

St. Vincent de Paul High School
2010-2011 Parent-Student Handbook
849 Keokuk Street
Petaluma, California 94952

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www.svhs-pet.org

Parents/Guardians and Students will accept all the conditions as set forth in the Parent/Student Handbook and agree to comply with all school regulations and procedures and are required to sign and return the acknowledgment to this handbook, located at the bottom of the Emergency Card.

MISSION STATEMENT

The mission of St. Vincent de Paul High School is to educate students through a college preparatory curriculum that develops their spiritual, academic, and social potential. As a Catholic school, we teach Gospel values and ideals and provide opportunities for our students to experience and grow in their faith. Our goal is for students to become compassionate, responsible, and active members of their communities.

PHILOSOPHY

St. Vincent de Paul High School exists in response to the Gospel injunction to “go forth and teach all nations.” In harmony with its Christian origin and inspired by its Christian goals, St. Vincent de Paul High School dedicates itself to the education of the adolescent. Though primarily a college preparatory school, we believe in the potential for development of every human person. We believe that education, in cooperation with the parents who are the primary educators, is the process of developing that potential throughout an entire lifetime.

If it is to be an authentic response to the totality of the human person, education must go beyond intellectual training, though that is, of course, an essential part. St. Vincent de Paul High School, therefore, strives to provide a program sufficiently varied to assist in the spiritual, emotional, aesthetic, physical, and social development of its students.

These last areas are more difficult to define and measure than the intellectual, and they are more difficult to nurture as well. St. Vincent de Paul High School provides a community and a context in which personal development in these areas is likely to occur. Close relationships among students, work in organizations and committees, and individualized attention from faculty, who are in essence the prime facilitators of learning, contribute to personal growth. Even beyond this, St. Vincent de Paul High School tries to promote an atmosphere of respect, concern, and disciplined freedom in keeping with the spirit of the Gospels, which is the proper environment for growth as a Christian.

In addition, St. Vincent de Paul High School believes that education must relate all human culture, past and present, to the student and encourage the student to develop a critical, yet sympathetic, understanding of human history in its universalizing experience. We strive to promote an objective, analytical approach to the present, and a constructive attitude toward the future. We recognize that learning is, in the end, the result of personal effort and involvement, and, therefore, we encourage students to actively participate in the total education process.

Finally, as St. Vincent de Paul High School participates in the educational ministry of the Catholic Church, we provide an integrated ministry that “proclaims the Word of God, builds the community, and promotes service to the local Christian community and the entire human community.”

St. Vincent de Paul High School Graduation Outcomes

The St. Vincent de Paul graduate will...

SPIRITUAL

...participate in various learning experiences and activities which seek to encourage ongoing development of their spirituality and a deeper understanding of their relationship with God in the context of the Roman Catholic tradition.

...demonstrate an understanding of an ethical approach to the world based upon the message of Jesus and the teachings of the Roman Catholic Church.

...experience opportunities to discover their God given gifts and personal values

...demonstrate an appreciation for the beauty and grace in God's creation

ACADEMIC

...exhibit skills and knowledge consistent with a college preparatory curriculum

...demonstrate creative and critical thinking skills and problem solving strategies

...demonstrate technological literacy and skill

...understand the difference between information and knowledge by using analysis, synthesis, research, interpretation and evaluation

...be able to make informed decisions leading to a mentally, emotionally and physically healthy lifestyle

...demonstrate an appreciation through participation in the arts

SOCIAL

...participate in and recognize the value of doing service for good in the community

...demonstrate a positive self concept and respect for others by accepting challenges and responsibilities

...show respect for others and understand the value of diversity

...communicate, cooperate, and compromise to achieve productive goals

...possess an understanding of global interdependence and how it is affected by such things as culture, political and economic systems, and the environment

A	B	C	D	E
7:30 - 8:10 0	7:30 - 8:10 0	7:30 - 8:10 0	7:30 - 8:10 0	7:30 - 8:10 0
8:15 - 9:00 1	8:15 - 9:00 1	8:15 - 9:00 1	8:15 - 9:00 1	8:15 - 9:00 1
9:05 - 9:55 2	9:05 - 10:35 3	9:05 - 10:35 2	9:05 - 10:35 3	9:05 - 10:35 2
10:00 - 10:45 3				
10:45 - 10:55 Break	10:35 - 10:45 Break	10:35 - 10:45 Break	10:35 - 10:45 Break	10:35 - 10:45 Break
11:00 - 11:45 4	10:50 - 11:15 Tutorial	10:50 - 11:15 Tutorial	10:50 - 11:15 Tutorial	10:50 - 11:15 Tutorial
11:50 - 12:35 5	11:20 - 12:45 5	11:20 - 12:45 4	11:20 - 12:45 7	11:20 - 12:45 6
12:35 - 1:10 Lunch				
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1:15 - 2:00 6	1:25 - 2:50 7	1:25 - 2:50 6	1:25 - 2:50 5	1:25 - 2:50 4
2:05 - 2:50 7				

2010-2011 SCHOOL CALENDAR

(Subject to Change- Updated calendars are available on the school website.)

August 16- Freshmen Orientation & Pictures
- Book Sale Day for sophomores, juniors and seniors.
- School pictures for sophomores, juniors and seniors

August 17- First Day for all students, (8:15-12:50)

August 18- Full day schedule resumes (8:15-2:50)

August 27- Freshmen Retreat, no school for grades 10 – 12
- Freshmen only dance (7:00-10:00pm)

September 3- Professional Development Day – No School

September 6- Labor Day-No School

September 8 - Back to School Night (7:00-9:30)

October 3 - Fall Open House (1:00-3:00)

October 11 - Columbus Day – No School

October 15 - End of First Quarter

November 4, 5 – Freshmen Class Retreat

November 11 - Veteran’s Day Holiday- No School

November 6 - P.F.O. Auction

November 24, 25, and 26 - Thanksgiving Recess

December 4 - 8th Grade Placement Exam #1 (8:00- 11:30)

December 15, 16, 17 – Finals

December 20- make up exams by appt only, End of 2nd Quarter, 1st Sem

December 21 - 31 - Christmas Recess

January 3- No School- Teacher In Service

January 4 - Classes Resume- Full Day

January 8 - 8th Grade Placement Exam #2 (8:00-11:30)

January 17 - Martin Luther King Day - No School

January 20, 21 Senior Retreat

February 21 - President’s Day Holiday- No School

March 9 - Ash Wednesday

March 18 - End of 3rd Quarter

April 2- Fashion Show @ Marin Country Club

April 21- 29 - Easter Vacation

May 2 - School Resumes

May 2 -13- A.P. Testing

May 15 - Prom

May 16 - Prom Holiday – No School

May 30 - Memorial Day Holiday - No School

May 31 - June 2 - Final Exams

June 3- make up exams by appt only, End of 4th Quarter, 2nd Sem

June 4 - Baccalaureate Mass, Dinner and Awards
– Admission by Ticket only

June 5 - Graduation, 3:00 pm, St. Vincent Church- Admission by
Ticket only
- Admission by Ticket Only

DEVELOPMENT REPORT DATES

September 17, 2010
November 19, 2010
February 18, 2011
April 15, 2011

CLOSE OF GRADING PERIODS

(Report Cards mailed within 10 days after end of quarter)

End of 1st Quarter October 15, 2010
End of 2nd Quarter/1st Semester December 20, 2010
End of 3rd Quarter March 18, 2011
End of 4th Quarter/2nd Semester June 3, 2011

ST. VINCENT DE PAUL HIGH SCHOOL MEMBERS

Pastor: Fr. Gary Lombardi
Principal: Dr. John Walker
Asst. Principal & Academic Dean: Michael O'Toole
Dean of Students: Philip Downs
College Counselor and 11/12 Grade Advisor: Martie Lee
9/10 Grade Advisor: JaZelle Perry
Office Manager & Scholarship Coordinator: Terese Doolittle
Christian Service Hrs Coordinator: Teri Scott
Financial Administrator: Mary Schaefer
Financial Associate: Pam Saisi
School Campus Counselor: Kathy Atkinson
Athletic Director: Sue Keller
Assistant Athletic Director: Gary Galloway
Registrar: Gail Evans
Admissions Coordinator: Jazelle Perry & Jody Tobin
Attendance/Book Coordinator: Carrie Griffith
Scrip Coordinators: Marcia Glover, Jessica Merrill
Development Office: Joanne Ferris, Jodi Tobin
Librarian: Tammy Quinn
School Receptionist: Carolyn Borr
Yearbook Advisor: Amy Waud-Reiter
School Campus Maintenance: Ed Wayne

