

ST. VINCENT–ST. MARY HIGH SCHOOL

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STUDENT-PARENT HANDBOOK

2017-2018 SCHOOL YEAR

Dear Parents and Students:

Welcome to St. Vincent-St. Mary High School, 2017-2018! We will all be working and praying together to make this year a truly great educational experience.

Students, know that when you graduate from this school, you will hail from an institution known for excellence. You will have developed a new sense of self-discipline, leadership, and service to others. Your academic background will hold you in good stead for future educational and career experience.

Parents, we congratulate you for all the sacrifices you make for your teenagers. We are designing rules and procedures to support your efforts and Catholic values. So, this handbook will reflect much that is of concern to you in your son's and daughter's high school years.

God bless you,

Robert Brownfield VM03

Principal

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INTRODUCTION

St. Vincent-St. Mary High School is a Catholic independent school dedicated to the Christian development of its students. All aspects of the school's curriculum attempt to integrate subject-content into a Christian framework.

Students are encouraged to develop a desire for truth and to consistently further their own maturity as Christians through a creative blend of freedom and discipline. Each student is directed towards personal growth and full participation in a democratic society.

MISSION STATEMENT

In the spirit of the Gospel, we are committed to educate the whole person to lead and to serve: enlightening the mind, developing the body, touching the heart, and inspiring the soul.

STATEMENT OF BELIEFS

1. We believe that the purpose of Catholic education is to teach Christian values so that students may become living witnesses of the Gospel.
2. We believe that each student should be challenged to develop his or her potential and should be prepared for college and life.
3. We believe that instruction should reflect Catholic principles and teachings and be tailored to the needs of students and the nature of the subject matter.
4. We believe that curriculum must be current, must be compliant with State of Ohio, OCSAA, Diocesan, and NCA mandates, and must challenge students of all levels of ability.
5. We believe that assessment of student performance should be consistent and fair, providing for multiple learning styles.
6. We believe in continuous improvement in terms of both student performance and institutional performance through the OCSAA/NCA processes.
7. We believe that leadership should generate from the Executive Board, Administration, and teachers, all of whom are role models and committed to ongoing professional development.
8. We believe that community-building in the school should foster a family atmosphere, emphasize the school's traditions, and promote appreciation and respect for diversity.
9. We believe that students should learn to lead and to serve others in the spirit of the Gospel.
10. We believe that faith formation is a lifetime journey beginning at home and nurtured by the school.

ST. VINCENT-ST. MARY CREED

As a student of the St. Vincent-St. Mary family and a unique child of God, I will strive to uphold the dignity of all creation by acting justly, loving tenderly, using my God-given talents, and walking humbly with God. Each of us plays an important role in our school, our community, and our Church. The future is our legacy: we carry it in our heads, our hands, and our hearts.

HISTORY

In 1972, two of the Akron area's most respected Catholic institutions, St. Vincent High School and St. Mary High School, merged to form the present St. Vincent-St. Mary High School. Building on the rich and valued legacy of the former schools, St. Vincent-St. Mary has emerged as an outstanding Catholic coeducational institution offering rigorous academic and religious educational program for grades nine through twelve.

In July of 1991, St. Vincent-St. Mary High School became an independent Catholic institution under the governance of a Board of Trustees responsible for its financial viability and future growth. St. Vincent-St. Mary High School remains accountable to the Diocese of Cleveland and to the Bishop of Cleveland for our Catholic programs. Our history of spiritual, academic, and athletic challenges offers a Choice for Excellence.

ADMINISTRATORS

Thomas Carone VM77, President
Robert Brownfield VM03, Principal
Kimberlee Gorr, Dean of Curriculum
Thomas McKrill, Dean of Students
Mark Murphy, Assistant Dean of Students
Stella Weigand, Director of Finance
Amy Barcelo V06, Director of Admissions
Chris Salvatore, Director of Campus Ministry
Willie McGee VM03, Director of Athletics

SCHOOL RELIGIOUS LIFE

CAMPUS MINISTRY

The Campus Ministry program is designed to assist in the development of the student's spiritual and personal values of maturity. Through various activities such as retreats, Peer Ministry activities, the Sacramental program, etc., our students are given the opportunity to express their faith in the community of St. Vincent-St. Mary High School and the City of Akron. The design of the Campus Ministry program is to strengthen our students' relationship with God, engage our students in programs that build community involvement, increase their personal awareness of the

gifts and talents they can share with others, and enable them to serve others in a spirit of gospel charity.

EUCCHARIST

It is the belief of St. Vincent-St. Mary High School and the Catholic community that the celebration of the liturgy unites us as a believing community and strengthens us to witness our faith to others. The school community gathers for weekly celebrations, Holy Days of Obligation, and special occasions throughout the school year to celebrate the Eucharist as a community of faith. **Attendance at school liturgies is mandatory for all students.**

Guidelines for receiving Communion for other Christians: It is a consequence of the sad divisions in Christianity that we cannot extend a general invitation to all Christians to receive Communion. Catholics believe that the Eucharist is an action of the celebrating community signifying oneness in faith, life, and worship of the community. Reception of the Eucharist by Christians not fully united with the Roman Catholic Church would imply oneness which does not yet exist and for which we must all pray.

Guidelines for Non-Christians: All students are required to attend our school-sponsored liturgies. The Roman Catholic Church cannot extend to non-Christian students an invitation to receive communion. Non-Christians are invited to use the worship service as a time of prayer and reflection.

DAILY PRAYER

As part of our morning announcements, the students will stand and join together for the recitation of a Morning Prayer and the Pledge of Allegiance.

The St. Vincent-St. Mary Chapel is open to all students, parents, and faculty for individual or small group prayer at any time. The Blessed Sacrament is present in the chapel.

PRAYER BEFORE CLASS

Prior to any academic instruction in a class period, the teacher will either lead or provide students with the opportunity to lead the class in prayer. This prayer may be said by the individual or by the class in unison.

SACRAMENT OF RECONCILIATION

During the liturgical seasons of Advent and Lent, students will have the opportunity to celebrate the Sacrament of Reconciliation.

LITURGY COMMISSION

The Liturgy Commission is composed of students and faculty who plan liturgies celebrated throughout the year. Participation on the commission provides the opportunity to take an active role in the liturgy in the following ways:

- Eucharistic Ministers-to assist with the distribution of Holy Communion

- Acolytes-to assist at the altar
- Lectors-to proclaim the Word at the Liturgy
- Musicians-to assist community participation as a member of the choir.

RIGHT TO LIFE

Students are encouraged to strengthen their commitment to respecting life at all levels by participating in this organization. Students engage in letter writing, marches, school assemblies, and other activities dealing with protection and respect for all human life.

ST. BRIGID'S FIRE

Inspired by the fire of St. Brigid's love and empowered by the Light of Christ, the members of St. Brigid's Fire Service and Justice Club strive to be a beacon of hope to the hopeless, reaching out with love to embrace the vulnerable among us today. Students seek opportunities to make a difference through direct service and indirect action on behalf of the poor, the marginalized, the lonely, the ill, the aged, and the oppressed members of God's family.

ST. JOSEPH OF ARIMATHEA SOCIETY

The St. Joseph of Arimathea Society endeavors to honor the life and dignity of the human person by fulfilling our obligation to perform the Corporal Work of Mercy of burying the dead. The Society does this by offering pallbearer services to those in need, in particular the poor and the elderly.

PEER MINISTRY

Juniors and seniors are given the opportunity to minister to others in the school and the Akron community through the Peer Ministry program. A required training program helps students realize that they all share in the work of Christ through their ministry to others. The activities of the Peer Ministers may include counseling, retreat work, being Big Brothers/Big Sisters to new students, and doing community service through the Adopt-A-Family project, the Thanksgiving food drive, and other initiatives.

RETREAT POLICY

As a Christian school in the tradition of Catholic faith, service, and worship, St. Vincent-St. Mary High School endeavors to build its educational program in the light of the central values of the Gospel. The ultimate goal of our school is to facilitate growth in the spirit of Christ.

Our retreat program at STVM is designed to give our students the important experience of God necessary for a solid and fruitful spiritual formation in Catholic Christianity. The themes of each retreat address important and specific topics in adolescent spiritual formation, such as "Who am I in the eyes of God?", sexual morality, and God's boundless love.

We offer retreats for each grade level that are day-long, mandatory experiences led by our Peer Ministers. The freshmen day of reflection focuses on being confident in who you are and growing in faith at the school. The sophomore day centers on issues of self-esteem, friendship,

and relationships. The junior day is about justice and service. The senior day focuses on how students can take their faith with them after high school.

The junior retreat is an optional, overnight experience at Loyola of the Lakes Retreat House. This retreat helps students to take a closer look at God's involvement in their lives and how they can take more responsibility for their faith life. The format of the Senior Retreat is the "Kairos" retreat offered three times a year at Loyola of the Lakes Retreat Center.

Because of the importance of the retreat experience, students are excused from classes while attending retreat. They are given the opportunity of completing all work required during their absence from class and are not required to take tests on the day returning to class following an overnight retreat.

BIG BROTHER/BIG SISTER PROGRAM

This special division of the Peer Ministry program invites junior and senior students to apply for the opportunity of sponsoring an incoming freshman student into our school. In May, after a selection process, Big Brothers/Big Sisters are assigned names of incoming students. Big Brothers/Big Sisters contact the new students and arrange to assist them by answering any questions they may have about the school. On Freshman Orientation Day, the Big Brothers/Big Sisters escort the new freshmen to their classes, help them find their lockers, and take them to the bookstore. Throughout the year, contact with the Little Brother/Little Sister is maintained.

CHRISTIAN SERVICE PROGRAM

Each student at St. Vincent-St. Mary High School is required to donate 25 hours per year serving their neighbor in the following categories: Community, Church, Poor and Justice. This program has been initiated to help our school foster the practice of Jesus' teachings in Matthew 25: "whatsoever you do for the least of these that you have done for me."

ADOPT-A-FAMILY

Students work to collect goods and money to provide Christmas for needy area families. Moderators work with Peer Ministers who contact students in their home room to collect the food, money, and gifts. Students assist moderators in sorting out the gifts, wrapping the packages, and transporting and distributing the Christmas gifts to the adopted families.

FOOD DRIVE

Students at St. Vincent-St. Mary High School are asked to participate in a spirit of positive penance and sacrifice by bringing in food staples which are distributed to the poor through the St. Vincent DePaul Society at St. Vincent Church. It is our belief that such acts of penance and sacrifice can bring individuals into close union with the compassion of Jesus expressed in His own lifetime toward the poor and suffering.

ACADEMICS

GRADE REPORT CARD

Report cards showing grades, attendance record, and teacher comments will be emailed four (4) times a year. Parents and students are invited once a year to come to school between the hours of 3:15-5:00 p.m., and 6:00-8:00 p.m. to pick up their report cards and have immediate conferences with the teachers, Dean of Curriculum, and the Dean of Students regarding the progress of their student. See the school calendar for the date.

Report cards are mailed only to the “custodial” parent of each student. When designated by the custodial parent, reports will also be mailed to the non-custodial parent.

