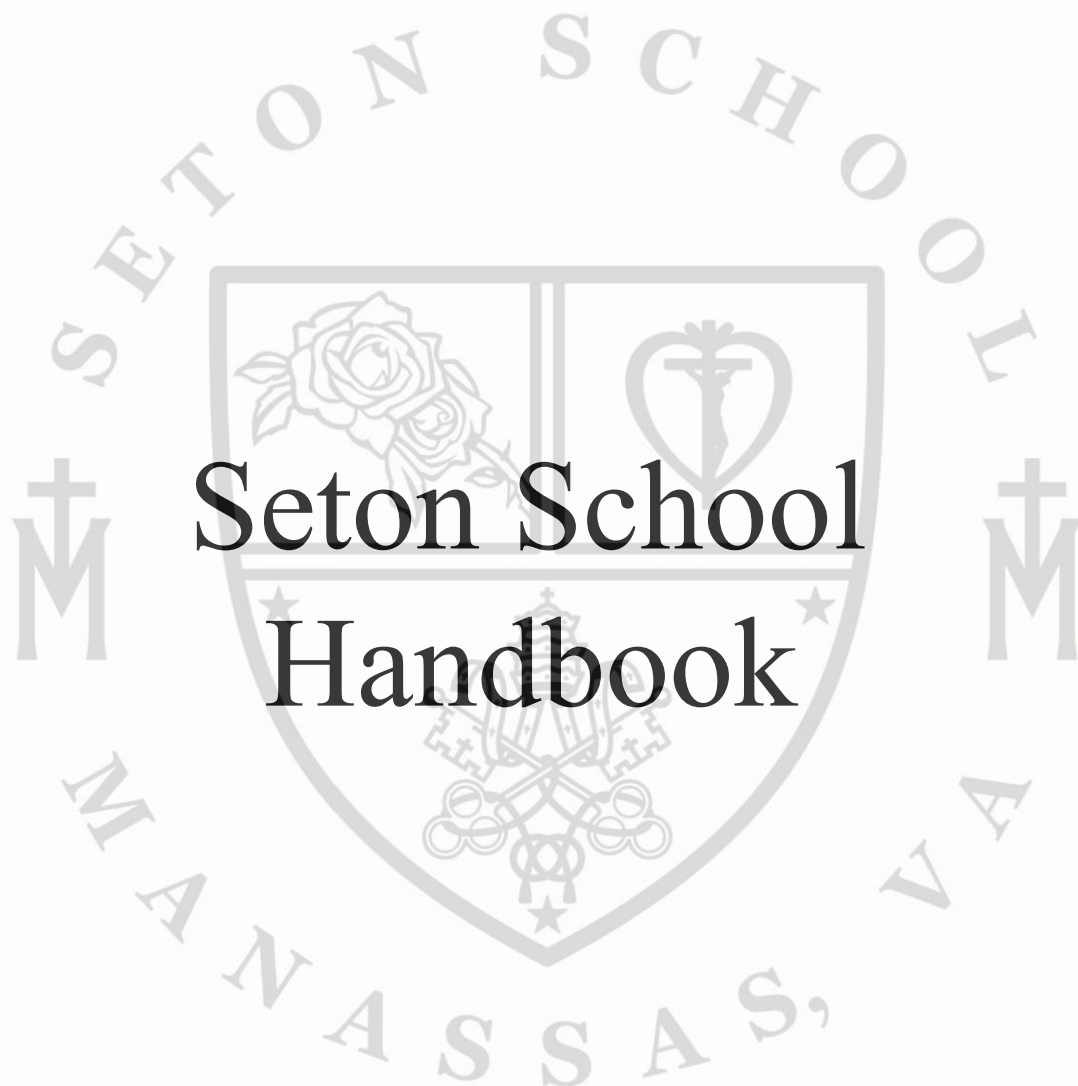




Seton School Handbook

September 1, 2026

9314 Maple Street
Manassas, Virginia 20110-5118
(703) 368-3220 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.

Table of Contents

CHAPTER I OVERVIEW	1
A. Description	1
B. Mission.....	1
C. History.....	1
CHAPTER II SPIRITUAL FORMATION	3
A. Weekly Masses	3
1) Monday Masses	3
2) Friday Masses	3
3) Visitors to a Seton Mass	3
4) Serving at Mass	3
B. Additional Spiritual Activities	4
1) Opening Mass	4
2) Daily Rosary	4
3) Daily Prayers	4
4) Chapel	4
5) Monthly Holy Hour	4
6) Days of Recollection and Retreats.....	4
7) All Souls-Day Cemetery Pilgrimage	4
8) Christ the King Procession	4
9) Pro-Life March	4
10) Shrine Pilgrimage	5
11) May Crowning	5
12) Graduation Mass	5
CHAPTER III ACADEMIC POLICIES, PROCESSES, AND PROCEDURES	6
A. Graduation Requirements	6
1) Overall	6
2) Academic Year on Campus	6
3) Required Courses.....	6
4) Religion Requirements	7
5) English Requirements.....	7
6) Foreign Language Requirements.....	7

7) Math Requirements.....	7
8) Science Requirements.....	8
9) Social Studies Requirements	8
10) Electives.....	8
11) Junior High	8
B. Grading Scale	8
C. Outside Course Approval Policy	9
D. Course Scheduling	9
E. Add, Drop or Change Class Policy	9
F. Summer School.....	9
G. Homework.....	10
H. Interim Grades.....	10
I. Report Cards and Final Transcripts	10
J. Incomplete Policy.....	10
K. Academic Warnings and Probation	10
1) Advance Courtesy at Interims.....	10
2) General Academic Disqualification	10
3) Spring Musical (Play) Eligibility	11
4) Juniors and Seniors	11
5) Academic Probation.....	11
6) Start of Academic Probation.....	11
7) End of Academic Probation.....	11
8) Swim Team Academic Probation.....	11
L. Parent-Teacher Conferences	12
M. Textbook Use.....	12
N. Voice Recording Devices for Note Taking.....	12
1) Voice Recorder Requirements	12
2) Voice Recorder Penalties	12
O. Academic Cheating/Dishonesty/Plagiarism.....	12
1) Importance	12
2) Types and Examples	13
3) Cheating/Dishonesty/Plagiarism Remedy Process.....	13

P. Academic Honors	14
1) National Honor Society	14
2) National Spanish Honor Society.....	14
3) Honor Roll	14
Q. AI Policy	14
CHAPTER IV ADMINISTRATIVE POLICIES, PROCESSES AND PROCEDURES.....	15
A. Safety and Security	15
1) Visitor Control	15
2) Entrances	15
3) Fire Drills and Shelter in Place Drills.....	15
B. Admissions Policy and Procedure	15
1) Admissions Policy	15
2) Admissions Procedure	16
C. Arrival and Departure.....	16
1) Arrival Times	16
2) Manassas Special Use Permit Concerns.....	17
3) Dropping Off and Picking Up Procedure	17
4) Parking Lots.....	17
5) No Parking Areas.....	17
6) Parking Registration	18
7) Drivers Departing to Activities.....	18
D. Daily Bell Schedule	19
E. Attendance Policies and Processes	19
1) Absent/Tardy Process for School Days	19
2) Absent/Tardy Process for Mass	20
3) Absent Process for Planned Family Vacations	20
4) Assignments Missed During Absences.....	20
5) Penalties for Excessive Absences/Tardiness.....	20
6) Early Dismissals During the School Day	21
F. Inclement Weather Policy and Process	21
G. Medical Protocols	21
H. Office Hours.....	22

I. Copier Use	22
J. After School Hours Use.....	22
1) Academic School Buildings.....	22
2) John Paul II Center (Gym).....	22
3) School Grounds Outdoors	22
K. Contacting Faculty and Staff	22
L. Contacting Students.....	23
M. Lost and Found.....	23
1) Miscellaneous Items	23
2) Textbooks.....	23
N. Students.....	23
1) Part-time Students.....	23
2) Student Tutors.....	24
3) Student Withdrawals.....	24
O. Volunteer Requirements/Parent Resource Organization	24
P. Sentinel Weekly Newsletter	24
CHAPTER V FINANCIAL POLICIES AND PROCESSES	25
A. Tuition Payment System	25
1) Methodology.....	25
2) Frequency Options.....	25
3) Required Fees	25
4) Class Fees	25
5) Other Charges	25
6) Late Payments.....	25
7) Returned Check Policy	25
B. Financial Aid	25
C. Annual Ad Campaign Fundraising	26
D. Purchasing and Reimbursements	26
1) Purchasing Process	26
2) Reimbursement Process.....	26
E. Handling Cash	26
F. Accounts for Clubs and Other Activities.....	27

CHAPTER VI TECHNOLOGY POLICIES	28
A. General Restrictions	28
B. Social Media.....	29
C. Computer Usage.....	29
1) Computer Classrooms.....	29
2) Computer Disclaimer.....	30
D. Cell Phones and Other Electronic Devices	30
1) General.....	30
2) Upperclassmen.....	31
3) Underclassmen.....	31
CHAPTER VII CONDUCT POLICY AND RULES	32
A. Purpose and Execution.....	32
B. Respect.....	32
1) Others.....	32
2) Personal Property and Lockers	32
3) School Property	33
C. Prohibited Behaviors/Actions	33
1) Weapons.....	33
2) Drugs, Alcohol and Other Illegal Activities	33
3) Threatening, Foul, or Objectionable Writing or Speaking	34
4) Bullying	34
5) Fighting.....	34
6) Impeding a Disciplinary Investigation	34
7) Skipping.....	34
8) Public Displays of Affection (PDA).....	34
9) Leaving Campus	34
10) Smoking/Vaping and Associated Paraphernalia	34
11) Chewing Gum	35
12) Loitering	35
13) Littering	35
14) Entering an Office/Faculty Lounge Without Permission.....	35
D. Classroom Rules	35

