if you think it will be just for a moment), park in a parking space in the lot.
- Do not back into parking spaces in the lots in the morning after 8:00 a.m. This interrupts the traffic flow.
- Do not block in another car without that driver's knowledge and permission.

## Dropping Off & Picking Up Students

Seton cannot be responsible for students except during school hours. Generally, unless there is an activity requiring otherwise, students should not be brought to school earlier than 7:45 a.m. or picked up later than 4:00 p.m.

All school traffic must follow the following route during morning arrival time (beginning 30 minutes before the first bell) and afternoon dismissal time (until 30 minutes after the last bell). The line for entering the school driveway during these times proceeds along Cherry Street (stop at the stop sign), turns left on Maple Street, and turns right into one of the school driveways. **To join the line, you must enter Cherry Street from Prescott Avenue. We have been asked NOT to use MAPLE OR QUARRY STREET to approach Prescott Avenue.** Approach Prescott from Center Street, Sudley Road, or from either direction off Centreville Road.

Observe parking rules and the following:

- Drop off and pick up must be in the Seton driveways. Do not drop off or pick up students on the streets around Seton.
- Form a double line in the driveways.
- Pull up as far as possible in the driveway when dropping off and picking up students.
- Always follow instructions given by the school crossing guards.

## Parking Registration

All students who drive to school must register all of the cars they may drive to school. Registration forms can be picked up at the front office. Failure by a student to have the required registration form on file is a Category II demerit offense. Fines may also be levied.

Faculty, staff, and parents who are regular volunteers at school should also fill in a vehicle registration form at the school office. This enables us to locate the driver if it is necessary for a car to be moved.

## After School and Weekend Use of School Buildings

Corpus Christi is locked one-half hour after dismissal, unless there are supervised activities taking place. After 4:30 on school days, no students may be in any school building unless they are in a supervised activity. On days when school is not in session, students may not be in school buildings unless they are in a supervised activity.

## John Paul II Center Use Outside School Hours

No one is permitted in the gym outside school hours unless there is an organized school activity with a coach or teacher supervising, or special written permission has been given. No food, drinks, or gum are permitted in the gym except in a supervised situation. No street shoes are permitted on the playing area. Permission to use the gym must be obtained two weeks in advance of an activity by obtaining a form from the office.

## Contacting Faculty and Staff

Teachers and staff may be contacted using the Jupiter Ed messaging system or by the Seton school email address assigned to each teacher. Each teacher and staff member has a Seton School email address which can be found in the Seton School directory. Phone messages can also be left by calling the school office at 703-368-3220. Please leave your name, number, and best time to call. Calls will be returned as soon as possible. **Please do not call teachers or staff at home unless there is an urgent need.**

## Messages for Students

Parents may call the school to leave messages for their children. The office staff will see to it that students receive messages promptly. Students are able to use the office phone to phone home due to illness, scheduling issues or other urgent matters. Students may not receive calls or texts on their cell phones or smartwatches at any time during school hours.

## Sentinel – Seton Weekly Newsletter

The Sentinel will be distributed via email every Thursday during the school year. It will also be posted online on the school's website. It is expected that parents and students will read the newsletter and other contents or e-mail attachments of the Sentinel to keep up with school news, rule changes, events and activities, deadlines, etc.

## Demerit Slips

Students will receive a yellow copy when given a demerit. It is up to the student to show the parent the demerit. Demerits will also be posted in Jupiter Ed and can be accessed under the Behavior Log tab in the student's account. Parents are notified by e-mail when their child has earned a detention. (*See Disciplinary System for more information*).

## Medical Protocol

- For any medical problem (headache, illness, injury, etc.) during the school day, students should report to the school office.
- Before sending any medication (over-the-counter or prescription) to school to be administered by Seton staff, a parent must contact the school administrator. Students who

must carry drugs for medical use must file with the school administrator a written statement from the parents identifying the drug and the purpose of its use.

- If it appears that a student needs to go home, parents will be contacted by the office. If parents cannot be reached, the emergency contact(s) will be called.
- The school must have on file an immunization record for each student in accordance with Virginia State Law.

## Copier

**Students should not ask staff to make copies for them.** The copy machine in the lobby is available for student use during normal school hours. It should be used only for limited, necessary academic purposes.

## Lost and Found

Items of clothing, etc., are put in a temporary lost and found location under the stairs near the office or next to the Corpus Christi office. Generally, smaller, fragile, or more valuable items are turned in at the office and may be claimed there.

If a textbook is lost, the cost to replace the book is charged by the school office and must be paid before a new book will be issued. To obtain a new book, the student must pay the cost at the office and obtain a new book release form to take to the teacher. The teacher will fill in the new book information and return the form to the office for recording.

## Visitors to Seton

Friends of Seton students may visit Seton during the school day or for an activity only with advance permission from the Main School Office (703-368-3220). The visitor must be neatly and modestly dressed according to classroom or activities dress code, as appropriate to the visit. The visitor must check in at the front office upon arrival at Seton. Otherwise, non-Seton students and other friends may not be on the Seton campus.

Parents who are visiting should register at the front desk upon arriving at the school.

## Student Withdrawals

If a student must withdraw from Seton before the school year ends, a withdrawal form must be completed at the school office which confirms that all financial accounts are current, all books have been turned in, and all student obligations have been satisfied. In addition, information must be provided as to where the student will be transferring (new mailing addresses, etc.). It is, therefore, necessary for a parent to contact the office when withdrawing a student.

## Volunteers/PRO Hours

Seton depends upon the help and cooperation of parents to assist with any number of tasks and programs throughout the school year. This assistance helps to keep tuition low, while engendering school spirit and a family atmosphere. Parents must serve volunteer hours called PRO hours (for the Parent Resource Organization) to help the school in a wide variety of ways.

**Each family must serve a minimum of 25 hours per year or pay a buyout fee.** Any combination of hours served and dollars spent at current PRO hour values meets the obligation. Money spent on requested food donations or ingredients or spent on gasoline while volunteer driving are examples of dollars counted as hours. See the PRO Handbook under the "Support" tab on the school website for specific dollar to hour conversions and for more information on PRO hours or click [here](#).

The Parent Resource Organization is guided by a group of volunteer parents who serve on the PRO Board. The purpose of the PRO Board is to serve as a central communication point for Seton parents to provide feedback and direct questions. The PRO Board is responsible for discussing pertinent issues from a parental perspective and communicating appropriately to the Seton Director and School Administration as needed. Seton parents are encouraged to know who the various PRO Board members are and correspond with them relative to each component of the school for which they are responsible. PRO Board members, announcements, and ways to support Seton while serving PRO hours can be found on the Seton website under the "Support" tab or click [here](#).

## Student Tutors

Students who are being tutored, as well as those who are tutoring, should have a written note from their study hall teacher excusing them from study hall. If students do not have a note from their teacher, they will be sent back to study hall.

## Student Drivers

Student drivers who are driving to activities and sports which are far away from Seton School may have only siblings ride with them unless both driver and passenger have written parental permission.

## School Security

- During the school day ALL person's visiting Seton will be required to sign in at the main office (high school office) and get a dated and timed visitor's pass.
- Only two entrances that will be used to enter into the main building (the entrance near the office and the "Blue Doors") and only the main entrance of Corpus Christi (the entrance that faces the high school building) will be used to enter that building. All other doors are to be locked during the school day.

- Doors are never to be left propped open and students should not open a door that is not a designated entrance for anyone.
- Seton will continue doing Fire drills and will also practice Lock Down Drills.

# Attendance

*Commit your works to the Lord and your plans will be established. – Proverbs 16:3*

## Daily Arrival

Students are expected to begin proceeding to their first period classroom each school day when the first bell rings and be present in their first period classroom no later than when the second bell rings. On Mondays, students are required to be on time and attend the 8:30 a.m. Mass at All Saints Church. The first bell rings at 8:15 a.m. Tuesdays through Fridays and 9:30 a.m. on Mondays. The second bell announces the beginning of the first period at 8:20 a.m. (9:35 a.m. on Mondays). Students arriving after the beginning of the period (or after the start of Mass on Monday) are considered tardy and subject to demerits because it disrupts teaching and distracts both teachers and students.