SEMESTER EXAMS/TESTING

Comprehensive examinations are to be given at the end of each semester for semester and year courses. Semester exams will be administered over a three-day schedule. Comprehensive semester examinations will determine 20% of the semester grade. **A semester exam grade alone cannot cause a student to pass the semester for a half credit if that student has failed both quarters of the semester.**

GRADING SCALE

| Grade | Percent | Regular | Honors | AP |
|-------|---------|---------|--------|-----|
| A+ | 99-100 | 4.3 | 4.8 | 5.3 |
| A | 95-98 | 4.0 | 4.5 | 5.0 |
| A- | 93-94 | 3.7 | 4.2 | 4.7 |
| B+ | 91-92 | 3.3 | 3.8 | 4.3 |
| B | 87-90 | 3.0 | 3.5 | 4.0 |
| B- | 85-86 | 2.7 | 3.2 | 3.7 |
| C+ | 83-84 | 2.3 | 2.8 | 3.3 |
| C | 79-82 | 2.0 | 2.5 | 3.0 |
| C- | 77-78 | 1.7 | 2.2 | 2.7 |
| D+ | 75-76 | 1.3 | | |
| D | 72-74 | 1.0 | | |
| D- | 70-71 | 0.7 | | |
| F | 00-69 | 0.0 | | |

WEIGHTED HONORS/AP COURSES

Honors courses are weighted $\frac{1}{2}$ point and AP courses are weighted a full point when calculating GPAs. No grades below a C- receive a weight.

MAKE-UP WORK

Upon an excused absence, the student is allowed one day for each day missed to gather make up work, complete it, and turn it in for full credit. After that time period, late work will be evaluated and graded by each teacher according to policies set by each department.

PRINCIPAL'S LIST, HONOR ROLL AND MERIT ROLL

Students earning a 4.0 for the semester will be named to the Principal's List. The grade point average necessary to achieve honor roll status is a minimum of 3.70. Merit roll students must achieve a minimum of 3.30 grade point average. Names of Honor Roll/Merit Roll Students will be posted prominently in the Student Center and on stvm.com at the end of each semester.

ACADEMIC AWARD LETTER

An Academic Letter will be awarded to individual students, thus making those students eligible to purchase a school letter jacket, plus have the letter placed on the front and Lamp of Learning on the back of the jacket.

Criteria for earning the "letter" are as follows:

- Students are eligible after their sophomore year.
- The student has received eight or more class/course academic awards in the Spring Academic Award presentations: this may be cumulative.
- Students must be in good standing with the Dean of Students in terms of discipline and attendance.
- The student must hold a cumulate grade point average of at least 3.3.

The certificate designating the award of an academic letter will be presented at a school assembly.

TRANSCRIPT INFORMATION

An official transcript is the document used by colleges, employers, or other referral agencies to evaluate a student's performance at St. Vincent-St. Mary High School. This transcript is a summary of semester grades, test scores and credits earned. Even though students receive quarterly report cards, credit for courses are indicated on the semester report cards only. Any credits earned during summer school or night school will be recorded on a student's final transcript. Unofficial transcripts may be obtained by a student through a request at the Records Office. An official transcript request requires documentation of the request and a notation on the transcript as to where and when it was sent. Transcripts will be released to students who transfer to another high school or to a college only if all financial obligations have been met.

Students that transfer to St. Vincent-St. Mary High School will receive credit for any classes taken at a public or private credited high school. Any credits earned during summer school or

night school will also be accepted. Any credits earned through a home schooling program will be evaluated on an individual case-by-case basis.

Students below 9th grade who take advanced classes will be awarded credit as determined by the grade school transcript and teacher certification. Students will not receive credit for classes taken through a correspondence class or on the Internet.

COLLEGE CREDIT PLUS PROGRAM

The College Credit Plus Program has been established to permit high school students in grades nine through twelve to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students to experience coursework at the college or university level. Any high school student admitted to a course by an institution of higher education will be expected and required to perform at the same level as the institution's regular students.

High Schools continue to be responsible for providing and including Advanced Placement and other advanced level courses for their students. College courses should either contribute to or supplement the broad academic preparation needed by high school students. Credit for highly specialized content college courses generally should not substitute for important broader content college preparatory courses.

The student's core curriculum should be taken at STVM. Before registering for any university course, consult the Dean of Curriculum for guidance and approval.

Families are encouraged to visit the college website of choice to learn more about the admission and application guidelines for College Credit Plus students. Refer to the Course Description Booklet, page 42, to review guidelines about College Credit Plus specific to St. Vincent-St. Mary High School.

FAILURES

Students who have sufficient ability to pass a course, but are failing, are to be given an F. If a student fail two quarters in a semester, that student cannot pass the semester exam and receive a half credit for the course based solely on the final exam grade. When a student fails two or more semester courses, a student's transcript will be evaluated. If a student is not capable of the work required, the student may be academically dismissed from the school.

FAILED RELIGIOUS EDUCATION COURSES

Failed religious education courses must be made up during the regular school day prior to graduation. Failure to complete the required religious education requirements will prohibit a student from graduating from St. Vincent-St. Mary High School. If it is necessary to bump a course to fit the needed religion course into a student's schedule, it may at times become necessary for the student to attend either summer school or night school to make up the credits necessary for graduation.

CHEATING POLICY: HONOR CODE

Agreement: Students will be asked to sign the following Honor Code Agreement and be governed by it. Christian principles of personal integrity, responsible conduct, and respect for others are essential to the Gospel, which gives shape to our lives. This commitment to honor and integrity, shared by all students, helps to create a community whereby we might faithfully lead and serve our fellow human beings, according to the Gospel mandate in our school's mission. Since cheating is a fundamental moral wrong that demeans the personal integrity of each human being, every effort must be made to uphold the high standards for which St. Vincent-St. Mary High School standards. Cheating is considered to be any dishonest or deceptive act by which a student represents the labor or knowledge of another as his or her own.

Honor Code: On all my work my name verifies that I have neither given nor received unauthorized aid from any person or source, either directly or indirectly, on an examination, test, quiz, class assignment, research paper, project, and/or any other assignments specified by a teacher. This includes copying from resource material such as books, encyclopedias, Internet, etc. without proper documentation.

Penalties for violations of the Honor Code:

1. Zero percent (0%) for the work in question.
2. One to five (1-5) demerits issued by the teacher depending on the nature of the incident and the individual policy specified in the teacher's course syllabus.
3. The teacher will call the parent to inform them of the incident and the circumstances surrounding the incident.
4. An incident report will be forwarded to the parent/guardian with a copy placed in the student's permanent file.
5. If a student is involved in two (2) cheating incidents during the school year, the Dean of Curriculum will call a conference to be attended by the student, parents/guardian and teacher(s) involved. The Dean of Students may also be present for this conference, since a suspension and/or expulsion may result.

STUDY HALL

Study halls are scheduled throughout the day to assist students with their academic workloads. These study halls are held in the lecture room (256), the theater, a classroom, or the student center. Study hall rules and expectations will vary due to the environments of these three areas.

In each study hall, attendance will be taken for all students assigned. Students desiring to use the LRC or see a tutor must first notify the study hall moderator before being permitted to report to that particular area. As in any classroom, permission must be given before restroom privileges are assumed.

STUDY HALL – STUDENT CENTER:

- A college student center atmosphere exists.

- Students may buy snacks from the vending machines or the food service, provided the moderator gives permission.
- Quiet work or group projects may be completed.
- No card or video games are permitted.
- No CD, MP-3 players, DVD players, cell phones or gaming devices are permitted. Students are, however, encouraged to use their Chromebooks.

STUDY HALL – LECTURE ROOM, CLASSROOM OR THEATER:

- No food or drinks permitted.
- Group work permitted at the discretion of monitor.
- No card or video games are permitted.
- No CD, MP-3 players, DVD players, cell phones or gaming devices are permitted. Students are, however, encouraged to use their Chromebooks.

COURSE REGISTRATION

ACADEMIC COUNSELING

Guidance counselors are available to assist students with their academic needs. Appointments with the Dean of Curriculum are also available to review a student's academic program. Because of the many changes in the process of applying to colleges and applying for scholarships, the above services are available to meet parent and student interest regarding academic scheduling.

COURSE DESCRIPTION BOOK

Each year a curriculum guide entitled "Course Description Book" is published online for the student's scheduling convenience. This booklet contains a listing of courses with course descriptions, any prerequisites needed, and if the course requires special scheduling needs. Each department lists its minimum requirements and its guidelines for choosing courses.

REGISTERING FOR CLASSES

In order to register for classes for the subsequent academic year, students are asked to attend an evening session with their parents to make their schedule for the following year.

SCHEDULE CHANGES

After conferencing with parents and/or teachers, a schedule change may be warranted. If possible, once this recommendation is made, the student's schedule will be adjusted to meet the necessary requirements for graduation.

A fee of \$50 covers the cost of any "drop" or "add." All changes must be made within the first seven (7) days of each semester.

ACADEMIC SUPPORT SYSTEMS

PARENT PLUS/STUDENT PLUS ONLINE PORTAL

St. Vincent-St. Mary High School has an interactive online learning system, Parent Plus/Student Plus online portal. This online portal, accessible through the www.stvm.com homepage is an easy way for you to keep up-to-date to check grades online, check on homework assignments and other materials teachers have posted, receive email alerts when new grades are posted, receive email with school or class information, view schedules and transcripts, and view discipline and attendance reports. Information regarding establishing portal accounts will be provided to parents of freshmen and new students via email in August before school starts. Freshmen will establish accounts when school begins. Returning students and their parents can continue to use the accounts they previously established. Students who have been or will be absent for any reason are responsible for accessing the portal for their assignments and not waiting until their return to school to see their teachers.

ACADEMIC PROGRESS

Parents have access to their child's grades 24 hours a day, 7 days a week. Each week teachers post their grades on the ParentPlus/StudentPlus portal. Parents can check on their son/daughter at any time by logging into this site. Teachers use this portal as the means of communicating academic progress to students and parents. It is the parent's responsibility to check the ParentPlus portal frequently to monitor their child's academic performance. Teachers will update student progress once each week. Also, teachers post their homework weekly on the web site www.stvm.com

ACADEMIC CONTRACTS

Freshmen will begin their academic year with a clean slate. Their freshman year will be considered a probationary year.

- At the end of the first semester, any student with a GPA below 1.5 will be told that unless he/she raises that GPA above a 1.5 by the end of the freshman year, the student will be put on an academic contract for the sophomore year. Parents will be sent a letter outlining the policy.
- At the end of the freshman year, any student with a GPA below 1.5 for the year will be informed that he/she will be placed on an academic contract for the sophomore year.
- After signing the contract in August, the progress of each student will be monitored using our academic probation system. At the end of the first semester, if the student has a 1.5 or below, he/she will be warned that if the GPA remains below a 1.5, the student may be asked to leave our school at the end of the sophomore year. Parents again will be notified of the possibility of this consequence.
- At the end of the sophomore year, if the GPA is still below a 1.5, the student will be asked to leave.
- All GPA's will be cumulative.

- The STVM Administration reserves the right to put any student on an academic contract

PARENT/TEACHER CONFERENCES

Student academic performance is enhanced when the student is fully aware that parents and teachers are in agreement in areas of classroom expectations, academic abilities and potential, and student performance.

Parents and teachers can confer on a student's progress through e-mail, telephone conversations, conferences between parents and individual subject teachers, or a conference of all teachers with the student and his/her parents.

ATTENDANCE

Direct Call Line to Attendance Office: 330-253-9116

By law, St. Vincent-St. Mary High School keeps daily attendance records on all students. These records are not only important to help the school account for the student's daily participation in the school's class program, but they are also necessary to obtain financial aid from the State of Ohio. This aid amounts to a percentage of the school's annual operating budget. Students' attendance is noted on their report card and permanent record.

Any deliveries for students whether by parent or vendors will remain in the Main Office and given to the student at an appropriate time by school personnel.

ATTENDANCE AT CLASS

1. Attendance will be taken at the beginning of every class period, reported to the office, and recorded by the teacher.
2. Students are expected to attend all classes and to be present at assigned study halls and in the Student Center at lunch.
3. Students MAY NOT excuse themselves from class, study halls, or lunch.
4. Students MAY NOT leave the school building during the school day unless they have a written request or a phone call from their parent or guardian which is approved by the Attendance Office, or permission from the Dean of Students to go to and return from the parking lot.

