



2026-2027

Parent - Student Handbook

CONTACT INFORMATION

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GENERAL INFORMATION

OFFICE HOURS: The Main Office hours are from 8:00 am to 3:30 pm Monday through Friday, unless otherwise publicized. Summer and holiday hours may vary. Website: <https://www.svhs-pet.org/>

I. Foundations and Governance

Welcome Message

Dear SV Students and Parents,

Welcome to the 2026–2027 school year! I am excited to begin a new school year together and grateful for the partnership we share with our students and families. At St. Vincent de Paul College Prep, our work is rooted in our Catholic Vincentian tradition as we nurture the mind, heart, and soul of each student and empower them with the character and intellectual curiosity to put God’s love into action.

We are pleased to share the latest version of the Student-Parent Handbook. This handbook is an important resource for our Catholic school community, as it outlines the policies, procedures, expectations, and shared responsibilities that help guide daily life at SVCP. These expectations are not simply rules on a page; they are one of the ways we bring our mission to life in the daily experience of our students.

The handbook also serves as an implied agreement between the school, students, and families upon admission and continued enrollment. All students and parents are expected to review the handbook carefully. Particular attention should be given to the sections on Academic Integrity, Technology, Attendance, Substance Abuse Policy, and Dress Code requirements.

For ease of use, the Table of Contents is hyperlinked to support navigation throughout the document. The Student-Parent Handbook will also be available in the FACTS app for family review throughout the school year.

Students and parents are required to complete the electronic Student-Parent Handbook Acknowledgement Form prior to the start of the 2026–2027 school year. Please note that this handbook may be updated during the school year as needed. When updates are made, the school will communicate them to families.

Again, welcome to the St. Vincent de Paul College Prep 2026–2027 school year. We look forward to partnering with you in support of our students, our community, and our mission.

With blessings,

Nicholas Reynolds
Principal

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 SV 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 College Prep. 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 the application of justice and mercy, guided by prudence.
- We embrace diversity and welcome students from all cultural, ethnic, and socioeconomic backgrounds.

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

Mission Statement

Rooted in our Catholic Vincentian tradition, we nurture the mind, heart, and soul of the individual, empowering students with the character and intellectual curiosity to put God's love into action.

Philosophy of St. Vincent de Paul College Prep

Mind: Through a traditional Catholic, college preparatory approach, SV aims to graduate students who are creative, critical thinkers and collaborators, who can communicate effectively with any audience. Our students are taught to research and conduct inquiry-based investigations where they are challenged to analyze evidence and use their creative expression to produce excellent work.

Heart: We form a tight-knit community through interpersonal engagement and a commitment to the practice of good works. SV encourages our students to recognize that they are not only responsible for themselves but called to give of their time, talent, and blessings, as individuals and a community, to the

greater good. Our service program anchors the educational experience as we seek to know those we serve.

Soul: SV invites and challenges each student to examine religious traditions and ask searching questions about life's meaning and purpose. Supported by campus ministry and our theology curriculum, we present the Catholic faith and accompany all students on a spiritual journey to live authentic lives, pursue holiness, discern their calling, and bear witness to the truth in love.

Graduation Outcomes (Integral Student Outcomes)

Graduation outcomes are 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.

MIND

The St. Vincent de Paul College Prep 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.

HEART

The St. Vincent de Paul College Prep 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.

SOUL

The St. Vincent de Paul College Prep 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.

Non-Discrimination Policy

St. Vincent de Paul College Prep, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at our school. SV does not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, gender or disability in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Elastic Clause

The SV 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.

II - Community Expectations and Conduct

Student Code of Conduct

SV maintains an atmosphere that encourages academic excellence, personal growth, and safety. The SV standards of conduct and behavior are based on the principles of Christian morality and the guidance of the Catholic Church. Any behavior that is contrary to the mission and philosophy of SV is unacceptable and may lead to disciplinary action. Respect for all members of the SV community and adherence to school rules are valued and expected. SV 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 standards of conduct to which SV are called are common sense, mature judgment, responsibility for individual actions, and the 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 SV.

The school reserves the right to discipline students for conduct that is detrimental to the student, another person, the school, and/or the 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 SV 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 principal.

The principal has the discretion to administer discipline for conduct committed outside of traditional school hours if it is determined by the principal the conduct is school-related or puts the reputation of St. Vincent de Paul College Prep at risk. (Example social media posts, drugs or alcohol use, criminal activity).

Administration and Staff Code of Conduct

As a Catholic school, SV sets a high standard of professionalism for faculty and staff beyond academic excellence. SV 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 SV. Many also assume extracurricular and coaching responsibilities that place them in direct contact with the students outside the realm of academics

Parent Code of Conduct

A necessary condition of continued enrollment at SV is that parents behave in a manner, both on and off campus, that is consistent with the principles and Christian philosophy of SV. These principles include but are not limited to, any policies, principles, or procedures set forth in our Student-Parent Handbook.

It is essential that students, parents, and school officials work together to ensure that each student receives a values-based, Catholic education. Normally, philosophical differences between families and the school can be resolved. In some rare instances, however, SV 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, SV expects parents/guardians to work courteously and cooperatively with the school 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.
- 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.
- Parents must not engage in any form of rumor spreading or gossip regarding matters related to St. Vincent de Paul College Prep, its students, teachers, staff, or any other members of the school community. These types of parent behaviors may be considered bullying or harassment.
- Parents are expected to respect the privacy of all members of the school community and will not share personal or sensitive information about students, teachers, or staff without their explicit consent.
- Parents are expected not to post or share any information on social media that could be considered confidential or could contribute to spreading rumors or gossip. These types of parent behaviors may be considered cyberbullying or harassment.
- Violation of this agreement may result in disciplinary action, up to and including expulsion of the student from St. Vincent de Paul College Prep, and/or legal consequences depending on the severity of the violation.

These behavioral expectations for 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 College Prep students and parents at any other time.

SV 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 participate in school activities, or dismissal depending on the severity of the offense.

Legal Custody Issues

SV 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, SV 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.

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 Catholic 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 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/ CoachDepartment Chair/ Director of Athletic
- Dean of Academics
- Principal
- School Board President (The final appeal at the school level is the President.)

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 five (5) 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 five (5) calendar days of the incident that caused the dispute or within five (5) calendar days of the presentation described in Step One to the employee's immediate supervisor for their review and decision. If the dispute concerns an employee, the employee shall be given ample opportunity for explanation, comment, and presentation of facts as the employee sees them. The supervisor shall conclude his/her review of the dispute and render his/her decision within five (5) calendar days of the referral described in this Step.

Step Three: If the dispute cannot be resolved in Step Two, the complaining party within five (5) 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 their decision within five (5) 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 five (5) calendar days of the Principal's decision in Step Three may present the dispute to the president for review and decision. The president shall conclude his review of the dispute and render his decision within five (5) calendar days of the referral to him or their described in this step.

Bullying and Harassment Policy

SV 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 SV student will not be tolerated. Harassment may 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) 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 intent of creating an intimidating, hostile or offensive school environment
- Has the purpose or effect of unreasonably interfering with an individual's performance in school

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
- Threatening, intimidating words or hostile acts spoken to or about a student, faculty, staff, and administrator. Written (including any posted material) 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, impedance, blocking movements, assault, or intimidating interference

- Any student who feels they have been the subject of sexual harassment or any other form of harassment should bring the matter to the attention of a member of the staff, faculty, or administration.
- A student not stopping unwelcomed behavior by another student after being told to stop.

Bullying and Harassment Reporting Policy

At St. Vincent de Paul College Prep, our primary duty is to provide a safe environment for students to thrive and find success. Unfortunately, school staff will not observe or witness all acts of bullying or harassment, particularly when the bullying or harassment occurs off campus or outside school hours. It is important that students report the bullying or harassment to a “trusted adult” staff member, preferably in a timely manner. A “trusted adult” is any staff member at St. Vincent de Paul College Prep who a student feels most comfortable reporting bullying or harassment to. The “trusted adult” will then report to the Principal what the student reported. If a student or parent is not sure who they report bullying or harassment, their primary contacts are the Principal or Student Relations Administrator or Dean of Academics. The bullying and harassment report will be fully investigated with the primary goal of stopping the behavior and protecting the victim of the bullying or harassment.

Substance Abuse Policy

The philosophy of SV 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 SV 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
- Any adult who trades, sells, gives away, or 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 found dealing in or selling any controlled substance on campus or at school-related activities will be referred for expulsion and law enforcement will be notified

- Students under the influence of drugs, alcohol, or any other controlled substance on school grounds, or while involved in any school-related activity or in any situation which could reflect adversely on SV may be referred for expulsion.
- Students found possessing a legally controlled substance during the school day for use, sale, or distribution will be referred for expulsion and law enforcement will be contacted
- Any activities involving paraphernalia, or look-alikes associated with controlled substances may 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
- 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 immediately. 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 Principal. This may be done via phone or in person.
- The Principal 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
- Any student suspected 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 their parents/guardians at a cost to the family must submit to a drug test and provide the results to the Student Relations Administrator 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/>

Drug Testing

With reasonable suspicion, students may be required to seek drug testing services while enrolled at SV. These tests will be required by the Student Relations Administrator or Principal at their discretion.

