

**St. Vincent de Paul High School**  
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**2020-2021 Theme: "Put on the Armor of God"**  
**2020-2021 School Theme Song: What a Beautiful Name by**  
**Hillsong Worship**

## Contents

<b>ACCREDITATION .....</b>	<b>9</b>
<b>POLICIES.....</b>	<b>9</b>
<b>POLICY OF NON-DISCRIMINATION .....</b>	<b>9</b>
<b>MISSION REVIEW AND REVISION PROCEDURE .....</b>	<b>9</b>
<b>PHILOSOPHY .....</b>	<b>9</b>
<b>VISION .....</b>	<b>11</b>
<b>MISSION.....</b>	<b>11</b>
<b>VINCENTIAN EDUCATIONAL VALUES .....</b>	<b>11</b>
<b>MOTTO: “Together We Serve”.....</b>	<b>11</b>
<b>STUDENT WITNESS STATEMENT: CALLED TO BE CATHOLIC.....</b>	<b>11</b>
<b>SCHOOL BOARD.....</b>	<b>13</b>
PURPOSE AND FORMAT.....	13
VISITORS AT BOARD MEETINGS .....	13
ADDRESSING THE BOARD .....	13
<b>PURPOSE AND ACKNOWLEDGEMENT OF THE HANDBOOK .....</b>	<b>14</b>
<b>HISTORY OF OUR SCHOOL .....</b>	<b>15</b>
<b>OUR PATRON SAINT.....</b>	<b>16</b>
<b>SCHOOL CREST .....</b>	<b>17</b>
<b>SCHOOL RING .....</b>	<b>17</b>
<b>SCHOOL MASCOT: Indians .....</b>	<b>17</b>
<b>SCHOOL COLORS: Blue and Gold .....</b>	<b>17</b>
<b>ST. VINCENT SCHOOL SONG .....</b>	<b>18</b>
<b>BELL SCHEDULE .....</b>	<b>19</b>
<b>CONTACT INFORMATION.....</b>	<b>20</b>
<b>PARENT COMMUNICATION .....</b>	<b>22</b>
<b>ARCHDIOCESAN AND SCHOOL BOARD POLICIES.....</b>	<b>23</b>
Absence / Attendance Policy (4200).....	23
Absence Policy (4200)/ Anticipated Absences.....	23
Absence Policy (4201) / Homework and Test Make-up .....	23
Absence Policy (4200) / Loss of Credit .....	24
Absence Policy (4200) / Irregular attendance .....	24
Access to Student Records (4601.2).....	24
Admission Requirements to St. Vincent (4102.1).....	25

Admission of Home-Schooled Students Policy (4102.52).....	25
Admission to a Secondary School (4102.1).....	25
Behavior-Unsportsmanlike, Parent/Fan- 2017 .....	26
Cigarettes, Tobacco, E-Products /Vaping/ Paraphernalia Policy – 2018 (4303.1) .....	26
Communicable/Contagious Disease Policy (4401.5) .....	26
Concussion Policy and Testing with Concussion .....	26
Course Curriculum Policy (4500) .....	27
Course Failures Policy .....	28
Course Selection Policy (4104) .....	28
Crisis and Media Policy (May, 2016) .....	29
Dance (7/8 <sup>TH</sup> Grade) Policy (4303.8) .....	29
Disciplinary Responses for Serious Offences Policy (4302) .....	29
Administrative Role in Discipline Board Policy (2017) .....	29
Dead Week for All School Related Activities & Sports Policy– Board approved 2017 .....	30
Distribution of Pamphlets (4402.4).....	30
Emergency Response Team Policy (4401.51) .....	31
Extra-curricular Activities Policy (5202.1) .....	31
Field Trip Attendance/ Transportation Policy (5202.8).....	31
Graduation Policy (4501).....	31
Harassment Policy (4303.7).....	31
Health Information Policy (4401.2).....	32
Health - Emergency Information (4401.21).....	32
Health Policy/ Medicine (4401.1) (4401.2) (4401.4) .....	32
Health/ Medication Policy (4401.4) .....	33
Health/Non-prescription Medications Policy (4401.4) .....	33
Health/ Significant Medical Conditions Policy (4401.6) .....	33
Health/ Medicine and Emergency Information Policy (4401.21) .....	34
Immunizations Policy .....	34
Internet and Electronic Communications Policy (4303.4).....	34
Legal Documents Regarding Custody for School (2016).....	35
Mailing Lists Policy (4402.5).....	35
Media and the School Policy (4402.3) .....	35
Music Used in Pre-, Post- and During Events/Activities/Sports .....	35
Non-Discrimination Policy (4101).....	36
Physical Examination of Students Policy (4401.3) .....	34

Protecting God's Children Policy .....	36
Questioning of Students Policy (4402.2) .....	36
Release from School Policy (4203) .....	36
Release for Illness - Policy (4203.1) .....	36
Reporting Abuse Policy .....	37
Search and Seizure Policy (4303.5) .....	37
Student Records Policy (4600) .....	37
Student Records – Transfer of Records Policy (4601.4) .....	37
Students with Special Needs Policy (5204) .....	38
Student Progress – Promotion Junior High Policy (4501.1) .....	38
Student Progress – Retention Junior High Policy (4501.2) .....	38
Supervision Policy (4402) .....	38
Tardy – School and Class - Policy (4202) .....	38
Transferring from a Non-Catholic School Policy (4102.3) .....	39
Truancy Policy (4201.1) .....	40
Tuition (4102.1) .....	40
Transfer of Records Policy (4601.4) .....	41
Valedictorian and Salutatorian Speech Policy .....	41
Violence or Threat of Violence (4303.3) .....	41
<b>ABSENCE - ATTENDANCE INFORMATION .....</b>	<b>42</b>
ABSENCE - ATTENDANCE POLICY (4200) .....	42
ABSENCE - ATTENDANCE POLICY AND GUIDELINES .....	42
Irregular attendance: .....	43
Release from School: .....	43
Release from school due to illness: (4203.1) .....	43
Driver's Test Absence: .....	43
Doctor/Dental Appointments / Absence .....	43
Family Vacations Absence .....	43
Students and Funeral Absence .....	43
Early Dismissal for Appointment / Absence .....	43
College Visit Absence .....	44
ATTENDANCE (PERFECT) POLICY .....	<b>Error! Bookmark not defined.</b>
ABSENCES POLICY (4201) / HOMEWORK AND TEST MAKE-UP .....	44
ANTICIPATED ABSENCES POLICY .....	45
ABSENCE FOR CONCUSSION AND TAKING TESTS POLICY .....	45

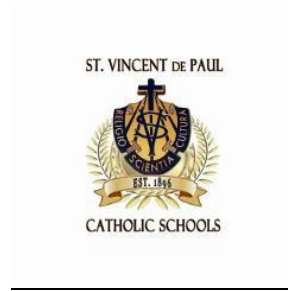
SCHOOL AND CLASS TARDY POLICY (4202) .....	45
TARDIES, ABSENCES AND ATHLETIC / CO-CURRICULAR PRACTICES .....	46
HEAD LICE.....	46
STUDENTS AND WORK .....	46
TRUANCY POLICY (4201.1).....	46
VOCATIONAL-TECHNICAL CLASS ABSENCES POLICY .....	47
<b>ACADEMICS .....</b>	<b>47</b>
ACADEMIC GRADING POLICY FOR VO-TECH .....	47
ACADEMIC LAB REQUIRED FOR “AT OR BELOW A D+ RULE” .....	47
ACADEMIC CLASS RANK .....	48
VALIDICTORIAN AND SALUTATORIAN SPEECH POLICY: .....	48
ADVANCED COLLEGE CREDIT (1818 AND SEMO) .....	49
COURSE SELECTION POLICY (4104).....	49
COURSE REGISTRATION PROCEDURE AND CONFLICTS.....	49
ELECTIVES, WEIGHTED COURSES, DUAL ENROLLMENT AND AP CLASSES .....	50
CHRISTIAN SERVICE AS PART OF GRADUATION REQUIREMENT .....	51
COURSE AND FAILURES POLICY .....	51
STUDENT PROGRESS – JUNIOR HIGH PROMOTION .....	52
STUDENT PROGRESS - RETENTION – JUNIOR HIGH .....	52
COURSE CURRICULUM POLICY (4500) .....	52
FIELD TRIP ATTENDANCE/ TRANSPORTATION POLICY.....	53
GRADE POINT AVERAGE.....	53
GRADING .....	54
GRADING POLICY - VOCATIONAL-TECHNICAL .....	55
GRADE POSTING .....	55
GRADUATION HONORS.....	55
GRADUATION POLICY (4501).....	55
GRADUATION REQUIREMENTS.....	55
HONOR ROLL.....	55
LEGAL DOCUMENTS REGARDING CUSTODY (2016) .....	56
RELIGIOUS EDUCATION PROGRAM .....	56
STANDARDIZED TESTING.....	56
<b>ADMISSIONS .....</b>	<b>57</b>
ADMISSION TO A SECONDARY SCHOOL POLICY (4102) .....	57
ADMISSION OF HOME-SCHOOLED STUDENTS POLICY (4102.52) .....	57

POLICY OF NON-DISCRIMINATION (4101) .....	58
REQUIREMENTS FOR ADMISSION TO ST. VINCENT JR/SR HIGH SCHOOL (4102.1) .....	58
TRANSFERRING FROM A NON-CATHOLIC SCHOOL POLICY (4102.3) .....	58
<b>CARE TEAM / STUDENTS WITH LEARNING DIFFICULTIES.....</b>	<b>60</b>
<b>CLUBS, PROCESSES, AND EXPECTATIONS.....</b>	<b>61</b>
POLICY ON EXTRA-CURRICULAR ACTIVITIES (5202.1) .....	61
STUDENT LEADERSHIP IN ATHLETICS AND CO-CURRICULAR ACTIVITIES .....	61
CLUBS AND ORGANIZATIONS (CO-CURRICULARS) .....	62
NATIONAL HONOR SOCIETY MEMBERSHIP PROCEDURE .....	63
STUDENT COUNCIL LEADERSHIP REQUIREMENTS .....	64
<b>DANCES.....</b>	<b>65</b>
7/8 <sup>TH</sup> GRADE DANCE POLICY (4303.8).....	65
HIGH SCHOOL DANCE PROCEDURE .....	66
DRESS CODE FOR DANCES.....	66
<b>DAY-TO-DAY OPERATIONS .....</b>	<b>67</b>
BOOKS.....	67
CAFETERIA.....	68
EMAIL (STUDENT) –GOOGLE .....	68
FOOD AND DRINK.....	68
HALL PASSES.....	68
HOMEWORK.....	69
ID CARDS .....	69
LEAVING CAMPUS.....	69
LIBRARY .....	69
LOCKERS.....	70
SEARCH OF LOCKER AND SEIZURE POLICY (4303.5) .....	70
LUNCH AND STUDY HALL.....	71
MATH LAB .....	71
PARENT TEACHER CONFERENCES .....	71
PARENT TEACHER ORGANIZATION (PTO) .....	71
VEHICLE REGULATIONS AND PROCEDURES .....	72
YOUTH MINISTRY .....	73
<b>DISCIPLINE .....</b>	<b>73</b>
DISCIPLINE BOARD POLICY (2017) .....	74
DISCIPLINARY PROCESS: .....	74