1) General.....	35
2) Tests and Quizzes	35
E. Outside of Classroom Rules.....	36
F. Lunch Periods	36
G. Privileges.....	37
1) Senior Study Hall.....	37
2) Senior Lunches	37
H. Vehicle Rules	37
I. Miscellaneous	37
1) Ball Policy	37
2) Street Crossings	37
CHAPTER VIII DRESS CODE	38
A. Dress Code Philosophy *	38
1) General Dress Code Philosophy	38
2) Seton Dress Code Philosophy.....	38
B. General Guidelines	38
1) Clothing	38
2) Make-up/Jewelry	38
3) Hairstyles	39
C. Uniform Days Dress Code	39
1) Implementation	39
2) Outerwear	39
3) Shirts.....	39
4) Skirts.....	40
5) Pants.....	41
6) Shoes.....	41
7) Socks.....	41
8) After School.....	41
D. Non-Uniform Days Dress Code.....	41
1) Implementation.....	41
2) All Boys	42
3) All Girls	42

E. Activities Dress Code	42
1) Implementation	42
2) Sports Activities and Play Practices	42
3) Field Trips and Other Extracurricular Activities	43
CHAPTER IX DISCIPLINARY SYSTEM.....	44
A. Dean of Students	44
B. Demerits	44
1) Authority to Issue.....	44
2) Category I	44
3) Category II.....	44
4) Demerit Slips and Record Maintenance	44
C. Consequences/Penalties	45
1) Detention	45
2) Suspension/Expulsion.....	45
3) Other	46
CHAPTER X EXTRACURRICULAR ACTIVITIES – SPORTS	47
A. General Philosophy	47
B. Background	47
C. Sports Eligibility and Probation	47
D. Parental Permission and Physical Exams.....	47
E. Parental Involvement.....	47
F. Attendance Requirements	48
G. Athlete Responsibilities.....	48
H. Sports Seasons.....	49
I. Sporting Events and Cell Phones.....	49
J. Missing Class for a Game/Match	49
K. Sportsmanship Policy.....	49
L. Inexcusable Athletic Behavior.....	50
M. Sports Transportation Policy	50
CHAPTER XI EXTRACURRICULAR ACTIVITIES CLUBS & SOCIAL EVENTS.....	51
A. Clubs and Activities	51
1) Current List.....	51

2) New Requests	51
B. Social Events	51
1) Scheduling	51
2) Outside Guests	51
3) Arrivals/Departures.....	51
4) Music	51
C. Extracurricular Money Procedures.....	52
CHAPTER XII GUIDANCE AND COUNSELING POLICIES	53
A. Focus	53
B. Goal	53
C. Priorities	53
1) Academics.....	53
2) Emotional and Social Support	53
3) Policy, Process and Procedure	53
D. Guiding Principle	53
E. Multiple Options.....	53
F. Substantive Logs.....	54
G. Disclosure Authorization.....	54
H. Outside Referrals.....	54
Addendum A. Seton School AI Policy for Students.	55

CHAPTER I

OVERVIEW

A. Description

Seton Junior-Senior High School is an accredited, private, co-educational school in Manassas, Virginia operated by Catholic laymen dedicated to promoting the established tradition of Catholic liberal arts education. Seton School 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. This traditional practice had many advantages but there are also advantages to co-education. At Seton School we offer the best of both by having some co-ed classes and some classes only for boys or only for 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 School is independent and retains autonomy in curriculum and methods. Seton School is not a diocesan school and does not receive any diocesan subsidies. As a private, independent institution, Seton has financed all its physical expansion through tuition and donations from Seton families and friends.

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, rigorous academic standards, high standards of conduct, close cooperation with parents, a family atmosphere and activities which are available to all students.

B. Mission

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:

- 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.
- Cultivate the pursuit of Truth through sincere faith and right reasoning in all areas of study.
- Foster intellectual, theological, moral and social virtues through excellence in and outside of the classroom.

C. History

Seton Junior-Senior High School was founded in 1975, the year of Mother Elizabeth Ann Seton's canonization. There were two teachers instructing sixteen 7th-9th grade students

in rented facilities. In 1980, Seton purchased the church buildings near historic Old Town Manassas where the campus is situated today. The Seton School student population remained under 100 until 1989.

In 1992, Arlington Bishop John Keating dedicated the St. Joseph wing of the school. 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. Seton opened the Corpus Christi Center in January 2006 and, in the Spring of 2016, completed and dedicated Our Lady Queen of the Angels Chapel. Today, Seton is now at maximum student capacity of approximately 370 students in grades 7-12.

CHAPTER II

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.

A. Weekly Masses

1) Monday 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 sit 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 School 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 must not socialize in the church vestibule. Classes begin after Mass at 9:35 a.m. on Mondays.

2) Friday Masses

A second school Mass is held in the school gym each week on Fridays immediately following the 4th class period. Students must be in proper school uniform (including only Seton-approved outerwear) and sit with their classes as described above for Monday Masses. The 5th class period begins immediately following the end of Mass on Fridays.

3) Visitors to a Seton Mass

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

4) Serving at Mass

Seton students have the opportunity to assist at the Monday and Friday Masses as altar servers and as lectors on a rotational basis.

B. Additional Spiritual Activities

1) Opening Mass

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

2) Daily Rosary

Students are encouraged to pray the Rosary at 8:00 a.m. Tuesday-Friday in the chapel.

3) Daily Prayers

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

4) Chapel

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

5) Monthly Holy Hour

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

6) 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.

7) All Souls-Day Cemetery Pilgrimage

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.

8) Christ the King Procession

The entire Seton student body processes around the block with the Blessed Sacrament under a canopy in honor of Christ the King. Families are welcome to attend.

9) Pro-Life March

Each year on January 22nd, Seton classes are cancelled so all students and families can attend the March for Life in Washington DC. Participation is strongly encouraged.

10) Shrine Pilgrimage

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.

11) May Crowning

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

12) Graduation Mass

This Mass initiates the annual graduation ceremony on the first Monday of June.

CHAPTER III

ACADEMIC POLICIES, PROCESSES, AND PROCEDURES

A. Graduation Requirements

1) Overall

Students must complete 26 credits in high school subjects and achieve an overall grade point average of 2.3 or 77% to graduate with a Seton High School Diploma. In addition, all students must participate in one Science Fair and all seniors are required to participate in a pro-life speech competition. All courses are worth one credit unless otherwise noted. Note: The terms “class” and “course” are used interchangeably throughout this handbook.

2) Academic Year on Campus

Seton requires a residency year when 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.

3) Required Courses

a. Students must take Religion 11, Language and Logic 11, Religion 12, and English 12 on campus to receive a Seton diploma. A senior who fails a required course may take the Seton summer remedial equivalent course or equivalent college level course approved by the relevant department head and Seton Director or by following the requirements of Chapter III, Section C of this handbook.

b. 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 by following the requirements of Chapter III, Section C of this handbook. Any student who is taking an outside course approved under the provisions of Chapter III, Section C of this handbook must complete the work by the end of the 4th quarter (usually the 3rd week of May).

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

d. Some departments require students to earn a certain grade point average to be eligible to take the next higher-level course. By-passing a course level requires passing the Seton final exam for the equivalent course along with an administrative and testing fee.

4) Religion Requirements

All students, including non-Catholics, must take a religion class each year. Four religion credits are required including Religion 9, Religion 10, Religion 11, and Religion 12. Students must have a grade average of at least 70% in Religion 11 and Language and Logic to take Religion 12. Students who do not meet this prerequisite are required to take Mrs. Carroll's 2-week summer school Religion 12 prep course.

5) English Requirements

Six English credits are required including Grammar 9, English 9, English 10, English 11, Language and Logic 11, and English 12.

6) Foreign Language Requirements

a. Three foreign language credits are required including Latin I and two consecutive years of another language or Latin I and II plus either Latin III or another language. An average of 75% or better is required to take the next higher level foreign language course. If a student's final average is lower than the required 75%, the student must retake the course, take a remedial course in summer school, or use tutoring approved by the teacher and department chair before being allowed to enroll in the next higher level course.

b. All Seton foreign language classes are taught at the high school level and are averaged into the student's high school cumulative GPA even if the student takes a foreign language class as a 7th or 8th grader.

c. 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.

d. Seventh grade students may take Latin I if they have scored 88% or above on the Seton Grammar entrance evaluation test.

e. Eighth grade students who have achieved an 88% or above in Grammar 7 may take Latin I. If a rising 8th grader did not achieve an 88% 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 85% or above may take Spanish I, French I, or German I as an elective.

f. Students are encouraged to take more than the minimum number of foreign language courses since many colleges and universities prefer students who have at least three years of a foreign language.

7) Math Requirements

Three credits are required including Algebra I, Algebra II, and Geometry. An average of 70% or better is required for any student to take the next higher level math course. If a student's final average is lower than required, the student must take the Seton

summer school remedial course or consult the Math Department Head about options to get to the next math level.

8) Science Requirements

The science requirements for graduation are Biology and two additional high school science credits, with as well as participation in one High School Science fair. All transfer students must also meet these requirements.

9) Social Studies Requirements

Three credits are required including American History and American Government.

10) Electives

More than 20 elective classes are available to help complete overall graduation requirements.

11) Junior High

- a. Seventh and eighth grade students are considered junior high students. A seventh grade student with a grade average of 77% or above at the end of the academic year is eligible for promotion to the eighth grade.
- b. An eighth grade student with an overall grade average of 77% or above may graduate from junior high and be admitted into high school.
- c. If a junior high student has a grade average below 65% at the end of their first semester at Seton a conference with the parents will be held to determine whether the student should continue at Seton.
- d. A junior high student with an average below 65% in required courses at the end of the academic year shall have the option to take the remedial course over the summer or repeat the course the following academic year. If a student fails to meet our requirements they will not be able to return to Seton unless an alternative is approved by the School Director.

B. Grading Scale

Seton School uses percentages on report cards and transcripts. 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 grade received for each class on a 100-point scale. A 4-point scale is used to calculate the cumulative GPA (see chart below). The cumulative GPA is calculated by averaging all Seton High School classes taken. All classes carry the same weight for GPA purposes. A passing grade is 65.

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

C. Outside Course Approval Policy

Seton typically does not accept outside courses for Seton graduation credit. If extenuating circumstances exist, a parent/guardian may appeal for an exception under the following conditions:

- 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 before beginning the course by completing the Seton School Outside Course Application Form.
- 4) Based on department 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 no later than May 15 of the graduating year.