A second test will be required by the parents and or guardians. All testing must take place at the SV-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).

If there is reason to believe a student may be under the influence of a controlled substance, the Principal may conduct a sobriety test of the student and find that the student may be under the influence (odor of alcohol, slurred speech, dilated pupils, etc

III. Academic Programs and Standing

Graduation Requirements

REQUIREMENTS FOR GRADUATION (Class of 2025 & Subsequent)			
Students must earn a minimum of 250 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	8 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 College Prep (SV) 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 SV 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. GPAs are calculated after Semester 1 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 76% - 73%	Withdrawal (W)
A- 92% - 90%	C- 72% - 70%	Incomplete (I)
B+ 89% - 87%	D+ 69% - 67%	
B 86% - 83%	D 66% - 63%	
B- 82% - 80%	D- 62% - 60%	
C+ 79% - 77%	F 59% - Below	

SV 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 - 1.00
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.

Withdrawal (W): A grade of "W" indicates that a student was enrolled in a course but withdrew after the designated course-change deadline. A withdrawal does not affect the student's grade point average and does not award academic credit. The "W" will remain on the student's transcript as a record of enrollment in the course.

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 SV 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 quartile formula, where students are placed into one of four quartiles, based on their academic performance.

The Dean's List is published each semester for students who maintain at least a 3.5 unweighted GPA.

Academic Integrity

In keeping with the SV philosophy, students are expected to learn academic skills, civic responsibilities, and Christian values. The SV 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 SV 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.
- Use of artificial intelligence sites (Chat GPT etc) to generate responses without permission of the teacher.
- Plagiarism includes copying homework, labs, quoting, paraphrasing, or summarizing others' written work (including sources off the Internet), or oral statements without proper citation.

Cheating

- 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, or electronic devices (including watches, phones translators or any other source not pre-approved by the teacher during the exam) or 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, smart watches or other prohibited electronic devices found to be accessible during testing will result in academic dishonesty discipline

Violation of Academic Integrity

Rubric of Violations:

Formative assessments are designed to give students practice or a low stakes check of understanding, such as a homework assignment or quiz. Summative assessments are considered assignments that check for final understanding of a topic before moving on in the curriculum. These are activities like unit projects, unit essays, finals and other major exams.

	1st Offense	2nd Offense	3rd Offense
Academic Consequence	Formative Assessment: Zero credit Summative Assessment: Half credit *see note below	Zero credit regardless of type of assignment.	Zero credit regardless of type of assignment.
Communication	Student-teacher conference and letter home to parents.	Parent phone call and follow-up letter.	Parent conference to discuss disciplinary review, and the school will report all incidents to colleges.
Disciplinary Measure	1 week-no school activities for formative assessments. 2 weeks-no school activities for summative assessments. & 2 days detention	2 weeks-no school activities Saturday School with a 3 page essay about integrity.	Suspension and a conference to review the student's standing at the school.

* 9th graders have a one-time exception to the rubric above if they incorrectly cite sources on a writing assignment due to negligence or ignorance of proper citation rules. 9th graders will be expected to have a conference with their teacher about citations and will have to rewrite the assignment.

Report Cards

Development Reports

Development Reports are emailed to parents/guardians when a student is receiving a D+ 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. Students with a D+ or below in any course will be enrolled in Mandatory Office Hours which meets on Mondays and Fridays. An academic plan will be communicated and the Mandatory Office Hours faculty member will ensure that students are communicating with teachers about how to return to good academic standing.

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 SV School Calendar.

Academic Communication

SV uses the following web-based programs. Portals are located on the St. Vincent de Paul College Prep website (<https://www.svhs-pet.org/>) and the SV app:

- FACTS is used to view report cards/progress reports, attendance, and grades. Parents are expected to regularly check FACTS to view their student's academic progress.
- Canvas By Instructure is used by teachers to post class curriculum, resources, and assignments. Canvas provides document sharing, homework calendar, testing and electronic assignment feedback.
- MobileServe 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 occurs at the quarter grading deadline:

- 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 an academic contract. This contract, shared with teachers, counselors, parents, and the student, will outline the steps needed to get the student back to good standing. The final decision as to whether a student will be allowed to continue at SV 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 academic advisor. The advisor will meet with students on academic probation to devise a plan for making up the course that needs to be repeated.

Academic Grievance

If a student or family believes they have an academic grievance, they should attempt to reconcile the issue with the teacher. 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 advisor

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.

Accommodations for Students in Crisis

SV 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. SV 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.

Course Scheduling

In conjunction with the 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 meet with an academic advisor in the spring and choose their classes. A copy of the course selection sheet will be provided at the meeting. 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, advisors, 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. A [Request for Change of Schedule](#) form must be completed and signed by parents to initiate the process. Emails requesting course changes will not be honored.
- 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 advisor, 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 [Request for Change of Schedule](#) to the Dean of Academics 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 the student's 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.
- For a medical withdrawal, the course will be recorded on the transcript as a Withdrawal (indicated by a "W"), in line with school policy. This is the standard notation.

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

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 prerequisites. Repeating a class for credit recovery at SV will be allowed on a case by case basis.

How the course is calculated into GPA and appearing on transcripts depends on the nature of the remediation course:

Courses taken at SV during the school year:

Students re-enrolling in an SV course during the school year for remediation will have the new grade replace the failing grade on the transcript. The new grade will be calculated into the student's GPA.

Courses taken at SV during the summer:

Students taking summer remediation courses at SV will be able to earn a maximum grade of 75% C. This grade will replace the failing grade and be included as part of their GPA calculation.

Courses taken through a non-SV online program:

A concurrent enrollment form must be completed and approved to take a non-SV course for remediation. The grade from the online course will be an additional line item on the transcript. It will not replace the original failed grade. The remediated grade will not be calculated into the student's GPA.

Advanced Placement Courses

SV 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 SV 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-SV AP tests will be granted.

Make-up Work or Test Policy

It is the student's responsibility to check Canvas for missed assignments during their absence when possible, or within 24 hours of return to campus. Students have 48 hours to contact teachers for makeup work. 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 8 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

SV requires that no Final Exam account for more than 20% of the semester grade. It is expected that all classes give a final or culminating assignment 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 SV 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 SV 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.

Transferable Credit

A student wishing to take a class at another school or program that is already offered as part of the SV 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 via the [Concurrent Enrollment Form](#)
- 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 SV hours, 8:00am - 3:00pm, M-F
- Courses taken for non-remedial reasons will NOT appear on your high school transcript GPA

IV. Academic Advising and College Counseling

Academic Advisement at SV 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 SV 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, SAT, and AP) and interpretation of results

Learning Resources

For students with diagnosed learning differences, and *up to date documentation*, SV's Student Support Office will work with your student/family to provide the following services:

- Assisting parents in communicating with their local school district regarding the transition from IEPs to ISPs
- Assisting communication with teachers as necessary
- Working with students and parents to develop an "Academic Accommodations Plan" to help students find academic success
- 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 eleventh and 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 of the PSAT 8/9
- Classroom guidance presentations
- Small group academic counseling

- High school resume building
- Parent presentation about courses and college readiness
- Interpretation of standardized testing

Sophomore Year

- Registration/administration of PSAT
- Small group and individual academic counseling
- Introduction to college and career readiness platform and other college readiness resources
- High school resume building
- Parent presentation about courses and college readiness
- Interpretation of PSAT results

Junior Year

- Registration/administration of PSAT/NMSQT (fall) and SAT (spring)
- Small group and individual academic counseling
- Visits with college representatives on campus
- Parent evenings regarding college planning and financial aid
- In-class college advisory program (spring semester)
- Individual family college counseling meetings (spring semester)
- Interpretation of PSAT and SAT results

Senior Year

- Registration/administration of SAT in fall
- College Advisory class in the fall semester
- 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 the college application process 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, SAT, AP Exams
- Senior Level: SAT, 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.

Campus Ministry

As a Catholic School, SV 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, develop their spiritual life, and work together as a community of faith. In all we do, SV is inspired by our Vincentian themes:

- Serve with humility
- Imago dei
- Charity binds us together
- Realize and nurture your gifts and talents

The Campus Ministry Program serves to challenge and 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, and Family Formation

Morning prayer begins each school day assembly, and major school event. A team of students will be trained and assigned prayer leader responsibilities.