ST. VINCENT de PAUL HIGH SCHOOL

St. Vincent de Paul High School is accredited by the Western Association of Schools and Colleges and by the Western Catholic Educational Association. The School is a member of the National Catholic Educational Association, California Scholarship Federation, and National Honor Society. St. Vincent de Paul High School is in the jurisdiction of the Bishop of the Catholic Diocese of Santa Rosa. All the policies of St. Vincent de Paul High School must conform to those established by his delegate, the Diocesan Superintendent of Schools. The superintendent heads the Diocesan Department of Education and directs the educational program within the Diocese, in consultation with the nine appointed members of the Diocesan school board. The official policies of the Santa Rosa Catholic Schools are contained in the Administrative Handbook, a copy of which is available in the school office. The local administration of St. Vincent de Paul High School is the responsibility of the Bishop's appointee, the Pastor, and his delegate, the Principal. The Principal directs the school in consultation with the Pastor, staff, and the local school board in accordance with the policies stated in the Diocesan Administrative Handbook and in this Parent/Student Handbook.

NOTICE OF NON-DISCRIMINATION POLICY

Admission to St. Vincent de Paul High School is open to any student of high school age, who in the judgment of the administration is capable of attaining at least an average degree of success with the program provided by this school. The Catholic schools in the Diocese of Santa Rosa, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic schools in the Diocese of Santa Rosa do not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs. Likewise, the Catholic schools in the Diocese of Santa Rosa do not discriminate against any applicant for employment on the basis of sex, handicap, race, color and national or ethnic origin.

Entrance Requirements

Students are admitted to St. Vincent de Paul High School through a screening process. The final decision regarding admission rests with the Principal. The criteria which are used include the following:

- A. Commitment of the family to Christian education and the philosophy and values of St. Vincent de Paul High School.
- B. Results of the High School Placement Test or other standardized tests.
- C. Previous scholastic records as demonstrated by a transcript of grades or report cards and a recommendation from a teacher and/or counselor.
- D. Attendance of older siblings.

St. Vincent de Paul High School cannot meet the needs of every type of student. Students will be denied admission if it is felt by the Admissions Committee that the student is not prepared academically to attain at least an average degree of success with the St. Vincent de Paul High School curriculum or if the student has had a history of serious disciplinary problems in a previous school. A personal interview with an administrator of St. Vincent de Paul High School may be requested. Some qualified students may not be admitted due to limitation of space.

The administration and faculty believe that no student should be enrolled at St. Vincent de Paul High School for any other purpose than the attainment of a strong academic education within the framework of a Catholic high school.

ACADEMIC INFORMATION

Requirements for Graduation

7 Semesters of Theology

8 Semesters of English

4 Semesters of Mathematics

4 Semesters of Science

4 Semesters of Physical Education

2 Semesters of Fine Arts

6 Semesters of Social Studies-including World History, or Honors
World History U.S. History, American Government and
Economics

1 Semester of Computer Skills/I/II and Speech (Debate may be substituted) A minimum of 240 credits is required for graduation.

Christian Community Service Hours

As part of our Theology course, students are required to perform Christian Community Service Hours.

The minimum amount of hours per year is as follows: Freshmen: 20 hours, Sophomores: 30 Hours, Juniors: 30 hours, Seniors: 20 hours. (Please refer to Christian Community Service policy letter sent during summer.)

If a student does not turn in the minimum number of hours required at the end of the fall and spring semester, his/her Theology grade will be registered as an INCOMPLETE. Please see Ms. Scott if you have any questions.

Transferable Credit

A student wishing to take a class in another school or program that is already offered as part of the St. Vincent de Paul High School curriculum must have prior approval of the Principal and Chairman of the Department. Students will be tested by St. Vincent de Paul High School in any subject taken to fulfill requirements for graduation or taken as a pre-requisite for advancing to a higher level of the subject.

Grading System

The following Letter System is used in grading:

A Superior- 90-100%

B Above average- 80-89%

C Average- 70-79%

D Lowest passing grade 60-69%

F Failure - no credit is given 59% or below

P Pass - with permission of teacher and Principal

I Incomplete - Will remain on transcript until completed. Grade may be lowered one letter grade. It is the individual student's responsibility to discuss the incomplete and its completion with the teacher.

NC No credit

Note: Teachers will explain their grading policy in their classes.

Grade Point Average (G.P.A.) Equivalents

G.P.A.	Honors/AP
A = 4.00	A = 5.00
B = 3.00	B = 4.00
C = 2.00	C = 3.00
D = 1.00	D = 2.00
F = 0.00 (no credit)	F = 0.00 (no credit)

Generally, an “F” or “D” grade for the semester in a required subject must be made up in summer school by courses that have the approval of the Principal or counselor. . When and if made-up in summer school, both grades will appear on transcripts for the purpose of college entrance.

Development Reports

Development Reports are mailed out throughout each quarter. Refer to school calendar. Development reports are also mailed out when deemed necessary by a teacher throughout the school year. Normally, these are sent to parents of students who are 1) doing failing work; 2) doing significantly below their apparent ability; 3) evidencing behavior problems in the classroom. They may also be sent to parents whose students are showing signs of marked improvement in these areas. Though no development report has been sent, an “F” grade may be given in rare circumstance when a student’s performance drops significantly after the issuance of Development Reports. In such cases, the teacher must consult with the Principal. The student and parent will be notified. Great care will be taken to keep all parties informed at the earliest opportunity.

Report Cards

Parents are sent a quarterly report of grades/attendance. Refer to the school calendar for closing of grading periods. Report cards are normally mailed out within ten days from the end of the quarter.

Semester grades are permanent grades. The first and third quarter report cards are interim progress grades and do not appear on the student’s transcript.

Please note: Report cards may be withheld until delinquent accounts have been cleared to the satisfaction of the school administration. Incompletes may be given on transcripts until the parent has cleared these accounts.

Learning Disability Policy

Students who are identified as having diagnosed and documented learning disabilities may be admitted to St. Vincent de Paul provided that the school can make reasonable accommodations to the student through his/her program of studies. A student will be considered to have a learning disability when the student has a current assessment (no more than three years old; a state requirement) which identifies the particular learning disability. This assessment will be conducted by the student's local school district, a licensed educational psychologist or a credentialed school psychologist. The school will then determine if the student's needs can be met through available accommodations provided by the school. Reasonable accommodations are limited to:

- 1) Classroom seating
- 2) Extended time on tests (not to exceed the normal testing period plus one-half the time)
- 3) Use of a calculator at the teacher's discretion.
- 4) Longer "wait time" for answering questions.
- 5) Alternate location to take tests in a quiet environment.
- 6) Weekly progress reports.
- 7) Lengthy assignments broken into smaller parts.
- 8) Tape recorded classroom lectures at the discretion of and administered by the classroom teacher.
- 9) Note taking assistance.
- 10) Books on tape (when available)/reader.
- 11) Parent/Teacher/Student/Success strategy meeting once a semester.

Reasonable accommodation for a student may take the form of any number of the above. It shall not be the policy of the school to modify or waive graduation requirements or expectations of the school's academic program. There may be times when there is a difference of opinion between the school and the parents on matter material to the student's education. In such matters, the school's decision will be considered final.

Homework

In order to reinforce learning that has taken place at school and to foster habits of study, teachers assign work for home study. The student is responsible to find out and make up homework missed due to illness or other reasons. A reasonable time will be given to complete assignments.

Semester/Final Examinations

At the end of each semester, an examination is administered in class. The students will be issued an Exam Permit. No student will be allowed to take the semester/final examination without an Exam Permit. All school accounts must be cleared before an Exam Permit is issued. The parent/guardian will receive written notice of any uncleared account and must satisfy that account for an Exam Permit to be issued. Please note Christian Service Hours must be in progress or completed to take final exams.