DISCIPLINARY CONSEQUENCES FOR COMMON OFFENCES AT SV .....	75
DISCIPLINARY CONSEQUENCES FOR SERIOUS OFFENCES (4302) .....	75
LEAVING CAMPUS WITHOUT PERMISSION .....	76
CHEATING/PLAGIARISM: DISCIPLINE AND ACADEMIC INTEGRITY .....	76
CELL PHONES AND ELECTRONIC DEVICES POLICY .....	77
DRUG/ALCOHOL/SUBSTANCE ABUSE CONSEQUENCES .....	78
HARRASSMENT POLICY (4303.7).....	78
PUBLIC DISPLAYS OF (Romantic) AFFECTION.....	78
DEFINITION OF TEN MINUTES.....	79
DEFINITION OF THURSDAY DETENTION.....	79
DEFINITION OF SATURDAY SCHOOL DETENTION .....	80
DEFINITION FOR IN-SCHOOL SUSPENSION .....	80
NOTIFICATION OF SUSPENSION .....	80
PROBATION.....	80
DEFINITION OF PROBATION FOR MISCONDUCT.....	81
WITHDRAWAL FOR CAUSE.....	81
DEFINITION OF WITHDRAWAL FOR CAUSE .....	81
<b>DRESS CODE &amp; CONSEQUENCES .....</b>	<b>82</b>
DRESS AND GROOMING .....	82
DRESS CODE VIOLATION CONSEQUENCES .....	82
DRESS DOWN DAYS – BLUE AND GOLD DAYS .....	83
EVENING DRESS UP EVENTS .....	83
TEAM SHIRT DAYS.....	83
JUNIOR AND SENIOR HIGH SCHOOL UNIFORM .....	83
<b>EMERGENCY PLANS AND SAFETY .....</b>	<b>85</b>
CRISIS AND MEDIA POLICY (MAY 2016) .....	85
ASBESTOS COMPLIANCE.....	85
CHEMICAL/HAZARDOUS WASTE ACCIDENT PROCEDURE .....	85
EARTHQUAKE PROCEDURE.....	86
EMERGENCY PROCEDURE DRILLS.....	86
FIRE PROCEDURE .....	86
INCLEMENT WEATHER PROCEDURE .....	86
INTRUDER/WEAPON ON CAMPUS POLICY/PROCEDURE .....	87
SEVERE STORM/TORNADO PROCEDURE.....	87
SAFETY AND HEALTH GUIDELINES.....	87

<b>FINANCIAL RESPONSIBILITY .....</b>	<b>89</b>
FINANCIAL AID .....	89
FINES .....	89
SUNDAY COLLECTIONS.....	89
TUITION.....	89
<b>ATHLETIC HANDBOOK AND POLICIES.....</b>	<b>90</b>
IN ORDER TO PARTICIPATE IN SPORTS .....	90
PARENT AND FAN BEHAVIOR POLICY - 2017.....	90
DEAD WEEK POLICY FOR ALL SPORTS AND ACTIVITIES-2017.....	91
ATHLETICS PROGRAMS .....	91
CONCUSSIONS AND TAKING TESTS POLICY.....	91
EXPECTATIONS OF ATHLETES AND PARENTS .....	91
STUDENT LEADERSHIP:ATHLETICS & CO-CURRICULAR ACTIVITIES .....	92
ATHLETE ACADEMICS.....	93
ATHLETES WHO TRANSFER SCHOOLS.....	94
ATHLETE PARTICIPATION LIMITS .....	94
ATHLETE ELIGIBILITY FOR EACH SEMESTER .....	94
ATHLETIC - AMATEUR AND AWARDS STANDARDS.....	94
ATHLETIC AGE LIMITS .....	95
ATHLETE NON-SCHOOL COMPETITION .....	95
ATHLETE COLLEGE AUDITIONS/TRYOUTS .....	96
ATHLETE ALL STAR GAMES .....	96
ATHLETIC SPORTS CAMPS/CLINICS.....	96
ATHLETIC SPORTSMANSHIP .....	97
ATHLETE PHYSICAL EXAMINATION.....	97
ATHLETIC TRAINING POLICY .....	97
ATHLETIC ELIGIBILITY FOR LETTER JACKETS.....	97
PROBATION AND INELIGIBILITY POLICIES .....	98
FOR ATHLETIC ACTIVITIES .....	98
ATHLETE & CIGARETTES, TOBACCO, E-CIGARETTES/VAPING POLICY- 2018.....	102
ATHLETES WITH “DWI/DUI” OR IN POSSESSION OF CONTROLLED SUBSTANCES .....	100





## ACCREDITATION

St. Vincent DePaul High School (7-12) has been accredited through North Central since 1933, and is now accredited through AdvancED with Distinction. (2016)

## POLICIES

All policies have been approved and adopted by the St. Vincent de Paul Catholic Schools' Board. In addition, all procedures accompanying the policies have been endorsed by the School Board.

## POLICY OF NON-DISCRIMINATION

St. Vincent de Paul Catholic Schools shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school- administered programs.(4101)

## MISSION REVIEW AND REVISION PROCEDURE

The Mission Statement of St. Vincent de Paul Schools lead us in developing faith experiences, educational programs, curriculum and activities for our students. We are committed to communicating these statements annually with parents, students, alumni, parishioners, and friends of our schools. As a means of ensuring integrity and validity of these statements, a committee with individuals from all school constituencies will be formed every five (5) years for the purpose of full review and if deemed necessary, revision.

## PHILOSOPHY

The Vincentian Philosophy of Education seeks to proclaim the Gospel in the spirit

of St Vincent de Paul and in so doing to form young people that they may bring the Good News to the poor and stand with them in solidarity. The following principles are regarded as fundamental to the task of assisting young people to develop a synthesis of faith and culture and a personal integration of faith and life:

- a. Jesus Christ sent by God, the Person in whom all human values find their fulfilment and unity, is the model of authentic human life which we offer.
- b. In the certainty that the Holy Spirit is at work in every person who seeks the truth we offer our catholic faith and culture to all, non-Christians included.
- c. Since faith is a gift of God and cannot be imposed, we proclaim the Gospel and offer a formation based on the values of that Gospel while respecting the religious freedom and personal conscience of individual students and their parents.
- d. Formation for living according to the Gospel message is continually fed and stimulated by its Source of life, the Saving Word of Christ. This is expressed in the Scriptures, in tradition, especially liturgical and sacramental tradition, and in the lives of people, past and present who bear witness to that Word. Mary the mother of God is a singular model and excellent example of that which we as Christians desire and hope wholly to be in faith, charity and union with Christ.
- e. The justification for a catholic school is its sharing in the evangelizing mission of the Church; as such the mandate for our apostolic undertaking is given by the Bishops to whom we are responsible in the person of the local Bishop.
- f. The promotion of the fundamental equality and dignity of all persons is the basis for our preferential option for the poor, for those who, regardless of the reason, are marginalized in our society, and for those who are deprived of family help and affection.
- g. Since parents are primarily and principally responsible for the education of their children a Vincentian community forms and fosters a partnership with them in the context of the local ecclesial community.
- h. Witness to the integration of faith and vocation in life takes place in a genuine community of faith in which the complementary vocations of lay and religious women and men are recognized, welcomed and fostered.
- i. A good educational environment is one where young people gradually learn to open themselves continually to life as it is and to create in them a clear meaning of life; hence students are to be active agents in their own formation and in the formation of their peers.
- j. Ongoing formation of all involved in the apostolate of educating young

people is a necessary prerequisite for maintaining the self-criticism needed to evaluate and improve the formation that is offered. Such ongoing formation will seek to develop the educator humanly, professionally, religiously and spiritually in the tradition of Vincent de Paul.

- k. The educational program is directed to the integral formation of each student so that he, whatever his ability, is extended to the fullest degree possible in an areas of his formation.

l.



## VISION

To educate and to foster the growth of each student: mind, body and spirit.

## MISSION

St. Vincent de Paul Catholic Schools, united in Christ and guided by the educational values of St. Vincent de Paul, transform each student through the power of faith and knowledge.

## VINCENTIAN EDUCATIONAL VALUES

Holistic, Integrated Learning, Creative, Flexible, Excellent, Person Oriented, Collaborative, and Focused on Service

## MOTTO: "Together We Serve"

## STUDENT WITNESS STATEMENT: CALLED TO BE CATHOLIC

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. St. Vincent High School will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME. I PROMISE TO LOVE GOD BY:**

- Participating in the Mass and sacraments, especially Sunday Eucharist.
- Setting aside time each day for prayer to develop my relationship with God.
- Studying about the Trinity; Father, Son, and Holy Spirit - and the Church.
- Recognizing and accepting Jesus as Savior, Teacher and Friend.
- Understanding and following Gospel values as found in sacred scripture and sacred tradition.

**GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- Accepting responsibility for modeling my life in imitation of Jesus and Mary.
- Listening to God's will in discerning my vocation in life.
- Nourishing and caring for my own body as temple in which the spirit of God resides.
- Reverencing the gift of human sexuality by living a chaste life.
- Critiquing and evaluating the culture in which I live and following the Catholic way of life.

**GOD MADE ME PART OF HIS FAMILY. I PROMISE TO LOVE OTHERS BY:**

- Using the gifts of the Holy Spirit given me to me in Baptism and Confirmation and in service to others.
- Respecting all people no matter what their differences as gifts and blessings from God.
- Living in hope as I work for justice and peace for all peoples.
- Being an authentic disciple and evangelizer, helping others know Jesus and the Catholic Faith.
- Working with the faculty and students to make St. Vincent Jr./Sr. High School a place that truly reflects Catholic values and principles.

## SCHOOL BOARD

### **PURPOSE AND FORMAT**

The St. Vincent de Paul School Board works with the Head of Schools, the Assistant Head of Schools, and Pastor to set policy for Pre-K through 12th grade. In addition to setting policy, the Board also endorses procedures for the schools.

Meetings are held throughout the year generally on the FIRST Thursday of the month (in the Marillac Room) and are OPEN to the public during the general session only. Meetings are noted on the annual calendar and on the School Board web page, along with the Board President's name (for contact purposes).

### **VISITORS AT BOARD MEETINGS**

Individual visitors sit in a designated location for any Board meeting. No communication between the visitors and the board members is allowed once a meeting begins. All visitors are required to leave during any executive session of the School Board.

### **ADDRESSING THE BOARD**

Anyone wishing to address the St. Vincent de Paul School Board, must contact the Board President seven (7) days in advance of the next meeting. Presentations will be limited to five (5) MINUTES UNLESS OTHERWISE APPROVED BY THE Board President. The requested topic, if appropriate, will be placed on the agenda. Appropriate topics are those that directly relate to School Policy or Procedure. The Board **does NOT** listen to personnel or personnel issues, students or student discipline issues, or other matters that are confidential. No Board discussion follows the presentation. A response shall be written within one week following the Executive Board meeting (after the current meeting has ended by motion). The issues are handled at the local level through teachers and then through administrators.

## PURPOSE AND ACKNOWLEDGEMENT OF THE HANDBOOK

This Student/Parent Handbook contains established policies and procedures for the 2019-2020 School Year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration and School Board reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect. This handbook is a contract between parents, students and St. Vincent de Paul Catholic Schools. **By returning the signed form, students and parents are agreeing to abide by and support the mission and policies contained in this handbook.**

These policies and procedures most frequently address expectations of students. Obligations of the adults in the SVHS community are implied. This Handbook contains both local policies of St. Vincent High School as well as policies from the Archdiocese of St. Louis Catholic Education Office. Policy numbers are intended as a reference to the actual Archdiocesan Policy manual located in the high school office. Adults are to assist students in acting with integrity, honesty, and respect. If there is clear indication of dishonesty on the part of students or adults, the school has the responsibility to apply appropriate sanctions. It is possible that parental dishonesty or efforts to undermine school policy could breach both trust and contract seriously enough to result in the termination of the relationship between the school and the family.

While school authorities are not able to fulfill every request, we commit ourselves and our staff to listen to needs and concerns presented in a timely manner and to develop a plan of action that balances the concerns to the best of our ability. While no handbook is complete or perfect, we have attempted to provide the information you need for productive communication. The planning tools of the agenda are designed to help you take an active part in creating academic success. Successful students attend school regularly and are prepared for all classroom activities. Every student must keep an agenda throughout the year.