PROCEDURE TO BE FOLLOWED IN CASE OF ABSENCE

1. The parent or guardian of a student who will be absent from school must call the school office (330-253-9116) between 7:30 a.m. and 9:00 a.m. to explain the student's absence each day of absence. No e-mails are accepted for attendance issues.
2. A medical excuse with doctor's signature is needed if a student misses FIVE or more days consecutively. These written excuses are necessary even though the parent or guardian has called the office to inform the school of the absence.

3. Failure in a semester class is effective on the 14th day of absence.
4. In the case of a student being absent and the school not being notified by the parent/guardian, the attendance secretary will attempt to contact parents by phone.
5. When a student will miss part of the school day because of a doctor's appointment, the parent/guardian should call the school between 7:30 a.m. and 9:00 a.m to notify the attendance secretary of the student's late admission. If a student needs an early dismissal from classes for a doctor's appointment, a parental note must be handed into the office before second period. No student will be dismissed from school without a note (or phone call in case of a last minute doctor's appointment) received prior to the student's time of dismissal.
6. When a student will miss all or part of the school day to attend a sporting event as a spectator, a written excuse from the parents or guardian must be received in the attendance office the day preceding the event.

EXCUSED ABSENCES

1. Personal or parental illness
2. Death or critical illness in the immediate family
3. Dentist, doctor, specialist appointment
4. Disruption of school bus service when no alternative means of transportation is available
5. School-sponsored, school-approved activities
6. Two college days for seniors and juniors who attend College Fair

COLLEGE DAYS

Seniors are permitted two College Day provided that their attendance has been good. Juniors who attend the school sponsored College Fair are also allowed two College Days provided their attendance has been good. These days do not count as absences.

EARLY DISMISSAL

If a student is going to miss a mass or assembly, they must have a doctor's note in advance to be permitted to leave school.

MEDICAL AND DENTAL APPOINTMENTS

If at all possible, medical and dental appointments should be scheduled outside of the school day. If it is necessary to make appointments that may conflict with the school day, students should bring in a parental letter with the name of the doctor and the time of the appointment listed. When leaving or returning to school during the school day, the student must report to the attendance office to sign in and/or sign out.

TARDY TO CLASS POLICY

Consequences for classroom tardies are determined by classroom teachers according to their own policies. This policy is found in their class syllabus.

TARDY TO SCHOOL POLICY

It is the student's responsibility to plan, organize, and arrange for punctual arrival to school and class. Parents are asked to help in teaching and affirming the importance of being on time to school and each class. The school day starts at 8:00 a.m. The entry bell rings at 7:55 a.m. All students are to be in their assigned classrooms by the 8:00 a.m. bell.

1. Students are to sign in at the Attendance Office when arriving to school after 8:00 a.m. An admit pass will be issued at that time.
2. Oversleeping, missed busses, missed rides, personal reasons, etc., will not be considered “excused” tardies. The school administration will rule on existing weather and road conditions on any given morning.
3. Students who arrive after the bell ending 1st period will be considered absent for a half day.
4. A student late because of a medical or dental appointment must bring a note from the parent, guardian, doctor, or dentist. (All medical and dental offices provide these notes.)
5. The Consequences for tardies will be as follows:
 - **3 Tardies:** A letter will be sent to the parent(s).
 - **6 Tardies:** A Demerit will be issued and a letter sent to the parent(s).
 - **9 Tardies:** Two Demerits will be issued and a letter sent to the parent(s).
 - **12 Tardies:** One Day Suspension and a Contract outlining future consequences if the tardies continue including possible dismissal

THE SCHOOL DAY

All students must exit and leave the academic area by 3:15 p.m. unless they are part of a supervised activity or working in the LRC. All students must exit and leave the building and the school grounds by 4:00 p.m. each day unless they are involved with a supervised group or activity.

Students who are a part of an athletic team or are participating in an extra-curricular activity supervised by a staff member must be in the area designated and supervised by the coach or advisor. The academic portion of the building, including the computer labs, will be locked and secured by 4:00 p.m. each day.

REGULAR SCHEDULE

| Period | Times | | |
|--------|---------------------|--|--|
| HR | 8:00 am – 8:07 am | | |
| 1 | 8:11 am – 8:55 am | | |
| 2 | 8:59 am - 9:43 am | | |
| 3 | 9:47 am - 10:31 am | | |
| 4 | 10:35 am - 11:19 am | | |

| | | | |
|---------|---------------------|--|--|
| 5A | 11:23 am - 12:07 pm | | |
| Lunch 1 | 11:23 am - 11:48 am | | |
| 5B | 11:52 am – 12:36 pm | | |
| Lunch 2 | 12:11 pm – 12:36 pm | | |
| 6A | 12:11 pm – 12:55 pm | | |
| Lunch 3 | 12:59 pm – 1:24 pm | | |
| 6B | 12:40 pm – 1:24 pm | | |
| 7 | 1:28 pm - 2:12 pm | | |
| 8 | 2:16 pm - 3:00 pm | | |

GENERAL SCHOOL AND DIOCESAN POLICIES

ABORTION POLICY

The Roman Catholic Church expresses in all of its teaching an unequivocal stance of life. Church teachings stress that each human life is a creation of God and that the conception of life should be sacred.

Should a student conceive life, counseling and other support services will be offered by the school to assist the individual in keeping the baby full term.

To deliberately terminate life through abortion is viewed by the Church as more serious an offense against God than a mortal sin. Students who conceive life and choose to terminate life will be expelled from St. Vincent-St. Mary High School.

AIDS POLICY

In line with the Church’s teachings that we respond according to the wishes of the compassionate Jesus, St. Vincent-St. Mary High School will maintain a policy of dignity and non-discrimination towards all.

Individuals with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment at St. Vincent-St. Mary High School shall be permitted to attend school in a regular setting provided:

- Parents and guardians have the obligation to report to the school Principal when a child has been diagnosed as having AIDS, ARC (Aids Related Complex or Condition), or any other illness caused by HIV (Human Immune Deficiency Virus).
- The health of the student as documented by his/her physician allows for full participation in regular academic and school-related activities.
- The student behaves in a manner that would not cause the spread of the disease or put other students at risk.
- The student does not have open sores, skin eruptions, or any other conditions which prevent control of his/her bodily secretions.
- Periodic evaluation of the student’s physical condition is documented by the physician.

- In order to protect confidentiality, when a student with AIDS is admitted to St. Vincent-St. Mary High School, personnel will be made aware of the student's condition on a "need to know" basis.

CHEMICAL ABUSE POLICY

St. Vincent-St. Mary High School has formulated its Chemical Abuse Policy on the realization that chemical use and abuse among teenagers is a serious and dangerous matter. Chemical dependency, in the form of drug or alcohol dependency, is a disease that can lead to the loss of self-esteem, physical ailments, irresponsible use of vehicles, and potential death due to overdose or poisoning. Therefore, the policy at St. Vincent-St. Mary High School is aimed at education, awareness, prevention, intervention, and support of the recovering dependent person.

Each case of chemical or alcohol use or abuse will be handled on an individual basis. Students found using, possessing, transferring, selling, buying, or under the influence of drugs or alcohol or attempting to use, possess, transfer, sell, buy or conceal alcoholic beverages, drugs, or drug paraphernalia, may be asked to withdraw from St. Vincent-St. Mary High School.

This policy applies to any conduct on or off school grounds, prior to, during, or immediately after the school day or on school grounds at any other time when the school is being used by a group, during extra-curricular school-sponsored activities, or other school-related events or activities.

If a student arrives to a school-sponsored event showing evidence of drug or chemical use prior to the event, the parent or guardian will be called and the student will not be permitted to remain at the event or school-sponsored activity. School disciplinary actions and procedures will be enacted.

School discipline policies will also be enacted if a student engages in any activity at school, or school-sponsored events on or off the school grounds. If a student is involved in an activity using any counterfeit or "look-alike" substances, the consequences will be administered the same as for actual chemical use.

Consequences related to participation in chemical use or abuse may range from a five-day out-of-school suspension to expulsion, depending on the circumstances involved. A parent conference and mandatory drug testing within 24 hours of said conference is required. Additional Consequences - if the STVM student is not expelled, there will be an immediate dismissal from all extra-curricular activities for a period of up to one year. This applies to Athletic Teams, school clubs and organizations, Drama productions, school-sponsored trips and social events, and all leadership positions.

TECHNOLOGY USE POLICY

Student Acceptable Use Policy for Technology

2017-18 School Year

St. Vincent – St. Mary High School

In this the 21st century, we are in a time of new and ever changing technologies. We at St. Vincent-St. Mary High School believe using new technologies, electronic resources, and Internet access enhance student learning and provide a quality educational experience for all students. It is our privilege to be able to offer use of such technological resources to enhance the educational experience. However, despite these benefits, the Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. The purpose of this policy is to ensure the proper use of the technologies while enrolled at St. Vincent – St. Mary High School.

All users are expected to use the technology available at St. Vincent – St. Mary High School in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes, but is not limited to, cell telephones, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, iPads, Chromebooks, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use technology to which they have accessed appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, social media sites, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after school hours or off school property (i.e., home, business, private property, etc.).

Students must*:

1. Respect and protect the privacy of others
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources
 - a. Observe all network security practices.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Refrain from destroying or damaging hardware, software, data, networks, or other resources that do not belong to them .

- d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Abstain from overriding the Internet content filtering system.
 - f. Refrain from downloading games, music, or other software that may compromise the network security.
3. Respect and protect the intellectual property of others
- a. Refrain from copyright infringement (no making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community
- a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomforting materials to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages or pictures that are pornographic, threatening, rude, discriminatory, or meant to harass; or inappropriate websites that escape filtering).
 - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works, music, games, etc.)
 - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending homework answers or test answers via email or phones. (See STVM Honor Code)
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

*** Numbers one through four are not an all-inclusive list of inappropriate uses and activities.**

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner.

Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at St. Vincent – St. Mary High School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above.

The school reserves the right to seek financial restitution for any damage caused by a student.

St. Vincent- St. Mary Chromebook Agreement

NOTE: Students will not be permitted to take the Chromebook home until this Agreement form is signed and received by the technology department.

Please read this agreement carefully. It is made between St. Vincent-St. Mary High School (STVM), the student, and his parent(s) or legal guardians. Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at STVM.

The undersigned Student and Parent(s), in consideration of being provided with a Chromebook (Device), software, and related materials for use while enrolled at St. Vincent-St. Mary, hereby agree to the following:

- **EQUIPMENT**
 - o **Ownership.** STVM retains the sole right of possession of the device and grants permission to the Student to use the device according to the guidelines set forth in this document. The STVM staff retains the right to collect and/or inspect the device at any time, and to alter, add or delete installed software or hardware at any time.
 - o **Equipment provided.** Students will receive a Samsung Chromebook 2 , and the charging unit for this device, and required apps for the Device.
 - Students must buy a protective device cover from our Bookstore or other store by the first day of school, or they will not receive their device. The hard shell cover is recommended.
 - o **Substitution of Equipment.** In the event the device is inoperable or missing, STVM will have a limited number of spare devices for use while the device is being repaired or replaced. This agreement remains in effect for such a substitute. The device must be returned at the end of the day and may NOT be taken home. The Student may NOT opt to keep a broken device or to avoid using the device due to loss or damage. Please note that if the Student forgets to bring the device to school, a substitute will not be provided. The Student’s device must be charged at all times when coming to school.
- **DAMAGE OR LOSS OF EQUIPMENT**
 - o **Warranty for Equipment Malfunction.** Device has a 1-Year parts and labor warranty from the time of purchase -- not from the time when the student receives the device; this does not cover accidental damage or damage from misuse.
 - o **Responsibility for Damage or Loss.** The Student is responsible for maintaining a 100% working device at all times. The Student shall use reasonable care to ensure that the device is not lost, stolen or damaged. It is the responsibility of the family to secure insurance for the device. The Student is responsible for full payment of the device to STVM if it is damaged, lost, or stolen. The STVM Technology staff will make technical support, maintenance, and repair available, but at the cost of the student and parents. Report all lost, damaged, stolen, broken Chromebooks or power adapters to the Google Hangout located in the LRC.
 - o **Insurance Options**
 - Student Insurance Partners - <http://www.worthavegroup.com/gpo/stvm>
(This insurance is highly recommended by Parents and by STVM)
 - Alternatively, you may choose to add the device to your Homeowner's or Renter’s Insurance Policy.