Honors/Advanced Placements Courses

Some academic courses are designated as Honors or Advanced Placement courses with approval by the University of California. Many colleges, including the University of California system and the State Universities, will give an extra numerical grade point in determining C.P.A. for admissions. At St. Vincent de Paul High School the following courses qualify:

- . Chemistry (Honors and AP)
- . Modern World Literature (AP)
- . Spanish IV (AP)
- . Advanced Biology (AP)
- . Calculus (AP)
- . Pre calculus (Honors)
- . Physics (AP)
- . British Literature (Honors)
- . French III (Honors)
- . French IV (AP)
- . US History (AP)
- . World History (Honors)
- . Spanish III (Honors)

California Scholarship Federation

CSF is an established state-wide organization designed to honor outstanding high school students. Qualification for membership is based on a point system as defined by the CSF state by-laws and not G.P.A. Please Note: semester membership is based on work done in the previous semester. Membership is neither automatic nor compulsory; students must reapply each semester. Students who have achieved membership for four semesters, at least one of which must be in the

senior year, will then qualify for seal bearer status which entitles them to apply for CSF scholarships, and to wear a gold cord at graduation.

National Honor Society

The National Honor Society is an organization which promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. Details regarding this prestigious society are available from the moderator.

Adding/Dropping Classes Policy

Students may add/drop classes as circumstances warrant during the first two weeks of the class. After two weeks has passed the following policy will be implemented. If a student wishes to add/drop a class during the third/fourth week of the 1st quarter, they will be billed \$25.00 and be directed to seek approval from their instructor. The counseling department will give the Class Drop/Add form to the student's teacher. If approval is given, the process will begin to find an alternate class, with prior notification and consent of their new instructor. The Class Drop/Add Form will then be given to the student to have their family give their written approval. If the classroom teacher does not give approval, and the student's family wishes the class to still be dropped, a meeting will be held with all persons impacted by the schedule change. This will include the Academic Dean or Assistant Principal, teachers, counselors, parents and the student. Students will adhere to their original schedule prior to the final decision.

Students must have an alternative class scheduled. Students are not allowed to drop a class for a study hall.

Addition or dropping of classes will be strongly discouraged after the first four weeks of the year. If a request is made after this time period, it is assumed that all other options (tutoring, conferences, and additional assistance with the teacher) have been exercised prior to the request. Teacher approval is required in these rare instances.

College Admissions Requirements

Requirements for college entrance vary considerably, depending on which institution the student wishes to attend. Information on this topic can readily be obtained through consultation with the College Counselor and by referring to college catalogs and/or websites.

College Visits

Students are encouraged to visit prospective colleges and universities, and the school permits up to three days of excused absence for this purpose. Families are also encouraged to schedule visits during school holidays and Easter Break.

University of California

Eligibility Subject Requirements for Admission as a Freshman:

HISTORY - two years of History/Social Studies, including one year of U.S. History; one year World History/Global Studies, Government (one semester)

ENGLISH - four years of college preparatory English

MATHEMATICS - three years of college preparatory Mathematics (Algebra, Geometry, Algebra II) Four years of college preparatory Mathematics is highly recommended.

LABORATORY SCIENCE - two years must be taken in the 10th, 11th, or 12th grades in two different areas. Three years of laboratory science is highly recommended.

FOREIGN LANGUAGE - two years of the same language - must be a language with a written literature. Three years of the same language is recommended.

VISUAL/PERFORMING ARTS - 1 year taken in one of the following: Art, Drama or Digital Filmmaking

COLLEGE PREPARATORY ELECTIVES - 1 year (2 semesters) chosen from at least two of the following areas: History, English, Advanced Mathematics (Trigonometry/Analytic Geometry or Calculus), Laboratory Science, Foreign Language, Social Science and Fine Arts.

Examination Requirements

S.A.T. I or A.C.T., and Two Subject test
Subject Test for the fall of 2010 college admission and beyond will not be required. However students may submit Subject Test scores if they want to show their mastery of a particular subject. Some campuses may recommend certain Subject Test for some competitive majors.

California State University

Minimum Eligibility Requirements for Admission as a Freshman:

4 years of college preparatory English
3 years of Mathematics - Algebra I, Geometry, Algebra II
2 years of U.S. History or U.S. History and Government
2 years of Laboratory Science
2 years of Foreign Language
1 year in the Visual/Performing Arts
1 year of approved electives

Examination Requirements

S.A.T I or A.C.T.

Private Universities

Admissions requirements vary considerably. Refer to the college counselor and college catalogs/websites for specific requirements.

Transcripts

Transfers: When a student transfers to another school, a transcript will be sent to the school of his/her choice once the request is made and all accounts have been cleared. Incompletes may appear on a student's transcript until all paperwork and accounts are cleared.

Official transcripts are sealed by the school and should not be opened. Should a student request a personal copy, such a transcript will be marked "unofficial." St. Vincent will supply two official as well as one unofficial transcript for each student free of charge after graduation. A fee will be charged for any transcripts requested after

that time period (graduation). If a student is 18, their signature is required to release transcript. We cannot accept third party signatures.

Withdrawal from School

When a student withdraws or is not returning to St. Vincent, a parent is to notify the Registrar. If a student withdraws during the school year, he/she must get clearance from each teacher. Before a student can officially withdraw all accounts must be cleared.

Incompletes may appear on transcript until all paperwork and accounts are cleared.

TUITION AND FEES

Tuition for the 2010-11 school year is \$10,500.00. In addition to the tuition there are nonrefundable school fees totaling \$825.00. These fees include a registration fee of \$425.00 invoiced and due in the month of March and a building assessment of \$400.00 invoiced and due in the month of April. ALL TUITION AND FEES MUST BE PAID IN FULL before your student may take finals. Tuition payments begin in July. There are several payment options including 11 month and 10 month of which there is mandatory participation in the EFT or electronic funds transfer program. There are also quarterly and semi-annual payments which begin in the month of July and an annual payment due in August.

The July payment must be received before a student is allowed to purchase textbooks and begin classes in August. All textbooks must be paid for at the time of purchase. Charges to Visa and MasterCard are available for the purchase of textbooks only.

Senior graduation fees are \$175.00 and payable in the month of October. Senior parents will be invoiced for this fee.

Arrangements for tuition payment must be renewed annually.

The administration reserves the right to withhold instruction from students whose accounts are more than 60 days in arrears and for whom no arrangements have been made with the administration.

Payments are expected to be made in a timely fashion according to the Tuition/Scip Contract that all parents sign. The administration reserves the right to withhold report cards on all delinquent accounts.

Financial Aid

Financial aid applications are available in January every year. Applications are available to all who request them. All applicants receiving financial aid must re-apply every year. In March of every year all completed applications, along with copies of applicants current income tax returns, are forwarded to Private School Aid Service for evaluation. Upon receipt of Private School Aid Service evaluations, the financial aid committee meets to determine specific grants. Maximum amounts are equal to half tuition. Awards are based on financial need.

Students receiving a grant must maintain a minimum G.P.A. of 2.5. All students receiving a grant are assigned a work assignment as part of their grant. If financial obligations are not met on time or work assignments not completed, a student will be placed on probation and given 60 days to correct the situation.

In the case of a G.P.A. lower than 2.5, students on scholarship are given one semester to raise their grades. If the problem is not resolved in the above stated time frame, a student will be removed from scholarship and full tuition will be billed.

ACADEMIC/ATHLETIC PROBATION

Any student who 1) receives one "F"; or 2) has a Grade Point Average (G.P.A.) less than 2.0, will be subject to Academic/Athletic Probation. The following are the consequences of Academic/Athletic Probation:

1. A letter will be sent to parents/guardians informing them that their student is on Academic/Athletic Probation.
2. A student who does not maintain an overall G.P.A. of 2.00 may, as a rule, remain eligible to participate in interscholastic athletics during a probationary period of one full grading period (quarter). This may occur only once during the four years of attendance at St. Vincent de Paul High School. Should the G.P.A. fall below a 2.00 for a second time, or more, during the remaining years of high school play, that student will not be allowed to participate in interscholastic athletics during the subsequent quarter. There will be no further probationary period.