## HISTORY OF OUR SCHOOL

Over one hundred years ago, the dream of offering a Catholic higher education to the children of Perryville became a reality when the Daughters of Charity arrived in 1907. It all began in the 19<sup>th</sup> century when a small group of Catholics who settled in Perry County wanted to build a church and a rectory and sent representatives to St. Louis to see Bishop DuBourg. He agreed to visit them and arranged for a church and a parish priest. Fr. Joseph Rosati, C.M., from Bardstown, was sent to supervise the building of a mission. The church and rectory were blessed by Fr. Rosati in 1820. In 1827 the cornerstone of the Church of the Assumption was laid. October 29, 1837, marked its consecration by Bishop Rosati, C.M. On the same grounds was St. Mary of the Barrens Seminary where young men prepared to become Vincentian priests of the Congregation of the Mission.

The German Catholics of Perryville erected St. Boniface Church in 1866. It was first staffed by priests from St. Mary's Seminary, but in 1869 Fr. Henry Groll, a diocesan priest, was appointed its first pastor. In 1870 a parochial school was established under the direction of the Sisters of the Precious Blood. The Ursuline Sisters replaced them in 1877. In 1947 the Ursuline Sisters withdrew from the parish, St. Boniface was placed under the direction of the Daughters of Charity, and the church was given back to the Vincentian fathers.

The St. Vincent Parish School was opened in 1896 with an enrollment of 33 pupils. The old school building was a large frame structure located on a lot between School and Ste. Maries Streets. At first lay teachers staffed the school, but the Daughters of Charity assumed charge in the autumn of 1907. *St. Vincent High School was begun that same year.* It started as a two-year school and in 1917 saw its first four-year graduation class. In 1917 a larger school was built and opened with an enrollment of 332 grade and high school students and a faculty of 10 Sisters.

Our present high school building was dedicated in August 1953 by Cardinal Joseph Ritter. Many renovations and improvements have taken place over the years. Some of which include: air conditioning, renovation of the library, new flooring, ceiling, lights, fire alarm system and state of the art technology. From the first graduates in 1909 to the present, St. Vincent High School has fostered Catholic education in the Perryville community.

## OUR PATRON SAINT

### ST. VINCENT DE PAUL

St. Vincent was born of poor parents in the village of Pouy in Gascony, France, about 1580. He enjoyed his first schooling under the Franciscan Fathers of Acqs. Such had been his progress in four years that a gentleman chose him as sub preceptor to his children, and he was thus enabled to continue his studies without being a burden to his parents. In 1596, he went to the University of Toulouse for theological studies, and there he was ordained priest in 1600.

In 1605, on a voyage by sea from Marseilles to Narbonne, he fell into the hands of African pirates and was carried as a slave to Tunis. His captivity lasted about two years, until Divine Providence enabled him to affect his escape. After a brief visit to Rome he returned to France, where he became preceptor in the family of Emmanuel de Gondy, Count of Goigny, and General of the galleys of France. It was the Countess de Gondy (whose servant he had helped) who persuaded her husband to endow and support a group of able and zealous missionaries who would work among the poor, the vassals and tenants, and the country people in general. Vincent was too humble to accept leadership at first, but after working for some time in Paris among imprisoned galley-slaves, he returned to be the leader of what is now known as the Congregation of the Mission, or the Vincentians. These priests, with vows of poverty, chastity, obedience and stability, were to devote themselves entirely to the people in smaller towns and villages.

Later Vincent established confraternities of charity for the spiritual and physical relief of the poor and sick of each parish. From these, with the help of St. Louise de Marillac, came the Daughters of Charity, "whose convent is the sickroom, whose chapel is the parish church, whose cloister is the streets of the city." He organized the rich women of Paris to collect relief funds for the victims of war and ransomed over 1,200 galley slaves from North Africa. He was zealous in conducting retreats for clergy. He was a pioneer in clerical training and was instrumental in establishing seminaries.

Pope Leo XIII made him the patron of all charitable societies. His Feast Day is September 27<sup>th</sup>





## SCHOOL CREST

The St. Vincent de Paul Catholic Schools' Crest (above) is a solid cross on top of the initials SV, representing our Catholic faith as the foremost aspect of education. On the ribbons flowing from the cross and encircling the SV are three Latin words which the Daughters of Charity initiated: *Religio*, *Scientia*, *Cultura* (religion, knowledge, and culture). The united wheat strands, representing the Eucharist – coming together to receive Christ as the “Bread of Life” - symbolize the merger of all St Vincent de Paul Catholic schools in 2012 (Pre-K, K-12, and PSR). The banner over the wheat gives the inaugural date of our St Vincent Parish School, 1896.

## SCHOOL RING

St. Vincent High School is a traditional ring with a royal blue stone, a Miraculous Medal under the stone, and other school emblems. The tradition began in 1957 as a way to bring the senior class together as they finish their many years at SVHS and to always remind them of their school's mission and spirit.

## SCHOOL MASCOT: Indians

## SCHOOL COLORS: Blue and Gold

## ST. VINCENT SCHOOL SONG

Once again here as schoolmates  
assembled, we fain to lift our  
    hearts in song,  
to our High School, our Dear  
Alma Mater, let gladness her  
    moments prolong.  
We are proud of her lads and  
her lasses, Of honors won in  
    days gone by;  
so here's a cheer for our old  
High School, for our old High  
School, St. Vincent High.

Here's to our classes, Here's to  
our lasses, here's to the lads they  
    adore;  
    here's to the Seniors  
    so mighty, Juniors so  
    flighty,  
    Freshies and Sophomores;  
let mirth and gladness banish all  
sadness and as the days go by,  
you'll find us ready and steady,  
boosting for St. Vincent High.

Soon for us will our school days  
be ended, the dreams of youth  
    that fade so fast,  
but we know that our hearts oft'  
will ponder, o'er memories of  
    scenes that are past.  
There are joys that will long be  
remembered, and friendships too  
    that ne'er can die.  
So here's a cheer for our old  
High School, for our old High  
School, St. Vincent High.

## BELL SCHEDULES

### Traditional Bell Schedule

*Monday, Tuesday, and Friday*

First Bell	7:42
Period 1	7:45-8:35
SH Period 2	8:38-9:23
JH Break	8:35-8:42
SH Break	9:23-9:30
JH Period 2	8:45-9:30
Period 3	9:33-10:17
Period 4	10:21-11:06
JH Lunch	11:09-11:34
JH Period 5	11:37-12:21
SH Period 5	11:09-11:54
Sr. High Lunch	11:57-12:21
Period 6	12:24-1:09
Period 7	1:12-1:57
Period 8	2:00-2:45

<b>Wednesday</b>	<b>Thursday</b>		
First Bell	7:42	First Bell	7:42
Block 1	7:45-8:57	Mass	7:45-8:40
JH Break	8:57-9:04	JH Break	8:40-8:47
JH Study Hall	9:07-9:24	SH Club/Study Hall	8:43-9:00
SH Club/Study Hall	9:00-9:17	JH Study Hall	8:50-9:07
SH Break	9:17-9:24	SH Break	9:00-9:07
Academic Lab	9:27-10:17	Block 3	9:10-10:17
Block 2	10:20-11:27	Block 4	10:20-11:27
JH Lunch/SH Study Hall	11:30-11:55	JH Lunch/SH Study Hall	11:30-11:55
SH Lunch/JH Study Hall	11:58-12:23	SH Lunch/JH Study Hall	11:58-12:23
Block 5	12:26-1:33	Block 7	12:26-1:33
Block 6	1:36-2:45	Block 8	1:36-2:45

## CONTACT INFORMATION

### ADMINISTRATION

Fr. Joseph Geders.....ext. 100; jgeders@svdepaul.org

Mrs. Jennifer Streiler, Principal.....ext. 233; jstreiler@svdepaul.org

### FACULTY

Mrs. Louise Wibbenmeyer, Counselor .ext.234; lwibbenmeyer@svdepaul.org

Mr. Tim Schumer, Athletic Director..... ext. 231; bvalleroy@svdepaul.org

– English.....ext. 202; nfair@svdepaul.org

Finger, Mrs. Kim – Religion.....ext. 203; kfinger@svdepaul.org

Hayes, Matthew, Math Dept..... ext. 219 ; mhayes@svdepaul.org

Hoeh, Liam -Drama and Music..... ext.250lhoeh@svdepaul.org

House, Mrs. Mindy – Business, Computers.....ext. 237; mhouse@svdepaul.org

Gholson, Mrs. Erin -Social Studies, .....ext. 218; egholson@svdepaul.org

Julian, Mr. Tom – Science Dept. Chair.....ext. 207; tjulian@svdepaul.org

Lawrence, Mrs. Lisa– Math .....ext. 209 ; llawrence@svdepaul.org

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Wengert, Mrs. Patty – Learning Cons.....ext.249;pwengert@svdepaul.org

Wengert, Mrs. Terry – English- Chair.....ext.217; twengert@svdepaul.org

Hudson, Mrs. Angela- Social Studies.....ext.212; ahudson@svdepaul.org

Seabaugh, Mr. Shawn.....ext. 210;[sseabaugh@svdepaul.org](mailto:sseabaugh@svdepaul.org)

#### STAFF

Wheeler, Mrs. Morgan Secretary..... ext. 230; mwheeler@svdepaul.org

Mrs. Tami Lohman, Cafeteria Manager...ext. 231; tlohman@svdepaul.org

## PARENT COMMUNICATION

One of our major goals is to work with parents in helping students to develop a true sense of conscience and to live according to moral principles. We ask that the parents support the school in any disciplinary measures that may be taken.

### WHOM TO CONTACT

**School Secretary** - questions concerning the calendar or routine procedures, tuition procedures, delivering of emergency messages, and reporting absences.

**Teachers** - questions concerning assignments, classroom procedure, academic and/or social progress of child.

**Guidance Counselor** -Services provided to students include college planning, career information, testing, student personal concerns and problems in school, and class scheduling.

**Athletic Director**—questions regarding athletic program and policies, clubs and organizations, school activities, and general procedures.

**Head of Schools/Principal**—questions regarding mission, discipline, curriculum, school activities, general procedures, and academic and/or social problems not resolved at the classroom level.

**School Board**—questions concerning policy.

**Parish Administrator**—questions regarding financial obligations.

### MEANS OF SCHOOL COMMUNICATION

1. School website: [www.svdepaul.org](http://www.svdepaul.org)
2. Jupiter – [www.jupitergrades.com](http://www.jupitergrades.com) for grades and emails
3. Email: first initial, last name @svdepaul.org (Noted in above information and on website)
4. Appointments - If a parent needs to meet with a teacher, an appointment must be made through the school office.
5. Parish Bulletin – Occasionally, notices will be posted in Sunday Bulletins
6. Conferences - Parent-teacher-student conferences are scheduled twice during the year.
7. PTO Meetings – when scheduled

## ARCHDIOCESAN AND SCHOOL BOARD POLICIES

Note: Only some of the Archdiocesan policies are listed, for others, see: the Archdiocesan Policies Manual in School Offices

### **Absence / Attendance Policy (4200)**

Students are expected to attend all classes, school and MSHSAA regulated activities (including but not limited to standardized testing, sports programs, band, field trips, etc.) on days scheduled by school as days of instruction and/or during evening or weekend performances/activities/events. A student who is not present at the appointed time is designated "absent". Chronic or excessive absences with substantial cause can be a factor in determining a student's continued enrollment in school, loss of credit, or failure in classes.

### **Absence Policy (4200)/ Anticipated Absences**

Students who know in advance that they will be **absent for anything OTHER THAN A SCHOOL RELATED** experience, must get an ***Anticipated Absence Form*** (available in the office). BEFORE THE ABSENCE, the following must occur:

1. The student has the parent sign their form giving permission for the absence.
  2. The student MUST have the Principal's signature giving approval for the absence. Policies for Absences will be followed.
  3. The student sees all teachers for assignments.
  4. PRIOR to leaving, the form is given to the secretary (to make sure the dates are noted) and a copy is provided to the student.
- NOTE: If a student takes a vacation during the school year, all homework is due upon return to school. Likewise, any missed quizzes /tests must be taken on the day of return.