## Absent/Tardy Process

- A. Parents should call the Seton Absent/Tardy Line answering machine at 703-368-6604 and leave a message before 9:30 am when a student will be absent or tardy. The message should contain: 1) the student's name and grade; and 2) the reason for being absent or tardy and 3) the date(s) of absence or time of arrival. The Seton Absent/Tardy Line is serviced by an answering machine 24 hours a day.
- B. Parents are subject to a phone call from the front office to inquire why the student is absent or tardy if the school has not been notified by 9:30 am or if there is any question about a notification message.
- C. High school students (grades 9-12) who are tardy for the first period of the day must sign-in at the main office before going to class.
- D. Junior high students (grades 7 and 8) who are tardy for the first period of the day must sign-in at the Corpus Christi office but must sign in at the main office after the first period.
- E. All Seton students who arrive at school after the first period must sign-in at the main office.

## Absent/Tardy Process for Mass

Attendance at the Masses is required for all students as part of the spiritual formation provided by the school. Out of respect for our Lord and the congregation, every effort should be made so that students arrive at All Saints in time to be in church and in a pew before the entrance hymn begins. Students must turn in an absence or tardy excuse notice if they miss or are tardy to a Monday morning Mass or may receive disciplinary action.

## Planned Family Vacations

Family vacations during school days are discouraged. If parents feel it best to take a vacation during school days, the students who will be absent must inform his/her teachers at least one week prior to the beginning of the vacation. This will allow the teachers time to gather materials and for the student to clearly understand the work the teachers are requiring them to complete

while away. It is the student's responsibility to complete all assignments including homework, tests, quizzes etc. as required by each teacher.

### **Assignments Missed During Absences**

For planned absences, students must make up missed work on the day of return. For absences that are unplanned (i.e. illness), students have one day for every day absent to make up missed work. It is the student's responsibility to arrange make-up work with the teacher. Make-up tests may not be taken during class time unless approved by the teacher. A penalty of five points per day may be assessed for work not made up on time. Also, teachers may require that papers and projects be turned in on time despite an absence. Teachers may ask absent students to submit assignments digitally, if possible, on the same day they are due.

### **Penalties for Excessive Absences/Tardiness**

- A. Students who are absent from a specific class more than seven times in a quarter are subject to a five-point reduction in their quarterly grade for that class.
- B. Students who are absent from a specific class more than 17 times in a year might have to repeat the entire class at the discretion of the teacher.
- C. Students who miss more than 17 days of school for reasons other than illness might be required to repeat their entire year of school.
- D. Teachers have the authority to give demerits for late or tardy students based on the teachers' classroom policy.

### **Early Dismissals During the School Day**

When an early dismissal or absence during the school day is a necessity, a note must be turned in to the office before the school day begins. The note should contain 1) student name and grade; 2) date and time to be dismissed from class; 3) reason; and 4) signature of parent or guardian. The student will be given an early dismissal pass to present to the teacher at the dismissal time. The student then proceeds to the office where he or she must be signed out by a parent or guardian. Student drivers must also sign out.

Students signed out for part of a day do not need to submit an excuse to return to school. However, they must report to the office and sign back in before returning to class.

## Guidance/Counseling

*Do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. – Philippians 4:6*

- A. The focus of the guidance department is to meet the needs of each student in a spiritual environment and to direct them toward success in college, vocational or technical school, government, business or the military.
- B. The guidance department's goal is to ensure every Seton student receives relevant, accurate, timely, and thorough guidance and advice towards completing their high school requirements on time with a clear post high school path forward.
- C. The guidance department priorities are:
  - 1. Academics (including completing all course requirements on time)
  - 2. Emotional and social support (in accordance with the Seton Counselor/Advisor Procedure and Policy)
- D. The guidance department's guiding principle (the HARM principle) is to err on the side of caution in sensitive issues by informing students and parents up front. The department will report any viable information indicating the student is in danger of harm from someone else (including bullying), the student is in danger of harming themselves or the student is in danger of harming someone else (including bullying).
- E. The guidance department will offer multiple options for each family to choose based on the best information available.
- F. The guidance department will keep a log of substantive contacts with students and their parents.
- G. The guidance department will get parents to sign a statement permitting disclosure as necessary before intervening in any sensitive issue.
- H. The guidance department will refer families to outside professionals for social welfare and mental health issues.



# Technology

*Above all else, guard your heart, for everything you do flows from it. Proverbs 4:23*

## Acceptable Use Policy

Computer use and Internet access is encouraged and made available to further education and research in an academic setting consistent with the mission of Seton School. Computer and Internet access may be used only for academic and school related purposes. Internet access is only provided under the direction and supervision of the school staff.

The Internet contains extensive information on a variety of subjects. There is no privacy on the Internet; therefore, personal or identifying information should not be provided concerning anyone in the school. Many laws, including those related to copyright infringement, harassment, slander, and obscenity apply to Internet use.

The faculty and staff of Seton School have the right to restrict student computer activities and internet access at any time if, in their judgment, a student is not following the spirit of the Seton School Acceptable Use Policy. Students **are prohibited** from using private devices and school computers while on the Seton campus for any of the following activities: (This list is not meant to be all-inclusive)

1. Violate any local, state, federal or international laws that apply to computer or Internet use, including but not limited to copyright infringement, plagiarism, software licensing, harassment, slander, and obscenity.
2. Access, produce, transmit and/or retransmit material advocating or promoting violence or hatred against individuals or groups, promoting destruction of property or containing sexually oriented material.
3. Hack, infiltrate or “sniff” school or outside computers’ accounts, or networks, or attempt to establish or establish contact into school-restricted computer nets or any other unauthorized databases. Users will not access, transmit, and/or retransmit material requiring a password or security authorization without legally possessing such password or authorization.
4. Commit or attempt to commit any willful act which disrupts the operation of any school outside computer or network. For example, users will not release viruses, worms, spam, e-mail bombs, or other files that cause a disk to fill up, a network to bog down, or a software application to crash.
5. Use the equipment for games, social media, non-academic surfing and chatting, gambling, non- academic multimedia listening or viewing.
6. Send, store or intentionally receive inappropriate or frivolous e-mail. All electronic communication must be polite, respectful, and contain no obscene, vulgar, degrading or defamatory language.
7. Use or include the school’s e-mail address in non-school web pages.

8. Use school computers for social media, to enter chat rooms or for online messaging.
9. Downloading and/or installing software is prohibited. This includes copyrighted software, shareware, and freeware.
10. Use of any school equipment to duplicate any bootleg software is strictly prohibited.
11. Modifying school computers, including additions, deletions and changes of software, settings preference, properties, or account customization is strictly prohibited.

Any violation of the above provisions will result in the loss of student computer access and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. Students must agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator.

Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or graphics sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and/or other listings previously described in this user agreement.

## Computer Classroom Guidelines

Seton is equipped with two computer labs. Both labs are available for student use for school work ONLY and only if a teacher is present. All students must comply with the Acceptable Use Policy described above and follow the computer lab procedures include the following:

- Be respectful to others and to the equipment.
- Do not access social media, chat rooms, instant messaging, games or inappropriate sites. Such activities while in school and conducted on school equipment are subject to disciplinary action.
- Do not bring food or drinks to the computer lab. One exception is bottled water. Do not store open bottles near computers.
- Students are responsible for their assigned computer and work area.
- Do not move the computers or monitors from their positions. This can cause the disconnection and excessive wear and tear of cables, connectors, and other equipment.
- Downloading ANYTHING or changing computer settings is not allowed unless approved and supervised by a teacher. All documents should be saved to an external drive.
- NEVER stay in the lab without teacher supervision.
- Respect everyone's right to study and learn. Collaborative work and QUIET conversation is permitted but please refrain from loud talking, laughter or music.
- Computer lab use is a privilege not a right. Inappropriate behavior is grounds for the loss of lab use.

Disclaimer: Seton School does not have control of the information on the Internet or information contained in emails. The school uses a network filter to help maintain a safe environment.