3. Should a student receive an “F” grade on the quarter report card in any class, that student will not be allowed to participate in interscholastic athletics during the subsequent quarter.

4. Summer School – A student may take summer school courses to improve their athletic/academic status for the purpose of the 4th quarter G.P.A. The make-up grade cannot be raised above a “C”. Summer school grades for athletic/academic status may only be used once during the four year athletic career of the student athlete. Any exception to the above policies must be made by the Principal in accordance with C.I.F. rules.

ATHLETIC POLICIES

1. A player may not quit a sport and play another sport during the same season without the consent of both coaches.

2. In order to participate in an athletic event, the athlete may not miss more than 2 periods on game days unless he/she has the consent of the Principal.

3. Students who have been absent during the school day may not attend practice.

4. Students are financially responsible for all athletic equipment issued by the school. Students will be charged a replacement cost for all items that are lost.

5. Students involved with St. Vincent Athletics are required to sign the Student Athletic Contract before competing in any sport. This also applies to all Cheerleader Athletes.

SCHOOL RULES, REGULATIONS AND DISCIPLINARY INFORMATION

PHILOSOPHY

As members of the Christian community, all of our actions should be consistent with the Gospel values. We, therefore, must meet the high test of being signs of love and offering respect for each member of the St. Vincent de Paul High School community, which includes administrators, office staff, teachers, parents, and the student body. At the foundation of our philosophy lies Christ’s greatest commandment that we love God and our neighbor. Thus our goal is to treat each member of the St. Vincent community as an individual, to respect his

or her freedom and rights. To achieve these ends, the student, in turn, must assume responsibility for his or her actions.

Since parents are primary educators of their children, responsibility for the development of the discipline necessary to achieve thoughtful and self-directed behavior belongs primarily to them. Obviously, parents must acknowledge their responsibility for the conduct and actions of their sons and daughters. Likewise, the school must recognize the crucial role it plays in advancing responsible behavior among the student body. We must, therefore, seek to foster a supportive partnership between parents and the school to mutually reinforce the core values and central ideals of the St. Vincent de Paul High School community.

A student is expected to be diligent in all of his or her studies. Class attendance is expected to be both regular and punctual. All conduct--speech, manners, and personal grooming--are expected to reflect a Christian respect for the individual and for the rights and sensibilities of others. Further, a student who violates the rights of any members of this community or who shows a lack of respect for those rights may be counseled and/or disciplined by the school administration. Any student who shows little improvement after such actions is taken may sever himself or herself from the community.

SCHOOL ATTENDANCE

Tardiness

Any student who is late for school must report to the Main Office to sign in and receive a "Tardy Pass." Tardy students arriving without a note or prior phone call from a parent may be assigned detention.

If a student is more than 15 minutes late, he/she will be recorded as absent. A parent must make a phone call and student must bring a parent note upon arrival or prior to the start of the next school day. Failure to bring a note and have a parent call will result in a detention.

Tardiness will not be excused for oversleeping, missing the bus, working on schoolwork or other reasons deemed inappropriate by the Dean of Students.

Tardiness for class is handled by the individual teacher and he/she may assign their own detention. Students are considered tardy when they are not in their seats, ready to begin work, when the bell rings.

Parents will be notified if their son/daughter is tardy to any class (Periods 1-7) five times or more. If tardiness continues, there will be a parent conference with the administration. Loss of academic credit may result due to frequent tardiness.

Absences

Only illness or other serious circumstances should cause a student's absence from class. Parents who allow their children to miss school for less than serious reasons will not only hamper their children's education, but also frustrate the school's educational efforts.

When a student is absent, parents must call the school (763-1032 x 112) by 10:00 a.m. that day, and send a note with the student upon his or her return to school, explaining the reason for absence. Failure to phone will place the student on a truant status. Failure to bring a note upon returning to school will result in a detention.

Only notes signed by parent(s)/guardian(s) will be accepted. Signatures may be verified against Emergency Card signatures.

Excused Absences

Excused Absence is granted for illness, family emergency, funerals, or school related business. Medical or dental appointments should be made after school hours. If it is necessary for a student to be absent or leave campus during the school day, notice is to be given in writing before the start of the school day to the Main Office. Should a doctor/dental appointment be necessary during school hours, then a note from that doctor needs to be turned into the office at the time the student returns to school. Any student leaving the campus during the day is to report to the Main Office and must sign out.

Students absent because of family business (special events, family trips, etc.) must have prior approval of the Principal to make up academic work. It is the student's responsibility to prearrange with his/her teachers to completion of missed class work, to return to school with the work completed, and to be ready to assume all class obligations, including tests. If prior approval has not been arranged, teachers are not obliged to provide or accept makeup work.

Family vacations should be scheduled when school is not in session. The educational and familial advantages of vacations must be weighed

against the student's ability to rejoin the class without undue burdens to teachers or classes involved. While teachers are often willing to let students make up work, it is the student's responsibility to be ready to resume their classes upon returning from their vacation. A family vacation is no excuse for missing a semester/final examination.

Absence for Ten (10) or More Days

A student who is absent 10 or more days in any class in a semester may receive an automatic lowering of his or her grade, one full letter grade, in that class.

Exceptions to this policy, which must be approved by the Principal, are absences for school related activities, serious documented medical conditions and/or sickness (doctor's note required), or exceptional family matters. After 7 absences, parents will be notified. College visitations are not exempt from this policy.

Cutting Class Policy

If a student chooses to cut a class, the school will inform the parents that day. (A cut is defined as an unexcused absence without *any* notification from a parent. Cutting a particular class will result in two detentions. Students who cut a full day of classes will be suspended. As the school does not know where the student was during this time period, students may be required to submit to a mandatory drug test conducted by Redwood Toxicology Lab in Santa Rosa before returning to school.

Student Illness or Injuries During the School Day

Any student who becomes ill during the day should report to the Main Office. If the student needs to go home, the office will call the parent to pick the student up or give permission for the student to leave campus. A student will not be permitted to leave unless the parents can be contacted. Any school injury is reported to the teacher or coach in charge as soon as the injury occurs

Authorized Medication

Parents must notify the main office when a student is taking prescribed or over-the counter medication during school hours. Parents must provide the name of the medication and the frequency and duration of its use. All medication is to be kept in the school office and released by a staff person.

Telephone Messages

Telephone messages will be delivered to a student only in the case of an emergency. The telephone in the main office is available for student use.

Closed Campus

St. Vincent de Paul High School is a closed campus. Students may only leave the campus under the provisions outlined in the School Attendance section. Students are not allowed to return to their cars which are parked on the street during the school day unless accompanied by a faculty/staff member. In addition, students may not order or receive food delivered by an outside vendor to the school campus. If a student is without a lunch, it may be delivered to the Main Office by a family member.

The California Penal Code specifically forbids the presence of non-enrolled persons on the campus without proper authorization. Visitors to the Campus must apply to the Main Office for a Visitor's Pass. Students not enrolled at St. Vincent may not visit classes or be on campus without the permission of the Principal and the classroom teacher.

Change of Address

It is important that the school be notified of any changes in address, telephone number or employment, so that the mailing list and emergency cards may be kept up-to-date.

Family Vacations

Family vacations should be scheduled when school is not in session. The educational and familial advantages of vacations must be weighed against the student's ability to rejoin the class without undue burdens to teachers or classes involved. While teachers are often willing to let students make up work, it is the student's responsibility to be ready to resume their classes upon returning from their vacation. A family vacation is no excuse for missing a semester/final examination.

Campus Visitors

The California Penal Code specifically forbids the presence of non-enrolled persons on the campus without proper authorization. Visitors to the Campus must apply to the Main Office for a Visitor's Pass. Students not enrolled at St. Vincent may not visit classes or be on campus without the permission of the Principal and the classroom teacher. Parents, siblings or friends who are dropping off items such as lunches, books, etc. should leave them at the main office. Students are not allowed to receive items directly from anyone in their cars.

Electronic Device Policy (Audio, Video, Digital Devices and Cell Phones)

This policy addresses the permitted and prohibited uses of electronic devices on campus.