School-wide Masses, prayer services, and special memorials mark key moments in the liturgical and school year. School liturgies are mandatory, and students are required to wear formal “liturgy attire” on liturgy days. During liturgies, all students and educators are invited to participate respectfully and reverently according to their conscience, religious communion, and readiness to receive the Sacrament. Parents and grandparents are welcome to attend school liturgies and should receive visitor badges at

the front office upon arrival at the school campus. Students who wish to serve, read, or sing at liturgies should contact the Campus Minister for training opportunities.

Co-curricular formation activities, such as Reconciliation services, Junior service trips, and the school-wide Day of Service are built into theology classes and the school academic calendar.

Students and their family members are invited to grade-specific family formation activities, which also serve to build up friendships among the SV community.

- Freshman Family Dessert (for parents and their freshmen students)
- Sophomore & Women's Brunch (for significant adult women in the life of the sophomore students)
- Junior & Men's Lunch (for significant adult men in the life of the junior students)

Students and families who seek additional spiritual guidance, faith formation, or sacramental preparation should contact the Campus Ministry Office. We are willing to provide formation in coordination with a small group of students. Sacramental preparation will be coordinated with a Catholic parish where the student will attend on weekends.

Retreats

The retreat program immerses our students into a deeper understanding and appreciation of the Vincentian charisms and SV traditions, including the value of service and one's spiritual life. Each class retreat forges a stronger bond of peer relationships and shared memories. Retreats incorporate talks, reflections, and activities that relate to that class-year's particular challenges and level of development. Students of all faith backgrounds are required to attend a day retreat each year while at St. Vincent. The junior and senior retreats go into the late evening. 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 SV. Teachers and staff support retreat attendance by relieving the pressures of their absence from class, sport, or other school responsibilities. Students who miss work, tests, or quizzes while on an SV retreat will be provided an equal number of block meetings/days after they return to make up what was missed. While participating in retreats, students are to abide by all SV handbook policies. School rules regarding behavior and free dress are enforced.

In addition to the class mandatory retreats, upperclassmen are invited to attend the annual 3-night Kairos retreat, which focuses on friendship with God, prayer, and deepening trust in one's core relationships.

Parents will be required to fill out a permission form for each 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. Rooted in reflection on the life and teachings of Jesus Christ, and on the works of mercy and the virtues, students serve through relationships with our world and God's people. Young adults graduating from SV leave with a sense of justice and experience serving those in need, especially the marginalized. Our service program serves the mission of the global Catholic Church, including sharing its values of Catholic Social Teaching (CST) as taught by the Magisterium of the Church. When they serve, students are given the opportunity to think, analyze and reflect upon key (CST) 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 and Subsidiarity
- Dignity of Work and the Rights of Workers
- Care for God's Creation

The Campus Ministry Department communicates regularly with local non-profit organizations to provide service opportunities to students which allow them to respond in faith to those in need. All service opportunities presented to the school are posted for students in our online service portal, MobileServe. Students use this portal to log their hours served as they work toward their annual service requirement of 25 hours each year that they are enrolled at SV. All students will have an account with MobileServe, which can be accessed via the internet or an app that students can download. Students will use one of several different means available through MobileServe to have their service hours verified prior to their being accepted toward their annual service goal.

Service projects are broken into two categories: service to SV and service to the local community. Of their 25 yearly hours, at least 10 hours each year must fit the category of "service to the local community," which requires a student to actively engage directly with people in need, providing hands-on service.

Only the hours of non-compensated, direct service at non-profit agencies completed outside of school class time are logged into MobileServe.

Students who do not complete their hours on time are placed on an Academic Contract preventing them from participating in athletics, arts, and academic teams.

Student Service Graduation Requirement

Service is a necessary component of faith development. A minimum of 100 hours (for 4-year students) of direct service working in non-profit agencies is logged on MobileServe by May 1st of senior year as a

graduation requirement noted on a student's transcript. Seniors who fail to complete their service requirement by that deadline may be prevented from participating in senior class and graduation activities. They will receive an incomplete (I) on their transcript for their theology course and will not receive their diploma. The student's final transcript (which is mailed to their college/university in June) will show that the student has not graduated from SV.

VI. Co-Curricular Programs and Athletic Programs

Student Government

The overarching goal of St Vincent de Paul College Prep's Associated Student Body is to fulfill our Mission Statement and help all students achieve the Graduation Outcomes. With this in mind, every event organized by this organization must be able to answer the most seminal of questions, "How is this event helping the students of SV live our mission and fulfill the Graduation Outcomes?"

ASB Code of Conduct

The following standards of eligibility, conduct and responsibilities are in keeping with SV's motto, "Enter to Learn, Leave to Serve." All ASB members are required to meet these standards. Violation of any of these stated rules is cause for removal from office. Removal from office is determined by St Vincent de Paul College Prep ASB Moderator and the administrative team, pursuant to the above and the school handbook.

- I- Academic Achievement Requirements
 - a. Members will maintain a minimum 2.5 GPA.
 - b. If a student receives less than a 2.5 GPA or receives a failing grade, they will be suspended from their position until their grades are improved.
 - c. ASB members will be held to the highest of standards with regards to academic integrity and the failure to live up to these standards (as outlined in the SV student handbook) could result in removal from their position.
- II- Behavioral Standards
 - a. As a member of ASB, conduct must be beyond reproach at all times.
 - b. Members will uphold the duties and expectations of their position.
 - c. Members will cooperate with the school's administration and their fellow members of ASB.
 - d. Members will display good sportsmanship at all times and serve as a role model to all.
 - e. Members will maintain their good standing on campus.
 - f. Members understand that if they are suspended from St Vincent de Paul College Prep, they may be suspended from ASB or removed permanently as determined by the ASB Moderator and the Administration.
 - g. Members understand that bullying of any sort will not be tolerated. Bullying on campus or that which extends to cyberbullying on weekends may result in immediate removal from ASB.
- III- Responsibilities of Office
 - a. Members understand that attendance at meetings and functions is mandatory.

- b. Members understand that it is their responsibility to work on projects before school, at lunch and after school.
- c. Members understand that they will be assigned tasks and will be expected to execute all assigned tasks.
- d. Members understand that they will communicate needs and concerns directly to the ASB Moderator.

Garden

The St. Vincent Garden is a place of learning, experimentation, sanctuary and reflection. Students wishing to use the garden must be supervised at all times. Requests for garden foods should go through the Garden Coordinator.

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.

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. SV 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

SV is a member of the California Interscholastic Federation (CIF), The North Coast Section (NCS) and the NBL. SV fields the following teams:

Fall: Volleyball, Football, Cheerleading

Winter: Men and Women's Basketball, Men's and Women's Soccer, Cheerleading

Spring: Softball, Baseball, Men and Women's Golf

Eligibility Rules and Expectations

SV 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.cifnco.org/landing/index>.

Scholastic Expectations

Good academic standing is required for membership on a team. Scholastic eligibility standards will be enforced per CIF North Coast Section. All students entering SV from eighth grade will 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 two D's
- 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. Or if they have a 2.0 AND raise their grade to no F or only 2 D's

Extracurricular Attendance

To participate in extracurricular activities after school, (practices, games, dances, rehearsals/performances, etc.), a student must be present for at least 50% of their classes that day. Only the Dean of Academics can grant exceptions.

If a student does not meet the criteria for eligibility at the mid quarter progress report, students are mandated to attend Mandatory Office Hours during the office hours period during the school day. Students who do not attend Mandatory Office Hours on designated B schedule days may not attend athletic or other extracurricular activities until they attend the next office hours period. Exceptions are made for reported absences.

Academic/Athletic Probation (as noted in the Athletic Clearance Packet 2026-2027)

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 composed 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 SV 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.

SVCP may allow an athlete two athletic waivers (probationary period) during a student's high school athletic career governed by the following policies:

- Athletes must apply for an athletic waiver through the Dean of Academics. To qualify for an athletic waiver a student must have a GPA higher than a 1.7 with no more than one F.
- Freshmen can access an athletic waiver one time; a student can also access an athletic waiver once during their sophomore, junior, and senior years.
- The probationary period shall be no longer than one grading period – a quarter.

Pre-Season Student and Parent Meetings

SV 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

Communication Guide for Parents

Introduction

We are very pleased that your son/daughter has chosen to participate in the interscholastic athletic program for St Vincent de Paul College Prep. A goal of the Athletic Department is to provide our athletes with the best environment in which their sport experience may be as rewarding as possible.

We believe that this goal may not be realized without appropriate lines of communication available to all parties involved. The “Communication Guide” has been developed to help coaches, parents, administrators and athletes communicate more effectively.

Communication you should expect from a coach

- Philosophy of the coach.
- Expectations the coach may have for your child and the team.
- Locations and times of all practices and contests.
- Team requirements, for example: fees, special equipment, eligibility, attendance, off-season conditioning, etc.
- Procedure to follow should your child become injured during participation.
- Athletic Code of Behavior policy and any additional rules that may affect your child’s participation.