D. Course Scheduling

During the fourth quarter of each year, the guidance department will conduct course scheduling workshops to assist students as they complete the required forms for the following year courses. Parents and students are strongly encouraged to consider teacher recommendations regarding moving on to next level courses for the 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.

E. Add, Drop or Change Class Policy

Students may not drop a course before the end of the first 2 full weeks of school and no later than the end of the fourth week. After this date only serious academic reasons will be considered. Normally only one study hall is allowed per year so a student who already has a study hall may not drop any courses unless there are significant extenuating circumstances. Class changes to acquire a preferred teacher are not allowed. Adding, dropping, or changing a class must follow the Seton Add, Drop, Change Approval Process (see the guidance department).

F. Summer School

Summer school courses are remedial and are not full credit. Students must have a minimum grade of 55 in a course during the regular school year to be allowed to take the remedial course in summer school. Students having less than 55 must retake the entire course during

the regular school year. Both the regular school grade and the summer school grade will be recorded on the transcript and will be averaged equally in the GPA.

G. Homework

Homework must be completed on schedule to maintain essential student progress. Teachers may issue a demerit or a grade of zero at their discretion if homework is not handed in when due. Grades for major papers or projects not handed in on time may be reduced at the rate of 5% per day late up to a maximum of 50%.

H. Interim Grades

Student performance is updated on Jupiter Ed at least at the interim point of each quarter.

I. Report Cards and Final Transcripts

Students receive a report card posted in the Jupiter Ed system at the end of each quarter. Final transcripts are mailed to other schools after financial accounts are paid in full and all other obligations are fulfilled.

J. Incomplete Policy

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, an Incomplete Agreement must be filled out by the teacher and student with an agreed upon deadline for missing work. Parents will be notified accordingly. The final grade for students who do not comply with their Incomplete Agreement deadline shall be determined at the discretion of the teacher with the endorsement of the relevant department head.

K. Academic Warnings and Probation

1) Advance Courtesy at Interims

Students who are failing one or more courses at the INTERIM point of each quarter will receive an advance courtesy academic warning from the Guidance Department Head with a copy sent to their parents. Students who receive such a warning are required to meet with their teacher(s) to develop and implement a plan to earn a passing grade.

2) General Academic Disqualification

Students whose cumulative GPA falls below the 2.3 or 77% required for graduation after receiving multiple written warnings, multiple meetings with Seton staff, and the assignment of a tutor for assistance, will receive a General Academic Disqualification Warning from the Guidance Department Head with a copy sent to their parents. Parents who receive such a warning are required to meet with the School Director to discuss whether the student will be allowed to continue at Seton.

3) Spring Musical (Play) Eligibility

All students will receive a play eligibility warning from the Guidance Department stating students interested in auditioning for the spring musical (play) must have a passing grade for all courses in their 1st quarter report cards.

4) Juniors and Seniors

Juniors and seniors will receive a warning from the Guidance Department stating they will be in danger of not graduating with their class if they earn an “F” in one or more classes when end of year grades are issued.

5) Academic Probation

Student Athletes who earn an “F” in any class when QUARTERLY grades are issued will be placed on academic probation and will be ineligible to participate in sports practices and games (except as indicated in section K.8 of this chapter) until the teacher attests there has been adequate progress in the course as directed in section K.7 of this chapter.

Teachers may petition the Guidance Department to place student athletes on academic probation at the time of interim grades (or at any time during the quarter if deemed necessary) if a student is failing one or more courses because of failure to submit required assignments by the designated deadline.

A student on academic probation may attend games as a member of the audience. The purpose for academic probation is three-fold:

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

6) Start of Academic Probation

Academic probation begins when the parents and students are officially notified by the Guidance Department. The Guidance Department will make every effort to issue the notifications when the quarterly grades have been finalized.

7) End of Academic Probation

Academic probation ends when:

- a. the student fills out the Seton Re-Eligibility Agreement and acquires the signature of the relevant teacher(s), then submits the signed agreement (form) to the Guidance Department Head; and
- b. the Guidance Department Head informs the Seton Athletic Director who will inform the relevant coaches.

8) Swim Team Academic Probation

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 standard academic probation as directed in section K.5 of this chapter.

L. Parent-Teacher Conferences

The parents of students who receive a quarterly report card grade of 70 or lower for any class are encouraged to schedule a meeting with the student's teacher for that class. Parents may schedule conferences with teachers at any time during the school year by appointment. Teachers are normally available for parent conferences on designated days after report cards are posted. Teachers may also request conferences with parents when needed.

M. Textbook Use

Seton assesses a modest book rental fee per student. If a book is lost, it must be paid for before a new book is issued. (See also the "Lost and Found" section.) Charges may be assessed at the end of the school year for missing or damaged books.

N. Voice Recording Devices for Note Taking

1) Voice Recorder Requirements

Students who are approved to use voice recording devices for note taking must:

- a. have permission from the teacher of the class
- b. be aware of and responsible for everything on the recording device
- c. make sure others in the class are aware they are being recorded
- d. not use the device for any non-class purpose
- e. never post anything online without permission of each person being recorded.

2) Voice Recorder Penalties

- a. Anyone who violates the voice recorder requirements above will forfeit their privilege to use such devices and will be subject to disciplinary penalties.
- b. Disciplinary penalty options include demerits, detention, or suspension at the discretion of the Dean of Students and the School Director.

O. Academic Cheating/Dishonesty/Plagiarism

1) Importance

Academic cheating, dishonesty, and plagiarism are forms of lying or stealing and are serious matters. Students who plagiarize or cheat on assignments, exams, homework, papers, projects, quizzes, or tests are stealing from others, dishonest with themselves, and deny the key Catholic school virtue of character formation. Students are expected to:

- a. take reasonable care to ensure their own work is not copied, even without their permission

b. attest to the absence of cheating by writing out the Seton Honor Code words “My work is honest, and I know of no cheating.” on all quizzes, tests, and exams.

2) Types and Examples

a. Copying words, sentences, images, or ideas in papers or projects without giving credit to the original creator. (In papers, credit must be given using parenthetical references or in-text citations or text notes as directed and on the “Works Cited” page. Use of the original author’s exact wording must be shown by quotation marks.)

b. copying information from a cheat sheet or another student’s paper and pretending it is your own knowledge

c. copying another student’s homework or otherwise turning in work and pretending to have done it yourself

d. on a quiz or test, pretending to have read a book or story yourself when you received the information from a friend, a website, etc.

e. finding out what was on a quiz or test from a student who has already taken it.

f. allowing another student to copy your homework, project, or paper so he/she can claim it as theirs

g. telling a student who has not taken a quiz or test what is on it.

h. helping a student to write a paper or do other work which he/she was supposed to do without help.

* Note: It is not cheating, dishonesty or plagiarism when a teacher has directed a student to allow another student to copy their notes or study guide because of a legitimate absence from class.

3) Cheating/Dishonesty/Plagiarism Remedy Process

a. Teachers who suspect a student of cheating, dishonesty or plagiarizing shall take possession of the item in question (if applicable) and confront the student with the accusation then report their findings to an Academic, Honesty and Integrity (AHI) Committee of an odd number of not less than three (3) persons appointed by the School Director.

b. The AHI Committee shall not include the School Director.

c. The AHI Committee shall weigh the findings from the teacher and any rebuttal or defense from the accused student and/or the student’s representative then determine guilt or innocence and assign an appropriate penalty.

d. Disciplinary penalty options include demerits, a grade of “F”, a grade of zero, a complete rewrite of the assignment, detention, suspension, a combination of the

above, or expulsion. If a grade of zero results in a failure of the class, the student will need to retake the entire class. The penalty for a second AHI Committee guilty verdict should be expulsion.

e. Students found guilty by the AHI committee may appeal to the School Director whose decision will be final.

P. Academic Honors

1) 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.

2) National Spanish Honor Society

The National Spanish Honor Society recognizes students with high academic achievement in Spanish. Specific requirements for acceptance are available from the Seton lead Spanish teacher.

3) Honor Roll

After each quarter, students who achieve an average of at least 93, with no grade below 77 and no incompletes, are named to the Seton Honor Roll - First Honors. Students who achieve an average of 85-92 with no grade below a 77 and no incompletes, are named to the Seton Honor Roll – Second Honors.

Q. AI Policy

(See Addendum A, also found on the Seton School website, setonschool.net, under Academics)

CHAPTER IV

ADMINISTRATIVE POLICIES, PROCESSES AND PROCEDURES

A. Safety and Security

1) Visitor Control

During the school day, anyone visiting Seton School must sign in at the main office (high school front office) and get a dated and timed visitor's pass.

- a. Friends of Seton students may not visit Seton during the school day for an activity without advance permission from the Main School Office (703-368-3220).
- b. The visitor must be neatly and modestly dressed according to the classroom or activities dress code appropriate for the visit.

2) Entrances

Only one entrance will be used to enter the main building (the entrance near the front office). Only one entrance will be used to enter the Corpus Christi Building (the entrance facing the high school building). All other exterior doors must remain locked during the school day.

3) Fire Drills and Shelter in Place Drills

Seton School will conduct fire drills and shelter-in-place drills during each school quarter as described in the Seton Crisis Management Plan.

B. Admissions Policy and Procedure

1) Admissions Policy

- a. Seton School's operations, teachings, policies, and code of conduct are consistent with the tenets of the Holy Roman Catholic Church. Seton School welcomes students of all racial and ethnic backgrounds and is non-discriminatory.
- b. Seton School is not authorized, nor funded nor equipped with the personnel or the facilities to work effectively with children who have emotional or behavioral problems or who need special education. Given these limitations, parents must make an educated decision about whether to pursue applying to Seton.
- c. Parents of students with a professional psychoeducational evaluation or an IEP, ISP, or who have been previously enrolled in a special education program must supply those records when applying to Seton School.
- d. Although Seton is a Catholic school, non-Catholic students are welcome to apply. When applicants outnumber spaces available, preference is given to students with a strong Catholic identity.

