

# PARENT/STUDENT HANDBOOK 2008 - 2009

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## NOTICE OF IMPLIED INTENT

The contents of the 2008-2009 SPSV Parent-Student Handbook are to be accepted by parents and students as essential parts of the contract between them and St. Patrick-St. Vincent High School (SPSV). Violation of the spirit, intent or letter of the philosophy and rules will be considered just cause for administrative action. The use of the term *parents* throughout this document is meant to include single parents and legal guardians. The registration of a student at SPSV is deemed an agreement on his or her part, and on the part of his or her parents, to comply with all policies, rules and regulations of the school as outlined in this *Handbook*.

SPSV reserves the right to amend or waive provisions of this *Handbook* when deemed necessary by the administration. Parents will be given notification of amendments made. Observance of any such amendment is expected from all as soon as the change is made known to the student body.

## MISSION STATEMENT

*St. Patrick-St. Vincent High School, a diocesan Catholic college preparatory high school, challenges students to seek truth as creative, critical thinkers and to be role models who are productive citizens and compassionate individuals sharing their gifts with others*

## EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

St. Patrick-St. Vincent High School students and graduates strive to be:

- *Effective Communicators*
- *Complex Thinkers*
- *Quality Producers*
- *Men and Women of Character and Compassion.*

## PHILOSOPHY

St. Patrick-St. Vincent High School, a diocesan Catholic college preparatory high school, is guided by a vision that promotes Christian community, honors the dignity of the human person, and emphasizes quality educational programs and instruction. We witness and proclaim the Gospel message to educate people in a spirit of love and justice. We complement the family, the Church and the State in developing responsible moral and productive citizens.

## GOALS

The goals of St. Patrick-St. Vincent High School are

- To continue the century long tradition of Catholic secondary education in Solano County;
- To build a Christian community of caring people, while respecting the dignity and worth of each person as a child of God;
- To address the spiritual, intellectual, emotional, social, and physical needs of students;
- To prepare students for their future endeavors of either college or university work, or other career path;
- To complement parents in their role as primary educators of their children;
- To complement the Church in proclaiming a Christian vision of life committed to worship, peace, social justice, and service;
- To complement the State in developing informed, responsible, and productive citizens.

## SPSV HONOR CODE

Every member of the St. Patrick-St. Vincent High School community strives to live by the letter and the spirit of the SPSV Honor Code:

*As a member of the St. Patrick-St. Vincent High School Community, I promise to aspire to the highest level of personal and academic integrity. I will work toward building an environment of trust and mutual respect in all that I do. Furthermore, I commit myself to truth (Veritas), avoiding dishonesty in both academic work and in personal encounters. I will always endeavor to create an atmosphere of peace and tolerance, with respect for others and their ideas.*

*I commit myself to uphold this Honor Code at all times.*

## HISTORY OF THE SCHOOL

St. Patrick-St. Vincent High School's long history began in 1870 when St. Vincent Ferrer parish established the Catholic Free School in Vallejo. The first graduates received diplomas in 1880.

St. Vincent Ferrer, "Saints," remained a co-educational high school serving students from the greater Solano County (Benicia, Fairfield, Napa, Vacaville, Vallejo) and West Contra Costa County until June 1968. In September 1968, at the urging of Msgr. Thomas Kirby, the Diocese of Sacramento opened St. Patrick High School, "St. Pat's," an all-boys' school at the current location on Benicia Road. St. Vincent became an all-girls' school.

During the succeeding years, the two high schools shared social events and occasionally shared faculty and instructional resources. Eventually, the schools had several co-ed athletic teams.

In 1983, the changing demographics of Solano County and the rising cost of Catholic education necessitated some long range planning, and the decision was made to merge St. Patrick and St. Vincent High Schools. On October 18, 1986, the groundbreaking for a new classroom facility, to meet the expanding student body, took place, and in the fall of 1987, the first classes of St. Patrick-St. Vincent High School were united to continue the long and excellent tradition of Catholic secondary education in Solano County.

The Dominican Sisters of San Rafael administered St. Vincent Ferrer High School under the auspices of the Diocese of Sacramento. The Congregation of Christian Brothers (formerly known as the Christian Brothers of Ireland) administered and staffed St. Patrick High School. After the merger, the Christian Brothers and the Dominican Sisters continued to serve in both administrative and teaching capacities. In 1993, when the Christian Brothers withdrew from St. Patrick-St. Vincent High School the Diocese of Sacramento assumed the responsibility for hiring the administrator of the school.

The traditions of both the Christian Brothers and the Dominican Sisters serve as a strong foundation upon which St. Patrick-St. Vincent High School can continue the mission of Catholic education well into the 21<sup>st</sup> century.

## THE SCHOOL CREST

The St. Patrick-St. Vincent High School crest incorporates the shields of St. Patrick High School and St. Vincent Ferrer High School.

In the upper left hand corner of the crest is the shield of the Christian Brothers. The star in the crest is a reminder that those who instruct many unto justice shall shine as stars for all eternity. The star is set upon a Celtic cross, the source of the inspiration of faith and the instrument of redemption.

In the lower right hand corner is the traditional Dominican shield. Having its origins in medieval times, the shield's "cross fleury" signifies fruitful victory, duty, and self-sacrifice. The alternating dark and light represent various qualities. The dark stands for silence, wisdom, and fortitude; the white for peace, purity, charity and sincerity.

The two mottos "Veritas" (Latin for "Truth" and the motto of the Dominican Order) and "Facere et Docere" (Latin for "To do and To Teach" and the motto of the Congregation of Christian Brothers) represent the essence of Catholic education: to lead young people to the knowledge of the truth, which is God, and to reflect the charity of Christ in the many processes of instruction.

## SCHOOL LIFE

St. Patrick-St. Vincent High School, as a Catholic school, fosters among faculty and students an atmosphere of respect, tolerance, concern, growth and service. These

qualities establish parameters for ideal behavior for students in a Catholic school. The *Parent/Student Handbook* sets limits. Within the limits lie concern for the rights of the individual and the importance of accepting responsibility for one's actions.

Application to the school implies acceptance of the school regulations. Both students and parents give explicit acceptance through signatures on the policy statement and permission form that must be returned to the school office before a student may attend classes. **For reasons of safety and security, all students are required to carry their SPSV student identification cards daily and for school-sponsored events.** By their membership in the student body, students become officially associated with St. Patrick-St. Vincent High School. Their manners and actions inside and outside of school are of interest and concern to the school.

The administration and faculty of St. Patrick-St. Vincent High School assume that students will conduct themselves with high standards of personal integrity. Students are expected:

- To show courtesy to everyone - teachers, secretaries, maintenance people, other students and all visitors - and respect for themselves
- To use appropriate language and conduct themselves appropriately at all times
- To be tolerant of others' differences whether in culture, academic ability, physical limitations, dress, interests, etc.
- To participate in opportunities to grow in their awareness of Christian service
- To act reverently in their participation in school liturgies and prayer services
- To take pride in the appearance of the school and help to keep the buildings, the grounds and the furnishings clean and attractive

## ST. PATRICK-ST. VINCENT HIGH SCHOOL LEADERSHIP TEAM

Principal ..... Ms. Mary Ellen Ryan  
 Asst. Principal ..... Mrs. Joan Cummings  
 Asst. Principal ..... Mr. Bradley Francis  
 Dean of Students ..... Mr. Jeffrey Henry  
 Director of Activities..... Ms. Michelle Balingit  
 Director of Athletics..... Mr. Nick Pelosi  
 Director of Campus Ministry ..... Ms. Francie MacMillan  
 Director of Guidance..... Ms. Diana Mackinson  
 Business Manager ..... Mr. David Smart  
 Development Director ..... Mr. Rich Curtola  
 Director of Admissions ..... Mrs. Sheila Williams  
 Faculty Rep ..... Mr. John Nunes

## STUDENT COUNCIL OFFICERS

### EXECUTIVE BOARD

President .....	Alisha McGriff
Vice-President.....	Raquel Crisostomo
Secretary .....	Francesca McDonald
Treasurer .....	Joselito (Jazo) Moises
Public Relations .....	Symone McDaniels
Activities Commissioner.....	Julio Jolivette-Ramirez
Faculty Advisor .....	Ms. Michelle Balingit

### CLASS OFFICERS

#### SENIORS

President .....	Yesenia Angel
Vice President.....	Jerika Maher
Secretary .....	Taylor De Los Santos
Treasurer .....	Janiya Banez
Historian .....	Matt Canavesio
Homeroom Representatives.....	Chelsea Carlay, Mariel Dinglasan, Christian Dowell, David Rozul, Jenna Yoshisato
Moderator .....	Ms. Nadine Walker

#### JUNIORS

President .....	Jackie Barnum
Vice President.....	Dana Maccarone
Secretary .....	Terilyn Aquino
Treasurer .....	Carissa Villanueva
Historian .....	Shannel Vidallon
Homeroom Representatives.....	Leland Gestuvo, China Magno, Josef Rivera, Matthew Saqueton, Jonno Walp
Moderator .....	Ms. Colette Roche

#### SOPHOMORES

President .....	Camilla Mesina
Vice-President.....	Sarah Williams
Secretary .....	Aye Khine
Treasurer .....	Arielle Abelon
Historian .....	Danielle Lamb
Homeroom Representatives.....	Taylor Bergendahl, Alec Chiono, Nick

Gilmore, Kevin Redrico, Emily  
Schneider

Moderator ..... Mr. Don McRae

#### FRESHMEN

Class Officers ..... TBA  
Moderator ..... Ms. Romel Der

## FAITH COMMUNITY

The faith community is defined as the expression of our Christianity through our work, study and prayer here at SPSV. The presence of faculty and students at academic and co-curricular activities is a vital and necessary element for the building of a faith community. The Catholic school community is a witness and models for the larger community by sharing its joys, sorrows, achievement and challenges. Our hope is that our students will embrace this experience and take it with them as they embark on their life journey of building the Kingdom of God.

## PRO-LIFE POLICY

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

The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling will be required of the students involved.

Any student who publicizes and advocates an abortion either planned or already obtained will be asked to leave school. This policy pertains to the boy or girl directly involved or to any student spreading rumors about an alleged abortion.

Retention of married students will be at the discretion of the principal.

## CAMPUS MINISTRY

Campus Ministry is an ongoing process of community building based on the belief that we are all part of a family created by a loving God. Through retreats and liturgies, students involved in Campus Ministry motivate other students to share their faith and develop a closer relationship with God. Campus Ministry also encourages the sharing

of each student's God-given talents through the development of a four-year Christian Service program. All Campus Ministry programs are student-run with the support of faculty and staff.

## **PRAYER**

Because of the importance of prayer in daily life, a prayer is offered at the beginning of each class period during the day. While the class may pray for a particular intention, the general intention of the prayer at the beginning of any class period should recall the presence of God and ask God to help in the daily endeavors of both students and teachers.

## **RETREAT PROGRAM**

The retreat program at St. Patrick-St. Vincent High School is an integral part of the students' experience. All students are required to attend a one-day retreat each year. The goal of the retreats is to strengthen faith and encourage unity.

Based on their readiness all students are invited to attend optional overnight retreats for personal and communal spiritual growth. In addition to working, praying and playing together, students discuss issues concerning their relationships with each other, family and God. Faculty and trained student leaders facilitate all retreats. All retreats are counted as class days.

