

**St. Vincent de Paul High School
2017-2018 Student Planner
849 Keokuk Street
Petaluma, California 94952**

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www.svhs-pet.org

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.

2017-2018 SCHOOL CALENDAR

Dates Subject to Change

(Updated calendars are available on the school website)

August 14 - Pictures/Lockers/Parking-10th, 11th & 12th
Transfer Student Orientation
August 15 - Freshmen Orientation
August 16 - First Day of School-All Grades
August 31 - Back to School Night
September 1 - Freshmen Retreat, 10-12 Attend Regular Classes
September 1 - Freshmen Dance-Freshmen ONLY
September 4 - Labor Day-No School
September 22 - SVES & SVHS Jog a Thon
September 30 - Homecoming
October 13 - End of Progress Period 1
Fall Open House- October 15
November 2 & 3 - Junior Retreat
TBD - P.F.O. Auction
November 10 - Veteran's Day Holiday- No School
November 22-24 - Thanksgiving Recess
TBD - 8th Grade Placement Exam #1
December 18, 19, 20 – Finals
December 21 - Make up exams by appointment only, End of Semester 1
December 21 - January 5, 2018 - Christmas Recess
January 8 - Classes Resume
January 15 - Martin Luther King Day Holiday - No School
January 16 & 17 – Juniors to St. Anthony's
TBD - 8th Grade Placement Exam #2
January 18 & 19 - Senior Retreat
TBD - Winter Formal
February 14 - Ash Wednesday
February 19 - President's Day Holiday- No School
March 9 - End of Progress Period 2
TBD - Sophomore Retreat
March 29 - April 6 - Easter Recess
April 9 - School Resumes
April 30 – May 11 - A.P. Testing
May 20 - Prom
May 21 - Prom Holiday – No School
May 25 - Tim Shea Day
May 28 - Memorial Day Holiday - No School
May 30, 31, June 1 - Final Exams
June 1 - End of Semester 2
June 2 - Make up exams by appointment only
June 2 - Baccalaureate Mass, Dinner and Awards
June 3 - Graduation, 3:00 pm, St. Vincent Church

DEVELOPMENT REPORT DATES

September 15, 2017

November 15, 2017

February 7, 2018

April 24, 2018

CLOSE OF GRADING PERIODS

End of Progress Period 1 - October 13, 2017

Progress Reports Emailed October 20, 2017

End of Semester 1 - December 21, 2017

Report Cards Emailed January 12, 2018

End of Progress Period 2 - March 9, 2018

Progress Reports Emailed March 16, 2018

End of Semester 2 - June 1, 2018

Report Cards Emailed no later than June 15, 2018

ABSENCES: Parents must call the school at 763-1032, Ext. 112, by 10:00 a.m. that day explaining the reason for their student's absence.

Greetings from the Faculty

We would like to welcome each of you to another school year. We will do everything in our power to make it a successful year, but we expect you to do your part. Because we have high expectations for our students, we set high standards. Please do not be satisfied with less than your best work in every subject. Work hard in your classes and take advantage of all the extracurricular activities that interest you. Participation in all aspects of St. Vincent High School life will give you a richer school experience. Let's make a strong commitment to excellence this year. The staff has prepared this handbook to help you get the most out of your school experience.

1. PHILOSOPHY

Since parents are the primary educators of their children, responsibility for the development of the discipline necessary to achieve thoughtful and self-directed behavior belongs primarily to them. Likewise, the school must recognize the crucial role it plays in advancing responsible behavior among the student body. Therefore, we 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. Class attendance is expected to be both regular and punctual. All conduct--speech, manners, and personal grooming—is expected to reflect a Christian respect for the individual and for the rights and sensibilities of others.

2. SCHOOL RULES AND STUDENT CONDUCT

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, allowing one's work to be copied, or any other forms of cheating is a disciplinary infraction. In such cases where a student shows blatant disregard for academic integrity, his or her teacher will report the infraction to Mrs. Thompson, who will impose any number of disciplinary actions, in addition to the teacher imposing a significant lowering of grade. Possible penalties may include contacting the parents of the student, assignment of Saturday detention, and/or academic probation. Cell phones and other electronic devices used to enable cheating will be confiscated (See **Electronic Device Policy**).

Athletic Policy Eligibility

To be eligible for athletics, the student must be in compliance with the North Coast Section (CIF) rules concerning incorrect or illegal enrollment. **The student-athlete must maintain a G.P.A. of 2.00** or be subject to athletic probation ineligibility as outlined in the "St. Vincent de Paul Student Handbook." Student athletes at SVHS are expected to maintain all grades at the passing level (D's). After development reports are issued, the Athletic Director will check grades every Monday, with the on-line grading system. Should an "F" be recorded for any class, the student athlete will be removed from athletic participation for the minimum of one week, and must raise the grade to a passing level (D), in order to be reinstated on their team.

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.

Automobiles and Parking

Any car parked on campus during school hours is to have a SVHS issued Parking Pass in plain view. Returning to or sitting in cars during the school day is not permitted at any time. Driving too fast or recklessly on campus or returning to your cars will result in the revocation of on campus parking and driving privileges.

Chewing Gum / Eating Food

Gum is not to be chewed in classrooms. Eating or holding food is not permitted in the hallways or classrooms unless for an authorized special occasion approved by the Mrs. Thompson.

Classroom Behavior Students are expected to be present and attentive in the classroom for the entire class period. 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 Mrs. Thompson.

Closed Campus

SVHS 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 during the school day unless they have permission from a faculty/staff 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. Former St. Vincent alumni may not visit classes or be on campus without the permission from Mrs. Thompson and the classroom teacher. Students from other schools are not allowed on campus at any time unless prior coordination takes place and approved by Mrs. Thompson or other members of the Leadership Team. In addition, students may not order or receive food or other items delivered by an outside vendor or other individual to the school campus. Any items such as lunches or books must be delivered to the Main Office by a family member.