2) Admissions Procedure

- a. Electronic applications for the following school year are available in early September through early January on the Admissions page of the Seton School website.
- b. Applicants receive an online, fillable PDF, and an admissions packet including the School Director's cover letter, Seton's Admissions Requirements & Procedures, and a Records Release form. All required fields must be filled-in or the application will not be considered complete. Once the form is properly completed and submitted, applicants must send-in a non-refundable \$125 application fee (per child) to the office, directed to the attention of the School Administrator at: 9314 Maple St., Manassas, VA 20110. The application will not be processed until the admission fee has been received.
- c. All supporting admissions documents, including required records and transcripts should be mailed to the Seton office or emailed to records@setonschool.net. Application packets may also be obtained from the Seton office upon request.
- d. Parents of non-current Seton families are required to meet with Seton's Director as part of the application process. This meeting will normally occur the day of the applicant's test session. After the student's test date is confirmed, parents will receive a Signup Genius link to sign-up for an interview slot.
- e. Non-current Seton families interested in Seton are strongly encouraged to attend the Seton Open House for parents and prospective students. The Open House provides an excellent opportunity to learn about the philosophy and academic standards of Seton School. Following the formal presentation, visitors meet members of the faculty, tour the school, talk with current students, and attend "mini classes" in several subject areas.
- f. Additional information about Seton is available by watching welcome videos from our founder, Mrs. Anne W. Carroll, our Department Chairs, and some of Seton's integral volunteers. These videos can be found on the website under the Admissions tab.

C. Arrival and Departure

1) Arrival Times

- a. 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.
- b. The first bell rings at 8:15 a.m. Tuesdays through Fridays and 9:30 a.m. on Mondays. On Mondays, students are required to be on time and attend the 8:30 a.m. Mass at All Saints Church.
- c. The second bell announces the beginning of the first period at 8:20 a.m. (9:35 a.m. on Mondays). Students are expected to be on time for class. Students arriving after the beginning of the period (or after the start of Mass on Monday) are considered

tardy (for more information on excessive tardiness see Penalties for Excessive Absences/Tardiness in Section E.5 of this chapter).

d. Since Seton School cannot be responsible for students except during school hours, students should not arrive at school earlier than 7:45 a.m. (30 minutes before the first bell) unless there is a school activity requiring otherwise.

2) Manassas Special Use Permit Concerns

The zoning for the area where Seton is located would not ordinarily permit a school in this location. However, the City of Manassas issued a special use permit allowing Seton to operate at our location under certain conditions. The following instructions for parking, dropping off and picking up students are related to the City's stipulations. Violations of these restrictions could endanger Seton's special use permit so cooperation is essential.

3) Dropping Off and Picking Up Procedure

- a. All school traffic to drop-off and pick-up students must enter Cherry Street from Prescott Avenue, proceed along Cherry Street (stop at the stop sign), turn left on Maple Street, then turn right into the school driveway for either school building.
- b. Form a double line in the driveway and pull up as far as possible. Please maintain traffic flow and go around the loop again if your student(s) are taking a long time to arrive at your vehicle.
- c. Move your vehicle out of the driveway as soon as your student(s) have cleared your vehicle safely and watch out for pedestrians.
- d. 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.
- e. Do not drop off or pick up students on the streets around Seton.
- f. Always follow instructions given by the school crossing guards.
- g. Students must be picked up no later than 4:00 p.m.

4) Parking Lots

- a. The spaces in Seton parking lots should be used before parking on the streets.
- b. Seton has parking lots located in front of the main (high school) building, in front of the Corpus Christi (junior high school) building, behind the Corpus Christi building, and the lot for senior parking located at the intersection of Maple Street and Quarry Street.
- c. Underclassmen are not allowed to park in the senior lot during the school day.

5) No Parking Areas

- a. In front of the driveways on Maple or Cherry Streets.
- b. In front of Ames Funeral Home or in the funeral parking lot.
- c. In the tenants' parking spaces.

- d. On Fairview Avenue.
- e. Anywhere a NO PARKING sign is posted or prohibited by law.
- f. In the school driveways. If you must leave your car (even if you think it will be for just a moment), park in the parking lot in consideration of others.
- g. In parking lot spaces during drop-off and pick-up times to avoid interrupting the traffic flow.
- h. In front of another car without that driver's knowledge and permission.

6) Parking Registration

- a. All vehicles driven to school by students must be registered. 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.
- b. Faculty, staff, and parents who regularly volunteer at Seton 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.

7) Drivers Departing to Activities

Seton relies heavily on parents and coaches to drive students to sports and other activities. Only siblings may ride with student drivers departing from Seton to attend Seton sports or other activities unless both the driver and passenger have written parental permission.

D. 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.

Monday (UPDATED 9/2/22) 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)	Tuesday/Thursday 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)
Wednesday with Assembly 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)	Wednesday with Holy Hour 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)
Wednesday NO Assembly 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)	Friday (Mass) 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)

E. Attendance Policies and Processes

1) Absent/Tardy Process for School Days

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 the student's name and grade, the reason for being absent or tardy, and 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) must sign-in at the Corpus Christi office before going to class if they are tardy for the first period of the day and must sign in at the main office if they are tardy after the first period.

e. All Seton students who arrive at school after the first period must sign-in at the main office.

f. Tardiness is disruptive to the class and results in loss of instruction time for the student. All tardies are considered unexcused unless there is a doctor's note or a weather or traffic emergency. Three unexcused tardies will result in a call or email to the parents from the first period teacher (or Religion Teacher if from Mass). Any additional tardies for that quarter will result in a Lunch Study Hall – spending 20 minutes of the lunch period in the Test Box room.

2) Absent/Tardy Process for Mass

- a. 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 to arrive at All Saints Church in time to be in a pew before the entrance hymn begins.
- b. Students arriving late to Mass are to sign in at the back of the Church. Students missing Mass are to turn in a parent note or parents are to call the Absent/Tardy Line. Tardiness to Mass follows the same consequences as stated above (section E.1.f) except the count goes all year and does not reset each quarter.

3) Absent Process for Planned Family Vacations

- a. Family vacations during school days are discouraged.
- b. 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.
- c. It is the student's responsibility to complete all assignments including homework, tests, quizzes etc. as required by each teacher.

4) Assignments Missed During Absences

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

5) 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 at the discretion of the teacher and will start getting demerits and subsequent detentions for any time they are late after seven.

- 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 at the discretion of the School Director.
- d. Teachers have the authority to give consequences for late or tardy students based on the teachers' classroom policy.

6) Early Dismissals During the School Day

- a. 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 the student's name and grade, the date and time to be dismissed from class, the reason, and the signature of the parent or guardian.
- b. 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.
- c. 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.

F. Inclement Weather Policy and Process

- 1) If the weather causes Seton School to either close for the day or have a delayed opening, an announcement will be made by 5:30 AM that morning through the Jupiter Ed message system (Seton NO LONGER follows PWCS). The announcement will also be on the Seton website.
- 2) For delayed openings, classes will begin at 9:30 a.m.
- 3) If weather becomes inclement while Seton School is in session, 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 deciding if it is safe to drive to and from their location.

G. Medical Protocols

- 1) Each student must have an immunization record on file in accordance with Virginia state law.
- 2) During the school day, students should report to the school office for any medical problem (headache, illness, injury, etc.). If it appears a student needs to go home, someone from the office will contact the parents or guardian. If a parent or guardian cannot be reached, the emergency contact(s) will be called.
- 3) Parents must file a signed, written statement with the School Administrator for any student who must carry drugs for medical use. The statement must identify the drug(s) and its purpose.

4) Parents must contact the School Administrator and provide a signed, written authorization before sending any medication (over-the-counter or prescription) to the school to be administered by Seton staff.

H. Office Hours

The school offices are open during school hours, as well as fifteen minutes before the first bell and fifteen minutes after dismissal each school day. All Seton School business matters should be conducted within these hours.

I. Copier Use

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

J. After School Hours Use

1) Academic School Buildings

After 4:30 on school days, students are not allowed in any school building unless they are part of 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. The Corpus Christi building is locked 30 minutes after dismissal unless there are supervised activities taking place.

2) John Paul II Center (Gym)

a. No one is permitted in the gym outside school hours unless they are part of an organized school activity with a supervising coach or teacher, or special written permission has been granted in writing by the Athletic Director or School Director or his designee. Permission to use the gym must be obtained two weeks in advance of an activity by obtaining a form from the office.

b. No food, drinks, or gum are permitted in the gym except in supervised situations.

3) School Grounds Outdoors

No one should be on school grounds after school hours unless they are part of an official Seton activity.

K. 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.

L. Contacting Students

Parents may call the school to leave messages for their children. Urgent or emergency messages will be presented to students promptly. Students are able to use the office phone to phone home for illness, injury, scheduling issues or other urgent matters. Students may not receive calls, emails or texts on their cell phones at any time during school hours.

M. Lost and Found

1) Miscellaneous Items

Items of clothing and other miscellaneous items are placed 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.

2) Textbooks

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.

N. Students

1) Part-time Students

- a. Part-time students must follow the same procedures as full-time students for absence, tardiness and early dismissals as described in this handbook.
- b. Part-time students must sign-in and out in the Sign-In Sign-Out Book at the reception office each day except for the following. Those who have a first period class are not required to sign in and those who have an eighth period class are not required to sign out. (Demerits are given for failure to use this book properly).
- c. Parents of part-time students must call the school to report a student's absence in accordance with section E of this chapter above.
- d. 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 and will be assigned to a supervised study hall.
- e. Since announcements are most often made in the first and eighth period classes, it is extremely important for part-time students to read the announcements posted on the student message board and Jupiter Ed messages 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 separately.

2) 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.

3) Student Withdrawals

When a student must withdraw from Seton before the school year ends, parents must complete a withdrawal form (available in the front office) to confirm:

- a. all financial accounts are current,
- b. all books have been turned in,
- c. all student obligations have been satisfied,
- d. the new mailing address is provided, and
- e. the location of the new school is provided.

O. Volunteer Requirements/Parent Resource Organization

1) 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.

