

Seton School Handbook

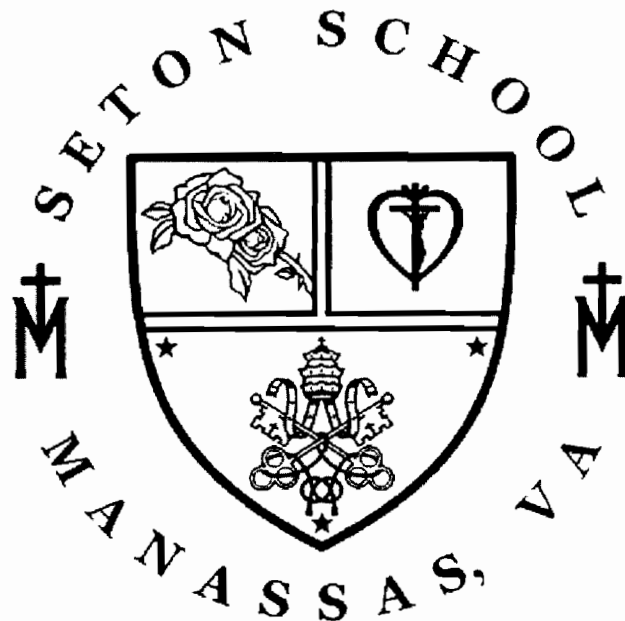


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Absence/Tardy Line (703) 368-6604
Available 24 hours — please call before 9:30 am

Corpus Christi Center
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"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.

Mission of Seton School

Our young people cannot announce the Good News unless they have heard it. They need to hear it in their homes and in their schools. In His infinite mercy, God has chosen Seton School to be one instrument by which young people can hear the truth. All of us at Seton would be the first to admit that we are weak instruments indeed, but we take consolation in St. Paul's words, "God uses the weak things of this world to put to shame the strong." The good that Seton does is done by the grace of God, and through God's generosity this good will spread far beyond the walls of Seton.... Please remember Seton's educational apostolate in your prayers, for without Him we can do nothing.

About Seton School

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

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

History of Seton School

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

The student population at the Manassas school remained under 100 until 1989. In 1992 the St. Joseph wing was dedicated by Arlington Bishop John Keating. The number of students grew from 135 at the end of the 1992 school year to 186 at the end of the 1993 school year, and reached 250 during the 1993-94 school year. In 1994 the occupancy permit was obtained for the multipurpose John Paul II Center. With the addition of Our Lady of the Rosary classroom wing at the beginning of the 1995-96 school year, Seton enrolled 330 students that year and is now at maximum student capacity of approximately 350 students in grades 7-12. In January 2006 Seton opened the Corpus Christi Center. As a private, independent institution, Seton has financed all of its physical expansion through tuition and donations from Seton families and friends of Seton.

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

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Spiritual Formation

Give to the Lord, you families of nations, give to the Lord glory and praise; Give to the Lord the glory due His Name! Bring gifts, and enter His presence; worship the Lord in holy attire.
— 1 Chronicles 16:28-9

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

Weekly Masses

The Seton school week begins with Monday Mass at 8:30 a.m. at All Saints Church. Students are to sit together in the front rows of the center section of the church; girls on the left, boys on the right. Students who arrive early for Mass at All Saints should go into church and prepare themselves for Mass. They may not congregate in the parking lot, the church vestibule, the courtyard, or on the patio or sidewalk in front of the church. Classes begin at 9:30 a.m. on Monday.

A second school Mass is held at the school each week on Friday. School is dismissed at 3:00 pm on that day. The time of the Mass will depend on the priest's schedule and will be announced each week in the school newsletter, the Sentinel.

Mass Attendance

Attendance at the Masses is required for all students as part of the spiritual formation provided by the school.

Mass Tardiness/Absence

Out of respect for our Lord and the congregation, every effort should be made so that students arrive at All Saints in time to be in church and in a pew before the entrance hymn begins. Students who arrive late to Mass must turn in a proper tardy excuse to the office (see "Administrative Policies and Procedures"). Tardy students are listed and those students on the list for whom no note has been turned in receive an automatic demerit. (An extra day is allowed for turning in an excuse for Mass tardiness.)

Students must turn in a proper absence excuse if they miss a Monday morning Mass.

Mass Attire

At the All Saints Mass and the Mass at school, outerwear other than the appropriate dress code sweater or jacket may not be worn.

Visitors to a Seton Mass

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

Serving Mass

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

Other Spiritual Activities

Chapel

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

Opening Mass

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

Daily Rosary

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

Daily Prayers

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

Monthly Holy Hour

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

Days of Recollection and Retreats

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

Spiritual Teen Night

An evening of fun, games and spiritual activities which include Mass, Confession, Eucharistic Holy Hour and prayer and praise through music is held once a year.

All Souls Day Pilgrimage to Cemetery

We walk to the cemetery across from All Saints Church after Monday morning Mass. Each homeroom meets at an assigned grave and prays a decade of the Rosary for the faithful departed.

Christ The King Procession

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

Pilgrimage to Shrine

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

May Crowning

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

Graduation Mass

This Mass is celebrated at the end of May or the beginning of June and opens graduation exercises.

Champions of Our Lady

The Champions of Our Lady (COOL Club) encourages the spiritual formation of its members and enhances the spiritual life of the school. Meetings begin with prayer in the chapel at 2:50 p.m. each Thursday.

Academic Policies

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

Religion

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

Graduation Requirements

A minimum of 24 academic credits in high school subjects is required for graduation. A student must achieve an overall GPA of 77% to graduate. In addition, all seniors are required to participate in a pro-life speech competition.

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

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

Logic, which is a component of English 10, is required for graduation. A student who has not passed English 10 on campus may take the Seton Home Study School logic course or the summer school class offered at Seton.

If a senior is taking a home school course required for graduation, all of the work must be completed by April 15 of the senior year. If it is not, the student will not be allowed to receive a diploma earlier than June 15, regardless of when the work is actually completed.

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

Junior High Grade Requirements

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

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

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

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

Home Study

A student may receive Seton graduation credit for a home-schooled mathematics or grammar course only if he or she passes a qualifying test at Seton. With these exceptions, Seton will accept credits and grades from a formal home school program, college class, or public school class.