Dance Regulations

Dances held at SVHS are viewed as opportunities for students to socialize in a supervised and safe environment. SVHS 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 without the parent's written or verbal permission. Students who leave the dance must also leave the school grounds and may not return.

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. Mrs. Thompson will call the guest's school to ensure that the guest is in good standing. Guests that have graduated high school are allowed as guests, but must be under 21, and adhere to all St. Vincent behavior guidelines. The St. Vincent student must sign in his/her guest and is responsible for their guest's behavior during the dance.

All students are expected to observe the usual guidelines for behavior at SVHS. Should a student or guest be asked to leave a dance for unacceptable behavior or dress code violations,

parents/guardians will be contacted and disciplinary follow-up will occur the next school day. No refunds will be issued to students and/or guests that are asked to leave a school dance.

All dance styles must comply with standards of modesty and safety. Inappropriate dancing includes, but is not limited to, slam dancing, moshing, freaking or booty dancing (including prone, butt-to-crotch, crotch-to-crotch, and "sandwich" dancing), or otherwise inappropriate or dangerous dancing.

The use of alcohol, drugs, or tobacco on school premises is prohibited. Students or guests in the possession of or under the influence of these substances will be removed from the dance, parents/guardians called, and school disciplinary policy will follow. If drug and/or alcohol use is strongly suspected, the school reserves the right to demand that a student be tested at ADTS, 6025 Labath Avenue, Suite 104, Rohnert Park, 707-588-1234 at the parent's expense (See **Substance Abuse Prevention and Disciplinary Policy**) **prior to returning to school**. Additionally, all students may be subject to random Breathalyzer testing upon entering the dance and throughout its course.

Dance Dress Code for Boys:

Clothing displaying any writing, logos, or symbols that are offensive, sexually suggestive, or related to alcohol, tobacco, or controlled substances is prohibited.

- Must wear a collared shirt with sleeves.
- Wear pants that do not sag or expose underwear, nor be excessively baggy.
- Shoes must be worn.
- Hats are not permitted

Dance Dress Code for Girls:

Attire for girls should be clean and neat, observing standards of modesty, moderation, and good taste. Any interpretation and judgment in these matters lies with the school personnel supervising the dance and students not meeting the proper dress code, may be asked to leave the dance.

- No tube tops, halter tops, or tops that are low cut (revealing cleavage).
- Blouses, dresses, and tops that show midriff are not permitted.
- Overly tight pants or spandex pants are not allowed as outer garments.
- Skirts, shorts, and dresses may be no shorter than 6 inches above the middle of the knee.
- Shoes must be worn.

Harassment and Bullying Policy

SVHS affirms the dignity of every student. Harassment and bullying are unacceptable conduct that is severe, pervasive, and deliberate. Harassment or bullying of any student by any other student is prohibited and will not be tolerated. It is our policy to provide an educational environment in which all students are treated with respect and dignity. The school will treat allegations of harassment or bullying seriously and will review and investigate such allegations as appropriate, in a prompt and thorough manner. However, substantiated acts of harassment or bullying will result in disciplinary action, up to and including warnings, reprimands, suspension and dismissal, depending on the severity of the offense. Students found to have filed frivolous charges will also be subject to similar disciplinary action.

Harassment includes but is not limited to:

- Verbal Harassment/Bullying: Derogatory comments and jokes; threatening, embarrassing or intimidating spoken words, humiliating or insulting language;
- Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal work or movement;

- Written Harassment/Cyberbullying: Letters, notes, e-mails, instant messages, or social network communications that are cruel, demeaning, vulgar, sexual, discriminatory or intimidating in nature;
- Social Harassment/Bullying: Diminishing another's sense of self or damaging social relationships, status, or reputation by means of shunning, excluding, gossiping, spreading false rumors, or revealing personal information.
- Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, drawings, or Internet postings and/or inappropriate leering or gesturing;
- Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, making unsolicited sexual advances and propositions, using sexually degrading words to describe an individual's body, displaying sexually suggestive objects or pictures, telling inappropriate or sexually related jokes, and making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

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 that do not comply with this will be assigned detention.

Lockers

Students are responsible for the cleanliness of their lockers and immediate areas. Lockers may not be written on or have anything (stickers, decals, etc.) affixed to them. Any damage will be billed to the student assigned to the locker. The school is not responsible for anything taken from lockers – students should not give out their combinations. At the end of the academic year students must have a staff member inspect and sign-off on the condition of their lockers. Students who have not had their lockers signed-off as being in clean and good condition will be assessed a \$25 penalty.

Lunch Period

Students may not leave campus during lunch without special permission of the Administration. Students may not eat lunch in their cars, on the field, in the hallways, in the parking lots, or the classrooms. **Students attending meetings during lunch may eat in the classroom with permission of the faculty conducting the meeting.**

Public Displays of Affection

Public displays of affection and/or intimacy should not occur on school grounds. Such displays are often offensive to others and are inappropriate in an educational environment. Examples of inappropriate displays include, but are not limited to, kissing on the lips, sitting on another student's lap, prolonged holding/hugging, or touching another student in an inappropriate way or location.

Telephone Messages

Telephone messages will be delivered to a student only in the case of an emergency.