2) Parents are required to volunteer a minimum of 25 hours per year guided by the Parent Resource Organization (PRO) 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.

3) The PRO is guided by a group of volunteer parents who serve on the PRO Board. 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 communicate pertinent issues with the PRO Board members. PRO Board members, announcements, and ways to support Seton while serving PRO hours can be found on the Seton website under the "Support" tab.

P. Sentinel Weekly Newsletter

The Sentinel Weekly Newsletter is distributed via email every Thursday during the school year. It will also be posted online on the school's website.

CHAPTER V

FINANCIAL POLICIES AND PROCESSES

A. Tuition Payment System

1) Methodology

- a. All Seton families are required to use an independent 3rd party billing system called FACTS for tuition payments.
- b. Specific directions are provided by the Seton front office.

2) Frequency Options

- a. Tuition may be paid annually at a discounted rate. Annual payments are due on Aug 15th.
- b. Semi-annual payments are due Aug 15th and Jan 15th.
- c. Monthly payments are due in ten installments starting on Aug 15th and ending on May 15th.

3) Required Fees

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

4) Class Fees

Certain classes incur additional fees to cover the cost of supplies. These fees will also be billed to families in October.

5) Other Charges

Teachers are not responsible for collecting money. Field trip charges, lost book fees, etc. must be paid directly to the front office with checks made out to “Seton School”. Please note the purpose on the memo line of your check.

6) Late Payments

After the 30th of each month, delinquent accounts are subject to a \$20 late fee. All payments are credited to the oldest unpaid statement charges. Student transcripts will not be released until all tuition and fees are paid in full.

7) Returned Check Policy

Each returned check will be charged a fee of \$30.

B. Financial Aid

- 1) Families of students accepted to attend Seton School who would like to apply for Seton tuition financial aid must complete and submit a financial aid application and provide requested financial documentation to the FACTS Grant & Aid Assessment no

later May 15. FACTS assesses a family's financial situation and recommends to Seton School the level of aid a family needs.

2) The Seton administration makes the final decision on Seton tuition financial aid. The financial assistance comes through a work program. Families receiving reduced tuition to attend Seton must work in various capacities to contribute to the betterment of the school. If the assigned work is not completed, the tuition will be reassessed. For additional information about FACTS, please refer to: <https://factsmgt.com/parent-faqs/>.

C. Annual Ad Campaign Fundraising

1) 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.

2) 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 who 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.

D. Purchasing and Reimbursements

1) Purchasing Process

All purchases for Seton School must be approved by the School Administrator or the School Director. Parents and teachers making purchases by telephone or over the internet may submit a purchase order request to the School Administrator who will make the purchase using the Seton credit card.

2) Reimbursement Process

Reimbursements for approved purchases must be obtained by submitting the original receipt with a detailed note on the reason of the purchase. No reimbursements will be made without a proper receipt. Reimbursement requests should be submitted within 60 days of when they occur.

E. Handling Cash

1) Two unrelated persons working together must count the money received at the time of receipt and fill out the "Requirements for All Cash Deposits Form" (available at the front office), and seal it along with the money in an envelope.

2) The sealed envelope containing the money must be deposited on the day it is received into the Lock Box near the front office. Under no circumstance is money to be taken home to be counted.

3) In rare cases, uncounted money may be sealed in an envelope if it is clearly labeled with the name of the responsible person and put into the Lock Box. The following day it must be retrieved from the School Administrator and counted as described above.

4) 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.

F. Accounts for Clubs and Other Activities

All clubs, organizations, fundraisers, activities, etc. must maintain financial records showing income and expenses. Officers of these groups must follow instructions of the School Administrator regarding record keeping and handling.

CHAPTER VI

TECHNOLOGY POLICIES

A. General Restrictions

- 1) Computer and internet access at Seton is encouraged and made available for further education and research but only when it is consistent with the mission of Seton School for academic and school-related purposes.
- 2) 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 using a private device or school computer while on the Seton campus for any of the following activities (This list is not meant to be all-inclusive). Students may not:
 - a. Violate any local, state, federal or international laws applying to computer or internet use, including but not limited to copyright infringement, plagiarism, software licensing, harassment, slander, and obscenity.
 - b. 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.
 - c. Hack, infiltrate or “sniff” school or outside computer accounts, or networks, or attempt to establish or establish contact into school-restricted computer nets or any other unauthorized databases.
 - d. Access, transmit, and/or retransmit material requiring a password or security authorization without legally possessing such password or authorization.
 - e. 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.
 - f. Use the equipment for games, social media, non-academic surfing and chatting, gambling, non-academic multimedia listening or viewing.
 - g. 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.
 - h. Use or include the school’s e-mail address in non-school web pages.
 - i. Use school computers for social media, to enter chat rooms or for online messaging.
 - j. Download and/or install software. This includes copyrighted software, shareware, and freeware.
 - k. Use any school equipment to duplicate any bootleg software.
 - l. Modify school computers, including additions, deletions and changes of software, settings preference, properties, or account customization.

- 3) Students must agree to obey these restrictions and report any misuse of the system to the appropriate teacher or administrator.
- 4) Misuse or violation of the restrictions in this chapter comes in many forms, but can be viewed as any messages, information or graphics sent or received that include/suggest pornography, unethical or illegal activities, racism, sexism, or inappropriate language. Violations may result in the loss of student computer access and may result in further disciplinary and/or legal action, including but not limited to demerits, detention, suspension, expulsion, and/or referral to legal authorities.

B. Social Media

- 1) As disciples of Christ, we are called to witness and live our faith in every situation daily. Students must understand once something is posted on the internet it is discoverable and generally does not go away.
- 2) Seton students are expected to act in ways keeping with our Catholic Faith and values even when not on Seton property. So, students may not post the following on any social media site:
 - a. Any derogatory or negative comments, photography or video about other students, teachers, staff or the school.
 - b. Any inappropriate content, especially bullying.
- 3) Students may not film, photograph, view or encourage others to film, photograph or view inappropriate content.

C. Computer Usage

1) Computer Classrooms

Seton is equipped with two computer labs. Both labs are available for student school work ONLY and only if a teacher is present. All students must follow these computer lab procedures:

- a. Be respectful to others and to the equipment.
- b. 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.
- c. Do not bring food or drinks to the computer lab. One exception is bottled water. Do not store open bottles near computers.
- d. Be responsible for your assigned computer and work area.
- e. Do not move the computers or monitors from their positions. This can cause disconnection and excessive wear and tear of cables, connectors, and other equipment.
- f. Do not download ANYTHING or change computer settings unless approved and supervised by a teacher. All documents should be saved to an external drive.

g. NEVER stay in the lab without teacher supervision.

h. Respect everyone's right to study and learn. Collaborative work and QUIET conversation is permitted but refrain from loud talking, laughter or music.

2) Computer Disclaimer

a. Seton School does not have control of the information on the internet or in emails and some sites might contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material or material that is otherwise inconsistent with the mission of Seton School. It is impossible to filter or restrict access to all sites that might contain questionable information. However, the school uses a network filter to help maintain a safe computer operating environment. Additionally, the school may choose to block sites it believes distracts from the academic environment.

b. Seton School does not take responsibility for the content of any advice or information received by a technology user or the costs, liability or damages incurred as a result of access to school network resources of the internet, or any consequences of service interruptions.

D. Cell Phones and Other Electronic Devices

1) General

a. All electronic devices of any kind are prohibited for use or possession by Seton students and are subject to confiscation except as otherwise indicated below.

b. Confiscated electronic devices 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 charity.

c. Students are permitted to use cell phones only as indicated below. The term “cell phone(s)” also applies to “smart watch(es)”.

d. 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.

e. If any student has an urgent need to contact a parent during the school day, he/she must get permission from a teacher or staff member to go to the office and ask to use the office phone.

f. All rules applying to talking on a cell phone also apply to texting. Texting violates the policy of unpowered phones and is not allowed at any time during school hours.

g. Seton School is not responsible for stolen cell phones. Students may store their cell phones in a locker and use a lock on their locker.

h. Students may use their cell phone only in the high school building front lobby BEFORE THE FIRST BELL AND AFTER SCHOOL (this includes the sidewalk area in front of the main doors), or in front of a teacher or staff member.

- i. Students are not allowed to gather around any screens.
- j. 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.
- k. Any student violating any of the cell phone policies twice will lose the privilege to have a cell phone at Seton unless there are extenuating circumstances approved by the Seton Administration. (Cell phones might have to be checked in and out of the school office at the beginning and end of the school day).

2) Upperclassmen

- a. 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.
- b. If an upperclassman's cell phone is heard (but not out) and has therefore not been powered off, the student will receive a Cat I demerit, the cell phone will be confiscated and taken to the main office and their parents/guardian will be notified.
- c. If an upperclassman uses their cell phone without permission or supervision during the school day, the student will receive an automatic detention, a \$30 fine, the cell phone will be confiscated and taken to the main office and the student's parents/guardian will be notified.

3) Underclassmen

- a. Underclassmen (7th-10th grade) are not allowed to have a cell phones on their person or in their backpacks during the school day but may bring cell phones to school if kept in a car or stored in their lockers upon arrival.
- b. If an underclassman's cell phone is seen or heard or the underclassman uses a cell phone without permission or supervision during the school day, the student will receive an automatic detention, a \$30 fine, the phone will be confiscated and taken to the main office and parents/guardian will be notified.

*Note: For information on voice recording devices for note taking, see Chapter III Section N.

CHAPTER VII

CONDUCT POLICY AND RULES

A. Purpose and Execution

These rules and policies have been established to help students 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 must practice proper decorum and virtuous behavior. Violations of the conduct policies and rules below will be brought to the student's attention by a faculty or staff member and are subject to disciplinary action. Students who become aware of a violation but do not report it to a Seton faculty or staff member are also subject to disciplinary action.

B. Respect

1) Others

- a. How you treat others is a direct reflection of your true understanding of our common goal to be Christlike in all we do. All of us in the Seton community must strive to treat everyone around us with the same level of respect and consideration they would want to be treated themselves.
- b. Any displays of disrespect towards Seton faculty, parents, visiting adults, coaches, referees, or any other student may result in a demerit and/or an additional penalty depending upon the nature of the offense.