Cell Phones - Students are allowed to have cell phones on campus. The only time any student may have their phone turned on is at morning break or lunch. Telephone usage is not allowed during the passing periods between classes. Cell phones can only be used outside the building. No cell phone should be visible in any classroom, hallway, restroom or any other area of the school building. This includes Tillman Hall and De Carli Gym.

Cell phone usage is strictly limited to its use as a cellular communication device, i.e., for having a conversation, transmitting/receiving voice messages, or text messaging. Cell phones that have multiple functions may not be used to take digital photographs, make audio recordings, play music, or be used to interfere with anyone's privacy.

Other Electronic Devices - All other electronic devices which cannot be used as phones, including but not limited to PDA's, iPods, pagers, personal tape recorders, digital and film cameras, CD players, radios,

laser pointers and MP3's are not allowed to be used at anytime during the school day. These devices must be left in lockers or cars while on campus. These devices must be off while on campus.

Exceptions to this policy are limited to the pre-approved use of electronic devices such as computers, cameras, and audio recorders for legitimate educational purposes.

Consequences - If an electronic device or cell phone is found to be on or held at unauthorized times and locations, whether it is being used or not, the student will receive a detention and may have their device or phone confiscated. A second offense will result in a detention and confiscation where parents will be required to pick up the device or phone at the Dean's Office. A third violation will result in detention and confiscation where parents will be notified that the device or phone may not be brought to school for the remainder of the year. If the device or phone has been used to interfere with another's privacy, additional consequences may result.

As a reminder, in case of emergency, parents should call the school's main office to contact their son/daughter.

Littering

Students will be held to a high standard of responsibility of maintaining a clean and healthy campus. We expect students to clean-up after themselves and others. Students should recycle whenever possible.

Classroom Behavior

Students are expected to be present in the classroom for the entire class period and to be attentive to the subject under consideration. Teachers may assign detention for misbehavior, which includes disrespectful, discriminatory, hostile, and/or abusive language. If a student's behavior is such that regular classroom instruction is interrupted, the teacher may ask the student to leave the classroom and report to the office for further disciplinary action. A written notation will be placed in the student's file for each incident. **NO STUDENT WILL BE RELEASED FROM CLASS WITHOUT A PASS!**

Student Displays of Affection

The primary purpose of St. Vincent de Paul High School is education. Although we recognize the many facets by which learning occurs, including socialization through relationships, public displays of

affection and/or intimacy should not occur on school grounds. In many cases, such displays are often offensive to others and are inappropriate to an environment whose central focus is academic learning. If a couple persists after a warning, the respective families will be called.

Permanent Removal from Class

Permanent removal from class will occur only after a parent conference has taken place with the school administration and the counseling department to discuss other means of rectifying the situation. If removal is deemed necessary no semester credit for the class will be given. The approval of the Principal is necessary in any decision that is made.

Academic Integrity

All students are expected to maintain the highest standards of academic integrity at all times throughout the school year. Plagiarism, copying another student's work or any other forms of cheating may be regarded as a disciplinary infraction. In such cases where a student shows blatant disregard for academic integrity their teacher may opt to seek any number of disciplinary actions, which might include a significant lowering of grades, a report to parents, assignment of detention, and/or academic probation, etc. Any student who repeats such offenses may be subject to a Board of Discipline hearing.

DISCIPLINARY SANCTIONS

Detention

As violations of school rules occur, any teacher may refer the student to the Dean of Students for school detention. Teachers will report the reason for such action to both the student and the Dean of Students. Detention is considered to be of a serious nature and is an alternative to individual teacher disciplinary practices.

Detention is given only after other means of remediation behavior have been attempted.

Detention sessions will be held mainly Tuesdays and Thursdays after school hours and must be served on the date assigned. In most instances, the student will be given 24 hour notice so that car pools can be adjusted as well as job schedules.

Failure to appear at detention will result in the hours being doubled. After six hours have been accumulated by the student in a quarter, he/she may serve a Saturday or out of school suspension. Parents will be notified of this action. Should this occur twice within a semester a parent conference will be held exploring the continued enrollment of the student at St. Vincent de Paul High School.

Frequent detentions of a serious or constant nature will also result in the Discipline Board reviewing the status of that student at St. Vincent de Paul High School.

The following are among the causes for a school detention: Misconduct; tardiness; eating/drinking in the classroom; littering; failure to provide documentation for an absence on the day returning to school; cutting of class; copying of homework; dress code violation; possession of beeper/pager/cell phone/IPOD/etc. (Partial listing)

Disciplinary Probation

A student may be subject to disciplinary probation for any offense such as repeated violation of school rules, expulsion from class, public discourtesy, rudeness or harassment, or any showing, through language or action, of blatant disrespect to any member of school community. Any such action may result in the student being placed on disciplinary probation. Disciplinary probation usually involves the removal of student from all selected non-academic extracurricular activities (including athletics) and events sponsored by school for a period of one week. However, in the case of a second infraction of this nature, a student will be placed on disciplinary probation for a period of two weeks and on behavior contract. For a third offense of this nature, student will face automatic suspension and will appear before of the Board of Discipline.

Suspension

Suspension (in or out of school) is a formal disciplinary sanction and is given for serious breaches of discipline or in the case of repeated offenses. Student is placed on suspension for a period determined by the Principal, but not to exceed five school days. For each day of suspension, a student may be excluded from student activities for a period of time. Out of school suspension may be given only with the approval of the Principal. The student may not attend classes or participate in any school activities. Make up work for any assignments missed may be given at the teacher's discretion. It is the parent's responsibility to make sure that the student remains at home. In school

suspension may be given with permission of Principal. Student will not attend classes or participate in any school activity. Work (academic and/or physical) will be assigned under the direction of the administrator.

Technical suspension is an on-record suspension which serves as a warning about the serious nature of the offense without requiring loss of class time.

The following are among the causes for suspension: Habitual profanity, vulgarity, tardiness or truancy; continued and open defiance of school rules; fighting; disrespect to faculty, administration, staff or fellow students; smoking or chewing tobacco on school grounds; frequent defiance of dress code requirements; harassment (partial listing).

Expulsion

Expulsion is a sanction of last resort and is always imposed reluctantly. However, when a student's behavior is such as to constitute a denial of the very values upon which St. Vincent de Paul High School is based, or when a student consistently shows no improvement in behavior, then expulsion may be warranted.

Please note: Any student who engages in conduct that is in **serious violation of our school's mission statement, philosophy, or administrative policies** will be subject to expulsion or withdrawal **(on the school's recommendation)**. **This includes matters involving local law enforcement.**

Serious Disciplinary Offenses

The offenses listed below are considered serious violations of school policy at St. Vincent de Paul High School and may result in a number of penalties including the three types of suspension; suspension from extracurricular activities including athletics, or expulsion and will result in a hearing before the Board of Discipline.

1. Weapons: Students shall not possess, handle or transmit any object that can reasonably be considered a weapon at any time on school property or at any school-sponsored function. This includes "toy" or replica weapons.
2. Physical or verbal extortion and/or coercion.
3. Harassment of/by students - (see Harassment Policy)
4. Stealing school property or the property of another student.

5. Disrespect or abuse, physical or verbal, toward any teacher, staff member, student, or other person at school or school-sponsored events.
6. Fighting between students at school or school-sponsored events will be treated with zero tolerance. The police may be notified. All students involved directly in the fight will be immediately suspended as a cooling off period and until further investigation assigns responsibility.
7. Cutting of class/school.
8. Falsification or alteration of school records or interception of any communication between home and school. This includes the forging of notes for the purpose of excusing an absence.
9. Smoking and/or chewing of tobacco by students on school property or in the area immediately in front or in back of the school.
10. Students who deface or damage school property will be required to pay full restitution.
11. Alcohol/Controlled Substances.

Students shall not possess, use, supply, be under the influence of, or show evidence of having used any alcoholic beverage on the school grounds at any time, or at school sponsored functions or following any such activities.

SPECIAL NOTE: Parents/Guardians who give permission for and/or allow alcohol/or any other type of illegal substance to be served in their home to St. Vincent de Paul High School students may seriously jeopardize the continued enrollment of their son(s) or daughter(s) at St. Vincent de Paul High School.