3. DISCIPLINARY PROCEDURES AND CONSEQUENCES

Serious Disciplinary Offenses

The offenses considered serious violations of school policy at SVHS include, but are not limited to, those below. They may result in one or more of the sanctions described below:

1. Weapons: Students shall not possess, handle or transmit any object that can reasonably be considered a weapon at any time on school property, while traveling to or from school, at

- any school-sponsored function, or at any function sponsored by another school. This includes “toy” or replica weapons.
2. Harassment or bullying by any student.
 3. Stealing, damaging, destroying, or defacing school property or the property of others.
 4. Disrespect, insubordination, rudeness, or abuse, in any form, toward any teacher, staff member, student, or other person at school or school-sponsored events.
 5. Fighting between students at school or school-sponsored events will be treated with zero tolerance. The police may be notified. All students directly involved in a fight will be immediately suspended as a cooling off period until further investigation assigns responsibility.
 6. Cutting of class/school.
 7. 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.
 8. Use or possession of tobacco products.
 9. Use, possession, sale, or distribution of alcohol or controlled substances.
 10. Serious violation of the Internet use policy.
 11. Outrageous, scandalous, or seriously disruptive behavior that adversely affects the reputation or good order of the school.

Detention

As violations of school rules occur, any teacher or staff member may refer a student to the Mrs. Thompson or designee for detention. Detention sessions are held after school for a 50-minute period on Wednesdays, depending on the school calendar, beginning at 2:55 p.m. and ending at 3:45 p.m., and must be served on *or before* (if in conflict with games, performances, etc.) the date assigned. If necessary, detentions may be assigned to other days of the week upon prior notification and approval by Mrs. Thompson.

Students and parents should understand that serving a detention takes precedence over all other co-curricular and extracurricular activities. Rescheduling a detention will be made only under serious circumstances.

Failure to serve a detention or behave properly at detention will result in having to serve a Saturday Detention; failure to serve those detentions will result in a suspension from participation and attendance in all co-curricular activities until all detentions are completed. This includes, but is not limited to, dances, athletics (including practices), drama, debate, etc. Parents will be notified of this action.

Saturday Detentions

Students that are repeat offenders will be required to serve a three-hour Saturday Detention. Students assigned a Saturday detention will be assigned light to moderate work details directed by a faculty member or administrator. Students assigned a Saturday detention will also be charged \$40 to cover the cost of supervision. Students that do not show up for a Saturday detention will be assigned two Saturday detentions and will be subject to the Board of Discipline.

Repeat Violations

Repeat violations of school policy indicate an unwillingness to conform to school philosophy. Therefore, the following sanctions will result for repeat offenses:

Detentions

- 3 detentions assigned in a semester will result in a call to parents and a Saturday Detention.
- 5 detentions assigned in a semester will result in a call to parents with warning of suspension, in addition to Saturday Detention.

- 6 detentions assigned in a semester will result in a suspension. For repeated tardies, see Attendance.

Disciplinary Probation

Disciplinary probation is a trial period during which time a student must meet certain conditions in order to avoid more serious consequences. A student may be subject to disciplinary probation for any offense, including but not limited to, repeated violation of school rules, expulsion from class, rudeness or harassment, or any showing, through language or action, of blatant disrespect to any member of school community. Parents will be informed in writing if their son or daughter has been placed on probation; such notification may include a behavioral contract to be signed by parents. Failure of a student to successfully complete probation will result in increased sanctions which may include suspension, loss of privileges, and/or referral to the President to consider expulsion.

Suspension

Suspension is a formal disciplinary sanction and is given for serious breaches of discipline or a pattern of repeated offenses. The student may not attend classes or participate in any school related activities while suspended. An on-campus suspension consists of the isolation of the student from the rest of the student body, performing academic or manual work. It is the parent's responsibility to make sure that the student remains at home during an off-campus suspension. It is the student's responsibility to make arrangements with his or her teachers for missed assignments and tests.

Board of Discipline

The Board of Discipline is composed of three members of the Leadership Team and a teacher. The Board convenes to review disciplinary cases of a chronic, serious, or unusual nature. It is desired and expected that the student and his or her parents be present. The primary goals of the Board are to find facts and make recommendations to the President as to courses of action. Since the Board of Discipline is not an adversarial process or trial, legal counsel may not attend, nor will communications from legal counsel be considered by the Board. Board proceedings may not be electronically recorded without permission.

Directly after the Board meets with the student, parents, and any other individuals it invites, it will deliberate privately to decide on a recommended course of action. The Board's recommendations go to the President. Once the decision has been made by the President, Ms. Atkinson of the Leadership Team will communicate the decision to the parents. The President, in consultation with the Pastor, is the only authority in the school that may expel a student.

Parents and students have the right to appeal the President's decision. Such an appeal must be made to the President in writing and in a timely fashion. If a satisfactory resolution cannot be reached, the appeal may be forwarded to the Pastor who is the ultimate arbiter in such matters. The Pastor's response to an appeal will be considered final. Students who have been suspended and/or placed on academic/disciplinary probation during the year will be reviewed at the end of each semester by the Board to determine their status for continued enrollment.

Expulsion

Expulsion is the final and irrevocable dismissal of a student from the school. Students are liable for expulsion for serious and/or repeated misconduct as set forth in this handbook. Any student whose attitude or behavior is inconsistent with the values and goals of the school, on or off campus, is liable for expulsion.

Substance Abuse Prevention and Disciplinary Policy

SVHS recognizes its responsibility in promoting the well-being, health, and safety of every member of the St. Vincent community. The faculty and administration are committed to creating an alcohol and drug-free environment at school and all school activities. We expect that parents will not provide students access to alcohol or drugs in their homes and that they will supervise students' social activities held at home. *Parents who are unwilling to abide by this policy may seriously jeopardize the continued enrollment of their sons or daughters at St. Vincent de Paul High School.*

Our policy is based on the three components of prevention, intervention and support, and discipline:

1. **Prevention** consists of alcohol and drug education programs for the student body. Parent participation in these programs at SVHS may be required.
2. **Intervention** is provided to those students with substance abuse problems who seek assistance from the Counseling Department or are referred to same by another member of the St. Vincent community. Any student so referred will not be subject to disciplinary consequences provided the student is not otherwise in violation of a school rule. Students will receive counseling that fully complies with confidentiality laws. All referrals will be confidential.
3. The **Disciplinary Process** is invoked in the following circumstances:
 - a. Whenever any student is found in possession of, under the influence of, and/or using alcohol, illegal or unauthorized drugs, or related paraphernalia on campus, at any school sponsored event or activity, or on the way to or from school and school related events and activities.
 - b. Whenever any student is discovered to be involved in the sales or distribution of any of the above mentioned prohibited substances whether on or off campus.