2) Personal Property and Lockers

- a. Each student is assigned a specific locker each school year for safeguarding their personal property and assigned school material.
- b. Students are responsible for safeguarding the contents of their assigned locker and must keep their assigned locker clean. Lockers will be inspected periodically.
- c. Students shall respect the material in their lockers and the belongings of others.
- d. Seton school is not responsible for student property so students should not bring valuable items to school. If it is necessary to bring valuable items to school, students should keep the valuable items in their possession or locked in their lockers.
- e. Students shall not steal, nor "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 might result in an immediate detention or suspension. Restitution is required.
- f. Any student books, papers, or other personal property left lying around after school hours might be confiscated and discarded. Return of the material might require a fine.
- g. At the end of the year, students must clean out their lockers and take home all their belongings. Anything left behind will be discarded.
- h. If a lock is used, the combination must be given to the Assistant Director.

3) School Property

- a. Students must respect all property belonging to the school.
- b. Each classroom must be picked up at the end of each class period and cleaned at the end of each day under teacher supervision.
- c. Students must not damage or write on doors, walls, desks, or other furniture; or in any way deface school property. Anyone who does so will receive demerits and/or an additional penalty depending upon the nature of the offense and be required to clean up and/or repair the damage.
- d. Students must not write in textbooks. Textbooks must be covered, cared for properly, and returned in good condition at the end of the school year.
- e. Students must not use, damage, or tamper with school property belonging to persons or organizations that might rent space from Seton.
- f. Damage to school property, including teachers' personal property, requires financial restitution by the student and family.

C. Prohibited Behaviors/Actions

1) Weapons

Weapons of any kind are prohibited on school property and at school activities. This includes but is not limited to all types of pocketknives. Such items will be confiscated and returned at the discretion of the School Director or Dean of Students.

2) Drugs, Alcohol and Other Illegal Activities

- a. Students found in possession of illegal drugs or drug paraphernalia on Seton school property or at Seton School activities will be expelled immediately and all Seton faculty and staff will be notified.
- b. If a faculty member has convincing reason to believe a student is in possession of illegal drugs or other prohibited materials, the student, his or her locker, backpack, and car may be searched.
- c. Abuse of the Seton Medical Protocol for authorized drugs (See Chapter IV, Section G) is subject to suspension or expulsion.
- d. Students in possession of alcohol on Seton School property or at Seton School activities are subject to suspension or expulsion.
- e. Students suspected by at least three faculty/staff members of being under the influence of alcohol or illegal drugs during school hours or at a Seton School activity will be suspended or expelled.
- f. Students participating in any illegal activity are subject to suspension or expulsion.

3) Threatening, Foul, or Objectionable Writing or Speaking

Students who speak or write threatening, foul, or objectionable words in emails, social media or any other type of communication are subject to disciplinary action including suspension or expulsion.

4) Bullying

Bullying of any kind, including but not limited to intimidation, taunting, excessive teasing, cyber bullying, blackmail, spreading false rumors or slander online, is prohibited and subject to disciplinary action including suspension or expulsion. This applies whether or not the target is a Seton student or someone outside of Seton School.

5) Fighting

Fighting or threatening to fight are prohibited and subject to demerits, detention, suspension or expulsion.

6) Impeding a Disciplinary Investigation

Intentionally impeding a disciplinary investigation is subject to disciplinary action including suspension or expulsion.

7) Skipping

Students must not skip class, study hall, assemblies, Mass, etc. The penalty for such skipping is subject to two Category II demerits, detention, or suspension.

8) Public Displays of Affection (PDA)

Although a mutually desired hug is an acceptable greeting, romantic public displays of affection (PDA) are strictly prohibited among students on or near Seton property, in vehicles, and at any Seton activity. Inappropriate PDA include, but are not limited to, kissing, embracing (other than greetings), sitting in someone's lap, walking arm-in-arm, holding hands, or any other action that suggest more than simple friendship.

9) Leaving Campus

- a. Students are not permitted to leave the Seton campus during school hours without written permission from their parents or guardians, or with special permission in an emergency situation or as a senior privilege defined in Section G of this chapter.
- b. Students who do have proper permission to leave campus during school hours must sign out at the office. Students must return to their assigned classrooms when the bell rings.

10) Smoking/Vaping and Associated Paraphernalia

- a. Smoking and vaping are not permitted on or near the Seton campus or at Seton activities. A student caught smoking or vaping on or near the Seton campus or at a Seton activity will be suspended, any associated paraphernalia will be confiscated, and their parents will be contacted. The same rules apply to all tobacco products. (See sports policy on smoking).

b. Students are not permitted to possess cigarettes, e-cigarettes, vapes, or any smoking paraphernalia on school property or at a school activity.

11) Chewing Gum

Students are not permitted to chew gum or tobacco products on the Seton campus. Students violating this will receive a Category I demerit, and may also be assigned to do “gum cleanup.”

12) Loitering

Students are not permitted to loiter anywhere in the areas near the school.

13) Littering

Students may not litter on or near the Seton campus or at any Seton Activity.

14) Entering an Office/Faculty Lounge Without Permission

Students are not permitted to enter any office or the faculty lounge without permission from a faculty or staff member.

D. Classroom Rules

1) General

- a. The general classroom atmosphere must be conducive to learning and students must be respectful to the teacher and to each other.
- b. Students must follow the teacher’s direction regarding school rules and discipline in his or her classroom.
- c. Teacher substitutes are the authority for the regular teacher in that class so students must respect them as they do their regular teachers.
- d. Students are expected to be alert and attentive so working on assignments for other classes while attending a class in session is not permitted. A violation of this rule may result in the confiscation of the books and papers for the other class.
- e. Students should 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.
- f. Students are not permitted to leave the classroom without a properly completed pass (found in their student planner) or a tardy slip from their teacher..

2) Tests and Quizzes

- a. When taking tests or quizzes, students must ensure there are no unauthorized electronic devices, materials or notes in their field of vision providing an unfair advantage or enable cheating.
- b. A student excused by a teacher during a test or quiz must report to an assigned study hall with a proper pass from the teacher.

E. Outside of Classroom Rules

1) Students are not permitted in the hall, lobby area, gym or outside at any time while class is in session, except for:

- a. assigned lunch periods;
- b. students needing to use the restroom;
- c. students with specific instructions from their teacher (a hall pass located in their student planner or a separate pass is required); and
- d. seniors with outside study hall privileges.

2) When confessions are being heard, students may go to confession with the teacher's permission, and only when confessions have been announced for their classroom. Students are not permitted to loiter on the way to or from confession. Students are responsible for any work missed and must meet the assigned deadlines.

3) Students may sign up for Adoration only during their free time or with their teacher's permission. They are responsible for any work missed while at Adoration and must meet the assigned deadlines.

F. Lunch Periods

1) Seton students have the following lunch options:

- a. Bring a bag lunch.
- b. Hot lunches are sometimes available as announced in the Weekly Sentinel.
- c. Beverages and snacks are available from vending machines.

2) Students must dispose of their own trash and recyclables and NO food or trash may be thrown.

3) All students are responsible for the order and cleanliness of the lunch area and will be assigned cleanup duties by lunch duty teachers. Students who fail to do his/her assigned duty, will receive a demerit.

4) Food and beverages must not 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.

5) After school, food and beverages may be consumed only outside or at an organized activity.

6) Use of the gym during lunch periods is at the discretion of lunch duty teachers and only with their supervision.

G. Privileges

1) Senior Study Hall

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 must be in their assigned study hall location.

2) Senior Lunches

a. Seniors may eat lunch in designated lunch areas or under the portico.

b. Seniors who have a grade average of 90% or better or no detentions (or demerits qualified for a detention) from the preceding quarter, may sign out at the front office and go off campus for lunch once a week.

c. Written permission must be on file in the front office for off-campus senior lunch privileges.

d. Seniors must be back on campus in sufficient time to avoid being tardy for class.

H. Vehicle Rules

1) Requirements for “Parking Lots” “No Parking Areas” and “Parking Registration” are covered in Chapter IV, Section C “Arrivals and Departures.”

2) Students are normally not allowed to go to their cars or linger around their cars during the school day except as described in Section G of this chapter.

3) If a student has an item too large for their locker, he or she may obtain permission to leave the item in the car and retrieve it at an appropriate time.

4) Students who abuse their driving privileges may lose the privilege of driving to Seton.

I. Miscellaneous

1) Ball Policy

Throwing balls of any kind in the parking lot areas of the school are not permitted at any time.

2) Street Crossings

a. When crossing guards are present, students must always follow their directions.

b. Horseplay or chasing across any streets in and around the Seton neighborhood is prohibited.

CHAPTER VIII

DRESS CODE

A. Dress Code Philosophy *

1) General Dress Code Philosophy

- a. Students show respect for their school and themselves by taking pride in their appearance.
- b. A dress code reflects the values of the institution that establishes the code. 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.
- c. A dress code focuses on equality and a sense of belonging and thus helps to eliminate competition to “out-dress” other students.

2) Seton Dress Code Philosophy

- a. All details of this chapter are considered part of the Seton School Dress Code.
- b. As long as a student is enrolled at Seton School, he/she should represent and reflect the image of the school.
- c. In an effort to boost school pride, the dress code allows students to be identified as members of the Seton community while on campus, or at a Seton sponsored event, as well as when traveling to and from school.

*Adapted from St John Paul the Great

B. General Guidelines

1) Clothing

- a. All clothing must be neat, clean, modest, and in good repair.
- b. The following are always unacceptable: see-through, tight or clingy 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.

2) Make-up/Jewelry

- a. Showy makeup and excesses in jewelry and/or attachments to clothing are not permitted.
- b. Boys are not permitted to wear earrings on school property or to school activities.
- c. Girls are not permitted to wear more than two earrings per ear, in the earlobe.
- d. No facial or body piercings are permitted.

- e. No tattoos may be visible.
- f. Nail polish is permitted.