### **Absence Policy (4201) / Homework and Test Make-up**

1. Students are considered absent whenever they are away from school during school hours **except** for school-sanctioned co-curricular activities/performances/events (e.g. field trips, band, choir enrichment, and remedial programs, etc.)
2. If a student is to be absent from school the student's parent or guardian is to call the school office to explain the situation ***before 8:00a.m.*** The

written excuse must follow and include the date, reason for absence and signature of parent or guardian.

3. **College visits** are considered absences unless they occur on scheduled holidays.
4. **Homework** for students who are absent 2 or more consecutive days will be gathered by the office staff and made available after 2PM
  - A. If a student is ill and absent from school, s/he has the same number of days to make-up homework. (i.e. If a student is absent three (3) school days, the student has three (3) school days to make up the homework.
  - B. **Vacation and Homework** – Families who choose to go on vacations during the school year (school days) are required to have all homework turned-in upon their return to school and are expected to take any missing tests/quizzes on the day of return..
  - C. A student who is absent five (5) specific class periods during any semester may be given an incomplete grade on his/her report card with the possibility of a non-passing grade or no credit given if the required work is not completed within the time frame set by the teacher and/or office.
5. **Missing TESTS during an absence:** If a student is **ill** and absent from school, s/he has the same number of days to make-up missing tests. This does not apply to students that are on vacations.

### **Absence Policy (4200) / Loss of Credit**

Students with chronic, excessive absence, or planned vacations during school can be a factor in determining a student's continued enrollment in school, loss of credit, or failure in classes.

### **Absence Policy (4200) / Irregular attendance**

In school is one of the most common causes of underachievement; therefore, St. Vincent does not tolerate excessive absenteeism from school or absences for unnecessary activities such as haircuts, hunting, etc.

### **Access to Student Records (4601.2)**

Parents/guardians have the right to inspect and review the official active file of their children. Parents will need to contact the school administration in advance to set up a meeting time to review the files.



### **Admission Requirements to St. Vincent (4102.1)**

Catholic schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goals of St. Vincent de Paul Catholic Schools. Central to the school, however, is the understanding of the Catholic tradition and growth in faith. Parents wishing to enroll their children in a Catholic school must understand and agree to the purposes of Catholic schools.

### **Admission of Home-Schooled Students Policy (4102.52)**

Prior to accepting a student who has been home-schooled the parents/guardians must provide evidence that the student has been receiving regular instruction:

1. by providing the following records which they are required to keep by state law:
  - a. a plan book, diary, or other written record indicating subjects taught and activities engaged in;
  - b. a portfolio of samples of the student's academic work;
  - c. a record of evaluation of the student's academic progress;
  - d. other written or credible evidence equivalent to the points listed above.
2. by providing evidence of offering at least 1,000 hours of instruction, at least 600 hours of which will be in reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.
3. by providing evidence of religious education and sacramental preparation that has been provided, along with parish records of participation in first sacraments, if applicable.

The student's placement shall be determined by a review of the above records and student work samples. If the records are not sufficient to determine placement, the student will be given appropriate end-of-course assessments.

Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, sports programs, etc.) flows from being enrolled full time in a Catholic school.

### **Admission to a Secondary School (4102.1)**

All eighth-grade students, who do not currently attend St. Vincent de Paul Catholic Schools, who wish to enter ninth grade at must apply for admission. Ordinarily any student whose educational needs can be served and whose disciplinary and attendance record is good will be admitted. In addition, the parent's willingness to accept the financial responsibilities of attending the school will also be part of the admission.

### **Behavior – Unsportsmanlike, Parent/Fan– 2017**

As a Catholic School, St. Vincent prides itself on parents that are respectful and act responsibly. Any parent, Grandparent or relative of any player that harasses and/or undermines a player, coach, or other SV employee through social media, email, or other source, or verbally confronts players or other individuals at an athletic contest or other event/activity may be removed from the specific contest or event and may be banned from attending any activities throughout the year.

### **Cigarettes, Tobacco, E-Products /Vaping/ Paraphernalia Policy - 2018 (4303.1)**

St. Vincent is dedicated to the promotion of the growth and well-being of every aspect of a student's life, and prohibits tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, as well as e-products and paraphernalia, St. Vincent High School is a smoke-free environment. The use or possession of cigarettes, tobacco, e-cigarettes (or other vaping devices or equipment), vaping liquid, concentrate, or dry herb is not allowed on school grounds or at school-sponsored functions. These products can threaten the health of young people and create obstacles to their full development.

### **Communicable/Contagious Disease Policy (4401.5)**

SVHS will follow the recommended policies and procedures on communicable disease established by the Missouri Department of Health. If a student is diagnosed with a contagious/communicable condition, they will need a doctor's note in order to return to school.

### **Concussion Policy and Testing with Concussion**

All athletes take a baseline concussion test prior to participation in athletic

programs. In the event that a student has a concussion, s/he will not be allowed to take class tests until the Doctor has released the student. If the student is required to miss several tests during a quarter, s/he should receive an INCOMPLETE. Once s/he meets his/her baseline reading, make-up on missed tests will begin.

### **Course Curriculum Policy (4500)**

The curriculum of St. Vincent High School is designed to meet a wide range of student abilities, interests, and career goals. Additionally, the curriculum is designed to provide courses to challenge students on all ability levels. A required core curriculum includes courses that meet or exceed the credit requirements of the State of Missouri. Each student may also select from a variety of elective courses that are offered at each grade level. In addition, for eligible students, college credit is offered in several upper-level courses in English, mathematics, and social studies.

All courses offered at St. Vincent High School are issued credit on a semester basis. Most of the academic courses require two semesters of instruction.

- A. Revised course descriptions are published annually, along with prerequisites, and registration requirements.
- B. Students enrolled in courses through the Perryville Area Vocational-Technical School will be issued credit through SVHS. The letter grade given to the student is placed on the report card as well as the Career Center percentage (BASED ON THEIR GRADING SCALE)
- C. Students who take Algebra I in 8<sup>th</sup> grade (whether at SV or in another grade school) are given a 'P' for passing and the credit. (i.e. the grade is NOT incorporated into the HS grade point average, but the credit will count toward graduation requirements.
- D. St. Vincent High School students have the potential to earn 32 high school credits with 30 credits being the minimum for graduation (29 if attending the Vocational- Technical School). Students are not allowed to graduate early and will take a full 8 credit hours per semester.
- E. The requirements for graduation:
  - Religion 4 credits
  - English 4 credits
  - Science 3credits

Social St. 3 credits  
Math 3 credit  
Phys. Ed 1 credit  
Pract. Arts 1 credit  
Spanish 2 credit  
Health .5credit  
Electives 7.5credits  
Fine Arts1 credit  
80 hours of Service (20 hours /yr. 9-12)

### **Course Failures Policy**

Any High School student that earns a failing semester grade must make up that course in summer school before attending school the following year. Information on Summer Credit Recovery is available through the Counseling Office.

- A. Students must pass every course attempted.
- B. Failed courses needed for graduation must be retaken regardless of the number of credits earned.
- C. Failed courses can be retaken in summer school or through correspondence with an accredited school or learning center with the approval of St. Vincent High School.
- D. All make-up courses must be pre-approved by the principal and counselor.
- E. Students with a cumulative GPA below 2.0 (at semester) will be placed on academic probation for the following semester. (See Academic Probation)
- F. Students on academic probation for more than one year may not be able to return to St. Vincent High School.

### **Course Selection Policy (4104)**

In the spring of each year, parents/guardians, teachers, advisors, counselors, and administrators work cooperatively to assist each student with course selection. The course selection process includes a review of the school's offerings, an evaluation of the student's progress toward earning the credits required for graduation, and an analysis of the student's post-high school educational plans.

Changing Course: Selection of courses should be done after serious and thoughtful consultation among students, parents, advisors, teachers, and counselor. Every effort is made to assist students in the selection of an appropriate course of study according to their abilities, interests, career aspirations, and recommendation of teachers and the counselor. Once you choose your courses, after consulting those listed above, and your selection is approved by parents and school personnel, your schedule is set. A request to

change a course must occur at least 2 weeks prior to the start of a semester. Each request must have a significant educational purpose and approvals are not guaranteed.

### **Crisis and Media Policy (May, 2016)**

In the event of any crisis at St. Vincent Schools, it is the Pastor, or his designee, that will speak and represent the entity to all media outlets. Others in the employ of St. Vincent Schools should refer all requests for information to the Pastor.

### **Dance (7/8<sup>TH</sup> Grade) Policy (4303.8)**

Social activities sponsored by a school should be consistent with Christian values and Catholic teaching. In addition, social activities sponsored by the school must be developmentally appropriate for the student's age and maturity and should take into consideration the safety and welfare of the students. For example, many elementary school age students are not socially and emotionally prepared for a student dance/mixer. In light of these concerns, schools should not sponsor dances/mixers for an elementary grade level.

### **Disciplinary Responses for Serious Offences Policy (4302)**

#### **Administrative Role in Discipline Board Policy (2017)**

The St Vincent de Paul Catholic Schools administration may determine disciplinary consequences for any students including detention, probations, suspension, and/or withdrawal for cause. The administration determines consequences based on the student's actions – verbal or physical, and/or displayed attitude toward others, as outlined in the student/parent handbook. For those actions or attitudes that warrant probation, suspension, or withdrawal for cause, the administration will consult with the pastor in advance of the final decision. The administration reserves the right to waive or deviate from any disciplinary regulation, for just cause, at its discretion. Note: SVHS has a right to discipline a student whose out-of-school conduct brings negative attention to the school and church community or which seriously detracts from the reputation of the school. (2017)

Students may receive a Saturday detention, in-school suspension, out-of-school suspension or expulsion at the discretion of the administration based on the seriousness and degree of the offense. Other extreme offenses not covered in the list below will be dealt with in a similar manner. Extreme offenses may result in immediate expulsion.

- A. An individual infraction of a major school rule;

- B. Disrespect of authority;
- C. Truancy;
- D. Repeated infractions of school rules;
- E. Disruption of the learning environment;
- F. Theft, vandalism, and/or destruction of school property or the personal property of students, staff or others;
- G. Harassment, threats, or physical acts against others;
- H. Out of school conduct that seriously detracts from the reputation of the school;
- I. Immoral actions or obscene language;
- J. Plagiarism or cheating on test or other work ;
- K. Possession of or use of any instrument that might be considered a weapon – e.g. guns, knives, laser pointers, tazers;
- L. Fighting;
- M. Possession of, use of, or under the influence of any kind of drugs, tobacco, e-cigarettes or e-products / e-paraphernalia, or alcohol on school property or during school sponsored activities;

Students whose behaviors require a Detention (Thursday or Saturday) must be sent to parents via Jupiter. Students are given a reminder notice regarding the date and time of the detention. For ‘suspensions”, the Parent will be contacted via phone and offered a meeting to discuss the issue prior to the student serving the suspension. **After a student receives three (3) Thursday Detentions for “behavioral issues” in one year, the next offense will warrant a Saturday Detention. Students with three Saturday Detentions OR students with more than one in-school suspension in a year will be required to meet with the principal and their parents to determine if SV is the best setting for the student.**

### **Dead Week for All School Related Activities & Sports Policy– Board approved 2017**

St. Vincent Catholic School System, Pre-K through 12, will have a seven consecutive day “dead” week specifically designed for SV families wherein no sports or activities are scheduled. This week will not conflict with the MSHHAA mandated “dead” week.

### **Distribution of Pamphlets (4402.4)**

The school may distribute, at their discretion, information about educational and recreational programs offered by other Catholic elementary or high schools, or the municipality in which the school is located.

### **Emergency Response Team Policy (4401.51)**

Annually SV schools determine faculty members to serve on an Emergency Response Team to limit the exposure of students and staff to blood borne pathogens.

