



Student-Parent Handbook 2020-2021

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Dean of Academics & Faculty	Nicholas Reynolds	114
Front Office Manager & Attendance	Nikka Robinson	112
Director of Admissions & Marketing	Carrie Borkhuis	113
Director of Operations & Registrar	Julie Carolan	115
Director of Campus Ministry	Michael O'Smith	133
Advancement Associate	Lisa Johnston	124
Alumni Relations & Events Coordinator	Alison Falvey	153
Campus Supervisor	Tony Bonfigli	199
Director of Athletics	Tony Keefer	123
Student Accounts & Financial Aide	Heather Weber	118
Human Resources & Safe Environment Coordinator	Elena McKenna	114
Finance: AP/AR	Lisa Jepsen	124

OFFICE HOURS

The Main Office hours are from 7:30 am to 3:30 pm Monday through Friday unless otherwise publicized. Summer and holiday hours may vary.

WEBSITE

Saint Vincent de Paul High School maintains a website at <https://www.svhs-pet.org/>

ADMINISTRATION AND STAFF

As a Catholic school, SVdPHS sets a high standard of professionalism for faculty and staff beyond academic excellence. SVdPHS actively encourages professional development of its faculty. Continuing education, professional workshops and seminars, teacher observations and faculty meetings are methods by which our faculty become better teachers and generate a deeper understanding of the social and spiritual needs of our students. Our faculty is expected to model a lifestyle befitting SVdPHS. Many also assume extracurricular and coaching responsibilities that place them in direct contact with the students outside the realm of academics.

For the 20-21 School Year, due to COVID19 pandemic, modifications may be noted due to health, safety, physical distancing, and other areas in the handbook. Where it is not specifically spelled out, please reach out directly to school administration for clarification.

SVdPHS reserves the right to enact safety protocols not listed in either handbook or Health & Safety Protocol to protect students, faculty, staff, and parents.

PLEASE also refer to Distance Learning Expectations.

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"Make it a practice to judge persons and things in the most favorable light at all times and under all circumstances"

St. Vincent de Paul

INTRODUCTION

Your time here should be one of tremendous growth, exploration, and learning, within the boundaries of guiding principles that protect your rights as well as those of your fellow community members.

This handbook summarizes expectations for conduct and behavior as a member of the St. Vincent community and outlines SVdPHS policies and procedures, as well as what you can expect if these expectations are not met. This handbook is your road map that will guide you as a student while you live and grow in this community of scholars at St. Vincent de Paul High School. Please keep this handbook close at hand and use it as a reference and resource.

Our shared values rooted in our community are best described this way:

- A Catholic high school is a disciplined community, a place where individuals accept their obligations to others and where well-defined governance procedures guide behavior for the common good.
- Freedom is balanced with duty.
- Integrity and honesty are expected
- Consideration for the needs and rights of others is the norm.
- Disagreement and conflict are mediated through Catholic morality
- We embrace diversity and welcome students from all cultural, ethnic, and socioeconomic backgrounds.

We look forward to another year of learning, service, and inspiration!

DISTANCE LEARNING EXPECTATIONS

In spite of distance learning, we are looking forward to the SVdPHS tradition of rigorous academics and school life. Here are expectations (best practices) to help you achieve your highest potential.

Students MUST:

1. **Identify a designated study space** for learning at home, ready with the following:
 - Proper lighting
 - Free from distractions
 - A stable WIFI connection
 - "Mic" on and "camera ready" & on time for each class
 - Sit upright at a table or desk
 - Be fully dressed and in a polo (or collared shirt)
 - Not eat during classes
 - Have access to an outlet (keep your device charged)
2. **Fully engage** in ALL distance learning opportunities (office hours are designed to give students access to all of their academic needs: teachers, counselors/advisors, administrative staff.
3. Be **fully engaged & on time for Advocacy Periods**. [Monday (12:15pm to 12:45pm) and Wednesday (11:15am - 12:00pm)].
4. Make every effort to **remain connected socially and spiritually**. This includes but is not limited to liturgies, clubs, school-wide retreats and assemblies, and athletic training opportunities.
5. **Clearly understand the expectations** of each teacher:
6. **Read, and clearly understand each course syllabus**.
7. Be very **clear on the prescribed method of submitting assignments** for each teacher (e.g. teacher may require submission of work in a Google Doc.).
8. **Ask for help** from teachers, grade-level counselors (Freshmen: Mrs. Borkhuis, Sophomore: Mrs. Carolan; Juniors: Mr. Reynolds; Seniors: Mrs. Ventilla and Mr. Reynolds)
9. Read, live-by and respect the Mustang Promise - **"I commit to Protect and Keep our Community Safe and Healthy."**

Welcome Message

Dear SVdPHS Students and Parents,

Welcome to the 2020-21 school year! We are pleased to present to you the latest version of the Student-Parent Handbook. The handbook is of importance to our Catholic school, as it spells out in detail our regulations and procedures. As such, it is the implied upon agreement between our school and our families upon admission, by which we all agree to operate. Particular attention should be given to the sections on the **Honor Code, Technology, Lateness/Absences Policy, Substance Abuse Policy and Dress Code requirements.**

It is a requirement of all community members to review their handbook. There is a signature page, that shall be turned in to acknowledge review and understanding. We encourage you to read through the Handbook and discuss student-related items.

This handbook may be updated during the school year.

Again, WELCOME to the St. Vincent de Paul 2020-21 school year!

Your SVdPHS Administration, Faculty, & Staff

“Elastic Clause”

The SVdPHS administration reserves the right to amend any provision in this handbook which is deemed to be in the best interest of the spiritual, operational, and educational processes. Furthermore, the administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any necessary penalties.

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 and citizens of the world.

Philosophy of St. Vincent de Paul High School

St. Vincent de Paul High School exists in response to the Gospel injunction to “*go forth and teach and teach all nations.*” In harmony with its Catholic identity, St. Vincent de Paul High is dedicated to the education of adolescents. St. Vincent de Paul High School is more than a college preparatory school. Our promise is a compassionate and inclusive environment that fosters respect and dignity for all within an atmosphere that allows for the development of the potential of the members of our community. Our Catholic, holistic education program, acknowledging and in partnership with parents, our milieu can nurture individual development. The school strives to provide a program that is sufficiently varied to provide a challenging and enriching curriculum that also provides for the **Spiritual, Academic** and **Social** growth of each student.

The relatively small size of the school allows for an intimacy of instruction. Students, faculty, staff, and parents are engaged in the constantly evolving development of an environment that promotes and encourages an objective, analytical approach to the present and a hopeful, constructive attitude toward the future.

St. Vincent de Paul High School enthusiastically embraces the education ministry of the Catholic Church.

Graduation Outcomes (Integral Student Outcomes)

Essential attributes of an educated person, as someone formed in a Catholic culture. They are derived from the school's mission and philosophy statements and are defined in the form of broad-based behaviors signifying what a student knows, understands, values, and practices. They are integral as they serve to unify all the academic achievement outcomes and the co-curricular outcomes that the school establishes as goals for its students.

SPIRITUAL

The St. Vincent de Paul High School graduate will...

- ✓ **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

The St. Vincent de Paul High School graduate will...

- ✓ **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

The St. Vincent de Paul High School graduate will...

- ✓ **Participate in and recognize the value of leadership** in making a difference for good in the community.
- ✓ **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** (grace and courtesy) 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.

FINANCIAL POLICIES

In order to ensure the financial health and stability of the school, the following policies are in effect:

Tuition

Tuition rates are set annually and are processed on-line through FACTS Tuition Management. Various payment options are available upon sign-up. Non-Participation Tuition is required if parents do not complete all their required hours of service. (See Parent Service Hours below.) This portion of tuition, if applicable, is charged at the end of the school year. A tuition contract is required annually.

Tuition Assistance

The school offers tuition assistance for those who demonstrate financial need. Tuition Assistance applications for the following year are completed online through FACTS Grant and Aid starting in November. Current families receiving assistance must reapply each school year.

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

1. Student maintains a minimum cumulative 2.5 GPA.
2. Student's attendance record is in good standing.
3. Student has no serious disciplinary problems.
4. Family fulfills Parent Service Hours obligation. (See Parent Service Hours below.)
5. Family fulfills Scrip program obligation. (See Scrip Program below.)
6. Family tuition account is in good standing.

Transfers

For students who transfer to SVdPHS during the school year, tuition is calculated and charged on a prorated basis.

Withdrawals

For students who withdraw or are expelled at any time during the school year, all tuition and fees incurred through the end of the current quarter are due at the time of exit.

Additional Fees

Additional fees are due at the time of Registration each year. These fees cover Registration, retreats, textbooks, yearbook, and other miscellaneous charges.

Delinquent Accounts

Student accounts are to be kept current. If unforeseen circumstances or hardships affect the timely payment of tuition and fees, the family is requested to contact the Student Accounts office. Students with unpaid accounts may be asked to leave or denied reentry to the school.

Parent Service Hours

Parents must perform 25 hours of service each year (15 *fundraising hours, 10 non-fundraising) or 15 for single parent families (10 *fundraising hours, 5 non-fundraising) to be eligible for the Participation Tuition. Should parents not complete all required hours of service, parents pay the higher Non-Participation Tuition. All completed hours must be logged in to Beehively by the due date and approved to be credited toward the hour commitment. Volunteer hours completed between May 1st of the prior school year and April 30th of the current school year are counted toward the current school year. Diocesan regulations mandate that there cannot be prorated credit for partial hours completed, therefore all hours must be performed and reported to avoid paying the Non-Participation Tuition. Families with children in both Saint Vincent de Paul Elementary and High Schools are required to complete one set of Parent Service Hours. (During the 20-21SY, number of required hours may be modified, based on COVID19 Restrictions)

**Fundraising hours include special events such as the Auction, Fashion Show, and President's Dinner. Fundraising hours do not include volunteering for such jobs as the gate, 50/50 raffle, concessions, or apparel sales. Those jobs are under non-fundraising hours.*

Damaged Equipment

Parents must pay the replacement or repair cost of any school owned materials, equipment, or facilities damaged or defaced by their student.

ADVANCEMENT OFFICE

The Advancement Office builds strong and lasting relationships with current and past parents, alumni and school supporters engaging them as volunteers, ambassadors, and financial supporters to strengthen and sustain the operational and long-term fiscal needs of the school.

Each year, the Advancement Office works with various organizations that offer grants and other donors to provide the essential funds needed for tuition assistance, enriched academic programs, life changing faith experiences, top tier arts and athletic offerings, upkeep of superior facilities, and other expenses not covered by the annual tuition.

All are invited to partner in this important mission by donating to SVdPHS (a 501(c)3 nonprofit organization). St. Vincent de Paul High School gratefully accepts checks, cash, and online donations. We also offer charitable investing opportunities, planned gifts, vehicle donations and/or donations of stocks and securities. All gifts are appreciated and acknowledged as a tax-deductible donation to the school. The Advancement office ensures that donations are appropriately acknowledged and administered consistent with donors intended purposes.

FUNDRAISING AND ALUMNI

Here are just a few of the areas supported by our busy Advancement Office:

- **Annual Fund** - Because tuition alone does not cover the cost of educating a student, funds raised through the St. Vincent de Paul Annual Fund appeal ensures the operational welfare of the school. The fund provides much needed tuition assistance and important curricular, spiritual, artistic, and athletic offerings. We are only able to do so through the generosity of parents who support the school beyond tuition, our alumni community, and other generous donors.
- **Scholarships & Grants** - Grants and scholarships are two of the ways that the Advancement Offices gathers funds to both offset operational costs and assist students with financial aid.
- **Alumni** - St. Vincent de Paul High School has a fertile history. Our strong alumni are just one of the reasons for our school's over 100 years' existence. The Advancement Office uses various modalities to maintain their focus on expanding our alumni relations (new software, our website, and social media – Facebook, Instagram). Alumni are welcome at all St. Vincent de Paul events, and encouraged to attend school events including masses, Homecoming, sporting and visual and performing art events.

PARENT ORGANIZATIONS

SVdPHS is blessed to have many active and supportive parent groups on campus.

Parents & Friends Organization (PFO) [SVBTO – SVES' ST. VINCENT BETTER TOGETHER ORGANIZATION]
The purpose of PFO is to promote and achieve the academic, spiritual and social mission of the schools, generate financial support for the schools in an effort to maintain reasonable tuition and fees, and to build Christian values, community spirit and sociability among families. This

organization fundraises for both St. Vincent de Paul Elementary & High Schools.

Here are just a few of the events that they hold during the year:

- Back to School Celebration
- Combined Schools Jogathon
- Fashion Show
- Dinner/Auction

Mustang Athletic Club (MAC)

The Mustang Athletic Club's objective is to foster and provide cooperation, understanding, and communication between the parents, students, faculty, administration, and the outside community with the athletic department. Boosters endeavor to encourage parent, faculty, and student participation in the support of the athletic department while providing opportunities for volunteerism and service.

Mom's Club

The SVdP Mom's Club is a social organization that gives back to our schools. All St. Vincent de Paul Elementary & High School mothers, both past and present are welcome to attend monthly social events.

Dad's Club

The SVdP Dad's Club is a social organization that gives back to our schools. All St. Vincent de Paul Elementary & High School fathers, both past and present are welcome to attend monthly social events.

Please refer to the school website and calendar for more information on Advancement, fundraising, alumni, and events

Student Government

Leadership students must maintain at least a 2.5 cumulative grade point average to remain active members of Student Council. Leadership students should be examples of our four pillars: Faith, Excellence, Leadership, and Service by participating in class retreats, school activities, completing service hours on

time, and engaging in the full St. Vincent experience. Leadership students may not be on disciplinary probation or have a suspension or a Saturday school during their term. Doing so may disqualify them from office.

Campus Ministry

As a Catholic School, SVdPHS embraces the teachings and traditions of the Roman Catholic Church. At the same time, St. Vincent is a community of many faiths; each bringing its unique gifts to the greater community. **"Enter to Learn, Leave to Serve"** is the motto of our school as manifested through the life of its patron, St. Vincent de Paul. All members of the community--students, teachers, staff, and parents--are to respect one another's beliefs, share in each other's spiritual journey, pray, and work together as a community of faith. Campus Ministry shares in the mission of the global Catholic Church, including sharing its values of Catholic Social Teaching as taught by the Magisterium of the Church. Students are given the opportunity to think, analyze and reflect upon its key principles:

- Life and Dignity of the Human Person; Rights and Responsibilities; Call to Family, Community and Participation
- Preferential Option for the Poor and Vulnerable; Solidarity
- Dignity of Work and the Rights of Workers
- Care for God's Creation

The Campus Ministry Program serves to challenge embolden the faith life of students and encourage them to move their faith into practice. This is accomplished through prayer, retreats, service, and building community.

Prayer & Liturgy

School-wide Masses and prayer services mark key moments in the liturgical and school year. Students also attend Family

Masses at each grade level, special liturgies and memorials as requested. School liturgies and prayer services are mandatory, and students are required to wear formal "liturgy attire." In lieu of the Eucharist, non-Catholic students are encouraged to receive a blessing. Parents and grandparents are welcome to attend.

All students, regardless of religious background, are expected to attend their yearly family Mass:

- Freshman Family Mass
- Sophomore Family Mass
- Junior Family Mass and Ring Ceremony
- Senior Baccalaureate Mass

Retreats

The retreat program offers students the opportunity to explore their lives, their spirituality and their relationship with God and others. Students of all faith backgrounds are required to attend a retreat each year while at St. Vincent. Retreat attendance is required for all students as it is an integral part of each student's faith formation, as well as an objective of the mission and philosophy of SVdPHS. Teachers and staff support retreat attendance by encouraging students to attend their yearly retreat, as well as by relieving the pressures of their absence from class, sport, or other school responsibilities. **Students who miss work, tests, or quizzes while on retreat will be provided an equal number of block meetings/days after they return to make up what was missed.** Teachers will post missing assignments and due dates on PlusPortals. While participating in retreats, students are to abide by all SVdPHS handbook policies. School rules regarding behavior and free dress are enforced.

Cell phones, iPods, and other electronics are not allowed on retreats.

Retreat Registration, Fees & Refunds

Registrations for all retreats begin in the fall. Parents will be required to fill out a permission form. There is a \$50.00 fee to cancel your registration once you have signed up.