3) Hairstyles

- a. Extreme or fad hair styles (including spiked hair or mohawks) or colors (including obviously dyed or bleached) are not permitted. The student may be sent home and allowed to return to school only after his or her hair has returned to normal color.
- b. Boys' hair must be no 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.
- c. Girls' hair must be neatly styled and combed.

C. Uniform Days Dress Code

1) Implementation

- a. The requirements of this section apply to all school days during regular school hours except as described in sections D, E, and F of this chapter or as announced otherwise.
- b. Students who do not conform to these requirements will be considered in violation of the dress code, subject to receive demerits and might be sent home.
- c. The uniform company you choose must know you are from Seton School in Manassas to ensure the color pattern is correct.

2) Outerwear

- a. Outerwear must be worn over the uniform shirt. Approved outerwear includes navy colored uniform sweaters, 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).
- b. Uniform sweaters must be purchased through Flynn and O'Hara or Lands' End. Several styles are available in the required navy color with a gold "Seton" logo. Seniors have the option of purchasing one of the styles in gray with the gold "Seton" logo.
- c. During the winter months, students may wear winter coats outdoors, but must remove them before class, lunch or any other activity.
- d. Only seniors may wear GRAY colored outerwear.
- e. No other outerwear is permitted at any time during the school day anywhere on the Seton campus, inside or outside of the classroom, including sweatshirts and hoodies. This rule also applies during Mass at All Saints Church.

3) Shirts

- a. All students must wear a light blue dress shirt made of oxford cloth with a button-down collar and either long or short sleeves.

- b. French blue, other types of fabric, and brand-name insignias on shirts are not permitted.
- c. Button-down collar buttons must be buttoned.
- d. Shirts must be tucked in at all times.
- e. Long sleeves may be rolled up, but if not, cuffs must be buttoned. Short sleeve shirts may not be rolled.
- f. A plain white tee shirt, undershirt, or turtleneck may be worn under the oxford cloth uniform shirt. Undershirt sleeves may not protrude from either short or long sleeved uniform shirt sleeves.
- g. Shirts must have no more than one button unbuttoned at the top.
- h. 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.

4) Skirts

- a. Girls skirts must wear skirts covering most or all of the knee and must be purchased from either Flynn & O'Hara or Lands' End.
- b. When ordering a skirt from either company, identify yourself as a Seton family so you will order the correct skirt.
- c. All skirts come with a 2" hem. Order by July 1st to ensure delivery before the first day of school.
- d. Flynn & O'Hara skirts do not parallel traditional skirt sizing. They are sized by waist measurements. When ordering from Lands' End, use preferred school # 900057647.
- e. Girls in grades 7-11 may choose the following skirt styles:
 - Flynn & O'Hara Plaid Knife Pleat Skirt (Teen Long or Custom Length)
 - Flynn & O'Hara Navy 4 Kick Pleat Skirt (Teen Long or Custom Length)
 - Lands' End Navy School Uniform Solid Knife Pleat Skirt (Long or Below-the-Knee)
 - Lands' End Navy School Uniform Solid A-Line Skirt (Below-the-Knee)
- f. Girls in grade 12 have the additional style options of:
 - Flynn & O'Hara Gray 4 Kick Pleat Skirt (Teen Long or Custom Length)
 - Lands' End Gray School Uniform Women's Solid Pleated Skirt (Note: the max. length of 24.5 inches is not long enough for taller students)
 - Lands' End Gray School Uniform Solid A-Line Skirt (Below-the-Knee)
- g. The plaid wrap skirt is not permitted.
- h. Seton's Uniform Closet contains used skirts meeting the above requirements.

5) Pants

- a. Boys in grades 7-11 must wear navy dress slacks of traditional prep school style.
- b. Boys in grade 12 have the additional option of wearing gray dress slacks of the same style.
- c. 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.)
- d. Jeans or cargo styling, loose, dragging or tight styles are not permitted.

6) Shoes

- a. All students must wear plain brown, tan, black, navy blue or dark grey dress shoes with no more than minor, subtle decoration (no white stripes). Traditional, conservative styles such as oxfords, loafers or brown boat shoes are acceptable.
- b. Any shoe style considered as formal or more formal than the styles above is acceptable provided it has a closed heel, closed toe, and a low top (below the ankle).
- c. Shoes must be in good condition and worn properly. Shoelaces must be tied.
- d. Girls' shoe heels must be no higher than 2" measured from the back of the heel.
- e. Boys and girls may also wear all black low top athletic shoes provided they also have black soles and black shoestrings.
- f. Boots are permitted only in weather with snow or ice on the ground.

7) Socks

- a. Boys must wear socks.
- b. Girls must wear either socks, stockings or tights if not wearing leggings.
- c. Girls may wear leggings only if they appear the same as tights and the bottoms are completely covered by socks.

8) After School

- a. Students who remain on campus after school must be in uniform until they leave except as indicated in Chapter VIII, Section E below.
- b. Boys may remove their ties.

D. Non-Uniform Days Dress Code

1) Implementation

- a. The requirements of this section apply to the basic guidelines of Sections A, B, and C of this chapter with the exceptions listed below or as announced otherwise.
- b. The non-uniform day dress code applies to seniors on the first school day of each month and on occasional, announced non-uniform school days for other students.
- c. Seniors may wear nice sneakers on their monthly non-uniform days.

2) All Boys

During non-uniform school days, boys will wear a dress shirt, tie, belt, shoes and dress pants following the same guidelines of uniform school days except different colors may be worn. In cold weather boys may also wear a vest, sweater or dress jacket.

3) All Girls

During non-uniform school days, girls will wear dresses or skirts with blouses or sweaters following the guidelines of uniform school days, with the following additions:

- a. Dresses and skirts must cover the knees when sitting and cover most or all of the knee when standing.
- b. Dresses, skirts, tops, blouses and sweaters must not be short, tight, clingy, form fitting, see-through or low cut.
- c. 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.
- d. Necklines in tops or dresses must not be more than two inches below the collarbone (about the width of three fingers) and the back of the tops or dresses must not be open below the arm pits, unless a turtleneck or crewneck shirt is worn under them.
- e. 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.
- f. Lingerie camisoles are not acceptable. Other camisoles must meet the neckline requirement.
- g. Scarves to cover low necklines are not acceptable.
- h. Any type of dress shoes are acceptable.

E. Activities Dress Code

1) Implementation

The requirements of this section apply when traveling to and from, as well as during sports activities, play practices, field trips and other extracurricular activities.

2) Sports Activities and Play Practices

- a. Students may wear modest and appropriate jeans, shorts, sneakers and T- shirts. The bottom of shorts worn on Seton property or to any Seton activity must be at least fingertip length.
- b. All shirts must have sleeves except approved official sleeveless sports uniform shirts.
- c. Skinny jeans or leggings are not permitted.

- d. Tight clothing of any type, bare midriffs, low cut tops, tank tops, muscle shirts, see-through clothing or clothing with inappropriate words, symbols, or pictures are not permitted.

3) Field Trips and Other Extracurricular Activities

Clothing worn to field trips or other extracurricular activities other than sports activities and play practices must follow the requirements for non-uniform school days with the following exceptions:

- a. Boys are not required to wear dress shirts and ties but shirts must have collars.
- b. Boys and girls may wear dress pants, corduroy pants, sneakers and sandals.
- c. Girls may wear capris.
- d. Jeans of any color, shorts, leggings and tight-fitting pants or capris are not permitted.

CHAPTER IX

DISCIPLINARY SYSTEM

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

A. Dean of Students

The Dean of Students is 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.

B. Demerits

1) Authority to Issue

- a. Seton uses a demerit system to record and penalize any student's failure to comply with school requirements. The below policy applies to the most common instances, but the Seton School Director has the authority to impose consequences if any offense warrants a penalty not outlined below.
- b. The only Seton staff authorized to give demerits are teachers, administrators (including the office staff), the Dean of Students and the Seton School Director.
- c. Other authorized adults, i.e.: substitute teachers, chaperones, coaches, etc. may submit a list of student offenders and the offense with the appropriate action taken (if any) to the class teacher or Dean of Students for distribution of demerits.

2) Category I

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

3) Category II

- a. Category II demerits are 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.
- b. Severe offenses can result in multiple Category II demerits.

4) Demerit Slips and Record Maintenance

- a. Demerit slips are normally issued to the offending student at the time of the offense.
- b. If a student is reprimanded for a Category I offense, he or she may automatically receive a demerit even if not explicitly told.

- c. Copies of demerit slips are submitted to the Seton front office for record maintenance.
- d. Parents are notified through an automated email generated when demerits are recorded.

C. Consequences/Penalties

1) Detention

- a. 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:
 - Four Category I demerits,
 - Two Category II demerits, or
 - One Category II and two Category I demerits.
- b. 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.
- c. 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 to inform both the students and their parents. Parents and students also receive the detention notice by email.
- d. 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.
- e. Detentions must not 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.
- f. Failure to serve an assigned detention (including postponing more than once) will be subject to appropriate consequences.
- g. 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.
- h. Students receiving too many demerits/detentions might forfeit their eligibility to participate in activities such as plays and athletics. Some clubs and organizations have more restrictive limits for participation or holding office in those clubs.

2) Suspension/Expulsion

- a. Six Category II demerits in a quarter for high school students, and eight for junior high students, may result in a suspension.

- b. Nine Category II demerits in a quarter for high school students and twelve for junior high students may result in expulsion.
- c. 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.
- d. If a student receives a second suspension in a school year, for whatever reason, he or she may be expelled.
- e. 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.

3) Other

- a. 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.
- b. If such a consequence is assigned, the student will be responsible for notifying his/her parents.
- c. If a student fails to fulfill the assigned consequence, the teacher may give the student a Category II demerit.

CHAPTER X

EXTRACURRICULAR ACTIVITIES – SPORTS

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

A. General Philosophy

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

B. Background

- 1) Participation in Seton sports is a privilege, not a right. Playing time in games and scrimmages cannot be guaranteed to any particular player and is subject to the discretion of the coach according to what he or she sees as benefitting the team as a whole.
- 2) The Seton sports program includes junior high, junior varsity, and varsity teams for both boys and girls.
- 3) Players are selected by the coaching staff based on performance in tryouts, practices and games. Junior high teams concentrate on learning fundamental skills and physical conditioning to play the sport well. Junior varsity teams continue fundamental skill development and physical conditioning and also include more advanced preparation for the varsity level. Varsity players are selected based on their demonstrated advanced skill and knowledge of the sport so strategy and conditioning can be emphasized.