- o **Loss or Damage.** In the event of damage or loss, the following costs will be incurred by the student:

- New device: \$280.00
- New power adapter: \$60 (includes shipping & tax)
- New screen: \$80 (includes labor,shipping & tax)
- New motherboard: \$115

It is a good idea to get the insurance listed above.

- **LEGAL AND ETHICAL USE POLICIES**

- o **Acceptable Use Policy.** All aspects of the STVM Acceptable Use Policy (above) are in effect for this device.

- o **Approved Software and Apps.** When the student receives his/her device, it will be installed with software and apps that are approved by our Technology Staff and teachers. Teachers may add apps as they see fit for their class curriculum. These apps must remain on the device at all times. The Technology Department will send email when maintenance will be performed on all devices.

- o **Customization.** It is NOT acceptable to deface the device's exterior case in any manner.

- o **Surrender of Device upon exit.** If for any reason you leave STVM, the device and charger must be returned in good condition to our school. If not, no report cards or transcripts will be released.

- o **The Student is NOT allowed to**

- Share their device with another student
- Remove the label on the device
- Install games
- Use improper wallpaper
- Damage or deface device
- Leave the device at home on school days

- **DISCIPLINARY ACTION**

- o **According to our Technology Use Policy in the Parent/Student Handbook**

- Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources (including the Chromebook). Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation, and according to the decision of the classroom teacher, or in severe cases, the Dean of Discipline.

- **CARE AND USE**

- o **General Precautions**

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.
- Leave your Chromebook charger at home and charge overnight. This is to prevent you from losing your charger at school.

- o **Screen Care.** The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

- Clean the screen with a soft, dry anti-static, or micro-fiber cloth.
- Do not use window cleaner or any type of liquid or water on the Chromebook.
- NOTE: You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

- o **Sound.** Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that student bring personal headset or ‘ear-buds’ for any audio projects they work on.

- o **Printing**
 - At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.
 - At Home: The Chromebook will not support a physical printer connection. Instead, students may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.
 - <http://google.com/cloudprint>

- o **Storing Your Chromebook.** When students are not monitoring their Chromebook, they should be stored in their lockers.
 - Nothing should be placed on top of the Chromebook when stored in the locker.
 - Lockers should be equipped with a lock purchased from the Bookstore.
 - Students need to take their Chromebook home with them every night.
 - The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours.
 - The Chromebook must be charged fully each night at the student’s home. (Keep your charger at home).
 - Chromebooks should never be stored in a vehicle.

- o **Storing Chromebooks at Extra-Curricular Events.** Students are responsible for securely storing their Chromebook during extra-curricular events.

- o **Chromebooks Left in Unsupervised / Unsecured Areas.** Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Google Hangout. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Students and Parent(s), Please review and check each statement below before signing and returning this page to STVM Technology Department at Registration.

_____1. I understand that I am responsible for having my Device with me for each class, every day, charged and ready to use.

_____2. I understand that I am responsible for having my Device charged to 100% at the beginning of every school day; I understand that charging my device is not allowed during the day, unless special permission is given. I understand I am to leave my charger at home unless special permission is given.

_____3. I understand that I am responsible for backing' up my own files and important files should always be stored in at least two locations (such as Google Drive, and a flash drive, etc.)

_____4. I understand that, at any time and without prior authorization, STVM Administration can view any and all files and email related to my Google Account.

_____5. I understand that if I installed apps, music, etc., that is not school related, it will be removed from Device when maintenance is made on the Device.

_____6. I will not leave my laptop unattended unless it is locked in a secure place. My family will be fully responsible for the cost of replacement should my laptop become lost or stolen.

____7. I understand that my family is financially responsible for the full cost if damage occurs due to my gross negligence.

____8. I will not install or use file-sharing programs to download music or video or other media.

____9. I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own.

____10. I handle my Device with care.

____11. I will read and follow general maintenance alerts from school technology personnel.

____12. I will immediately report any problems with my Device to the teacher stationed in the LRC or to Mrs. Valle in Rm. 250.

□

____13. I will follow all rules set up in the STVM Acceptable Use Policy while using technology in school and off school property.

STVM Chromebook And Acceptable Use Agreement

After reading the above information and checking the above statements, I agree to sign this agreement and receive my Chromebook and charger for the duration of the time I am here at St. Vincent- St. Mary High School. My family understands the responsibility I am taking to have this Device in my possession. I will also follow the rules set in the STVM Acceptable Use Agreement.

Student _____

Grade in 2017-18

Parent _____ Date _____

DANCES

School-sponsored dances such as Homecoming, Prom and theme dances are not open to guests who are not enrolled in high school or are not of high school age. All guests must be properly registered by the STVM invitee on the form provided in the Bookstore.

DANCE DRESS CODE

Proper decorum and modesty must be maintained during the entire event.

Ladies:

- Dresses must be formal, appropriately fitting, and modest.
- Hemlines or slits for dresses must be no shorter than 2 inches above the knee. Strapless dresses, spaghetti straps and halters are allowed, provided they are not too revealing.
- A backless dress must not extend below the waistline.
- No bare midriffs. Cutouts must be cleared through the administration prior to the event.
- Shoes must be worn at all times; in many venues, it is a safety regulation. Should dress shoes become uncomfortable, students are asked to bring alternative foot apparel.

Gentlemen:

- Coat and traditional ties, sport coats, dress pants, suits, or tuxedos.
- Shirts must be tucked and buttoned at all times.
- Ties must be worn properly at all times.
- Pants are to fit properly (no oversized clothing) and are to be worn at an appropriate level to the waist.
- Shoes must be worn at all times.

CONSEQUENCES OF VIOLATION

As deemed necessary by the STVM administration.

STVM SCHOOL SPONSORED EVENT ALCOHOL BREATH TESTING POLICY

St. Vincent-St. Mary High School retains the right to determine if a student is under the influence of alcohol or other substances through observation or the use of a random breath alcohol test (commonly referred to as a breathalyzer test).

1. Students randomly selected or those suspected of being under the influence of alcohol and/or other drugs upon or after entering an STVM sponsored event will be subject to an alcohol breath test or other evaluation as deemed necessary by STVM school personnel.
 - Students testing negative will be allowed to enter the dance.
 - Students testing positive for alcohol use will be denied entry to the STVM sponsored event without refund. The student's Parent(s)/Guardian(s) will be called and will be required to pick up their child. Further disciplinary action will be taken as determined by the STVM Administration.

- A student's refusal to take the breath alcohol test will be treated as a positive test and result in similar consequences to a positive result.
2. St. Vincent-St. Mary High School reserves the right to conduct purse/bag searches as well as searches of any limousines or party buses that may have been used to transport students to the STVM sponsored event.

ELECTRONIC DEVICES

All electronic devices, unless they are used for instructional purposes, are not to be used during the school day.

LOCKER POLICY

School lockers are provided for all students enrolled at St. Vincent - St. Mary High School. These lockers are school property and may be inspected by school personnel at any time. All students are strongly encouraged to buy a lock from the school bookstore and keep their lockers locked at all times. STVM cannot be responsible for locker contents. Locker damage will become the financial responsibility of the student.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

"Made in the Image and Likeness of God"

St. Vincent-St. Mary High School teaches the belief in the sanctity of human life and the inherent dignity of the human person. The school seeks to create and foster a school community in which all individuals are treated with dignity, integrity, and respect. And in light of this, every person has a human dignity which St. Vincent - St. Mary High School is committed to enhance and protect. We believe that all individuals are "created in the image and likeness of God." For these reasons, the St. Vincent - St. Mary High School community is one in which all faculty, students, and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment of any kind interferes with this development and, therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, disabilities, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile, and intimidating environment. Examples of harassing behavior include, but are not limited to, the following:

- Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- Electronic Harassment: In accordance with House Bill 276, any electronically transmitted acts. i.e., internet, cell phone, or wireless hand-held device by a student or group of students toward another student or students.
- Physical Harassment: Unwanted physical contact, touch, impedance, blocking movements, assault, hazing or any intimidating interference with normal activity or movement.

- Visual Harassment: Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures or altered photographs physically produced or posted.
- Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature.

Our school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and thorough manner maintaining confidentiality as much as possible. All staff members are responsible for documenting and reporting any bullying/harassment/intimidation behavior that is witnessed or is reported to them. Reports should be submitted to a school counselor or to the Dean of Students. Students who have witnessed or experienced such behavior should also file a report. Report forms are available in the Counselor's office, in the faculty room, and online on the STVM web site [under forms]. Once a report is given to a school counselor or the Dean of Students, it has to be investigated. The school counselor will determine if the situation is one of conflict or one of harassment. If it is a conflict, the school counselor will handle the resolution. If it is determined to be one of harassment, the Dean of Students will handle the investigation. The Dean will talk to all parties involved separately and make a decision as to whether the behavior is substantiated or not. If substantiated, consequences or disciplinary measures will then be determined.

As members of the St. Vincent - St. Mary High School family, we trust that you will embrace and practice these principles.

TUITION ASSISTANCE OR SCHOLARSHIP MAINTENANCE

Academic eligibility as measured by grade point average is a minimum requirement in order to maintain academic scholarship and/or tuition assistance.

A grade point average of 3.0 is required both cumulative and from one quarter to the next throughout the entire school year in order for a student to maintain eligibility for an academic scholarship. Likewise, tuition assistance is awarded to students who demonstrate need through the PSAS format, but academic eligibility must be maintained at a 2.0 grade point average both cumulative and each quarter of the school year.

Scholarships and tuition assistance are awarded for each new school year, and academic eligibility will be taken into consideration as much as all the other factors. Any student who is experiencing difficulty in maintaining this minimum academic grade point average should take full advantage of the tutors who are available in the various academic areas. With this notice included in the parent/student handbook and with grades reported periodically to parents throughout the school year, no additional communication with regard to this eligibility will be necessary.

TUITION DELINQUENCY

1. Accounts which are not paid on the date due shall be considered delinquent.
2. All prior tuition must be paid, before a student is accepted back into school for the next school year.

3. Students whose accounts are not current may not be admitted to second semester of that school year.
4. Accounts must be current or students will not be permitted to:
 - Purchase or receive a class ring
 - Attend prom
 - Participate in graduation ceremonies
 - Participate in school outings
5. If a student transfers from St. Vincent - St. Mary High School and owes a balance, a transcript of grades WILL NOT be mailed to the receiving school until said debt has been satisfied. The parents or guardians are obligated to pay the full tuition and other charges.
6. A \$35.00 service fee will be assessed on each of the following:
 - Checks returned to the school for insufficient funds (NSF). If two NSF checks occur within one school year, the school has the right to request cash or money order payments only.
 - Late payments on any of the three payment plans.
7. An academic hold will be placed on any account that is two months in arrears. All report cards, class schedules, course credits, and transcripts will be withheld until the account is made current. Any account that remains in arrears beyond three months can subject the student to immediate dismissal.
8. It is further agreed that the signed Reservation and Tuition Agreement is irrevocable unless written notice of cancellation is received at the Business Office prior to June 1, 2016. Parents or guardians financially responsible for students are obligated to pay the full tuition and other charges. Any account that remains in arrears beyond 60 days will be turned over to a third-party collection group.
9. Families are required to sell tickets for the annual Car Raffle (\$125.00 for the 1st student in the family and \$100.00 for each additional student). If your family chooses not to sell Car Raffle tickets, you may choose the “buy-out” option of \$100 for the 1st student and \$75 for each additional student. Families opting to “buy-out” WILL NOT receive raffle tickets and will be relieved of participation in the raffle.