Each case will be considered individually and on its own merit, making a student liable for a range of disciplinary actions up to and including dismissal. No substance abuse violations will be based on hearsay evidence alone, or without substantiation. Intervention may also result from the disciplinary process.

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 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 outpatient or inpatient care, the school may, depending on the circumstances, terminate the student's enrollment.

Testing for Illegal Substance Use

SVHS will employ the use of a Breathalyzer and/or an alternative drug test if a student is suspected of being under the influence of or using alcohol, steroids, and/or drugs. If drug, steroid, or alcohol use is suspected, the school reserves the right to demand that a student be tested at ADTS, 6025 Labath Avenue, Suite 104, Rohnert Park, 707-588-1234, at the parent's' expense. This must occur before the student is allowed to return to school. Refusal by a student (or his/her parent) to comply or cooperate with any type of aforementioned testing 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.

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 a school administrator.
2. A law enforcement report may be made.
3. Information will be gathered for review by Mrs. Thompson.
4. The Board of Discipline will meet with the student and their parent(s)/guardian(s) to gather further information and determine consequences to be approved by the President.

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

1. A three to five day in-or-out of school suspension.
2. Participation in a substance use/abuse assessment, including drug testing administered by a certified lab or drug and alcohol counselor (required).
3. Participation by the student and the parent(s)/guardian(s) in assessment and counseling administered by a school or non-school agency or mental health professional.
4. Participation by the student 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 for a specific period of time.
6. Disciplinary probation for an extended period of time.
7. Suspension from participation in extracurricular and/or co-curricular activities for a period of time.
8. The Board of Discipline may recommend expulsion. Various factors will be considered: 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 final decision will be at the discretion of the Leadership Team in consultation with the President and the Pastor. When large numbers of students are involved in a policy violation 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.
9. For student-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 President. The final decision will be at the discretion of the President in consultation with the Pastor.

Consent to Search

Searches are necessary at times for maintaining order, security, health, and welfare of students and the rest of the school community. St. Vincent de Paul High School reserves the right to search any area of the campus including all lockers and computers. Furthermore, the school administration and its agents reserve the right to conduct a search of a student's person, clothing, vehicle, bags, cell phone, electronic equipment, and belongings based upon reasonable cause. A student's refusal to cooperate with a search may be considered sufficient reason to suspend the student and to refer him/her to the Board of Discipline.

4. ATTENDANCE, TARDINESS AND ABSENCES

Late to School

Any student who is late for school must report to the Main Office to sign in and receive a "Tardy Pass." Tardy students must be excused by their parents in writing or by telephone within 24 hours. Students are allowed only three excused tardies per semester; thereafter, all tardies will be considered unexcused, barring verifiable emergency or medical circumstances. Any tardy that is not excused within 24 hours will be considered unexcused.

Late to Class

Students are considered tardy when they are not in their seats ready to begin work when the bell rings. Teachers will send tardy students to the front office to receive a pass.

Consequences

Students who are tardy will incur the following consequences:

- Any unexcused tardy will result in a detention
- Three (3) tardies, excused or unexcused, in a semester will result in a detention
- Six (6) tardies, excused or unexcused, in a semester will result in a Saturday Detention and a call to parents to alert them to the next consequence.
- Nine (9) tardies, excused or unexcused, in a semester will result in an on-campus suspension.

See **Detention** for further information. Mrs. Thompson has the final word on assigning detentions.

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 11:00 a.m. that day explaining the reason for absence. Failure to phone will place the student on a truant status. Any student-athlete, who misses more than two periods of the school day, or arrives at school past 10:00 am, may not be allowed to practice or play in a game that day.

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. Permission to leave school for any reason must be obtained from the Attendance Clerk, who will grant permission only after receiving written or verbal permission from a parent, guardian, or someone listed on the student's emergency notification card. *Parents are asked not to seek permission during class hours except for serious reasons.* Should a doctor/dental appointment be necessary during school hours, a note from that doctor needs to be turned into the office at the time the student returns to school.

Students absent because of family business (special events, family trips, etc.) must have prior approval of the Mrs. Thompson. "Permission to miss school" absence forms are available at the front office and **must be completed and submitted in advance to Mrs. Thompson in advance of absence.** It is the student's responsibility to arrange with his/her teachers the completion of missed class work and to be ready to assume all class obligations, including tests, upon returning to school. Teachers are not obliged to provide or accept makeup work for these types of absences.

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 Mrs. Thompson, are absences for school related activities, serious documented medical conditions and/or sickness (doctor's note required), or exceptional family matters. After seven (7) absences, parents will be notified. College visitations are not exempt from this policy.

Cutting Class Policy

A cut is defined as an unexcused absence, without *any* parental notification, from a particular class, from the campus during the school day, or from any activity on or off campus where a student's attendance is required. If a student is unaccounted for, the school will notify the parents that day. The minimum penalty for cutting will be a Saturday Detention. Students who cut a full day of classes will be suspended. If a student's whereabouts cannot be confirmed during an unauthorized absence, he or she may be subject to alcohol and drug testing prior to returning to school. Such testing will be at the parent's expense (See **Substance Abuse Prevention and Disciplinary Policy**).