If a parent or tutor devises and teaches at home a course approved by the department chairman and certifies that the student has passed the course, the course will be recorded on the transcript and credit will be given, but the grade will be "P" for pass. If the student wishes a numerical grade to be averaged into the grade point average, the student must take a final exam from the equivalent Seton course and the grade on that exam will be recorded on the transcript as a home-schooled course

Courses taken Elsewhere than Seton

Courses taken at other schools (including those taken by transfer students) or on home school will be so indicated on the transcript. Grades for these courses will not be averaged into the Seton GPA, and therefore will not count for the 77% graduation requirement, the National Honor Society, or valedictorian and salutatorian.

Summer School

Students must have a minimum grade of 55 in a course in order to be allowed to retake the course in summer school. Students having less than 55 must retake the complete course. Both the regular school grade and the summer school grade will be recorded on the transcript and will be averaged equally in the GPA.

Changing/Dropping Classes

If a student drops a course during the first quarter, it will not be recorded on the transcript. If a student drops a course after the first quarter, it will be recorded as "WP" (withdrawn, passing) or "WF" (withdrawn, failing), depending on the grade at the time of withdrawal. If the student retakes and passes the entire course on campus or in home school, the "WP" or "WF" will be removed.

The proper form must be obtained from the Guidance Department to request a dropping or changing of a class. The form requires signatures of the Director, a parent, and all teachers whose classes would be affected. A \$10 fee must be paid for each class change requested.

Students will not be admitted to a new class, study hall or lunch period until they have turned in the proper request form with fee at the office and received an admittance form to the new class, study hall or lunch period.

Homework

It is essential for the student's progress that homework be completed on schedule. If homework is not handed in when due, a demerit may be given. A reduction in the grade for the assignment may be made at the rate of 5% per day late up to a maximum of 50%. After that, at the teacher's discretion, assignments may not be accepted or may receive a zero. Exceptions will be made only in rare circumstances. A junior high student is expected to do one to two hours of homework per night; a high school student two to three hours per night on an average. If a student appears to be doing considerably less or more, the parents should contact the school. **If a student did not do his or her homework on the day assigned, he/she may be sent to lunch-time study hall to finish it.**

Absences - Grade Penalties

A student who is absent more than seven days in a quarter may be penalized by up to a five-point reduction in the quarter grade for each day over seven that he or she is absent. Three tardies will count as one absence for grading purposes. **If a student misses seventeen days of school, he or she can not go on to the next grade without a vote of the faculty. Furthermore, at teacher discretion, the student may have to repeat an individual class if he or she has been absent seventeen times from that particular class.**

Make-up Work

When absent, students have as many days to make up work and tests as the number of days they were absent. It is the student's responsibility to arrange make-up work with the teacher. Make-up tests may not be taken during class time. A penalty of five points per day may be assessed for work not made up on time. **If a student is absent a single day, make-up work must be made up on the day returned in either lunchtime study hall or after school study hall.**

Interims

An evaluation of the student's progress by each teacher will be mailed to the parents midway through each quarter.

Report Cards

Report cards will be distributed at the quarterly meetings of the Parent Resource Organization (PRO). Parents who are unable to attend the PRO meeting may pick up their children's report cards the next day at the school office. Students' financial accounts must be paid in full and other obligations fulfilled before report cards will be given to parents and before transcripts will be mailed to other schools.

Grade Scale

Seton School gives numerical grades: The letter grade equivalents are as follows: A, 93-100; B, 85-92; C, 77-84; D, 70-76; F, below 70.

Academic Honors

The Honor Roll is announced quarterly. Students who have achieved a report card with no grade lower than 93 make First Honors. Students with no grade lower than 90 make Second Honors; Students with no grade lower than 85 make Third Honors. A student must take at least four classes to be named to the Honor Roll.

Academic Probation

If the faculty judges that a student is not working up to his potential, certain academic standards (usually a C average) might be set as a condition of the student's remaining at Seton.

Parent-Teacher Conferences

Teachers will be available on designated days after report card distributions for those parents who wish conferences. (Sometimes teachers will request conferences with parents on those days.) In addition, conferences may be scheduled at any time during the school year by appointment.

Cliff / Monarch Notes

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

Textbook Use

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

Tape Recorders

Students using tape recorders to tape classes must 1) have permission from the teacher in the class to use a recorder to aid in note taking; 2) be mindful of what is on any tape brought to school -- students are responsible for anything inappropriate on their tapes; 3) never use the tape recorder for any non-class purpose; and 4) never tape anyone who does not know he is being taped. Any student who violates any of these rules will forfeit his privilege to use such devices and will receive appropriate punishment.

Honesty

Cheating is a serious matter. Students are expected to take reasonable care that their own work is not copied, even without their permission. The Seton Honor Code ("My work is honest and I know of no cheating.") is to be written on all quizzes, tests and exams.

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

Language Department Requirements and Policies

Language Requirements

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

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

The language department teachers encourage students, especially junior high language students, to take more than the minimum language requirement. One possibility, though we would recommend more than the one required year of Latin, is for students to take one year of Latin and two years each of two modern languages.

Colleges and universities, in general, prefer three to four years of one language so that students gain depth in one language. A few colleges require at least three years of one language. Scholarship committees usually prefer three or more years of a language.

Language Department Enrollment Policies

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

Seventh and eighth graders may take Latin, German, or French.

For a seventh grader to be eligible to take one of these languages, that student must show competency in English grammar. Competency is based upon sixth grade English/grammar grades of B+ or better or on a grammar achievement test approved by the head of Seton's English department. Registration is conditional. The student should maintain a B+ average. At the end of the first quarter and at the end of the first semester, the student will be evaluated by the teacher. If the student is not ready to succeed in the language, the student may withdraw with no penalty.

Registration in a language for a seventh grader includes the expectation that the student will take the second year of the language as an eighth grader.

Students must be in ninth grade or above in order to take Spanish.

An average of 77% or better is needed for any student to go to the next level of a language. Teachers should notify the parents and students as soon as possible if the 77% requirement is not being met so that arrangements for remedial help may be made. If a student's average is lower than 77%, the student may go to summer school or may have tutoring which is approved by the teacher involved. The Guidance Department can register any student for the next level of the language. At the end of August the registrar and the teacher will determine if the requirements have been met.

Courses Offered Graduation Requirements

Please note that not all courses are offered every year. It is necessary to coordinate your plans with the help of Seton's guidance counselors to be certain that you will be able to take the courses you need.