- ❖ Freshman Day Retreat
- ❖ Sophomore Day Retreat
- ❖ Junior Retreat – One-night, two-day retreat
- ❖ Senior Retreat - Two -night, three-day retreat

Student Service Program

The Student Service program creates opportunities for students to respond to the Gospel's call through works of charity, service, and justice. Based upon the life and teachings of Jesus Christ, along with the principles of Catholic Social Teaching, students serve through relationships with our world and God's people. When a young student graduates from SVdPHS, they leave with a sense of justice and a passion to serve those in need, especially the marginalized.

The Campus Ministry Department monitors several Core Service Programs which allow students to respond in faith to those in need. These programs, along with those on the list of pre-approved agencies (listed on the website and x2vol), meet the yearly graduation service requirement.

Core Programs

Core Programs are local, non-profit partners who actively engage with SVdPHS through service opportunities and social justice education. These organizations can host students in an on-going, committed basis with daily, weekly, and monthly volunteer opportunities. Students volunteering at Core Programs must be engaged directly with people in need, providing hands-on service. As well, these agencies must have a responsible and consistent staff

supervision who are available to support St. Vincent students.

These agencies also provide direct service opportunities for at least 85% of the volunteer time, making it possible for St. Vincent students to engage directly with the organization's clients and staff in meaningful ways. Agencies should be aware of St. Vincent' Student Service requirement, but ultimately it is each student's job to fulfill all required activities or procedures. Core Programs can expect to have regular opportunities to recruit student volunteers via on-campus and digital contact via the Campus Minister for Student Service .

Student Service Requirement

Service is a necessary component of faith development. A minimum of 100 hours of direct service working in non-profit agencies is logged as a graduation requirement noted on a student's transcript. All service hours must be logged on X2vol within 60 days of service to be counted toward the Student Service Requirement. (see Student Service Graduation Requirement) All service hours must be logged by the end of the third quarter. Those students who do not complete their hours on time may be placed on Academic Contract. Only the hours of non-compensated, direct service in non-profit agencies are logged into x2vol.

There are five themes of service that students may choose from to express our "CORE" belief in the inherent dignity of the human person. Completing this service requirement of St. Vincent de Paul High School students prepares them to live our motto: "Enter to Learn, Leave to Serve", embracing key principles of Catholic teachings in serving others. Each graduate of St. Vincent de Paul will meet the *minimum graduation requirement of 100 hours of service* and most will accomplish more. By senior year, each student will have

developed a portfolio which includes a history of service reflecting these themes:

HUMANITARIANISM: (COTS, Academic tutoring, Meals on Wheels, Petaluma People Services, Amnesty International, Guide Dogs for the Blind, Canine Companions, United Cerebral Palsy camps, etc.)

FAITH-BASED: (VBS, CCD, Confirmation team, Altar serving, Liturgical choir/band, etc.)

ENVIRONMENTAL: (Ecology projects, clean-ups, recycling, conservation, wildlife preservation, Art Angels, etc.)

GOVERNMENT: (Assisting government agencies, etc.)

EDUCATIONAL: (Academic tutoring, etc.)

For questions, please contact:
ServiceHours@svhs-pet.org

- Graduation requirement: students must perform a minimum of 100 hours of approved community service to graduate.
- If a student transfers into SVHS after Freshman year, he is required to perform a minimum of 25 service hours per year in attendance.
- Students must perform a yearly minimum number of 5 CORE service hours.
- Students must perform a yearly minimum of total service hours as follows:
 - Freshmen: 25 hours
 - Sophomores: 30 hours
 - Juniors: 25 hours
 - Seniors: 20 hours
- Service may not occur in a for-profit business.

- There can be no monetary compensation for service performed.
- Service must be completed outside of class time.
- Service must be for an individual or group other than the student's family.
- If service is done for individuals, they must have a documented disability or income below the poverty.

(During the 20-21SY, number of required hours requirements may be modified, based on COVID19 Restrictions)

Student/Parent Code of Conduct

A necessary condition of continued enrollment at SVdPHS is that students behave in a manner, both on and off campus, which is consistent with the principles and Christian philosophy of SVdPHS. These principles include, but are not limited to, any policies, principles or procedures set forth in our Student-Parent Handbook. It is also a condition of enrollment that the parents/guardians of each student adhere to these standards of conduct as determined by SVdPHS. It is essential that students, parents, and school officials work together to ensure that each student receives a value-based, Christian education. Normally, philosophical differences between families and the school can be resolved. In some rare instances, however, SVdPHS may find it necessary, at its discretion, to require parents/guardians to withdraw their student from the school. Some guidelines include the following:

- Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, St. Vincent de Paul expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting the academic, moral and behavioral expectations of the school. This includes respectful treatment of all faculty, coaches, moderators, counselors, administrators, support staff, other students, and other parents.
- Students and parents/guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff. However, they may not do so in a manner that is discourteous, scandalous,

rumor-driven, disruptive, threatening, hostile, or divisive.

- These behavioral expectations for students and parents/guardians include, but are not limited to, all school-sponsored events (e.g., athletics, field trips) as well as interaction with school staff and other St. Vincent de Paul students and parents at any time, on or off campus.
- Students are often judged on their behavior outside of school, therefore, each student whether in or out of school sponsored apparel and whether on or off campus, should conduct themselves in a manner consistent as a member of SVdPHS. Behavior that is deemed contrary to the moral or religious principles of the Roman Catholic Church or the philosophy or policies of SVdPHS makes a student subject to disciplinary action.
- Students who are present when wrongdoing is evident have an obligation to remove themselves immediately from the situation, otherwise, they share in the consequences related to such behavior.

SVdPHS reserves the right to determine, at its discretion, which actions fail to meet the principles and Christian philosophy of the school. Failure to follow these guidelines may result in a warning, disciplinary action short of dismissal, suspension of a student, revocation of a parent/guardian's privilege to attend or to participate in school activities, or dismissal depending on the severity of the offense.

Honor Code

While all SVdPHS' integral student outcomes are important, the most fundamental is that students practice habits of Christian spirituality, including ethical behavior on or off campus. As its Catholic philosophy indicates, the school's ultimate interest is in helping our students "make responsible, intelligent decisions in the light of Christian values and the teachings of Christ." This expectation is an end in itself; at the same time, it also is vital to the achievement of the school's other learning outcomes. Ethical behavior requires that each student hold themselves and others to standards of honesty, effort, compassion, and honor. SVdPHS believes that without these standards, true learning and growth are impossible.

Academic Integrity

In keeping with the SVdPHS philosophy, students are expected to learn academic skills, civic responsibilities, and Christian values. The SVdPHS faculty and administration believe in academic honesty and the principles of the honor code. Students must conduct themselves in a manner consistent with Catholic values, a sense of integrity, honesty, accountability, and trust in all academic matters. Students are expected to:

- Do their own work/homework (no sharing physically, electronically).
- Work or test without cheating or using external resources.
- Submit original work for all assignments.
- Students are also expected to deny all requests to copy from their own work.
- Notify the teacher if others are cheating.

Because of our dedication to these values as an academic and spiritual community,

we expect trust, honesty, and personal integrity. All academic dishonesties during a student's four years at SVdPHS will be considered for progressive disciplinary action.

Academic dishonesty includes but is not limited to:

- Plagiarism
 - is the appropriation of another's ideas (content) and/or language (form), in part or in whole, intentionally, or unintentionally, without the necessary assignment of course credit?
 - is the representation of someone else's ideas as your own (e.g., copying text without using quotation marks, or not acknowledging in an in-text citation, a footnote, endnote, or a bibliography a scholarly source)? Just changing words to different words does not represent your original ideas and thus is plagiarism.
 - Plagiarism includes copying homework, labs, quoting, paraphrasing, or summarizing others written work (including sources off the Internet), or oral statements without proper citation.
- Cheating is an attempt to improve one's score or to help to improve someone else's score through dishonest means including but not limited to:
 - the use of another person's test/answers either before or during the exam, (e.g., giving information about a test or quiz that has already been taken to another student who is to take the same test or quiz or receiving of information.) sharing of answers (orally, electronically or in writing) or

allowing one's work to be copied in any manner.

- the use or possession of notes, answers, cheat sheets, electronic devices (including watches, phones translators) or any other source not pre-approved by the teacher during the exam. stealing/receiving test papers or information prior to the test.
- looking at another person's paper or person, talking during testing, copying assignments.
- Marking, adjusting answers after the test period is over or should have been turned in.
- Phones found to be accessible during testing will result in academic dishonesty discipline.

Violation of Academic Integrity

- A student found cheating on a test, quiz, and or exam will receive an automatic zero and families will be notified.
- A student caught or evidence provided of copying a homework assignment will receive an automatic zero.
- A student caught violating the Academic Integrity policy will be immediately addressed through disciplinary measures; the administration reserves the right to review the standing of the student.
- Students caught violating the Academic Integrity Code will be removed from all sports practices and games, performing arts, and all school related programs for a period of six-weeks.
- On the first offense, the student will be required to write a three-page research paper on ethics and serve two Saturday detentions.

- On the second offense, the student will be suspended for a day and the cheating offense will be presented to the administration to determine the retention or expulsion of the student from school.

The SVdPHS student:

- Uses their God-given talents and energy to achieve their potential; takes full advantage of the opportunities they are given by their parents and the school to learn and to grow.
- Student combats laziness, absenteeism, and the temptation to "*take the easy way out.*"
- Treats peers and teachers with the same courtesy, respect, compassion, and understanding that they themselves hope to receive.
- Student does not harass, belittle, make negative comments, take advantage of, or seek to exclude another student, nor do they display poor sportsmanship.
- Accepts responsibility for their mistakes; when they err, they take personal responsibility for their actions, accept the consequences, and takes steps to improve.
- Student does not manufacture excuses, blame others for their own decisions, ask
- their parents or friends to cover up, or quibble over the meaning of rules.
- Abides by (assumes ownership of) the school's rules and regulations, whether they personally agree with them or not. When they believe that a rule/regulation is unfair or unnecessary, they use proper channels to initiate change; they do not try to justify breaking a rule on the grounds that they disagree with it.
- Displays honesty, integrity, and pride in their academic endeavors, and encourages those qualities in their

peers. Student does not cheat, copy, plagiarize, use prohibited resources, or in any other way try to earn credit for work and achievement not their own; nor will they be a party to another student in such dishonest practices.

- Cooperates with school officials to ensure the safety and well-being of persons and property. Student does not steal, misuse equipment or facilities, leave messes for others to clean up, disobey attendance policies, drive carelessly, or create an environment where another student would feel unsafe.

Academics

<u>REQUIREMENTS FOR GRADUATION</u> (Class of 2021 & Prior)			
Students <i>must</i> earn a minimum of 260 Credits, including required courses in:			
ENGLISH	8 SEMESTERS	THEOLOGY	7 SEMESTERS
SOCIAL SCIENCE	6 SEMESTERS	PHYSICAL ED	2 SEMESTERS
MATHEMATICS	4 SEMESTERS	FINE/APPLIED ARTS	2 SEMESTERS
SCIENCE	6 SEMESTERS	ELECTIVES	13 SEMESTERS

<u>REQUIREMENTS FOR GRADUATION</u> (Class of 2022 & Subsequent)			
Students <i>must</i> earn a minimum of 260 Credits, including required courses in:			
ENGLISH	8 SEMESTERS	THEOLOGY	8 SEMESTERS
SOCIAL SCIENCE	6 SEMESTERS	PHYSICAL ED	2 SEMESTERS
MATHEMATICS	6 SEMESTERS	FINE/APPLIED ARTS	2 SEMESTERS
SCIENCE	6 SEMESTERS	ELECTIVES	10 SEMESTERS
Language other than English	4 SEMESTERS		

Students must perform 100 hours of Student Service Hours that have been approved by their Theology teacher.

St. Vincent de Paul High School (SVdPHS) awards credit for course grades of D- or better.

At the end of Semester 1, seniors with an "F" in a class required for graduation will receive communication informing them that they may not graduate or participate in graduation activities, unless the failed class is made-up prior to graduation.

All SVdPHS students are awarded Diplomas upon completion of their graduation requirements. In addition, the Diplomas with Honors and Diploma with Highest Honors recognizes those students who further pursue academic achievement by excelling in elected courses beyond those required for graduation and college entrance. To receive the Diploma with Honors, the student must have a minimum GPA of 3.8. Diploma with Highest Honors will

be awarded to those students who have a GPA of 4.0 and above. GPA's are calculated after Semester I of senior year.

Christian Community Service Hours Awards are granted to graduating seniors who have completed 200+, 350+ or 500+ hours over the course of their high school career.

SCHOOL GRADING SCALE AND POLICIES

A 100% - 93%	C+ 79% - 77%	F 59% - Below
A- 92% - 90%	C 76% - 73%	
B+ 89% - 87%	C- 72% - 70%	
B 86% - 83%	D+ 69% - 67%	
B- 82% - 80%	D 66% - 63%	
	D- 62% - 60%	

SVdPHS uses the following scale for all standard level courses. Honors and Advanced Placement (AP) courses may use a different scale, based on specific department policies. Students in Honors and AP courses should consult their teacher's syllabi.

GRADE POINT AVERAGE (GPA) EQUIVALENTS

Course Grade 4.0 System:	Honors/AP Course Grade System:
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 - No Credit	F - No Credit

Incomplete grades (I) are given when a student has not completed the work for a legitimate reason. An incomplete grade must be made up within ten school days of the due date for grades, as indicated on the school calendar. If work is not made up within the above specified time or the time agreed upon by a student, administration, and teacher, the Incomplete automatically becomes an F.

Each student's GPA is computed two ways each semester: Unweighted and Weighted. An Unweighted GPA includes all grades and is calculated on a 4.0 system. A Weighted GPA includes all grades and adds an additional point for each Honors/AP course grade when applicable.

Freshman honors courses will receive an additional grade point in the calculation of the SVdPHS GPA but will not be recognized for honors status by the UC/CSU systems.

We do not rank our students. Instead, academic achievement is reflected by way of a quintile formula, where students are placed into one of five quintiles, based on their academic performance.

Report Cards

Development Reports

- Development Reports are emailed to parents/guardians 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 mid/late September, mid-November, early-February, and late-April.

Progress Reports

- Progress Reports are emailed to parents/guardians twice (midpoint through Semesters 1 and 2) during the academic year. Progress Report grades reflect progress through the midpoint of the Semester and do not necessarily correlate to half of a student's semester grades.

Semester Report Cards

- Semester Report Cards are emailed to parents/guardians at the completion of Semester 1 in January and Semester 2 in June. These grades are cumulative and reflect work completed by the student during the entire semester.

For more precise dates, please refer to the SVdPHS School Calendar.

COURSE SCHEDULING POLICY

In conjunction with academic advisor's advice, students and parents/guardians should be careful in the selection of academic courses by observing the course prerequisites, while keeping in mind student abilities, past academic performance, and academic goals. Every effort is made to accommodate legitimate course requests. However, course availability, prerequisites and departmental guidelines may result in some requests not being fulfilled. Students may not request courses based upon teacher preference.

Current Freshmen, Sophomores and Juniors and their parents/guardians will register for classes online through PlusPortals during the Spring semester. Students and their parents/guardians may request a meeting with their academic advisor to create a course schedule for the following year based upon their academic advisor's recommendations.

Incoming Freshmen and their parents/guardians attend a Registration/Scheduling event in the Spring. Students and their parents/guardians meet with their academic advisor to create a freshmen class schedule based upon placement test results and academic advisor recommendations.

DROPPING/ADDING COURSES

Each student's schedule 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 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.
- Beyond that, during the first two full weeks of the semester a student may initiate a course change. The change process during the two week window at the beginning of the semester must include conversations and signatures of the student's respective academic counselor, the teachers of both the class to be added, and the class to be dropped, and the parents. The student then must bring the signed and completed Add/Drop form to the Registrar who will process the class change and print a new schedule for the student. Until the process is finished the student must attend the course for which they were originally scheduled. Courses dropped from a student's schedule prior to these deadlines will not be reflected on a student's transcript.

- Student/family-initiated class schedule changes resulting in a dropped class between the second and fourth week of each semester will be noted on transcripts as a Withdrawal (indicated by a W).
- Student/family-initiated class schedule changes resulting in a dropped class after the fourth week of each semester will be noted on transcripts as an F.
- After the third week of each semester, class schedule changes may be initiated by a student's teacher or academic advisor on his/her behalf. A Withdrawal (indicated by a W) will be noted on transcripts.
- Students who enter a new course after the fourth week are only eligible for half-credit for the semester. Schedule changes made after the fourth week of each semester are strongly discouraged and will only be approved by the Dean of Academics.
- 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.

To further encourage careful consideration when scheduling and to defray administrative expenses a \$25.00 fee will be charged for schedule changes taking place after the 2nd full week of each semester.