### **Extra-curricular Activities Policy (5202.1)**

All extra-curricular activities must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

### **Field Trip Attendance/ Transportation Policy (5202.8)**

No student may participate in a field trip unless a permission form signed by the student's parent/guardian for the specific event has been received by the school.

### **Graduation Policy (4501)**

To graduate from St. Vincent High School, a student must have successfully completed the minimum credit requirements; have fulfilled the school's retreat and Christian service requirements; have maintained a satisfactory attendance record as defined by the school; have completed all financial obligations; and have demonstrated satisfactory conduct. It is important for students and parents/guardians to note that credits and passing grades alone do not fulfill the graduation requirements.

### **Harassment Policy (4303.7)**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student shall be subjected to any type of harassment. Catholic Schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual. SVHS investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The

investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and expulsion, will be taken.

### **Health Information Policy (4401.2)**

As part of the registration process, appropriate medical information should be collected and maintained on each students. Health records are maintained separately from educational records to maximize confidentiality protection as required under Missouri Law.

All students should have:

1. A completed emergency form with current phone numbers in the event of an emergency
2. An action plan or care plan if a student has special needs
3. A Medication administration form if medication is needed
4. The State of Missouri mandates that each student must have a record of a physical exam completed immediately preceding the student's 9<sup>th</sup> grade year and an official immunization record (indicating compliance with Missouri law). These records must be on file at St. Vincent High School at the time the student begins attendance. Usually St. Vincent Elementary and other schools will forward to us immunization records of students they know will be attending SVHS.

### **Health - Emergency Information (4401.21)**

St. Vincent Elementary School has procedures for the emergency handling of injury and sudden illness of a student occurring on parish property and during school sponsored events.

### **Health Policy/ Medicine (4401.1) (4401.2) (4401.4)**

St. Vincent School has personnel to assist in the maintenance of the health programs and student health records. School health records will be maintained separately from educational records to maximize confidentiality protection afforded to medical information under Missouri Law. All medication sent to school will be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on themselves, with the exception of metered-dose inhalers



when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

### **Health/ Medication Policy (4401.4)**

Ideally, all medications should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. The direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner, signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may also be faxed or mailed to the school);
2. Written consent of the parent/guardian for school personnel to administer the medication;
3. The medication in the original container;
4. Proper training of personnel on medication administration.

All medication sent to school will be kept in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member is assigned to administer medication. Proper documentation is kept at school on every dose given to students. Forms to be completed by families to administer medication are as follows and can be obtained in the school office: *Physician Consent for Medication Administration* and *Parental Consent for Medication Administration to their Child*

### **Health/Non-prescription Medications Policy (4401.4)**

Only physicians, physician's assistants and nurse practitioner have prescriptive rights. A parent/guardian cannot prescribe a medication for the school to administer to their child, even non-prescription; nor may the parent/guardian authorize changes in the medication administration. **If you want your child to have Tylenol, cough medicine or any other non-prescription medication, a parent/guardian must follow the same guidelines listed above for prescribed medicine.**

### **Health/ Significant Medical Conditions Policy (4401.6)**

A student enrolled in a Catholic school that has a significant or potentially

life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

### **Health/ Medicine and Emergency Information Policy (4401.21)**

St. Vincent has procedures for the emergency handling of injury and sudden illness of a student occurring on parish property and during school sponsored events.

1. The school maintains basic first aid supplies.
2. The school maintains and AED (Automated External Defibrillator).
3. The school maintains an emergency form for each student.  
This form will be updated yearly and must bear the signature of the parent or guardian.
4. First aid kits and emergency forms are taken on field trips.

### **Physical Examination of Students Policy (4401.3)**

Students should have a complete physical examination upon entrance to ninth grade, WHICH CAN BE THE ARCHDIOCESAN PHYSICAL FORM or THE MSHSAA FORM FOR SPORTS. All new entrants at any grade level should have a physical examination if they have not had a physical in the past twelve months.

### **Immunizations Policy**

All immunizations must be up to date before students are permitted to attend class. Both the 8<sup>th</sup> grade students MUST have T-DAP and MCV Boosters; 12<sup>th</sup> graders MUST have NCV Booster.

### **Internet and Electronic Communications Policy (4303.4)**

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether

occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively) referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Students, parents/guardians, and members of the school staff are expected to promptly report to a school administrator all suspected or observed instances of Inappropriate Electronic Conduct.

### **Legal Documents Regarding Custody for School (2016)**

A Divorce Decree/Parenting Agreement must be submitted to the school, if applicable. **If these documents are not provided to the school**, the school will release students to either parent.

### **Mailing Lists Policy (4402.5)**

Names, addresses, and e-mail addresses of students and their parents/guardians are not released to any unauthorized person or agency, especially to salespersons or commercial enterprises. In addition, SVHS will not make available on the website any information that enables students to be identified individually.

### **Media and the School Policy (4402.3)**

Members of the media will only be on school property as invited guests and will not be allowed to interview students on matters unrelated to the purpose for which they are invited. If the media wishes to interview or photograph a student, SVHS will need permission of the parent. Parents should complete and return to the school office at the beginning of each school year the permission form "*Child Involvement in Media/Marketing Materials*".

### **Music Used in Pre-, Post- and During Events/Activities/Sports**

(Board, 2018)

Catholic education values modesty and respect. While music plays an important role in education and extra-curricular education, the selection of music during any practice, event, or contest should reflect these values. The adult moderator, coach, or supervisor is responsible for previewing all songs and lyrics to determine suitability. Any music containing foul language, disrespectful words or suggestive ideas, and/or negative references to our God-given human bodies is prohibited.

### **Non-Discrimination Policy (4101)**

St. Vincent School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, or in-school administered programs.

### **Protecting God's Children Policy**

All parents/guardians, employees, substitute teachers, coaches, volunteers, and clergy must complete the Protecting God's Children program which requires a regular background check through the State of Missouri.

### **Questioning of Students Policy (4402.2)**

Except at the direction of a caseworker from the Division of Family Services, no student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them with the opportunity to be present.

### **Release from School Policy (4203)**

Policies and procedures have been created for the release of students, both for the normal course of events, as well as for unforeseen or emergency situations.

### **Release for Illness - Policy (4203.1)**

A student is permitted to leave the school premises for illness only after the parent or guardian has been contacted. If the student is ill, the following process is followed. If necessary the secretary will notify the parents who will indicate the procedure to be followed in getting the

student home. If the parent cannot be contacted only the names listed on the student's emergency form on file in the office will be contacted next. Students who drive will be permitted to sign themselves out after parent contact has been made

### **Reporting Abuse Policy**

Missouri law requires that if child abuse or child endangerment is suspected, that the reporter must immediately make the child abuse/neglect report him / herself after informing the school official.

### **Search and Seizure Policy (4303.5)**

Lockers, desks etc. are school property and as such are subject to search by school officials. Furthermore, the school reserves the right to search any item brought onto school property such as a student's jacket, purse, backpack, auto, or the like.

Lockers, other school property or any item brought onto school property identified (or suspected) as containing contraband may be opened in the process of the search without prior notice to parents or students.

St. Vincent uses specially trained dogs to insure they are free of contraband, such as drugs, is part of a comprehensive plan for maintaining a safe school environment. The individuals and dogs used for such searches should be appropriately trained and certified. This type of search may be done without prior notice to parents or students

### **Student Records Policy (4600)**

The school administration will maintain and supervise the active and inactive files of the students ensuring that all records are accurate, complete and available. Student files will be maintained in a place safe from fire, theft, vandalism, or loss through misplacement. Student progress is available to parents through Jupitergrades.com. In order to maintain privacy parents and students will have secure access through the use of a personal password. These student files shall be maintained in a place safe from fire, theft, vandalism, or loss through misplacement.

#### **Student Records – Transfer of Records Policy (4601.4)**

A copy of student records will only be released to another school, institution or individual with written consent of a parent/guardian or a subpoena from the court. Records are not released to parents or

individuals but are transferred directly from the school to the designated party.

### **Students with Special Needs Policy (5204)**

St. Vincent Schools will attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. An action plan or care plan would be needed to best meet the student's needs. In the event that SVHS cannot meet a particular student's special learning needs with minor adjustments the school will assist the family in finding appropriate resources.

### **Student Progress – Promotion Junior High Policy (4501.1)**

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level.

### **Student Progress – Retention Junior High Policy (4501.2)**

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level.

### **Supervision Policy (4402)**

Schools shall ensure that appropriate policies, administrative rules, and procedures be developed and implemented to provide for the supervision and safety of students. (4402.1)

St. Vincent High School will supervise students before school from 7:30am until 3:00 pm, (FROM 3pm – 4pm IN THE Library ONLY) and at all SVHS extra- curricular events. Students are not allowed to remain in the building after school – they must report to the library – or leave the building.

### **Tardy – School and Class - Policy (4202)**

SCHOOL tardiness begins at 7:45, once the first bell for classes has rung. CLASS tardiness begins once the bell has rung for the class to begin. All tardiness (SCHOOL and CLASS) will be handled as such: consequences for tardiness are reset each quarter:

- First Tardy: warning
- Second Tardy: warning
- Third Tardy: Thursday Detention
- Fourth Tardy: Thursday Detention
- Fifth Tardy: Saturday Detention

If a student arrives at school after the school day has begun, he/she must report to the office with a written excuse and receive a pass for class. The pass from the office does not excuse a student from being tardy but permits them to enter the school and classroom. During the day, students who are tardy to class will be handled with the same consequences listed above. Students with excessive tardiness can be asked to resign their position as class and/or club officer.

### **Transferring from a Non-Catholic School Policy (4102.3)**

A student desiring to transfer from a public or private school may be accepted into St Vincent de Paul Catholic Schools after a thorough inquiry regarding the motivation for the request for admission.

#### **Rationale:**

Catholic schools have historically welcomed transfer students from public elementary and secondary schools. Since Catholic schools are primarily religious schools, all students enroll in classes of religious instruction and participate in religious ceremonies and activities as appropriate. It is important, therefore, that parents intentionally choose schools that include religious values and experiences in their child's education.

1. St Vincent de Paul Catholic Schools are religious schools. Therefore, transfer students must have reasons for enrolling consistent with the Catholic school's nature. A deliberate choice for religious instruction and values must be a part of that decision. Parents must agree to the concepts upheld in the parent witness statement: Those Whose Children Attend Catholic Educational Programs
2. The policy applies at all grade levels, including the normal entry point for high school.
3. For Catholic students wishing to transfer from public schools, it is expected that they have been baptized, made first Eucharist and Confirmed (if age appropriate). If a Catholic student wishing to transfer into a Catholic school has little or no previous formal Catholic education experience, the student must be willing to participate in a special religion program provided by the administration (pastor/principal/director of religious education) in the basic teachings of the Church and in the preparation for and celebration of the sacraments (RCIA).

#### **Responsibilities of Parents:**

- The family must demonstrate to the principal a desire

for this special kind of school where Catholic teaching and moral formation are an integral part of the school.

- Some evidences of this desire are the following:
- previous enrollment in the parish school of religion;
- participation in the spiritual and social life of the parish;
- agreement to the concepts upheld in the Parent Witness Statement;
- registration in and financial support of a Catholic parish; and
- Demonstration of an interest in and commitment to living the Catholic faith.

4. Non-Catholic students wishing to transfer from a public school or another Catholic school must participate in classes of religious instruction, religious ceremonies, and activities as appropriate.

Responsibility of Parents:

- the family agrees to support the concepts upheld in the Parent Witness Statement that pertain to Non-Catholic Parents (Appendix 1: Witness Statement for Those Whose Children attend Catholic Education Programs);
- the family agrees to financial support of the Catholic school.
- If a non-Catholic family wishes to transfer into a Catholic school, the family must be able to indicate through an interview that it is not attempting to escape efforts to desegregate schools.