COURSES OFFERED			
* Designates Required Courses			
Religion	English	Social Studies	Math
Religion 8* Religion 9* Religion 10* Religion 11* Religion 12*	Grammar 9* English 9* English 10 / Logic* English 11* Grammar 11* English Literature 12*	World History 1 World History 2 World History 3 American History American Government (AP Opt) Economics (AP Opt)	Algebra* Geometry* Algebra 2/Trigonometry* Pre-Calculus Calculus (AP Opt) Statistics (AP Opt)
GRADUATION REQUIREMENTS			
24 credit minimum			
4 credits	6 credits (Juniors must take both Grammar 11 and English 11)	3 credits (including at least 1 credit of either A.H or A.G.)	3 credits (many colleges look for 4)

COURSES OFFERED		
* Designates Required Courses		
Science	Foreign Language	Electives
Astronomy Biology + Chemistry + Physics I + AMS + AP Physics II + + designates lab science	Latin I * Latin II, III, IV, V French I, II, III, IV, V Spanish I, II, III, IV German I, II, III, IV, V Greek I, II	Computers I, II Band (4 options) Art I, II Publications
GRADUATION REQUIREMENTS		
24 credit minimum		
2 credits (many colleges look for 4 credits)	1 credit of Latin 2 years of 2 languages <u>or</u> 3 years of 1 language (many colleges look for 4 years)	

Administrative Policies and Procedures

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

School Office Hours

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

Turning in Payments or Forms

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

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

Required Absence/Tardy Phone Call

A phone call to the absence/tardy line (703-368-6604) from a parent or guardian is required each day a student will be absent or more than one hour late. Calls must be made to the reporting line before 9:30 am. The reporting line is serviced by an answering machine which is on 24 hours so that calls can be made as early as necessary, or even at night if it is determined a child will be absent or more than one hour late the next day. Parents will be called if the school has not been notified of a student absence. We will first try to reach someone at the home number, but calls will be made to the parents' work numbers if we are unable to reach someone at home. Calls to parents may also be made if there is any question about a notification call.

Absence

Advance excuses for planned absences or tardies should be submitted to the office, whether or not the director and/or other teachers have been notified.

When an absence call is made on the day of the absence, the absence will then be marked as excused. Unexcused absences at the end of a quarter may result in grade penalties. Students who arrive late for school (after 11:00 a.m.) or must leave early (before 12:00 noon) will be counted as one-half day absent.

When students are absent, arrangements to get assignments should be made by the family directly with fellow classmates. Requests for assignments should not be made to the office unless the absence will be longer than five days. In this case, requests must include the student(s) name and grade and the name of the teacher for each subject for which assignments are being requested. Any work missed due to an unexcused absence or tardiness may be given a zero.

Tardiness

First bell is at 8:15 a.m. (9:30 a.m. on Mondays). Students are expected to be at school by first bell, at which time they should proceed to their first period classroom. First period begins at 8:20 a.m. (9:35 a.m. on Mondays). Students arriving after the beginning of the period disrupt teaching and distract both teachers and students. It is, therefore, essential for parents to make sure that students arrive at school in sufficient time to go to their lockers, etc., and still be in their first period classroom no later than 8:20 a.m. when the second bell rings.

Every student who is tardy must report to the office and turn in a note before going to class. The note should contain 1) student name and grade; 2) date and time of arrival; 3) reason for being late; and 4) signature of parental driver. (Student drivers may write their own notes if less than 10 minutes late. If more than 10 minutes late the student must call a parent) If more than one child in a family is late, or an entire carpool, one note is sufficient for all, but must contain name and grade for each individual student with the other required information. Demerits will be given for not following the above procedures.

Students who arrive tardy must turn in their notes or tardy slips to the office and obtain an admission slip before proceeding to class. *OVERSLEEPING* or *COMPLETING ASSIGNMENTS* are not accepted as excuses for tardiness. When either of these is the reason for a student's being tardy, the tardy will be recorded as unexcused (even if a note is turned in), a demerit will be given, and the student may receive a zero for any class(es) missed.

Early Dismissals During the School Day

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

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

Part-time Students

- Students who attend Seton part-time must sign in and/or out in the Sign-In Sign-Out Book at the reception office each day. (Demerits are given for failure to use this book properly).
- Students who have class first period are not required to sign in. Students who have a class eighth period are not required to sign out. Otherwise, all arrivals and dismissals must be recorded.
- Part-time students must follow the same procedures as full-time students for absence, tardiness and early dismissals as described in the handbook.
- Parents of part-time students must be sure to call the school to report a student's absence. Absence calls should be made to the absence line before 9:30 a.m. even if the student's class is later than that in the day. (Messages are retrieved from the absence line at 9:30 a.m. Messages left after that will usually not be received until the next day.)
- Part-time students should not arrive on campus for a class after first period more than twenty minutes early, or be on campus more than twenty minutes after a class other than eighth period. If scheduling occasionally requires a part-time student to be on campus when not scheduled for a class, or for more than twenty minutes before or after his or her class, the student must report to the office. He or she will be required to be in a supervised study hall.
- Announcements are most often made in the first and eighth period classes. Therefore, it is extremely important for part-time students to be sure to read the announcements posted on the student message board 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.

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

Parking

Seton has four parking lots. Please fill up the spaces in these lots first. Note that the small lot across Maple Street is for senior parking; underclassmen should not park there during the school day. Please note the "No Parking" rule at the following places:

- In front of the houses or driveways on Maple or Cherry Streets.
- In front of Ames Funeral Home or in the funeral parking lot.
- In the tenants' parking spaces.
- On Fairview Avenue.
- Anywhere a NO PARKING sign is posted.
- In the school driveway. If you must leave your car (even if you think it will be just for a moment), park in a parking space in the lot.
- Do not back into parking spaces in the lots in the morning after 8:00 a.m. This interrupts the traffic flow.
- Do not block in another car without that driver's knowledge and permission.

Dropping Off & Picking Up Students

Seton cannot be responsible for students except during school hours and at school activities. Generally, unless there is an activity requiring otherwise, students should not be brought to school earlier than 7:30 a.m. or picked up later than 4:00 p.m.

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

Observe parking rules and the following:

- Drop off and pick up must be in the Seton driveways. Do not drop off or pick up students on the streets around Seton.
- Form a double line in the driveways.
- Do not drop off or allow student to leave your car at the double brown doors. This impedes other cars trying to enter the lot.
- Pull up as far as possible in the driveway when dropping off and picking up students. Do not stop in front of the glass doors if there are no other cars stopped in front of you, or wait there if the cars in front of you pull away.
- Always follow instructions given by the school crossing guards.

Parking Registration

All students who drive to school must register all of the cars they may drive to school. Registration forms are distributed in the first purple envelope to all families with sophomore, junior or senior students; or they may be obtained from the school office. Failure by a student to have the required registration form on file is a Category II demerit offense. Fines may also be levied.