At the end of the first semester a student can change courses for the spring semester by following the procedure outlined above.

RETAKING A COURSE POLICY

Repeating Courses

Grades of F in a required subject must be made up to meet graduation requirements. In certain circumstances, a grade of D may

need to be made up to meet future pre-requisites. Repeating a class for credit recovery at SVdPHS will be allowed on a case by case basis.

Only coursework completed at SVdPHS, except in cases of remediation, will be included in the SVdPHS grade point average. In cases of remediation, both courses and grades will appear on the SVdPHS transcript.

Transferable Credit

A student wishing to take a class at another school or program that is already offered as part of the SVdPHS curriculum must have the prior approval by the Dean of Academics. 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.

Concurrent Enrollment Policy

Concurrent enrollment is designed to provide educational opportunities at the community college, private and state university levels, for students who can benefit from the experience.

To participate, a student must:

- Have parental and administrative approval.
- Request courses which constitute an expansion of their high school courses, or courses not available at the high school.
- Have a grade point average of 3.0 or better.
- The offering of the course may not conflict with SVdPHS hours, 8:00am-3:00pm, M-F.

Advanced Placement Exams

SVdPHS offers academic courses designated as Honors or Advanced Placement. Many colleges, including the University of California system and the Cal State Universities, will give an extra

numerical grade point in determining G.P.A. for admissions.

All students enrolled in AP classes with an equal college prep option are required to take the AP exams. All students enrolled in AP classes without an equal college prep version available are strongly encouraged to take the AP exam. Parents will be charged \$94 per test on November 1st.

Students who wish to take an AP exam in a course not offered at SVdPHS must submit an application to the Dean of Academics by November 1st. Due to demand and proctor availability, the school cannot guarantee that the request for non-SVdPHS AP tests will be granted.

Make-Up Work/Test Policy

It is the student's responsibility to contact or email their teacher to arrange for make-up work and missed assignments within 48 hours of their return to campus.

Students who are absent are required to make up any assignments/tests which have been given during their absences on a date/time agreed to by their teacher. Students who fail to make-up assignments or do not report for make-up tests will receive a zero for that assignment/quiz/test.

Students who miss work, tests or quizzes will be provided an equal number of block meetings/days after they return to make up what was missed, for a maximum of five (5) school days.

Teachers are not obliged to administer make-up tests during the scheduled class time. When there are repeated absences on days set aside for tests/projects/presentations, teachers will exercise their judgment regarding the feasibility of make-up work/tests/projects/presentations.

In the case of prolonged absence due to medically diagnosed illness, the teacher

and administration will decide on an appropriate course of action regarding missing work. It is recommended that parents do not schedule family vacations during school time.

Final Exams

SVdPHS requires that no Final Exam account for more than 20% of the semester grade. It is expected that all classes give a final which serves to test the gained knowledge and skills from the past year, semester, or unit. Make-up finals are given after the last day of scheduled finals. For more information regarding final exam policies, please review each of your course syllabi.

Transfers Prior to Final Exams

A student who transfers out of SVdPHS prior to the end of the first semester, and is officially enrolled in another school, may be excused from taking final exams for the first semester. The student's grade will be calculated and submitted at the point of transfer.

Note: A student who has transferred out of St. Vincent de Paul at the end of the first semester and transfers back to SVdPHS within two weeks of the second semester is required to take the final exam upon their return. The student's final grade and credits for the course will be adjusted accordingly.

Accommodations for Students in Crisis

SVdPHS makes accommodations (which may include but will not be limited to *extended time on assignments, reduction in expectation of assignment completion, additional breaks, etc.*) for students under extraordinary circumstances or in crisis. SVdPHS will make a reasonable effort to offer special accommodations to students who have short or long-term issues that

affect their attendance and academic performance.

Graduation/Diplomas

Certain conditions may restrict a student from attending the graduation ceremony:

- Failure to meet academic or Student Service requirements for graduation.
- Serious behavioral issues which merit administrative decision and action.
- Personal choice of a student.
- Failure to attend mandatory practices.

Diplomas may be withheld, and a graduation date will not be posted on the transcript if:

- Credits are not sufficient or are incomplete.
- Academic requirements for graduation are not met.
- Financial obligations are not met.
- Student Service requirement is not fulfilled.

A student may become eligible if the above standards are met on the date of the next quarterly report card. In addition, a student is not eligible if they have an "Incomplete" on their most recent report card. Once the "Incomplete" is changed to a grade, the report card will be reviewed again by the specific administrator to determine if the student is eligible. Seniors who have not completed their academic requirements within one calendar year of their anticipated graduation date, will not be eligible to receive a SVdPHS diploma.

Student Service Graduation Requirement

All service hours must be completed and logged in [x2vol](#) by the end of April. Students who do not complete

their hours on time are placed on Academic Contract preventing them from participating in athletics, Arts, and academic teams. Seniors who fail to complete their service requirement by the deadline may also be prevented from participating in senior class activities. For expanded information about annual service requirements, please see the Student Service section of the SVdPHS website.

Verification of service and an official copy of the yearly student service report must be turned into Service Hour Coordinator second semester. Acceptable verification of service includes notes, emails, signed business cards, or certificates confirming that a student completed the service reflected in [x2vol](#)

Graduating Seniors – Student Service

If the minimum Student Service Requirement is not fulfilled, the student will not participate in graduation activities, receive their diploma, and the student's final transcript (which is mailed to their college/university in June) will show that the student has not graduated from SVdPHS.

Failure to complete service hours before the end of the academic year results in an "Incomplete" on a student's transcript; completion of the annual service requirement is a condition of continued enrollment. Seniors who fail to complete their service requirement by the deadline may also be prevented from participating in the graduation ceremony and other senior class activities, including Kairos leadership.

Academic Communication

SVdPHS uses the following web-based programs. Portals are located on the St.

Vincent de Paul website (<https://www.svhs-pet.org/>):

- **PlusPortals** is used to view report cards/progress reports, attendance, and by teachers to post class curriculum, resources, assignments, calendar items, and grades. Parents are expected to regularly check PlusPortals to view their student's academic progress.
- **Google Suite for Education** provides the campus-wide email system, document sharing, website creation, and other collaboration tools such as Google Classroom.
- **Naviance Student** is a Counseling resource to help students and parents in the college selection and application process, seeking scholarships, and researching careers.
- **x2Vol** is used by students to log their Student Service Hours. All hours must be logged within 60 days of actual service.

Academic Probation

A student will be placed on Academic Probation if the following standards are not met:

- A cumulative grade point average lower than a 2.0.
- Three or more Ds
- One or more Fs.
- Failure to fulfill Student Service hour requirements.

Students who are not in good academic standing may not participate in co-curricular activities (*this includes plays, dances, attending or participating in athletic events*). Students who are on academic probation for two consecutive semesters may lose their financial aid. Students who continue to fall below a 2.0 in core courses for two grading periods will be placed on

contract and may be asked to leave. The final decision as to whether a student will be allowed to continue at SVdPHS will be made on a case-by-case basis by an academic review board.

Parents are notified of Academic Probation or Academic Contract by a letter from their grade level Counselor. The Counselor's will meet with students on academic probation to devise a plan for making up the course that needs to be repeated.

A student may apply for a waiver if the GPA is between 1.75 - 1.99. In this process the student must meet with the principal and/or the Academic Dean and their academic advisor, and present a detailed academic plan (signed by all current teachers). The student then must demonstrate a commitment to that plan and exhibit consistent academic progress. A student may apply for a maximum of one waiver in his/her first year -- and then only one (1) more waiver the last three years of his/her career.

Academic Grievance

If a student or family believes they have an academic grievance, they should observe the following procedure, in the order given:

- **Meet privately with the teacher** and attempt to reconcile the issue. If the issue pertains to a grade, the meeting should be called within ten (10) school days of the grade posting.
- **Consult with their Academic Advisor and the Department Chair** of that academic area.
- **Request a conference with the Dean of Academics** if previous steps prove unsatisfactory. This conference may include the

teacher, parent, student, and Academic Advising.

Transcripts

Official

Students may request official transcripts directly from the Registrar. Requests will be processed within two school days. Official transcripts are sealed by the school and should not be opened. Once opened they become unofficial.

Unofficial

Students may access unofficial transcripts through the e-locker on PlusPortals.

Access to Student Files

Parents shall have access to their student's permanent records maintained by the school. Students 18 years of age or older have the same right of access. Anecdotal notes are not part of the permanent record, to which parents do not have a right of access. Parents wishing to review records will make an appointment with the Dean of Academics. The appropriate grade level academic advisor or the Registrar will be present to interpret records if necessary. Parents may request and receive a copy of their student's records. The copy will be clearly marked as a copy; originals will never be released to parents until the student has withdrawn or graduated.

Withdrawal from School

When a student plans to withdraw or is not returning to SVdPHS, a parent is to notify school administration, and will be provided an Exit Survey to better inform SVdPHS for growth and improvement. If a student withdraws during the school year, they must obtain a Student Withdrawal Form from the Registrar's office. The student will need appropriate signatures of clearance before officially

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

Academic Advisement & Counsel

Academic Advisement at SVdPHS shares in the general philosophy of the school in its respect for the uniqueness of each student and their right and responsibility to achieve their potential. Our commitment is to educate the whole student by providing an environment where students achieve their highest potential through intellectual, social, and spiritual development.

Academic Guidance

Academic advisors provide academic support, resources, and guidance necessary to graduate. They inform, advise, support, and monitor each student's academic progress through the following activities and services:

- Orientation to SVdPHS course offerings and graduation requirements
- Individual appointments with each student
- Ongoing monitoring of student's fulfillment of graduation and college entrance requirements
- Facilitation of parent/teacher/student conferences as necessary
- Referral to tutoring
- Referral to outside therapeutic services
- Administration of national tests (PSAT and AP) and interpretation of results
- Training and advising through Naviance Student

Learning Resources

For students with diagnosed learning differences, advisors and support professionals will work with your student/family to provide the following services:

- Coordination of student study teams
- Assisting parents with referrals for psychological and/or cognitive testing for IEP services with public school districts
- Assisting communication with teachers as necessary
- Assist in applying for accommodations through the College Board

College Counseling Program

The college guidance program begins with an introduction at the ninth-grade level and increases in scope each year to culminate in extensive and individualized counseling in the twelfth grade. Advisors remain current on developments in all aspects of the college application process by attending several workshops each year.

Freshman Year

- Registration/Administration PSAT 8/9
- Classroom guidance presentations
- Small group academic counseling
- Development of a 4-year academic plan
- Interpretation of PSAT 8/9 results

Sophomore Year

- Registration/administration of PSAT
- Small group and individual academic counseling
- Introduction to college websites and other resources

- In-class presentations to students and parents about courses and college information
- Interpretation of PSAT results

Junior Year

- Registration/administration of PSAT
- College counseling workshops
- Individual academic/college counseling
- Career Interest Inventory available online for Juniors
- In-class presentations to students and parents about courses and college information
- Interpretation of PSAT results

Senior Year

- Extensive group and individual counseling regarding the entire college application process
- Visits with college representatives on campus
- Common Application, UC, and CSU application workshops on campus
- Community College application assistance
- Monthly scholarship listings
- Parent evenings regarding college and financial aid

On Campus Standardized Testing and Assessment Opportunities

- Freshman Level: PSAT 8/9
- Sophomore Level: PSAT and AP Exams
- Junior Level: PSAT/NMSQT, AP Exams
- Senior Level: AP Exams

Confidentiality

Any information of a personal nature disclosed by a student in the process of counseling is confidential. However, while maintaining the anonymity of the student, matters of health, life and safety

may be discussed with the Principal, and/or appropriate member(s) of the Administration. In addition, California State Law specifies the following exceptions to this understanding of confidentiality: when the student has revealed information that the counselors and/or staff determine that they are in danger, are a danger to themselves or a danger to others; if they are being harmed in some way that would determine intervention from Child Protective Services and/or the Police Department.

We may also ask for a Release of Information so that we can discuss issues with licensed physicians, psychiatrists, psychologists or other health care providers for the sole purpose of referring the student for treatment or gathering information that determines how we support the student while they are in our care during the school day.

Technology

Acceptable Use Policy

When a student is using technology (of any variety), they must always bear that their actions reflect upon the school, our Diocese, and the Roman Catholic Church as a whole. It is imperative that all students conduct themselves in an ethical and responsible manner when using technology. The policies stated herein are designed to express a framework and to form general principles for use of technology at SVdPHS. Any use of technology that is contrary to the Mission of the school, on or off campus, will be considered a punishable offense including but not limited to, those directly addressed in the policy. The policies, procedures and information in this document are schoolwide. Teachers/Staff may establish additional policies and requirements for use in their classrooms or situation. Electronic information resources, including access to the Internet, computers, network files (The use of SVdPHS network services is a privilege, not a right), and user accounts, are available to all staff and students at SVdPHS. Our goal in providing electronic resources is to promote educational excellence.

Students should use the technology (both personally and school owned devices) for:

- Access to the SVdPHS provided apps and Naviance for Education for communication with faculty and staff, to track assignments, grades, conduct, attendance, and course communications.
- Managing information including course notes, assignments, and high school email accounts, checking at least daily and emptying the inbox and deleted folders frequently.
- Communication with classmates, faculty, and staff in an appropriate

manner. Students must be responsible for what information they share about others and need to request permission before posting any information or pictures about someone else without their permission. Students will not forward a message that was sent to them privately without permission of the person who sent them the message. It is unacceptable to display pictures of staff, students, the school, or school community without direct permission from the parties involved. St. Vincent email accounts only allow emails to/from the domain (www.svhs-pet.org) and other school related whitelisted domains. St. Vincent issued emails are for school purposes only. Correspondence with colleges and parents should not be conducted through school email. Students are encouraged to set up a personal email address for college communication.

- Ethics: To preserve a person's right to privacy and security, neither still photography nor video capturing is allowed on campus unless directed by a faculty member. Both disciplinary and legal action may be taken against persons not respecting these rights. Issues such as digital harassment, third party pictures, racial harassment, bullying, music sharing, pirating, pornography, gambling, offensive/inflammatory information, any violation that devalues the dignity of another person, violations of federal or state law, including those pertaining to threatening or obscene material are just some of the criteria of the use policy.
- Digital Identity: A person's online identity is their reputation. Writing, posting, pictures, etc. communicates many characteristics which may

negatively affect a student's personal, professional, and educational careers. As representatives of SVdPHS, students must be diligent in maintaining a positive online identity.

The school recognizes parents as primary educators. As such, supervision of student use of technology relies on a partnership between parents and the school. While the school does filter the Internet on campus and monitor use in the classroom, it is the responsibility of parents to ensure appropriate care and use of technology at home per the guidelines above.

SVdPHS assumes no responsibility or financial liability for any damage the student or parent suffers including but not limited to:

- Theft
- Physical damage
- Loss
- Software malfunction
- Loss of Data

Monitoring

SVdPHS has selected a technology protection measure (Internet filtering) for use with the school Internet system. The filtering technology will always be configured to protect against access to material that is obscene, illegal (i.e. child pornography) and material that is harmful to minors, as defined by the Children's Internet Protection Act. SVdPHS may, from time to time, reconfigure the filtering software to best meet the educational needs of the school and address the safety needs of the students. Files stored on the network are treated in the same manner as other school storage areas, such as lockers. SVdPHS reserves the right to inspect files stored on our network, including but not limited to, all forms of electronic communications.

Disclaimer

SVdPHS has taken precautions to restrict access to controversial materials by filtering its Internet access and by monitoring student use. Users should know that they may encounter sexually explicit or other offensive and controversial material on the Internet, even though there are technology protection measures in place. SVdPHS makes no guarantees of any kind, whether expressed or implied, for the access it provides' nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. SVdPHS denies any responsibility for the accuracy or quality of information obtained through electronic information sources.

Bring Your Own Device (BYOD)

Beginning Fall Semester of the 2020-21 school year, SVdPHS will institute a **Bring Your Own Device (BYOD) program**. Each student will bring in their personal laptop or tablet, providing it meets the minimum requirements for student daily use in school.

With the BYOD Program,

- ✓ Students will be able to match a personal learning tool with their individual learning style.
- ✓ Students will be able to fully integrate Google's secure "G Suite," which can be supported both at school and home.
- ✓ Students will have even better accessibility to on-line educational content that is produced and consumed with increasing frequency.
- ✓ Students and families will have financial flexibility to choose a

device that works best for their student.