POLICIES FOR THE GREATER GOOD

No individual or any one group is above the school in the terms of its needs as an institution. To that end, policies have been devised and written down for the sake of everyone to benefit from the knowledge contained in each. Thus it behooves every individual and group to acquaint themselves with the policies that have been adopted for St. Vincent – St. Mary High School. If any particular policy seems restrictive, remember that each section therein was devised for the greater good and the benefit of all connected with the school. The list below is updated periodically to indicate which new policies have been written and are in effect. Each policy may be found in its entirety in any one of three copies of the “Policy Book” that contains all written policies, complete and in their entirety. Those policies books are available to anyone to read, and are available in the Principal’s office, the Learning Resource Center (LRC) or the Business

Manager's office. These written policies are open and accessible to all interested parties and may be reproduced at will.

- Redecorating, Remodeling, and Redevelopment – indicates that no decorating, remodeling, landscaping or improvements can be undertaken without written consent.
- Student Activity Accounts –fundraising monies are to be deposited directly with the Business Manager into the Student Activity Account. All purchases and expenditures drawn from the Student Activity Account are also to be approved by the Business Manager.
- Fundraising policy – indicates that no fundraiser can be conducted without prior approval from the Chief Financial Officer and fundraising committee, with timelines and deadlines.
- Memorandum to all Coaches: Student Applications for Admissions – states the rules and regulations of OHSAA regarding initiating contact with potential student athletes and violations of promising tuition assistance.
- Policy Regarding Scheduling of Events on Master School Calendar – states that all scheduling of events must be done on the Master School Calendar which is maintained in the Principal's office.
- Policy regarding Vandalism – states our school's policy regarding the penalties for a student who vandalizes school property.
- Dress and Grooming for School Athletic Teams – indicates that school dress code will be maintained by any member of a team, thus each member of the team will arrive at the school for an athletic event in compliance with dress code.
- Staff Waivers – states that all full time staff are granted tuition waivers.
- Memorandum to all Coaches: Game Scheduling – indicates that the Athletic Director, not coaches, should make all decisions regarding game scheduling, gate receipts, sponsorship money or other monetary matters.
- Signing of Contracts – no contract purporting to bind St. Vincent-St. Mary High School shall be signed by any person other than the Principal or President.
- Computer Technology – indicates that all computers, chromebooks and other technology, including e-mail or any other intellectual property, are the property of this school, and therefore, subject to all the administrative rules and procedures deemed necessary.
- Family/Special Interest Scholarships – lists the procedures for family and special interest scholarships which provide financial aid to our students.
- Athletics Camps and Clinics – states the policies and procedures of Athletic camps and clinics.
- Wellness Policy – STVM is committed to the goal that all students and staff shall possess lifelong knowledge and skills necessary to make nutritious food and physical activity choices through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.
- Financial & Tuition Payment Policy –states the policies for tuition.

- Gift Acceptance Policy – The stated gift policies are being implemented to ensure that all gifts are used for the designated purpose and focuses on both outright and planned gifts, both cash and non-cash. The goal of this document is to afford transparency for the donor while also safeguarding STVM against gifts which may prove to have an adverse effect on STVM.
- Media Relations Policy – states the policy on handling of the media.
- Credit Flexibility - permits students to earn high school credit in a variety of ways.
- Handbook Policy – employee handbook must be written, revised annually and published to all employees.

DRESS CODE

PROPER ATTIRE

- Collared STVM school shirt tucked in, both boys and girls.
- Note: only solid color short-sleeved T-shirts may be worn underneath the school shirt.
- Crewneck STVM sweater/V-Neck STVM cardigan or sweater (ribbed or cotton) in white, maize or evergreen may be worn over the school shirt. Green, Gold or White quarter zip up sweatshirts sold on the STVM website.
- Pants that are dress slacks, docker style, corduroy, or cargos. Must be solid color and only in the gray, black, blue, olive/green, or beige/tan/brown family (including maroon). (Girls may wear solid color skirts no shorter than knee length in any of those same colors.) No “neon like” colors may be worn.
- Brown or black belts must be worn with any pants that have belt loops. Girls capris are also allowed in the gray, black, blue, olive/green, or beige/tan/brown family (including maroon).
- The senior class STVM shirts/sweatshirts may be worn on Fridays only.
- Upperclassmen (Juniors/Seniors) may wear a button down style dress shirt. However, a traditional tie or a bow tie MUST be worn as well. Shirts should be pressed and wrinkle free.
- Dress shoes or boots predominantly black, white, brown/tan, or gray; shoes or boots with laces must be properly tied. Boys must wear socks. Girls may wear dress sandals. Boots may not extend beyond the top of the calf. No work, Timberlands, construction, or military type boots will be permitted. Boots will be permissible only during cold weather months as defined and communicated by the Dean of Students.

UNACCEPTABLE

- Any clothes that are too short, too low, too tight or form fitting.
- School shirts that are not long enough to be tucked in (and remain tucked in).
- Drooping, baggy or low-rise pants, denim pants of any type or color, yoga or spandex pants, pants with side stripes or large logos or patches, ornamentation, animal prints or plaid.
- Any clothing with frayed hems or holes.
- Athletic shoes, backless shoes, flip flops, shower shoes, crocs, slippers, or extremely high-heeled shoes.
- Draw string pants. “Joggers”
- Shorts or sweatshirts.
- Leggings, fishnet stockings, patterned hosiery.
- “Hawaiian” or “Neon-like” colored dress shirts.

FURTHER GUIDELINES

- Long-sleeved T-shirts MAY NOT be worn under the short-sleeved STVM shirt.
- Jackets or coats are considered to be outerwear and are not to be worn in the school.
- Boys: Spiked hair, hair that excessively extends upward/outward (about 3 or more inches), or other distracting hair styles are not permitted; cornrows, dreadlocks, twists, hard parts, hard earrings are not permitted.
- Unnatural hair colors are not permitted.
- Hats or hoods may not be worn in the building during the school day.
- Boys’ hair may not extend below the ear; may not extend over the shirt collar; when combed forward, may not be in the eyes; sideburns may not extend below the bottom of the ear.
- No facial hair or 5 o’clock shadow. Boys are to be clean shaven every day.
- Any boys’ hair length that is deemed too long by the Dean of Students must be cut.
- For boys, earrings are not permitted; earrings for girls are limited to a maximum of three (3) in each ear.
- Tattoos may not be visible at school or during school-sponsored events.
- No cleavage or bare midriffs are to be visible at school or school-sponsored activities.
- Body piercing may not be visible.
- Girls’ make-up should mildly enhance natural features and not alter appearances.

DRESS UP DAY DRESS CODE

Some days on which school liturgies or prayer services are planned or other special designated occasions may be designated as “Dress Up Days”. The code for these days will be as follows:

BOYS

- Dress shirt and tie.
- Sport coat and/or sweaters are optional.

GIRLS

- Modest, dressy tops, knee-length skirts, dresses, slacks and gauchos (below the knee).
- Dress shoes with the proper foot covering.
- No leggings.

SPIRIT DAY DRESS CODE

- St. Vincent – St. Mary t-shirt or sweatshirt with the school name, insignia or logo printed on it. The STVM logo **MUST** be visible at all times.
- Jeans, sweatpants, or wind pants must fit properly and be clean without holes or rips.
- No yoga or spandex type pants are permitted.
- Athletic shoes or regular school shoes.
- No earrings for the boys.
- No hats, caps, dew rags, headbands or bandanas.
- No shorts, tank tops, sleeveless tops, sandals, or flip flops.
- Any student choosing not to participate must be in regular, approved clothing for the day.

ATHLETIC EVENT DRESS CODE

- Students may paint faces, color their hair, paint shirts, arms and legs.

CODE OF CONDUCT

Students who attend St. Vincent-St. Mary High School become a part of a community that strives to model Christian principles inspired by the Catholic tradition, which embraces the Gospel vision and embodies personal integrity. This atmosphere requires self-discipline, self-motivation, mutual respect, social responsibility, courtesy, and thoughtfulness. Thus, all who attend or work here will find a safe, positive Christian environment in which to work and learn. Actions which defeat this purpose will not be tolerated.

CLASSROOM BEHAVIOR

Students are to use classroom time productively. They are expected to listen to teacher instructions and directions, contribute to a learning environment, and abide by all classroom rules as designated by the individual classroom teacher. Non-productive classroom behavior will be handled in the following manner:

1. Verbal reprimand from teacher

2. Conference between teacher and student with a written summary put in student's file
3. Telephone call or e-mail to parents summarized and put in student's file
4. Teacher-issued demerit (The teacher will notify the parent via a phone conversation for most multiple-demerit offenses)
5. Conference with the Dean of Students
6. Parent/teacher/Dean of Students/student conference
7. Initiation of a process to permanently remove student from class
8. Removal from class - student receives an automatic "F"

GENERAL BEHAVIOR

In addition to the classroom behavior rules and regulations as defined above, the students' general behavior when attending any school function at the school or away from the school will be observed and evaluated by the faculty and administration to ensure a well-disciplined school atmosphere in accordance with Christian principles.

DEMERIT SYSTEM

At St. Vincent-St. Mary High School, a demerit system is used to measure a student's compliance and conformity with the policies and procedures necessary for a Christian community and an excellent academic environment. A demerit is a measure of misconduct by a student which results in establishing a record of violations to the Code of Conduct.

DETENTIONS

For each demerit issued, a detention will also be served within three (3) days of issuance of the demerit. The number of demerits will increase if not served in this time. If the student fails to serve the detentions, suspension will take place. All detentions are served from 3:10 to 3:45 p.m. each day in Room 147.

Individual student's behavioral records are available on "Parent/Student Online Portal" along with the grades anytime. The number of demerits received will be shown on the screen. Detailed explanations for the demerits can be received from the issuing teacher via email. A more general explanation can be obtained from the Dean of Students or the Assistant Dean of Students by phone.

A student who violates the discipline standards will receive demerits in weighted proportion to the seriousness of the offense against Catholic values. The accumulated demerits will result in conferencing with his/her teacher, parent(s)/guardian(s), and the Dean of Students. Within this conferencing context, the student will be made aware of the discipline infraction(s), the consequences of the emerging negative pattern of behavior, and then be provided with guidelines for altering his/her behavior in accordance with the standards of the school. Detentions are not appealable.

The following procedure will be followed when a student accumulates demerits:

5 Demerits: Parents will receive a letter via email alerting them of a potential discipline problem. It is suggested that parents and students discuss the school behavior and be proactive in determining the resolutions needed to resolve this problem and aid the student in his/her academic success.

10 Demerits: A student will be placed on "disciplinary probation" for the remainder of the school year. "Disciplinary Probation" is a period of time during which a student's behavior is subject to constant and continuous observation and evaluation to determine the advisability of the student remaining at St. Vincent-St. Mary High School. A student who continues to violate a number of disciplinary rules may be dismissed from the school. Parents will receive a letter via email and will be required to sign a contract acknowledging the terms of the student's probation.

15 Demerits: A student will receive a 3 day out-of-school suspension (See the "suspension" section of this handbook for more details)

20 Demerits: A student will be recommended for permanent dismissal.

MINOR OFFENSES/DEMERITS

INAPPROPRIATE BEHAVIOR

Chewing gum, eating or drinking outside of the Student Center, wandering the halls without a hall pass, or exhibiting any other behavior deemed inappropriate, even though it does not substantially or directly disturb the pursuit of the educational process.