Communication through email or others methods will be answered within 48 hours

As your child becomes involved in the various athletic programs of St Vincent de Paul College Prep., it is our hope that he/she will experience some of the most rewarding moments of their life. It is important to understand that things may not always go as you or your child wishes. At these times, discussion with the coach may be desirable (face to face is encouraged) to clear up the issue and avoid any misunderstanding. There are some items of concern, though, that must be left to the discretion of the coach. Our coaches are professionals. They make judgment decisions based on what they believe to be best for all student athletes involved under the circumstances present. They are with your child everyday after school and are always carefully evaluating what your child’s strengths and weaknesses are and how to best foster their unique abilities to benefit both the athlete and the team. In order to foster an environment of mutual respect It is our belief that the student athlete will speak to a coach face to face about any issue that is of concern. This helps build trust between athlete and coach as well as help the athlete to learn and grow into a strong confident individual. Should the athlete not feel that their concerns have been heard then it may become necessary for the parent to step in. If this happens we will follow the protocol that follows.

Step 1: Direct Conversation - If a parent (complainant) has a disagreement or misunderstanding (not including playing time of their son or daughter) with a coach, the complainant should address the concern to the specific coach directly involved with the circumstances surrounding the concern. The coach will meet with the parent as soon as possible.

Step 2: Fact and Possible Resolution - If the complainant or the coach is not satisfied with the outcome of Step No. 1, or the complainant or coach is unwilling to meet independent of an administrator, a meeting with the coach, Athletic Director and/or Principal and complainant will be arranged at a mutually convenient time. This step is to be informal and verbal. No further action will be taken beyond step 2 unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the coach involved and the remedy sought.

Step 3: Formal Process - If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the board of directors in writing no more than five calendar days after the meeting in Step No. 2. At that time another meeting will be arranged at the convenience of the complainant and coach directly concerned. The coach has the right to be at all meetings with or without a representative as he/she so determines.

Step 4: Dispositions - Dispositions at Step 3 will be sent in writing to all parties within ten calendar days of the meeting with reasons stated.

Step 5: Decision - The decision of the Board is final.

Athletic Department Chain of Command

St Vincent de Paul College Prep in conjunction with its Athletics Department follows the chain of command listed below. We ask that you observe the order of this line of communication if you elect to pursue any concern you may have with regard to the athletic program.

1. Head Coach - begin here
2. Athletic Director
3. Principal
4. Board Member

We hope that the information provided in this "Communication Guide" will help you and your child have a rewarding and enjoyable athletic experience.

Sportsmanship – Negative Commentary

SV 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 SV 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

P.E. is a required class for all 9th grade students. Class of 2027 are also required to take a year of P.E. as part of their graduation requirements. For only the class of 2027, students requesting a P.E. waiver should consult their academic advisors.

Athletic Physical

A SV 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 SV 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 require 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) SV 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 SV 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 SV policy regarding “Substance Abuse” will be enforced for any violations of these rules.

Concussion Information for Parents, Student-Athletes and Students

Athletic concussion protocols generally apply to the student body population, whether or not the student is an athlete. SV 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) by the Athletic Trainer and Director of Student Support, 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.

Damaged Equipment

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

Participation on Non-School Teams and Use of Non-School Coach

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 SV.

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, volleyball, baseball, basketball, softball, and soccer hold tryouts and can make cuts. Football, normally does 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 Practicing 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 de Paul College Prep 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. Students should check in with the College Advising Office during their junior year to get the necessary information and deadlines.

VII. Campus Policies

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. The gate to student parking will be locked between 9:30 am - 2:30 pm daily. Students arriving late or those leaving campus before dismissal must check in with the front office.

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 the sender via the process these were delivered.

Lunch items for students may be dropped off at the table outside the office for student pick-up during lunch period. No food delivery services, such as DoorDash, are allowed on campus during school hours. Students ordering from food delivery services will have their order confiscated and not returned. No reimbursement will be provided.

Dress Code

St. Vincent de Paul College Prep 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, is unacceptable. Appropriate shoes must be worn at all times. The Principal or Student Relations Administrator will determine whether specific clothing and/or jewelry are appropriate for the school if they are in question.

Daily Uniform- to be purchased only from our online uniform store:

- Polo Shirts with current logo (white, blue, or red)
- Skorts and Shorts (khaki, black) (additional plaid skirt option)
- Pants: black: denim ok; NO leggings, joggers, sweats, all-elastic waistbands, form-fitting designs. (NOTE: Khaki will be allowed only for the '26 - '27 school year).
- Footwear: Close-toed. (No slippers/UGGS, no crocs, no slides)
- SV-branded outerwear only (exception is coat or jacket); polo must be worn underneath.

Liturgy Day Uniform - to be purchased only from our online uniform store:

- White, oxford shirt with SV logo from our online store
- Pants in Charcoal Grey - available from our online store only
- SV Tie (available in SV Front Office)
- Blazer with SV logo from our online store
- Appropriate shoes for Church (tennis shoes must be in good repair)

Other Areas of Dress Code that are Required to be Followed:

- Moderate hairstyles and natural colors are acceptable. No unnatural hair colors. Not acceptable: mohawks or shaved messages, etc.
- Students must be clean shaven of all facial hair at the beginning of each school day. Sideburns are appropriate if they do not extend below the ear.
- No visible tattoos on campus or at school activities and events.
- Jewelry must be appropriate, and non-excessive. Jewelry should not blatantly or subtly promote unhealthy or negative attitudes, practices, or lifestyles. No excessive piercings.
- No alcohol/drug or political t-shirts or jackets.
- No earbuds, airpods, or headphones.
- No baseball caps or other head coverings.

Game Day Attire

Members of athletic teams are permitted to wear Travel Suits previously approved by the Administration on game days and must have a school polo under the Jacket. (see Director of Athletics for program specifics.)

Friday Dress

All Fridays (with the exception of Formal/Mass days or designated dress days): Students can wear SV t-shirts in lieu of their polos. Students who do not wish to wear school-affiliated t-shirts are expected to wear their polos. All students must wear uniform pants, skirts, or shorts as described as “DAILY UNIFORM”.

Reminders

- Skirts are no longer allowed to be worn on liturgy school days.
- Clothing must be clean and in good repair.
- Dress Code violations must be fixed immediately
- We will follow our detention policy as communicated in the student/parent handbook.
- Administration decides final approval.

Theme/Dress Up Days

If a student is not in the designated “spirit theme” for spirit days, the attire will follow the usual dress code.

Modified Dress Code for Spirit Days

- Leggings may not be worn alone, they must have shorts over them
- Shorts and skirts must fall within 4 inches of the knee
- Basketball/athletic shorts may be worn but must fall within 4 inches of the knee
- No bro tanks

- No tank tops (Jerseys can be worn with a T-shirt underneath)
- Slippers/Slides are allowed as long as no lab class
- Tutus must-have leggings/shorts underneath
- No crop tops
- No morph suits
- Sweatpants are allowed
- Pajamas are not permitted unless allowed by the Principal prior to Dress Up Day.
- NO low-cut tops, or excessively tight, revealing clothing
- NO undergarments should be visible at any time.
- NO exposed stomach/chest area; no low-cut top designs.

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 be a detention referral. Students referred to the front office for violating the dress codes will incur the following consequences:

- Students with repeated dress code violations will result in after-school detentions. See Detention for further information.

A student who wears a clothing item that is in disrepair will be considered out of the 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.

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, 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.

School Policies for Dances

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

- No entrance after the first 30 minutes, and no dismissal before the last 30 minutes of the event.
- 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.
- Violations of dress or behavior standards: Inappropriate dress will result in students being required to wear school-issued polo or shirt and/or bottoms. Students will be given the option

to call a parent to bring a new outfit but will be held out of the dance until clothing is appropriate. Behavior violations may result in loss of privileges like future dances, extracurricular and possibly further action.

Guest Policy

- Guest must be currently enrolled in a high school with a current student ID.
- A guest contract must be on file with the principal.
- Guest must show a current picture ID.
- Guest must enter with their host student.
- The SV Student is responsible for the actions of their guest.
- Alumni college freshmen can attend SV dances as guests
- Guests are subject to the same behavior and dress standards as SV students.

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 six (6) inches above the knees. Note: Leggings do not change the length rule.
- Tops that expose the stomach or chest: tube tops, tops that plunge too deeply.
- 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.)
- 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 SV is not permitted at any dances.

Homecoming and Proms

- Females should wear semi-formal wear to Homecoming.
- Dresses must be no more than six (6) inches above the knees.
- Girls may wear a strapless dress; however, no skin may be exposed on the stomach.
- Males should wear semi-formal wear to Homecoming and formal wear to Prom.
- 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 the open dance dress code will be enforced.

Appropriate dress is determined by school staff.