- ✓ Students will develop strong practices through the care of their device and ongoing digital citizenship practices.

All students will be required to bring their device to school each day.

SVHS will continue to instill and support the important balance between healthy use of technology "as a tool" and valuable tenets of the traditional classroom setting (focus/attention, eye contact, dialogue, participation). It is anticipated the BYOD program will enrich daily access in the classroom and serve as an enhancement, rather than hindrance to learning or replacement for the classroom environment. SVHS will continue to guide students to develop personal responsibility with devices; including care of property, safe usage, and in an ever-increasing culture of social media influence, keeping others safe all while maintaining strong, lasting relationships both in and outside of the school environment.

If you have any questions about the BYOD Program, please contact Dean of Faculty and Academics.

Please make sure to review the minimum device requirements before shopping for your child's device.

For the 2020-21 School Year, you may contact SVdPHS Finance/Accounts Manager, Lisa Jepsen at ljepson@svhs-pet.org or (707)763-1032 x148 to arrange for a loaner device.

Minimum Device Requirements

In general, the device needs to have:

- a screen of least 7"
- 16 GB Hard Drive for storage
- Be able to run the Chrome browser version 7.9 or greater
- Battery life able to last the entire school day
- A physical keyboard (attached or as an accessory)
- Virus/Malware software appropriate to the device

Recommended Devices

	Apple Laptop	PC Laptop	Tablet	Chromebook
Minimum Operating System	10.14 Mojave or newer	Windows 10	iPad OS 11+ Android 5.0+ Windows 10	Chrome OS 79+
Hard Drive Size (storage)	128 GB+	128 GB+	32 GB+	16GB +
Ram (Speed)	8GB+	8GB+	1GB+	2GB+
Typical Cost	\$1000+	\$400+	iPad \$300+ Android \$200+ Windows \$1000+	\$300+

Certified Refurbished or renewed devices can reduce the cost while still maintaining quality and meeting the minimum requirements.

GENERAL STUDENT CONDUCT POLICIES

Student Behavior

SVdPHS maintains an atmosphere that encourages academic excellence, personal growth, and safety. The SVdPHS standards of conduct and behavior are based on the principles of Christian morality and the guidance of the Catholic Church. Any behavior which is contrary to the mission and philosophy of SVdPHS is unacceptable and may lead to disciplinary action. Respect for all members of the SVdPHS community and adherence to school rules are valued and expected. SVdPHS discipline is based on a fundamental respect for persons, property, authority, and the mission and objectives of the school. No policy can cover every conceivable situation; the implicit standard of conduct to which SVdPHS are called are common sense, mature judgment, responsibility for individual actions and values of the Catholic Church. School Administration reserves the right to interpret the school's policies, principles, rules, and discipline especially in light of the gravity and circumstances of the event and the particular student's history at SVdPHS.

Expectations of Student Behavior

Whether on or off campus including during summer or holiday breaks, SVdPHS students are to conduct themselves in accordance with the principles detailed in the Student/Parent Code of Conduct and the Honor Code. The school reserves the right to discipline students for conduct, whether inside or outside of school, that is detrimental to the student, another person, the school, and/or reputation of the school. The

administration reserves the exclusive right to modify or otherwise depart from these behavioral guidelines when necessary to further or protect the underlying philosophy or mission of the school. In the case of any disciplinary matter, the Administration may require the student to seek professional assistance for assessment and/or evaluation. Staff members of SVdPHS provide guidance and support to help students make the Right choices. However, students whose actions violate these principles will be subject to any and all disciplinary actions, including, suspension, expulsion or the reporting of criminal acts to law enforcement, as directed by the Campus Supervisor and the Principal (or designee).

A necessary condition of continued enrollment at SVdPHS is that students behave in a manner, both on and off campus, which is consistent with the principles and Christian philosophy of SVdPHS. These principles include, but are not limited to, any policies, principles or procedures set afoth in our Student-Parent Handbook. It is also a condition of enrollment that the parents/guardians of each student adhere to these standards of conduct as determined by SVdPHS. It is essential that students, parents, and school officials work together to ensure that each student receives a values-based, Christian education. Normally, philosophical differences between families and the school can be resolved. In some rare instances, however, SVdPHS may find it necessary, at its discretion, to require parents/guardians to withdraw their student from the school.

Some guidelines include the following:

- Just as the school expects its faculty and staff to be respectful of our students and parents/guardians, SVdPHS expects parents/guardians and students to work courteously and cooperatively with the school in order to assist each student in meeting the academic, moral and behavioral expectations of the school. This
- includes respectful treatment of all faculty, coaches, moderators, counselors, administrators, support staff, volunteers, other students, and other parents.
- Students and parents/guardians are encouraged to express their concerns about school operations and personnel to the appropriate administrators and staff. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- These behavioral expectations for students and parents/guardians include, but are not limited to, all school-sponsored events (e.g., athletics, field trips) as well as interaction with school staff and other St. Vincent de Paul students and parents at any other time.
- SVdPHS reserves the right to determine, at its discretion, which actions fail to meet the principles and Christian philosophy of the school. Failure to follow these guidelines may result in a warning, disciplinary action short of dismissal, suspension of a student, revocation of a parent/guardians privilege to attend or to participate in school activities, or dismissal depending on the severity of the offense.

Mandatory Attendance

All school days are mandatory. This includes special schedule days such as, but not limited to, Orientation, Liturgical days, and shorten schedules. Students are required to attend special community-building days, such as School Wide Service Day. **Parents and students are to schedule appointments outside of class time.** The block-rotational schedule features extended periods of free time that may facilitate the scheduling of appointments that must be scheduled during the school day.

Appointments should be made before class, during free blocks, after school or on non-school days. If a medical appointment must be made during scheduled class-time we ask that parents provide a copy of the medical note.

The attendance recorder is available 24 hours a day. Whenever a student is absent the parent/guardian must call the **Attendance Office 707-763-1032 ext.112** by 8:00 a.m. on the day of the absence to explain the absence (emailed or faxed notes are not acceptable). Absences reported to the teachers are not considered verified. It is the responsibility of the student to ensure that all absences have been verified. **Students will be suspended if they are off campus prior to receiving the 8:00 am parent phone authorization.** Parents may not call in after the fact to clear a student from leaving campus.

Please be prepared to give the following information:

- The name of the absent student.
- Specific explanation for the absence, e.g., illness, injury, legal, etc.
- Parent name.
- Parent contact phone number.

The parent and the student assume full responsibility for absences and for all the academic consequences entailed. At ten (10) non-medical, school-related, or pre-approved student absences, in any course(s), students will begin losing credit (lowered grade).

Students must check in and out of the attendance office when leaving and returning to school during school hours. The student must sign the attendance log in the attendance office. **NO EXCEPTIONS! Detention will be issued for failing to sign in or off campus.**

Positive attendance and conduct are required for membership on an academic, arts, or athletic team or to participate in the fall or spring play. Additional attendance criteria specific to the academic, arts or athletic team may be instituted in that teachers or coaches' syllabus. Students will be held responsible to those specific criteria for attendance and conduct.

Parents Who Are Out of Town

Parents who plan to be away from home while school is in session must notify the school in writing as to who will be legally responsible for their student during this time.

Excessive Absences

Excessive absences and late arrivals affect a student's academic performance, their standing, and their ability to participate in co-curricular activities. **All absences (non-school related) will count in absence totals for attendance monitoring.** Students who have a history of six (6) or more absences may be placed on Attendance monitoring or Attendance contract if a pattern of absences continue. Once a student is placed on Attendance Contract, the student risks the loss of

extracurricular privileges, credit loss, suspension, or expulsion from school.

- Juniors are allowed two, one-day college absences during their junior year (one day total in each semester). Seniors are allowed two, one- or two-day college absences (up to two days total in each semester). Days cannot be combined into one semester or saved for future use. Parents must notify attendance when students are on a college visit.
- Recruited students: Students who are formally recruited under NCAA rules or within specified programs (Arts, Academics etc.) shall meet with Dean to create an attendance plan for their absences. Informal recruitment visits must be done on the student's personal time off. Formal letters for recruitment will be required, and the Dean will be responsible for determining if the students meets the criteria of formal recruitment.
- Auditions for University Arts Programs: Students who are auditioning for highly selective university Arts programs shall meet with Dean to determine an attendance plan for their absences.

School-Verified Absence

Some school-related events may require a student to miss a regularly scheduled class. Although we strongly encourage a student to participate in school related activities, they are in fact absent from their classes. The following are the current school verified absences:

- School-sponsored campus ministry, athletic, arts, debate team or other event as determined by the administration. (No non-SVdPHS events will qualify.)

SVdPHS does not accept as legitimate those parental explained absences which allow students to avoid a class assignment or which allow students to prepare for another assignment or school-related activity such as AP tests, prom, a dance, a performance, or an athletic event. If it is determined that a student has been absent, to avoid a class or to prepare for an assignment, test, or school activity, the student will be issued absent cut per class. A continued pattern of excessive absences may result in additional days of suspension or expulsion from SVdPHS.

Attendance Requirements for School-Related Events

Any student who misses one-half of their scheduled classes on the day they plan to participate in an after school related event, including athletics, arts, or dances may not participate in that event, practice, performance or game without prior permission from the Dean.

Absence – Ill Student on Campus (Please also see Health & Safety during COVID19)

St. Vincent does not have a school nurse or formal sickroom. If a student becomes ill during the school day, they must report to the Front Office, where the parent/guardian will be notified. A student who is too ill to attend class may not remain at school. If an ill student misses a class before notifying the Front Office, the absence will be treated as an absence cut and detention will be assigned.

Absence – Cuts

Detention is assigned to a student who misses an assigned class without a legitimate excuse. This includes students failing to sign into class when a teacher is not present or students falling ill and failing to report to the office.

Truancy

Truancy is any non-pre-authorized or unauthorized absence(s) from campus and may result in a multi-day suspension for the student. Students will be suspended if they are off campus prior to receiving the 8:00 am parent phone authorization. Parents may not call in after the fact to clear a student from leaving campus.

Mandated Students

Students presenting with non-disciplinary issues may be mandated off campus by Advisors, Counselors and Administration. Mandated Students are required to be off campus a minimum of 48-72 hours after a medical clearance, due to processing time. The Dean will meet parent(s) upon their arrival at school. The following points will be covered:

- The seriousness of the situation.
- The requirement for an immediate evaluation at a medical or mental health facility.
- Student will be required to obtain a mental health evaluation by a licensed mental health professional, whether voluntary or involuntary, before being able to return to campus via re-entry requirements.
- The requirement to obtain follow-up mental health counseling before student can return to school.
- The request for parent(s) to sign a release of information form for communication between the school and the facility to which the student will be taken, the student's therapist, and other individuals as appropriate.
- SVdPHS will provide information about resources to the parent(s) for contact in case of an emergency.
- If the parent(s) refuses to come to school, or if they come but refuse to cooperate and/or if their response could be harmful to their student, the

Dean of Students will contact law enforcement and/or Child Protective Services. The Administration reserves the right to disenroll a student whose parents do not work in partnership with the school for the health and safety of their student.

Return to School: Re-entry Meeting

This meeting will be set by the Dean of Students with parent(s), student, and the student support team to evaluate if the student is able to return to class within 24 hours after re-entry meeting. Re-entry is not automatically guaranteed.

Absences Loss of Credit

More than six (6) absences in any one class during one semester is considered excessive. All students with excessive absences per class during a semester will receive notification from the Dean's Office when their student has more than eight (8) absences in a class.

- Ten (10) or more absences a student may lose all credit for the course (10 days equals a month of class time).
- Long-term illness or family emergencies will be reviewed on an individual basis by the Dean and administration. In some cases, home courses and withdrawal may be required. Medical or personal situations are not automatic grounds for approval and credits may not be restored. The Administration reserves the right to require a student to withdraw from SVdPHS due to excessive absences.
- Prior to credit loss, students with health issues (concussion, physical, mental, emotional, etc.) may be asked to withdraw from the school for the remainder of the semester. SVdPHS does not provide an independent study program.

Attendance Credit Loss Appeal

Students who are eligible for credit loss may request an appeal from the Dean of Faculty and Academics Office. An administrative review will determine the student's academic standing.

Extended Absences Due to Illness/Family Emergencies

If a student is absent three (3) or more consecutive days, or in the case of an infectious or contagious disease, they must return with a medical release from a physician. Students without a medical release will not be allowed to return to class and will be sent home.

Extended Absences and Homework Requests

If a student misses class for an extended period due to illness or injury, the parent/guardian must call the Attendance Office as soon as possible to explain the nature and duration of the absence. Students who will be absent for three (3) or more days should request homework assignments from their teachers via teacher email or PlusPortals, and parents should contact the student's advisor for further assistance. Although teachers make it a practice to work with students who have missed class, it is not the responsibility of teachers to make themselves available for students who miss classes due to discretionary absences. In addition, students should be sure they understand and follow each teacher's policy regarding makeup work. **It is the student's responsibility to follow up on any assignment or test missed.** Failure to contact the teacher will result in no credit on any assignment given. If a student has knowledge that they will be gone, they should contact their teacher as soon as possible as some teachers require that students submit work or take exams prior to the absence. If this is not done, the

student risks not being permitted to make up the missed work upon return to school.

If a student misses class for a planned extended period (3 days) a student must complete the Extended Absence Form which is available in the front office. This form requires students to communicate directly with teachers to have assignments and class expectations front-loaded prior to missing class time.

Early Dismissal During Last Block of the Day

Any student who has a free block scheduled for their last block of the day may request permission to leave campus. Students must complete and have granted the SVdPHS Student Release Contract to receive a pass before they may leave campus. **This form must be renewed for each semester.** Please note, students must check out at the main office, and once departed from the campus may not return to participate in sports activities.

Tardiness

A tardy is issued to any student that misses 15 minutes or fewer in any class. After this time, the student is considered absent. A student who arrives late for school must report to the office for a pass to class. Traffic congestion, oversleeping, car trouble, etc. are not excuses. If a student is considered tardy due to a medical appointment, a note from the doctor is required to waive the tardy. For **each** tardy the student will receive detention, **the seventh through ninth tardies** the student will receive a **Saturday school**, the tenth tardy will result in an in-school suspension. **Detentions cannot be postponed for a future date.** Students who are continually tardy also risk the loss of co-curricular including but not limited to dances, sports/art events, participation in baccalaureate or graduation. If a student is detained in class, they should secure a note from their teacher; take the note to

the front office to receive a pass to admit them to the next class

College Representative On-Campus Visit Policy

Juniors and seniors may attend college representative visits with teacher permission, and:

- Students must ask for teacher permission at least two (2) days in advance of the visit.
- Students must sign-up in Naviance Family Connection at least two (2) days in advance of the visit.
- Students must return to class immediately following the visit.

Freshmen and sophomores may attend college representative visits only during break and lunch.

Discipline

Because it is impossible to foresee all problems which arise, this handbook empowers the administration and their designees to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy or code of conduct of the school, even though not specified.

Authority for Student Discipline

The **Campus Supervisor** is responsible for maintaining a positive and safe learning environment for students and staff. The Dean acts as a resource for students, staff, and parents in mediating conflicts and providing direction in terms of student safety, wellness, and behavior. The Dean is empowered to make decisions and impose discipline for violations of School Policy or Philosophy.

Co/Extra Curricular Activity Penalties for Discipline

Students found in serious violation of school rules are subject to the suspension from co- or extracurricular activities including but not limited to: Athletics, Arts, Academic teams, dances at SVdPHS or other schools, Homecoming events, Prom/Ball, Baccalaureate and Graduation or Grad Night events. Seniors found in serious violation may be restricted from participation in walking during graduation and will receive their diploma via the mail. Additional team penalties may be assessed by individual coaches.

Restorative Discipline

Restorative Discipline at SVdPHS is our approach to addressing student behavior that promotes belonging over exclusion (i.e. out of school suspension) and encourages meaningful personal student accountability. Its use will be determined

on a case by case basis of eligibility. Students determined to be eligible for restorative discipline will utilize Saturday School, online courses, and/or outside behavioral education. All decisions by the administration are final and parents are responsible for any additional costs associated with the requirements. Restorative discipline utilizing Saturday School is not recorded on a student's high school/college transcript.