Additionally, the school may choose to block sites that it believes distracts from the academic environment. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of Seton School. Seton School does not take responsibility for:

1. The content of any advice or information received by a technology user.
2. The costs, liability or damages incurred as a result of access to school network resources of the internet, or any consequences of service interruptions.

## Social Media Guidelines

As disciples of Christ, we are called to witness and live our faith in every situation daily. It is important for students to understand that once something is posted on the internet it is discoverable and generally does not go away. Seton students are expected to act in ways keeping with our Catholic Faith and values even when not on Seton property.

- Students may not post any derogatory or negative comments about other students, teachers, staff or the school to any social media site.
- Any inappropriate content or bullying on social media is not allowed.
- Any student filming or being filmed involved in inappropriate activity or found viewing or encouraging others to view inappropriate content is not allowed.

Being consistent with Seton's Acceptable Use Policy, violation of the above provisions will result in disciplinary and/or legal action, including but not limited to suspension or expulsion.

The students may be asked to display social media accounts to the Dean of Students and/or the Director if an issue involving Seton or Seton students occurs.

## Cell Phone, Smart Watch and Office Phone Use

(Everything that says cell phones also applies to smart watches.)

PLEASE DO NOT CALL YOUR STUDENT'S CELL PHONE OR TEXT YOUR STUDENT DURING SCHOOL HOURS. ALL STUDENT CELL PHONES MUST BE TURNED OFF FOR THE ENTIRETY OF THE SCHOOL DAY BEGINNING AT THE FIRST BELL UNTIL THE FINAL BELL OF THE SCHOOL DAY.

Before and After School Only: Any student may use their cell phone as a phone only in front of the high school lobby, (this includes the sidewalk area in front of the main doors), or in front of a teacher or staff member. **Students are not to gather around any screens.** If phones are used without permission or inappropriately, they may be temporarily confiscated or asked to be put away and the student will receive a Cat I demerit.

Parents may call the school to leave messages. The office staff will post messages on the student bulletin board. Students will be allowed to use the office phone for urgent matters such as illness, injury, or scheduling issues.

Any student caught with a cell phone turned on and in their possession during a quiz, test, midterm, or final exam will automatically receive a zero (as well as all consequences involved with not following the rules governing cell phones). If the zero results in failing the class, the student will need to retake the course.

#### Upperclassmen:

1. In an effort to encourage mature management and self-discipline regarding cell phones, upperclassmen (Juniors and Seniors) are allowed to have powered-off cell phones in their possession at Seton School during school hours.
2. If an upperclassman has an urgent need to contact a parent during the school day, he/she must get permission from a teacher or staff member or go to the office and ask to use the office phone.
3. If an upperclassman's phone is heard (but not out) and has therefore not been powered off, the student will receive a Cat I demerit, the phone will be confiscated and taken to the main office and their parents/guardian will be notified.
4. If an upperclassman uses their phone without permission or supervision during the school day, the student will receive an automatic detention, the phone will be confiscated and taken to the main office and their parents/guardian will be notified.
5. Confiscated upperclassmen phones will be returned to the owner at the end of the day after a fine of \$30 is paid at the front office or payment arrangements have been made. The money from such fines will be donated to underprivileged children in Honduras and Belize.
6. An upperclassman violating any of the above policies more than twice will lose their privilege to have a cell phone at Seton unless there are extenuating circumstances approved by the Seton Administration. (Phones might have to be checked in and out of the school office at the beginning and end of the school day).
7. Texting violates the policy of unpowered phones and is not allowed at any time during school hours. All rules which apply to talking on a cell phone also apply to texting.

#### Underclassmen:

1. Underclassmen (7th-10th grade) are not allowed to have a cell phone on their person or in their backpacks during the school day but may bring a cell phone to school and keep it in their car or store it in their locker upon arrival. Seton School is not responsible for stolen cell phones. (Students may use a lock on their lockers. See "Lockers" for more information).
2. If an underclassman has an urgent need to contact a parent during the school day, he/she must get permission from a teacher or staff member or go to the office and ask to use the office phone.

3. If an underclassman's phone is seen or heard or the underclassman uses their phone without permission or supervision during the school day, the student will receive an automatic detention, the phone will be confiscated and taken to the main office and their parents/guardian will be notified.
8. Confiscated underclassmen phones will be returned to the owner at the end of the day after a fine of \$30 is paid at the front office or payment arrangements have been made. The money from such fines will be donated to underprivileged children in Honduras and Belize.

## Financial Policies and Procedures

These guidelines have been developed upon the recommendation of Seton's auditors. It is essential that all members of our Seton community follow the auditor's requirements for the handling of money.

### Family Accounts

#### Tuition Payment System

Beginning with the 2020-2021 School Year, Seton School will be using a 3<sup>rd</sup> party billing system. All families will be required to register through FACTS. More information will be forthcoming.

Tuition may be paid annually by check (at a discounted rate), through monthly direct debit service, or by monthly check. Payments by check may be made to the school office in person or by mail. Payments made in person should only be during regular school hours. Payments made outside regular hours should be placed in the secure drop box. They are not credited until the next regular school day.

Annual payments are due on Aug 15<sup>th</sup>. Semi-annual payments are due Aug 15<sup>th</sup> and Jan 15<sup>th</sup>. Monthly payments are due in ten installments starting on Aug 15<sup>th</sup> and ending on May 15<sup>th</sup>.

Tuition payments may not be made in cash. If a family is unable or does not wish to make payments by check, a money order may be used. Money order payments should not be mailed or sent to school with a student, but should be delivered directly to a staff member by a parent who should not leave the school office without a receipt for payment. The school cannot be responsible if cash or money orders are not handled as outlined.

#### Required and Optional Fees

These fees will be billed to families during October for the current school year.

#### Class Fees

Certain classes incur additional fees to cover the cost of supplies. These fees will be invoiced to families with required fees in October.

#### Other charges

Teachers are not responsible for collecting money. Field trip charges, lost book fees, etc. are to be paid directly to the office. Please note on the memo line of your check what it is for.

## Late Payments

Tuition payments are due on the 15th of each month. After the 30th of the month, delinquent accounts will be charged a \$10 late fee. All payments are credited to the oldest unpaid statement charges.

**No student will receive their transcript when transferring or upon Graduation, until his/her account is paid in full.**

## Returned Check Policy

Checks returned by the bank will not be re-deposited. Replacement payments must be in the form of a money order or cashier's check and include the returned check fee. If a second check is returned, all payments from that family for the remainder of the school year must be by money order or cashier's check. There is a fee of \$30 for each returned check.

## Annual Ad Campaign

Each year, Seton families are asked to participate in the annual Ad Campaign for the Spring Musical's program book. The proceeds from this fund-raiser make a significant contribution to the upkeep and development of the school's facilities and operations. The Ad Campaign begins in January and runs four to six weeks. The information and forms necessary to solicit donations will be distributed to families at the beginning of the ad campaign.

During the course of the campaign each family is expected to raise a minimum amount, which will be announced at the beginning of the campaign. Those families that do not meet their goal will be required to pay a fee equal to the leftover amount before they receive the final year's report card or any transcripts. Any extenuating circumstances preventing participation in the Ad Campaign should be explained to the school's director.

## Purchasing for Seton

Parents and teachers who are making purchases by telephone or over the internet may submit a purchase order request to the Office Administrator who will make the purchase using the Seton credit card.

## Reimbursements

To obtain reimbursement for your purchase submit your original receipt with a note for reason of purchase. Please be very explicit as to the purpose of the purchase (ie, Spring Musical, Concession Stand, etc.) and the internal organization, if any, for which the purchase was made (ie, Athletic Dept, Sr. Class, etc.). Attach the receipt to the form. Absolutely no reimbursements will be made without a proper receipt. Reimbursement requests should be submitted within 60 days of when they occur.

## Handling Cash

This is an area that the auditors consider closely. Proper procedures **must** be followed.

### Counting money

Two unrelated persons working together must count the money received at the time of receipt. They then fill out the Requirements for All Cash Deposits Form, which may be obtained from the office, and seal it along with the money in an envelope. This envelope is to be immediately deposited in the Lock Box by the front office. Money must be deposited in the Lock Box on the day it is received. **Under no circumstance is money to be taken home to be counted.** In rare cases, uncounted money may be sealed in an envelope, which is clearly labeled with the name of the responsible person and put into the Lock Box. The following day it may be retrieved from the office administrator and counted.