Repeated offenses of the above

Tardy to class

Dress Code violation

Cafeteria violations

Using radios, MP-3 Players, Cell Phones, or other electronic devices in school. (Excluding school issued Chromebooks)

Use of cell phone during school day other than at lunch

CONSEQUENCE

Warning-first offense;
1 to 3 Demerits for second offense

Demerits to Permanent Dismissal

1 to 2 Demerits

1 to 3 Demerits

1 to 3 Demerits

1 to 5 Demerits; Device may be confiscated until the end of the school day.

1 to 5 demerits

MAJOR OFFENSES/DEMERITS

INAPPROPRIATE BEHAVIOR

Posting pictures of faculty, staff, coaches, or other STVM employees on any social media site or app

Possession or display of suggestive, obscene, or pornographic literature, etc.

Sexual misconduct (including online)

PDA (Public Display of Affection)

Forgery of parents' or teachers' signatures or use of forged notes or passes

Failure to comply with disciplinary actions;
Insubordination

Tobacco use or possession on or in the vicinity of the school campus or events

Profanity; Inappropriate Language

Leaving the building without permission

Leaving school grounds without permission

Disruption of class

Disruption of school

Unauthorized use of school computers/
Chromebooks or violation of Computer
Use Policy

Truancy from school

Truancy from class

Truancy from required tutoring class

Cheating

CONSEQUENCE

Demerits to Permanent Dismissal

5 Demerits to Permanent Dismissal

Demerits to Permanent Dismissal

1-5 Demerits

Demerits to Permanent Dismissal

Demerits to Permanent Dismissal

5 Demerits

1-5 Demerits

Demerits to Permanent Dismissal

Demerits to Permanent Dismissal

1-5 Demerits

Demerits to Permanent Dismissal

Demerits, Possible Fine and/or
Ban from Use to Permanent Dismissal

Demerits to Permanent Dismissal

1-5 Demerits

1-5 Demerits

Demerits to Permanent Dismissal

| | |
|--|---|
| Lying | 1-5 Demerits |
| Misbehavior at school liturgies or assemblies | 1-5 Demerits |
| Stealing | Demerits to Permanent Dismissal; Restitution may be required |
| Fighting | 5 Demerits to Permanent Dismissal |
| Assault | Permanent Dismissal |
| Physical Contact against another student | 5 Demerits |
| Harassment (sexual, racial, etc.) | Demerits to Permanent Dismissal |
| Hazing or Bullying (to harass or initiate another student) physical, verbal or electronic Harassing, threatening, or degrading another Person electronically via cell phone, computer etc. | Demerits to Permanent Dismissal |
| Verbal harassment or persistent name calling | Demerits to Permanent Dismissal |
| Threatening to harm another | 5 Demerits to Permanent Dismissal |
| Reckless Operation or Parking Violations | 1-3 Demerits |
| Damaging property of school or another persons' property | Demerits to Permanent Dismissal; Restitution may be required |
| Extortion | Demerits to Permanent Dismissal; Restitution may be required |
| Possession or use of a Laser Pointer | Demerits to Suspension |
| Possession or duplication of school or faculty keys without permission | Permanent Dismissal |
| Being in an unauthorized area or academic area after the building has been secured. | Demerits to Permanent Dismissal |
| Being found in an area of the school property that is not the school building (i.e., Cosgrove Center, weight room, baseball hitting, facility, the warehouse, the stadium, the weight room, etc.) and unsupervised by a coach or teacher anytime | Suspension |

including but not limited to school hours, non-school hours, during school vacations or during the summer.

Pranks

Demerits to Permanent Dismissal

Inappropriate conduct that is detrimental to STVM school and community

Demerits to Permanent Dismissal

Disrespect to any members of the STVM community, student or adult

Demerits to Permanent Dismissal

Possession or use of fireworks

Demerits to Permanent Dismissal

Possession or use of harmful and/or illegal substances (alcohol and/or drugs)

Report of drug testing substances within 24 hours; Administrative decision in accordance with Chemical Abuse Policy

Possession of a weapon(s), facsimile or real, or use of an object as a weapon

Permanent Dismissal

A verbal threat, the use of physical force, the use of profanity, obscene language, and/or negative gestures to a teacher or staff member on or off campus

Demerits to Permanent Dismissal

The use, sale, distribution, possession, or being under the influence drugs or alcoholic beverages on or off campus or at any school-sponsored event (home or away)

5 Day Suspension to Permanent Dismissal;
Report of drug testing within 24 hours. Administrative decision in accordance with Chemical Abuse Policy
Additional Consequences:
If the STVM student is not Expelled:
Immediate dismissal from all extra-Curricular activities for a period of up to one year. This applies to Athletic Teams, school clubs and organizations, Drama productions, school-sponsored trips and social events, and all leadership positions.

Hosting or facilitating a party or gathering at which alcoholic beverages or other illegal drugs are used by minors, or procuring a facility for such a party or gathering

5 Day Suspension to Permanent Dismissal
Report of drug testing within 24 hours.
Administrative decision in accordance with Chemical Abuse Policy.

Setting false alarm or inducing panic

Suspension to Permanent Dismissal

Youth Gangs and Gang-Related Activity

Suspension to Expulsion
Legal Authorities notified.

Aiding and abetting any violation of
St. Vincent- St. Mary policy

Demerits to Permanent Dismissal

THREATS POLICY

It is the responsibility of the administration, teachers, and staff to ensure the safety of all in the school or on school grounds or while participating in a school-sponsored activity. Any threat of harm to any person either in writing, verbal or physical will be dealt with immediately and appropriately.

Such action may include notification of parents, suspension, dismissal, expulsion, notification of local law enforcement officials, psychological/psychiatric evaluation, counseling, or other actions deemed necessary.

Because a behavior is not itemized individually in the above list, does not mean that it cannot be addressed nor is it exempt from disciplinary action. Referrals may be made to the School Disciplinary Committee for any infraction by any individual.

SOCIAL MEDIA POLICY

Saint Vincent-Saint Mary families bear responsibility for the same guidance of Internet use as they exercise with other informational resources. Parents should be aware of their student's Internet history, the web sites that he/she visits, the social media he/she uses (Twitter, Instagram, Snap Chat, etc.), and the apps that he/she has downloaded; they should be aware of the digital footprint that is being left behind by their child. It is the goal of Saint Vincent-Saint Mary High School and its employees to work alongside parents and students when it comes to social media behavior.

Although, all students have the right to use social media. Students may still be in violation of the STVM Student Code of Conduct when their post:

- Threatens/assaults/maligns another member of the STVM community
- Is in conflict with the STVM core values
- Is in conflict of the reasonable rights of others
- Uses defamatory comments or images regarding the school

Saint Vincent-Saint Mary High School does not actively monitor personal social media sites such as Twitter, Instagram, Snap Chat, etc. However, when the administration learns of inappropriate postings, the school will exercise every disciplinary and legal measure it deems appropriate including suspension and dismissal of the student(s) involved.

Some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Any inappropriate posting to any social network, whether school related or not, may result in disciplinary action against the student.

Students in violation of this STVM's Social Media policy may be subject to disciplinary action.

The following steps may be taken, if the policy is violated:

- Immediate removal of any and all posts in question.
- Consequences consistent with our Student Code of Conduct including but not limited to demerits, suspension, or dismissal.
- Criminal prosecution.

*** The school administration has sole discretion in determining the propriety of any posting as it pertains to our school mission***

It is the full understanding of STVM that the digital world is ever-growing and increasingly difficult to manage. However, the student is responsible for his or her actions online particularly when the student identifies themselves as part of the STVM community in their social media profile. Students should not have any personal interaction with any adult member of the STVM community on social media. Students may not post audio, video, photographs or other representations of STVM activities or other members of the STVM community without the written consent of Saint Vincent-Saint Mary High School. This policy encompasses on-and-off campus activity.

SUSPENSIONS

A suspension means the student is charged with an absence from each class session missed. All suspensions will be served out of school. A student is expected and able to make up all missed work upon their return to school. The student shall make up the work within the same time period as the suspension period. (Example: A student that is suspended for 5 days will have 5 school days to complete the missed work.) A student may contact their teachers for missed work via email during their suspension, but it is at the teachers' discretion to give the student the missed work or wait till they return from their suspension. The student shall receive a maximum score of 60% on any work missed during the suspension. However, if the graded work results in a grade of less than 60%, that grade is earned and posted. (Example: If a student makes up a test and scores a 35%, that grade is earned and will not be raised to 60%. However, if a student earns an 85%, the grade will post as a 60%.) In addition, a loss of eligibility to participate in athletics and any extra-curricular activities is effective during the entire length of the suspension.

APPEAL PROCESS

After the Dean of Students and/or the Principal renders a decision with regard to a suspension or expulsion, the parents or guardian of the student has the right to request a review by the President within 24 hours (72 hours if the decision is made on a Friday). The request shall be made by the parent. Neither the parents nor student is entitled to legal representation at the appeal hearing.

GENERAL INFORMATION

BOOKS

Lost and found textbooks will be handled in the LRC.

Students are responsible for the condition of their books. At the end of the year, report cards will be held for any student who has not turned in all books or a fee will be owed for a damaged book. If a book is not turned in, the student must pay for the book. Checks are made payable to St. Vincent-St. Mary High School. In the event the book is found during the course of the summer, the money will be refunded to the student.

CLASS TRIPS/FIELD TRIPS

St. Vincent-St. Mary High School supports field trips for their educational value and their contributions to building class unity and school community. Students will be eligible for this opportunity if they have maintained good conduct and attendance records.

DIVORCE AND CUSTODY ISSUES

When divorce or custodial issues arise in regard to any student, the custodial parent shall fill out a custodial form in the Principal's Office. Students affected will not be released to the non-custodial parent nor will report cards be sent without prior authorization on the custodial form.

ELEVATORS

The school elevator is to be used by students with medical problems. A student should bring a note in from the doctor to the attendance office stating the injury and length of convalescence. All other students are prohibited from using the elevator.

FIRE DRILLS/TORNADO DRILLS

The state of Ohio requires fire drills during the school year. All are expected to observe fire exit rules and regulations posted by the doorway of each classroom.

There will be periodic tornado drills during tornado season. Drills and warnings will be announced over the P.A. system by a bell system. Each room is to report to the specified shelter area as designated by the teacher.

PARKING AND DROP OFF PROCEDURES

- Maple Street is reserved for busses ONLY.
- Students MUST be picked up on Walnut Street (behind the school)
- Traffic should flow in Walnut Street & out Maple Street.
- Student parking MUST exit via Maple Street.

PARENT/GUESTS VISITATION

Parents/Guests visiting St. Vincent-St. Mary High School for any reason must first register at the front office and be issued an identification badge to enter the school.

PARKING LOT/PARKING PERMITS

Seniors have priority to preferred parking in the asphalt lots, followed by juniors as spaces are available, at the cost of \$70.00 per year.

Within the first week of school, any student who drives to school must obtain a parking permit from the Bookstore. Current price is \$70.00 per year.

1. Parking tags must be displayed on the rear-view mirror at all times.
2. Students must park in the lower parking lot behind the school.
3. Student who park without a permit may be issued demerits and may lose parking privileges.
4. Students may not park in Leprechaun Lane at any time.
5. Students may not park on Walnut Street during school hours.
6. Parking in the Brennan lot across from the church is prohibited. Violators will be towed.
7. Parking in the Costigan lots is prohibited. Those spaces are reserved for staff, guests, volunteers and sales representatives.
8. All cars are subject to search at the discretion of the Administration.
9. Drivers who are careless or reckless may be barred from parking in the school lot.
10. The school parking lot is off limits during the day. Students may not go to the parking lot or to the cars without written permission from the office.