Conduct not eligible for restorative discipline includes but is not limited to:

- Hosting an event where any form of illegal substances or alcohol are present
- Purchasing or providing any form of alcohol or illegal substances
- Use or selling of alcohol, vaping, and illegal substances on/off campus
- Extortion, coercion, injury or harm to persons or property or serious threat of same
- Assault/battery, or any threat of force or violence using social media, physical gesture, verbal, written or online with, or possession of any identified weapon capable of inflicting injury
- Create fear or threat with or without imitation weapons
- Harassment through social media, email, text, cell, verbal, and physical
- Any criminal activity
- Student non-cooperation Students who deceive, lie, or fail to cooperate with faculty or administration at any time, especially during a disciplinary investigation

Saturday School

Students may be assigned to Saturday School by the school administration. Students who have been suspended and have been given the Saturday school are

at risk of losing partial or full financial aid as provided by SVdPHS.

Assignment of Saturday School may be initiated by, but is not limited to:

- Saturday school is from 6am to 11am
- Single day suspension at the discretion of the Administration (A minimum of two Saturday schools may be given in lieu of one day suspension)
- Restorative discipline at discretion of administration
- Four (4) or more major detentions in a semester
- Seven (7) or more tardies in a semester
- Two (2) or more failures to serve detention in a semester

Saturday School Responsibilities

The program meets on Saturday morning from 6:00 A.M. until 2 P.M. (unless directed specifically to afternoon per request from proctor) in room 13.

- Late students will not be admitted to the program.
- Students must report on time and remain for the full eight hours. No credit for serving will be given to any arriving late or leaving early.
- Students must be in school dress code (unless otherwise designated).
- Students will not be provided meals.
- Students will be assigned essays or various campus clean up opportunities, depending on the needs of the school at the time of discipline.
- Students who cannot participate in campus clean-up will be assigned a school research essay (students must make arrangements with the Dean

prior to Saturday school to receive the research project)

Detention

Detention is an action taken for misconduct by a student. It is the opportunity to serve SVdPHS to amend for any disciplinary action. Detention is held after school and may be held during the lunch period. Detentions after school will last 45 or 60 minutes depending on the severity and the number of infractions, beginning at 3:00 P.M. Students are to report to Monsignor Tillman Hall. Only students with minor infractions are eligible to serve lunch detention. It is the student's responsibility to check their Gmail account once daily. All detentions will be served on the day of the infraction and students will be held accountable for arriving at detention on time. Students must serve all major detentions after school. Excuses for missing detention (e.g., athletics or other co-curricular events, work, medical appointments, carpool) **will not** be accepted. Failure to attend lunch or afternoon detention will result in additional major detentions. Detentions are designated minor or major. The Campus Supervisor will make that determination based on the seriousness of the situation.

Minor Detentions may be issued for, but are not limited to:

- Attendance
- Holding a phone in the hallways
- Phone going off in class or having it in Mass/assembly
- Tardy
- Locker infraction
- Dress code violation
- Parking
- Littering
- Behavioral
- Gum chewing – Students may not chew gum at any time on campus
- Other circumstances as determined by the Dean or administration

Major detentions may be issued for, but are limited to:

- Any multiple violation of the same offense
- Behavioral issues
- Use of cell phone in a classroom, in the hallway, during liturgy, prayer service or assembly (will result in two major detentions) or having cell phone accessible during any test whether used or not.
- Repeated cell phone violations, if a student has a 2nd use of phone violation during the school year
- Leaving parking lot in an unsafe manner
- Absence cut – on campus, first offense
- Taking items from the garden
- Failure to serve detention (2nd failure to serve will be automatic cause for Saturday School)
- Technology violation
- Food in classroom

- Students violating the Keokuk Neighborhood Policy
- Any four (4) minor infractions
- Other circumstances as determined by the Dean or Administrator

Major detentions may rise to the level of Saturday School or suspension, dependent on the severity of the event. Students who receive two major detentions will be issued a Disciplinary Warning letter. Three or more major detentions will result in Saturday school, and the student will be placed on Disciplinary Probation. Continued violations will result in progressive disciplinary actions. If a conflict arises concerning disciplinary detention, the Campus Supervisor reserves the right to clarify and make all interpretations.

A third Cell Phone offense of being in possession of and in use will result in the loss of cell phone privilege on campus.

Suspension Policy

Suspension is a disciplinary action to be invoked at the discretion of the Campus Supervisor and/or Principal or their designee(s). A student shall be suspended for no more than five consecutive school days. Upon returning to school, if the student commits any additional violation that they may be suspended for, they will receive a greater amount of days of suspension or may be expelled. Aggravated grounds for suspension may become grounds for expulsion.

The student will also be placed on a single or multi-year behavioral contract. Students who have been suspended are at risk of losing partial or full financial aid as provided by SVdPHS. During suspension, the student may not come to school without the permission of the Dean and the student loses the right to participate in any school activity during the suspension period. The student will be required to make up all school assignments or

assessments missed. It is the responsibility of the student to obtain any missed assignments and to have the assignments completed upon the day of their return. The student is prohibited from participating in any extracurricular activities (arts, dances, plays etc.) athletic practices/games or events during the suspension period.

Prohibited Behaviors

The following conduct and any other issues that may arise, at the discretion of the Administration are subject a student to suspension, multi-day suspension, request to withdraw or expulsion:

- Conduct at school or elsewhere which could reflect adversely on SVdPHS or the Catholic Church.
- Inappropriate, outrageous, scandalous, or seriously disruptive behavior. Any behavior that is degrading, inflammatory or devalues the dignity of a person. Language or behavior which is considered immoral, profane, vulgar, or obscene.
- Discrimination, prejudicial, bias or negative attitude of any sort via verbal, written, physical, intended, unintended, implied actions, or any manner that involves race, creed, color, national origin, ethnic origin, age, sexual orientation, disability, appearance, mannerisms, physical/mental disabilities fiscal or social status etc.. Including jokes, songs, pictures, emojis or that can be perceived as detrimental to a student's experience. All students are held to the same standard and none may violate this rule regardless their individual race, creed, color, national origin, ethnic origin, age, sexual orientation, disability, appearance, mannerisms, physical/mental disabilities fiscal or social status etc...
- Assault/battery, or any threat of force, fear, or violence (gesture, verbal,

written or online) with possession of a weapon or implying/imitation weapon. Harassment: verbal, written, physical, social media (including but not limited to texts, chats, app accounts etc... (See Bullying and Harassment Policies.)

- Bullying or aggressive behavior. (See Bullying and Harassment Policy) Retaliation/Revenge either in person, inciting others to retaliate or by use of any form of technology (verbal, written, social media, shunning etc.).
- Extortion, coercion, injury or harm to persons or property or serious threat of same.
- Bullying, social media harassment or engagement that is detrimental to a student's experience.
- Any violation of substance abuse (See Substance Abuse Policy.)
 - Sharing of medications.
 - Smoking (including smokeless tobacco, electronic, juuls or vapor type pens or other substances)
- Sexual Harassment or Conduct: Unwelcome advances, verbal, written, and/or physical, any misconduct of a sexual nature that causes discomfort to a student at SVdPHS. Including but not limited to:
 - Sexting.
 - Unwelcome sexual advances or physical contact of a sexual nature.
 - Verbal, written, or any other form of communication requests for sexual favors (including asking for body pictures), sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets, leering, gestures, displays of sexually suggestive objects or pictures, cartoons, posters etc.
 - Conduct of a sexual nature, whether consensual or

non-consensual that is unacceptable in the SVdPHS environment.

- Sexual exploitation: The taking of sexual advantage over another for one's own gain or the gain of others.
- Theft, possession of stolen property, intentional keeping of lost/found property.
- Lying or student non-cooperation/Serious disobedience, insubordination, or disrespect for authority. Students who deceive, lie, or fail to cooperate with faculty or administration at any time, especially during a disciplinary investigation are liable for suspension or expulsion.
- Tampering, altering, forging, phone, emails etc. or allowing any of these actions to change grades, attendance or test/homework scores for self or others.
- Academic dishonesty (See Academic Honesty Policies).
- Vandalism on or off campus.
- Trespassing.
- Taking pictures or video without permission (applies to all students, staff, or citizens).
- Extensive tardiness.
- Truancy – Any unauthorized absence from campus may result in a multi-day suspension for the student. Unauthorized absence from class may result in detention or suspension. This includes unauthorized trips to the parking lot.
- Students will be suspended if they are off campus prior to receiving the 8:00 am parent phone authorization.
- Sale of any material on school grounds without proper authorization.
- Any criminal activity is automatic grounds for suspension and may invoke expulsion.
- Failure to report to a teacher or administrator knowledge of actions or plans of another student whose actions or plans, if carried out, could result in harm to another person(s) or damage to property.
- Parental non-cooperation or lack of support for school regulations. Refusal (either passively or aggressively) to meet terms of individual agreements between student and administration or the inability or refusal of student and/or parents to meet minimal academic requirements in a timely manner.
- Any actions by visitors/ parent legal/guardians that are physically, verbally, or emotionally a negative or abusive that is detrimental to a student or SVdPHS employee experience.
- Any repeated offense will result in progressive discipline action or expulsion.

Bullying and Harassment Policy

SVdPHS is committed to providing a learning environment that is free from harassment in any form. Harassment or intimidation of any student (staff member, guest, or students from another school) by a SVdPHS student **will not be tolerated**. Harassment can occur anytime an individual is subjected to treatment by another which is hostile or intimidating, regardless of when or where such an action takes place. Additionally, harassment on the basis of any protected characteristic is strictly prohibited. This includes any verbal, written (including any posted material on any computer network) or physical conduct that denigrates or shows hostility or aversion toward any individual or his/her relatives, friends or associates that involves race, creed, color, national origin, ethnic origin, age, sexual orientation, disability, appearance, mannerisms, physical/mental disabilities fiscal or social status etc., that:

- Has the purpose of creating an intimidating, hostile or offensive school environment?
- Has the purpose or effect of unreasonably interfering with an individual's performance in school. Otherwise adversely affects an individual's school experience.

Harassing conduct includes but is not limited to:

- Swearing, slurs, racial epithets, negative stereotyping, derogatory or demeaning comments, jokes, songs, or any verbiage or picture a person finds offensive (including face/body painting with negative impact).
- Threatening, intimidating words or hostile acts spoken to or about a student, faculty, staff, and administrator. Written (including any posted material on a computer network), graphic materials,

inflammatory drawings, cartoons, posters, gestures or altered media that denigrates or shows hostility or aversion towards an individual or group.

- Unwanted physical contact, touch, impedence, blocking movements, assault, or intimidating interference. Deliberately impeding or blocking movements or any
- intimidating interference with normal student movement. Or any other action deemed by the Administration as harassment.
- Any student that feels they has been the subject of sexual harassment or any other form of harassment should bring the matter to the attention of a staff member

Recommended Withdrawal

In certain cases, the Principal or designee may recommend that a student voluntarily withdraw.

Student Review Board

The purpose of the Student Review Board is to review and recommend to the Principal whether a student continues enrollment at SVdPHS and under what circumstances. Students may be sent before a review board for: multi-day suspensions, recommendation for withdrawal, intention to expel, or at the discretion of the Principal.

Expulsion Policy

It is the policy of SVdPHS that actions to expel students from the school are taken in accordance with the policies and procedures that follow. Nothing in this expulsion policy shall limit, nor is intended to limit, the discretion or authority of the Dean of Student Services or the Principal to impose discipline upon any student for any violation of any of the rules or policies of SVdPHS. The decision to expel a

student, performed in accordance with this Policy, shall be final and binding upon the student and their parent(s) or legal guardian(s). Students who have been expelled have three business days to provide a written appeal to the President/Pastor for reinstatement. The President/Pastor decision is final and binding.

Notice to Expel

Whenever any grounds to expel exist, the student who is subject to expulsion and their parent(s) shall be provided with a written Notice to Expel, which shall state clearly and concisely the reasons and grounds for such intended expulsion. The Notice to Expel shall advise the student and parent(s) their right to ask for an Informal Conferences with **Campus Supervisor** and/or the Principal, their right to a Formal Hearing before the Review Board.

Formal Conference

Informal resolution of an alleged violation of student conduct, which may lead to an expulsion, is encouraged. Within three working days of receipt of a Notice of Intent to Expel, a student and/or their parent(s) or legal guardian(s) may request a Conference with the President/Pastor. The purpose of the Informal Conference is to permit the student and/or their parents(s) or legal guardian(s) to discuss the circumstances leading to the issuance of the Notice of Intent to Expel.

Formal Hearing. A student with their parent(s) shall have the right to a formal Hearing before the Review Board.

Timing of Formal Hearing - If requested by the student or parent(s), the formal Hearing shall be held within three working days following the formal Conference but should be no later than five days following

receipt of the Notice to Expel, unless an alternative date is otherwise agreed.

Rights of Students at the Formal Hearing.

The Formal Hearing is designed to provide the student with an opportunity to be heard on the question of their pending expulsion and is not designed to be a legal hearing. As such, the student is not entitled to be represented by legal counsel at the Formal Hearing, nor shall legal rules of evidence apply. However, the student shall be entitled to the following rights in the Formal Hearing:

Right of Parent(s) to Attend. A student shall be entitled to have their parent(s) or legal guardian(s) attend.

Right of Student to Attend and Right to Speak on Their Own Behalf. A student shall be entitled to speak on their own behalf during the formal Hearing, subject to the rules established by the Chair of the proceedings.

Right to be Present During Hearing.

Neither the student nor their parent(s) or legal guardian(s) shall be entitled to be present during the deliberation of the Review Board.

Decision to Expel. The decision to expel will be made by the Principal, in consultation with the President, within two working days following the Review Board Informal Hearing.

Review Board

The Review Board comprised of the **Campus Supervisor**, and three teachers (one "advocate" requested by the student) may be convened for the following reasons:

- To advise the Principal on issues that may result in expulsion.
- To hear a student's appeal of a pending expulsion.

Students who are expelled from SVdPHS will not have their transcripts or cumulative files released until after the completion of all hearing processes or legal procedures.

Substance Abuse Policy

The philosophy of SVdPHS emphasizes a commitment to those values that honor the sanctity of life and the importance of each human being. The use of alcohol, vaping and other drugs is in opposition to this belief and creates an obstacle to learning. Any student or parent who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a drug/vaping/alcohol problem will be assisted in the spirit of counseling, (unless the student is found to be using the counseling mechanism to avoid disciplinary action). The same will be true for students referred to any staff member for intervention.

Any violation of the spirit or specifics of this policy can result in actions as deemed necessary by the administration. The Administration and Faculty of SVdPHS expect parents and students to support all policies on substance use.

- Parents and older siblings are both legally and morally responsible anytime they knowingly or unknowingly allow alcohol and/or drug use by minors. Parents are asked to closely monitor the activities of their students and other students, especially at times when the parents cannot be present in the home. Supervised or unsupervised events where students use alcohol and/or drugs in the home brought to the attention of the school will result in appropriate disciplinary action.
- Any adult who trades, sells, gives away, allows (tacitly or failure to secure) offers to trade, sell or give away alcohol, controlled substances, drugs or other hazardous substances

may result in notification of the proper authorities and will compromise the partnership between the family and the school.

- Students on or off campus, or in any situation which could reflect adversely on SVdPHS, are subject to suspension, request for withdrawal or expulsion, and law enforcement may be contacted. This includes, but is not limited to, private parties/events and school-sponsored events.
- Students found dealing in or selling any controlled substance on campus or at school related activities will be immediately expelled and law enforcement will be notified.
- Students found to have hosted an event where alcohol/drugs are used or who have provided alcohol or drugs to other students are liable for expulsion.
- Students under the influence of drugs, alcohol, or any other controlled substance or facilitating same on or off school grounds, or while involved in any school-related activity or at any location or in any situation which could reflect adversely on SVdPHS are liable for expulsion.
- Students, with or without parent approval, found to have organized, hosted or whose home or designated area where an event that alcohol or drugs are used, or who have provided alcohol or drugs to other students are subject to expulsion.
- Students found possessing a legally controlled substance during the school day for use, sale or distribution are liable for expulsion and law enforcement will be contacted.
- The possession, serving and/or consumption or being under the influence of illegal substances or

students attending, and/or remaining at parties where illegal substances are present or available to students are also subject to suspension or expulsion.

- Any activities involving paraphernalia, look-alikes associated with controlled substances will result in suspension or expulsion.
- Smoking (including smokeless tobacco, electronic, juuls or vapor type pens or other illegal substances) will result in suspension.
- The trade, sale or ingestion of medication prescribed to someone else is illegal and dangerous and will result in suspension or expulsion
- The consumption and/or possession of alcohol or non-personal medications is illegal for all students who attend SVdPHS.
- Being present when such substances are being used presumes some level of participation and may result in suspension or expulsion.