C. Sports Eligibility and Probation

- 1) Seton students are eligible to participate in Seton School sports when they have earned a passing grade in all their classes at the end of each quarter.
- 2) Student athletes who earn one or more grades of "F" are subject to academic probation as directed in Chapter III, Section K.

D. Parental Permission and Physical Exams

Students must have written permission from a parent or guardian and a physical examination to participate in a sport. If a student's physical fitness is in question, the coaches or Seton Athletic Director may require parents/guardians to provide a letter from a physician stating the student is sufficiently fit for athletic activity.

E. Parental Involvement

- 1) Parents are encouraged to become involved in Seton student athletics and should inform the coach of their student's team about their availability.

- 2) Coaching, providing transportation, and donating equipment are some of the ways parents may assist Seton in its athletic endeavors. All such donations of time and expense will be coordinated by the Seton Athletic Director.
- 3) During games and practices, parents who are not part of the coaching staff must respect the authority of the coaches over the players.
- 4) Parents should ensure their children under Seton age always remain with them during Seton games and activities.

F. Attendance Requirements

- 1) Members of Seton teams must attend all practices and games unless they have been absent from school that day or unless they have been previously excused. Players who are unable to attend a practice or have a good reason for being late for practice, must inform the coach ahead of time.
- 2) Players must attend at least four class periods during the school day and complete all tests due that day to be eligible for participation in a game or practice. Exceptions to this policy are at the discretion of the Seton Athletic Director and must be requested by a parent or guardian.
- 3) Students who maintain a job and therefore are not able to attend practice should consider themselves not eligible for sports.

G. Athlete Responsibilities

- 1) Student athletes are expected to take responsibility for their actions or failure to act. Students who forget clothing or equipment for a practice or a game are not allowed to go home during the school day to get it.
- 2) Players who suit up for games must remain on school grounds until they leave with coaches or parents/guardians and must remain where the games are played from the time they first arrive until their games are over.

H. Sports Seasons

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

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

I. Sporting Events and Cell Phones

Cell phones are permitted during sporting events only when a student athlete needs to communicate with a family member about details such as transportation concerns. Permission should be granted from the coach or adult driver to use the phone. Cell phones are not permitted for other purposes during games or while traveling to and from games.

J. Missing Class for a Game/Match

Student athletes who miss class to leave early for a game/match must contact their teacher(s) to make up any missed work. If a student misses a quiz because of a game/match, the student must take the quiz on the day they return to school.

K. Sportsmanship Policy

- 1) Seton players and spectators represent the school and all those who have ever attended it. Members of all our teams must represent Seton in a responsible way.
- 2) Good sportsmanship is emphasized at Seton. Players and spectators must not jeer, hiss, boo, or in any way display negative emotions toward the referees or opposing teams.
- 3) Cheering for Seton teams is encouraged!

4) Players, coaches, and spectators should:

- Always play fairly within the rules.
- Maintain poise and composure under pressure.
- Control our emotions and our tongues.
- Play as hard as we can in practices and games.
- Make a commitment to the team.
- Respect coaches, players, referees and opponents.
- Win and lose gracefully.

L. Inexcusable Athletic Behavior

1) Coaches have the authority to remove anyone from a Seton team for serious transgression(s) of the code of conduct.

2) Coaches must consider all factors and determine the extent of the discipline necessary to ensure Seton is well-represented on the playing fields/floors and fair and just corrective actions are taken with the best interests of the team in mind.

3) Students who do not take pride in the school as shown by egregious behavior or sustained disciplinary trouble are subject to removal from the team.

4) The following is a list of behaviors that cannot be tolerated and could 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
- Smoking, vaping, or any illegal activity.

M. Sports Transportation Policy

See Chapter IV, Section C.7.

CHAPTER XI

EXTRACURRICULAR ACTIVITIES

CLUBS & SOCIAL EVENTS

A. Clubs and Activities

1) Current List

The current list of clubs and other activities offered for Seton students is available in a document called “The Inside Scoop” located on the website.

2) New Requests

Extracurricular activities are encouraged and all reasonable requests for new clubs and other extracurricular activities will be considered if enough students are interested. New requests must be submitted in writing and approved by the School Director. Each club or activity must have a faculty or parent advisor.

B. Social Events

1) Scheduling

Social events are also encouraged and can be scheduled if approved by the School Director in coordination with the School Administrator and the School Events Coordinator.

2) Outside Guests

- a. Outside guests are not allowed at Seton social events except the Seton Prom.
- b. If a Seton student wishes to invite an outside guest to the Seton Prom, the student must fill out the Dance Guest Permission Form and the Seton Prom Agreement Form available at the front office. Outside guests to the Seton Prom cannot be over the age of 18.
- c. The Daughters of the King and Sons of the Most High events are retreats, not social events and outside guests are allowed.

3) Arrivals/Departures

After arriving for a dance or other social event, no student may depart from the event until the scheduled closing time without a written note from a parent or a phone call from the parent to one of the chaperones in charge. Students will not be admitted to a dance or other social event if they arrive more than one hour late without the permission of one of the chaperones in charge.

4) Music

- a. Music appreciation and enjoyment is an important part of a student’s education but music at Seton social events must be appropriate for a Catholic School.

b. Music advocating acts of violence, illegal or immoral activity, or bigotry in any form is prohibited.

c. Music at Seton social events must be approved by a designated faculty member or a chaperone in charge.

C. Extracurricular Money Procedures

All money associated with extracurricular activities must follow the procedures directed in Chapter V – Financial Policies and Procedures in coordination with the Seton School Administrator.

CHAPTER XII

GUIDANCE AND COUNSELING POLICIES

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. Focus

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. Goal

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. Priorities

The Guidance Department priorities are:

1) Academics

This includes guiding students to complete all course requirements on time.

2) Emotional and Social Support

This is accomplished in accordance with the Seton Counselor/Advisor Procedure and Policy available on our website.

3) Policy, Process and Procedure

This involves reviewing, developing, proposing and implementing written solutions to any issue related to the goal written in Section B of this chapter.

D. Guiding Principle

The guiding principle of the Seton Guidance Department is to follow the HARM principle and to err on the side of caution in sensitive issues by informing students and parents up front. This means the Guidance Department will report any known 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. Multiple Options

The Guidance Department will strive to offer multiple options for each family to choose based on the best information available.

F. Substantive Logs

The Guidance Department will keep a log of substantive contacts with students and their parents.

G. Disclosure Authorization

Before the Guidance Department intervenes in any sensitive issue, parents must sign the Parent/Guardian Authorization for Exchange of Information available on our website.

H. Outside Referrals

Seton School is not authorized, nor funded nor equipped with the personnel or the facilities to work effectively with children who have emotional or behavioral problems or who need special education. Families of Seton students who develop emotional, psychological, social welfare or mental health issues are referred to the list of outside professionals listed on our website.

END

Addendum A.

Seton School AI Policy for Students.

Purpose of the Policy

Since its founding, Seton has been grounded in a mission statement that focuses on the pursuit of truth, the development of right reason, fostering virtue, and striving for excellence. Therefore, in line with this premise, Seton's AI policy is grounded in this same mission statement. The following policy stems from the belief that "education is 'never a mere process of passing on facts and intellectual skills: rather, it aims to contribute to the person's holistic formation in its various aspects'" (*Antiqua et nova* §77). Furthermore, Seton's policy on AI seeks to incorporate an "approach [that] involves a commitment to cultivating the mind, but always as a part of the integral development of the person" (*Antiqua et nova* §78).

Faculty Resources

Seton faculty and staff may use any available resource in assisting them in determining if a student's work violates this policy. Faculty can utilize these tools on all papers or just those that are suspected of having issues. Seton School has adopted WinstonAI, and every Seton faculty member has access to it.

Levels of Infraction and Notifications

As stated in the Seton Handbook (Chapter III, section O. Academic Honesty and Integrity) "In developing Christian character, students are expected to exhibit honesty and integrity in all areas...Students are expected to use their own intellect to create, solve, analyze and/or compile information in order to reflect their own knowledge and ability and give full credit to others that may have helped or influenced their work...claiming an assignment as their work when Artificial Intelligence tools were used to perform the assignment task that was intended for the students' growth and education is a violation of academic honesty and integrity."

It is important for teachers to clearly state the intent of the assignment so students understand what they are expected to produce themselves. Artificial intelligence tools could be appropriately used to help with preliminary steps (narrowing options, generating lists of ideas) as long as this help does not directly contribute to the assignment's intent or the final product. All AI assistance should be documented and properly cited using current MLA standards.

Any teacher suspecting a violation or use of AI directly against the assignment instructions should meet with the student and discuss the assignment in question. Teachers have access to sample work from the student as well as online AI detection resources to bring to the student/teacher meeting.

Minor infractions will be addressed as outlined below. In the event of egregious violations (e.g., an entirely AI-generated assignment is submitted), the student will be referred to the Academic Honesty and Integrity Committee and subject to the penalties outlined in the Academic Honesty and Integrity section of the Seton Handbook.

Policy Violation Remedies

Depending on the nature of the AI Policy Violation, teachers may impose any of the following remedies to help the student demonstrate his/her authentic learning and learn to use AI tools properly (i.e., for process, not product).

- Redoing parenthetical references (in-text citations) and Works Cited to properly acknowledge the portion(s) of the assignment that utilized AI.
- Rewriting/redone a paragraph or portions of the paper/project/assignment - Rewriting/redone the entire paper/project/assignment.
- Rewriting/redone the entire paper/project/assignment on a different topic chosen by the teacher.
- Providing copies of references with relevant information highlighted, if not already required by the assignment.

In all instances, a deduction of 5%-20% from the overall grade for the assignment will be applied at the teacher's discretion, based on the nature of the violation.