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

Contacting Faculty and Staff

Mrs. Carroll may be reached at home in the evening, but she asks that **parents and students not call other teachers or staff at home unless there is an urgent need.** Instead, messages should be left in the school office, including name, number and best time to call; and calls will be returned as soon as possible. Teachers and staff may also be contacted by email if they have listed their email addresses in the Seton Phone Directory.

Messages for Students

Personal messages cannot be delivered to students unless it is a true emergency. Non-emergency messages for students will be placed on the student bulletin board outside the office. Students should make a habit of checking the message board daily, especially at lunch time and after dismissal, or any time they pass by it. Pertinent daily announcements will also be posted on the student message board for reference. Students may not receive calls on their cell phones at any time.

Pay Phone and Cell Phone Use

The pay phone is for outgoing calls only. No incoming calls can be received at the pay phone. Students should always carry coins to make necessary calls. Students must be considerate of others waiting to make a call, limiting each call to three minutes. Only one call may be made if others are waiting. Demerits will be issued to students who abuse the pay phone system. Students are not to use the office phone except to phone home due to illness or other urgency. Cell phones may be used during school hours only with the permission of a faculty or staff member.

Purple Envelope System

The school newsletter and other announcements are sent home from school on Thursday of each week in a purple envelope. It is expected that parents and students will read the newsletter and other contents of this envelope to keep up with school news, events and activities, deadlines, etc.

The envelope may be used at times by faculty or staff members to transmit notes to parents and/or students. It also provides a useful and convenient way for parents to transmit payments, forms, etc., back to the school.

For parents' notification copies of demerits given during the week will be sent home in the purple envelope.

Purple envelopes are marked with the name of the student in each family who has been designated to deliver it to the family (normally the oldest child, unless the school office has been advised otherwise in writing). If the designated student is absent, the envelope for that family will be held in the office and may be picked up by another family member. Otherwise, students should pick up their envelopes at the office on the first day that they return to school after their absence, when they turn in their excuse note. **The envelope and its contents are to be given to the parent or guardian before the student returns it during first period on the first school morning following distribution. If the purple envelope is lost, a \$3.00 fine will be levied.**

Because it is important for families to receive these weekly communications, demerits may be given if the above procedures are not followed.

If parents are not receiving a purple envelope every week, they should check with their children first, and then the school office. It is the responsibility of the family, not the school, to make whatever arrangements are necessary to ensure the timely transport of the purple envelope from school to home and back to school. If necessary parents may arrange to pick up the purple envelope themselves.

Medical Protocol

- For any medical problem (headache, illness, injury, etc.) during the school day, students should report to the school office.
- Before sending any medication (over-the-counter or prescription) to school to be administered by Seton staff, a parent must contact the school administrator. Students who must carry drugs for medical use must file with the school administrator a written statement from the parents identifying the drug and the purpose of its use.
- If it appears that a student needs to go home, parents will be contacted by the office. If parents cannot be reached, the emergency contact(s) will be called.
- The school must have on file an immunization record for each student in accordance with Virginia State Law.

Library

- Students may not be in the library unless a librarian is on duty.
- Library books must be properly checked out and returned by the stamped due date.
- Books used in the library and not checked out are to be placed on the book cart for re-shelving. Books are not to be left on library tables.
- Report cards may be held for overdue books and/or outstanding fines.
- Parents are welcome to visit the school library.

Copier

Students should not ask staff to make copies for them on the copier in Bethlehem. The copy machine in the lobby is available for student use during normal school hours.

John Paul II Center Use Outside School Hours

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

Corpus Christi Center Use

Corpus Christi will be locked one-half hour after dismissal, unless there are organized activities taking place.

Lost and Found

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

If a book 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.

Weather Policy

Seton generally follows Prince William County Schools as to whether to close school or delay opening due to weather, **but not according to the same time schedule as the County**. If the county schools close all day due to weather, so will Seton. However, for any delayed opening **Seton classes begin at 9:30 a.m.** If a late opening occurs on a Monday Mass day, Seton's classes will still begin at 9:30 a.m. Students are not required to attend Mass on such days.

On inclement weather days when public schools are closed for other reasons (such as a teacher work day), Seton announcements will be made over local radio stations (to be announced in the school newsletter) and/or via the school phone tree. Seton never closes early for weather-related reasons. If parents are concerned about inclement weather, they may either pick up students up early or call the office to authorize student drivers to leave early.

All weather-related announcements will be posted on the Seton website, seton-school.org.

Visitors to Seton

Friends of Seton students may visit Seton during the school day or for an activity only with advance permission from the director. To obtain permission, a written request must be submitted to the director in advance. The visitor must be neatly and modestly dressed according to classroom or activities dress code, as appropriate to the visit. The visitor must check in at the front office upon arrival at Seton. Otherwise, non-Seton students and other friends may not be on the Seton campus.

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

Student Withdrawals

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

Volunteers/PRO Points

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. PRO Points is a program of the Parent Resource Organization, through which points are assigned to the wide variety of ways parents help the school.

Each family is assigned a set number of points to be earned (60 points per year); or, for those who are unable or do not wish to donate time, a fee of \$120 per year is assessed which may be paid instead of earning points.

PRO contracts for the school year are distributed at the beginning of the year. They must be handed in by *Back to School Night* at the start of the school year. Total PRO points are due by the last PRO meeting in June. Families may pay partial fees or volunteer over the summer to complete any outstanding PRO points. In the fall detailed information about this program is distributed in the purple envelope to all families. *See the PRO handbook for more information.*

Student Tutors

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

Student drivers

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

Financial Policies and Procedures

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

Family Accounts

Tuition Payment System

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

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

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

Required and Optional Fees

These fees will be billed to families during July for the upcoming school year. Payment is due on Aug 15th.

Class Fees

Certain classes incur additional fees to cover the cost of supplies. These fees will be invoiced to families at the end of September, with payment being due on Oct 15th.

Other charges

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

Late Payments

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

Each quarter report cards will be withheld if any fees and/or fines are overdue. No student may graduate until his/her account is paid in full.

Returned Check Policy

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

Annual Ad Campaign

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

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

Purchasing for Seton

Parents and teachers who are making local purchases of items for the school should obtain a Sales Tax Exemption form from the office. Present this to the retail establishment at the time of purchase and you should not be charged sales tax.