5. DRESS CODE

Philosophy

Personal appearance is expected to reflect a Christian respect for the individual and for the rights and sensibilities of others. SVHS 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. Our goal is to not only provide for an orderly academic environment, but to teach students the value of dressing in a situationally appropriate manner.

Consequences:

When a student is made aware that he or she is in violation of the dress or appearance codes, the student will be required to correct the violation before being allowed to return to class, which may necessitate a call home. Students referred to the front office for violating the dress and appearance codes will incur the following consequences:

- A first violation will result in a warning and an inspection of the student's appearance before school on the next school day.
- Missing an inspection will result in a detention.
- All subsequent violations will result in after-school detentions. See **Detention** for further information.

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, unusual extensions, 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, be over their eyes, or be excessively shaggy or full.
- **Jewelry** – **SEE AREA OF EMPHASIS ABOVE:** Excessive jewelry is not allowed. Body or facial piercings other than the ears are not allowed. Nose Piercings, Gauges, bars, barbells, or other unusual piercings are not allowed.
- **Make-up** – Excessive or distracting makeup 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.

- **Headgear** – Hats, caps, visors, bandanas, sweatbands, and any other head coverings are not allowed to be worn or held during the school day whether inside or outside, or at any time inside school premises. Similarly, hoods may not be worn during the school day, or at any time inside school buildings.

Boys Dress Code – The following options are available for boys: SEE AREA OF EMPHASIS ABOVE

- Polo shirts.
- Buttoned-down-the-front, collared shirts.
- Turtleneck or mock turtleneck shirts or sweaters.

All shirts must have sleeves. Collared shirts shall be neat, buttoned (recommended that all but the top button be buttoned), and free of all phrases or slogans. Underwear or midriff shall not be visible. Shirts with a square hem or modest tails may be worn untucked provided the length is not excessive (falling to the thigh or past the bottom). Undershirts shall not extend past shirt hems. Shirts with distinct/long tails must be worn tucked in.

Girls Dress Code – The following options are available for girls: **SEE AREAS OF EMPHASIS ABOVE**

- Polo shirts.
- Buttoned-down-the-front, collared shirts or blouses.
- Blouses or sweaters without a collar (not t-shirts or t-shirt-like blouses).
- Turtleneck or mock turtleneck shirts or sweaters.
- Sleeveless tops that are at least three fingers width across the shoulder **ARE ALLOWED**.

All shirts, blouses, and sweaters must have sleeves, be neat, buttoned if furnished (recommended that all but the top button be buttoned), neither too tight nor too loose, modest in appearance, and free of phrases or slogans. No undergarments or any part thereof, cleavage, or midriff shall be visible at any time. No sheer or clingy fabrics. Necklines must be conservative, that is, they should not extend more than 2 to 3 inches from the collarbone nor should any part of the shoulder(s) be exposed. The line between blouse and t-shirt can be blurry. T-shirts are characterized by fabric, usually cotton, neckline, and fit. Girls should err on the side of caution when choosing to wear any blouse that shares t-shirt characteristics. The administrator responsible for girls' dress code enforcement reserve final judgment on the appropriateness of any garment.

****Students may wear a college or school-sponsored t-shirt on the last day of the school week.***

Outerwear – **SEE AREA OF EMPHASIS ABOVE**: Sweatshirts, jackets, and coats are allowed as long as an appropriate dress code shirt or blouse is worn underneath in a normal and proper manner, not concealed. Boys must wear a collared shirt underneath a sweater unless the sweater has a collar. Sweatshirt hoods may not be worn during the school day, or at any time 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 or expose underwear or midriff. Pants may not contain writing or excessive ornamentation. **Athletic pants, athletic shorts, sweatpants, yoga pants, pajama pants, parachute pants, leggings, jeggings, or any pants/shorts made out of spandex, flannel, camouflage or velour fabrics are not allowed.** Shorts can be no more than 2 inches above the knee.

Dresses/Skirts – Dresses and skirts should be modest. A dress must comply with the same standards established for shirts and blouses. Hems of dresses and skirts shall be no more than 3 inches above the knee whether worn with tights or leggings or not. A modest slit is acceptable. All garments shall fit appropriately and not be sleeveless, backless, strapless, sheer, or display cleavage, midriff, or undergarments. Spaghetti straps are not allowed.

Footwear – Dress, casual, and athletic shoes are permitted. Sandals with heel straps are allowed, but students enrolled in laboratory science classes must wear closed toe shoes at all times during their laboratory science class. No high heels, flip flops, netted shoes, “barefoot” running shoes, or slippers are allowed.

Game Day Attire

Members of athletic teams are permitted attire approved by the Athletic Department (jersey, team t-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. Cheerleaders may be attired in their uniform tops and warm-up pant bottoms, not skirts (except with approval on rally days).

Liturgy Day Attire

Liturgy days and special events require a more formal manner of attire than regular school days. On such days, students will be expected to come to school dressed in clothing similar to business or professional dress and remain dressed properly for the day. 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. Failure to adhere to Liturgy attire standards will result in a detention. However, a student may be allowed to correct their dress if possible.

- **Girls**

Girls must wear a dress or combination of a skirt or dress slacks with appropriate blouse and/or sweater. The same dress code standards for blouses, dresses, skirts, and pants as established in the previous sections shall apply. Closed-toe dress shoes are required; flats and modest heels (3 inches maximum) are permitted. Sandals, casual boots (including Uggs), and athletic shoes are not allowed.

- **Boys**

Boys must wear a buttoned-down-the-front, collared dress shirt, buttoned and tucked in, with appropriately worn tie, appropriate trousers (no jeans) with belt, and dress shoes (no athletic shoes).

Mustang Wear Day Attire

Mustang Wear Days are days where students are encouraged to wear apparel that demonstrates school spirit. Any authorized St. Vincent club or athletic gear is permitted, as well as any SV logo wear. No tights, leggings, etc. may be worn, and students that choose not to wear Mustang gear **must be** in compliance with the regular dress code.