Board of Discipline

The Board of Discipline is composed of the Assistant Principal and four faculty members. The Board reviews the disciplinary status of specific students and disciplinary cases of a serious nature. The Board then makes recommendations to the Principal as to disciplinary sanctions or expulsion. The Principal is the only authority in the school that may expel a student. Students who have been suspended and/or placed on academic/disciplinary probation during the year will be reviewed at the end of each semester to determine their status for continued enrollment.

THE DISCIPLINARY POLICY OF THE SCHOOL IS ESTABLISHED SOLELY BY THE ADMINISTRATION OF ST. VINCENT DE PAUL HIGH SCHOOL WHICH RESERVES TO ITSELF ALL MATTERS OF ACADEMICS, DISCIPLINE, AND DRESS. THE ADMINISTRATIVE POLICIES CAN BE MODIFIED AFTER NOTICE IS GIVEN TO PARENTS. ST. VINCENT DE

PAUL HIGH SCHOOL WELCOMES THE PARENTAL SUPPORT OF THESE POLICIES SO THAT OUR SCHOOL COMMUNITY MAY BE A SAFE, NURTURING, AND STIMULATING ENVIRONMENT.

Reporting Policy

If any parent or student knows about or witnesses any offense against the persons or property of a member of the St. Vincent community, they are encouraged to inform school authorities. Based on the nature of the report the school will decide whether to pursue the information given. Offenders may be subject to disciplinary actions.

Consistent with the laws of the State of California, all personnel of St. Vincent de Paul High School are considered to be mandated reporters. As such, they are required to report cases of physical abuse, sexual abuse/exploitation, neglect, rape, threat of suicide, intended endangerment of others, and elder abuse to the proper authorities, School personnel are not liable for making these reports unless they know or should have known the report was false.

The Principal should be notified in advance that a report is going to be made. However, this is not required by law.

SUBSTANCE ABUSE PREVENTION & DISCIPLINARY POLICY PHILOSOPHY

St. Vincent de Paul High School recognizes that the responsibility for the spiritual, moral, intellectual and physical development of youth belongs to the family. The school serves in partnership to supplement and complement the family in the vital task of education and moral development. As a Catholic school bound by the Gospel values as well as our school's core values, the school is committed to the education of the whole person and the development of the individual that reflects the caring presence of God's love. We realize, therefore, that drug and alcohol use is: a) is detrimental to a person's emotional physical, social and educational growth; b) may involve chronic and progressive disease; and c) is treatable.

In recognition of these facts and of our philosophy, St. Vincent de Paul High School has a commitment to prevention, intervention and follow-up support of problems resulting from any form of substance abuse.

The possession, use and/or trafficking of drugs, on or off campus including alcohol, steroids and tobacco will result in immediate disciplinary action.

Substance Abuse Prevention Policy

Schools are partners with parents and students in prevention of student alcohol, drug, steroid, and tobacco use. St. Vincent de Paul High School will, therefore, annually promote:

- 1) Prevention education with the student body.
- 2) Parent education programs on substance abuse and other pertinent topics.
- 3) Dissemination of this policy and related procedures to students, parents, and staff.
- 4) Individual, small group, peer counseling programs, and/or referral to appropriate substance abuse community agencies.

Substance Abuse Early Intervention Policy

Early intervention occurs as the result of observation and concern, not necessarily as a result of disciplinary action.

A Referral of a student can be made by:

- 1) Students who refer themselves
- 2) Students who refer other students
- 3) Faculty/staff who refer students
- 4) Parents who refer their sons, daughters or other students

Students who have been referred may receive one or more of the following services:

- 1) Short term counseling by a school counselor
- 2) Membership in a support group(s) on campus
- 3) Referral to community services including individual counseling and/or substance prevention support groups

Confidentiality:

Information shared in counseling will not be used against the student in school disciplinary proceedings.

Students will receive counseling that complies fully with confidentiality law. Those who provide the referral will maintain confidentiality.

Parent/Guardian Involvement:

Counselors will advise (encourage) students to share their alcohol/drug related problems with parents/guardian.

Imminent Danger of Student's Personal Safety

If, in the judgment of the counselor, a student's abuse could cause mental or physical harm to himself/herself or others, the counselor may terminate counseling and notify the parents and personnel deemed appropriate by the counselor. The counselor will discuss treatment options and prep as a follow-up plan with the parents. The parents are responsible for any financial obligation relative to this treatment.

Should a family refuse the recommended professional treatment, which might include out-patient or in-patient care, the school may, depending on the circumstances, terminate the student's enrollment.

Substance Abuse Discipline Policy

To safeguard the interest of the school community, as well as those students directly involved in the use of illegal substances, St. Vincent High School will invoke disciplinary measures for students who violate this policy. The intent of this policy is to help our students who have become involved with alcohol and drug use to reclaim a healthy direction. It is also designed to encourage behavior that is consistent with the core values of the school which recognize the health and safety of its students.

Trafficking

The school considers the production and/or trafficking (the sale or transfer or attempt to sell or transfer) at any time or at any location of any abusive substance the most serious drug and alcohol abuse violation. Any student found trafficking or involved in the production of abusive substances will be expelled. If law enforcement is not already aware of the situation, the appropriate law enforcement agency will be notified.

Searches

According to the California Educational Code, school officials may conduct searches of students, without a warrant, based on a reasonable suspicion that the student or students are, or have been, in violation of a school rule or regulation or a criminal law. School officials may conduct individual searches of a locker, a purse, book bags (backpacks) or a student's person or car, so long as supported by a reasonable suspicion of a violation of a proscribed activity. (State Education Code 49050)

Testing for Illegal Substance Use

In addition, the school reserves the right to employ the use of a Breathalyzer and/or an alternative drug test if a student is suspected of being under the influence of and/or using alcohol, steroids and/or drugs. If drug, steroid and/or alcohol use is strongly suspected, the school reserves the right to demand that a student be tested at Redwood Toxicology Labs in Santa Rosa at the parent's expense. If such a request is made, the student is required to test at Redwood Toxicology Lab, 3650 Westwind Blvd., Santa Rosa, (707) 527-8852, and at no other location. Refusal by a student (or his/her parent) to comply will be viewed as a conscious choice to disregard school policy and may result in the immediate mandatory withdrawal or possible expulsion of the student. Lab results will be reported to school officials and parents will be notified. If a student is found to have been using drugs, steroids or alcohol (on or off campus), the school will follow related disciplinary policies.

Confidentiality

Any referral or information that leads to disciplinary measures taken against a student for involvement with drugs, steroids or alcohol will remain confidential. Such confidentiality will be maintained to protect the rights and safety of concerned students and/or their parents.

Possession and Use — Jurisdiction of the School

1) Disciplinary action may be taken by the school when incidents of alcohol, drug and tobacco use occur:

- a) On the campus of St Vincent de Paul High School.
- b) At any school sponsored activity.

- c) While going to or coming from any of the above.
- d) At “parties” or gatherings that follow school sponsored events.
- e) In incidents involving law enforcement agencies.
- f) Disciplinary actions may also be taken by the school when any incident involving drug and alcohol use occurs that because of its nature, threatens to do serious damage to the school community.
- g) When a student tests positive for drugs, steroids and/or alcohol use on or off campus.

2) The school will act in compliance with the law in all circumstances, including notify law enforcement.

Procedures in Cases of Possession and/or Use of Alcohol, Drugs and/or Steroids

Every infraction of the alcohol and drug policy will be a permanent part of the student’s high school record while in attendance at St. Vincent. If reasonable suspicion exists to suggest that a student possesses alcohol and/or drugs, steroids, drug-use paraphernalia, uses alcohol and/or drugs, steroids, or is under the influence of alcohol and/or drugs, steroids, the following will occur:

First Offense Procedure

- 1) The student’s parent(s)/guardian(s) will be notified by the Assistant Principal or designee.
- 2) A law enforcement report may be made.
- 3) Information will be gathered for review by the Board of Discipline.
- 4) The Board of Discipline will hold a hearing with the student and their parent(s)/guardian(s) to gather further information and to determine consequences to be approved by the school’s principal.