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

Reimbursements

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

Handling Cash

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

Counting money

- The money received must be counted at the time of receipt by two unrelated persons working together. They then fill out the Requirements for All Cash Deposits Form, which may be obtained from the office, and seal it along with the money in an envelope. This envelope is to be immediately deposited in the Lock Box by the front office. Money must be deposited in the Lock Box on the day it is received. **Under no circumstance is money to be taken home to be counted.** In rare cases uncounted money may be sealed in an envelope which is clearly labeled with the name of the responsible person and put into the Lock Box. The following day it may be retrieved from the office administrator and counted.
- All received cash **MUST** be turned in – no expenses or reimbursements may be taken from these funds. Follow the procedure defined above to claim expenses and receive reimbursement.

Activity Accounts

All clubs, fund raisers, activities, etc are to maintain financial records that show income and expenses. These records are to be submitted to the head bookkeeper upon request.

Dress Code

Student dress is to be neat, clean and modest at all times. Seton students should show respect for themselves and their school by taking pride in their appearance. Inappropriate clothing will be brought to the student's attention by a faculty member and may result in one or more demerits. Each teacher is the judge of appropriate dress in his or her classroom. Note that Seton has four dress codes (Uniform, Classroom, Activities and Casual Dress) that are outlined in the following pages.

General Guidelines for All Dress Codes

Clothing

- Clothing is to be neat and clean. Ragged or obviously patched clothing is unacceptable. Neatly mended clothing is acceptable. Denim clothing of any type is not permitted.
- **Shirts and blouses must have collars and sleeves.** Blouses and shirts may have no more than one button unbuttoned at the neck. Collar buttons must be buttoned. Long-sleeved jerseys are not to be worn under short-sleeved shirts or blouses. Sleeves may not be rolled up. Cuffs must be buttoned.
- Girls' tops must be opaque and not be made of any clinging material. Girls must always wear a blouse or turtleneck under any style sweater.
- Boys and girls may wear thermal clothing under the uniform as long as it is not visible.
- Girls may not wear leggings that extend below the bottom of the skirt.
- Tight clothing is unacceptable. Exposed underclothing is unacceptable. Bare midriffs, crop tops, and low-cut tops are unacceptable.
- Rock music T-shirts or clothing with any inappropriate symbols, pictures, or words are never acceptable.

Make-up / Jewelry

- Showy makeup and excesses in jewelry and/or attachments to clothing are not permitted.
- Only clear or neutral color nail polish is permitted.
- Boys may not wear earrings on school property or to school functions.
- Girls may wear no more than one earring per ear, in the ear lobe.

Hairstyles

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

Uniform Dress Code

Anything that does not conform to these guidelines will be considered a violation of the dress code.

The Uniform Dress Code is in effect for all regular school days during regular school hours, unless announced otherwise. Students not dressed in appropriate dress code will receive demerits and may be sent home.

Outerwear

- Uniform sweaters, navy blue blazers (gray for seniors), Seton wind shirts, Seton Varsity jackets and official Seton sports team jackets are the only acceptable outerwear for classroom dress code. Sweaters and wind shirts must be worn over the blue oxford shirt and/or over a turtleneck. Varsity jackets and sports team jackets must be worn over the oxford shirt.
- If students wear another form of outerwear to school, it must not be worn during class.
- Uniform sweaters must be purchased through the uniform supplier. There are five styles available in navy with gold "Seton" logo. Seniors have the option of purchasing a gray sweater with gold "Seton" logo in any of the five styles.
- Wind shirts are available for order through the Athletic Department.
- Other sweaters, sweatshirts (including Seton sweatshirts), vests, over-shirts, etc., are not allowed in the classroom.

Uniform Shirts

- All students must wear a light blue, button-down collar, oxford cloth shirt. Sleeves may be short or long.
- Shirts must be tucked in at all times.
- A shirt (such as a turtleneck or plain t-shirt) may be worn under the oxford cloth shirt as long as no portion of the undershirt shows around the cuffs or bottom. . However, long sleeved shirts may not be worn under short sleeved shirts, and no sleeves may protrude from the uniform shirt sleeves.
- Girls may have the top button open.
- All boys must wear a necktie properly tied at the neck with the top button buttoned.
- A turtleneck shirt may be worn under the sweater.

Uniform Skirts

- Hems must be below the knee so that knees are covered when walking or sitting.
- Girls in grades 7 - 11 may choose from three skirt styles.
 1. Sewing a uniform skirt is an option. Please call the office for details..
 2. A plaid or navy A-line skirt available from the uniform supplier.
- Senior girls have the option of wearing a gray skirt from the uniform supplier: either knife-pleat or A-line. Skirts may be made using Butterick #3134 and dark gray "Taupe" (not the light gray) SKU#112714 at Hancock Fabrics.

Uniform Pants

- Boys in grades 7 - 11 must wear navy dress slacks of traditional prep school style.
- Seniors have the option of wearing gray dress slacks.
- Boys must wear a belt of conservative color and style.
- Jeans styling, cargo and painter pants, loose, baggy, or tight styles, off the waist styles, or cuffs dragging, etc., are not allowed.

Uniform Socks

- All students must wear socks of a reasonable color.
- Girls may wear hose or tights.

Uniform Shoes

- All students must wear shoes of traditional, conservative style such as Wingtips, Oxfords, or Loafers. Athletic shoes which are all black are acceptable.
- Girls may wear flats or Mary Janes. Heels must not exceed two inches (measured from the back of the heel).
- Dress boots may be worn. Work boots or other non-dress boots may not be worn.
- Sandals, boots, skater shoes, sling-backs, mules, clogs, sneakers, athletic shoes (except all black), shoes with stripes, open-toed, or platform shoes, etc. are not allowed.
- Shoelaces must be tied properly.

Uniform After School

Any students who remain on campus after school must be in uniform until they leave, unless they are participating in a school sport or other activity which does not require uniform dress code. Shirts and blouses must remain tucked in. If in uniform, uniform shirt stays tucked in. (Exception: tie may be removed.)

Classroom Dress Code

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

Uniform dress shoes code is in effect, unless otherwise announced for a particular event.

Boys Classroom Dress Code

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

Girls Classroom Dress Code

Girls will wear dresses or skirts and blouses, and shoes following these guidelines

- Girls' skirts must be below the knee at all times, including at activities, and must not be tight or clinging. Slits or gaps in dresses or skirts are **not** permitted. Skirts which are made with any gap must be sewn – not pinned – closed, or have material sewn in to make a pleat rather than a slit. Wrap-around skirts are not permitted. Button-down skirts must button to below the knee.
- Dresses must meet the same guidelines. Dresses do not need a collar; however, the dress necklines must not be more than two inches below the collar bone (about the width of three fingers)
- Girls dress tops must be opaque and not be made of any clinging material. Tight clothing is unacceptable. Exposed underclothing is unacceptable. Bare midriffs, crop tops, and low-cut tops are unacceptable.
- Sweaters may be worn for classroom dress code, but a blouse or turtleneck under any style sweater must always be worn. Sweaters cannot be tight or low cut.