6. STUDENT REQUIREMENTS

Christian Community Service Hours

As part of our Theology courses, students are required to perform Christian Community Service Hours. The minimum amount of hours per year is as follows: Freshmen: 20 hours (5 Core), Sophomores: 30 Hours (10 Core), Juniors: 30 hours (15 Core), Seniors: 20 hours (10 Core). (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. Atkinson if you have any questions.

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.

Graduation Requirements

7 Semesters of Theology

8 Semesters of English

4 Semesters of Mathematics

6 Semesters of Science

2 Semesters of Physical Education

2 Semesters of Fine Arts

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

A minimum of 240 credits is required for graduation.

California State University Entrance Requirements

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. Two Subject tests may be required for some campuses.

Private Universities

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

University of California Entrance Requirements

Eligibility Subject Requirements for Admission as a Freshman:

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

4 years of college preparatory English.

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

2 years of laboratory Science must be taken in the 10th, 11th, or 12th grades in two different areas.

Three years of laboratory science is highly recommended.

2 years of the same Foreign language - must be a language with a written literature. Three years of the same language is recommended.

1 year of the following: Art, Drama or Digital Filmmaking.

1 year of approved electives 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.

U.C. Examination Requirements:

SAT or ACT

7. ACADEMICS POLICIES AND PROCEDURES

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

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 = 1.00
F = 0.00 (no credit)	F = 0.00 no credit

Repeating Courses

Generally, an "F" or "D" grade for the semester in a required subject must be made up. Repeating a class for credit recovery will be allowed on a case by case basis after a meeting with student, teacher, and parents. After one quarter the student will be evaluated and if his/her grade is lower than a "C" the student will be dropped from the class and required to take an approved transfer course.

Transferable Credit

Only coursework completed at St. Vincent de Paul High School, except in cases of remediation, will be included in the St. Vincent de Paul High School grade point average. In cases of remediation, both courses and grades will appear on the St. Vincent de Paul High School transcript.

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 the prior approval of Mrs. Trott, the Leadership Team, 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. If the course is being used to fulfill a graduation requirement, the course (without the grade) will be listed in the notes section of the transcript.

Semester/Final Examinations

At the end of each semester, an examination is administered in class. 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 G.P.A. for admissions. At St. Vincent de Paul High School the following courses qualify:

Studio Art – 2D Design (AP), Drawing (AP)

Biology (AP)

Chemistry (Honors and AP)

Physics (AP)

Calculus AB and BC (AP)

Pre-Calculus (Honors)

British Literature (Honors)

Modern World Literature (AP)

French III (Honors)

French IV (AP)

Spanish III (Honors)

Spanish IV (AP)

US History (AP)

World History (Honors)

Computer Science (AP)

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, including one in their 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.

8. REGISTRAR POLICIES AND PROCEDURES

Add/Drop Policy

The schedule that has been made for each student reflects a collaboration of teachers, students and parents and is designed for both a challenging and enriching curricular experience. At the time of scheduling, counselors, parents, previous teachers and the students ideally devise a schedule that will allow the student to be both challenged and successful. Every effort should be made to schedule realistically and not change courses. The time to initiate any change after that process has occurred will be dedicated to the week before the school year starts. During the first two weeks of the semester a student may initiate a course change. Courses dropped from a student's schedule during this timeframe will not be reflected on a student's transcript.

Students in AP and honors level classes can drop into the college prep level course throughout the semester. The unweighted grade in the higher level course will be brought with them into their new course assignment and will count proportionately for their semester grade.

After the first two weeks of each semester, class schedule changes may be initiated by a student's teacher or counselor on his/her behalf.

Other changes will be noted as a Withdrawal (indicated by a W), and no credit will be awarded. Any course that is dropped from a student's schedule after the second week of each semester will be reflected on the student's transcript as a Withdrawal if the change was initiated by the school. Other changes will be noted on the transcript as an "F".

Students who enter a new course after the second week are only eligible for half-credit for the semester. Schedule changes made after the second week of each semester are strongly discouraged and will only be approved by Mrs. Trott of the Leadership Team.

Procedures for Challenging the Content of the Record

1. The parent of a pupil may file a written request to the President 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 President. After the hearing is concluded, the President 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.

Development Reports

Development Reports are emailed to parents when a student is receiving a C- or below in a class. Although Development Reports may be sent at any time during the academic year, typically Development Reports are emailed in September, November, February and April. Please refer to the calendar section for specific dates for this year.

Report Cards

Parents are emailed Progress Report Cards at the completion of Progress Period 1 (October) and Progress Period 2 (March). Progress grades reflect progress through the first half of the semester; however do not necessarily correlate to half of the student's semester grades. Progress Report grades are interim grades and will not appear on student transcripts.

Parents are emailed Semester Report Cards at the completion of Semester 1 (January) and Semester 2 (June). Semester grades are permanent grades and will appear on the student's transcripts.

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.

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."

Withdrawal from School

When a student plans to withdraw or is not returning to St. Vincent, a parent is to notify the Admissions Director to complete an exit interview. If a student withdraws during the school year, he/she must obtain a Student Withdrawal Form from the Registrar's office. The student will need a signature of clearance from Athletics, Library/Textbook/Lockers and Student Accounts before officially withdrawing. Incompletes may appear on transcripts until all paperwork and accounts are cleared.

9. CELL PHONES AND ELECTRONIC DEVICE POLICIES

Headphones (New for 2017)

Students are allowed to have headphones or earbuds on campus. However, similar to our cell phone policy, students are not allowed to use headphones or earbuds in the building during the academic day. Headphones or earbuds may be used in classes at the teacher's discretion.