## **CHRISTIAN SERVICE PROGRAM**

Christian Service is a graduation requirement at St. Patrick-St. Vincent High School. Each academic year students are required to participate in Christian Service activities. The components of the program are developmentally based, focusing on the abilities of the students as well as the ability of the local community to receive volunteers. As with all graduation requirements, a diploma will not be issued until all requirements are satisfied.

## **SUMMER SCHOOL**

Returning students failing to meet their Christian Service requirement according to the annual deadline will be required to complete it during the summer.

## **COUNSELING PROGRAM**

The highest goal of St. Patrick-St. Vincent High School is to educate the whole person. This means caring about each student as a unique individual and helping each student in educational, vocational, social, physical and moral development.

By virtue of our commitment to this philosophy, guidance and education are inseparable. All faculty at St. Patrick-St. Vincent High School are dedicated to a helping relationship with each student and may be approached for guidance and assistance. However on a more formal basis each student is assigned a counselor in the freshman year. That counselor works with the student and his or her academic plan through the senior year.

The goals of the guidance and counseling department are:

1. To provide academic, vocational and personal guidance to each student;
2. To help students become more aware of their potential;
3. To assist each student in becoming more self-directed, self-disciplined and self-confident;
4. To help each student grow in self-appreciation and self-esteem, which will lead to greater understanding, empathy and respect for others;
5. To help each student become aware of college/career opportunities;
6. To assist each student in building a constructive, inner-directed Catholic system of values;
7. To assist the parents, faculty and staff in educating the students.

## **CONFIDENTIALITY**

School counselors are trained to help students with academic planning, career decisions, understanding test scores, and personal concerns. Certain information of a personal nature that a student shares with the counselor is confidential (private) and told to no one else without the student's permission. Legal exceptions to this policy which a counselor must report include (1) child abuse; (2) child neglect; (3) sexual molestation; (4) planned, attempted, or perpetrated criminal activity; or (5) situations involving a clear and present danger to the student or to others. In addition, the counselor will have to testify or give information when ordered to do so by a court or when ordered to testify in any judicial or administrative hearing. Also, if the counselor makes a referral to a health care provider (psychiatrist, physician, psychologist, and the like), some information will be given. Such situations are rare. Be assured that California law generally requires the counselor to keep certain information confidential, unless one of the legal exceptions applies or the student gives written permission for the counselor to reveal such information.

## **ADVISORY**

In addition to his or her counselor, each student will have an advisor who will meet with students in smaller groups once a week. Advisory is a 20-minute period following break on Wednesday. The primary purpose of the advisory is to assist students in setting academic and personal goals and establishing ways to accomplish them. The advisor will help monitor student progress and assist students with

planning for their college and career plans.

## HOMEROOM

The primary purpose of homeroom is building community and supporting individual, small group, class and school growth and spirit. The homeroom period begins with prayer and provides time to disseminate information, collect forms, plan for school-wide service projects, etc. It also provides time to discuss issues at a given grade level. The homeroom teacher oversees student involvement in extracurricular activities.

## PARENT-SCHOOL RELATIONS

At the beginning of each year St. Patrick-St. Vincent High School asks parents to make a commitment to a minimum of 10 service hours per family. Catholic education depends on parent involvement at every level. There are many areas available for parents to volunteer. Retreat Days, Dances, Grad Night, the Crab Feed, Athletics events and the Development Office functions are a few activities needing volunteers. The volunteer form included in the re-registration packet **MUST BE COMPLETED AND RETURNED WITH THE REGISTRATION FORM.**

Cooperation and communication between parents and faculty in scholastic and disciplinary matters is essential. Parents must familiarize themselves with the school regulations, especially those concerning regular attendance and home study.

The staff is available for consultation by appointment on school days. To make any appointment call the office (644-4425) between 9:30 and 3:00.

The most immediate means to monitor your student's progress and to communicate with teachers is to utilize PowerSchool, our on-line information access program. PowerSchool provides you with information related to academics, attendance, discipline and communication with faculty, staff and administration. It can be accessed through the school web site: [www.spsv.org](http://www.spsv.org). Parents may email teachers through PowerSchool or directly.

## ADVISORY COMMISSION

In close cooperation with the administrative personnel of the school, the Advisory Commission is responsible for the policy formulation; for evaluation of policies and plans; for long-range and strategic planning; for resource development; and for assistance with the preparation and monitoring of school budgets.

## ADVISORY COMMISSION MEMBERS 2008 - 2009

Mrs. Christina Barnum, *co-chair*  
Dr. Gregory Coe, *co-chair*  
Mr. Robert Cowan  
Mrs. Theresa Cullen  
Mrs. Yolanda Cummings  
Mr. Steven Desrosiers  
Mrs. Shanna Espejo, *secretary*  
Mrs. Lynn Geske-Morgan

Mrs. Trini Moises  
Mrs. Peg Papoe  
Dr. Jaime Singzon  
Ms. Susan Walls, *Parents' Club*  
Mrs. Valerie Cook, *Faculty Rep*  
Ms. Mary Ellen Ryan, *ex officio*  
Mr. David Smart, *ex officio*  
Mr. Dom Puglisi, *ex officio*

## PARENTS' CLUB

St. Patrick-St. Vincent Parents' Club plans and carries out functions that provide social contact for the parents and financial support for the school, especially for items not included in the operating budget that would enhance the academic program. Under the umbrella of the Parent Club are the Grad Night Committee and the Crab Feed Committee.

## REGENTS

Established during the 1981-1982 school year, the Regents is composed of parents, alumni parents, alumni and friends of St. Patrick-St. Vincent High School. This organization works with the administration of the school in a fund-raising capacity for capital improvements in the continuing development of the school.

## SPSV FUNDRAISING

All fundraising activities which in any way solicit funds from the external community are to be approved by the Development Office before any formal plans begin.

The Director of Student Activities must first approve any *internal fundraising* activities (i.e., student/on campus).

The athletic director must first approve all *athletic fundraising*.

All types of fundraising must be confirmed and cleared through the Development Office before the event proceeds.

The purpose of this policy is to make sure our fundraising activities do not unnecessarily burden our "publics" nor diminish the success of necessary events.

## ADMISSIONS CRITERIA

The Catholic Schools in the Diocese of Sacramento, mindful of their primary mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The school does not discriminate on the basis of race, color, gender, race or ethnic origin in the administration of its educational policies, admission policies, financial assistance programs, and athletic or other school-administered programs.

In keeping with the mission and philosophy of St. Patrick-St. Vincent High School, preference is given to Catholic students. The following criteria are also considered in admitting students:

- Current attendance at a Catholic school
- Siblings or relatives who are attending or who have attended St. Patrick, St. Vincent Ferrer, or St. Patrick-St. Vincent High School
- Score on the placement test; (historically students who score below the 40th percentile have difficulty with the required course of studies.)
- Academic marks from the seventh and eighth grades
- Recommendations from teachers, counselors and principal of the current school

The acceptance of some applicants may depend upon enrollment in our Academic Edge Program. This program is designed to more closely monitor students academically through the use of a comprehensive, multifaceted approach involving students, parents, teachers, and counselors to promote academic success.

Students applying for grade 11 are not required to take the placement test. However, transcripts, records of previous test scores, attendance and discipline records, and recommendations (see above) are required and must be received prior to acceptance. Students applying for grades 10 and 11 who meet the criteria for admission are admitted on a space available basis. Students are not normally admitted to grade 12.

### Statement of Acceptance and Good Standing

A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons; one whose record of conduct is satisfactory; and one whose parents have met all financial obligations to the school or made satisfactory arrangements for their discharge with the Business Manager.

Students are enrolled at St. Patrick-St. Vincent High School on the basis of a yearly evaluation and acceptance. SPSV reserves the right to dismiss students at any time for infractions of regulations whether on campus or off campus, unsatisfactory academic standing, or other reasons that affect the welfare of the individual student, the school community, or the school’s reputation.

*Parents, grandparents, guardians, etc. whose school-related conduct, in the eyes of the principal, does not support the development of “an environment permeated with the Gospel spirit of love and freedom” may be asked to withdraw their children from the Catholic school. (DSB 5700). For a complete description of this policy, see Appendix under **OFFENSIVE CONDUCT BY PARENTS, GRANDPARENTS, GUARDIANS, ETC.***

## ACADEMIC POLICIES

### CURRICULUM

The course of study at St. Patrick-St. Vincent High School is predominantly college preparatory. However, not all students desiring a Catholic education plan to go to a four-year college or community college. Efforts are made to direct a student into a program consistent with the student's ability and potential.

### REQUIREMENTS

To graduate from St. Patrick-St. Vincent High School, students must earn a total of 260 credits as outlined below. Juniors and seniors must carry a minimum of 60 credits per academic year. Freshmen and sophomores must take 70 credits each year. St. Patrick-St. Vincent High School is under no obligation to accept credits from other institutions. Make-up courses (night school and summer school) must be approved. The assistant principal makes all final decisions concerning the evaluation of credits.

The following courses are required of all students:

Religious Studies	40 credits
English	40 credits
Mathematics	30 credits
Science	20 credits
Social Studies (must include World History I—Class of 2011-2012*, World History, U.S. History, Civics, and Economics)	30/35* credits
World Language (required of honors/college-bound students; recommended for all others)	20 credits
Physical Education (including 5 credits of Health)	20 credits
Keyboarding/Computer Applications (Classes 2009-2010)	10 credits
Computer Essentials (Class of 2012)	5 credits
Fine Arts	10 credits
Electives	40 credits
Christian Service	Annual requirement

Temporary excuses from Physical Education classes must be in writing from a parent or physician citing the reason and duration of the absence. All permanent excuses must be a written statement from a physician and presented to the assistant principal. In such cases, the requirement for graduation may be waived. The credits, however, must be made up in other areas.

The school will waive the sophomore physical education requirement for students who are involved in a varsity sport. One semester of PE can be waived for each season of participation in a varsity sport, for up to two semesters of PE. This can occur at any point in the student's four years at SPSV. A form must be obtained from the counseling office, signed by the student's coach and parent, and turned in to the assistant principal.

The school does not waive the PE requirement because of a student's participation in activities outside the school such as non-school athletics, dance programs, aerobics, etc.

**SPSV SCHOOL CODE TO BE USED FOR COLLEGE APPLICATIONS AND OTHER IDENTIFICATION IS 053-604.**

## **ACADEMIC EXPECTATIONS/GRADE REPORTING**

In its philosophy St. Patrick-St. Vincent High School has as its goal a quality Catholic education for each student. Since all students are not equal in ability, this goal must be met in a unique way for each student. There are, however, some common denominators.

- All students must exert their best effort at all times and in every area of endeavor
- Students must have their own texts and bring books and materials to each class
- Student report cards are sent to parents four times during the year

The semester grades are recorded on the student's permanent record. PowerSchool, a comprehensive on-line student information system, provides instant access to current academic progress as well as information on student attendance and discipline. It also provides electronic mailing to teachers. PowerSchool can be accessed using parents' or students' passwords at <http://my.spsv.org>.

**In order to succeed students should expect to spend two hours daily outside of class studying and/or doing written homework. Those students enrolled in honors and AP classes can expect to devote more time.**

## **GRADING PERIOD**

Grade point indices are averaged at the end of the 1st quarter, the end of the 1st semester, at the end of the 3rd quarter and at the end of the 2nd semester. Second

quarter and 4th quarter grades are not used to calculate grade point averages or activities eligibility.