Activities Dress Code

Activities Dress Code applies for all field trips and extracurricular activities except sports, unless announced otherwise. Activities Dress Code follows the guidelines for Classroom Dress Code with the below listed exceptions. Students not dressed in appropriate dress code may be sent home from the event and will receive appropriate demerits. *Anything that does not conform to these guidelines will be considered a violation of the dress code.*

Boys Activities Dress Code

Follow all the guidelines for classroom dress code except: Dress shirts and ties are not required. Corduroy pants with jeans styling are acceptable. Shoes follow dress code except sneakers may be worn when it is announced as acceptable dress code. Note: Jeans of any color are unacceptable. Shorts are unacceptable.

Girls Activities Dress Code

Follow all the guidelines for classroom dress code except: Girls may wear pants but only dress pants (not tight fitting). Shoes follow dress code except sneakers may be worn when it is announced as acceptable dress code. Note: jeans of any color and any pants with jeans styling are unacceptable. Shorts are unacceptable.

Casual Dress Code

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

- Students may wear modest and appropriate jeans, shorts, and T-shirts to sports events, unless announced otherwise. Sneakers may be worn.
- Shorts worn on Seton property or to any Seton activity must be below fingertip length.
- No tight clothing of any type. No short shirts or bare midriffs allowed.
- All shirts must have sleeves (at practice and at games - both spectators and players). Exception: sleeveless uniform shirts that have passed inspection.
- No rock t-shirts.

Athletic Uniforms and Practice Clothing

Clothing worn to sports practices must meet the same standards of modesty as the athletic uniforms furnished by Seton School. It should not be too short or too tight. Girls' shorts may be no shorter than 5" above the top of the knee.

Conduct Code

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

– Proverbs 22:6

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

Respect for School Property

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

- Each classroom must be cleaned every day.
- Students are not to write on walls, desks, or other furniture; or in any way deface school property. Any who do so will be required to clean up and/or repair the damage. In addition, they will receive demerits and will be assigned extra clean up duty.
- Students are not to litter.
- Students may not write in textbooks.
- Textbooks are to be covered, cared for properly, and returned in good condition at the end of the school year.
- Students are not to use, damage, or tamper with property belonging to persons or organizations that may rent space from Seton.
- Street shoes are not to be worn on the gym floor.

Respect for Personal Property

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

- All students are assigned lockers. Students are responsible for safeguarding the contents of their lockers.
- The school is not responsible for student property. Students should generally not bring valuable items to school. When necessary, they should keep valuables in their possession or locked in their lockers.
- When not in use, student property should be kept in assigned lockers.
- Lockers are to be kept clean. Periodically, there will be locker inspections.
- Students are not to steal, nor are they to "borrow" another student's property without that student's knowledge and permission. Stealing even small items is a serious offense against the common good and will be dealt with appropriately.
- Any student books, papers, or other property left lying around after school may be confiscated. The student may be required to pay a fine to get back confiscated items.
- At the end of the year, students must clean out lockers and take home all belongings. If anything is left behind, it will be assumed that the student no longer wants it.

Responsible Behavior

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

- No student may leave campus during school hours without written parental permission, or with special permission in an emergency situation.
- Students who do have proper permission to leave campus during school hours must sign out at the office.
- Students are to be in their assigned classrooms when the bell rings after breaks or lunch.
- Backpacks, notebooks, book covers, and any other property brought to school may not have the names of rock groups, rock singers, rock songs, or anything objectionable written on them. It will be at the discretion of the teachers to decide what is objectionable. Items which have prohibited or objectionable words or symbols will be confiscated and not returned.
- Students who write foul notes are subject to suspension or expulsion.
- Students are not to bring radios, CD/tape players, electronic games, or similar items to school or to school activities. Such equipment will be confiscated. Tape recorders may be used as specified under "Academic Policies."

- Students may have cell phones in their possession, but they must be turned off during school hours. In case of emergency, cell phones may be used with permission in the presence of a faculty or staff member. Otherwise they may not be used during school hours. Students who violate this rule will be subject to appropriate demerits and confiscation of the phone.
- Any inappropriate items of any kind that are brought to school or school activities will be confiscated and NOT returned. Students caught with banned items will receive demerits and also possible suspension or expulsion. Some banned items include but are not limited to MagicCards and Tarot Cards. When in doubt, get permission from either the Director or the Director of Discipline.
- Students are not to skip class, study hall, assemblies, etc. The penalty for such skipping will be two Category II demerits. The penalty for skipping an entire day of school will be automatic suspension. Zeroes will be given for all work in the skipped classes.
- Students are not to chew gum during school hours. In addition to being given a Category I demerit, students who chew gum during school hours may be fined \$1 to be paid to the teacher giving the demerit. They may also be assigned to do "gum clean-up."
- Students may not smoke in the school building, on school property, or in any areas near the school. A student caught smoking will receive demerits and cigarettes will be confiscated. In addition, parents may be contacted. The same rules apply to all tobacco products. (See sports policy on smoking).
- Students who impede a disciplinary investigation by lying or in any other way may expect penalties up to and including dismissal from the school if the matter is sufficiently serious.
- Students are not admitted to any office or the faculty lounge without permission from a faculty or staff member.
- Students with proper permission who walk to the deli or other locales before, during or after school hours must use the sidewalks. Seton students should not be on any non-Seton property without permission.
- Students may not loiter anywhere in the areas near the school.
- Students who have study hall will be assigned to a classroom.

Senior Study Hall Privilege

Seniors with a GPA of 90% or above and no more than two demerits in the previous quarter may have study hall outside at the picnic table or under the portico, but only after checking in with the teacher in their assigned classroom. Otherwise, seniors are to be in their assigned study hall, not in the gym, lobby or elsewhere.

Classroom Rules

The general classroom atmosphere is to be conducive to learning.

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

Out-of-Classroom Rules

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

Automobile Rules

See also "Parking" and "Parking Registration" under "Administrative Policies/ Procedures."