Inappropriate Behavior at a Dance

Appropriate behavior is determined by school staff. Students exhibiting the following behaviors are subject to a meeting with the principal or designee and could result in suspension or expulsion depending on the severity of the infraction:

- Straddling or wrapping legs around another person.
- Inappropriate physical contact, lap dancing.
- Lying or sitting on tables or the 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.

Breathalyzers Used at School Events

The Student Relations Administrator 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.

- A student found under the influence will be immediately removed from the school-sponsored activity. The student's parents and or guardians will be called and, if necessary, will be required to pick the student up. If it is deemed necessary by the administration, local law enforcement will be called

Identification Cards

Student Body Cards are issued to all SV students and should be kept in a safe place at home. This card may be required at various school functions.

Yearbook Picture - Juniors, Sophomores, and Freshmen

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.

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 SV crest being used for the picture during all graduation events. Senior portraits will also be used for the mandatory student ID card.

Parking

Parking at SV is a privilege. A parking contract/registration form is available 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 ASB Moderator or their designee(s). Parking fees are as follows for 2026-2027 : \$40 for a permit. Seniors Only: If you would like to paint your parking spot, an additional \$20 is required.

SV Parking Rules:

- The following information is required for your parking permit: a valid driver's license, proof of insurance, and payment
- Permit must be displayed from the rearview mirror facing the front of the vehicle. It must be visible from the front windshield at all times.
- Issued permits may not be sold, SHARED, transferred, or duplicated.
- If a student changes vehicles during the school year, they must register the new vehicle immediately.
- Student parking permits MUST be returned at the end of the year or a \$25 fee will be charged. If a student parking permit is lost or stolen, a replacement may be purchased from the main office for \$25.
- Students must enter and leave the school grounds in a safe, orderly manner. No reckless or hazardous driving is permitted.
- Students must follow all traffic flow signage and comply with the 5 MPH speed limit.
- Students are to park in designated student spots. They are not to park in the staff/visitor lot.
- If students have an "off campus" at the beginning or end of the day, they must check in or out with the front office and park their vehicle in the student parking lot. They may not park in the staff/visitor lot.
- Students are not to sit in their car during the school day or during any school activity. Students must leave their cars immediately after parking in the student lot.

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.

Physical Display 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.

Protests

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

Smoking and Vaping

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.

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.

Health and Medications

The physical well-being and safety of the students is necessary for efficient and satisfactory performance of school duties. SV 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 SV.
- Any student who has a severe allergic reaction or medical condition of any kind or 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, non-expired medicine from their doctor with clear, written instructions for administering. SV is not an allergen free environment and cannot meet all requests for accommodations.

SV 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.
- Students must have parent permission before receiving aspirin or Advil from the main office.
- 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 the Director of Student Support. 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 required to follow current Sonoma County Office of Education protocols.
- 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.

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. Each of these items should be put away and out of sight.
- 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
- Students must sit in designated locations during liturgy and educational assemblies

Lockers

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 designated day of "locker cleanout." 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. SV is not responsible for lost items. Each day items that have been misplaced will be taken to the designated area in the Quad. At the end of each quarter, items that have not been claimed will be donated.

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.

Searches - Drug Dogs

St. Vincent de Paul College Prep 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, SV 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. The dogs will also be present during the morning assembly of the junior and senior overnight retreats. 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.

Supervision of Students on Campus

School office hours are 7:30 A.M.–3:30 P.M. The campus is opened at 7:30 A.M with a member of the maintenance staff and a school administrator on campus. SV 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.

When a student reports to their first class, 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.

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. SV students guilty of unauthorized visitations to other schools, at any time, shall be suspended. SV students guilty of vandalism to the property of another school are responsible for all damages and are subject to expulsion.

Visitors

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

Student Visitors

Students who wish to visit SV 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 SV 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; alumni must sign in and receive a visitor pass.

Use of School Name, Logo, or Seal

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

VIII. Attendance and Daily School Life

Absences

The attendance policies presented below highlight the significance of the educational process and the importance of being punctual, while also acknowledging legal obligations and the partnership between St. Vincent and parents/guardians.

Reporting and Absence

Parents/guardians are required to report an absence before 8:30 a.m. by using one of the methods below:

1. Phone in an absence to the Front Office Administrator.
2. Send an email with the below information to attendance@svhs-pet.org OR call 707-763-1032 x112
 - Student's first and last name
 - Date of absence(s)
 - Reason for the absence (sickness, doctor's appointment, etc.)

Reasons for an Absence

Legitimate reasons for an absence include:

- Illness
- Doctor appointments
- Attendance at funeral services
- Accidents

Absences for reasons not listed above are discouraged. Documentation for absence is required. If no legitimate documentation for an absence is given on the day of return to school, the absence is noted as unexcused. If parents/guardians need to take their student out of school for several days due to personal reasons, the student should obtain a [Planned Absence Request](#) form from the Dean of Academics at least two weeks prior to their departure. While the final decision to take an absence rests with the parents/guardians, the Dean of Academics and the Principal have the authority to determine the conditions for the absence. It is the student's responsibility to follow up on any assignment or test missed.

Truant Absence

Absences not reported by parents/guardians, will be considered trancies. Students will receive notification of any truant absence recorded for a specific period or partial period. Failure to rectify the absence will result in the issuance of a "Truancy Notification," as well as a period of Disciplinary Disqualification and a Saturday detention. Cutting any part of the school day or being out of class

without permission will be considered a serious offense and will result in a period of Disciplinary Disqualification and a Saturday detention.

The following situations will be recorded as a truant absence:

- If a student is absent for 15 minutes or more in any class.
- If a student leaves the school premises without informing the Front Office. Students are required to sign out at the Front Office before departing the campus.

Early Dismissal

Parents/Guardians are required to report an early dismissal before 8:30 a.m. by using one of the below methods.

1. Phone in the Early Dismissal to the Front Office Administrator.
2. Send an email with the below information to attendance@svhs-pet.org
 - Student's first and last name
 - Date of early dismissal and time the student will be leaving campus and time they will be returning if applicable.

Students must obtain an Early Dismissal slip from the Front Office and present the slip to their classroom teacher. Students are required to sign out at the Front Office before leaving. Failure to do so will result in a detention.

Attendance at Extracurricular Activities

To engage in extracurricular activities after school, such as practices, games, dances, rehearsals/performances, etc., a student must attend at least 50% of their classes or school day schedule that day.

There are instances when students need to be excused from class for participation in extracurricular activities. In such cases, the following procedures must be followed:

1. The student must have permission for an athletic early dismissal from the Director of Athletics and the Front Office will inform the classroom teachers accordingly.
2. Prior to being dismissed for the extracurricular event, the student must sign out at the front office.

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.

Tardies

Tardies cannot be excused by a parent or guardian.

1. If students arrive after the class bell rings, they are considered tardy and must check in at the Front Office before proceeding to class.
2. If students are tardy by more than 15 minutes, it will be recorded as a truant absence. To rectify the truancy, a parent/guardian will need to report the absence to the Front Office using one of the methods under Reporting an Absence.

Consequences for Tardies:

- Accumulating 3 tardies in a quarter will lead to a detention.
- Accumulating 6 tardies in a quarter will result in an additional detention and a call home to address concerns regarding excessive tardies, along with an alert regarding consequences of reaching 9 tardies.
- Accumulating 9 tardies in a quarter will result in a period of Disciplinary Disqualification and a Weekend detention. The student will be placed on a probationary behavior contract.

College Visits

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 the Dean of Academics 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 of Academics will be responsible for determining if the student meets the criteria of formal recruitment.

Auditions for University Arts Programs: Students who are auditioning for highly selective universities. Arts programs shall meet with the Dean of Academics to determine an attendance plan for their absences.

Attendance Consequences and Loss of Credit

Any type of absence, regardless of the reason, can adversely affect a student's academic performance. While certain absences are unavoidable, such as those resulting from illness or school-related activities,

others are within the realm of choice. The Administration strongly urges parents and students to refrain from planning vacations, college visits, and similar engagements while school is in session. Multiple-day absences, in particular, have a notable detrimental impact on academic learning, assessments and student progress.

If a student is absent for all or a portion of a block period class more than 7 times within a semester or more than 12 times for a 1st or 2nd period class, whether continuously or periodically, they will automatically forfeit one letter grade drop for that particular class. The following instances will contribute towards the cumulative count of 7 or 12 days:

1. All absences except those from school field trips and school related activities and appointments. All other absences, whether excused with parent permission or suspensions count toward the 7 and 12 day total.
2. All tardies of more than 15 minutes except those due to school appointments or school-related activities.

If a student is absent due to having a test then if the student reaches 3 test absences in a semester in any class, the student will be required to take their test immediately upon return from their absence.

Whenever a student accumulates 5 or more days of absence in a specific class, the administration will promptly notify the parents. If a student surpasses the limit of 7 days and believes that the absences or tardies were due to exceptional circumstances (such as chronic or acute medical conditions), they have the option to appeal for credit restoration in the affected class or classes. Appeals based on medical grounds must be substantiated by supporting documentation or a note from a physician. These appeals are to be submitted to the Dean of Academics and will be reviewed at the end of each semester.