### **Truancy Policy (4201.1)**

Truancy is an unexcused absence from school or from an assigned place (class, assemblies, etc.) without prior permission. If a student misses a class or more of the school day, or leaves campus to miss activities, events, or mass consequences will include a conference with the parents, Saturday Detention and a probationary contract with set limitations (determined by the principal). Should the student repeat the truancy, there is a conference with parents and administration, and ultimately, the student may be considered for dismissal.

### **Tuition (4102.1)**

To attend the school there is a need to have the parent's willingness to accept the financial responsibilities of attending the school. St. Vincent Schools use "Tuition" as the primary method of financial support. All



families sending children to the parish schools are expected to pay tuition. Tuition payments are not tax deductible. All tuition must be paid for by May 18<sup>th</sup> in order to re-register for the next school year, to get report cards and for transcripts to be released. Families can pay for tuition in full by August 1<sup>st</sup> or sign up for FACTS to have it debited from their bank account. To sign up for the FACTS automatic withdrawal, go to the school website at [www.svdepaul.org](http://www.svdepaul.org) to register. Report cards and transcripts can be held for non-payment.

### **Transfer of Records Policy (4601.4)**

Student records will not be released to other schools, institutions, agencies or individuals without the prior written consent of a parent/guardian, and/or the student if age 18 years or older. IF the student is 18 years old or older and still enrolled in SVHS, the authorization of both the student and parent/guardian is required. If a student is 18 years old or older and is no longer enrolled in the school then the student has the right to authorize release of records. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

### **Valedictorian and Salutatorian Speech Policy**

The Valedictorian and Salutatorian, representing St. Vincent, will provide a speech and welcome (respectively) that is befitting this honor. The Valedictorian and Salutatorian are responsible for working with the Senior Moderator to write the speech. The speech will include reference to Jesus Christ, our faith, and our Mission as a school. It will also include the value of a Catholic education and the practical applications of their learning experience at St. Vincent. The Principal, in consultation with the Pastor, will determine suitability of the annual address.

### **Violence or Threat of Violence (4303.3)**

St. Vincent de Paul Catholic Schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human

development and successful learning. Therefore, violence is not tolerated at St. Vincent. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

## **ABSENCE - ATTENDANCE INFORMATION**

### **ABSENCE - ATTENDANCE POLICY (4200)**

Students are expected to attend all classes, school and MSHSAA regulated activities (including but not limited to standardized testing, sports programs, band, field trips, etc.) on days scheduled by school as days of instruction and/or during evening or weekend performances/activities/events.

A student who is not present at the appointed time is designated "absent". Chronic or excessive absences with substantial cause can be a factor in determining a student's continued enrollment in school, loss of credit, or failure in classes.

#### **ATTENDANCE PROCESS:**

Sign in between 7:45-8:45 (Tardy)

Tardy Sign out between 1:45-2:45 (Tardy)

Any student gone throughout the day less than 1 hour = Tardy

Student absent from school up to 4 hours = ½ day absent

Student absent 4+ hours = Full day absent

**NOTE:** Under no circumstances is a student to go home or leave the school grounds without reporting to the office. Once a student is on the school campus, s/he may not leave without permission. This includes time during Academic Lab. If a student leaves during these times, s/he will receive a Thursday Detention.

### **ABSENCE - ATTENDANCE POLICY AND GUIDELINES**

ABSENCE - ATTENDANCE POLICY (4200) states that students with chronic, excessive absence, or planned vacations during school can be a factor in determining a student's continued enrollment in school, loss of credit, or failure in classes.

**Irregular attendance:**

In school is one of the most common causes of underachievement; therefore, St. Vincent does not tolerate excessive absenteeism from school or absences for unnecessary activities such as haircuts, hunting, etc.

**Release from School:**

Policies and procedures have been created for the release of students, both for the normal course of events, as well as for unforeseen or emergency situations. (4203)

**Release from school due to illness: (4203.1)**

A student is permitted to leave the school premises for illness only after the parent or guardian has been contacted.

If the student is ill, the following process is followed. If necessary the secretary will notify the parents who will indicate the procedure to be followed in getting the student home. If the parent cannot be contacted only the names listed on the student's emergency form on file in the office will be contacted next. Students who drive will be permitted to sign themselves out after parent contact has been made

**Driver's Test Absence:**

Students are allowed to leave school to take their Driver's Tests once during the school year. Students will be marked either excused tardy or excused absent to coincide with the attendance policy.

**Doctor/Dental Appointments / Absence**

Doctor's appointments are to be requested after school.

**Family Vacations Absence**

Families are encouraged to plan their vacations during the summer months. If trips are taken during the school year, please consult the principal before plans are made.

**Students and Funeral Absence**

Students will be excused from school to attend the funeral of immediate family only. Students are encouraged to attend the evening services at the Funeral home for friends who have lost a loved one.

**Early Dismissal for Appointment / Absence**

If a student must be dismissed early for a scheduled appointment, he/she will bring a note to the office, one day in advance. The note will state dismissal and return times and indicate who will transport the student to and from the appointment. Students will not be allowed to call home for parental consent on the day of the appointment.

### **College Visit Absence**

Seniors should plan any college visits on St. Vincent school holidays.

## **ABSENCES POLICY (4201) / HOMEWORK AND TEST MAKE-UP**

1. Students are considered absent whenever they are away from school during school hours **except** for school-sanctioned co-curricular activities/performances/events (e.g. field trips, band, choir enrichment, and remedial programs, etc.)
2. If a student is to be absent from school the student's parent or guardian is to call the school office to explain the situation **before 8:00a.m.** The written excuse must follow and include the date, reason for absence and signature of parent or guardian.
3. **College visits** are considered absences unless they occur on scheduled holidays.
4. **Homework** for students who are absent 2 or more consecutive days will be gathered by the office staff and made available after 2PM
  - A. If a student is ill and absent from school, s/he has the same number of days to make-up homework. (i.e. If a student is absent three (3) school days, the student has three (3) school days to make up the homework.
  - B. **Vacation and Homework** - Families who choose to go on vacations during the school year (school days) are required to have all homework turned-in upon their return to school and are expected to take any missing tests/quizzes on the day of return..
  - C. A student who is absent five (5) specific class periods during any semester may be given an incomplete grade on his/her report card with the possibility of a non-passing grade or no credit given if the required work is not completed within the time frame set by the teacher and/or office.
  - D. **Missing TESTS during an absence:** If a student is ill and absent from school, s/he has the same number of days to make-up missing tests.

## **ANTICIPATED ABSENCES POLICY**

ABSENCE - ATTENDANCE POLICY (4200) states that students with chronic, excessive absences, or planned vacations during school can be a factor in determining a student's continued enrollment in school, loss of credit, or failure in classes.

Students who know in advance that they will be **absent for anything OTHER THAN A SCHOOL RELATED** experience, must get an ***Anticipated Absence Form*** (available in the office). BEFORE THE ABSENCE, the following must occur:

1. The student has the parent sign their form giving permission for the absence.
2. The student MUST have the Principal's signature giving approval for the absence. Policies for Absences will be followed.
3. The student sees all teachers for assignments.
4. PRIOR to leaving, the form is given to the secretary (to make sure the dates are noted) and a copy is provided to the student.

**NOTE:** If a student takes a vacation during the school year, all homework is due upon return to school. Likewise, any missed quizzes /tests must be taken on the day of return.

## **ABSENCE FOR CONCUSSION AND TAKING TESTS POLICY**

All athletes take a baseline concussion test prior to participation in athletic programs. In the event that a student has a concussion, s/he will not be allowed to take class tests until the Doctor has released the student. If the student is required to miss several tests during a quarter, s/he should receive and INCOMPLETE. Once s/he meets his/her baseline reading, make-up on missed tests will begin.

## **SCHOOL AND CLASS TARDY POLICY (4202)**

SCHOOL tardiness begins at 7:45, once the first bell for classes has rung. CLASS tardiness begin once the bell has rung for the class to begin. All tardiness (SCHOOL and CLASS) will be handled as such –consequences for tardiness are reset each quarter:

- First Tardy: Warning
- Second Tardy: Warning
- Third Tardy: Thursday Detention
- Fourth Tardy: Thursday Detention
- Fifth Tardy: Saturday Detention

If a student arrives at school after the school day has begun, he/she must report to the office with a written excuse and receive a pass for class. The pass from the office does not excuse a student from being tardy but permits them to enter the school and classroom. During the day, students who are tardy to class will be handled with the same consequences listed above. Students with excessive tardiness can be asked to resign their position as class and/or club officer.

### **TARDIES, ABSENCES AND ATHLETIC / CO-CURRICULAR PRACTICES**

**Students must be in attendance for the entire school day** to participate or attend extra-curricular activities (Extra-curricular events include sports practices/games, play practices/production, band practices/performance, etc). The principal has discretion in unusual circumstances: funerals, accidents, etc., to allow participation.

### **HEAD LICE**

A student will be sent home if head lice are discovered. Upon return, the parent must write a note indicating that the designated treatment has occurred (Information will be provided by the school nurse.) Prior to admittance into classes, the school nurse or assigned staff will check for live lice and/or more than 10 nits. If these either of these are identified, the student will return home. LICE DIE WITHIN 24 HOURS, IF OFF THE HOST.

### **STUDENTS AND WORK**

Students may not leave the school premises early for work. Nor may they miss any class/school/MSHSAA regulated performances/activities/events. This includes Band, Sports, Choir, Field Trips, Retreats, Day of Recollection, and the like.

### **TRUANCY POLICY (4201.1)**

Truancy is an unexcused absence from school or from an assigned place (class, assemblies, etc.) without prior permission. If a student misses a class or more of the school day, or leaves campus to miss activities, events, or mass consequences will include a conference with the parents, Saturday Detention and a probationary contract with set limitations (determined by the principal). Should the student repeat the truancy, there is a conference

with parents and administration, and ultimately, the student may be considered for dismissal. ( See Probation for Misconduct Policy 302.2)

**Procedure:** If a student misses a class or more of the school day, or leaves campus to miss activities, events, or mass **consequences will include a conference with the parents, Saturday Detention and a probationary contract with set limitations (determined by the principal)**. Should the student repeat the truancy, there is a conference with parents and administration, and ultimately, the student may be considered for dismissal.

### **CAREER & TECHNOLOGY CENTER CLASS ABSENCES POLICY**

Any student attending Perryville Area Career Center who does not attend his/her scheduled classes there will be considered truant unless the student brings a note from the parent/guardian to school the following day. The school will contact the parents on any day a student does not report to school unless a parent has called to excuse the student. Students must return from the Career Center for mass/religious **activity or an assembly in which they must participate and must be in complete St. Vincent Dress code. Students will not be dismissed from Saint Vincent de Paul until 11:55AM.**

## **ACADEMICS**

### **ACADEMIC GRADING POLICY FOR VO-TECH**

Students enrolled in courses through the Perryville Area Vocational-Technical School will be issued credit through SVHS. Any student's course grade, while enrolled in the Career Center, will be based on the PHS grading scale and the PHS "letter" grade.

### **ACADEMIC LAB**

The purpose of Academic Lab is to allow students the opportunity to complete any missing assignments, make up tests or quizzes and receive extra help from teachers.

Any student who has a D or lower in any subject must attend an academic lab with that teacher. Students who are in danger of failing will go to those

classes and work on any missing assignments, tests or quizzes that need to be completed. Students will also meet with the teacher and review or discuss any concerns. Students are to report to these classes they are struggling in first. They will complete all assignments, tests, or quizzes before leaving the classrooms.

All other students have the opportunity to do the following:

- Silently study or read in a classroom
- Meet with any teacher concerning academics
- Work quietly in the library
- Use the gym for activities
- Work in the cafeteria to complete projects with other students
- Use computer lab to complete assignments

The stage, locker rooms, weight room, art room, and bathrooms will not be open for student gatherings. Students who need to be reminded of the correct behavior during Academic Lab may be assigned a Thursday detention.