All received cash **MUST** be turned in. No expenses or reimbursements may be taken from these funds. Follow the procedure defined above to claim expenses and receive reimbursement

### Club or Activity Accounts

All clubs, organizations, fund raisers, activities, etc. are to maintain financial records that show income and expenses. Officers of these groups must follow instructions of the school administrator regarding record keeping, handling and disbursements of funds.

### Financial Aid

For Financial Aid consideration, families of accepted students must complete a financial aid application and provide requested financial documentation to FACTS Grant & Aid Assessment. FACTS, an independent third party, assesses a family's financial situation and recommends to Seton School the level of aid a family requires. Please do not ask us to reduce your Seton tuition in order to pay college tuition. Colleges have much greater resources than we do. It is not fair to ask Seton to subsidize colleges. The Seton administration exclusively makes final determination of all awarded aid. Seton's financial assistance comes through a work program. Families receiving reduced tuition must work in various capacities to contribute to the betterment of Seton School. If the assigned work is not completed, then tuition will be assessed. For additional information about FACTS, please refer to: <https://factsmgt.com/parent-faqs/>.



# Dress Code

## Dress Code Philosophy \*

**Students show respect for their school and themselves by taking pride in their appearance. A dress code reflects the values of the institution that establishes the code. As long as a student is enrolled at Seton School, he/she should represent and reflect the image of the school.**

- In the formation of mature, educated, Christian adults, students must possess personal discipline and modesty.
- The sacrifice and effort required to adhere to a uniform dress code policy on a daily basis is an outward expression of the discipline necessary for academic success and spiritual growth.
- In an effort to boost school pride, the dress code allows students to be identified as members of the Seton community while on campus as well as when traveling to and from school.
- A dress code focuses on equality and a sense of belonging and thus helps to eliminate competition to “out-dress” other students.
- Seton has four dress codes (Uniform, Out-of-Uniform Day, Activities, and Casual Dress) that are outlined in the following pages.
- Final decisions about student dress reside with the director and faculty.

*\*Adapted from St John Paul the Great*

## General Guidelines for All Dress Codes

### Clothing

- Clothing is to be neat, clean, modest, and in good repair.
- Shirts and blouses must have sleeves and may have no more than one button unbuttoned at the neck. Buttons that fasten down the collar must be buttoned. Shirts and blouses must not be see-through, tight or clingy.
- The following are always unacceptable: tight clothing (including skinny jeans or tapered pants), low cut tops, exposed underclothing (including thermals), bare midriffs, or clothing with any inappropriate symbols, pictures, or words.

### Make-up/Jewelry

- Showy makeup and excesses in jewelry and/or attachments to clothing are not permitted.
- Nail polish is permitted.
- Boys may not wear earrings on school property or to school functions.
- Girls may wear no more than two earrings per ear, in the earlobe.
- No facial or body piercings are permitted.
- No tattoos may be visible.

## Hairstyles

- Extreme or fad hair styles (including spiked hair) or colors (including obviously dyed or bleached) are not permitted. The student may be sent home and allowed to return to school when his or her hair has returned to normal color.
- Boys' hair may not be more than four inches long at any point, must be above the collar, and must be neatly styled. Boys must be clean-shaven. Sideburns may not extend below the ear.
- Girls' hair must be neatly styled and combed.

## UNIFORM DRESS CODE

The Uniform Dress Code is in effect for all regular school days during regular school hours unless announced otherwise. Anything that does not conform to these guidelines will be considered a violation of the dress code. Students not dressed in appropriate dress code will receive demerits and may be sent home.

*Be sure that the uniform company you are dealing with knows that you are from Seton School in Manassas!*

## Outerwear

- **APPROVED:** Navy uniform sweaters (option of gray for seniors), Seton wind shirts, Seton fleece jackets, Seton varsity jackets, official Seton sports team jackets, navy blue blazers, and Seton senior class jackets (for current seniors only). These are the only acceptable outerwear for uniform dress code. Approved outerwear must be worn over the uniform shirt.
- Uniform sweaters must be purchased through Flynn and O'Hara or Lands' End. Several styles are available in navy with gold "Seton" logo, which is required. Seniors have the option of purchasing one of the styles in gray with gold "Seton" logo.
- Underclassmen may not wear GRAY colored outerwear; that is reserved for seniors.
- No other outerwear may be worn at any time during the school day anywhere on the Seton campus, inside or outside of the classroom. That includes sweatshirts and hoodies. This rule applies for Mass at All Saints on Mondays.

***Exception:*** During the winter months, students may wear winter coats *only outdoors*, and must remove them before class, lunch or any other activity.

## Uniform Shirts (Girls and Boys)

- Students must wear a dress shirt meeting all three of the following criteria: (1) light blue, (2) button-down collar, (3) oxford cloth shirt. (No French blue, other fabric, brand-name insignia on shirt pocket, etc.) Button-down collar buttons must be buttoned.
- Shirts must be tucked in at all times.
- Sleeves may be long or short. Long sleeves may be rolled up, but if not, cuffs must be buttoned.
- A plain white tee shirt, undershirt, or turtleneck may be worn under the oxford cloth uniform shirt. (Sleeves may not protrude from either short or long sleeved uniform shirt sleeves.)
- Girls may have only the top button unbuttoned.

- Boys must wear a necktie properly tied at the neck to cover the top button. Neckties must be properly tied when students arrive on campus in the morning. Ties may be removed for afterschool activities. Short sleeve shirts may not be rolled.

### Uniform Skirts (Girls)

**\*\*\*Please see ordering information below. Also, skirts must cover most or all of the knee—check length when you receive your skirt. Be sure to order the Seton School skirts from these companies!**

- Girls in grades 7-11 may choose from the following skirt styles:
  1. Plaid Knife Pleat Skirt from Flynn & O'Hara (Teen Long or Custom Length)
  2. Navy 4 Kick Pleat Skirt from Flynn & O'Hara (Teen Long or Custom Length)
  3. Navy School Uniform Solid Knife Pleat Skirt from Lands' End (Long or Below-the-Knee)
  4. Navy School Uniform Solid A-Line Skirt from Lands' End (Below-the-Knee)
- Girls in grade 12 have the option of adding the following skirt styles:
  1. Gray 4 Kick Pleat Skirt from Flynn & O'Hara (Teen Long or Custom Length)
  2. Gray School Uniform Women's Solid Pleated Skirt from Lands' End (max. length 24.5 inches is not long enough for taller students)
  3. Gray School Uniform Solid A-Line Skirt from Lands' End (Below-the-Knee)
- The plaid wrap skirt has never been an approved uniform skirt. This skirt is not an option.

**\*\*\* Flynn & O'Hara skirts do not parallel traditional skirt sizing. They are sized by waist measurements. All skirts come with a 2" hem. Order by July 1st to ensure delivery before the first day of school. Remember to identify yourself as a Seton family so that you will order the correct skirt.**

**\*\*\* When ordering from Lands' End use preferred school # 900057647 and identify yourself as Seton family.**

*\* Seton's Uniform Closet has used skirts that meet the above requirements.*

### Uniform Pants (Boys)

- Boys in grades 7-11 must wear navy dress slacks of traditional prep school style.
- Boys in grade 12 have the option of wearing gray dress slacks of the same style.
- Boys must wear a plain solid brown or black belt of conservative style. (No studded belts or inappropriate symbols or words, etc. No chains/key chains hanging from belts or pockets.)
- Not permitted – jeans or cargo styling, loose, dragging or tight styles.

### Uniform Shoes

All students must wear plain brown, tan, black, navy blue or grey dress shoes with no more than minor, subtle decoration. Traditional, conservative styles such as oxfords, loafers or brown boat

shoes are acceptable. Any style shoe considered as formal or more formal than the recommended shoe is acceptable provided it has a closed heel, closed toe, and a low top (below ankle). Shoes must be worn properly.