For the first offense, one or more of the following consequences will be required:

- 1) The student may serve a three to five day in-or-out of school suspension.
- 2) The student may participate in a substance use/abuse assessment, including drug testing administered by a certified lab or drug and alcohol counselor (required).

- 3) Both, the student and the parent(s)/guardian(s), may participate in assessment and counseling administered by a school or non- school agency or mental health professional.
- 4) The student may participate in counseling provided by school personnel or a non school agency (such as Alcoholics Anonymous or Narcotics Anonymous) or by a mental health professional.
- 5) Random drug testing may be required for a specific period of time.
- 6) The student may be placed on disciplinary probation for an extended period of time.
- 7) The student may not be allowed to participate in extra curricular and/or co-curricular activities for a period of time.
- 8) The Board of Discipline may recommend to the principal that the student be expelled. Various factors will be considered in the possible expulsion of a student: The student's academic standing, his/her citizenship record, the nature of parental support, his/her attitude toward the disciplinary process, and the student's level of drug involvement. The decision to expel a student will result from the outcome of a carefully designed strategy to balance the needs of the student with the needs of the school community. The final decision will be at the discretion of the principal.
- 9) When large numbers of students are involved in a policy infraction of this sort, the school reserves the right to issue disciplinary sanctions without holding a Board of Discipline hearing for each student, unless expulsion is seriously considered.
- 10) For students-athletes, all Athletic Department policies also apply (See Athletic Department Drug/ Alcohol policy)

Second Offense Procedure

- 1) Procedures above will be followed.
- 2) For the second offense the Board of Discipline must consider recommending expulsion to the principal. The final decision will, again, be at the discretion of the principal.

Harassment Policy

The schools of the Diocese shall not tolerate the harassment of any person by any student and shall insist that all persons are treated with dignity and respect. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Any student found guilty of harassment shall be subject to appropriate discipline including suspension and/or expulsion. Any student who feels he or she is a victim of harassment should immediately report the matter to the appropriate school authority. Every reported incident of harassment shall be thoroughly and promptly investigated in a way which reasonably insures the

privacy of all parties concerned and in accordance with the procedures laid down by the Diocese.

Dances and Other Extracurricular Activities

Students and guests of St. Vincent de Paul High School should at any school-sponsored function consider themselves part of a community in which respect for persons and property is of primary importance. Students and their guests are expected to conduct themselves with respect in all their interactions with one another, as well as with faculty, staff, and parents. Additionally, students and guest must show respect in their use of any facility used for a school-sponsored event. Students must sign a dance contract at the beginning of the year. Various standards of conduct and style of dancing are stipulated and signed by the student and his/her family. This contract is effective through the 2009-2010 school year. Guests will be required to sign a contract as well. Failure to abide by this contract will result in a student not attending future school dances, including Junior/ Senior Prom.

Dress Code for Dances and Other Extracurricular Activities

In light of the above, students are expected to dress and dance in keeping with school expectations. Dress requirements for girls include NOT wearing any item that is backless or exposes cleavage or the midriff. Determining factor of length must be closer to the knee than the buttocks (no "short" shorts).

Dress requirements for boys include wearing collared shirts and no excessively baggy pants.

The school reserves the right to refuse admittance to any student. Parents of any student not admitted will be notified.

St. Vincent de Paul High School dances are closed. The gates to the dance will be closed one-half hour after the dance begins unless a special exception is made by the school administration. Students may not leave a dance early (i.e., one-half hour before the scheduled end) without the parent's written or verbal permission. The moderator of the dance is the final arbiter in this matter. Students who leave the dance must also leave the school grounds. Should a student or guest be asked to leave a dance for unacceptable behavior, further disciplinary action will be taken. For a student of St. Vincent, he/she may face the Board of Discipline. For a guest, disciplinary action will occur by way of contacting administrator at the guest's school, security personnel at the

dance site, or law enforcement personnel if deemed necessary by the dance moderator.

Any person who has been dismissed from St. Vincent de Paul High School may not attend such an event or enter school grounds at such time.

Each St. Vincent student may bring one guest from outside the school. Students must use the dance/guest pass request form provided by the office. The St. Vincent student must sign in his/her guest and is responsible for their guest's behavior during the dance. The administration has the right to refuse admittance to anyone it deems unacceptable.

Appropriate attire is expected of all who attend.

The use of alcohol, drugs, steroids, narcotics, or tobacco on the premises of the school is prohibited. Students or guest in the possession of or under the influence of the abovementioned substances will be removed from the dance, parents called, and school disciplinary policy will follow. A "breathalyzer" may be used with any student or guest suspected to be under the influence of alcohol.

If drug and/or alcohol use is strongly suspected, the school reserves the right to demand that a student be tested at Redwood Toxicology Labs in Santa Rosa at the parent's expense.

Lab results will be reported to school officials and parents will be notified. If a student is found to have been using drugs, steroids or alcohol (on or off campus), the school will follow related disciplinary policies.

GRAD NITE

"Grad Nite" is a Senior Class tradition that has developed over the past few years. It occurs usually on a Thursday and Friday. Seniors leave Thursday morning for Disneyland and other entertainment spots, returning Friday afternoon. IN ORDER FOR A SENIOR TO ATTEND, TUITION FOR THE SCHOOL YEAR MUST BE PAID IN FULL, AND CHRISTIAN SERVICE HOURS MUST BE COMPLETED AND TURNED IN. THE STUDENT MUST BE IN GOOD BEHAVIOR AND ACADEMIC STANDING TO PARTICIPATE. IF SENIORS PARTICIPATE IN A "CUT DAY" THE TRIP WILL BE CANCELED FOR THOSE INVOLVED.

DRESS AND APPEARANCE CODES

Philosophy – Personal appearance is expected to reflect a Christian respect for the individual and for the rights and sensibilities of others. St. Vincent de Paul High School students are expected to be clean and neat in their personal grooming and dress, observing standards of modesty, moderation, and good taste in school and at school related activities. Outlandish or distracting appearance that detracts from the teaching and learning process is unacceptable. Parents are responsible to see that their students leave home in compliance with these standards. The enforcement of grooming and dress standards is the responsibility of the faculty supported by the Dean's Office. The administration reserves the right to amend or change policies as it deems appropriate.

Consequences – When a student is made aware that he or she is in violation of the dress or appearance codes, the violation must be corrected to the greatest extent possible before the student is allowed to return to class. For example, the student will be required to change into the appropriate clothing (supplied by the school at cost to the student, or brought to school by the student's parents), shave if unshaven, or remove excessive makeup, jewelry, etc.

Students referred to the Dean for violating the dress or appearance codes will receive a detention. A total of four dress code detentions in a semester will result in a parent conference.

GROOMING

Hair – Students' hair shall be clean, neatly groomed, and not cut in distracting or unusual styles which include, but are not limited to: Mohawks, spikes, excessive braids/beading, etc. Unnatural coloring, streaking, or bleaching is also inappropriate. Boys must be clean shaven with sideburns no longer than the bottom of the earlobe. Boys' hair length must not exceed the back of the collar.

Jewelry – Excessive jewelry is not allowed. Body or facial piercings other than the ears are not allowed.

Make-up – Excessive or distracting make-up is inappropriate. Face paint, glitter or stickers on the face, or writing on one's arms or hands is not permitted.

Tattoos – Tattoos are not permitted. Students who have an existing tattoo must have it completely covered during school and school related activities.

DRESS CODE

Headgear – Hats, caps, visors, bandanas, sweatbands, and any other head coverings are not allowed to be worn or held before, during, or after school inside school premises. Hoods may not be worn in school buildings.

Shirts – Long or short sleeved polo shirts, of any color or pattern, are the only shirts permitted. Polo shirts must be properly and modestly buttoned, neither too tight nor too loose, and must fall below the waistband to prevent underwear or midriff from showing. A St. Vincent or college T-Shirt may be worn on the last day of the school week.

Outerwear – Sweaters, sweatshirts, jackets, and coats are allowed. Sweatshirt hoods may not be worn inside school buildings. Overalls are not permitted.