## **ACADEMIC CLASS RANK**

Class rank is determined by a student's cumulative grade point average, which is determined by his/her semester grades with extra values given to honors courses. To be considered for Valedictorian or Salutatorian, a student **must attend SVHS for all four years of high school.**

### **Valedictorian / Salutatorian**

- A. Valedictorian is awarded to the student with the highest GPA and has attended SVHS for his/her entire high school career. Salutatorian is awarded to the student with the second highest GPA and has attended SVHS for his/her entire high school career.
- B. Salutatorian and Valedictorian are determined at the end of Quarter 3 using the grade point average on the Quarter 3 cumulative GPA calculation.

## **VALIDICTORIAN AND SALUTATORIAN SPEECH POLICY:**

The Valedictorian and Salutatorian, representing St. Vincent, will provide a



speech and welcome (respectively) that is befitting this honor. The Valedictorian and Salutatorian are responsible for working with the Senior Moderator to write the speech. The speech will include reference to Jesus Christ, our faith, and our Mission as a school. It will also include the value of a Catholic education and the practical applications of their learning experience at St. Vincent. The Principal, in consult with the Pastor, will determine suitability of the annual address.

### **ADVANCED COLLEGE CREDIT (1818 AND SEMO)**

College credit courses are offered at St. Vincent High School through St. Louis University and SEMO to juniors and seniors who excel in various subjects. SEMO will NOT allow students to take their courses unless the student takes the SEMO course for DUAL credit. College credit through SLU 1818 may be attained in English and Social Studies. Students are not admitted lightly into the 1818 program. College Credit is also available through SEMO in College Algebra and Trigonometry, Sociology and Psychology. **Students must have their college texts rented within the first 2 weeks of class, or can be dropped from the course.**

### **COURSE SELECTION POLICY (4104)**

In the spring of each year, parents/guardians, teachers, advisors, counselors, and administrator's work cooperatively to assist each student with course selection. The course selection process includes a review of the school's offerings, an evaluation of the student's progress toward earning the credits required for graduation, and an analysis of the student's post-high school educational plans. Changing Courses:

Selection of courses should be done after serious and thoughtful consultation among students, parents, advisors, teachers, and counselor. Every effort is made to assist students in the selection of an appropriate course of study according to their abilities, interests, career aspirations, and recommendation of teachers and the counselor. Once you choose your courses, after consulting those listed above, and your selection is approved by parents and school personnel, your schedule is set. A request to change a course must occur at least 2 weeks prior to the start of a semester. Each request must have a significant educational purpose and approvals are not guaranteed.

### **COURSE REGISTRATION PROCEDURE AND CONFLICTS**

Registration for courses for the following year takes place in the spring. Because a student registers for a course does not guarantee that they will be assigned to that course. Students are scheduled according to the order in which their registration forms are returned to the school office and to the availability of courses in the master schedule.

1. Selection of Courses: Selection of courses is done only after serious and thoughtful consultation among student, parents, advisor, teachers, and counselor. Once a student chooses his/her courses and the selection is approved by the office the student will not be permitted to change course selections.
2. There are only a few legitimate reasons for schedule changes. A few of the changes are: A) Misplaced academically by teacher or counselor. B) Student given an alternate other than those they listed without being consulted. C) Student wishes to take a more academically challenging course. D) Failing a prerequisite the previous semester. E) Other legitimate reasons at counselor's or administrator's discretion.
3. Deadline for a Schedule Change: legitimate changes to a student's schedule should be done during April & May.
4. Special Notes: Class changes must not overload any class and deadlines for changes will be closely adhered to.
5. Conflicts and Scheduling: The counselor sets the schedule for each year. Upon occasion, when the counselor develops the student schedules a difficulty arises requiring uncommon schedule decisions. Although rare, this type of circumstance requires the counselor to consult with principal. A determination (counselor and principal) will be made as to the means by which the student will achieve the needed course/credit. Options may include online courses for High School credit or College credit. The cost of any online course will be paid by the parent/student, and the student is expected to complete the course within the timeline set by the administration.

## **ELECTIVES, WEIGHTED COURSES, DUAL ENROLLMENT AND AP CLASSES**

### **Electives:**

Students should select elective courses based upon need, interest or intended career goals. Performance or achievement in a particular subject is a good way to determine whether to select advanced electives in that subject. In addition, electives are used to complete diploma requirements.

It is recommended that students who plan to go to a four-year college take four years of math and science. Students who want to be considered for athletic scholarships must take certain classes to satisfy NCAA Clearinghouse requirements.

**Weighted Courses:**

Weighted Courses are for students who have demonstrated high achievement in given subject areas. These students are taught more intensely with emphasis on quantity and depth of material learned.

**Dual Enrollment:**

1818 Courses, or Dual Enrollment courses, are taught in affiliation with St. Louis University and Southeast Missouri State University by trained St. Vincent faculty. Juniors and seniors can receive college credit for these courses. Additional fees are paid to SLU and/or SEMO. Students must have their college texts rented within the first 2 weeks of class, or can be dropped from the course.

**Advanced Placement:**

Advanced Placement (AP) Courses are equivalent to regular college courses. Students in these courses may choose to take Advanced Placement exams in May. Most universities accept an exam score of 3 or higher as credit.

**Online and Co-teaching Courses:**

These courses will be scheduled with a St. Vincent High School teacher and will be completed on-line and through co-teaching with a Southeast Missouri State University instructor. Additional fees will be paid to SEMO

## **CHRISTIAN SERVICE REQUIREMENT**

Each student in grades 9-12 are required to complete 20 hours of Christian Service each academic year. A total of 80 hours, (20 per year in grades 9-12) is required. Students should complete seven hours of service by the end of first quarter, a total of fourteen hours by the end of second quarter, and a total of twenty hours by the end of third quarter. Sophomores, juniors, and seniors **cannot** do service for their family or relatives. If a student does not complete the hours for the quarter their religion grade will be lowered one full letter grade. Should a student complete 40 hours or more per year they will receive a special Christian Service Award at the end of the school year. If they complete 100 or more hours at the end of each year they will receive a Christian Service Medal at the end of the year.

## **ARCHBISHOP JOHN L. MAY AWARD:**

Each year the Archdiocese of St. Louis recognizes and celebrates service with the Archbishop John L. May Service Award. One Senior from SVHS will be nominated for their outstanding service contributions and honored at a special ceremony in St. Louis.

## **COURSE AND FAILURES POLICY**

Any High School student that earns a failing semester grade must make up that course in summer school before attending school the following year. Information on Summer Credit Recovery is available through the

Counseling Office.

- A. Students must pass every course attempted.
- B. Failed courses needed for graduation must be retaken regardless of the number of credits earned.
- C. Failed courses can be retaken in summer school or through correspondence with an accredited school or learning center with the approval of St. Vincent High School.
- D. All make-up courses must be pre-approved by the principal and counselor.
- E. Students needing to make up more than two credits while at SVHS will not be able to return for the next school year.
- F. Students with a cumulative GPA below 2.0 (at semester) will be placed on academic probation for the following semester. (See Academic Probation)
- G. Students on academic probation for more than one year may not be able to return to St. Vincent High School.

### **STUDENT PROGRESS – JUNIOR HIGH PROMOTION**

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level. (4501.1)

### **STUDENT PROGRESS - RETENTION – JUNIOR HIGH**

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level. (4501.2)

### **COURSE CURRICULUM POLICY (4500)**

The curriculum of St. Vincent High School is designed to meet a wide range of student abilities, interests, and career goals. Additionally, the curriculum is designed to provide courses to challenge students on all ability levels. A required core curriculum includes courses that meet or exceed the credit requirements of the State of Missouri. Each student may also select from a variety of elective courses that are offered at each grade level. In addition, for eligible students, college credit is offered in several upper-level courses in English, mathematics, and social studies.

All courses offered at St. Vincent High School are issued credit on a semester basis. Most of the academic courses require two semesters of instruction.

- A. Revised course descriptions are published annually, along with prerequisites, and registration requirements.
- B. Students enrolled in courses through the Perryville Area Vocational-Technical School will be issued credit through SVHS. The letter grade given to the student is placed on the report card as well as the Career

Center percentage (BASED ON THEIR GRADING SCALE)

- C. Students who take Algebra I in 8<sup>th</sup> grade (whether at SV or in another grade school) are given a 'P' for passing and the credit. (i.e. the grade is NOT incorporated into the HS grade point average, but the credit will count toward graduation requirements.
- D. St. Vincent High School students have the potential to earn 32 high school credits with 30 credits being the minimum for graduation (29 if attending the Vocational- Technical School). Students are not allowed to graduate early and will take a full 8 credit hours per semester.
- E. The requirements for graduation
  - Religion 4 credits
  - English 4 credits
  - Mathematics 3credits
  - Science 3 credits
  - Social Studies 3 credits
  - Fine Arts 1 credit
  - Physical Ed 1 credit
  - Practical Arts 1 credit
  - Spanish 2 credits
  - Health .5credit
  - Electives 7.5credit
  - 80 hours of Service (20 hours a year in grades 9-12)

## **FIELD TRIP ATTENDANCE/ TRANSPORTATION POLICY**

### **Release from School for Field Trips/Activities**

No student may participate in a field trip unless a permission form signed by the student's parent/guardian for the specific event has been received by the school.  
**(5202.8)**

**Procedure:** A field trip is a first-hand experience that supplements classroom learning situations. Field trips may be taken only with the approval of the principal. **A permission slip signed by the parent(s) or guardian is required for each field trip.** The form may either be brought in or faxed after being signed by the parent or guardian. Students who have given evidence by their school behavior that they would not be responsible on the trip will be asked to remain at school.

## **GRADE POINT AVERAGE**

A student's Grade Point Average (GPA) will be determined at the end of every quarter based on the quality points (the value of the course) divided

by the credits attempted. This will determine if the student is eligible for Honor Roll for the quarter. A student's Career GPA is the overall grade point average since they began high school. GPA and Class Rank will be adjusted at the end of each semester when course credits are given. ONLY LETTER grades for Career Center and Transfer students will be noted on the permanent record. These letter grades will be calculated within future grade point averages using the St Vincent grade point system.

## GRADING

A. Academic progress is indicated by letter grades A through F; a letter grade of D- or higher is required for credit. The following chart indicates the percentages, weighting and transcript symbols.

**The method of grading is as follows:**

Letter Grade	% Range	Grade Point	Honors/AP Equivalent
A	95-100	4.0	5.0
A-	93-94	3.67	4.67
B+	91-92	3.33	4.33
B	89-90	3.0	4.0
B-	87-88	2.67	3.67
C+	84-86	2.33	3.33
C	81-83	2.0	3.0
C-	78-80	1.67	2.67
D+	75-77	1.33	2.33
D	72-74	1.0	2.0
D-	70-71	0.67	1.67
F	69 and below	0	0

Semester grades will be figured as follows:

1st or 3rd quarter grade = 40%

2nd or 4th quarter grade = 40%

Semester exams = 20%

B. There are times when a student may receive a quarter grade of "I" (incomplete). The principal, in consultation with the teacher involved, determines the conditions under which work will be completed. Ordinarily, incomplete work is to be resolved within one calendar week after the end of the quarter. Incompletes not resolved in the manner agreed upon will result in a failure.

## **GRADING POLICY - VOCATIONAL-TECHNICAL**

Students enrolled in courses through the Perryville Area Vocational-Technical School will be issued credit through SVHS. Any student's course grade, while enrolled in the Career Center, will be based on the PHS grading scale and the PHS "letter" grade.

## **GRADE POSTING**

Jupiter is a secure Internet site where teachers post student grades and indicate assignments for both parents and students to view on a weekly basis. This service is voluntary for families but highly recommended, since reports throughout the 1, 2, and 3<sup>rd</sup> quarters are not mailed. Both parents and students will be given a one-time activation code from the high school.

## **GRADUATION HONORS**

Graduation honors are calculated at the end of the 3<sup>rd</sup> quarter of senior year.