- Girls' shoes must have heels no higher than 2" measured from the back of the heel.
- Shoes with a lighter (but not white) or darker sole are acceptable as long as they meet all other requirements. (See Not permitted below.) Shoes and shoelaces must be worn and tied properly.
- Girls and boys may also wear all black low top athletic shoes that are mostly leather (soles must be black as well) with black shoestrings. (Check at Walmart, Target, Payless, Famous Footwear, or DSW, in stores or online).
- Not permitted – sneakers; shoes with white sneaker-like soles. Sambas with white stripes and/or light soles are not permitted (all black with black sole are permitted).
- Boots are only permitted in weather with snow or ice on the ground.

### Uniform Socks

- All students must wear socks.
- Girls may wear stockings or tights. Leggings are permitted if they appear the same as tights and the bottoms are completely covered by socks.

### Uniform after School

Any students who remain on campus after school must be in uniform until they leave unless they are participating in a school sport or other activity which does not require uniform dress code. Ties may be removed.

### OUT-OF-UNIFORM DAY CODE (formerly Classroom Dress)

Out-of-Uniform Day Code applies to Seniors on the first school day of each month and on occasional, announced out-of uniform school days for other students. *Out-of-Uniform Day Code follows the basic guidelines of Uniform Dress Code with the exceptions listed below* and no others. ***Students not dressed in appropriate dress code may be sent home and receive appropriate demerits.*** Anything that does not conform to these guidelines will be considered a violation of the dress code. Seniors may wear nice sneakers on their monthly dress out days.

### Boys Out-of-Uniform Day Code

Boys will wear a dress shirt, tie, belt, shoes and dress pants following the same guidelines of Uniform Dress Code except that different colors may be worn. In cold weather boys may wear a vest, sweater or dress jacket.

### Girls Out-of-Uniform Day Code

Girls will wear dresses or skirts with blouses or sweaters following the guidelines of Uniform Dress Code, with the following additions:

- Dresses and skirts must cover the knees when sitting and cover most or all of the knee when standing.
- Dresses, skirts, tops, blouses or sweaters must not be short, tight, clingy, form fitting or see-through.
- Dresses/skirts: Slits or gaps above the knee are not permitted. Slits may be sewn closed. No pencil style or other tight skirts are allowed. No wrap-around skirts or dresses are allowed.
- Necklines in tops or dresses must not be more than two inches below the collarbone (about the width of three fingers) unless a turtleneck or crewneck shirt is worn under them.
- Dresses and tops must have sleeves, even if jackets or sweaters are worn. However, shirts with sleeves may be worn under sundresses, as in jumpers.
- Lingerie camisoles are not acceptable. Other camisoles must meet neckline requirement. Scarves to cover low necklines are not acceptable.
- Sweaters may be worn for Out-of-Uniform Class Days. Sweaters cannot be tight or low cut.
- Any dress shoes are acceptable.

## ACTIVITIES DRESS CODE

Activities Dress Code applies for all field trips and extracurricular activities except sports, unless announced otherwise. Activities Dress Code follows the guidelines for Out-of-Uniform Day Code with the following exceptions.

### Boys Activities Dress Code

- Follow the guidelines for Out-of-Uniform Day Code with the following exceptions:
  1. Dress shirts and ties are not required, but all shirts must have collars.
  2. Corduroy pants with jean styling may be worn.
  3. Sneakers may be worn unless otherwise announced.
- Unacceptable – tight pants, jeans of any color and shorts.

### Girls Activities Dress Code

- Follow the guidelines for Out-of-Uniform Day Code with the following exceptions:
  1. Dress pants, or corduroy pants with jeans styling, may be worn.
  2. Capris and sandals may be worn.
  3. Sneakers may be worn unless otherwise announced.
- Unacceptable – tight fitting pants or capris, jeans of any color including skinny jeans, jeggings and shorts.

## Casual Dress Clothing

Casual Dress applies for any sporting event. Other events may be announced as “casual, but modest dress” as well. In these instances follow these guidelines:

- Students may wear modest and appropriate jeans, shorts, and T- shirts to sports events unless announced otherwise. No skinny jeans or leggings are allowed.
- Shorts worn on Seton property or to any Seton activity must be below fingertip length.

- All shirts must have sleeves at games – both spectators and players – except approved official sleeveless sports uniform shirts.
- Sneakers are appropriate.
- Unacceptable – tight clothing of any type, bare midriffs, low cut tops or clothing with inappropriate words, symbols, or pictures.

### **Sports and Play Practice Clothing**

Clothing worn to practices must meet the same standards of modesty as the Casual Dress Code. It should not be too short or too tight. Open-sided shirts, also known as muscle shirts, and tank tops are not allowed. When traveling to games, players must follow these guidelines.

# Conduct Code

*Train a child in the way he should go; even when he is old, he will not swerve from it.*  
*Proverbs 22:6*

**These rules and policies have been established to help the student develop consistent Christian behavior in his or her everyday life. Seton’s standards are designed to encourage self-discipline, self-respect, and consideration for others. Students are to practice proper decorum and virtuous behavior. Inappropriate behavior will be brought to the student’s attention by a faculty member and may result in one or more demerits.**

## Respect for School Property

Students should respect all property belonging to the school. Parents, students, and teachers have sacrificed so that we could purchase and renovate our buildings and construct new ones for the benefit of all.

- Each classroom will be picked up at the end of each period and cleaned at the end of each day under teacher supervision.
- Students are not to write on walls, desks, or other furniture; or in any way deface school property. Any who do so will be required to clean up and/or repair the damage. In addition, they will receive demerits and will be assigned extra clean up duty.
- Students are not to litter.
- Students may not write in textbooks.
- Textbooks are to be covered, cared for properly, and returned in good condition at the end of the school year.
- Students are not to use, damage, or tamper with property belonging to persons or organizations that may rent space from Seton.
- Only athletic shoes are to be worn on the gym floor.
- Damage to school property, including teachers’ personal property, requires financial restitution by the student and family.

## Respect for Personal Property

Students are expected to be responsible for their own belongings and to respect the belongings of others.

- All students are assigned lockers and students are responsible for safeguarding the contents of their lockers.
- The school is not responsible for student property so students should generally not bring valuable items to school. When necessary, they should keep valuables in their possession or locked in their lockers.
- Lockers are to be kept clean. Periodically, there will be locker inspections.
- Students are not to steal, nor are they to “borrow” another student’s property without that student’s knowledge and permission. Stealing or unauthorized

“borrowing” of even small items is a serious offense against the common good and an immediate detention and possible suspension may occur; restitution will be required.

- Any student books, papers, or other property left lying around after school may be confiscated. The student may be required to pay a fine to get back confiscated items.
- At the end of the year, students must clean out lockers and take home all belongings. If anything is left behind, it will be assumed that the student no longer wants it.
- If a lock is used, the combination must be given to Mr. Scheetz.

## Respect for Others

How any person treats others is a direct reflection of the person’s true understanding of our common goal to be Christlike in all that we do. All of those in the Seton community must strive to treat those around them with the same level of respect and consideration they would want shown towards them.

- Any displays of disrespect towards Seton faculty, parents, visiting adults, coaches, referees, or any other student may result in a demerit and/or additional penalty depending upon the nature of the offense.
- Bullying, foul language, threatening remarks or actions, excessive teasing, cyber bullying or slander online, and any others acts of disrespect will not be tolerated. This is also applicable to students from other schools, and at any Seton-related events (e.g., sporting events, school trips, etc).
- Students who are aware of mistreatment of other students must report it to the appropriate teacher or Seton staff member immediately.

## Rules regarding Weapons

In order to assure the safety and welfare of students, staff and other persons on school property or at school activities and to protect school property, weapons and other prohibited items shall not be permitted on any school property or at any school-related activity.

***No pocket knives of any kind (even small ones) are allowed on campus.***

Such items will be confiscated and will be returned at the discretion of the school.

## Responsible Behavior

Seton students are expected to behave in a manner that shows respect for themselves and their school; they will be liable for behavior, even when off campus, which reflects on the good name of the school.

- No student may leave campus during school hours without written parental permission, or with special permission in an emergency situation.