## **HONORS COURSES**

Honors courses and Advanced Placement courses (AP) are weighted in calculating the Grade Point Average (GPA). For these courses A = 5.0, B = 4.0, C = 3.0, D = 1.0 and F = 0.0. Honors courses taken at another school will be weighted only if SPSV offers a comparable honors course. See Course Catalog for honors courses accepted by U.C.

## **GRADING SCALE**

100 - 90	A	79 - 70	C	below 60	F
89 - 80	B	69 - 60	D		

**HONOR ROLL** The Honor Roll is based upon a grade point average of 4.0+.

First Honors 3.5 or higher      Second Honors 3.0 to 3.49

Students who receive a D or F on their report card are not eligible for the Honor Roll.

Students who achieve First or Second honors at the semester will receive an Honor Certificate following the grading period.

## **HONORS AT GRADUATION**

Students graduate with Honor with the following cumulative G.P.A.'s by the end of the 1st semester of senior year:

Highest Honor	3.7 - 4.0+	High Honor	3.4 - 3.69
Honor	3.0 - 3.39		

The Valedictorian is the student who has taken a strong college preparatory program throughout his or her four years, has not received any grade of "F", and has the highest GPA to the nearest 10<sup>th</sup> at the end of the 7th semester.

The Salutatorian is the student representing the Senior Class who is nominated by the Senior Class and is chosen by the administration.

Both Valedictorian and Salutatorian must be in good standing (attendance, behavior).

## **PARTICIPATION IN THE GRADUATION CEREMONY**

**Seniors** must pass **all courses taken in the senior year as well as complete their** Christian Service. Additionally, courses failed in previous years must be made up and transcripts received in order for a student to begin the senior year. If a senior fails a course during the fall semester of the senior year, it must be made up and the transcript received in order for the student to walk in the graduation ceremony. If a senior fails a course in the spring semester, he/she will not walk in the graduation ceremony.

In addition, all financial commitments to the school must have been fulfilled.

**STUDENT AND SENIOR PRANKS** of any kind will not be tolerated. Students are not permitted on campus except during school hours and during school supervised activities. Students who participate in pranks will face a variety of disciplinary measures including any or all of the following: suspension; not participating in graduation activities; monetary restitution; expulsion; and criminal charges.

## **ACADEMIC STANDARDS**

### **CRITERIA**

- All students accepted at St. Patrick-St. Vincent High School are expected to maintain a 2.0 G.P.A.
- All students who are accepted at St. Patrick-St. Vincent High School are expected to graduate in four years.

### **CONSEQUENCES FOR NOT MEETING THE ABOVE CRITERIA**

If a student has earned three semester F's in a school year, he or she may be asked to leave SPSV at the end of the school year because it is not possible for a student to make up more than two courses in a traditional summer school schedule. Students may be permitted to take online courses, however they need to check with their prospective colleges to be sure that credit for online courses will be accepted.

If a student has been asked to leave due to poor grades, he or she may reapply after a minimum of one year provided all the necessary credits are made up at another accredited school. Transcripts and report cards for all summer courses (including online courses) must be submitted to the assistant principal for Academic Affairs by Book Day.

If a student falls below a 2.0 GPA or receives 2 F's at the end of the semester, that student will be placed on Academic Probation

### **ACADEMIC PROBATION**

A student who earns below a 2.0 G.P.A. or 2 "Fs" at the end of a semester is on *Academic Probation*.

When a student has not achieved a satisfactory academic record, the school adopts the following procedure:

1. The student and parents will be notified by letter that the student is on probation and should seek additional help from teachers and his or her counselor. Parents are encouraged to contact instructors and the student's counselor. Parents will also be informed of the CIF rule for athletic participation, which requires a 2.0 G.P.A. (See Eligibility Criteria, p9).
2. Juniors or seniors on probation who have a free period will be assigned supervised study in the library during their free period. All other students on probation are required to attend a one-hour, after-school study session three days a week from 3:00 – 4:00 p.m. Students on athletic eligibility are excused from after-school study as long as they are engaged in their season of sport. However, if athletes were to lose eligibility due to poor grades, they are then required to attend study hall.
3. Students on academic probation are not allowed to participate in programs that would require them to miss classes or after school study hall. For example, they may not assist with outdoor school, admissions events, go on optional field trips, lead a retreat, be in Traveling Troupe, or attend drivers' education or drivers' training classes until their grades have improved.
4. When a student has been on Academic Probation longer than one semester, the parents are required to meet with their son or daughter and their counselor to develop a plan that will ensure academic improvement. The assistant principal may also be called in to confer with them.

At the end of the year, the administration, Dean and Counselor will review students who have been on Academic Probation for more than one semester on a case-by-case basis to determine the appropriateness of the student remaining at SPSV. The following criteria will be considered:

- Academic progress
- Recommendations of his or her teachers
- Attendance at Study Hall
- Discipline record
- Student's motivation

### **TRANSFER STUDENTS**

Transfer students who have been admitted under extenuating circumstances but who do not meet the normal requirements for admission will be placed on academic probation. If the student does not achieve a 2.0 G.P.A. at the first grading period after admission, he or she will be placed on contract. Continued attendance will be evaluated in accordance with the Academic Probation Policy.

## ELIGIBILITY REGULATIONS

1. Students below a 2.0 GPA at the end of the grading period and/or semester (this includes incoming ninth graders in the fall) must apply to be eligible for athletics, spirit squad, student leadership positions or co-curricular activities (i.e., plays, science camp, etc.).
2. Any student with three or more failures cannot apply for eligibility. Seniors enrolled in only five classes and who have two or more failures also cannot apply for eligibility. (CIF 20 credit rule).
3. A student applies for eligibility and is automatically granted eligibility on the following conditions:
  - a. The student must get a weekly progress report filled out and turned into the assistant principal by 3:00 p.m. on Mondays or the first day after a holiday. The progress report must be complete with all classes and signatures of teachers and parents.
  - b. The student must maintain a 2.0 cumulative average of all classes, have no missing assignments for each week or failing cumulative grades in any one class, nor manifest any serious discipline problems.
  - c. Failure to meet the above requirements will mean that the student will not be able to practice, play, or participate in athletics, spirit squad or student leadership positions for one week.
  - d. If there are two negative progress reports, the student is off the team, spirit squad, or student leadership position for the rest of the quarter. (Not turning in a progress report on time is considered a negative progress report.)
4. A student cannot apply for eligibility for two consecutive quarters (CIF/North Coast Section Rule).
5. If a student falls below 2.0 GPA in the spring semester and makes up his or her grades in summer school so that his or her average is 2.0 or better, he (she) will not have to apply for eligibility for the first grading period (CIF/North Coast Section Rule). This does not affect academic probationary status, which is not based on summer school.

The Eligibility Board will only meet to revise eligibility regulations or deal with exceptional eligibility questions that are not covered by the above regulations.

## CONCURRENT ENROLLMENT

Students who take a course at another educational institution during the semester they are taking the same course at SPSV as part of their course requirements for graduation will not receive credit for the course taken off campus.

## INVITATION TO RETURN

All returning students must remediate any semester “F” grade received before the beginning of the next school year. Each spring every student's academic and disciplinary record is reviewed to determine if he or she should continue at SPSV. If a student's record shows that the opportunity is being wasted, the student will not be invited to return. The fact that a student receives registration papers does not guarantee an invitation to return. If a student pays a re-registration fee and is not invited back, the fee will be refunded in full.

## ACADEMIC INTEGRITY

Every student who enrolls at St. Patrick-St. Vincent High School is expected to affirm by his or her behavior the school Honor Code (see p.1). Our students should grow in personal and corporate honor and integrity as Bruins. Their actions should demonstrate concern not only about themselves but also for what is best for others in the SPSV community and beyond.

Disciplinary consequences for failure to follow the Honor Code are cumulative throughout a student's tenure at Saint Patrick-Saint Vincent High School. The effects of a chronic lack of integrity or honor extend beyond a single school year. A student who consistently refuses to demonstrate Bruin honor and academic integrity may be asked to leave or may not be allowed to return as a student the following school year. If a student is placed on Disciplinary Probation for Honor Code violations, his or her re-enrollment is subject to review.

- Students will not give or receive aid in examinations or assignments beyond that permitted by the teacher. They also will not assist other students in planning and executing means of circumventing the Honor Code of SPSV.
- Students will not plagiarize any part of published materials, essays, or any other student's work, or allow their work to be plagiarized by another. (Plagiarism is the use of material composed by others and presented on as one's own.) In some classes students will be required to submit papers to turnitin.com to check for possible plagiarism.
- Students will not use unauthorized tools or aid on an examination or other periodic assignments.

In order to provide a framework suitable to helping students grow in academic and personal integrity, we have divided our expectations for Academic Integrity into two tiers:

The *first tier* of Academic Integrity is related to daily classroom work and homework. Teachers will create expectations and procedures to address these two areas of student performance and will communicate them to both students and parents through their course syllabi. Teachers are responsible for monitoring student behaviors regarding class work and homework and documenting incidents of violation. Consequences are as follows:

- For every infraction, students will receive an F (0%) for the work, with a notation on the assignment in Power School, and a detention.
- On the third detention, the dean of students will initiate the following means of increasing disciplinary severity: parent contact, suspension and disciplinary probation or withdrawal from SPSV.

The *second tier* of Academic Integrity violations relates to quizzes, exams, presentations, projects and other periodic assignments. Students will receive an “F” (0%) for any assignment that is not in compliance with the Honor Code. Students aiding in circumventing the Honor Code but not having that particular class will be placed on disciplinary probation. Teachers will refer all second tier offenses to the dean of students.

- Offenses will be dealt with by the following means of increasing disciplinary severity: parent contact and detention, suspension and disciplinary probation or withdrawal from SPSV.

### SCHEDULE CHANGE (CLASS ADD/DROP)

Under certain circumstances it may be necessary for a student to receive a change in schedule. The fee for schedule adjustments that are not teacher/counselor initiated is \$25 after the first day of classes.

Student or parent initiated changes will not be allowed after the **3<sup>rd</sup> day** a course is in session. No semester course may be dropped between the end of a quarter and the end of the semester. No yearlong course may be dropped at the end of semester one. If a student or parent believes a change is needed before the **3<sup>rd</sup> day** of a semester, this is the procedure to follow:

1. Students must see their counselor to discuss the change and complete the necessary form;
2. Obtain teacher, department chair, counselor and parent approval on the change form;
3. Obtain final approval for the change from the assistant principal;
4. Return permissions and course change fee (\$25) to the assistant principal, after which the assistant principal will give final approval for entrance into a class.

**Students/Parents may not request specific teachers or periods for classes.**

### TRANSCRIPTS

Transcripts for continuing students and graduates may be obtained by completing a transcript request form and returning it to the school registrar. One free unofficial transcript will be given to the student at the end of the sixth semester and at the end of the seventh semester. One free official transcript will be provided for each graduate. Additional transcripts costs \$3 each. Official transcripts are mailed directly.