Concussion Policy

Students who suffer from a concussion will follow strict protocols, as outlined in the SV 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.

IX. Discipline and Due Process

Discipline Philosophy

This handbook empowers the administration and their designees to take disciplinary action for any behavior within the school community that violates the spirit, mission, philosophy or code of conduct of the school. The Principal may use discretion in regard to discipline enforcement or interventions based on the context or circumstances. Disciplinary enforcement or interventions are not a “one size fits all” approach, and the goal of discipline enforcement is to maintain school safety and change student behavior so it is not repeated.

Authority for Student Discipline

The principal and Student Relations Administrator are responsible for maintaining a positive and safe learning environment for students and staff. The principal and Student Relations Administrator acts as a resource for students, staff, and parents in mediating conflicts and providing direction in terms of student safety, wellness, and behavior. The principal and Student Relations Administrator are empowered to make decisions and impose discipline for violations of School Policy or Philosophy. The principal or Student Relations Administrator may utilize various forms of behavior interventions, such as counseling, after-school detention, Saturday detention, or suspension based on the circumstances or individual student case. The principal and Student Relations Administrator’s goal is to maintain safety and change behaviors through effective discipline enforcement, behavior interventions, or counseling.

Student Discipline Procedures

St. Vincent de Paul College Prep staff are encouraged and expected to intervene and report student-related behavioral issues to the Principal. For formal disciplinary action to take place, the staff member should put in writing a behavioral referral form, which is then sent to the Principal for review. The staff member documents the circumstances and facts surrounding the behavior, and the staff member recommends disciplinary action. The Principal will interview the staff member, and student before making a final decision on disciplinary action. Factors such as the severity of the offense, school safety, or student disciplinary history & interventions may all factor into the decision, which may include one or some of the following interventions:

- Verbal warning
- Counseled by Principal
- School counseling referral
- After school detention, or detentions referral
- Weekend detention referral
- School suspension
- Expulsion referral

Co/Extracurricular Activity Penalties for Discipline

Students found in serious violation of school rules may be subject to suspension from co-extracurricular activities which include, but are not limited to: Athletics, Arts, club activities, dances at SV other school activities, Homecoming events, Prom, Baccalaureate and Graduation or Grad Night events. Seniors found in serious violation may risk the loss of all or some graduation privileges. Additional athletic team penalties may be administered by individual coaches.

Alternative Discipline

Restorative Discipline at SV is our approach to addressing student behavior that promotes belonging over exclusion (i.e. school suspension) and encourages meaningful personal student accountability. Its use will be determined on a case-by-case basis. Students determined to be eligible for restorative discipline will utilize Weekend Detention, 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 discipline decision of the school. Restorative discipline utilizing Weekend Detention 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, tobacco, vaping, and illegal substances on/off campus
- Use of AI to plagiarize any school-related assignments
- 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

After School Detention

Detention is an action taken for misconduct by a student. Detention is held after school on Mondays, Tuesdays, Thursdays, and Fridays from 3:15 - 3:45 pm. Students will be held accountable for arriving at detention on time on the assigned days. Students must serve all detentions after school. Excuses for missing detention will not be accepted after the assigned detention day. Students must contact the Principal or Student Relations Administrator if they have a personal hardship or family circumstance that will prevent them from showing. Sports practices or games are never an excuse to miss detention. Failure to attend detention will result in additional detentions or Weekend Detention referrals.

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

- Academic integrity violations
- Dress code infraction
- Three or more tardies
- Locker infraction
- Driving or parking infraction
- Students violating the traffic laws within the school neighborhood
- Littering
- Behavioral
- Technology violation
- Gum chewing – Students may not chew gum at any time on campus
 - Food or drink other than water in the classroom or library (unless approved by the administration).
 - Other circumstances as determined by the administration

Detentions may rise to the level of Weekend Detention or suspension, depending upon the severity of the violation.

Weekend Detention (Saturday 8 - 11 am)

Students may be assigned to Weekend detention by the Principal and/or The Student Relations Administrator. Students who have been suspended from school, or have been referred to Weekend detention are at risk of losing partial or full financial aid as provided by SV.

Assignment of Weekend detention may be initiated for the following:

- Students assigned a Saturday detention will also be charged \$40 to cover administrative costs
- Weekend Detention may be referred to students if the Principal or Student Relations Administrator deems an offense is more serious than an after-school detention referral, and less severe than a school suspension.
- Weekend Detention referrals are at the discretion of the principal.
- The Principal or Student Relations Administrator may refer the student to Weekend Detention for excessive school rules infractions.(repeated dress code violations)
- The Principal or Student Relations Administrator may refer a student to Weekend Detention for excessive tardies (tardies continue after detention referral)
- Students assigned to Saturday Detention are required to pay \$40 upon arrival
- The Principal or Student Relations Administrator may refer the student to Weekend Detention if the student continues to defy school rules, or commit behavior infractions after interventions deemed to correct behavior or rules violation have not changed behavior.

Weekend Detention Responsibilities

The program meets on selected Saturday from 8 - 11 am starting at the Front Office. Students who do not show up or follow Weekend detention policies may be suspended from school.

- Students must report on time and remain for the full three hours. No credit for serving will be given to any arriving late or leaving early. Students may be released by the administrator in charge based on judgment.
- Students must wear appropriate work attire.
- 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 should bring their personal school computer and be prepared to work on school-related assignments.

Suspension Policy

Suspension is a disciplinary action to be invoked at the discretion of the Principal. A student shall be suspended for no more than five consecutive school days. Upon returning to school, the student, parent, and principal will have a “re-entry meeting”. At the meeting, the student and parents will be allowed to talk and be heard. The principal will review the circumstances of the suspension, and warn the student and families that repeated behavior violations from this point may result in expulsion referral. Upon the student’s return, the student will also be placed on a behavioral contract. The student may be referred for counseling services.

Students who have been suspended are at risk of losing partial or full financial aid as provided by SV. During the suspension, the student may not come to St. Vincent de Paul College Prep campus, or any other school campus during the suspension, without the permission of the Principal. The student loses the right to participate in any school activity during the suspension period. It is the responsibility of the student to obtain any missing assignments and to have the assignments completed on the day of their return. The student is encouraged and allowed to follow classwork online through Canvas during the suspension period. The student is prohibited from participating in any extracurricular activities (arts, dances, plays ,etc.) athletic practices/games, or events during the suspension period. The student is prohibited from participating or attending any other school functions or activities during the suspension period.

Recommended Withdrawal

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

Expulsion Policy

It is the policy of St. Vincent de Paul College Prep that the decision to expel a student from the school is taken in accordance with the policies and procedures of the school. The expulsion policy does not limit

the discretion or authority of the President, Principal, and the Dean of Academics to impose discipline upon any student for any violation of any of the rules or policies of SV. 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).

Notice to Expel

When grounds to expel exist, the student who is subject to expulsion and their parent(s) shall be provided with a written Notice to Expel. Expulsion notice shall state clearly the reasons and grounds for such intended expulsion.

Formal Hearing Process

- Student and parent-guardian(s) will receive a phone call from the Principal which will be followed by formal email communication of the decision to expel
- A student with their parent-guardian(s) shall have the right to a formal hearing with school leadership.
- The student and family have two business days to submit an appeal to be reviewed by school leadership.
- The Principal and Student Relations Administrator will schedule the hearing within 24 hours of receipt of the appeal.
- Upon conclusion of the expulsion hearing, school leadership has 24 hours to present their recommendation to the President. The President will make a final decision whether to expel or not, and inform the student and family by formal email communication. School leadership may recommend to the President the following:
 - 1.) The student is expelled from school and may reapply to St. Vincent de Paul College Prep at the discretion of the president and principal.
 - 2.) The student's expulsion is "suspended" and may return to St. Vincent de Paul College Prep on a behavior contract. The Principal drafts the contract based on the infraction, student discipline history. If the student violates the contract upon their return, the expulsion is immediately implemented, and the student withdrawals. The expulsion and withdrawal are immediate and there is no more formal due process.
 - 3.) School leadership recommends no expulsion and the student may immediately return to school at St. Vincent de Paul College Prep.

- The student and family have two business days to write an appeal and request a meeting with the Governing Board President.
- The Governing Board President's decision is final and binding.
- Students who are expelled from SV will not have their transcripts or cumulative files released until after the completion of all hearing processes or legal procedures
- A student may reapply to St. Vincent College Prep at the discretion of the president and principal. The school maintains the authority to deny the application

Rights of Students at 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 or final recommendation to the principal and president.