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

Street Crossing

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

Lunch Period Regulations

- Seton students have the following lunch options. Most students bring a bag lunch. Chick-Fil-A restaurant brings hot and cold lunch items for sale Tuesday and Thursday. CFA donates a percentage of sales back to Seton. The Senior Class sells cheese and pepperoni pizza on Wednesday and cheese pizza on Friday. Beverages and snacks are available from vending machines.
- Students must be seated when eating in the lunch area.
- NO food or trash may be thrown.
- Students must dispose of their own trash. Recycle what is recyclable! All students are responsible for the order and cleanliness of the lunch area and may be assigned clean-up duties by lunch duty teachers.
- During school hours, food and beverages are not to be consumed anywhere in the school building except the designated lunch areas and only during lunch times, unless authorized instructions are given otherwise, or there is special permission given for school activities involving refreshments.
- After school, food and beverages may be consumed only outside or at an organized activity.
- Students are not allowed in the lobby area or areas where classes are held during lunch hour.
- With permission, students may visit the chapel or the library during lunch or come in to check the message board, but must be quiet in the hallways and go directly in and out of the building.
- Use of the gym is at the discretion of lunch duty teachers and only with their supervision.

Senior Lunch Privileges

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

Drugs and Alcohol

Seton School does not tolerate alcohol or illegal drugs on school property or at school activities.

- Students found in possession of illegal drugs on school property or at a school function will be expelled immediately.
- If a faculty member has convincing reason to believe that a student is in possession of drugs or other prohibited materials, the student, his or her locker, backpack, and car may be searched.
- Possession of legal drugs or any other substances which can be abused for attaining "highs" may warrant expulsion. (See also "Medical Protocol" regarding permission for students who must carry drugs for medical use).
- Possession of drug paraphernalia is grounds for expulsion.
- Possession of alcohol will be penalized by a two-week suspension, and may warrant expulsion.
- A student who is obviously under the influence of alcohol or drugs during school or at a school function will be penalized by a two-week suspension, and may be expelled.
- Students who know of the above-prohibited substances on campus and do not report it also may be liable for penalty.

Disciplinary System

*He who loves correction loves knowledge. But he who hates reproof is stupid.
– Proverbs 12:1*

A member of the faculty serves as Director of Discipline.

Demerits

Seton's rules are enforced by the use of a demerit system. Teachers or staff will generally notify students when they are being given demerits. However, if a student is reprimanded for a Category I offense, he or she may automatically receive a demerit even if the teacher doesn't explicitly say so. Automatic administrative demerits (i.e., tardiness, lack of proper excuses, incomplete excuses, purple envelope, etc.) may also be given without explicit notification.

Category I Demerits

Included in this category are preparation, no homework, dress code, gum, and those relating to the purple envelope. For each three demerits a student accumulates in this category, he or she will be required to attend a one-hour study hall detention. **If Category I demerits reach nine in a quarter, subsequent demerits will be placed in Category II.**

Category II Demerits

Included in this category are demerits for those behaviors which directly affect the common good. For two Category II demerits, a student will receive a detention of one hour after school. After the second detention in the quarter for any student the parents of the student may be required to attend a conference with the director of discipline, the director of the school, or both.

Removal of Demerits

A teacher or staff member may determine that a demerit is to be removed. **No demerits may be removed if more than one week has elapsed since the distribution of report cards for the quarter in which the demerit was assessed.**

Other Consequences of Misbehavior

Teachers have discretion to assign an immediate consequence for misbehavior in their classrooms, in addition to or in lieu of a demerit. This consequence may include staying after school the next day. If such a consequence is assigned, the student will be responsible for notifying his parents that he must stay after school. If a student fails to fulfill his assigned consequence, the teacher may give him a Category II demerit.

Detention

Generally, demerits will be tallied once a week on Monday. Demerits are generally the basis for detention, although at times, detention may be assigned automatically for some offense. Parents will be notified that a detention is to be served. The method of notification is as follows:

- Detention is generally held in school on Wednesday for an hour starting ten minutes after dismissal.
- Detention notices will be distributed to students on the day before. This form is the method for notifying students and parents. No routine phone calls will be made for this purpose.
- The form provides a space for the signature of the parent or guardian. The signed notification form will be collected by the detention supervisor. It is important for parents to see the notification slip because it describes the demerits the student has received.
- Phone calls from parents in lieu of turning in the form will not be accepted. Students are responsible for having their forms signed and for not losing them. Notes from parents whose children have lost the form may be followed up by a phone call from the office, and the student may still be given a preparation demerit. If a student reports to detention without the signed notification form, he or she will be given another demerit.
- Students should report to detention (even if they have misplaced or forgotten their "pink slips" or failed to have them signed, as skipping detention has other penalties described below) at the assigned time.
- If a student is late, additional time may be added to the detention time, a fine may be charged, or the student may be given a special assignment.
- Scheduled detentions are not to be taken lightly or served only when convenient. Generally, no excuses other than an illness serious enough to keep the student home from school, or a genuine emergency, will be accepted.

Written requests from the **parents** to excuse a student from detention for other reasons must be submitted to the school administrator at the beginning of the day of the scheduled detention.

- Students without a pre-approved excuse who fail to attend an assigned detention will be assessed an additional one hour of detention for each time they do not show up as scheduled (except for reasons of absence). In addition, a Category II demerit will be assigned.
- Students who owe detentions of either type may not be permitted to participate in any activities, including field trips, sports, dances, and so on, until all obligations are satisfied. Other penalties may be assessed for flagrant offenders at the discretion of the disciplinarian.

Suspension/Expulsion

Six Category II demerits in a quarter for high school students, and eight for junior high students, may result in a suspension. Nine in a quarter for high school students and twelve for junior high students may result in expulsion. If the faculty deems it appropriate for the individual and for the common good, a student may be placed on disciplinary probation, whereby he or she is allowed fewer demerits before suspension or expulsion.

If a student receives a second suspension in a school year, for whatever reason, he or she may be asked to leave the school. Other situations and offenses which might result in suspension or expulsion are described elsewhere in the handbook. In addition, decisions may be necessary at other times for automatic suspension or expulsion.

Extracurricular Activities

Non-academic credit may be given for participation in some activities based on involvement and commitment requirements. Other extracurricular activities may be organized if enough students are interested. All reasonable requests, submitted in writing to the director, will be considered.

Each organization is responsible for keeping account of its income and expenditures. Handling of money must conform to the requirements described in Financial Procedures.

Sacred Life

This club organizes pro-life activities and holds fund raisers for pro-life causes. Meetings are held every other Wednesday.

Student Service Committee

Officers are elected in the spring and meet before the close of school and during the summer to plan activities. Representatives are elected from each grade also. The SSC plans and carries out various social activities and organizes service projects for the benefit of the school.