- Students who do have proper permission to leave campus during school hours must sign out at the office. Students are to be in their assigned classrooms when the bell rings.
- Backpacks, notebooks, book covers, and any other property brought to school may not have anything objectionable written on them. It will be at the discretion of the teachers to decide what is objectionable. Items which have prohibited or objectionable words or symbols will be confiscated and not returned.
- Students who write foul or threatening notes, emails, or social media posts are subject to suspension or expulsion.
- Students are not to bring smart watches, lap tops, e-book readers, tablets, electronic games, devices with internet access, headphones/earbuds or similar items to school or to school activities. Such equipment will be confiscated.
- Students must follow the cell phone policy stated in the Technology section of this handbook.
- Any inappropriate items of any kind that are brought to school or school activities will be confiscated and NOT returned. Students caught with banned items will receive demerits and also possible suspension or expulsion. Some inappropriate items include but are not limited to graphic, occult, or pornographic, images or materials. When in doubt, get permission from either the Director or the Dean of Students.
- Students are not to skip class, study hall, assemblies, Mass, etc. The penalty for such skipping will be two Category II demerits. The penalty for skipping an entire day of school will be automatic suspension. Zeroes will be given for all work in the skipped classes.
- Students are not to chew gum during school hours. In addition to being given a Category I demerit, students who chew gum during school hours may be fined \$1 to be paid to the teacher giving the demerit. They may also be assigned to do “gum cleanup.”
- Students may not smoke or vape in the school building, on school property, or in any areas near the school. A student caught smoking or vaping will be suspended and cigarettes/devices will be confiscated. In addition, parents will be contacted. The same rules apply to all tobacco products. (See sports policy on smoking).
- Students may not have cigarettes, e-cigarettes, vapes, or any smoking paraphernalia on school property or at a school activity.
- Students who impede a disciplinary investigation by lying or in any other way may expect penalties up to and including dismissal from the school if the matter is sufficiently serious.
- Students are not admitted to any office or the faculty lounge without permission from a faculty or staff member.
- Students, with proper permission, who walk to nearby locales before, during or after school hours must use the sidewalks. Seton students should not be on any non-Seton property without permission.
- Students may not loiter anywhere in the areas near the school.

- Students who have study hall will be assigned to a classroom.
- Romantic public display of affection (PDA) is strictly prohibited among students on or near Seton property, in vehicles, and at any Seton event.
- Inappropriate displays of affection include, but are not limited to, kissing, embracing, sitting in someone's lap, walking arm-in-arm, holding hands, or any other action that suggest more than simple friendship.

### Senior Study Hall Privilege

Seniors with no detentions in the preceding quarter (or demerits that qualify for a detention) may have study hall outside at the picnic table or under the portico, but only after checking in with the teacher in their assigned classroom. Otherwise, seniors are to be in their assigned study hall, not in the gym, lobby or elsewhere.

### Classroom Rules

- The general classroom atmosphere is to be conducive to learning.
- Students are always to be respectful to the teacher and to each other.
- A teacher's decision regarding the school rules and discipline in his or her classroom is final.
- Students are not to work on assignments for other classes while a class is in session. A violation of this rule may result in the confiscation of the books and papers for the other class.
- Students are expected to be alert and attentive.
- When there are teacher substitutes, those persons are the authority for that time in that class, and students are to respect them as they do their regular teachers.
- Students must carry their school planners every day to school. They are a means to record assignments, tests and quizzes. They also contain the school calendar, excerpts from the handbook, and a hall pass. A student may not use another student's pass.
- When taking tests or quizzes, students are responsible for ensuring that there are no materials in their field of vision that could aid them. Students who are found with such aids will be given an automatic zero for not following directions and school policy.

### Lunch Period Regulations

- Seton students have the following lunch options:
  1. Most students bring a bag lunch.
  2. Hot lunch options are available and may vary. See the weekly Sentinel for more information.
  3. Beverages and snacks are available from vending machines.
- Students must be seated when eating in the lunch area.
- NO food or trash may be thrown.

- Students must dispose of their own trash. Recycle what is recyclable!
- All students are responsible for the order and cleanliness of the lunch area and will be assigned cleanup duties by lunch duty teachers. If a student fails to do his/her assigned duty, a demerit may be issued.
- During school hours, food and beverages are not to be consumed anywhere in the school building except the designated lunch areas and only during lunch times, unless authorized instructions are given otherwise, or there is special permission given for school activities involving refreshments.
- After school, food and beverages may be consumed only outside or at an organized activity.
- Use of the gym is at the discretion of lunch duty teachers and only with their supervision.
- Lunch time rules need to be followed as posted.

### **Senior Lunch Privileges**

- Seniors may eat lunch in designated lunch areas or under the portico.
- Seniors who have a grade average of 90% or better for the preceding quarter may sign out on the proper sheet at the office and go off campus for lunch once a week.
- Seniors who have no detentions (or demerits that qualified for a detention) for the preceding quarter, may go off campus for lunch once a week.
- Students must be back on campus in sufficient time to avoid being tardy for class.
- Written parental permission must be on file in the office for off-campus senior lunch privilege.

### **Out-of-Classroom Rules**

- Students are not to leave the classroom without a properly completed pass (found in their student planner). Students without a planner are not allowed to leave the class. Passes will be rarely given.
- When confessions are being heard, students may go to confession with the teacher's permission, and only when confessions have been announced to that classroom. Students are not to loiter on the way to or from confession. Students are responsible for any work missed, and must meet the assigned deadlines.
- Students are to sign up for Adoration only during free time or with their teacher's permission. They are responsible for any work missed while at Adoration, and must meet the assigned deadlines.
- Students are not to be in the hall, lobby area, gym or outside at any time while class is in session, except on specific instruction from their teacher (except for seniors with outside study hall privileges).

- A student excused from class during a test or quiz must report to an assigned study hall with a proper pass from the teacher of the class from which he or she is excused.

## **Ball Policy**

No balls of any kind may be thrown in the parking lot areas of the school at any time.

## **Street Crossing**

- Students must be responsible when crossing the street.
- When crossing guards are present, students must follow their directions at all times.
- There is to be no horseplay or chasing across any streets in the Seton neighborhood.
- Students who do not follow these rules will be punished accordingly.

## **Automobile Rules**

- See also “Parking” and “Parking Registration” under “Administrative Policies/Procedures.”
- Student cars are to be parked in designated areas.
- Students are not to go to cars during the school day. All belongings must be brought into the school upon arrival at school.
- If a student has an item too large for the locker, he or she may obtain permission to leave the item in the car and retrieve it at an appropriate time.
- Students are not to sit in or linger around the cars during lunch or any other time.
- Student drivers are not to speed or drive recklessly.
- Students found abusing their driving privileges may lose the privilege of driving to Seton.

## **Drugs, Alcohol, and Illegal activity**

- Seton School does not tolerate alcohol or illegal drugs on school property or at school activities.
- Students found in possession of illegal drugs on school property or at a school function will be expelled immediately.
- If a faculty member has convincing reason to believe that a student is in possession of drugs or other prohibited materials, the student, his or her locker, backpack, and car may be searched.
- Possession of legal drugs or any other substances, which can be abused for attaining “highs”, may warrant expulsion. (See also “Medical Protocol” regarding permission for students who must carry drugs for medical use).
- Possession of drug paraphernalia is grounds for expulsion.

- Possession of alcohol will be penalized by a two-week suspension and may warrant expulsion.
- A student who is obviously under the influence of alcohol or drugs during school or at a school function will be penalized by a two-week suspension and may be expelled.
- Students who know of the above-prohibited substances on campus and do not report it also may be liable for penalty.
- Students that participate in any illegal activity at school or elsewhere, including but not limited to criminal activity, may face disciplinary action including expulsion.

# Disciplinary System

*He who heeds discipline shows the way to life, but whoever ignores correction leads others astray. Proverbs 10:17*

## Dean of Students

An appointed member of the Seton faculty who has an in-depth understanding of the Seton rules of required student behavior, and Seton's mission to develop strong Catholic young men and women.

## Demerits

Seton uses a demerit system to record and penalize any student's failure to comply with school guidelines.