### TUITION AND FEES SCHEDULE 2008 - 2009

#### TUITION

Individual students	\$9,775.00
Additional students	\$9,175.00

#### REQUIRED FEES

Registration - All students (annual, non-refundable)	\$ 450.00
Graduation fee - seniors only ( <b>due at time of registration</b> )	\$ 140.00
Athletic fee per sport - due before a student may compete	TBA
Parking fee	\$ 35.00
AP fee (per class)	\$ 85.00

#### OPTIONAL FEES

Driver Training (behind the wheel)	\$ 185.00
Driver Education	\$ 115.00
Driver Certification	\$ 30.00
Grad Night (Seniors only – optional activity)	TBA

Tuition must be paid by one of the following methods:

1. **Annual payment:** By August 1, 2008, one payment to the school of the year’s tuition.
2. **Semi-annual payments:** Two payments to the school of one-half the year’s tuition, the 1st by August 1, 2008, and the 2nd by January 15, 2009.
3. **Quarterly payments:** Via FACTS, four payments of one-fourth of the year’s tuition, the 1st by July 20, 2008, the 2nd by October 20, 2008, the 3rd by January 20, 2009, and the 4th by April 20, 2009.
4. **11-month payments:** Via FACTS, 11 or fewer equal monthly payments, the 1st payment to be received by FACTS during June 2008.

Parents and/or guardians of students enrolled at SPSV understand that a contract is made wherein the school will provide educational services for the stated tuition, fees and other charges.

**Payment is due according to the tuition payment method chosen.**

Failure to keep the account current may result in **suspension of educational services. The student will remain suspended until the account is made current or until arrangements are made and approved by the principal. Students who have outstanding tuition will not be able to take semester exams.**

**Financial obligations for 1<sup>st</sup> semester not met before November 30 or for 2<sup>nd</sup> semester before April 30 must be paid in cash, money order or bank check.**

**If financial obligations to the school are not met in full, senior students will not be able to participate in graduation or accompanying activities.**

**TUITION REFUND POLICY**

Tuition obligations for students withdrawing after August are indicated below. Registrations and application fees are not refundable.

<u>Withdrawn on or before:</u>	<u>% of Annual Tuition Non-refundable:</u>
The start of classes .....	2.5%
August 31.....	10%
September 30.....	20%
October 31.....	30%
November 30.....	40%
December 31.....	50%
January 31.....	60%
February 28.....	70%
March 31.....	80%
April 30.....	90%

A family whose student is expelled or asked to withdraw from SPSV either for disciplinary or academic reasons will be held responsible for all tuition and fees owed to the date of dismissal/withdrawal.

**LATE EXAMS**

Students who do not take their exams at the designated time due to outstanding financial obligations will be permitted to take the exam(s) at a later date when financial obligations have been reconciled. If a student misses an exam for any reason, the exam will be made up at a later date. Students may not take exams in advance.

**TESTING PROGRAM**

St. Patrick-St. Vincent High School administers or makes available information regarding the following tests during the school year:

Eighth and ninth grade applicants take the STS Placement test in Verbal and Quantitative Skills, Reading, Math and Language Arts.

Ninth grade students take the STS Educational Developmental Series test on cognitive and basic skills.

Tenth and eleventh grade students take the Preliminary Scholastic Assessment Test (PSAT). This test helps predict what students may achieve on the SAT and how they will succeed in college. For eleventh grade students this examination also serves as the National Merit Scholarship Qualifying Test (NMQST); each student earns a selection score that indicates his or her eligibility for National Merit Scholarships.

Most colleges and universities require prospective students to take the SAT or ACT before being admitted. The University of California and some highly competitive colleges also require that students take the SAT Subject Tests in two areas of the student's choice. The SAT gives some estimate of the student's ability to handle more complex material in verbal and mathematical areas, and the American College Test (ACT) is designed to measure academic achievement in the areas of English, mathematics, reading and science reasoning. **The school recommends that a student take these tests by the end of the junior year.** Students are advised of the dates of the tests by announcement through the Newsletter to the parents. Dates are also posted in this calendar and in the Counseling center.

Registration materials for the SAT, SAT Subject Tests, and ACT tests are available from the counseling department.

**ATTENDANCE POLICY**

Each student is expected to be present every day that school is in session. ***All absences are considered unexcused except for court appearances; illnesses certified by a doctor's or dentist's written explanation; medical or dental appointments; and deaths in the family.*** Extraordinary circumstances may be given special consideration at the discretion of the principal. PowerSchool, a comprehensive on-line student information system, provides instant access to records of current student attendance. It also provides electronic mailing to teachers. PowerSchool can be accessed using parents' or students' passwords at <http://my.spsv.org>.

Medical and dental appointments during school hours are strongly discouraged. Prior written notification is required to excuse students during the school day.

**ABSENCE PROCEDURE/RETURNING TO SCHOOL/ADMIT SLIPS**

**Parent Responsibility:**

Call the Attendance Line at ext. 198 to report your student's absence no later than 8:30AM the same day (we have 24-hour voicemail). If not informed by the parent, the school assumes some problem unknown to the student's parents has caused the absence. This is grounds for serious concern and the school will call the parent at home and/or work.

For multiple days out, call the Attendance Line at ext. 198 **each day** your student is absent.

If your student must be absent for 3 or more days, a homework packet may be requested with a pick-up at the end of the next school day.

**Student Responsibility:**

Remind parents to call in the absence by 8:30 AM and/or return with a parent note.

Students must always report to the Attendance Office **before** returning to their first class of the day to pick up his or her ADMIT SLIP and clear the absence. Failure to report to the office to pick up an ADMIT SLIP before returning to any class may result in a REFERRAL TO THE DEAN and a PHONE CALL HOME.

**Zero period is considered a regular class. Students missing Zero period must report to the Office prior to 1<sup>st</sup> period and follow the same return procedures.**

**Medically Excused Absences:**

*For an absence to be medically excused, a written certificate of illness from a doctor or dentist must accompany the parent note. Certifications for excused absences are not accepted more than ten days after an absence occurs.*

A student who misses half a period or more of school must receive an admit slip from the Attendance Office, which must be shown to each teacher whose class period was missed.

**ABSENCE FROM CLASS/MAKE-UP WORK**

It is essential that students initiate contact with each teacher of a missed class on the day of their return in order to ascertain what work must be done and to establish a timeline for completing the missed work. Teachers are eager to assist students who show this initiative.

**EARLY DISMISSAL**

Early dismissal, except for certified medical illness or appointments, counts as missed classes. Medical and dental appointments should be made for outside of school hours. If this is not possible, students are asked to vary the times of medical, dental or orthodontic appointments so as to avoid missing the same classes consistently. Students requesting early dismissal must turn in a note from a parent stating the reason and the time for the dismissal to the attendance desk at least ten minutes before the first period of their school day.

“Dropping by” to pick up your student for an appointment, without prior notification, is strongly discouraged as this necessitates an interruption to the entire class. If an unplanned appointment becomes necessary, please call the main office to arrange for this prior to arriving at the school.

**STUDENTS NOT LIVING WITH PARENTS OR LEGAL GUARDIANS**

Students attending St. Patrick-St. Vincent High School are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parents' approval in writing. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25-years of age; this does not include boyfriends or girlfriends.

**REMOVAL FROM CLASS**

Students removed from a class because of behavioral problems are given unexcused absences for the periods missed in addition to disciplinary sanctions given by the Dean.

**TARDIES**

Students who are late for the school day must report to the attendance office for a tardy slip. No excuses or notes except doctor's or dentist's certificates will be accepted for 1st period tardies. The Dean's office monitors and coordinates disciplinary measures for chronic tardiness as described in the Discipline section of the *Parent-Student Handbook*. Teachers are not required to allow students to make up class work or tests missed due to unexcused tardiness.

**UNSATISFACTORY ATTENDANCE/CONSEQUENCES**

Students who have ten or more unexcused absences in any one class in one semester will receive one grade lower than earned for that semester. Thus, if a student earns a semester “B” in a class, the grade will drop to a “C”. The Attendance Secretary will send a warning letter home when a student reaches five absences. (Missing over half a period is considered an absence.)

The following absences from class do not fall under the Unsatisfactory Attendance/Consequences policy: school-sponsored retreats, field trips, athletic events and community events at which the student officially represents the school, and absences medically certified by a doctor or dentist. Field trips and other similar school-sponsored events require permission slips signed by parents.

**TRUANCY (‘Cutting’)**

Truancy is defined as any absence (all day or part of a day) from school without the knowledge and permission of parents and of the school. Truancy may result in no academic credit being given for any work missed (although teachers may require that

work be made up for reasons of academic continuity) and will result in disciplinary action appropriate to the specific case.

### **ATTENDANCE AND SCHOOL ACTIVITIES**

A student may not attend or participate in any school activity if the student has been absent from school during the day the activity is taking place. A student is considered “absent for the day,” if he or she is absent for four class periods. This policy applies to all absences (including medically excused), except funerals or mandated court appearances.

### **VISITORS ON CAMPUS**

**All visitors must sign in at the office during school hours and wear a Visitor pass.** Students from other schools are not permitted on campus or in the parking lot during the school day without express permission from the administration. Student visitors during the school day must be cleared with the assistant principal.

### **OFF-CAMPUS ACTIVITIES**

Students will not be allowed to participate in off-campus activities without a signed official school permission slip. Telephone calls will not be accepted in lieu of permission slips. Faxed permission slips are acceptable. **FAX 707-644-3107**

### **SCHOOL RESPONSIBILITY FOR SUPERVISION**

The school accepts no responsibility for the students, other than those in zero period, before 7:45 a.m. The school ends its responsibility for supervision one half hour after the last class of the day, except for those students involved in school-supervised activities. Students involved in after-school activities are supervised until the activity ends. *Parents are requested to arrange for students to be picked up within one half hour after dismissal.*

### **LEAVING CAMPUS DURING THE SCHOOL DAY WITHOUT AN EARLY DISMISSAL**

The school is responsible for students during the time described above (p.12, **School Responsibility for Supervision**). Only the school administrators or the attendance secretary may approve a student leaving school during regular school hours, and then only with the knowledge and permission of the student's parent or legal guardian. Failure to follow this important procedure results in automatic disciplinary measures. Should a student become too ill to remain in class, or have other problems that make it urgent to leave school, the student must report to the main office so that parents can be contacted for approval and arrangements can be made for the student to

go home. Students free at 6<sup>th</sup> period (or last period of the day) who leave at that time must sign out in the front office.

### **MEDICATION**

Students who need to take medication during the school day should leave the prescription with the front office and come in to take it as needed. The school may not dispense any aspirin or other over the counter medication.

### **MESSAGES FOR STUDENTS**

Students are not called to the office and classes are not interrupted for deliveries of homework, lunches, sport uniforms, books, etc. If students forget to bring something and feel that it may be delivered to the office, it is the student's responsibility to check. Dropping off items in the main office is strongly discouraged.

### **STUDENT ID**

Students are to carry their Student ID cards with them at all times. They are to be used to check books out of the library, for admittance to school events and for other times when identification is required. There is a \$5.00 fee for the replacement of a lost ID card.

## **DIRECTIVES ON DISCIPLINE**

Any behavior, verbal or non-verbal, that fails to reflect the expectations listed under SCHOOL LIFE (p. 2) is a cause for intervention by a member of the school community. Here the disciplinary process begins in order to encourage the student to change student behavior.

The following disciplinary process takes into consideration the relative importance and seriousness of rules as well as the goal of helping the student to accept responsibility for his or her actions. Failure to modify or change minor offensive behaviors may require stricter forms of intervention.