Prohibited Behaviors

- Conduct at school or a school-sponsored event elsewhere may reflect adversely on SV 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. This may include jokes, songs, pictures,

emojis, or anything that may be perceived as detrimental to a student's experience. All students are held to the same standard and none may violate this rule regardless of their 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
 - Chewing tobacco
 - Vaping or using liquid thc or nicotine
 - Possession of Vape devices
 - Use of any controlled substance or intoxicants, which includes marijuana
 - Consumption of alcohol
 - Under the influence of alcohol or controlled 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 SV. Including but not limited to:
 - Sexting
 - Unwelcome sexual advances or physical contact of a sexual nature
 - Students performing sexual acts on campus or at school-sponsored events is absolutely unacceptable and may result in an expulsion
 - 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.
 - 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
- Graffiti, damage, and theft of school 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 of phone and 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)
- Trespassing
- Taking pictures or video without permission (applies to all students, staff, or visitors)
- Extensive tardiness
- Truancy – Any unauthorized absence from campus may result in serious disciplinary action for the student. Unauthorized absence from class may result in detention or suspension. This includes unauthorized trips to the parking lot and leaving a closed campus
- 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 with intent to harm other 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 a 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 negative or an abusive act detrimental to a student or SV employee experience

Any repeated offense will result in progressive disciplinary action or expulsion.

X. Technology, Safety, and Digital Life

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 SV. Any use of technology that is contrary to the Mission of the school 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 SV network services is a privilege, not a right), and user accounts, are available to all staff and students at SV. 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 SV provided apps and FACTS 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

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.

SV 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

SV 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. SV 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. SV reserves the right to inspect files stored on our network, including but not limited to, all forms of electronic communications.

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 College Prep.

Students are expected to check their SV emails each school day.

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. Graduating students will retain access to their email accounts until August 1 after their graduation.

Disclaimer

SV 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. SV 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. SV denies any responsibility for the accuracy or quality of information obtained through electronic information sources.

Cell Phones and Personal Electronic Devices

Purpose and Mission of Devices Off and Away:

Rooted in our Catholic Vincentian tradition, St. Vincent de Paul College Preparatory nurtures the mind, heart, and soul of each student, empowering students with the character and intellectual curiosity to put God's love into action.

Living this mission requires students to be fully present—to their learning, to one another, and to the life of the school community. Personal electronic devices can interfere with sustained attention, meaningful conversation, healthy relationships, and a student's sense of connection and belonging.

SVCP's **Off and Away** policy is intended to create a school environment in which students can:

- Give their full attention to learning
- Develop meaningful relationships with classmates and adults
- Participate more fully in the life of the school
- Experience a stronger sense of community and belonging
- Practice healthy and responsible technology habits
- Be present to the needs, dignity, and gifts of others

This policy is not intended simply to remove a distraction. It is designed to create the conditions in which attention, friendship, reflection, intellectual curiosity, and human flourishing can grow.

The policy is aligned with the purposes and objectives of California's Phone-Free Schools Act and reflects SVCP's responsibility to provide a focused, relational, and mission-centered educational environment.

Devices Covered

This policy applies to personal electronic and communication devices, including:

- Cell phones and smartphones
- Smartwatches
- Wireless earbuds and headphones
- Smart glasses
- Similar personal devices capable of calling, messaging, recording, receiving notifications, accessing the internet, or transmitting information

These items are referred to collectively in this policy as "personal electronic devices."

Off and Away Expectations

SVCP maintains a phone-free academic day. Personal electronic devices must be **off and away from the beginning of the academic day through the final bell**.

This bell-to-bell expectation applies during:

- Class periods
- Study halls
- Passing periods
- Breaks
- Lunchtime
- Assemblies
- Masses and prayer services
- Other school activities held during the academic day

Devices must be powered off or placed in airplane mode with notifications, alarms, and other alerts disabled. Devices must remain completely out of sight and stored in a student's:

- Backpack
- Locker
- Automobile

Devices may not be carried in a student's hand, placed on a desk, kept in an exposed pocket, or otherwise visible during the academic day.

Smartwatches may not be worn during the academic day and must be stored out of sight. Wireless earbuds, headphones, and smart glasses must also be removed and stored.

The presence of a device should not interrupt instruction, distract the student or others, or remove a student's attention from the people and activities immediately around them.

What Constitutes Device Use

A device will be considered in use when a student is:

- Holding, displaying, or viewing the device
- Wearing a smartwatch, wireless earbuds, headphones, or smart glasses
- Calling, texting, emailing, or messaging
- Accessing social media or the internet
- Taking or viewing photographs
- Making or viewing audio or video recordings
- Listening to music, podcasts, videos, or other audio
- Playing games
- Checking the time, notifications, alerts, or other information
- Responding to a vibration, alarm, alert, or notification
- Using the device as a calculator, camera, timer, or other tool without permission
- Using the device for any other purpose without direct adult authorization

A device does not need to be actively transmitting information to constitute use. Simply viewing, checking, wearing, or handling a prohibited device during the academic day is a violation of the policy.

Authorized Use

A student may use a personal electronic device when given direct permission by an adult on campus who is responsible for that student.

Permission must be:

- Clearly communicated by the adult
- Specific to an immediate academic, medical, safety, or school-related purpose
- Limited to the time and activity authorized

General or previously granted permission does not authorize continued use throughout the day.

When the authorized use has ended, the student must immediately power off or return the device to airplane mode and place it back in the required storage location.

Medical Exceptions

Students who require access to a personal electronic device for a documented medical purpose may receive an exception. This may include devices used for glucose monitoring or another medically necessary function.

A parent or guardian must coordinate the exception with the appropriate school personnel. The student may use the device only as provided by the student's documented medical plan or other school-approved arrangement.

The school will work with the student and family to ensure that medically necessary access is provided while preserving the intent of the Off and Away policy whenever possible.

Family Communication

Parents and guardians who need to communicate with their student(s) during the academic day should contact the school's front office. School personnel will deliver urgent or time-sensitive messages to the student.

Students who need to contact a parent or guardian during the academic day must:

- Request permission from an adult responsible for them; or
- Use the telephone in the front office.

Students should not use a personal device to contact a parent or guardian before reporting an illness, injury, concern, or other need to a faculty or staff member.

These procedures help ensure that the school is aware of and can respond appropriately to student needs during the academic day.

Violations and Progressive Consequences

Occurrences will be documented cumulatively throughout the school year. A parent or guardian will be notified following each occurrence.

First Occurrence: The device will be confiscated by a faculty or staff member and delivered to the front office. The device will remain in the front office for the remainder of the academic day. The student may retrieve it after the final bell. A parent or guardian will be notified of the occurrence.

Second Occurrence: The device will be confiscated and delivered to the front office. The device will remain in the front office for the remainder of the academic day. The student may retrieve it after the final bell. A parent or guardian will be notified of the second occurrence. A parent or guardian will be notified of the second occurrence outlining the next two consequences.

Third Occurrence: The device will be confiscated and the student's parent-guardian must retrieve the phone from the front office.

Fourth Occurrence: The device will be confiscated and held in the front office for the remainder of the academic day. The student may retrieve it after the final bell.

Beginning with the next academic day, the student will be required to turn in the device to the front office at the beginning of each academic day for **five consecutive academic days**.

During this five-day period:

- The student must report to the front office at the beginning of the academic day.
- The device must be powered off or placed in airplane mode before it is submitted.
- The device will remain in the front office until the final bell.
- The student may retrieve the device after the final bell.
- The student is responsible for submitting the device without being reminded.

The purpose of the five-day turn-in period is to help the student reestablish the habits and expectations necessary to participate responsibly in SVCP's Off and Away environment.

Failure to Complete the Required Turn-In Period

A student who fails to submit the device as required during the five-day turn-in period will receive a detention.

The student's parent or guardian will also be notified in writing.

A missed day will not count toward the five required academic days. The student must complete five full days of device check-in.

Refusal to Surrender a Device

Students must surrender a personal electronic device immediately when directed to do so by a faculty or staff member.

Refusing, delaying, arguing, concealing a device, leaving the area, or providing a false or substitute device constitutes a failure to follow the reasonable direction of a school employee.

This conduct is separate from the original electronic-device violation and may result in additional disciplinary consequences, including detention and referral to the school administration.

The original device violation and corresponding consequence will remain in effect.

Responsibility for Personal Devices

Students bring personal electronic devices to campus at their own risk.

SVCP is not responsible for devices that are lost, stolen, damaged, or misplaced while:

- On campus
- Stored in a backpack, locker, or automobile
- Confiscated or held in the front office
- Being transported to or from the front office

Students are responsible for ensuring that their devices are properly identified, protected, and secured.

Shared Responsibility

The success of this policy depends upon a shared commitment among students, families, faculty, and staff.

Students are expected to practice self-discipline and remain present to their learning and community. Families are asked to support the policy by using the front office when communication is necessary during the academic day. Faculty and staff will apply the expectations consistently and respectfully.