Below is a summary of how the demerit system is structured. The below policy applies to the most common instances, but it is ultimately up to the discretion of the Seton School Director should any offense warrant a penalty not outlined below.

- The only Seton staff authorized to give demerits are teachers, administrators (including the office staff), the Dean of Students and the Seton School Director.
- Other authorized adults, ie: substitute teachers, chaperones, coaches, etc. may submit a list/form of student offender and the offense with appropriate action taken (if any) to the class teacher or Dean of Students for distribution of demerits.

The students will be notified when they are being given demerits. However, if a student is reprimanded for a Category I offense, he or she may automatically receive a demerit even if not explicitly told.

## Category I Demerits

Included in this category are lack of preparation, missing homework, dress code violations, profanity, late for class etc. - generally minor in nature except when exceeding eight in a given quarter. If Category I demerits reach eight in a quarter, subsequent demerits will be placed in Category II.

## Category II Demerits

Included in this category are demerits for behaviors directly affecting the common good and are much more significant in nature. Included in this category are lying, plagiarism, stealing, disrespect/disruption in the classroom or at Mass, vandalism, fighting, bullying and spreading false rumors. Multiple Cat II's can be given for one offense if the severity warrants.

## Other Consequences of Misbehavior

- Teachers have discretion to assign an immediate consequence for misbehavior in their classrooms, in addition to or in lieu of a demerit. This consequence may include staying after school the next day or meeting with the teacher during lunch.
- If such a consequence is assigned, the student will be responsible for notifying his/her parents.
- If a student fails to fulfill the assigned consequence, the teacher may give the student a Category II demerit.

## Detention

- Demerits are generally the basis for detention, although detention may be assigned automatically for some offenses.
- Detention is assigned when a student has received any of the following in a given quarter:
  1. Four Category I demerits,
  2. Two Category II demerits, or
  3. One Cat II and two Cat I demerits.
- Detention is generally held in school during two of the student's lunch periods, (these days can fluctuate based on school activities). Students report to the front office at the beginning of their assigned lunch. Two lunch periods are required to fulfill a single detention.
- Detention notices are typically distributed to the students no later than the Monday before the assigned detention. The notice designates the lunch periods for the detention and is intended for both the students and their parents. Parents and students will also receive the detention notice in an email.
- Students must report for detention at the assigned time and place. If a student is late for the assigned detention, the detention may be extended, an additional demerit may be given, or the student may be given an additional assignment.
- Detentions are not to be taken lightly or served only when convenient. Written requests from parents to postpone a detention must be received by the school front office no later than the morning of the scheduled detention. Otherwise, no excuses will be accepted other than an emergency or serious illness.
- Failure to serve an assigned detention (including postponing more than once) will be subject to appropriate consequences.
- If a student receives a second detention in a given quarter, the parents of the student might be required to attend a conference with the Dean of Students, the Director of the School, or both.
- Participating in extra-curricular activities such as clubs, plays, sports, etc. is a privilege and students represent and reflect the image of Seton School. Students receiving too many demerits/detentions might forfeit their eligibility to participate in activities such as

plays and athletics. Different clubs and organizations may have more restrictive limits for participation or holding positions of office in those clubs.

### **Suspension/Expulsion**

- Six Category II demerits in a quarter for high school students, and eight for junior high students, may result in a suspension.
- Nine Category II demerits in a quarter for high school students and twelve for junior high students may result in expulsion.
- If the faculty deems it appropriate for the individual and for the common good, a student may be placed on disciplinary probation, whereby he or she is allowed fewer demerits before suspension or expulsion.
- If a student receives a second suspension in a school year, for whatever reason, he or she may be asked to leave the school.
- Offenses described elsewhere in this handbook can be deemed by the School Director to be particularly egregious and can result in automatic suspension or expulsion.



# Extracurricular

## Clubs & Activities

New extracurricular activities may be organized if enough students are interested. All reasonable requests, submitted in writing to the director, will be considered. Each activity must have a faculty or parent advisor.

Handling of money must conform to the requirements described in Financial Procedures. The school administrator will give instructions to each organization on how income, expenditures and reimbursements are to be handled.

The current list of clubs and activities offered at Seton School are listed in the Inside Scoop which can be found on the Seton School website.

## Social Activities

Approximately once a month Seton holds a special after-hours activity. Some will be for all students, some for junior high or high school students only and some for families. Seton encourages a variety of activities so that the students will be exposed to a variety of ways to have fun. Events may be planned by the faculty, by the Student Service Committee under faculty guidance, by parents, or by other organizations.

Unless otherwise announced the Activities Dress Code is in effect for all social activities.

## Outside Guests

All school sponsored dances and activities, except Prom, are for Seton students only. If a student wishes to invite an outside guest to Prom, the student must fill out the Dance Guest Permission Form and the Seton Prom Agreement Form available at the front office. Outside guests must comply with the dress code, the code of conduct and cannot be over the age of 18.

## Arrivals/Departures

Students who arrive more than one hour late for a dance or other social activity (without the permission of one of the chaperones in charge) will not be admitted. After arriving for a dance or other social activity, no student may leave without parental permission until the scheduled closing time and until the cleanup has been completed.

## Music

We recognize that there is certain music which is totally objectionable and other music which is inappropriate for a Catholic school. It is a duty of the school to teach the students to discriminate between acceptable and unacceptable music.

Our approach is two-fold:

1. To educate the students we encourage music appreciation and also inform students of the possibility of evil elements in some forms of music, including rock.
2. To give students practice in making proper choices, and to control the music played at school functions, the Student Service Committee chooses the current modern music to be played at school functions in accordance with guidelines established by the faculty. The selections of the students are submitted to a faculty advisor for final approval. This approved music will be permitted in limited amounts at some school dances.

## Sports Activities

*Similarly, if one takes part in an athletic contest, he cannot receive the winner's crown unless he has kept the rules. — II Timothy 2:5*

### General Philosophy of Athletic Department

At Seton the spiritual growth of the student is of primary importance, followed by intellectual development. Physical education is also important in the student's growth and should complement and contribute to spiritual and academic well-being. Students are therefore encouraged to participate in athletics.

### Guidelines for Participation in Athletics

The sports program, varying with the sport, includes junior high, junior varsity, and varsity teams for both boys and girls. Players will be selected by the coaching staff to be on the team(s) for which they are best suited. Junior high and junior varsity teams will concentrate on learning fundamental skills and physical conditioning to play the sport well. Varsity players will be selected based on their demonstrated skill and knowledge of the sport, and are expected to be sound in the fundamentals so that strategy and conditioning may be emphasized.

At all levels playing time in games and scrimmages cannot be guaranteed to any particular player, but is subject to the discretion of the coach according to what he or she sees as benefitting the team as a whole.

Participation in sports is a privilege, not a right. A student who does not take pride in the school as evidenced by egregious behavior or sustained disciplinary trouble, even of minor offenses, will be removed from the team or forbidden to join.

Members of the teams must make all practices and games unless they have been absent from school on that day or unless they have been previously excused. When a player is unable to attend a practice or has some good reason for being late for practice, he must inform the coach ahead of time. Students who maintain a job and therefore are not able to make practice should not consider themselves eligible for sports.

In order to participate in a game or practice, a player must attend at least four periods during the school day and have taken all tests due that day. Permission for a student who was absent during the school day to participate in an after-school practice or game is at the discretion of the athletics director and must be requested by a parent or guardian.

Student athletes are expected to exhibit responsibility. Therefore, students who forget clothing or equipment for a practice or a game will not be permitted to go home during the school day to get it.

Written permission from parents and a physical examination is necessary for a student to participate in a sport. In addition, the coaches or athletics director may require a letter of permission from the student's physician for any student whose physical fitness might be in question.

## Other Guidelines

Recognition for achievement in sports is given by the awarding of letters. An athlete who participates in a sport for an entire season, stands out in skill and sportsmanship, and shows pride in his school is eligible for a letter.

Parents who wish to become involved in athletics are encouraged to make this known to the school. Coaching, providing transportation, and donation of equipment are several ways parents may assist Seton in its athletic endeavors. All such donations of time and expense will be coordinated by the athletics director.