PowerSchool, a comprehensive on-line student information system, provides instant access to information regarding student discipline. PowerSchool can be accessed using parents' or students' passwords at <http://my.spsv.org>.

If a conflict arises concerning the rules of St. Patrick-St. Vincent High School, the dean of students reserves the right to clarify and make all interpretations.

### **OFF-CAMPUS CONDUCT**

Schools are judged by the conduct of their students when they are off-campus. While St. Patrick-St. Vincent High School does not hold itself responsible for offenses

committed outside of its legal jurisdiction, any conduct that is detrimental to the reputation of the school, or that hinders the advancement of the common good of the school community, can be sufficient grounds for discipline including suspension or dismissal.

### SCHOOL DAY BOUNDARIES

- 1. Students are allowed in the following parts of campus:**  
Amphitheatre, quad in front of the cafeteria, cafeteria, Senior Lair (seniors), locker areas, rest rooms.
- 2. Students are allowed in the following areas under teacher/staff supervision:** All classrooms and learning areas, locker rooms, gym, weight room and offices.
- 3. The following areas listed are Out of Bounds during lunch:** locker areas, Gibson Building (except when allowed for rainy weather), upstairs in the 'Old Building.'
- 4. The following areas are Out of Bounds for students during the school day:** all parking lots, faculty room, the road behind the maintenance building and weight room; behind the Science Lab, Gibson and Burke Buildings.

**THE CAMPUS CLOSSES AT 4 PM.** *For an explanation of the School Day, see SCHOOL RESPONSIBILITY FOR SCHOOL SUPERVISION, p. 12.*

### TARDY POLICY

Students are expected to be in class in their assigned seats when the bell rings. Otherwise they are considered tardy.

Students are to be on campus at least 10 minutes prior to the first bell. During times of inclement weather, drivers need to allow additional time to commute. School begins at the sound of the second bell, and any student not seated at his or her assigned desk is considered late. **A student arriving late to school is to report to the Main Office for a tardy slip.** He or she will not be allowed into class without this slip. The only accepted excuse for tardiness is a doctor's note.

If a teacher does not arrive to his or her assigned class on time, it is the responsibility of the class to inform the Main Office within 5 minutes of the second bell. Only one student should walk to the office while the rest of the class waits quietly *outside* their classroom.

The dean of students handles discipline for tardiness to all classes. The tardy policy *for each semester* is as follows:

- **1-5 times tardy** – warning
- **6-9 times tardy** – Procedural Detention for each tardy
- **10-14 times tardy** – Saturday School Detention for each tardy, parent conference

- **15 times tardy** – Suspension
- **+15 times tardy** – Further disciplinary measures by the Dean

### USE OF PERSONAL TECHNOLOGY ON CAMPUS

A clear explanation of digital technology use and expectations for students at St. Patrick-St. Vincent High School can be found in *Technology Acceptable Use Policy* (p.23).

Misuse of personal technology carries disciplinary consequences like any other violation of the rules for good order at St. Patrick-St. Vincent High School. Digital technology is just one more means by which students may either fulfill or fail to live up to the expectations of SCHOOL LIFE (p.2). Thus the use of technology is subject to disciplinary review like any other behavior on campus.

Out-of-class use of personal equipment (cell phones, mp3s, etc.) shall be in keeping with the stated policies and mission of SPSV. Parents and students accept responsibility for the security of their own personal technology equipment.

Personal use of technology during class time results in disciplinary consequences by the teacher. Continued disregard of this rule will result in referral of the matter to the dean with consequences leading up to Parent Conference, Saturday School, Suspension and Disciplinary Probation.

### KEEPING STUDENTS AFTER SCHOOL

Individual teachers may assign classroom detentions to be served after school with them. The teacher will tell the student at least a day ahead of time that he or she has a detention and when and where it is to be served. It is the student's responsibility to make arrangements to insure the detention will be served.

Family excursions, athletic games or practices, jobs or other activities are not considered legitimate reasons for missing detentions.

### SCHOOL DETENTION

**Definition:** *“The administration and faculty of St. Patrick-St. Vincent High School assume that students will conduct themselves with high standards of personal integrity”* (SPSV Parent-Student Handbook, p. 2). When a student fails to live up to the expected standards as defined and described in this Handbook, he or she is normally given a detention, the most common disciplinary consequence. Detentions may be Procedural or Behavioral and may be given by any adult authority on campus.

A **Procedural Detention** is given when students fail to observe the stated policies in the handbook. Normally they are required to perform

some service during lunch (i.e., ‘to give back’) as a consequence. Examples of infractions leading to Procedural Detentions include:

- Failure to turn in a parent note to the office
- Chewing gum
- Violating the SPSV Appearance Code
- Cell Phone disruption in class
- Parking lot violation
- Tardy 6-9 times to classes

A **Behavioral Detention** is given for defiant behavior, general lack of respect for others, refusal to follow directions from adults, or a habitual disregard of procedural rules. Students serve Behavioral Detentions in After-school Detention. Examples of Behavioral Detentions include:

- Creating a classroom disturbance
- Failing to serve a Procedural Detention
- Honor Code Violations (see pp.9-10)
- Serious Appearance Code violations
- Profanity
- Defiance

**Procedure:** Any member of the school staff notifies the student that he or she is receiving a detention. The student is then assigned a detention date by the Dean. Records of detentions are available to parents through PowerSchool.

After-school Detentions will be scheduled from 3:00 – 4:00 p.m. (1 hour) Tuesday-Thursday. **Only the Dean may make exceptions.** On weekday detentions, students are required to follow SPSV Appearance Code.

**Consequences:** Continued failure to report to a scheduled detention(s) will result in a parent conference with the dean. Options for further discipline include a Behavior Detention, Saturday School, Disciplinary Probation, Suspension, etc.

**Multiple Detentions:** The following policy pertains to a single semester:

1. At seven (7) detentions, a parent/guardian conference with the dean of students is required. Options for sanctions include Disciplinary Probation, Suspension, etc. Detentions for tardiness will be dealt with separate from other detentions.
2. After two (2) suspensions, a student will be placed on Disciplinary Probation for a period of at least thirty (30) days. Failure to meet the terms of the probationary contract will lead to a review to determine the student's continued attendance at SPSV.

**Postponement:** In unusual circumstances the Dean may postpone or reschedule a detention. Family excursions, athletic games or practices, jobs or other activities **are not** legitimate grounds for rescheduling detentions.

## DISCIPLINARY REFERRAL

**Definition:** A disciplinary referral is a procedure by which a teacher requests intervention by the Dean in a particular situation.

**Grounds:** At the discretion of a member of the school staff, a disciplinary referral is given for a serious infraction not covered by a detention.

**Procedure:** The discipline referral form is completed and discussed by the Dean and the student. A copy is sent to the parents, to the counselor of the student and to the Dean's file. Parents are contacted.

**Consequences:** Repeated referrals to the Dean may result in Detention, Saturday School, Suspension, Disciplinary Probation, etc..

## SUSPENSION

**Definition:** A student is temporarily excluded from school and school-sponsored activities. At the discretion of the Dean, the suspension may be in-school or at-home.

For In-School Suspension (ISS), the student comes to school and reports to the Dean. He or she is isolated from the school population for *the entire school day*, may not leave campus for any reason and may not participate in any school-sponsored activity for the duration of the suspension. The student brings a sack lunch.

At-home suspension means that the student remains at home for *the entire school day(s)*.

A student may not return to classes until the Dean has talked with a parent. *No school work may be made up whose due dates fall within the period of suspension.*

There are circumstances whereby a student may be placed on a home study program. This decision is at the discretion of the principal.

**Grounds:** Possible grounds for suspension include but are not limited to:

- Cutting class or unauthorized leaving of campus
- Fighting at school or out of school
- Suspected use of controlled substances
- Failure to serve detentions
- Abusive or threatening language or behavior
- Serious general misconduct

- Chronic tardiness
- Behavior or actions which in the Dean's view warrant the immediate attention of the parent.
- Off-campus conduct that is detrimental to the reputation of the school, or that hinders the advancement of the common good

**Procedure:** The Dean informs the student of the suspension and contacts the parents and the counselor. Before reinstatement takes place, the Dean communicates with the parents.

**Consequence:** Following a suspension, the student may be placed on Disciplinary Probation. Depending on the gravity of the misbehavior a student may be expelled or the parents may be asked to withdraw the student.

### **DISCIPLINARY PROBATION**

**Definition:** Disciplinary Probation is a 30-day period of time during which any breach of school regulations could lead to serious consideration of the student's acceptability as a member of the student body. At the end of the school year a student who has been on Disciplinary Probation will be evaluated for continued attendance at St. Patrick-St. Vincent High School.

**Grounds:** Possible grounds for Disciplinary Probation include but are not limited to:

- Any action that is deemed to be of a serious nature
- Chronic general disregard for the good order of the school
- Seven or more detentions in one semester
- Forgery of a parent/guardian signature
- Serious or repeated defiance and/or disruption of school or classroom activities
- Repeated and/or serious violations of the Honor Code

**Procedure:** The Dean will tell the student that he or she is on probation. A letter is sent to the parents (with a copy to the counselor) informing them of the reasons and terms for the probationary period. Restrictions will be imposed which will include exclusion from participation all extra-curricular activities, including after-school music and drama productions unless they are part of a requirement for a class. (The dean has the right on rare occasions to amend certain parameters of the Disciplinary Probation, e.g., participating in sports, when it is deemed in the best interest of the student. In such cases the student and parents must make the request in writing.) The student and parents will be asked to sign the contract and return it to the Dean.

**Consequences:** If the student continues to violate the school disciplinary codes, he or she is suspended from school, the parents are contacted and a

determination is made by the administration as to whether the student should remain at SPSV.

### **REQUEST FOR WITHDRAWAL OR EXPULSION**

**Definition:** The student is not allowed to continue in school.

**Grounds:** The following are grounds for expulsion (the list is not exhaustive):

- Serious disobedience, insubordination or disregard for authority
- Language or behavior that is seriously immoral, profane, vulgar or obscene
- Use or possession of controlled substances on or near school premises or during school-sponsored activities
- Sale or distribution of controlled substances
- Injury or harm to persons or property or serious threat of the same
- Sale of any materials on school grounds without permission
- Unauthorized absences or continued tardiness
- Assault with or possession of a lethal weapon
- Serious theft or dishonesty, including forgery
- Outrageous, scandalous or serious disruptive behavior
- Conduct at school or elsewhere which would reflect adversely on the Catholic school or Church
- Known gang affiliations (see below)
- A second serious offense as listed under the terms of disciplinary probation
- Failure to meet the terms of probation - either academic or disciplinary

**Procedure for immediate dismissal:** The student will be suspended immediately, and the principal will confer with a parent.

### **ALCOHOL, DRUGS AND TOBACCO**

No student may use, sell, possess, or otherwise be under the influence of any illegal drug, alcohol, or controlled substance on school grounds or at any school sponsored activity, function, or event. Any student caught using, possessing, or under the influence of an illegal drug, controlled substance, or alcohol in the above circumstances will be immediately suspended, parents will be notified, law enforcement may be consulted and the student may be asked to withdraw from the school. **ANY STUDENT WHO IS CAUGHT SELLING, PROVIDING, OR TRANSMITTING THE ABOVE SUBSTANCES WILL BE DISMISSED.** In order to ensure a safe campus, the School will employ the services of a canine detection

consultant periodically throughout the year. SPSV may require either outside testing or on-site testing for students suspected of being under the influence of an illegal substance.