Any violation of these policies may result in the following actions:

- Parent(s) will be notified by the school within 24 hours. This affords a student the right to discuss the pending issue with parents.
- The student may be suspended from school pending the investigation.
- The student and parent(s) will conference with the Campus Supervisor and/or other administration officials. May be done via phone or in person.
- The Administration may issue a Letter to Expel.
- If the student is not expelled, they will be placed on a Behavior Contract. Provisions of the contract may include but are not limited to: professional evaluation, counseling,

involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing and any other provision deemed necessary by the Administration and/or their counselor.

- Instant oral drug tests will be administered by the Campus Supervisor in the case a student has been identified as potentially being under the influence of an illegal substance.
- Any student found to be under the influence will be required to submit to an independent drug test from ADTS in Rohnert Park within 24 hours. The student and his/her parents/guardians at a cost to the family must submit to a drug test and provide the results to the **Campus Supervisor** at the conclusion of the suspension. If it is determined that the student can return to school, the student will enter into a one year to the day of the suspension disciplinary contract. A second offense of a similar nature may result in an immediate expulsion without an opportunity for appeal.
<https://www.adts.com/>

Breathalyzers Used at School Events

The **Campus Supervisor** or their designee(s) may use designated breathalyzers for the evaluation process as a systematic method of examining a student to determine whether he or they are under the influence of drugs or alcohol. Students found to be under the influence are in violation of school policy and immediate disciplinary action will be taken.

Searches - Drug Dogs

St. Vincent de Paul High School reserves the right to conduct random and specific drug and alcohol testing on campus or at all school events. In our continuing effort

to maintain a safe and healthy learning environment for all students, SVdPHS has adopted a program to detect the presence of illicit drugs, alcohol, gunpowder-based items, abused medications, and other contraband normally prohibited from campus. Facilitated using non-aggressive detecting dogs, the contractor or a canine unit from the Sonoma County Sheriff's Office or Petaluma Police Department will make periodic unannounced visits to our campus throughout the school year. They will normally check lockers, classrooms, common areas, gym areas, vehicles, parking lots and other areas identified by school administration. If required, the dogs will also be provided for graduation and grad night events. Failure to follow the requests of the law enforcement personnel or school administrator will result in the automatic notification of law enforcement. These areas may also be checked by school administrators or law enforcement as predicted by the situation.

Drug Testing

With reasonable cause, students may be drug tested while enrolled at SVdPHS. These tests will be required by the Campus Supervisor at their discretion. When the **Campus Supervisor** determines that a student is required to be tested, the parent(s) will be notified. Once the parent(s) are aware of a need for a test, the test must be performed within 24 hours. All testing must take place at the SVdPHS designated site (<https://www.adts.com/>). No other site may be used. Any tampering with the collection sample will be considered a positive test. Students with a positive test result will be subject to the school's disciplinary policies. All fees associated with the drug test will be the responsibility of the parent(s).

Dress Code

Saint Vincent de Paul High School students are expected to dress in a manner appropriate for school. Keeping in line with our Catholic foundation, the dress code reflects the importance of the dignity of all individuals. Any clothing that is torn, frayed, stained, inappropriately patched, or in a state of disrepair, as well as extremely faddish or of military attire, is unacceptable. Appropriate shoes must be worn at all times. The Campus Supervisor will determine whether specific clothing and/or jewelry are appropriate for school.

- Head coverings, including but not limited to hats, caps of any style (including ski caps and sweat bands/bandanas), or sweatshirt hoods **may not** be worn during the school day.
- Male students must be clean shaven. Sideburns are appropriate if they do not extend below the ear.
- Casual jeans, long pants or regular shorts that are in good repair, hemmed, fit at the waist (not at the hips and not showing underwear), and neither too baggy nor too snug are allowed. PE/gym shorts, sweatpants and "exercise attire" are not allowed. This includes but not limited to warm up suits and yoga pants.
- Skirts and dresses that, in length, do not exceed **three (3) inches from the top of the knee** and without slits are allowed. Shorts must be in-length no higher than mid-thigh. These should not be excessively form fitting, again keeping in mind the dignity of the person.
- SVdPHS short or long-sleeved polo shirts are the only permissible shirts and must be worn at all times. These shirts must be purchased from the St. Vincent de Paul online store. You may purchase these shirts online

through the SVdPHS website.

Additionally, male students must keep polo shirts and liturgy dress shirts tucked in.

- Shoes that are good in repair and appropriate for an educational setting. Art/Science/PE classes may require students to wear specific types of shoes as part of the curriculum. Open toed shoes, including sandals are permitted. Slippers are not appropriate.
- Jackets, sweaters, vests, or sweatshirts may be worn OVER a dress code shirt. In addition to the SVdPHS sweatshirts, students can wear **appropriate** sweatshirts.
 - Examples of **Appropriate** sweatshirts - permitted on campus: College, Plain, Adidas, Nike, and the like.
 - Examples of **Inappropriate** sweatshirts - NOT permitted on campus: Those that display logos that promote drugs (i.e. cookie brand), alcohol or any explicit messages.
- Jewelry must be appropriate, non-excessive. Jewelry should not blatantly or subtly promote unhealthy or negative attitudes, practices, or lifestyles
- Moderate hairstyles and natural colors are acceptable. Not acceptable: no mohawks or shaved messages etc.

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.

Female

Females must wear a dress or combination of 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 Ugg's), and athletic shoes are not allowed.

Male

Males 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).

Game Day Attire

Members of athletic teams are permitted attire approved by the Athletic Department. Student-athletes can wear their individual team warmup jacket and polo (team or uniform polo). All other criteria of the dress code apply, e.g., basketball players may not wear basketball shorts, track athletes may not wear sweatpants, etc.

Special Notes

Friday (Spirit Days) - All Fridays (with the exception of Formal/Mass days or designated dress days), students can wear SVdPHS t-shirts in lieu of their polos. Students who do not wish to wear school affiliated t-shirts are expected to wear their polos. If a student is not in the designated "spirit theme" for spirit days, the attire will follow the usual dress code.

Fridays (Seniors) - Second semester of the school year, Seniors can wear college shirts and sweatshirts.

Designated Free Dress Days: Free Dress Days will be awarded to students based on positive acts of kindness, charity, and volunteerism on campus. Students can be awarded a free dress pass by a member of the faculty, staff, and administration a maximum of three times a semester.

Dress Code Violations

When a student is made aware that he or she is in violation of 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 codes will incur the following consequences:

- First offenses will result in a detention on the day of the infraction or serve a lunch time detention
- All subsequent violations will result in after-school detentions on the day of the infraction. See **Detention** for further information.

A student who wears a clothing item which is in disrepair will be considered out of dress code and will be given a warning to have the item cleaned or repaired. Disrepair includes any writing on clothing items. If the student does not comply, they will be required to purchase a new item.

Students who are out of uniform or on Spirit Days who choose to wear a t-shirt, sweat hood, socks or carry a backpack with any drug paraphernalia, alcohol, racial or sexual reference will be required to immediately change out of the clothing item and the parent/guardian will be called. Any student who wears a sweat hood or carries a backpack with an insignia or brand such as but not limited to "Cookies" will be given a detention and the item confiscated.

If students need to change in or out of their free dress or team uniform, only restrooms or locker rooms should be used. At no time may a student disrobe anywhere but these locations.

Dances

Smoking, drinking, drug use, vaping, and inappropriate dance behavior, or inappropriate dress is not permitted. If a student is found to be under the influence of drugs or alcohol, the procedures listed under the school's Substance Abuse Policy will be followed. Any other inappropriate behavior will result in the confiscation of the student's I.D. card. The I.D. card will be held for six school weeks.

School Policies for Dances

The school will enforce the following policies at all of the open dances:

- Dances are 7:00 -10:00 P.M., no entrance after 8:00 P.M., no dismissal before 9:30 P.M.
- Cost is \$10.00 and each student may only buy one wristband.
- No admittance without a current Student Body Card.
- Students may not arrive or depart in rented vehicles, limousines, buses, or RVs.
- Students remaining 45 minutes after the end of the dance may be sent home by taxi at the family's expense.
- Bags or purses may be inspected at the door. There will be a coat check.
- Testing for controlled substance use may be administered randomly.
- School or law enforcement may use the services of security dogs and/or breathalyzers randomly to detect drugs, alcohol, or contraband items.
- Student Body Cards will be confiscated for inappropriate behavior or dress. Cards will be held for six weeks or through the next scheduled dance, whichever comes first. Students will not be allowed to attend any dances during these six weeks or the next scheduled dance, whichever comes first. A second

violation will result in the student being banned from any dances during that school year. Cards may be held into the next school year if the dance is held at the end of the year.

Guest Policy

- Guests must be currently enrolled in a high school with a current student ID.
- A guest pass request form must be on file with the Campus Supervisor.
- Guest must show a current picture ID.
- Guest must enter with their host student.
- The SVdPHS Student is responsible for the actions of their guest.

Dance Dress Code

Open Dances - Students wearing the following will not be admitted to dances:

- Skirts, dresses, rompers, or shorts that are too short. The length must be no more than three (3) inches above the knees. Note: Leggings do not change the length rule.
- Tops that expose the stomach, back or chest: strapless or tube tops, halter tops, tops that begin below the shoulder blades, tops that plunge too deeply, tops with straps less than one (1) inch wide.
- Clothing with references to alcohol, sex, drugs, racist or sexist sayings.
- Clothing that sags, bags, or is low-cut that exposes undergarments or excessive skin.
- Clothing that is excessively tight; ruched dresses, or spandex.
- Hand-decorated clothing (tops with slogans/sayings painted or printed onto a shirt.)

- Glow, strobe, flashing, or light accessories of any kind.
- Removal of clothing revealing any of the above.
- Clothing containing objectionable references, symbols, words, advertising, or propaganda that is against the philosophy of St. Vincent is not permitted at any time.

Homecoming and Proms

- Females should wear semi-formal wear to Homecoming and formal wear to Junior Prom and Senior Ball.
- Dresses must be no more than three (3) inches above the knees.
- Girls may wear a strapless dress; however, no skin may be exposed on the stomach, back or chest.
- Males should wear semi-formal wear to Homecoming and formal wear to Junior Prom and Senior Ball
- Male semi-formal attire consists of dress shirts, dress pants or Docker-style pants.
- Male formal attire consists of a tuxedo or a suit and tie.
- All other rules as stated under open dance dress code will be enforced.

Appropriate dress is determined by school staff.

Inappropriate Behavior

Students exhibiting the following will have their student body card taken and held for six weeks and will face disciplinary action:

- Straddling or wrapping legs around another person.
- Inappropriate physical contact, lap dancing.
- Lying or sitting on tables or floor.
- Removal of clothing revealing a dress code violation.

- Possession or use of alcohol, drugs, or other contraband.
- Moshing, crowd-surfing, front-to-back dancing, twerking, grinding, sandwiching, freaking, break or circle dancing or other types of dancing that are lewd or potentially dangerous; dancing must be consistent with safe and appropriate practices.

Appropriate behavior is determined by school staff.

Dispute/Conflict Resolution Process

When conflict between school authority and an individual student and their family occurs, it is important that the following process be adhered to so that the rights of all are ensured. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity. Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the Dean of Faculty and Academics and then the Principal. An attempt should be made by the parties involved, i.e., student/teacher, student/coach, or student/administrator to solve differences of opinion or conflict at that level. Appeals to higher authorities will not be considered until this attempt at resolution has been completed. Appeals occur in the following order:

- Teacher/Coach
- Department Chair/Director of Athletic
- Dean of Faculty and Academics
- Principal
- President (The final appeal at the school level is the President/Pastor.)

Step One In the event that the situation cannot be resolved to the mutual satisfaction of either party through open and honest discussion, the dispute shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policy should be taken directly by the parent to the teacher for resolution.

Step Two Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute, or within ten (10) calendar days of the presentation described in Step One above to the employees immediate supervisor for his or their review and decision. If the dispute is concerning an employee, the supervisor shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as the employee sees them. The supervisor shall conclude his/their review of the dispute and render his/their decision within ten (10) calendar days of the referral described in this Step.

Step Three If the dispute cannot be resolved in Step Two, the complaining party within ten (10) calendar days of the supervisor's decision in Step Two may present the dispute to the principal for their review and decision. The principal shall conclude his or their review of the dispute and render his decision within ten (10) calendar days of the referral to him or their described in this Step.

Step Four If the dispute cannot be resolved in Step Three, the complaining party within ten (10) calendar days of the Principals decision in Step Three may present the dispute to the president/pastor for his or their review and decision. The

president/pastor shall conclude his or their review of the dispute and render his decision within ten (10) calendar days of the referral to him or their described in this Step.

General Student Information

Accidents

All accidents must be reported to the office of the Campus Supervisor. Failure to do so will result in severe disciplinary action.

Age of Majority

Students eighteen (18) years of age and above must attend all assigned classes, homerooms, assemblies, and follow all school rules. Reaching the age of majority does not imply any specific rights, including the right to sign notes or call in absences. If a student is eighteen (18) or older and chooses not to follow the rules, regulations, and/or policies of the school they will be subject to disciplinary action.

Allergies

Numerous students on campus have life threatening allergies to various foods (nuts, milk, shellfish, gluten), latex, plastic, nickel, and many other items. SVdPHS is not an allergen free environment and cannot meet all requests for accommodations.

SVdPHS does not provide a school nurse.

High school students and their parents are expected to be proactive about students' consumption of any food that is not prepared at home and brought to campus for their student. All students should be treated with respect concerning their medical condition and should not be subject to any criticism or recrimination. No food should be dispersed to another student without their knowledge of how it was prepared (i.e. in a nut free environment or cooked in certain oils, etc.) Latex balloons are not allowed on campus without special permission from the administration, due to possible severe allergic reactions. If your student needs additional resources, contact the Campus Supervisor. Special tables have been dedicated for students with nut allergies. Students may not eat at

these tables if they have any type of food that contains nuts or may have been prepared with nut oils. **STUDENTS WITH ALLERGIES, please inform the Front Office Manager and Dean of Counseling to list in the students profile all allergies.**

Assembly Information

Attendance at **all assemblies and liturgies is mandatory for all students.** The following are some specific points about assembly courtesy. Assemblies may be held at the end of an early dismissal day and attendance is required. Please check the school calendar to prevent any appointment conflicts with a scheduled assembly.

- Courtesy means listening attentively. No student should talk when another is speaking.
- Homework should not be done during an assembly, nor should a student read during a presentation.
- Students will not bring food, drink, or phones to an assembly or liturgy.
- Students should not call attention to themselves by arriving late or leaving early.
- Applause is appropriate behavior at informational, spirit, and recreational assemblies. Cheering at spirit assemblies is appropriate conduct.
- Appropriate behavior is determined by supervising staff.

Anonymous Alerts®

St. Vincent is committed to the support of our students' well-being and personal safety. With that in mind, we have adopted technology to allow students to reach out in a safe and secure manner. One of the biggest obstacles to aiding a student in crisis or stopping an event is the student's reluctance to report it. Any person can choose to submit a form with their contact information or anonymously.

The person retains control as it is entirely up to their how much information they wish to divulge. **While a student can leave a message or report at any time, concerns and events will only be responded to during regular school business hours, Monday-Friday.** Life-threatening events should be immediately reported to 9-1-1 and parents.

Bicycles, skateboards, roller blades, scooters, etc.

Bicyclists should always use pre-approved bike lanes and wear bike safety helmets as prescribed by law. All bicycles should be parked in the racks provided and must be locked at all times. Skateboards and rollerblades, razors, etc. are prohibited on campus.

Blankets

Blankets are not allowed on campus or in the classroom with the exception of specific school sponsored events.

Cameras

Surveillance cameras are placed in public locations, such as school entrances, exits, lobby areas, hallways, parking lots or gathering spaces. All video recordings are the sole property of SVdPHS.

Cell phones and personal electronic devices

Students may use their cell phones or personal electronic devices on campus. Students using their own computers must abide by the acceptable use policy. Unless instructed by the teacher for educational purposes, students may **not** use their phones in the classroom, in the hallways, at assemblies, masses, liturgies **(phones are not to be taken to assemblies, mass or other gathering events; they should be locked in student's locker)** or

other designated events without teacher or administrator permission.

All device use is strictly prohibited in the case of an evacuation, shelter-in-place, or lockdown without express permission of the administration. Phones found to be accessible during testing will result in academic dishonesty discipline. Only with the approval of a teacher may a student use their cell phone for research in a class. Cell phones may be confiscated and given to the Campus Supervisor at the request of a teacher, staff, and administrator. If a student has their cell phone confiscated for a third time the student will risk the loss of privilege for the remainder of the year.