STUDENT IDENTIFICATION PASSES

All students receive an identification card with their picture and personal ID number on it that is the property of St. Vincent - St. Mary High School. This card is used to purchase food, tickets, spirit wear, and books throughout the year. We are a cashless school with money (cash, checks, Visa/MC) being accepted at the bookstore during the school day. It is the sole responsibility of the student to make sure there are funds available on their card. Therefore, they should not allow anyone to use their card or number. If it is lost or damaged, they should contact the bookstore immediately so a new card can be issued. Cards must be surrendered upon withdrawal from St. Vincent - St. Mary High School.

VISITATION POLICY

Prospective students are welcome to visit St. Vincent-St. Mary any day except days of testing or special events. Students requesting to bring a visitor must inform the Director of Admissions two days before the visit. No more than ten (10) visitors will be allowed to visit in one day.

The visiting student must register with the Admissions Office on the day of the visit and present a permission slip from his/her parents/guardians and a permission slip from the school he or she is currently attending. All students visiting the school must adhere to the dress code and exemplify behavior befitting a St. Vincent-St. Mary student.

WEATHER DAYS

If school will not be open due to weather-related problems, notification of the closing will be made over WAKR or WKDD radio and all television stations. Closings will also be posted on the school website at STVM.com.

WORK PERMITS

Work permit applications are available in the Records office. Please bring copy of birth certificate or driver's license.

CLINIC/STUDENT HEALTH

CLINIC

A nurse or health aide is responsible for the school health program and will be in the building every day. In the absence of the school nurse or health aide, the office secretary will arrange for care of students with emergency health needs. Students who become ill or injured during the school day must report to the clinic.

Students who are ill and need to go to the clinic must follow the procedure listed below:

1. Students who become ill while in study hall must obtain a note from the supervisor to go to the clinic.
2. Students with classes must report to class first and their respective teachers will issue a pass to the clinic.
3. Students will not be permitted to stay in the clinic for more than 20 minutes. If they are too ill to remain in school, parents or guardians will be contacted and they will be sent home. Otherwise, the student will be sent back to class.
4. In either case, parental contact will be made informing them of the student's admittance to the school clinic.

5. No loitering will be permitted in the clinic at any time.

MEDICAL EMERGENCY FORMS

In order to insure proper medical attention for your son/daughter in light of a medical emergency, St. Vincent-St. Mary High School requires every student to submit a medical emergency form to be filled out by the parents during the first week of school.

MEDICATION POLICY

Generally speaking, the administering of oral medication to students by the Dean of Students, school nurse, aide, teachers, or office personnel is not permitted. In case of absolute necessity, the following requirements must be met:

1. A physician's request form, which can be obtained from the office, must be filled out by the doctor, stating the name of the medication, the amount of dosage to be given, and the time it is to be administered.
2. Medicine must be kept by the nurse or health aide (clinic).
3. Students, not the teacher or a staff member, must assume the responsibility for taking medication at the proper time.
4. Medicine must be sent to school in the original bottle obtained from the pharmacy.
5. Parents must sign a special release form available in the office.

ILLNESS OR DEATH IN A FAMILY

In order to provide spiritual and personal support for students at the time of family illness or death, we ask that students, family members, or friends of students communicate these circumstances to the administration or Campus Minister. While "confidentiality" will certainly be respected, the school would not want to miss the opportunity to provide personal care and assurance at these critical times.

EXTRACURRICULAR ACTIVITIES

GUIDELINES FOR PARTICIPATION

Participation in extracurricular activities is considered an opportunity for students to apply academic skills to clubs or groups which service the St. Vincent-St. Mary High School community. Student participation or eligibility is based on academic competencies and the student's willingness to give of his/her individual talents, time, and service.

POLICY FOR GRADE POINT AVERAGE ELIGIBILITY

All students participating in extracurricular activities, including athletics, will be required to maintain a 2.00 GPA for each grading period. Students who fall below the 2.00 GPA requirement, earning a 1.50 to a 1.99 GPA, will be placed on academic probation. During this probationary period, these students remain eligible for extracurricular activities if they attend the required remediation sessions. Students who fall below a 1.50 GPA are ineligible for extracurricular activities.

Students may still practice and attend events as a member of a team or club provided the following criteria are met:

1. Students must be invited by the coach/advisor to participate.
2. Students must be passing all classes.
3. Students must have a GPA of 2.00 or higher on a weekly basis during the current quarter.
4. Students must turn in all assignments in all classes.
5. Students must attend weekly tutoring sessions as assigned.
6. Students failing to attend the mandatory tutoring sessions will receive demerits.
7. Students must not receive any demerits.

The above criteria will be monitored and determination regarding eligibility to participate in practices will be decided on a week-to-week basis.

The OHSAA states that a student must pass five one-credit courses fourth quarter in order to be eligible to play Fall Sports in the next school year.

ATTENDANCE ON PERFORMANCE/EVENT DAYS

In order for a student to participate in any public event related to an extra-curricular, the student must be present for at least a half day. A half day is defined as being present from first period to the end of fourth period or being present from the beginning of fifth period to the end of the school day.

STUDENT LEADERSHIP

To encourage student leadership, moderators seek students to become officers in clubs and organizations, assisting them in developing their potential through assignments and encouraging them to run for higher levels of leadership and responsibility within the school community.

However, in an effort to enable as many students as possible to have opportunities for leadership roles and to ensure that those students who are elected or appointed to leadership roles have the time to fulfill the responsibilities in those organizations, the following policy is established. A student may be a “president” or its equivalent (editor, board chairperson, etc.) in no more than two school clubs or organizations. A student may be an officer (board member, class representative, etc.) in no more than four school clubs or organizations. In the event a student is elected/appointed to more than two “presidencies” or more than four “officer” positions, the student must make choices regarding leadership positions he/she will hold to be in compliance with the policy.

In the beginning of each school year, the school's Leadership Team shall request of every organization/club a list of its officers/leaders. It shall be the job of the Leadership Team to ensure compliance with the policy, notifying any organizations of changes that need to be made.

LEADERSHIP TEAM

The Leadership Team shall be comprised of the Principal, the Dean of Students, the Campus Minister, the Athletic Director, the NCA/OCSAA coordinator, the Student Council Advisor, and members of the Student Council. It shall meet once a week during homeroom to review the calendar and discuss plans for events. Furthermore, when events are being planned by the officers of a particular class, the class advisor of that class will also be invited to attend the weekly meeting to ensure communication among student council, class officers, and class advisors.

The Leadership Team will also host a "Leadership Forum" once each quarter. The forum, probably 1-2 periods (rotating throughout the year), would bring together the Leadership Team and the presidents (or their equivalents) of all student organizations or clubs (and advisors if possible).

Leaders will share with each other the kinds of activities, events, fundraising, etc. their groups are engaging in, especially if they need school-wide support. Leaders will be asked to submit to the Leadership Team an overview of their planned activities for the quarter (a form will be designed and provided for each group). This process should reduce calendaring conflicts. If fundraising and/or building use is involved, leaders and advisors must still make sure that their group completes the appropriate fundraising forms (to Development Office) and building use forms (to Principal's Office).

DESCRIPTION OF EXTRACURRICULAR ACTIVITIES

ATHLETICS

Students may participate in any of the seventeen interscholastic athletic teams.

- Baseball {Freshmen, Junior Varsity, and Varsity)
- Boys' basketball (Freshmen, Junior Varsity, and Varsity)
- Girls' basketball (Freshmen, Junior Varsity, and Varsity)
- Bowling (Boys' and Girls)
- Cheerleading (Freshman, Junior Varsity, and Varsity; Fall and Winter Sports squads)
- Cross Country (Boys' and Girls' Varsity)
- Football (Freshman, Junior Varsity, and Varsity)
- Golf (Boys and Girls Junior Varsity and Varsity)
- Girls' gymnastics
- Lacrosse (Boys and Girls)
- Boys' soccer (Freshman, Junior Varsity, and Varsity)

- Girls' soccer (Junior Varsity and Varsity)
- Softball (Junior Varsity and Varsity)
- Boys' tennis (Junior Varsity and Varsity)
- Girls' tennis (Junior Varsity and Varsity)
- Track and Field (Boys' and Girls' Junior Varsity and Varsity)
- Girls Volleyball (Freshman, Junior Varsity, and Varsity)
- Boys Volleyball
- Wrestling (Freshmen, Junior Varsity, and Varsity)

Please refer to the St. Vincent-St. Mary High School Athletic Handbook for further information about Irish athletics.

ACADEMIC CHALLENGE

The Academic Challenge Team is open to students in any grade level. As a team, STVM students compete against teams from other schools answering questions from across many genres such as Geography, Math and Pop Culture. The team meets on a weekly basis (usually right after school) to practice questions and then travels to surrounding high schools to compete throughout the school year.

ACADEMIC WORLDQUEST

Academic WorldQuest is a national, high school level competition that quizzes students on different aspects of foreign policy, current events, and international affairs. Hosted by the Cleveland Council on World Affairs (CCWA), this competition follows a trivia-like style in which different teams of four students compete for the top prize and to qualify for the national competition in Washington D.C. The St. Vincent- St. Mary WorldQuest team is an excellent way for students to learn more about current events and topics in the world community and also test their knowledge in a fun and exciting environment. If you would like to learn more about this program, you can visit <https://www.ccwa.org/events/academic-worldquest/> or contact the team advisor, Mrs. Ruby Kofsky, at rkofsky@stvm.com or student facilitator Michael Chmura Mchmura.student@stvm.com If you are interested in world affairs or current events, please consider participating in this team for a great experience.

ART CLUB

The Art Club meets after school 2-3 times per month. A student does not need to be enrolled in an Art Class to belong to the club. They work on many interesting activities and at the end of the school year there is a field trip to the Cleveland Art Museum.

BAND

Students have an opportunity to display Irish spirit by taking part in many instrumental classes. If a student is a beginner or would like to learn to play an instrument, or to be a member of the

concert band or wind ensemble, classes are available. If a student already knows how to play an instrument, marching band is recommended. The Irish Band plays at all football games.

BOOK CLUB

Open to all students who enjoy reading for pleasure. The club meets once a month after school to discuss a book that is collectively selected by the members. The discussions are casual and inclusive.

BOOSTER CLUB (STUDENT)

The purpose of this club is to help increase school spirit as it relates to ALL school sports. The club accomplishes this by helping with Pep Assemblies when asked; painting signs for display in the school to encourage success by individuals and teams; and providing small tokens of support to those teams and individuals during the season. The desire to support an increase in school spirit is the only prerequisite for participation in this club. It is open to all students. There are no dues. The Student Booster Club does sponsor several small fundraisers during the year to help raise money for supplies such as paper, paint and brushes. We try to meet once a week after school to plan for the sports activities for the coming week.

CHESS CLUB

The Chess Club meets weekly after school. Members practice chess and learn new strategies and tactics to improve their chess skills. Members also have the opportunity to compete in local tournaments, however participation is not a requirement for membership.

CREATIVE WRITING CLUB/POWER OF THE PEN

Creative Writing Club meets once a week before school so that students who are interested in writing and sharing their work can get constructive feedback from like-minded peers.

CSI ACADEMIC CLUB

Solving a crime is all about biology, chemistry and physics. The club will follow the trail of evidence on a real-life case to learn how to solve a crime. However, crime scene investigation, involves the proper identification, collection and chain of custody of evidence to the forensic lab for analysis. The club will also focus on forensic crime scene photography, laws and rules of evidence, fingerprint processing, trace analysis and computer evidence recovery. The club will be bringing in Prosecutors, Criminal Attorneys, Crime Scene Investigators, Court Reporters, etc., with the direction of the Honorable Julie Schafer.

DRAMA

Each year the Drama department sponsors a fall play and a spring musical. Auditions are open to all students.

ENVIRONMENTAL CLUB

Environmental club is for students who have an interest in conserving resources and protecting the environment. Club meets as needed to plan recycling and conservation programs throughout the school and local community.