Tobacco is not permitted by students on campus or at school sponsored events. Appropriate disciplinary measures will be taken.

Any student who freely approaches a counselor, administrator, teacher, coach or other staff member for help regarding a drug/alcohol problem (not influenced by prior knowledge of an offense) will be assisted in the spirit of counseling. The same will be true for students referred to any staff member by friends for intervention. These cases will not be considered disciplinary matters and will be referred to a school counselor and the dean will be informed.

## **STEROID POLICY**

As part of the School's membership in the California Interscholastic Federation, St. Patrick-St. Vincent High School specifically prohibits the use and/or abuse of androgenic/anabolic steroids. While athletes may have more frequent exposure to such drugs, no student may use or abuse such substances. The only exception to such policy would be in the case of a student who has a written prescription of a fully licensed physician to treat a specific medical condition. Appropriate disciplinary measures will be taken.

## **STUDENT DISRUPTIONS**

St. Patrick-St. Vincent High School "fosters. . . an atmosphere of respect, tolerance, concern, growth and service" (SPSV Parent-Student HB, p. 2). The School expects students to conduct themselves with high standards of personal integrity. Youth gangs represent the antithesis of these virtues. The administration will not allow any gang activity by a St. Patrick-St. Vincent High School student.

**Definition:** Gang activity is any behavior that seeks to encourage or promote violence, spread social unrest and/or racial tension, harass or intimidate a student or group of students, whether on campus or off campus, during the school day or outside of school time. Behaviors of this nature that disrupt or detract from the operation of the educational process will not be allowed. Dress and insignia that suggest these behaviors will not be allowed.

### **Grounds for suspension (this list is not exhaustive):**

- Fighting between more than two individuals, premeditated fighting between a group (more than one) and one individual, premeditated fighting between two groups (more than one individual on either side of the dispute)
- Police report of gang activity about a student

- Procedure:**
1. A student suspected of gang activity will be suspended immediately.
  2. Student's parents will be notified.
  3. Police department will be consulted.
  4. Other sources may be consulted in order to confirm or deny gang affiliation of an individual.

**Consequences:** Any student with known gang affiliation may be asked to withdraw immediately.

## **HARASSMENT AND THREATS**

You shall love your neighbor as yourself. (Matthew 23)

*The Diocese of Sacramento affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment. Harassment of or by any student is prohibited.*

*Every school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal (DSB 5690). (For Regulations of the Diocese of Sacramento on Harassment, see Appendix.)*

*Every school will treat student threats to inflict harm to self, to others, or to destroy property, very seriously.*

- *Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designate.*
- *If the threat is judged credible and serious, appropriate law enforcement officials will be notified.*
- *All threats will be reviewed and investigated in a prompt, confidential, and thorough manner.*

*Threats that are substantiated may result in disciplinary actions, up to and including dismissal.*

*Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigate. (DSB 5910).*

## **ITEMS THAT MAY BE CONFISCATED**

Inappropriate or disruptive items will be confiscated. Students must see the Dean to reclaim such items.

## SEARCH POLICY

Parents of SPSV students consent to the search of their son's or daughter's person and personal effects, including but not limited to backpacks, purses, tote bags and lockers. Areas of concern for administration include but are not limited to drugs, alcohol, firearms, weapons, explosive devices, contraband, and pornography.

## APPEARANCE CODE

St. Patrick-St. Vincent High School emphasizes safety, security and unity on our campus. Our Appearance Code reflects these three emphases. It is designed to tell at a glance whether a student walking across our campus is a Bruin. Students are not to draw attention to themselves by their appearance but by the way they reflect a community whose individuality and unity is expressed by an Honor Code (p. 2).

It is the responsibility of parents to see that their student leaves home properly dressed and groomed for school and school-sponsored events. Students are expected to adhere to the dress code throughout the school day and at school-sponsored events. They are to be clean and to exercise good hygiene in their personal grooming for themselves and for the benefit of all.

We expect Bruins to observe SPSV standards of modesty, moderation, and good taste. Parents and guardians who send their children to St. Patrick-St. Vincent High School accept the judgment of the administration as final in matters of dress and appearance at school and at school-sponsored activities. The dean is the final arbiter of appropriate (modest, not distracting) appearance on the campus.

## SCHOOL ATTIRE

All students must attend school wearing a shirt, pants/shorts/skirt and shoes. Socks are strongly recommended for reasons of personal hygiene. All clothing items must be clean, neat and right-sized (not oversized or undersized) and worn appropriately (e.g., pants/shorts at the waist, etc.) No exceptions to the following are allowed:

### SHIRTS

- Right sized SPSV/School Logo or Class Shirt polos
- T-shirts/undershirts must be white, solid color; undergarments must not 'show through'
- Undershirts must be tucked in

### PANTS

- Black or khaki Dennis Uniform pants or Dickies pants matching the Dennis style
- Black or khaki Dennis Uniform shorts or Dickies shorts matching the Dennis style; shorts are worn at or no more than 3" above the knee)
- Pants must not appear saggy/baggy or too tight

## SKIRTS (girls only)

- Dennis Uniform watch plaid, worn no more than 3" above the knee

## SHOES

- Closed-toe, closed-back, flat sport or hard-soled shoes. No slippers or slipper-like shoes

## SWEATSHIRTS/JACKETS

- Right-sized
- Only Bruinwear pullover or zippered hoodies/sweatshirts (from Bookstore, classes or an SPSVclub/team sport)
- Solid colors for Jackets/Coats; 2x2 inch logo or smaller acceptable
- All solid-color knitted sweaters

## HEADGEAR

- Only Bruinwear hats; they are not to be worn indoors.
- Baseball-style SPSV caps must be worn forward
- Hoods on approved Bruinwear or stocking hats may only be worn outside in rainy or cold (i.e., winter) weather

## PIERCINGS

- No body or face piercings (also no wires or blocks in piercings)
- Only simple stud or post earrings (one pair). No loops, large adornments, etc.

## GROOMING/ACCESSORIES

- Neat, clean, well-trimmed. Must be out of the face and eyes. For boys hair must be above the collar
- No unnatural hair colors, outlandish or distracting hairstyles (e.g., patterns cut into the hair, mohawks)
- Boys are to be clean-shaven with the exception of moustaches which must be neat and trimmed. Sideburns below the ear and goatees are not allowed. Boys who are not otherwise clean-shaven may be asked to shave at school and may be assigned a detention. *The only exception for male students not to be clean-shaven is with a doctor's note for medical reasons*
- Moderate make-up
- Other appropriate simple jewelry (bracelet, cross, etc.)
- No visible tattoos
- No shaved eyebrows

## GAME DAY DRESS CODE FOR ATHLETES

- Sports jersey top (right size) or team approved attire from the WAIST UP only
- Black or khaki Dennis Uniform or Dickies pants (same as regular school day)
- Undershirts tucked in
- Black or khaki Dennis Uniform shorts or Dickies shorts matching the Dennis style; shorts are worn at or no more than 3" above the knee)

## BRUIN-WEAR GUIDELINES

- Bruinwear must be visible
- SPSV sponsored or dean-approved original Bruin design shirts
- Dennis or Dickies pants/shorts; long jeans or long jeans shorts; khaki/denim jeans capris
- No sweat pants, gym shorts or pajama bottoms

## CASUAL DRESS GUIDELINES

Guidelines will be announced prior to an event. The following clothing is never permitted at school-sponsored events:

- Clothing that displays alcohol, drug, tobacco products, obscenity and/or sexual references
- Pajamas; sandals; halter tops; crop tops; torn clothing; sun dresses; short shorts; miniskirts/mini-dresses; short skirts with slits; tank tops; sleeveless tops; flip flops; clothing displaying alcohol, drug, tobacco products, obscenity or sexual references; no underwear must show
- No gym shorts

## OTHER AREAS

**Bikes, Skateboards:** Students who ride bicycles to school must lock them in bike racks provided near the Administration building. Skateboards may not be used at any time.

**Cars:** Students are not permitted to go to their cars during the school day. They may not sit in cars during first period, free periods or at lunch. Exhibition of speed is not permitted. Cars may be subject to search for reasonable cause. Abuse of parking privileges may lead to disciplinary measures including suspension of parking privileges for a period of time or permanently.

**Deliveries:** Because of the inconvenience to school office personnel, students may not request deliveries of flowers, food, gifts, etc. to the campus.

**Initiation/hazing:** Any method of initiation engaged in with respect to a student organization is prohibited in the likelihood that it will result in bodily danger or physical harm, or tends to degrade or disgrace a student attending the school.

**Lockers:** Lockers are school property loaned to the students for their convenience during the school year. Students are required to keep lockers locked. Only St. Patrick-St. Vincent locks are allowed. Students must keep lockers clean and orderly. No writing or stickers may be put inside or outside lockers. School administrators may open student lockers. The Dean assigns lockers. Locks must be purchased at the bookstore.

**Other schools:** St. Patrick-St. Vincent students are not permitted on the campus of another school without the express permission of that school's administration.

**Off Campus:** Students with a free first or last period are not required to be on campus at that time.

**Parking:** Parking spaces may be rented for the school year for a fee of \$35.00. The Dean will assign spaces. Parking in an unassigned place will lead to detention and other possible consequences. Parking permits must be displayed. Parking is limited.

**Parking lot:** The school parking lot is off limits to students during the school day. Students are not to park on the roadways or in the faculty parking area at any time.

**Public Displays of Affection:** *Public Displays of Affection* will not be allowed on campus. Suggestive bodily contact is not appropriate at school. It demonstrates a lack of self-respect and self-control inconsistent with the Catholic atmosphere of our school community. Students engaging in PDA can expect to receive the following consequences depending on the seriousness of their behavior: parent contact, detention or suspension.

**Pranks:** Student and senior pranks of any kind will not be tolerated. Students are not permitted on campus except during school hours and during school supervised activities. Students who participate in pranks will face a variety of disciplinary measures ranging from suspension, to not participating in graduation activities, to monetary restitution, to expulsion, to criminal charges.

**Signs and selling:** Students may not place advertising or signs, sell or distribute anything on campus without permission of the administration.

**Vandalism:** Students are responsible to keep school grounds and property clean and orderly. Student who damage, deface, or in any way vandalize school property, grounds or furnishings will be required to pay for all costs or repair and/or replacement. Disciplinary sanctions will be imposed at the discretion of the administration. Criminal charges may result.

## ATHLETICS

St. Patrick-St. Vincent High School offers California Interscholastic Federation (CIF) athletic programs as a member of the Bay Shore Athletic League (BSAL) for both young men and women. Anyone interested is encouraged to come out for one of the teams listed below. To be eligible to participate in interscholastic sports all athletes must maintain a 2.0 G.P.A. during their season of sport, as well as in the previous grading period. For Eligibility Guidelines see p. 8. In addition, each athlete must have parental permission, a current physical examination, and the SPSV signature page. Please check with the athletic director or the administration office for physical examination forms, schedules or other information.