Cell Phones

Students are allowed to have cell phones on campus. However, cell phones are not allowed to be used in the building during the academic day. Cell phone usage is defined as the following: making phone calls, checking voicemail messages, or text messaging. For all other cell phone functions, including internet access, app usage, social networking, etc. refer to the **Electronic Devices** section below. Phones must be silent during school and school sponsored events. Students may use their phones during morning break, during lunch, and before and after school. Cell phone usage is not allowed during the passing periods between classes. Phones are to be used *outside* of school buildings for calls and texting. Cell phones should not be visible in any classroom, hallway, restroom or any other school building including Tillman Hall and De Carli Gym.

Consequences

If an electronic device or cell phone is found to be turned on or being held at unauthorized times and locations, whether it is being used or not, the phone will be confiscated for the remainder of the school day and/or the remainder of the event. A second offense will result in a detention and confiscation where parents will be required to pick up the device or phone the front office. If the device or phone has been used for other unauthorized purposes, such as cheating or interfering with another's privacy, additional consequences, including loss of the phone or device for the year, may

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

Electronic Devices

Electronic devices, including but not limited to, computers, laptops, tablets, mp3 players, audio recording devices, audio playback devices, and digital and film cameras, may be used for legitimate educational purposes when pre-approved by a teacher or administrator. Use of electronic devices during class is at the teacher's discretion. All electronic devices are subject to the **Computer, Internet, and Electronic Media Policy** below. When not being used for educational purposes, electronic devices must be turned off and may not be visible.

10. COMPUTER, INTERNET AND MEDIA POLICY

Students are strictly prohibited from using St. Vincent de Paul High School's name, initials, logos, pictures, or representations of the faculty, staff, students, or other individuals that, in the determination of the school administration, are degrading, lewd, threatening, or inappropriate. Deliberate publication or posting of inappropriate material on the Internet may result in serious disciplinary action including dismissal from the school. Illegal downloading on a school computer may result in the student's losing the privilege of using computers and Internet access on campus. Students are not allowed to add, copy, delete, or alter any operating system, application, system setup, or equipment configurations.

Consequences for unauthorized access, tampering, misuse, or abuse of St. Vincent de Paul High School's computer equipment may include any or all of the following:

- Payment for labor charges and/or parts necessary to undo changes or restore classroom computer equipment to its proper operating configuration as determined by the IT Department and school administration.
- Removal of the student from the St. Vincent course of instruction, suspension, and/or expulsion.
- Filing criminal or civil charges through the California court system against the offending student and his/her parents if the student is a minor.

Access

SVHS reserves the right, at its discretion, to review any student's electronic files and messages stored or created on equipment or by services belonging to the school to the extent necessary to ensure that use are in compliance with school policy.

Kavanaugh Library Computer Use Policy

Computer use in the Kavanaugh Library is limited to word processing and appropriate academic research. The following rules apply to the use of computers in the library:

- All users must log on using their own account. Students may use only their own accounts.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Software to be used in conjunction with a class assignment must be authorized by the librarian and the IT Department. No unauthorized software is permitted.
- Laptop computers or other portable devices may only be used with the approval of the librarian. Rules stated here also apply to any devices approved by the librarian.
- Files such as homework papers may be brought to the library on flash drives, sent as attachments to email, or downloaded from cloud storage services.
- Headphones may only be used with the permission of the library supervisor.
- Activities that are deemed to interfere with the operation of the network or the local workstation and other inappropriate operational activities, as interpreted by school personnel, are not allowed.

Penalties

Students who violate the rules set forth in the Computer Use Policy will be subject to one or more of the following consequences at the sole discretion of the administration:

- Students may receive a verbal warning. Such warnings are to be documented in writing and kept by the front office.
- A student's computer account may be disabled for a length of time determined by Mrs. Thompson of the Leadership Team, usually one to two weeks. Such disabling will be documented in writing and copies will be given to the IT Director and the student by Mrs. Thompson of the Leadership Team.

Security

Personal passwords should never be revealed. Security on any computer system is a high priority, especially when the system involves many users. If a student thinks he/she can identify a security problem on the computer, he/she must notify a member of the faculty, staff or the IT Department. Do not demonstrate the problem to other users. Do not use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers.

Social Networking

When students use social networking sites they should keep in mind that they are St. Vincent High School students at all times, whether on or off campus. Students must remember that they are representatives of SVHS and are in the public eye consistently. Please keep the following in mind as you participate in social networking websites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online - even if you limit access to your site.
- You should not post any information, photos, or other items online that could embarrass you, your family, your friends, your athletic team, or the St. Vincent community. This includes information that may be posted by others on your page.
- Never post your home address, local address, phone number(s), birth date, or other personal information. You could be a target of stalkers or predators.
- School administrators, teachers, and coaches may monitor these web sites to the extent permissible by law.
- Students could face discipline and even dismissal for violations of this school policy.

SVHS and local law enforcement agencies may monitor these websites regularly as well as colleges and universities, potential employers, and internship supervisors as a way of screening applicants. In addition, scholarship committees also search these sites to screen candidates. St. Vincent students should be very careful when using social networking sites and keep in mind that sanctions may be imposed, including suspension and expulsion, if these sites are used improperly or depict inappropriate, embarrassing, or dangerous behaviors, or are hurtful or harassing to others. *Please refer to the section on Harassment and Bullying for more guidelines for appropriate and inappropriate use of technology and the Internet.*

Student Technology Use Standards

The following standards for student proficiency apply to all students. Mr. O'Toole of the Leadership Team will determine how and when these standards will be taught to students and how and when they will be assessed.

1. Students will use appropriate and effective word processing skills to produce documents that meet academic course outcomes and expectations.
2. Students will develop PowerPoint presentations to effectively communicate academic course content with teachers and classmates.