Senior Class Council

Senior class officers organize class fundraisers, put on the junior-senior prom, arrange for a class gift to the school, and sponsor other activities.

National Honor Society

Students who have completed the ninth grade and first semester of tenth grade, and who have demonstrated scholarship, character, leadership and service, may apply to the National Honor Society (eligibility requirements are posted during the application period). Members provide tutoring services for other students, assist with school tours and open houses, and perform other service projects.

Foreign Language Club

This club is open to all foreign language students. It sponsors activities approximately once a month.

Literary Arts Club

This club is open to 7th through 12th graders who love reading or are aspiring writers. It meets weekly to explore various genres.

Choir

The Seton choir sings at Mass and at other religious activities.

Cappies

This Critics and Awards Program encourages students' interest and participation in the theatrical arts.

Dramatics

Each year a major musical production is presented in the spring. Students in all grades 7-12 participate. Other opportunities may be available, such as dramas, comedies, talent show, and foreign language skits.

Newspaper

Students write and publish the school newspaper. A subscription to the newspaper may be ordered through the school office.

Yearbook

The yearbook staff is responsible for the school yearbook. The Seton yearbook comes out in the fall for the preceding school year, so it can include coverage of the prom, awards, and graduation. A copy of the yearbook may be ordered through the school office.

Champions of Our Lady

This club (COOL Club) is open to all students and encourages the spiritual formation of its members while enhancing the spiritual life of the school. Meetings begin in the chapel at 2:50 p.m. each Thursday.

Social Activities

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

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

“Whom May I Bring to the Dance?”

Most dances are for Seton students only. An announcement will be made if guests are permitted. In advance of the event, students must request in writing to the director of the school or the director of the student activities permission to bring a non-Seton student to any school dance or social activity.

Arrivals/Departures

- Students who arrive more than one hour late for a dance or other social activity will not be admitted.
- After arriving for a dance or other social activity, no student may leave without parental permission until the scheduled closing time and until the clean-up has been completed.

Music

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

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

Sports Activities

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

General Philosophy of Athletic Department

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

Guidelines for Participation in Athletics

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

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

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

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

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

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

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

Other Guidelines

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

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

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

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

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

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

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

Athletic/Academic Policy

Athletes who are having academic trouble within a grading period may be taken off the team with the agreement of the teacher, coach and parents until they improve their academic performance.

Athletes who fail one or more courses on a report card will be placed on academic probation and will be suspended from games and practices for one full week. The student may return to the team the following week and each succeeding week if he or she presents to the coach, each week, a form signed by all his or her teachers verifying that he or she is passing in all subjects.

Student athletes who have to miss class to leave early for a game must 1) make up work missed that night and 2) contact the teacher to make up any missed quizzes that same day during lunch. Missing class for a game is not an excuse to take the quiz the next day.

Sportsmanship Policy

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

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

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

Inexcusable Athletic Behavior

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

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

- Failure to follow the coaches' instructions
- Using vulgar or other disrespectful language
- Fighting or threatening to fight
- Unexcused absences from practices or games
- Being unprepared to play
- Arguing with referees
- Any display of poor sportsmanship

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

Student drivers

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

Sports Seasons

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

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
Golf	Co-ed	Fall
Basketball	Boys and Girls	2 nd 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
Volleyball	Boys	Second week of March through May

Supporting Seton

There are several opportunities for families and friends to benefit Seton financially without incurring any costs to themselves.

Box Tops for Education program

This General Mills program has 3 ways to earn cash for our school.

1. Clip the Box Top coupon from General Mills products. Each coupon is worth 10¢. Deposit your coupons in the box in the Lobby.
2. Shop on-line through the BoxTops Marketplace
3. Charge purchases with a Box Tops Visa card

For more information go to boxtops4education.com

Campbell's Labels for Education program

Seton can earn free educational merchandise through this program. Among the brand names participating are Campbells, Swanson, Franco-American, Pepperidge Farm, Market Day, V8, Prego and Pace. You can see a complete list at labelsforeducation.com/eligibleproductsEN.aspx. Labels may be deposited in the box in the Lobby.

Giant Food's A+ Bonus Bucks program

A+ BonusBucks are points that accrue with each purchase made using the Giant BonusCard. To ensure that Seton earns proper A+ BonusBucks credit, be sure to designate by October 1st. Remember, even if you designated a school last year, you MUST re-designate this year. Go to giantfood.com/aplus to register. Seton's school ID number is 02022.

Manna Scrip Program

Seton is able to purchase scrip at a discount of 5% off the face value from Giant Food, and Shopper's Food Warehouse. The scrip is redeemed at face value as payment at the grocery store of your choice. Send in your order and full payment in the purple envelope. The scrip will be sent to you the following week in the purple envelope. This is an excellent way to have 5% of your total grocery bill come to Seton.

One Cause

Seton participates in this Internet purchase rebate program. While the program presents itself as a tuition credit benefit to families, it is Seton's hope that you will consider your participation in this program as a donation to the school. There is no cost to you other than the normal price of your merchandise. For more information and to enroll your family go to www.setonschoolmanassas.onecause.com.

Target's Take Charge of Education program

Through the Take Charge of Education program, Target donates an amount equal to 1% of REDcard(SM) (Target Visa and Target Card) purchases made at Target and Target.com, and 1/2% of Target Visa purchases made elsewhere, to the eligible K-12 schools. Go to target.com/tcoe or call 800-316-6142 to designate Seton as your school of choice.

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	
First Bell	9:30
Period I	9:35 - 10:13
Period II	10:17 - 10:51
Period III	10:55 - 11:29
Period IV	11:33 - 12:07
Period V	12:11 - 12:45
Period VI	12:49 - 1:23
Period VII	1:27 - 2:01
Period VIII	2:05 - 2:39
[I — 38 minutes; others 34]	

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
[I — 46 minutes; others 38]	

WEDNESDAY w/o 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
[I — 50 minutes; others 46]	

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
[I — 50 minutes; others 43]	

WEDNESDAY w/ Holy Hour*	
First Bell	8:15
Period I	8:20 - 9:04
Holy Hour	9:08 - end
Period II	end - 10:47
Period III	10:51 - 11:30
Period IV	11:34 - 12:08
Period V	12:12 - 12:51
Period VI	12:55 - 1:34
Period VII	1:38 - 2:17
Period VIII	2:21 - 3:00
[I — 44 minutes; others 39]	

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
[I — 44 minutes; others 39]	