During games and practices parents who are not part of the coaching staff are to respect the authority of the coaches over the players. Any question on policy should be brought up with the coach involved or with the athletics director.

For afternoon games, players are to remain on school grounds until they leave with coaches for the games. Players who suit up for the game must remain for the entire game.

For both home and away basketball games, players must remain in the gym from the time they first arrive until their games are over.

At Seton games and activities, children younger than Seton age must be with a parent at all times.

## Cell phones

Cell phones are only to be used when a student athlete needs to communicate to a family member regarding game details such as transportation concerns. Permission should be received from the coach or adult driver to use the phone. Cell phones are not to be out for other purposes while travelling to and from games.

***For all sports, once student spectators arrive, they must stay in the gym until the end of the game or until they leave campus to go home.***

## Athletic/Academic Policy

### Sports Eligibility and Probation Policy (Academic Probation)

Seton students are eligible to participate in Seton School sports when they have:

1. Signed a Seton Athlete/Teacher Sports Agreement for each of their classes as soon as they are placed on a team;
2. Delivered the relevant signed agreement to each of their teachers;
3. Earned a passing grade in all their classes at the end of each quarter.

If a student athlete does not meet these standards for any class at interim time, the student is required to meet with the teacher of that class to develop and implement a plan for success. If a student athlete still does not meet the above standards when quarterly grades are issued, the student athlete will be placed on academic probation and will be ineligible to participate in sports until the teacher attests there has been adequate progress in the course.

Students may resolve their academic issue at any time by filling out the Student Athlete Re-eligibility Form and acquiring the signature of the relevant teacher then presenting the signed form to the Head of the Guidance Department.

### **Swim Team Academic Policy**

Members of the Seton Swim Team with no more than one quarterly grade of “F” may continue to participate in Seton Swim Team practices on the condition the student completes all academic assignments with a passing grade for the next two weeks. Participating in swim meets may resume after successfully completing this condition. Failure to complete this condition will cause the student to be placed on the standard Seton Athletic Probation.

### **Purpose for Probation**

The purpose for academic probation is three-fold:

1. To get student athlete’s attention and remind them academic performance in high school is most important
2. To provide extra time for the student to focus on his/her academics
3. To strengthen the student/teacher relationship and provide an opportunity for the teacher to guide the student to practice skills needed for academic success

### **Start of Probation**

Probation officially begins when the parents and students are officially notified by the Guidance Department. The Guidance Department will make every effort to issue the notifications on the day the quarterly report cards come out.

### **End of Probation**

Academic probation ends when the teacher attests there has been adequate progress in the course. Students may resolve their academic issue at any time by filling out the Seton Athletic Re-Eligibility Contract (form) and acquiring the signature of the relevant teacher then presenting the signed form to the Head of the Guidance Department.

## **Guidance for an Athlete on Probation**

A student athlete on academic probation may not participate in sports practices and games but may attend games as a member of the audience since there is no legal authority to control where a student goes outside of school hours.

## **Missing class for a game**

Student athletes who miss class to leave early for a game must 1) make up work missed that night and 2) contact the teacher to make up any missed quizzes that same day during lunch. If a student misses a quiz because of a game, the student will be required to take the quiz on the day they return to school.

## **Sportsmanship Policy**

Good sportsmanship is emphasized at Seton. Spectators are not to jeer, hiss, boo, or in any way display negative emotions regarding the referees or opposing teams. Cheering for Seton is encouraged!

Players, coaches, and fans are asked to follow these general guidelines at Seton sports events:

- Seton always plays fairly within the rules.
- We maintain poise and composure under pressure.
- We control our emotions and our tongues.
- We play as hard as we can in practices and games.
- We make a commitment to the team.
- We respect coaches, players, referees and opponents.
- We win and lose gracefully.

## **Inexcusable Athletic Behavior**

Athletic teams represent the school and all those who have ever attended it. Members of all our teams must represent Seton in a responsible way if they are to remain members. Coaches have the authority to remove anyone from a Seton team for serious transgression(s) of the code of conduct.

Coaches must determine the extent of the discipline necessary to ensure that Seton is well-represented on the playing fields/floors and that fair and just corrective actions are taken with the best interests of the team in mind. The following is a list of behaviors that cannot be tolerated and may result in suspension or removal from a team and possible further disciplinary action by the school.

- Failure to follow the coaches' instructions
- Using vulgar or other disrespectful language
- Fighting or threatening to fight

- Unexcused absences from practices or games
- Being unprepared to play
- Arguing with referees
- Any display of poor sportsmanship

**\*\*Any athlete found smoking, vaping, drinking, or using illegal drugs any time, any place will automatically be kicked off the team.**

### Transportation Policy

Seton relies on parents and coaches to drive sports teams to games. Exception: Student athletes may drive themselves or siblings to sports contests when the field location is near their home. In such exceptions student athletes are not allowed to drive non-siblings.

### Sports Seasons

Detailed schedules for each sport will be available prior to each season. Questions concerning games/practice schedules should be directed to coaches. Since schedules often change, office staff may not have current information.

<b>Cross county</b>	Co-ed	September through first week of November
<b>Soccer</b>	Boys	September through first week of November
<b>Volleyball</b>	Girls	September through first week of November
<b>Tennis</b>	Girls	September through first week of November
<b>Basketball</b>	Boys & Girls	2nd week of November through first week of March
<b>Swimming</b>	Co-ed	December through February
<b>Baseball</b>	Boys	Second week of March through May
<b>Lacrosse</b>	Boys	Second week of March through May
<b>Soccer</b>	Girls	Second week of March through May
<b>Softball</b>	Girls	Second week of March through May
<b>Tennis</b>	Boys	Second week of March through May

# DAILY BELL SCHEDULE

The times given here for Mass, Holy Hour and Assembly are merely tentative times. The schedules will vary depending on when our priest can come, the time needed for the various assemblies, etc. Assemblies are every 1st Wednesday of the month. Holy Hour is every 3rd Wednesday of the month.

<b>Monday (UPDATED 9/2/22)</b> First Bell 9:30 Period I 9:35-10:13 Period II 10:17-10:54 Period III 10:58-11:35 Period IV 11:39-12:16 Period V 12:20-12:57 Period VI 1:01-1:38 Period VII 1:42-2:19 Period VIII 2:23-3:00 (Period I - 38 minutes; others 37)	<b>Tuesday/Thursday</b> First Bell 8:15 Period I 8:20-9:10 Period II 9:14-9:57 Period III 10:01-10:44 Period IV 10:48-11:31 Period V 11:35-12:18 Period VI 12:22-1:05 Period VII 1:09-1:52 Period VIII 1:56-2:39 (Period I - 50 minutes; others 43)
<b>Wednesday with Assembly</b> First Bell 8:15 Period I 8:20-9:06 Period II 9:10-9:48 Period III 9:52-10:30 Period IV 10:34-11:12 Period V 11:16-11:54 Period VI 11:58-12:36 Period VII 12:40-1:18 Period VIII 1:22-2:00 Dismissal 3:00 (Period I - 46 minutes; others 38)	<b>Wednesday with Holy Hour</b> First Bell 8:15 Period I 8:20-9:04 Period II 9:08-9:47 Period III 9:51-10:30 Period IV 10:34-11:13 Holy Hour 11:17-End Period V End-12:51 Period VI 12:55-1:34 Period VII 1:38-2:17 Period VIII 2:21-3:00 (Period I - 44 minutes; others 39)
<b>Wednesday NO Assembly</b> First Bell 8:15 Period I 8:20-9:10 Period II 9:14-10:00 Period III 10:04-10:50 Period IV 10:54-11:40 Period V 11:44-12:30 Period VI 12:34-1:20 Period VII 1:24-2:10 Period VIII 2:14-3:00 (Period I - 50 minutes; others 46)	<b>Friday (Mass)</b> First Bell 8:15 Period I 8:20-9:04 Period II 9:08-9:47 Period III 9:51-10:30 Period IV 10:34-11:13 Mass 11:17-End Period V End-12:51 Period VI 12:55-1:34 Period VII 1:38-2:17 Period VIII 2:21-3:00 (Period I - 44 minutes; others 39)