Pants/Walking Shorts – Pants/shorts must be clean, neat, hemmed, and properly fitting, neither too tight nor too baggy. They may not sag, exposing underwear or midriff. Pants may not contain writing. Athletic pants, athletic shorts, sweat pants, pajama pants, parachute pants, and any pants/shorts made out of spandex, flannel, and velour fabrics are not allowed. Shorts can be no more than 2 inches above the knee.

Skirts – Girls may wear skirts of any color or pattern, providing they are not too tight and no more than 2 inches above the knee. A modest slit is acceptable.

Footwear – Dress, casual, and athletic shoes are permitted. No open toe shoes, sandals, flip flops, netted shoes, or slippers are allowed.

General Provisions – No item of clothing may contain logos, designs, or messages that are inappropriate or that represent drug, alcohol, tobacco products, or unacceptable entities. (Sunglasses are not to be worn during school hours.)

GAME DAY ATTIRE

Members of athletic teams are permitted formal attire approved by the Athletic Department (jersey, team shirt, athletic pullover, etc.); all other criteria of the dress code apply, e.g., basketball players may not wear basketball shorts, track athletes may not wear sweatpants, etc. If team members wear a shirt and tie, the shirt must be a collared dress shirt, tucked in, worn with appropriate trousers with belt and dress shoes. Cheerleaders may be attired in their uniform tops and warm-up pant bottoms, not skirts.

SPECIAL EVENT / LITURGY DAY ATTIRE

In an effort to offer different choices of attire within the Dress Code guidelines, students will have the option of wearing dress up clothing for Liturgy days and special events. Although not currently mandatory, students are strongly encouraged to come to school in attire similar to business or professional dress. Modesty should prevail and students should make the distinction between dressing up for church and dressing up for a date or going out to dinner.

If a student elects not to dress up for Liturgy or special events, then the standard Dress Code applies.

Guidelines for dress attire are as follows:

Girls:

1. Dresses
2. Blouse, polo, or sweater with skirt or dress slacks.

Hems of dresses and skirts shall not be more than 2 inches above the knee. Dresses, blouses, polos, and sweaters shall fit appropriately and may not be backless, strapless, or display cleavage or midriff. Dress shoes may not have heels in excess of 3 inches.

Boys:

1. Collared dress shirts (tucked in) with tie, appropriate trousers, and belt. Dress shoes preferred.

DANCE DRESS CODE = REFER TO DRESS CODE FOR DANCES.

Emergency Plan

1. The safety of students and staff is of paramount importance. All actions taken during any emergency shall focus on the safety and well of both students and staff members.

2. No students shall be released from the custody of school personnel unless and until such can be done with reasonable safety.
3. During regular school hours, students shall be released only when school officials decide it is prudently safe to do so, and in accordance with written instructions of the parent(s)/guardian.
4. under no circumstance will a student be released to any person not authorized by his/her parents. It is the parent's responsibility to make sure the Emergency Card on file is kept up to date.
5. Parents must discuss with their students exactly where to go when released from school.
6. In the event of an emergency, turn your radio to KZST 100. 1 FM or KSRO 1350 AM. Information and directions will be given over the radio.

MISCELLANEOUS INFORMATION/REGULATIONS

Library

The library is open to students from 8:00 am until approximately one hour after school. All available books and magazines must be checked out through the Circulation desk.

Fines for overdue books are computed daily. Students assume full responsibility for the cost of replacing lost books. In accordance with school policy, all library accounts must be settled before examination permits can be issued. Reference books and current magazines may not be taken from the library without the Librarian's permission. Success of school library services depends upon the cooperation of all students. Those who violate library privileges may expect to lose them. The library is intended for quiet, focused study.

Student Internet Access and Use

Student access to the Internet is available. A Parent/Student Contract must be signed before any Internet access is granted to a student.

Any student involvement in the creation and/or dissemination of any message, or information that is of a hurtful, vulgar, and/or libelous nature about any member, student or faculty, of the St. Vincent community may face serious disciplinary measures including a Board

of Discipline hearing and possible expulsion. Additionally, the creation and dissemination of any content which involves forms of violence will be taken seriously by the school administration and may also result in serious disciplinary measures.

Access to Student Records

Parents/Legal Guardians have a right of access to their student's cumulative file/records which schools are required to keep. The editing or withholding of these records is prohibited. A written request must be made to the principal.

Others who may have access to your student's written records include the following:

1. An official of a public, private or parochial school where the student intends to enroll.
2. Federal education officials, the U.S. Office for Civil Rights, the Superintendent of Public Instruction or county superintendents of schools, or their respective designees, where such information is necessary to audit or evaluate a state or federally funded program or is pursuant to federal or state law.
3. A state or local law enforcement officer including a probation officer, parole officer or administrator, or a member of a parole board, seeking information.
4. An officer or employee of a county agency responsible for the protective services to children, as to a pupil referred to or under the supervision of that agency.
5. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
6. Agencies or organizations in connection with the student's application for, or receipt of, financial aid.
7. Accrediting association.
8. Bona fide researchers who explain in writing the nature of the research project and the relevance of the records sought, and who

satisfies the chief school administrator that the records will be used under strict conditions of anonymity and confidentiality. Such assurance must be received in writing by the chief school administrator prior to the release of information to the researcher.

Procedures for Challenging the Content of the Record

1. The parent of a pupil may file a written request to the Principal to correct or amend any information in his child's permanent records which he alleges to be: inaccurate, a conclusion or inference outside of the observer's area of competence, or a comment not based on personal observation.
2. If the request is denied, the parents shall be given the opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the Principal. After the hearing is concluded, the Principal shall inform the parents in writing concerning the conclusion reached.
3. If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the records of the student a statement commenting upon the information in the records and/or parental reasons for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

Lockers

Lockers are assigned on Book Day on a first come, first serve basis. Lockers remain the property of the school and may be opened at any time by the administration. Any damage will be billed to the student assigned to the locker. Lockers must be locked at all times with a school issued "combination lock." The area around lockers must be kept clean and orderly. The school is not responsible for anything taken from lockers. Students who do not abide by locker regulations may forfeit the use of the locker. There is a \$ 20.00 fee for lockers and lock. \$10.00 is non-refundable for the rental of locker space. Ten dollars is refundable when lockers are cleaned and inspected by a teacher. Teacher must sign off before any money is returned. Care must be taken when using the locks and lockers. Locker doors must be closed and locked properly at all time. Locker doors must open and close "freely." Shelves may be used if they are not being held in position by pressure exerted on the sides of the locker. Please keep your lockers clean and orderly. Wallpapering your locker with "pinups" is not in accordance with the school's philosophy. Any violation of the above is

subject to a \$1.00 non-refundable fine payable by 3:00 p.m. that Friday. Any fine not paid by 3:00 p.m. that Friday will increase to a \$5.00 fine the following school day.

Automobiles and Parking

Any car parked on campus during school hours is to have a St. Vincent issued Parking Pass in plain view. All cars are to be parked, locked and left immediately upon arrival at school. Returning to or sitting in cars during the school day is not permitted. Driving too fast or recklessly on campus or returning to your cars on a habitual basis during the day will result in the revocation of on campus parking and driving privileges. When arriving and leaving, radios should be kept turned down as not to disrupt the learning process of other students.

Lunch Period

Students may not leave campus during lunch without special permission of the Administration. Students may not eat lunch in their cars, the field, the front parking lot, or in back of the school.

Gum

Gum is not to be chewed anywhere on the school campus.

Tillman Hall

Students may not enter Tillman Hall unless under direct supervision.

Lost and Found

The school cannot assume responsibility for lost articles. Students are strongly advised to avoid carrying large sums of money, to clearly mark all of their possessions, and to take care to lock their lockers and keep combinations safe and secret. Valuable possessions should never be left unattended. If students must bring large sums of money to school on special occasions, they may leave the money with the school secretary and reclaim it after school.

Transportation

As a rule, students may not drive or be driven by other students to away events or on field trips. Any exception to this rule must receive the express written consent of the Principal or Assistant Principal, and the parent/guardian. These consents for both driver and passengers, with

proof of insurance, must be on file in the office before the student may leave for the event.

Car Pools

As a courtesy, St. Vincent will print a School Directory with name of parents/students who are interested in car pools. It is up to the parents to contact each other and arrange car pools.