Cell phones are not to be out in the classroom or the hallways. They may be used outside of the school buildings.

Classrooms/Staff Offices

Classroom use must be approved by the administration. Students may not use classrooms or staff offices without an adult chaperon.

Concussion Policy

Students who suffer from a concussion will follow strict protocols, as outlined in the SVdPHS Concussion Policy (see Athletics Section). Students who are under CCP guidelines may have their co-curriculars limited until such time as they are cleared to fully resume school participation.

Drop-off and Pick-up Procedures

Students are to be dropped off and picked up only at the front of the school in the designated area. Any student being dropped off or picked up in a non-designated area will be issued a warning and then subject to disciplinary actions.

Dropping off or Sending of Non-School Related Items to Students**

The office cannot accept items such as, but not limited to, balloons, flowers, gifts, etc. to be given to a student. Delivery of these items will be denied and returned to sender via the process these were delivered.

***For the 20-21 School Year, due to COVID19 Health & Safety protocols - NO FOOD OR ANY OTHER ITEMS will be accepted during the school day.*

Early Dismissal

Students who wish to leave campus early must apply for and be granted an early dismissal pass. These passes are only issued for students who have a designated last block of the day free. Students leaving campus without an early dismissal pass or signing out are subject to suspension.

Electronic Communications

Students will be assigned a school provided Google account and required to use this email account when contacting any school faculty, staff, and administration. St. Vincent email accounts only allow emails to/from the domain (svhs-pet.org), .EDU sites and other school related whitelisted domains. St. Vincent issued emails are for school purposes only and are the property of St. Vincent de Paul High School.

Correspondence with colleges and parents should not be conducted through school email. Students are encouraged to set up a personal email address for college communication.

Field Trips and Other School Sponsored Events off Campus

Parent-approved field trip permission slips must be returned to the moderator of the trip at least 72 hours prior to the trip. When a field trip has been planned, the

moderator(s) will notify the student of the dress code for the trip. Other teachers will be given notice of students attending the trip; teachers have the option to request that a student remain in school. Parent chaperones and drivers must follow the transportation and parent volunteer fingerprint policies.

Food or Drink

Students may eat only in specific designated areas of campus. Food or drink may not be taken into classrooms, hallways, foyers, the Library, Fine Arts Building, or gymnasium. Students caught eating in these areas are subject to discipline.

***For the 20-21 School Year, due to COVID19 Health & Safety protocols – there will be designated lunch areas and times.*

Garden

The St. Vincent Garden is a place of sanctuary and reflection. Students wishing to use the garden must be supervised at all times. The fruits and vegetables being grown there are for consumption in a local food pantry, and not for personal consumption. Taking, eating, or throwing the fruits and vegetables will result in disciplinary action.

Gym/Strength Center

Any student wishing to use the gym or Strength Center, regardless of time or purpose, must have the permission of, and be supervised by, a faculty member or designated authority.

Health and Medications

The physical well-being and safety of the students is necessary for efficient and satisfactory performance of school duties. SVdPHS does not provide a school nurse, parents and students must bear the responsibility for contacting the school with any health-related concerns. Parents

of affected students are encouraged to inform the Dean of their student's confidential medical condition to best meet the needs of their child.

Students who use their electronic devices to notify parents to pick them up because they are ill must report first to the main office so that St. Vincent de Paul personnel can assist them. It is imperative that students follow this procedure for their safety and welfare.

- Immunization forms must be completed and on file or students will be denied admission to SVdPHS.
- Any student who has a severe allergic reaction or medical condition of any kind, who may have to take prescription medicine during the school day or during a school-related event, is required to complete the medical and parent authorization form and return it to the Dean. The student and their family are responsible for providing the proper medicine from their doctor with clear, written instructions for administering. SVdPHS is not an allergen free environment and cannot meet all requests for accommodations.

SVdPHS does not provide a school nurse.

- Students with severe allergies, or other types of conditions that require the use of immediate medication such as an EpiPen, Glucagon shot, or an inhaler, may carry these on or off campus. It is strongly recommended that students needing these types of medication have back up medications in the main office.
- Students may not carry any medications on campus with the exception of personal use (3 or 4 pills) amounts of aspirin or aspirin type

substances, with parent authorization.

- Students may not share their medications with other students at any time or disciplinary action may occur.
- Medical release forms are available to parents to allow a school official, in case of emergency, to permit medical treatment for a student when parents cannot be contacted. It is important for parents to complete and return the forms by the first day of school and to inform the school of changes during the school year. If a student needs immediate medical attention, an ambulance will be called. The school will not be responsible for the fees involved in ambulance transport.
- Any student with hearing or sight problems or any other physical condition that may affect their learning process should inform their counselor. Teachers will be advised to adjust in classroom seating.
- Any student with a physical condition that would prevent them from participating in physical education classes should provide a physician's written statement to the P.E. Department Chair.
- Students who participate in field trips, retreats or overnight events should assure that their leader has received a copy of their medical form and that they supply any prescription medication needed during the event. Students may not carry prescription medications at off campus events (exception, inhalers, glucagon shot, EpiPens.)
- **Contagious or Infectious Diseases** – Students whose absence from school is due to a contagious disease (i.e. chicken pox, pink eye, mononucleosis, strep throat, hepatitis, or any other possible

contagious disease) will be asked to present a doctor's note before being allowed to return to school.

- Any student who has lice must stay home until they have completed at least the initial removal treatment.
- AIDS/HIV Students do not pose a health risk to other students or staff in the classroom setting or involvement in co-curricular activities. Affected students shall be allowed to attend classes and participate in activities without restrictions as long as they are physically able, and do not have compounded infectious diseases related to AIDS/HIV. School personnel have been trained in blood borne pathogen response.

Homework

Homework is an integral part of the educational process to assist students in getting the most out of their high school experience. Homework is considered an individual activity to be completed outside the general school day. All homework is to be completed according to the specifications of the instructor.

ID Cards

Student Body Cards are issued to all SVdPHS students. The card must be carried at all times during school hours, at all Catholic high school functions, and shown and surrendered upon request by authorized Catholic School personnel. Parents may not drop off cards to avoid detention. The first replacement card is available for \$10.00 from the school office. The second replacement card will be \$50.00. The ID card may be taken from the student for violation of school policies and may be held for six school weeks. Electronic versions of both sides of the ID card will be accepted.

Legal Custody Issues

SVdPHS abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, SVdPHS will provide a non-custodial parent with access to academic records and other school information regarding his/their child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy. Never married parents should also have custody documents on file as needed. This information will help school officials in determining when, if ever, the child or their records may be released to the non-custodial parent.

Lockers

***For the 20-21 School Year, due to COVID19 Health & Safety Protocols – lockers will not be accessible to students.*

During the regular learning schedule: Each student is provided with a locker. Students may not trade lockers without clearance of the Registrar's office. Lockers must be kept locked at all times. Students may not use tape on or write on their lockers. Magnets may be used on the inside only. The school takes no responsibility for lost or stolen articles. There will be a \$75 minimum charge each semester for any damage to the locker or if the locker is not cleared at the end of the school year. A student should never give out their locker combination. Detention will be issued to students who violate the locker policy. Students must clean out their lockers by the last day of school. All items left after the last day will be donated or thrown away.

Lost and Found

Students should put their names on their books, clothes, or any other valuable items. SVdPHS is not responsible for lost items. Each day items that have been misplaced will be taken to the Student Activities Office. At the end of each week, items that have not been claimed will be donated.

Parking

Parking at SVdPHS is a privilege. A parking contract/registration form is available online to students who have a valid license that is, or will be, valid on the first day of school. The parking pass may be picked up on the designated day from the Campus Supervisor or their designee(s). Parking fees are as follows for 2019-20

Photos – Students

Use of Student's photo and name (See Release of Liability, Assumption of Risk, And Indemnity Agreement.)

Physical Displays of Affection

Because physical displays of affection are exclusive behavior, they can detract from the St. Vincent de Paul spirit. Therefore, it is inappropriate for students to engage in public, exclusive physical displays of affection on school grounds at any time. This includes, but is not limited to, prolonged holding, kissing, and caressing.

Pregnancy Policy

Human life at all stages, including the pre-born child, is a sacred gift from God, and an abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the administration, teachers, and other students. Therefore, ordinarily, the expectant student will be allowed to remain in school. This is not to condone unwed pregnancy but rather to protect the sacred gift of life of the unborn child and to extend love and compassion to

those involved. The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the student involved. Any student who publicizes and advocates an abortion, either planned or already obtained, will be asked to leave the school. This policy pertains to any student spreading rumors about an alleged pregnancy or abortion.

Protests

Protests are not allowed; however, students are encouraged to speak and work with administration about any concerns.

Searches

The school administration has the right to conduct a search of a student and the physical plant and grounds of the school, without notice when the general good of the student and/or school community is in question and/or at the discretion of Administration. This includes lockers, backpacks, cellular telephones, and technology devices and automobiles on or at off-campus events. A student search occurs with a same sex supervisor and a same sex witness.

Senior Privileges

Senior privileges are just that – a privilege. There is no expectation that students who receive discipline for serious events are entitled to any senior privilege. Any or all senior privileges may be removed from individuals or groups at the discretion of the Dean or Principal. Privileges available to students in good standing include:

- Daily College shirts and sweatshirts can be worn on Fridays the second semester.

- Full free dress begins 5/1/20.
- Choosing and playing approved music using the system in Courtyard on Fridays.
- Sitting at designated tables for "seniors only."
- Senior Parking Painting

Smoking/Vaping

It is the policy of the Diocese of Santa Rosa's Catholic School Department that smoking/vaping will not be allowed at any school function or anywhere on school premises. A student found smoking/vaping will be suspended.

Student Property

Students are solely responsible for their own personal property; this includes students' vehicles. The school accepts no responsibility for non-school owned items.

Supervision of Students on Campus

School office hours are 7:00 A.M.–4:30 P.M. The campus is opened at 7:30 A.M with a member of the maintenance staff and a school administrator on campus. SVdPHS does not provide organized supervision before or after school, with the exception of school organized activities. When classes are in session, faculty and staff are assigned to supervise students at lunch. Students who are not part of an after-school activity or event, must leave campus by 4:30 P.M.

When a student reports to their first class of the day, this is the school's first official notice that the student is on campus. If a student arrives before classes begin, they are not required to remain on campus.

Teacher Late to Class

If a teacher does not arrive to class within five minutes after the start of class, a single student should notify the main office. In the meantime, the rest of the class must

wait quietly. Students who leave the area are subject to detention.

Visiting the Campuses of Other Schools

Students may not loiter on or around the campuses of other schools, public or private, while they are in session. SVdPHS students guilty of unauthorized visitations to other schools, at any time, shall be suspended. SVdPHS students guilty of vandalism to the property of another school are responsible for all damages and are subject to expulsion.

Closed Campus

St. Vincent de Paul is a closed campus, students are not allowed to leave campus from the start to the end of the school day. Students are not allowed to leave campus for lunch and are not allowed to have visitors on campus without the approval of an administrator.

Visitors

Upon arriving, visitors should report to the office; visitors are required to sign in and will receive a visitor's pass.

Visitors (Students)

Students who wish to visit SVdPHS during school hours must have clearance by Admissions, Administration or Guidance. The parent's written consent must contain the following information:

- Parent name.
- Phone number.
- Name of current school.
- Emergency contact.

Consent from the student's current school is sufficient if the student is from a feeder school. Students who have previously attended SVdPHS and are enrolled in a different high school may not be on campus during school hours without clearance from the Campus Supervisor' office. A St. Vincent alumna may visit

campus during school hours; alumna must sign in and receive a visitor pass.

Yearbook Picture – Seniors

The student is required to be in a drape or graduation gown for their senior portrait that is placed in the yearbook. The picture used for the senior portrait will be used for the graduation ceremony. Failure to take a senior portrait will result in the SVdPHS crest being used for the picture during all graduation events. Seniors are also required to obtain a picture for the mandatory student ID card.

Yearbook Picture – Junior, Sophomore, Freshman

All students are required to take a yearbook and student ID card picture. Purchase of pictures is optional. Students must take pictures on the designated picture day. Only students who were off campus on the scheduled day will be allowed retakes. No other retakes are allowed.

Parent/Guardian Information

Emergency Procedures

In case of an emergency, information regarding parent responsibilities during an on-campus event can be found on the SVdPHS website.

Parents and Rallies

While we encourage parents to participate in their student's life at SVdPHS, we cannot have parents attend the rallies without informing the front office and the Campus Supervisor.

Transportation Policy

This policy applies only in cases where the school organizes transportation. If

participants are responsible for their own transportation, the policy does not apply.

SVdPHS requires any students traveling for school purposes to be transported by an adult over the age of 25.

All drivers must comply with the requirements listed below:

- Drivers must be 25 years of age or older.
- Drivers must have Volunteer Fingerprint Clearance on file at SVdPHS.
- Drivers must have a signed "Volunteers Code of Conduct" on file with SVdPHS.
- Drivers must have a signed "Driver Information Form" and a copy of proof of insurance on file with SVdPHS.
- Drivers must have a good driving history and must provide SVdPHS with a copy of a valid, unrestricted driver's license. Drivers may be subject to a Motor Vehicle Records check.
- The vehicle must have a valid and current registration and license plates.
- The vehicle must be insured for \$100,000 per person/\$300,000 per accident limit of liability for bodily injury; \$50,000 for property damage; \$5,000 per person medical; and \$100,000 uninsured motorist insurance.
- The vehicle must be equipped with working seat belts for the driver and every passenger transported. The driver and passenger(s) must use seat belts properly.
- No more than nine persons, including the driver, may be transported in a private vehicle.

- The driver shall observe all state driving regulations.
- Drivers shall follow route directions, caravan, or other directions issued by the coach, teacher, or adult in charge of the group.
- The driver, or a passenger in the vehicle, is encouraged to carry a cell phone and the phone number of the school in case of an emergency.
- SVdPHS assumes no liability for accidents which cause bodily injury or property damage, and which result from the use of any privately owned vehicle as described herein.
- Because SVdPHS is a commuter school drawing student from a large geographic area, and because parents' work hours may prohibit them from driving, it may be necessary for students to drive other students to and from school. Be advised that SVdPHS assumes no responsibility for any of the "car-pooling" arrangements and will not monitor nor supervise any such arrangements. All "car-pooling" arrangements are entered into at the driver's and passenger's own risk and SVdPHS assumes no liability for any and all claims arising out of "car-pooling" arrangements.

The school reserves the right to prohibit any student from driving and/or parking if either privilege is abused. All drivers are asked to observe the rules of careful driving, particularly when leaving and entering the school grounds, and when driving near the neighboring elementary schools.

SVdPHS participates in the student insurance program of the Diocese of Santa Rosa. If a student gets hurt during school activities, the school provides insurance to help with the cost of medical treatment **not covered by personal**

insurance. This "school-time accident" insurance is designed to cover some, but not all, of the possible costs. Any injury incurred during the time of school-supervised activities must be reported to the office immediately; accident claim forms must be filed properly. The cost of insurance is incorporated into the activity fee, which is part of tuition.

Student Photo and Name Use Policy

SVdPHS produces and distributes a number of publications and electronic communications using photos or names of students or other members of the SVdPHS community. These include, but are not limited to the following:

- Student Publications/Presentations: Produced by students for the enjoyment of students and their families, including the Yearbook, the student Newspaper (The Onlooker), slideshows and videos.
- School Advancement Publications: Publications mailed or otherwise distributed to households of current and past parents, alumni, and friends of St. Vincent de Paul, solicitation materials for the St. Vincent de Paul Annual Fund and other advancement programs, fundraising and activity invitations, programs and informational flyers.
- Publications developed for the Marketing and Enrollment Office, including a "viewbook," posters, videos, and advertisements to inform prospective students and their families about St. Vincent de Paul.
- Other Materials.
 - Athletic or Academic team programs/posters, Arts programs/posters, photo enlargements to display on campus.

- Website, Email and Social Media: The school website, Principal's Newsletter and other email communications, and social networking sites (i.e. Facebook, Instagram, Twitter, etc.) are main sources of information for members of the St. Vincent community.
- Based on current use of social media, we cannot guarantee a specific student's image will not appear in group or background pictures. If requested, we will not identify the student by name.

SVdPHS reserves the right to include in its print or digital publications and materials photographs with or without identification of students, alumni, and other members of the school community unless specifically requested not to do so by any individual (or parent/guardian, in case of a minor) in email to the Campus Supervisor.