<u>Fall Sports</u>	<u>Level</u>
Cross Country (co-ed)	JV, Varsity
Football	JV, Varsity
Golf (girls)	Varsity
Tennis (girls)	Varsity
Volleyball	Frosh, JV, Varsity
Water Polo (co-ed)	Varsity

<u>Winter Sports</u>	<u>Level</u>
Basketball (boys)	Frosh, JV, Varsity
Basketball (girls)	Frosh, JV, Varsity
Soccer (boys)	JV, Varsity
Soccer (girls)	JV, Varsity
Wrestling	JV, Varsity

<u>Spring Sports</u>	<u>Level</u>
Baseball (boys)	JV, Varsity
Golf (boys)	Varsity
Softball (girls)	JV, Varsity
Swimming (co-ed)	JV, Varsity
Tennis (boys)	Varsity
Track (co-ed)	JV, Varsity
Volleyball (boys)	Varsity

A student who transfers into the 10<sup>th</sup> or 11<sup>th</sup> grade is responsible for contacting the Athletic Department for eligibility paperwork.

### EXPECTATIONS

Athletes are expected to abide by the following:

- Dress in a manner that reflects favorably on yourself, your team, and your school;
- Remember that your first responsibility is toward your academic pursuits, your second responsibility is toward your athletic team;
- Be punctual for all classes and team meetings;
- Maintain a minimum 2.0 G.P.A.;
- Refrain from using any controlled substance or tobacco products;
- Control your emotions during athletic competition;
- Do not argue with officials or members of opposing teams;
- No fighting or unsportsmanlike behavior which may result in suspension from participation;
- Refrain from profanity at all times;
- Attend school the day of the athletic event. For details, see Attendance and School Activities, p. 12.
- Follow all regulations in the Athletic Student Handbook including “Pursuing Victory with Honor” guidelines, plus regulations handed out by individual coaches.

School standards of conduct apply at all times. Athletes represent the school and will be held accountable for their actions while traveling to and from a contest, in restaurants and motels and at other schools.

Athletes are required to abide by all rules and regulations contained in the Athlete-Parent Handbook as well as in this Student Handbook.

A positive attitude is essential to all athletic competitions and practices.

Take time to read the Handbook and understand the school's philosophy, goals and standards of conduct.

## STUDENT ACTIVITIES

The administration and faculty of St. Patrick-St. Vincent High School work together to foster and sponsor activities by moderating student organizations and activities.

### DANCES

St. Patrick-St. Vincent High School sponsors closed dances, limiting attendance to students of the school who are admitted by student body card, and guests who have completed guest bid forms and who are admitted with guest passes. Each student is allowed one guest. Public Displays of Affection (PDA, see p. 16), including bump and grind or other suggestive dancing, will not be tolerated.

1. All students must show student body cards in order to be admitted.
2. Guest bid forms are available two weeks prior to a scheduled dance from the Student Activities Director. These forms are due completed to the Student Activities Director on the Tuesday prior to the scheduled dance.
3. Every student who invites a guest is responsible for informing the guest about the dance dress code and dance regulations. Dress code will be published prior to each dance and posted in every homeroom and on the back of the dance ticket.
4. Each guest must have completed a guest bid form, have purchased a guest pass, and be escorted into the dance by the SPSV student who signed the bid form.
5. Dances last from 8:00-11:00 p.m. Students should not leave the dance early except to go home. Once students have left the dance, they may not return. Students leaving before 10:45 p.m. must sign out and parents will be notified. Students coming to the dance more than 1 hour late will not be admitted. Parents are expected to see that their student is picked up promptly at 11:00.
6. No drinking, smoking or drugs are allowed at school dances. Anyone who is identified as having been drinking, etc. will be refused admittance and parents will be contacted. Should identification be made after a student is already at the dance the student's parents will be phoned and asked to come to the school to pick up the student.
7. A student who has been absent on the day of a dance will not be admitted to the dance. (see p. 11, Attendance)
8. Disregard of school policy related to Dances could lead to disciplinary measures such as parent conference, suspension or revocation of dance privileges for the remainder of the year.

### FIELD TRIPS

Field trips shall be for educational purposes only. A field trip is a privilege and not a curricular requirement unless specified by the administration. The school may deny

students permission to go on a field trip for academic or behavioral reasons. Parents must sign the field trip form issued by the school, which releases the school from liability. Phone calls will not be accepted in lieu of the signed permission form.

### ORGANIZATIONS

Academic Decathlon Students study to compete against other high schools in ten academic areas.

Alliance Francaise A group of students interested in learning about French speaking cultures, customs and cuisine.

Anime Club A group of students interested in Japanese animation; involves both watching films and drawing animation.

Chess Club A co-ed group open to students who want to play or learn to play chess. Strategies are taught/discussed at weekly meetings. Members host other school teams as well as play other teams by computer mode.

Cooking Club Students visit local restaurants to sample a wide variety of cuisine.

Fashion Club Dedicated to teaching high school students about the fashion industry, exploring design related careers, and showcasing their creative talents.

Interact A student service club sponsored by Vallejo and Benicia Rotary Clubs.

ISA (Junior Statesmen of America) A student-run organization focusing on discussion and debate of current events, politics, government, legal issues, educational issues and world affairs. Activities center around student debates, thought-talks, problem solving and statewide conferences.

Multi-Cultural Club A group of students who work to raise the consciousness of students about the various ethnic heritages through informational presentations, guest speakers, educational game activities and field trips.

Photography Club A group devoted to all aspects of the art of photography. Activities include basic instruction of photography, photographing school events, and a photography contest.

Reading Club A group of students who enjoy books. Various activities include running the book exchange and library contests, recommending books and reading to children.

Spanish Club A group of students interested in learning about the Spanish speaking cultures, customs and cuisine.

Spirit Squad Cheerleader, Flag Team, Pom and Mascot are selected by a qualified committee to perform at games and rallies.

S.T.A.N.D. A student-action group who focus their energies in taking action against issues of social injustice and world poverty to improve the lot of others

Student Council A group of elected leadership of the Student Body who meet regularly to plan activities, to give service, and to provide a forum for students to present ideas or concerns.

Video Editing Club A club to teach members how to take quality video and then edit it on a computer. The club will create videos of SPSV featuring student life, campus ministry, clubs, sports, etc. Such videos will be viewed by the school when possible.

## PUBLICATIONS

Yearbook is currently offered as a zero period class.

Bruin College View is published once a month and contains information regarding the college process.

## HONOR SOCIETIES

California Scholarship Federation Membership is by voluntary application each semester beginning spring semester of grade 10. Acceptance is determined by grades. Service to the school community is required to maintain membership. Freshmen may join as Associate members starting in the spring semester of 9<sup>th</sup> grade.

National Honor Society On the basis of academics, character, leadership and service, faculty members elects members to the National Honor Society. The following is the selection process of National Honor Society:

1. Sophomores, juniors and seniors who have a cumulative G.P.A. of 3.50 or higher at the end of each semester are invited to fill out a questionnaire that assist a faculty committee in evaluating potential new members;
2. At the same time, all faculty members are given a list of all students meeting the above criteria who have submitted an NHS questionnaire. Faculty are asked to give input on those eligible students in the areas of service, character and leadership.

3. A faculty committee reviews both the questionnaires and the faculty input. The criteria used by the committee includes comments by at least five faculty members as well as clear evidence of service and leadership, both inside and outside of school. The committee then recommends new members to the principal who officially nominates them.

Tri-M Music Honor Society. To be a member of this society, which is sponsored by The National Association for Music Education, one has to participate in a choral, band or orchestra program for at least two years, attain at least a “B” average in music, be of good character, foster interest in musical performance and encourage wider opportunities for personal musical expression and service in the school and community.

National Art Honor Society. Students who meet the criteria established by this national organization are inducted each year.

## LIBRARY

The library provides various support resources for students’ academic growth, as well as resources for recreational reading. There are computers, a printer and a copy machine in the Library for student use. The library staff is available to help students with many aspects of their school work and research needs. Students are encouraged to ask the library staff about any library procedures with which they need help.

**Hours:** The library is open from 7:30 a.m. to 6:00 p.m. during school days, unless otherwise posted.

**Circulation:**

1. Most library materials can be checked out for a 3-week period. They can be renewed twice. (Some exceptions include reference material and teacher material placed on reserve.)
2. Students are permitted to take out as many items as needed.
3. Reference materials may be borrowed overnight at the library staff’s discretion.
4. Student ID cards serve as the library card and must be used to check out books.
5. The library will discontinue lending out additional materials one week prior to final exams for the spring semester.

**Fines:**

1. Fines accumulate for each school day library materials are overdue. Once an item is returned fines stop accruing.
2. Overdue regularly circulated materials incur a 25 cent per day fine.
3. Teacher reserve materials may be subject to larger fines.

4. Overdue and fine notices are usually sent once a week to homeroom.
5. With the third notice sent to homeroom, a letter will be sent to the student's guardian.
6. Upon sending a fourth notice for overdue materials or unpaid fines, the student will lose further borrowing privileges until the issue is resolved.
7. If not resolved after a fourth notice, additional actions will be taken at the Librarian's discretion, including, but not limited to:
  - a. loss of library access and/or borrowing privileges for an extended period of time (e.g., a semester)
  - b. detentions
  - c. mandated service to the library or other school organization
  - d. adding replacement cost and/or fines to the student bill
  - e. loss of access to PowerSchool for the student and guardian
  - f. withholding report cards, transcripts and yearbooks
8. Lost or damaged materials are charged at the replacement cost.

### **Expected Behavior:**

All school rules and expectations apply in the library, including the technology use policy. Further, unlike some other large public spaces on the campus, the library is primarily a space for reading, school work and research. Thus, students must behave in a manner appropriate for these activities and respectful to others who are using the library.

In order to facilitate good behavior the following expectations apply:

- Enter the library quietly.
- Quickly find a seat at a table or computer. There can be no more than four (4) people at a table.
- If necessary, speak in a quite voice with others.
- Respect your classmates who are using the library to do school work and learn.
- Respect the space by not eating or drinking and not abusing the furniture and equipment.

If a student fails to behave appropriately s/he will face disciplinary consequences and may lose access to the library.

## **St. Patrick - St. Vincent High School Technology Acceptable Use Policy**

### **Introduction**

St. Patrick - St. Vincent High School ("SPSV") provides technology resources to students, faculty and staff to promote the advancement of our mission as a

diocesan Catholic college preparatory high school, challenging students to seek truth as creative, critical thinkers and to be role models who are responsible citizens and compassionate individuals sharing their gifts with others.

It is expected that SPSV's technology resources are used in a reasonable, responsible, efficient, ethical, moral and legal manner in accordance with the mission, values, and beliefs of SPSV and the Diocese of Sacramento.

The SPSV Acceptable Use Policy applies to all technology resources in use during school activity, including, but not limited to: campus and Internet networks, computers, cell phones, video and audio equipment, PDAs, copy machines, printers and information storage devices. Resources are provided to support the education of students by providing access to valuable academic resources and opportunities for collaborative work. The use of the resources must be in support of a student's education, consistent with the educational objectives of SPSV and with good manners. Use of technology resources is a privilege and carries with it certain responsibilities.

### **Electronic Communication**

SPSV values electronic communication methods. These methods include but are not limited to instant messaging, text messaging, email, and web sites.

As a representative of our school community on the globally accessible Internet, each student must communicate politely and in a manner which is not offensive to the mission of SPSV, including the use of language, images or symbols which are offensive, sexist, racist, homophobic, harassing or otherwise disrespectful of others. (For more on expected behavior see: School Life, SPSV Parent-Student Handbook, p. 2).