3. Students will effectively and appropriately communicate with teachers and classmates through email and web-based communication methods.
4. Students will save their academic course work according to stated Technology Use procedures.
5. Students will make productive use of the Internet for academic research, appropriately assessing web content for validity and credibility.

Vandalism

The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damages caused by a student or other user.22

11. GENERAL PARENT INFORMATION

Academic/Athletic probation

- Any student who receives one "F" may be subject to Academic/Athletic Probation as determined by Mr. O'Toole of the Leadership Team or the Athletic Director. Any student who has a G.P.A. less than 2.0 will be subject to Academic/Athletic Probation. The following are the consequences of Academic/Athletic Probation:
- A letter will be sent to parents/guardians informing them that their student is on Academic/Athletic Probation.
- 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.
- Should a student receive an "F" grade on the progress report in any class, and is subject to Academic/Athletic Probation, that student will not be allowed to participate in games during the subsequent quarter. Practices are not affected.
- 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". Any exception to the above policies must be made by the Leadership Team in accordance with C.I.F. rules.

Athletic Policies and Academic Probation

- A player may not quit a sport and play another sport during the same season after two weeks into the season.
- In order to participate in an athletic event, the athlete must be at school by 10:00 a.m. and cannot leave before lunch period unless he/she has the consent of the Athletic Director.
- Students who have been absent during the school day may not attend practice or a scheduled athletic event unless approved by the Athletic Director or Mrs. Thompson of the Leadership Team
 - 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.
 - Students involved with St. Vincent Athletics are required to sign the Student Athletic Contract before competing in any sport.

Car Pools

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

Emergency Plan

- The safety of students and staff is of paramount importance. All actions taken during any emergency shall focus on the safety and well-being of both students and staff members.
- No students shall be released from the custody of school personnel until the release can be done with reasonable safety.
- 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.
- 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.
- Parents must discuss with their students exactly where to go when released from school.
- 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.

Finance Policies and Procedures

We recognize that your investment in a Catholic education at St. Vincent de Paul High School is significant financial commitment. In order to provide you with a basis for financial planning, the following is a summary of the costs for attending St. Vincent de Paul High School during the 2017-18 school year:

- The **tuition** for the 2017-18 school year is \$14,960.00 per student. Tuition may be paid over eleven months, quarterly, semi-annually or annually. All tuition is processed online through FACTS Tuition Management.
- There are two **non-refundable** fees, a registration fee of \$445.00 per student and a building assessment of \$450.00 per family.
- For seniors there is a **graduation fee** of \$200.00.
- Textbooks are rented through the school. The rental fee for textbooks, class fees, P.E. uniforms, lockers and yearbook run about \$400.00 – 500.00.

Library

The library is open to students from 7:30 am until approximately one hour after school. All available laptops, books, and magazines must be checked out through the Circulation desk.

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.

Parent Service Hours - Beehively

As a Catholic School, it is important that parents volunteer for fundraising events and other activities in order to keep tuition and operating costs down. Two parent families will need to complete 25 hours of service, with 10 of those hours coming from fundraising events. One parent families will need to complete 15 hours of service, with 5 of those coming from fundraising events. At the end of the school year, parents will be required to pay \$30 for each Parent Service Hour that has not been completed. The timeframe of the service hour year begins May 1st and ends April 30th. To sign up for events or log hours use the Beehively system link located on the front page of the SVHS website.

Please refer to the Parent Service Hours FAQ's link below for more information on frequently asked questions.

[Parent Service Hours FAQ's:](http://www.svhs-pet.org/s/905/images/editordocuments/Finance/volunteer_faqs_svhs_2015_-_2016_1.pdf)

http://www.svhs-pet.org/s/905/images/editordocuments/Finance/volunteer_faqs_svhs_2015_-_2016_1.pdf

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

Scrip Program

St. Vincent High School has a **Scrip Program**. Participation in the program by families is extremely important as it is a financial vehicle for the school to maintain affordable tuition. Each family choosing to participate in the **Scrip Program** is asked to generate \$250.00 in profit during the scrip year, May 1st – April 30th. Any profit earned over \$300.00 will be evenly divided between the scrip program and the family in the form of a tuition rebate applied to the following year's tuition. If you should have any questions, please feel free to contact the scrip office at 707-763-1032 ext. 110.

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 Mr. O'Toole of the Leadership Team, 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

Tuition Assistance

Tuition Assistance applications for the following year are completed online through the school website at www.svhs-pet.org beginning in November. Families currently receiving tuition assistance must reapply for the next school year. All Tuition Assistance online applications must be completed before the deadline posted on the SVHS website, under Tuition and Tuition Assistance, for their applications to be considered. The maximum Tuition Assistance allowable is 50% of the tuition.

If a student receives Tuition Assistance, they must comply with the following:

1. Student will maintain a minimum of 2.5 GPA.
2. Student's attendance record is in good standing.
3. Student has no serious disciplinary problems.
4. Family fulfills their required parent participation hours.
5. Family participation in the Scrip program.
6. Family tuition account is in good standing.

If financial obligations are not met, a student may be placed on probation and the family given sixty days to correct the situation. If a student receiving tuition assistance does not maintain a minimum of a 2.5 grade point average they will be given one semester to raise their grades. If the problem is not resolved in the above stated time frame, a student may be removed from the tuition assistance program.

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 in writing. St. Vincent de Paul welcomes the parental support of these policies so that our school community may be a safe, nurturing, and stimulating environment. Being a St. Vincent student is a privilege; therefore, students should be mindful that the rules and standards contained in this handbook also extend to school sponsored, off-campus events and to events sponsored by other schools. In addition, St. Vincent de Paul High School reserves the right to investigate cases of off campus student activity when law enforcement is involved, when on campus activity is impacted, or when actions bring discredit upon the school.