Parent Release

I give my permission for the above-named student to participate in high school sports and academic teams, realizing that such activities involve the potential for injury. I acknowledge that even with the best coaching, use of the most advanced equipment and strict observance of rules, injuries are still a possibility. On rare occasion these injuries can be severe and result in total disability, paralysis, or even death. I hereby acknowledge that SVdPHS has a School Time Accident Plan. I acknowledge that I have primary medical insurance on the above student with medical benefits. I am aware that high school sporting and academic team events will require off campus travel and I hereby give my permission for my student to travel to all off campus meets and practices, either by bus or any approved means of transportation. I understand the

possibility of unforeseen hazards and know the inherent possibility of risk. I believe that the subject of this release is physically and mentally capable of taking reasonable precautions to protect their own safety and has the maturity and judgment not to put themselves or others in dangerous situations. I agree to not hold the Catholic Diocese of Santa Rosa, SVdPHS, its leaders, employees, or volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject.

Release of Liability, Assumption of Risk, And Indemnity Agreement

In consideration for being permitted to participate in SVdPHS activities, to use the equipment provided, and to enter the premises and facilities of SVdPHS and the Diocese of Santa Rosa, for any purpose including observation of and participation in activities, we as parents or guardians, for him or themselves and any successors in interest, and on behalf of the minor child, agree as follows:

To release, waive, discharge, and promise not to sue the Roman Catholic Bishop of Santa Rosa, a Corporation Sole and SVdPHS, its affiliated entities, employees, agents, and volunteers (the "Diocese") from all liability for any loss or damage, and any claim or demands therefore on account of injury of any kind including serious or mortal injury to the body, injury to psyche, or injury to property of the minor child, parent, or guardian, whether caused by negligence or other conduct by the Diocese while the minor child, parent, or guardian is participating in SVdPHS activities or in, upon, or about the premises of the Diocese or any of its facilities or equipment.

To indemnify and hold harmless the Diocese from any loss, liability, damage, or cost it may incur due to the presence of the minor child, parent, or guardian in, upon, or about the premises of the

Diocese, its facilities or equipment, or while participating in any SVdPHS activities whether caused by the negligence of the Diocese or otherwise.

That they have read this consent form and agreement and voluntarily signs the Student Parent Handbook Statement form, and that no oral representations, statements, or inducements apart from the contents of this consent form and agreement have been made.

Student Overnight Trips and Retreats Sponsored by SVdPHS

The purpose of a student trip is to encourage the cultural and social growth of the student through new experiences while providing close supervision and support for the student by SVdPHS staff. The teacher chaperon may accept deposits only from students who are up to date in tuition payments to the school. Students usually eligible to travel with school-sponsored trips are those who pay tuition without assistance from the school. Students must have tuition paid to date to join the student travel group. The chaperon will check with the Student Billing Office for this information. The one exception to this rule concerns overnight retreats. The student must have a proven record of excellent citizenship. One or more letters of recommendation may be required. Student applicants who do not attend SVdPHS may be included on the trip with approval of the administration. Parents are also welcome. Parent chaperones and drivers must follow the transportation and fingerprint policy. SVdPHS will not be held liable when students are on a trip under private travel enterprises.

Student workers and volunteers:

- Are required to observe all rules and regulations established by their school and by the school or agency they are serving
- May not associate with or be present with children or youth or be party to activities that violate civil law and/or school rules
- Are to exercise caution in all interactions with children or youth, including verbal, written, and electronic communications
- Games or sports with children or youth should be engaged in only in the presence of adults who are actively supervising the activity
- Are not to be alone in a room without supervising adults
- Are not to discuss topics or use vocabulary with children or youth that could not be comfortably used in the presence of parents/guardians or the school Principal/administration
- Are not to give gifts or mementos to individual children or youth unless this is authorized by the Principal/administration
- Must respect the physical boundaries of children and youth; children and youth must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate.

Use of School Name, Logo, or Seal

The use of the SVdPHS logo or seal on documents or items other than official school materials is forbidden unless approval is granted in writing by the Principal of SVdPHS.

Department of Athletics

St. Vincent Athletics is committed to the total education of our students by providing a comprehensive, fair, and equitable program for the school community in a caring, supportive environment. The athletic program strives to enrich the mental, physical, and moral development of all students by integrating athletics in the school's education program. The athletic program strives for excellence with these primary goals as our focus. Championships, individual recognition, and the ability to compete are desirable outgrowths of an educationally sound sports program but are secondary to the primary objectives of the athletic program. SVdPHS does not recruit students for its athletic program, nor does it offer athletic scholarships to students. All athletes will adhere to the general attendance, conduct, academic standards, and Student Service hour requirements to remain in good standing for their specific team.

Athletic Opportunities

SVdPHS is a member of the California Interscholastic Federation (CIF), The North Coast Section and the NBL (2020-21). SVdPHS fields the following teams:

Fall Cross-Country, Volleyball, Football, Men's Soccer, Women's Soccer, Cheerleading

Winter Men and Women's Basketball, Cheerleading

Spring Softball, Baseball, Swimming, Track and Field, Men and Women's Golf, Men and Women's Tennis.

Eligibility Rules and Regulations

SVdPHS follows the eligibility rules and regulations established by the CIF and the North Coast Section and at times

may even have stricter guidelines. Information regarding these regulations can be found at <http://www.cifncs.org/landing/index>.

Scholastic Eligibility

Good academic standing is required for membership on a team. Scholastic eligibility standards will be enforced per CIF North Coast Section. All students entering SVdPHS from eighth grade will be automatically be placed on probationary status in their first enrolled semester to ensure compliance with Bylaw 205.A. Reports cards will be checked prior to the start of the season and at each quarter grading period. Students are considered ineligible if the following standards are not met:

- A minimum grade point average of 2.0 on the most recent report card
- No F's
- No more than one D
- Fulfill Student Service hour requirements
- Positive behavioral standing

A student can become eligible if the above standards are met on the date of the next quarter report card.

Academic/Athletic Probation (as noted in the Athletic Clearance Packet 2020-2021):

To be eligible for co-curricular activities (athletics, debate, drama, leadership, etc.), the students must maintain a GPA of 2.00 at each quarter or be subject to probation ineligibility. After development reports are issued, the Dean of Academics will check grades with the online grading system. Should an "F" be recorded for any class on the development report, the student will be required to attend mandatory office hours (MOH). Until the F is removed, the student is ineligible to participate in

practices or games until the F has been raised to a D or higher.

Any student who receives one "F" may be subject to Academic/Athletic probation as determined by the Dean of Academics. Any Student who has a GPA below a 2.00 will be subject to Academic/Athletic probation.

Athletics Eligibility Committee

An eligibility committee comprised of, but not limited to the Director of Athletics, the appropriate Academic Advisor, and Dean of Academics may review cases in which a student meets the minimum academic eligibility requirements set forth by the CIF North Coast Section, but fails to meet more stringent SVdPHS requirements. Reinstatement of a student's athletic academic eligibility may occur should the committee agree that a circumstance or circumstances beyond the control of the student significantly contributed to the failure of the student to meet the St. Vincent de Paul standard(s). In such a case, the committee may impose conditions to the reinstatement of the student-athlete's eligibility.

Pre-season Student and Parent Meetings

SVdPHS requires that all athletic programs hold a mandatory student and parent meeting after the team has been selected and prior to the first scheduled contest. The Head Coach with the assistance of an athletic department administrator, is required to review with students and parents the following information:

- Clearly state both the mission and philosophy of the St. Vincent de Paul Athletic Department
- Team expectations and policies

- Review scholastic eligibility standards
- Conflict resolution protocol
- Distribute parent permission slips with season schedule to cover all scheduled events

Sportsmanship – Negative Commentary

SVdPHS discourages and prohibits negative commentary toward officials and/or opponents. Disciplinary action will be taken if student-athletes or family members are found to be in violation of this policy.

CIF North Coast Section Sportsmanship Resolution – Code of Ethics

It is the duty of all concerned with high school athletics:

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To eliminate all possibilities which tend to destroy the best values of the game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a happy relationship between visitors and hosts.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of rules of the game and the standards of eligibility.
- To encourage leadership, use of initiative, and good judgment by the player on a team.
- To recognize that the purpose of athletics is to promote the physical,

mental, moral, social, and emotional well-being of the individual players.

- To remember that an athletic contest is only a game – not a matter of life and death for the player, coach, school, officials, fan, community, state, or nation.

Commitment of Athletes

All student athletes at SVdPHS are expected to uphold the highest standards of conduct toward teammates, officials, coaches, and opponents. Failure to abide by these expectations may lead to suspension or permanent dismissal from the team. Student athletes are expected to attend practices and games during a given season, including playoffs. Unexcused absences from practices and games will result in suspension or possible dismissal from the team. Coaches of each sport will clearly state their policies at the beginning of each season of sport.

P.E. Exemption

Students participating in outside athletic programs, not currently offered at St. Vincent de Paul High School, may be exempt from taking Physical Education in the semester during which their sport competes.

The P.E. Exemption Guidelines are as follows:

- Academic Eligibility: League and Section rules require that each student must have a grade point average of 2.0 or above in the most recent grade reporting period. St. Vincent de Paul also requires that a student cannot have more than one D or F on their report card.
- Each student who meets the academic requirements, turns in a

completed St. Vincent physical form and is a member in "Good Standing" on one of the school teams (Varsity, JV, Frosh Level) will be in Contract P.E.

- Students will submit grades to the Director of Athletics before the end of each quarter. Attendance is required and can affect the grade.
- A student is excused from attending the regularly scheduled P.E. class while on Contract P.E. If the student finishes the entire season and remains in "Good Standing", the student will be excused from any remaining P.E. class for the semester.

Physical

A SVdPHS physical form for the corresponding school year must be on file with the Director of Athletics before conditioning and/or team tryouts begin. Students who do not have a completed current SVdPHS physical form on file with the Director of Athletics will not be permitted to participate in an Athletics program and will be placed in Physical Education.

Return to Participation Policy

Students must provide written consent from a physician prior to returning to play following an injury that required a visit to the doctor/hospital. CIF regulations requires a mandatory MINIMUM 7 day return to play protocol for a student athlete diagnosed with a concussion or head injury. The return to play protocol begins on the day of diagnosis, NOT on the date of injury. **Bylaw 524 Agreement for Student-Athlete and Parent/Guardian**

Regarding the Use of Steroids

Due to the increase of steroid use by high school athletes, the California Interscholastic Federation adopted a

new requirement under Bylaw 524. As a condition of membership in the California Interscholastic Federation (CIF) SVdPHS has adopted the following policy prohibiting the use and abuse of androgenic/anabolic steroids as specified below. CIF Bylaw 524 requires that all participating students and their parents/guardians sign the agreement. By signing the SVdPHS Student/Parent Handbook agreement form we agree that the student shall not use androgenic/anabolic steroids or any dietary supplement banned by the U.S. Anti-Doping Agency as well as the substance synephrine, without a written prescription of a fully licensed health care practitioner to treat a medical condition. We recognize that under the CIF Bylaw 200.D the student may be subject to penalties, including ineligibility for any CIF competition, if the student and his/their parent/guardian provides false or fraudulent information to the CIF. We also understand that the SVdPHS policy regarding "Substance Abuse" will be enforced for any violations of these rules.

Concussion Information for Parents, Student-Athlete and General Students

Athletic concussion protocols generally apply to the student body population, whether or not the student is an athlete. SVdPHS follows the dictates of CIF and the most recent laws (AB2127) for the safety of your student. A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if**

not recognized and managed properly.

In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away. Students who suffer a concussion may be placed on a Concussion Care Plan (CCP) through the Guidance Department, to facilitate necessary academic modifications and accommodations. CCPs are reviewed and updated in coordination with the student's physician. The consent form for Impact Concussion Testing will be given to athletes at the beginning of each season they are to be tested. **For current information on concussions, visit <http://www.cdc.gov/ConcussionInYouthSports/>.**

Uniform, Equipment, Evaluations and Financial Responsibility

Student-Athletes are financially responsible for all uniforms and equipment loaned to them. Failure to return items constitutes financial obligation; lost items must be replaced or paid for a replacement cost. Uniforms and equipment should be returned in the same condition as they were received. Students who leave a team prior to the end of the season must turn in their equipment and uniform within one week.

Participation on Non-School Teams and use of Non-School Coaches

CIF North Coast Section Bylaw restricts a student's participation on non-school teams within the same sport during the high school season. The varsity head coach determines the team policy on simultaneous team participation when

exceptions are permitted by the Section office. Currently, there are no exemptions granted to any of the sports offered at SVdPHS.

The in-season use of non-school coaches and/or trainers is permitted. To safeguard student health and team integrity, parents and students who employ such services are expected to make every effort to ensure that these activities serve to complement and not distract from team activities. Failure to do so may result in the student's removal from the team.

Cuts and Tryouts

Golf, tennis, volleyball, baseball, basketball, softball, and soccer hold tryouts and make cuts. Lacrosse, Football, Cross Country, Swimming and Track and Field normally do not cut unless the team size is too large and/or the fitness and/or skill level of the student-athlete is not within a safe range. All student athletes are required to fully participate in both practices and meets/games as outlined by each coach. Students going from one season to the next will be able to finish out their current sport and then get a tryout for the next sport once their season is finished (i.e. Volleyball to Basketball). When tryouts occur, all students are subject to being cut.

The head coach will first consult with the Director of Athletics prior to cutting a senior who has previously participated in that sport program.

School Holidays and Practices and Games

Practices and games may be held during school holidays and breaks. Coaches will go over the requirements for practices and games regarding breaks. If a student is planning to play a sport, students should anticipate this if they decide to go out for a team.

Senior Night Recognition

The Athletics Department will typically celebrate/recognize senior student-athletes with a simple ceremony on the date of the last home contest for each sport. The department is grateful for the assistance of team parent volunteers in coordinating these events. In order to ensure that proceedings are consistent with St. Vincent values and in compliance with applicable league rules and that no undue burdens are placed on team families, all plans for the ceremony, including themes, decor, and any possible gift collections must be submitted to the Head Coach and the Assistant Director of Athletics for Sports Information for formal review and approval well in advance of the event date.

Important NCAA Rules

NCAA Eligibility Center: All high school students who plan to participate in college at a Division I or Division II school must be certified by the NCAA Eligibility Center at [www.ncaa.org/eligibility-center.org](http://www.ncaa.org/eligibility-center). Students should check in with the Guidance office during their junior year to get the necessary information and deadlines.

Student Insurance

SVdPHS participates in the student insurance program of the Diocese of Santa Rosa. If the student gets hurt during school activities, SVdPHS provides insurance to help with the cost of medical treatment not covered by other insurance personal insurance. This "school-time accident" insurance is designed to cover some, but not all, of the possible costs. All injuries suffered by an athlete must be reported immediately to the coach. This is the responsibility of the athlete. An injury report form must be filled out and signed by a parent. Accident claim forms are available at SVdPHS.

St. Vincent de Paul High School

Student-Parent Handbook Acknowledgement

2020-21 School Year

We suggest you keep your copy of the Student-Parent Handbook handy for reference throughout the school year. Of course, school administration is always happy to answer any questions or guide you to the specific resource to support better understanding.

While it is a requirement for you to review the handbook in its entirety, please pay specific attention to the outlined areas below and acknowledge that you have read and understand the policies as outlined.

	Student Initials	Parent Initials
Distance Learning Expectations (Pg. 4)	_____	_____
Honor Code (Pg. 14)	_____	_____
Technology (Pg. 27)	_____	_____
Mandatory Attendance (Pg. 32)	_____	_____
Bullying & Harassment Policy (Pg. 42)	_____	_____
Dress Code Requirements (Pg. 47)	_____	_____
Liturgy Day Attire (Pg. 4)	_____	_____

My signature indicates that I have read, understand, and agree to adhere to the requirements as stated in the policies and procedures published in the St. Vincent de Paul High School Student - Parent Handbook. I realize it is my responsibility to read the SVdPHS Student - Parent Handbook and clarify any questions or concerns.

Name of Student (Print) Date

Signature of Student Date

Name of Parent/Guardian (Print) Date

Signature of Parent/Guardian Date

Please print this page and turn it into the front office with all signatures and dates completed. The due date for this document is Friday September 18th. Students will not be allowed on campus after this date without a completed signature page on file.

The SVdPHS Student - Parent Handbook which is published by the SVdPHS with approval of the Office of the President/Pastor. This handbook is subject to change without notification.