Students may not post the SPSV name, initials, logos, pictures or representations of the school, teams/clubs, students or employees without expressed permission of the school's administration. Further, students may not post text or images about another student without his or her knowledge and permission.

Inappropriate communications that reflect poorly on the reputation of SPSV, its employees, or others students are subject to disciplinary action.

Transmission of material in violation of school policy or any government regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, and inappropriate material.

Students are expected to abide by copyright laws and to properly cite the use of intellectual property created by others. Plagiarism violates the educational mission of SPSV and will result in disciplinary action.

Excessive downloading of material, including large files, games, and web content results in congestion of the school network and therefore will be regulated by the school and the supervising teacher.

Material written, transmitted, downloaded, listened to and viewed at school is

subject to inspection by employees of SPSV, including communication made with personal equipment.

### **Student Accessible Resources**

School-owned equipment may not be used for commercial purposes, including offering, providing or procuring goods or services.

Students may not add, copy, delete or alter any software, system setup or equipment configurations.

Only authorized staff may upload or download public domain software to school-owned equipment. Copyrighted software or data will not be stored on equipment without permission from the holder of the copyright and the Director of Technology.

When there is high demand for computer or other equipment use, it may be necessary to limit the duration of access to computers or other equipment. At such times, students will be required to follow sign in procedures and yield the computer to the next student when her or his time comes to an end.

Students may only use printers and copy machines for educational and/or co-curricular purposes and in a way that respects that the paper and toner are limited resources to be shared by all. Students must have permission from a supervising faculty or staff member to use this equipment.

### **Personal Equipment**

The following section relates to student-owned personal technology equipment including but not limited to cell phones, cameras, camera phones, smart phones, PDAs, MP3 players and personal computers.

Personal equipment may be used during class times and school functions only in accordance with supervising faculty members' instruction. Out-of-class use of personal equipment shall be in keeping with the stated policies and mission of SPSV.

Students are allowed to bring their own personal computers to SPSV to support their academic growth. Personal computers cannot be used during class meetings to send/read email, Instant Message, or perform any other inappropriate activities or activities unrelated to the class meeting.

If a student wants to use the campus network, his or her computer must have fully updated virus protection and must be scanned periodically. Likewise, they must also be set to automatically update critical software like the operating system. Students are responsible for maintaining their virus protection and updates critical security updates. SPSV will not support issues with student personal computers. The Technology department may grant access to the network after a computer/device is qualified.

Personal equipment that can take and/or transmit electronic images cannot be used to take or transmit images that violate the mission of SPSV and its policies.

Parents and students accept responsibility for the security of their own personal technology equipment. SPSV accepts no responsibility for such equipment including, but not limited to theft, vandalism, or intentional destruction. Effective security requires that a student's personal equipment must be in his or her possession or in a locked locker at all times. If such items are stolen, students are required to file a Theft Report with the dean of students.

### **Vandalism**

Vandalism will result in the cancellation of privileges. Vandalism is any malicious attempt to harm or destroy data or technology resources of another user, the school's resources or those of any agency that is connected to the Internet. This includes but is not limited to the uploading of malware to any computer, attempting to gain unauthorized access, attempting to discover other users' passwords, willfully damaging computers and/or peripherals, or changing on-line materials without permission.

### **Privacy**

All school technology resources, information stored on them, and work performed using them are governed by these policies and are subject to school supervision and inspection. Therefore use should not be considered confidential and SPSV reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, posted from, or stored on its systems (including connections made from Internet sites visited) to law enforcement officials or others, without prior notice.

SPSV students will never reveal or post her or his home address or personal phone numbers or that of any member of the school community to anyone.

To maintain security users must log off a computer and/or network properly at the conclusion of each use.

Users must never give their user names or passwords to others but may give them to their parents upon request.

SPSV reserves the right to use student electronic work to support the assessment of the curriculum and for demonstration purposes without remuneration to authors or their parents/guardians.

SPSV produces and distributes publications using photos or names of students in the SPSV community, including but not limited to: yearbook, alumni magazine, parent electronic newsletters, and school web sites. SPSV reserves the right to include in its publications photographs with or without identification of students, alumni and other members of the school community, unless specifically requested

not to do so by the individual (or parent/guardian, in the case of a minor). A form is available to express that you wish to be excluded from appearing in such publications.

### **Personal Responsibility**

SPSV has taken precautions to control access to controversial materials and has instructed students in the proper use of the Internet, electronic mail, and software. SPSV is not responsible for materials acquired by the student on the system, for violations of copyright or other legal restrictions, users' mistakes, negligence, or costs of any kind incurred by users. SPSV is not responsible for ensuring the accuracy or usability of any information found on external networks. SPSV is not liable for the loss of data or media. Students are responsible for monitoring the use of their accounts.

### **Enforcement of Policy**

Any user who violates this policy or any applicable local, state or federal laws faces the loss of technology privileges, risks further school disciplinary action up to and including expulsion and may face litigation.

In case of litigation or other dispute-resolving proceedings, the prevailing party shall be entitled to reasonable attorney's fees and costs.

If a student identifies a possible violation of this policy or a potential security problem (e.g., ability to log into another person's account), she or he must notify a faculty member immediately. Students will not demonstrate any possible security problem to any other students.

Labor and materials charges may be required for damage to resources as necessary to undo changes or restore equipment to its proper operating configuration as determined by the Director of Technology and SPSV administration.

### **Parent Involvement**

We expect our parents/guardians to be equal stakeholders in the implementation of our Technology Acceptable Use Policy. Parents should discuss this policy with students to ensure that there is a good understanding.

### **Authorization**

The Technology Acceptable Use Policy provides students and the school with a framework for ensuring privacy, security, and availability of resources to the whole community by requiring that each student:

- Respect that technology resources are provided only to further the

educational mission of SPSV;

- Behave in a polite and ethical manner when using technology resources, including personal equipment;
- Treat technology resources respectfully, so that they are not damaged and thereby unavailable to all students;
- Respects her or his own privacy as well as the privacy of others
- Represents SPSV well in the global community.

By having signed the agreement for the SPSV School Technology Acceptable Use Policy, I confirm that I have read, reviewed, and fully understand this policy and will abide by the rules and regulations stated in the document. I further understand that any violation of the rules and/or regulations is unethical and may be unlawful. Should I commit any violation, access privileges may be revoked, and disciplinary action and/or legal action may be taken by the school. I understand that loss of user privileges may require alternative methods to complete course assignments.

We expect our parents/guardians to be equal stakeholders in the implementation of our Technology Acceptable Use Policy. The parent signatures on this document indicate that you have read this document, discussed it with your student and that you and your student understand the terms and conditions herein.

## **EMERGENCY PROCEDURES**

**AIM:** To evacuate the buildings as quickly and orderly as possible by the NEAREST SAFE EXIT AND TO LINE UP ON THE SOFTBALL FIELD BY HOMEROOMS. (IF FIELD IS UNUSABLE, GO TO BOTTOM OF FOOTBALL FIELD)

### **SPECIFIC EVACUATION ROUTES:**

Gibson Hall	Leave building via nearest exit, proceed to softball field and line up by homerooms.
Free Periods, homeroom, lunch, passing periods, students and teachers.	Proceed to softball field. Line up by homerooms
Gym, Burke Bldg	Proceed by nearest exit to softball field and line up by homerooms.
L-1, L-2, C-7, C-8	Proceed to residence driveway via path near bus parking area. Go through faculty parking lot to maintenance road between cafeteria and tennis courts and line up by homerooms on the softball field.
C-3, C-4, C-5, C-6	Proceed to residence driveway via open gates near

C-1, C-2, Library	C-2. Go down driveway through faculty parking lot to maintenance road between cafeteria and tennis courts. Line up by homerooms on softball field. Proceed to the gate next to the library building and go down driveway, through faculty parking lot, through maintenance road between cafeteria and tennis courts. Line up by homerooms on softball field.
C-9, C-10	Proceed to softball field by way of road in front of Gibson.
Administration Bldg	Out the front door, through parking lot and maintenance road between cafeteria and tennis courts. Students line up by homerooms on softball field. Staff proceed to designated area.

**STUDENTS AND FACULTY ARE ASKED TO MOVE QUICKLY AND QUIETLY TO THEIR DESIGNATED AREAS.**

## *Appendix: Catholic School Department Diocese of Sacramento, CA*

### **DISPUTE RESOLUTION PROCESS**

#### **A. AIM**

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal.

For conflicts that involve an employee's due process rights, the procedure outlined in Part D of the *Personnel Handbook - Diocese of Sacramento* must be followed.

#### **B. PROCEDURES**

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

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

**Step Three (applies only to parish elementary schools):** If the dispute cannot be resolved in Step Two, the complaining party within ten (10) calendar days of the principal's decision in Step Two may present the dispute to the pastor for his review and decision. The pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of the referral to him described in this Step. *This step does not apply to Diocesan high schools.*

**Diocesan Review:** If the dispute cannot be resolved at Step Two (for diocesan high schools), any party to the dispute, within ten (10) calendar days of the principal's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his or her review of the dispute. The Superintendent, at his or her sole discretion, may decide to review or not to review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the principal in writing within ten (10) calendar days of receiving the written petition.

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### **OFFENSIVE CONDUCT BY PARENTS, GRANDPARENTS, GUARDIANS, ETC. (DSB 5700)**

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics ... an environment permeated with the Gospel spirit of love and freedom.” (*The Religious Dimension of Education in a Catholic School*, ¶25, The Congregation for Catholic Education, 1988)

Parents, grandparents, guardians, etc. who choose to send their children/grandchildren/wards to a Catholic school agree, by their choice of the Catholic school, to support the faith formation and learning environment of the school. They also agree that their children will be fully involved in the religious formation and worship activities of the school.

Parents, grandparents, guardians, etc. whose school-related conduct, in the eyes of the principal, does not support the development of “an environment permeated with the Gospel spirit of love and freedom” may be asked to withdraw their children from the Catholic school.

## **Regulations on Harassment (DSB 5690)**

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in their social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment. Part of any investigation into a charge of harassment will be to determine if the incident was a mistake, or something more serious.

Harassment is unacceptable conduct that is deliberate, severe and repeated. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile, offensive or intimidating due to, but not limited to, an individual’s race, religion, color, national origin, physical or mental ability or gender. Harassment can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment: Derogatory, demeaning, or inflammatory words, whether oral or written;
- B. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement;
- C. Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct which includes sexual harassment, but is not limited to, includes: Sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, e-mail; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.

- 2. It is the responsibility of each school to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement. Any individual seeing or hearing about any incident of harassment, is encouraged to follow the procedures below. If the harassment stems from the principal, the person being harassed is to contact the pastor, or superintendent in cases of diocesan schools.
- 3. The following procedures are to be followed for filing and investigating a harassment claim:
  - A. Persons who feel aggrieved because of conduct that constitutes harassment should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
  - B. If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.
  - C. The individual(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
  - D. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.
  - E. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor or /Superintendent (for Diocesan high schools), will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
  - F. Any party involved who is not in agreement with the decision has the right to the Appeal Process For Reconciliation found in the Administrative Handbook.
- 4. If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

5. If the complaint is against an employee by any co-worker, the process described in the Diocese of Sacramento's Personnel Handbook, Section D- 4.0, is to be followed.

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