By keeping personal electronic devices Off and Away, students help create a school environment where each person can be seen, heard, valued, and known—an environment in which students can learn deeply, form authentic relationships, experience belonging, and put God’s love into action.

Bring Your Own Device (BYOD)

We believe that technology can be used to enhance excellent teaching. We are a 1:1 school with each family providing a device for their student’s time at SV. Families will have the financial flexibility to choose a device that works best for their student.

Laptop Requirements

- The device must be a WiFi-capable Mac or PC that includes a full-size keyboard. Examples include a MacBook Air, MacBook Pro, Dell XPS, Microsoft Surface, or Chromebook (Chromebooks cannot be used on the PSAT, SAT or AP).
- Operating system requirements:
 - Windows 11 compatible
 - Mac OS Sonoma [14] compatible
 - Chrome OS Google Support through 2028 - [click here to check your Chromebook device](#)

- Screen of at least 7".
- 16 GB minimum available storage space.
- Students are expected to arrive each day with a charged device that will last the school day. There will be plugs at school but an external powerpack is recommended.
- Have an anti-virus/malware software installed. At a minimum, we recommend Avira Antivirus (free version)
- Students must have admin-level access to the laptop.

Recommendations

- A laptop warranty. Apple offers an additional 2-year warranty on their devices. A single repair can often cost more than the warranty cost.
- Back up the computer. This can be an external hard drive for use with Apple's Time Machine service or to store backup files or an online backup service such as Backblaze or Carbonite.

Additional Information

- All families must sign and submit the St. Vincent de Paul College Prep Responsible User Agreement before using any technology resources at SVHS (email, WiFi and printer access, etc.). More information can be found on the form.
- Certified Refurbished or renewed devices can reduce costs while maintaining quality and meeting the minimum requirements. Be sure the device meets the requirements above.
- Students need wifi access at home or a nearby location in order to complete homework assignments. Families needing financial assistance may qualify for free home internet access through the Internet Essentials program.
- The faculty and staff are available to troubleshoot issues and support student use of technology but do not provide hardware repairs.

For questions regarding your student's device, please contact the Director of Operations, Ms. Alison Falvey at afalvey@svhs-pet.org.

Digital Ethics and Identity

Digital 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 SV, students must be diligent in maintaining a positive online identity.

XI. Operations, Finances, and Logistics

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. If a student account is not current at the time of the first semester, the student will not be allowed to return for the start of the second semester. If a student account is not current at the end of the second semester, a returning student will not be allowed to attend in the fall of the next year without the account being current.

Tuition Payment Plans

Parents may choose one of the following plans for tuition payment:

1. Pay in Full
2. Monthly Payment Plan
3. Bi-monthly Payment Plan
4. Quarterly Payment Plan
5. Semi Annual

1st tuition payment is due in July.

Processing payment days are selected in the online enrollment process - 5, 10, 20 (These set dates can NOT be changed).

Tuition Deposit

The non-refundable Tuition Deposit is due at the time of registration each year and is charged to the family's account as part of the online enrollment process. For students in grades 10–12, the deposit is due on February 15th of each year, and for 9th grade students, the deposit is due at the time of acceptance. Tuition is all-inclusive and covers most required academic and student-related costs, including registration, retreats, textbooks, yearbooks, locker fees, transportation, and other school-related expenses.

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 and must be completed by the end of January.

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. The student's attendance record is in good standing.
3. The student has no serious disciplinary problems.
4. Family fulfills Parent Service Hours obligation. (See Parent Service Hours below.)
5. The family tuition account is in good standing.

Annual Registration

Returning Students : Parents must complete the Online Enrollment packet. As part of our continuous enrollment process, a non-refundable Tuition Deposit will be automatically charged to the family's FACTS account on February 15th.

New Students : To complete registration and secure a space for the upcoming academic year, parents of incoming 9th grade students must complete the Online Enrollment packet. A non-refundable Tuition Deposit is due at the time of acceptance and may be paid through the school's Square payment link or by submitting a check to the school.

Transfers

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

Withdrawals

If your child(ren) is/are withdrawn or expelled at any time during the school year, tuition will be due for the full month of withdrawal, PLUS one month following the withdrawal month in order to cover costs incurred by the school.

Delinquent Accounts

Student accounts are to be kept current and paid when due according to the payment plan selected. If unforeseen circumstances or hardships affect the timely payment of tuition and fees, the family is

requested to contact the finance office. The school may, at its sole option and discretion, enforce any or all of the following actions:

- Student accounts that are delinquent more than 60 days will require payment via a cashier's check to school on or before the first of every month for the remainder of the school year to ensure there is no interruption to the student's education.
- Students who are not current by the end of one semester will not be allowed to take final exams and begin the next semester.
- Senior students who are delinquent may not participate in Senior activities (e.g. Prom, Graduation, Disney trip, Baccalaureate dinner)
- Students with an outstanding delinquent balance at the end of the year will not be able to participate in any summer athletic/academic activities and all outstanding payments must be settled by June 1st to ensure your child's attendance on orientation day, and presentation of school schedule. In the event that a student's outstanding delinquent balance has not been resolved prior to the start of a school year, the student may not be permitted to begin instruction nor participate in extracurricular activities.
- In the case of delinquent accounts, except as required by law, the school may not release a transcript or report card, official or unofficial, or grant a diploma to student
- Student accounts may be turned over to a collection agency and appropriate credit verification agencies notified.

Parent Service Hours

Parents must perform 25 hours of service each year (15 fundraising hours, 10 non-fundraising hours) or 15 for single parent families (9 fundraising hours, 6 non-fundraising hours) to be eligible for the Participation Tuition. Hours will be prorated for families who are not enrolled the entire school year. Should parents not complete all required hours of service, parents pay the higher **Non-Participation Tuition fee of \$2000.00**. All completed hours must be logged into the Parent Volunteer Portal by the due date and approved by administration in order 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.

Transportation Policy

On occasion, students in our schools will participate in activities or situations where they must be transported by private vehicle for school-sponsored events. This policy applies only in cases where the school organizes transportation. If participants are responsible for their own transportation, the policy does not apply.

Unless otherwise notified, families are responsible for arranging their child's transportation to and from sporting events and activities. Students who are licensed drivers are only allowed to drive themselves to sporting events and activities in Petaluma and/or the city in which they reside. Licensed students are not permitted to drive other students, with the exception of siblings. In the case of school arranged transportation (i.e.-travel by bus) and overnight trips, students are required to submit a blanket permission slip which is included in the Athletic Clearance Packet.

When the school coordinates parent volunteer transportation to and from sporting events and activities, students must ride to and from the sporting event/activity in the car they are assigned unless they are traveling with their parent, legal guardian, or other approved transportation has been arranged. Only families that have completed their safe environment training and provided a copy of their driver's license and the proper insurance will be permitted to drive any students other than their own.

Personal Motor Vehicles

Employees and volunteers with current safe environment clearance (including teachers and coaches) may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Employees and volunteers may not be alone in a vehicle with a single minor who is not their own child. School staff, parents/guardians, and volunteers who drive students in their own vehicles must:

- have current safe environment clearance
- have completed Catholic Mutual's online Defensive Driving Curriculum course
- be at least 25 years old
- have a clean driving record for the past three years
- possess a valid Class C driver's license (photocopy in the school office)
- have current and valid California automobile insurance with the minimum coverage on their vehicle of \$100,000 bodily injury per person/\$300,000 bodily injury per accident/\$100,000 property damage per accident (photocopy in office); the school must keep on file for each driver.

Note: The following MUST be current, not expired.

- signed Automobile Insurance Statement
- signed Volunteer Driver Form with the following attached:
- photocopy of the driver's license
- driver's vehicle insurance certificate or declaration page with limits of coverage (not below the minimum coverage of \$100,000/\$300,000/\$100,000)

Drivers must comply with all child restraint laws.

Student Photo and Name Use Policy

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

- Student Publications/Presentations
- School Advancement and Marketing Publications
- 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, Newsletter and other email communications, and social networking sites (i.e. Facebook, Instagram, Twitter, etc.) are main sources of information for members of the SV 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

SV 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 Student Relations Administrator.

Student Insurance

SV participates in the student insurance program of the Diocese of Santa Rosa. If the student gets hurt during school activities, SV 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 and Athletic Trainer. 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 SV.

XII. Diplomas, Records, Transcripts, and Withdrawal

Graduation and 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 progress report or 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 an SV diploma.

Transcripts

Official

Students may request official transcripts directly from the Registrar or the SV website. 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 Registrar and Seniors can access through Maia Learning.

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 SV, a parent is to notify school administration (registrar/principal) as soon as possible or before January 24th for the next school year. Admissions typically provides an [Exit Survey](#) to better inform SV for growth and improvement. If a student withdraws during the school year, the family must complete a [Student Withdrawal Form](#) available from the Admission's or 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. The withdrawal date will be noted on their transcript.