FUN IN ENGINEERING

Fun is Engineering club teaches applied engineering skills by doing fun engineering projects, attending educational workshops and participating in high school engineering contests.

FUTURE MEDICS

Future Medics is designed for students interested in learning more about the different aspects of the medical field. Members are able to receive first-hand knowledge by participating in field trips, listening to various speakers, and sponsoring the Bloodmobile Drive in cooperation with the Red Cross.

INTERNATIONAL THESPIAN SOCIETY

Based on the eligibility requirements of the International Thespian Society (ITS), students may be inducted into ITS based on their participation in dramatic productions.

INVESTMENT CLUB

The investment club aims to introduce young investors to the beginning principles of watching the stock market and maintaining online accounts. Each member of the group is responsible for research of particular companies and funds. The group also sponsors a field trip to the New York Stock Exchange.

IRISH ATHLETES FOR CHRIST

Irish Athletes is an organization that seeks to support sportsmanship in Christianity. This group meets every other week at 7:15 a.m.

IRISH DANCE

Irish Dancers perform at various sporting events. This group is open to all students who have shown an interest in Irish dance and have attended Irish dance camp.

MOCK TRIAL

Mock Trial is a program sponsored by the Ohio Center for Law Related Education. The program provides students the opportunity to learn first-hand about the law, court procedures, and the judicial system while also building 21st century learning skills, such as teamwork, critical thinking, and analytical and presentation skills. Each year volunteer attorneys create an original case around a current constitutional issue important to students. Mock Trial teams work with an

attorney or a judge to prepare their case – from both the plaintiff and defense perspective. They then engage in a competition teams from other schools.

MODEL UNITED NATIONS

Model United Nations is an academic simulation of the United Nations that aims to educate participants about current events, topics in international relations, diplomacy and the United Nations agenda. The participants role-play as diplomats representing a nation in a simulated session of a committee of the United Nations, such as the Security Council or the General Assembly.

MU-ALPHA THETA (MAO)

Mu-Alpha Theta is a national math organization made up of students from advanced sophomore, junior, and senior math classes. Students may be invited to join this group as a sophomore and must maintain a "B" average in math to remain in the group.

MULTI-CULTURAL CLUB

The purpose of this club is to affirm, enhance, and integrate the cultural diversity present in the school community.

NATIONAL HONOR SOCIETY (NHS)

The National Honor Society, limited to juniors and seniors, is a prestigious national organization that recognizes those students who possess outstanding scholarship, character, leadership, and service.

Students are selected to membership based on the above qualifications, plus an evaluation process by the entire faculty, and then final selection by a faculty council. Students must have at least a 3.7 accumulative GPA, must maintain that GPA to retain membership, and must also make a commitment to engage in service projects. An annual induction ceremony for new members is held in the second quarter.

NEWSPAPER (“LEPRECHAUN GOLD”)

The school newspaper, the “Leprechaun Gold,” is an award winning high school newspaper which is published periodically. Students in the journalism class learn the basics of newspaper writing and publishing.

RIGHT TO LIFE

Students are encouraged to strengthen their commitment to respecting life at all levels by participating in this organization. Students engage in letter writing, marches, school assemblies, and other activities dealing with protection and respect for all human life.

ROBOTICS TEAM

St. Vincent – St. Mary High School has three teams that compete in the FIRST® Tech Challenge (FTC®) with one of the teams converting to a FIRST® Robotics Competition (FRC®) team in the 2016-2017 school year. The FIRST® Tech Challenge is a robotics competition for high school students based on a sports model. Teams are responsible for designing, building and programming their robots to compete as alliances against other teams. Teams advance from local qualifying tournaments to state championship tournaments, before advancing to the World Championship Tournament, held each year in St. Louis, Mo. The FIRST® Robotics Competition (FRC®) combines the excitement of sport with science and technology to create a unique varsity Sport for the Mind™. FRC helps high-school-aged young people discover the rewarding and engaging world of innovation and engineering. STVM's FRC® teams are generously supported by FedEx Custom Critical. If you are interested in learning more about sponsorship, please contact Bob Engels, the team advisor at rengels@stvm.com

ROCKET TEAM

St. Vincent – St. Mary fields 5 rocket teams that compete in the Team America Rocketry Challenge (TARC).

Teams from STVM begin designing and building their rockets over the summer months and begin flight testing in the fall. Flight testing usually occurs from October to April. Teams reaching the finals travel to Manassas, Virginia the second weekend in May for the national fly-off. STVM's rocket teams are generously sponsored by National Machine Group, an aerospace machining company with its headquarters in Stow, Ohio.

If you are interested in learning more about sponsorship, please contact Bob Engels, the team advisor at rengels@stvm.com

SCIENCE INQUIRY TEAM

The science inquiry team consists of a group of students who receive superior ratings at the local science fair and are thus eligible to move on to the District competition. The team meets to polish and practice their presentations with the goal of moving forward from districts to the State competition. The main goal like any other team is to compete and win at the State competition.

SIGN LANGUAGE CLUB

This group meets to learn the basics of American Sign Language and performs occasionally at school concerts and assemblies.

SKI AND SNOWBOARD CLUB

The Ski and Snowboard Club is open to all students who enjoy Skiing, Snowboarding, or Snowblading. Students need no prior experience with these sports, as optional lessons are provided with club membership. The club typically meets one night a week during the winter at

Boston Mills/Brandywine ski resort in Peninsula. We provide transportation, dinner, and snacks for the members, as well as lift tickets and lesson passes for students who need them. Students who already hold season passes or pick-a-day passes are also encouraged to join our school club to share in the camaraderie on the slopes.

Additionally, the club takes annual ski trip, to a larger resort in the area (such as Peek'n Peak, Holiday Valley, and Seven Springs). Although these trips are sponsored by the Ski and Snowboard Club, they are open to all interested STVM students, even if they are not club members. Information about annual club membership is typically available mid-October, and students are encouraged to sign up early to secure their place in the club.

ST. BRIGID'S FIRE

Inspired by the fire of St. Brigid's love and empowered by the Light of Christ, the members of St. Brigid's Fire Service and Justice Club strive to be a beacon of hope to the hopeless, reaching out with love to embrace the vulnerable among us today. Students seek opportunities to make a difference through direct service and indirect action on behalf of the poor, the marginalized, the lonely, the ill, the aged, and the oppressed members of God's family.

ST. JOSEPH OF ARIMATHEA SOCIETY

The St. Joseph of Arimathea Society endeavors to honor the life and dignity of the human person by fulfilling our obligation to perform the Corporal Work of Mercy of burying the dead. The Society does this by offering pallbearer services to those in need, in particular the poor and the elderly.

STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.)

S.A.D.D. is an informative and educational club which addresses various aspects and problems encountered by drunk driving. During Homecoming and Prom, this club makes students aware of the problems associated with alcohol consumption.

STUDENT COUNCIL AND CLASS OFFICERS

The highest-ranking position of political leadership in a school is to be elected President of Student Council.

The four Student Council Officer positions include:

- President -Senior Class
- Vice President - Junior Class
- Secretary -appointed
- Treasurer –appointed

In addition to the Student Council officers, the four elected officers of each class comprise the Student Council.

Students who wish to run for class officer or Student Council officer must meet the following criteria:

- 2.5 accumulative GPA – verified by signature of the Records Office (to be consistent with eligibility) on his/her self-nomination form
- Good discipline record – verified by signature by Dean of Students on his/her self-nomination form.
- Positive role modeling – verified by signatures of three of the student’s classroom teachers on his/her self-nomination form.
- Student Council President/Vice President candidates must have one year of previous Student Council experience.

On the self-nomination form, the candidate will also compose a written statement of why he/she seeks a leadership position and what qualities he/she possesses that would make him/her a good leader. The self-nomination form will be submitted to the Student Council advisor. Prior to elections, candidates will deliver their prepared statements to the student body or to their class. Elections will follow.

WORLD LANGUAGE CLUBS

The purpose of the World Language Club is to promote interest in foreign language learning and to provide experiences that promote cultural awareness. Cultural experiences include guest speakers, field trips, and the Mardi Gras party. Each language (French, Spanish, Russian and Chinese) hosts its own meetings and functions.

YEARBOOK

The school yearbook illustrates important student events. Students learn the mechanics of photo journalism as well as the mechanics of producing the school yearbook.

ADMISSIONS/WITHDRAWALS

ADMISSIONS AND REGISTRATION PROCESS

Any student requesting admission to St. Vincent-St. Mary High School must submit an application with a copy of his/her school transcript to the Admissions Office. Applications are submitted to the Admission Committee which subsequently determines the acceptance of new and returning students.

We accept applications from all students and the admissions process is followed for all applicants regardless of race, color, religion, national/ethnic origin, age, sex and gender (including pregnancy, childbirth, and related medical conditions), physical appearance, disability (physical, mental, or learning), citizenship status, genetic information, socioeconomic status or sexual orientation.

The Admissions Office will notify applicants of acceptance/non-acceptance and administer the registration process. All incoming freshmen will complete the placement test. Results of this test will be used to place students in the appropriate academic course track. Transfer students will receive a course recommendation based on previous school records.

WITHDRAWAL

Only the parent/ guardian, legal custodian, or person who is responsible for the student may withdraw the student from school. Verification of the custodial status of the person making the withdrawal may be required.

Official school records will be transmitted upon written request only if the withdrawn student has paid all tuition and fees and has satisfied all other obligations to the school such as returned all textbooks, surrendered STVM ID card and athletic uniforms.

Health records may be released to the parent or to the person legally responsible for the student to expedite entry into the new school system.

VOLUNTEER OPPORTUNITIES



HELPING HANDS – IRISH HEARTS

There are many ways to volunteer at St. Vincent – St. Mary High School.

We have our largest fundraiser, Showcase, every year, plus 7th Grade Visitation, mailings, many Parents' Club and Athletic Booster Club activities, the Shillelagh Shack and more.

You will find that volunteering at St. Vincent – St. Mary is a very rewarding experience. The giving of time for the love of our children creates a special sense of pride, which furthers the unique spirit of loyalty, love and caring, friendship and tradition which are synonymous with St. Vincent – St. Mary High School.

Perhaps most importantly, VOLUNTEERISM strengthens the bond between parents and students, directly involves parents in student life, provides opportunities for positive role models and creates a true family.

For more information or to register to volunteer, contact Jerry Kelly, Volunteer Coordinator, at 330-253-9113, ext. 101 or 330-592-4155.

We welcome you!

AN IRISH BLESSING

May the road rise to meet you,
May the wind be always at your back,
May the sun shine warm upon your face,
The rains fall soft upon your fields and,
Until we meet again,
May God hold you in the palm of His hand.

HANDBOOK AGREEMENT

Please read this handbook carefully. Your student should read and observe the guidelines presented here. Their registration at St. Vincent – St. Mary High School is to be considered equivalent to a statement of willingness to comply with all its rules and regulations.

Parents are encouraged to call the office of the Principal, the Dean of Curriculum, the Dean of Students, the Assistant Dean of Students, one of your child’s teachers or a guidance counselor to ask questions – whether they pertain to academic development or disciplinary matters. The staff of St. Vincent – St. Mary High School is willing to help in any way possible with the development of our students.

The Administrative Team reserves the right to amend this handbook at any time

We have read the 2017-2018 Student Handbook of St. Vincent – St. Mary High School and understand that our child’s registration at St. Vincent – St. Mary High School demonstrates our willingness to comply with the School’s regulations and policies.

Parent’s name (printed) : _____

Signature of Parents: _____

Date: _____

Student’s name (printed): _____

Signature of Student: _____

Date: _____

This form is to be returned to the student’s homeroom teacher by August 31, 2017.

The Student Handbook is found on the stvm.website under Academics.