- A. The Valedictorian, awarded to the student with the highest GPA and has attended SVHS for his/her last four semesters.
- B. The Salutatorian, award to the student with the second highest GPA and has attended SVHS for his/her last four semesters.

## **GRADUATION POLICY (4501)**

To graduate from St. Vincent High School, a student must have successfully completed the minimum credit requirements; have fulfilled the school's retreat and Christian service requirements; have maintained a satisfactory attendance record as defined by the school; have completed all financial obligations; and have demonstrated satisfactory conduct. It is important for students and parents/guardians to note that credits and passing grades alone do not fulfill the graduation requirements.

## **GRADUATION REQUIREMENTS**

- A. Students must earn a minimum of 30 credits for graduation.
- B. Only students eligible to receive a diploma will be able to participate in the graduation ceremony.
- C. Other graduation requirements include an extended retreat during senior year and Christian Service hours

## **HONOR ROLL**

Honor roll is determined by the current grade point average and is recognized each quarter.

A. Honors: GPA of 3.667 and above.

B. Honors: GPA from 3.000 through 3.666

### **LEGAL DOCUMENTS REGARDING CUSTODY (2016)**

A Divorce Decree/Parenting Agreement must be submitted to the school, if applicable. **If these documents are not provided to the school**, the school will release students to either parent.

### **RELIGIOUS EDUCATION PROGRAM**

St. Vincent schools recognize our Religious Education Program as the basis for all other educational programs. Religious formation is the foundation of our educational goals.

Goals of Religious Education include:

1. To help students know, understand and love the Catholic faith and its traditions.
2. To provide opportunities for students to experience God's love for them through a variety of activities including: prayer, liturgy, discussion, retreats, service and study.
3. To help students develop a better understanding of the Church's liturgies including active participation in the Eucharist, sacraments, and other form of prayer.
4. To help students learn ways to carry out the Christian message by learning to serve others.

### **STANDARDIZED TESTING**

- A. The primary goal of the high school testing program is to provide students with information about themselves to assist in planning and organizing their high school and post-secondary lives. This testing information also helps in evaluating and reshaping the high school curriculum to meet the educational needs of the students.
- B. Standardized tests are used at St. Vincent to gain knowledge about each student's progress in basic skills and to support teacher evaluation of each student through informal means.
- C. Results of tests are handled as such:
  2. Scores are given to the students with explanations regarding what was tested. Results are given in comparison with national, state or local norms when available.



3. Areas of strength and weakness are made available to the administration and/or faculty.
4. Test results are recorded on the student's cumulative record and in the guidance office.
5. Test results are filed by principal and counselor.

Planned Testing is as follows: 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> grade: ACT-ASPIRE, 11<sup>th</sup> - 12<sup>th</sup> grade: (Pre-ACT Test), PSAT (Pre-Scholastic Aptitude Test), ASVAB (Armed Services Vocational Battery) and Career Interest Inventory. Students can register for the ACT at [www.act.org](http://www.act.org); SVHS ACT Code is 262-590.

## **ADMISSIONS**

### **ADMISSION TO A SECONDARY SCHOOL POLICY (4102)**

All eighth-grade students, who do not currently attend St. Vincent de Paul Catholic Schools, who wish to enter ninth grade at must apply for admission. Ordinarily any student whose educational needs can be served and whose disciplinary and attendance record is good will be admitted. In addition, the parent's willingness to accept the financial responsibilities of attending the school will also be part of the admission.

### **ADMISSION OF HOME-SCHOOLED STUDENTS POLICY (4102.52)**

Prior to accepting a student who has been home-schooled the parents/guardians must provide evidence that the student has been receiving regular instruction:

1. by providing the following records which they are required to keep by state law:
  - a. a plan book, diary, or other written record indicating subjects taught and activities engaged in;
  - b. a portfolio of samples of the student's academic work;
  - c. a record of evaluation of the student's academic progress;
  - d. other written or credible evidence equivalent to the points listed above.
2. by providing evidence of offering at least 1,000 hours of instruction, at least 600 hours of which will be in reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.
3. by providing evidence of religious education and sacramental

preparation that has been provided, along with parish records of participation in first sacraments, if applicable. The student's placement shall be determined by a review of the above records and student work samples. If the records are not sufficient to determine placement, the student will be given appropriate end-of-course assessments. Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, sports programs, etc.), flow from being enrolled full time in a Catholic school.

### **POLICY OF NON-DISCRIMINATION (4101)**

St. Vincent School admits students of any race, color, national, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, or in-school administered programs.

### **REQUIREMENTS FOR ADMISSION TO ST. VINCENT JR/SR HIGH SCHOOL (4102.1)**

Catholic schools are unique expressions of the Church's effort to achieve the purposes of Catholic education among the young. Academic excellence and a disciplined formation will always be the desired goals of St. Vincent de Paul Catholic Schools. Central to the school, however, is the understanding of the Catholic tradition and growth in faith. Parents wishing to enroll their children in a Catholic school must understand and agree to the purposes of Catholic schools.

### **TRANSFERRING FROM A NON-CATHOLIC SCHOOL POLICY (4102.3)**

A student desiring to transfer from a public or private school may be accepted into St Vincent de Paul Catholic Schools after a thorough inquiry regarding the motivation for the request for admission.

#### **Rationale:**

Catholic schools have historically welcomed transfer students from public elementary and secondary schools. Since Catholic schools are primarily religious schools, all students enroll in classes of religious instruction and participate in religious ceremonies and activities as appropriate. It is important, therefore, that parents intentionally choose schools that include religious values and experiences in their child's education.

1. St Vincent de Paul Catholic Schools are religious schools. Therefore,

transfer students must have reasons for enrolling consistent with the Catholic school's nature. A deliberate choice for religious instruction and values must be a part of that decision. Parents must agree to the concepts upheld in the parent witness statement: Those Whose Children Attend Catholic Educational Programs.

2. The policy applies at all grade levels, including the normal entry point for high school.
3. For Catholic students wishing to transfer from public schools, it is expected that they have been baptized, made first Eucharist and Confirmed (if age appropriate). If a Catholic student wishing to transfer into a Catholic school has little or no previous formal Catholic education experience, the student must be willing to participate in a special religion program provided by the administration (pastor/principal/director of religious education) in the basic teachings of the Church and in the preparation for and celebration of the sacraments (RCIA).

Responsibilities of Parents:

- The family must demonstrate to the principal a desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school.
- Some evidences of this desire are the following:
  - previous enrollment in the parish school of religion;
  - participation in the spiritual and social life of the parish;
  - agreement to the concepts upheld in the Parent Witness Statement;
  - registration in and financial support of a Catholic parish; and
  - demonstration of an interest in and commitment to living the Catholic faith.
- Non-Catholic students wishing to transfer from a public school or another Catholic school must participate in classes of religious instruction, religious ceremonies, and activities as appropriate.

Responsibility of Parents:

- the family agrees to support the concepts upheld in the Parent Witness Statement that pertain to Non-Catholic Parents (Appendix 1: Witness Statement for Those Whose Children attend Catholic Education Programs); the family agrees to financial support of the Catholic school.
- If a non-Catholic family wishes to transfer into a Catholic school, the family must be able to indicate through an interview that it is not attempting to escape efforts to desegregate schools.

## CARE TEAM / STUDENTS WITH LEARNING DIFFICULTIES

CARE TEAMS are designed for students who are experiencing learning difficulties identified through an IEP or struggling in core classes. Prior to setting a CARE TEAM Plan, parents should be in consult with the specific teachers to address issues as they are presented. The student needs to make an effort to attend all after school tutoring clubs and academic labs. They also need to seek help from teachers in specific core classes before and after school.

If a student transfers to St. Vincent School without an IEP and is experiencing difficulties, there will be a semester period where the student is on an observation list. The teachers, administration, and learning consultant will work closely with the student and parents to help with homework, independence and responsibilities. If the difficulties persist, a meeting to create a CARE TEAM Plan will be held.

The CARE TEAM consists of the student, his/her parent(s), the School Counselor, the Learning Consultant, all of the student's teachers, and the principal. Additional individuals may be asked to join the CARE TEAM in order to help in the process for improvement. The goal of the CARE TEAM approach is developing a student that advocates for him/herself, takes responsibility for assignments, and is prepared for classes, tests, and other coursework.

If students or families with a CARE TEAM do not cooperate with expectations set forth in the personal Improvement Plan or do not cooperate, communicate, and work with the mentor-teacher, the student and parent will be notified of possible removal from the process. In the event that a student is removed from the CARE TEAM process, his/her academic performance (without CARE TEAM efforts) will determine whether s/he is placed on academic probation.

The coordination of the CARE TEAM occurs through the Learning Consultant's Office. An initial meeting is set with the entire TEAM, when needed. The discussion will center on setting a path for improved learning: expectations for the student, outlined parental tasks, and assessment practices, modifications, etc. The result is a PLAN for IMPROVEMENT designed specifically for each student. Both student and parent(s) agree to the plan prior to implementation.

Additional meetings may be set throughout the course of the year to address any issue that is identified. Potentially, all members of the TEAM

may be present; however, meetings may include only the parent, student, CARE TEAM manager, counselor, and/or principal.

## **CLUBS, PROCESSES, AND EXPECTATIONS**

### **POLICY ON EXTRA-CURRICULAR ACTIVITIES (5202.1)**

All extra-curricular activities must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity.

Parents/guardians permission must be obtained for a student to participate in extracurricular activities. **Representing St. Vincent High School as a leader within school or in the broader community is a privilege and a responsibility.** This includes St. Vincent athletics and clubs.

**Social activities sponsored by St. Vincent High School should be and are consistent with Christian values and Catholic teaching.** Because students are perceived as representatives of their school, students have a responsibility to conduct themselves both in and out of school in manners consistent with values professed by the Church and in the Gospel of Christ. SVHS has a right to discipline a student whose out-of-school conduct brings negative attention to the school and church community or which seriously detracts from the reputation of the school. To act in a non-Christian and selfish manner, disregarding the rights, health, and safety of others, can result in withdrawal of cause/expulsion from St. Vincent High School. Note: Alcoholic beverages /drugs / tobacco are not allowed at school or any St. Vincent function.

*All co-curricular activities (outside of school hours) must be approved by the principal. These activities must have evident educational purposes. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity. Parent's/guardian's permission must also be obtained for a student to participate in extracurricular activities.*

**NOTE:** Junior High Students who volunteer to help with high school sporting events may not leave school to attend any games or practices; no junior high student may have a role in any high school production, or participate in any clubs/organizations.

### **STUDENT LEADERSHIP IN ATHLETICS AND CO-CURRICULAR ACTIVITIES**

Representing St. Vincent High School as a leader within school or in the broader community is a privilege and a responsibility. Each student leader, for co-curricular activities and on athletic teams, is responsible for maintaining good grades and proper classroom behavior throughout any school year.

**Students must comply with academic standards and behavioral standards set forth by St. Vincent High School and MSHSAA standards. It is a privilege to represent St. Vincent High School and its student population. Students who exhibit poor judgment or behavior or that brings dishonor to the school are ineligible to hold leadership positions in clubs, societies and on athletic teams, as they are not positive role models for other students.**

Leadership positions include team captains/co-captains for athletic activities, officers for student clubs and societies, and other positions of responsibility within an organization that is a part of St. Vincent High School.

1. Students are ineligible for leadership positions if in the prior quarter:
  2. S/he has received one (1) Thursday Detention given due to behavior (not tardiness);
  3. Students are ineligible for leadership positions if in the prior YEAR they:
  4. S/he had received a Saturday Detention for behavior;
- and/or
5. S/he had received either a Discipline or Probation Status Letter for behavior.

Prior to selecting leaders for co-curricular activities or sports teams, the Head Coach or Faculty Moderator will check with the Administrator regarding grades and behavior before any student may be considered for a leadership position.

If following the student's selection as Leader that student's behavior declines, s/he may be removed from his/her position.

**No student may hold the presidency of more than one organization**

## **CLUBS AND ORGANIZATIONS (CO-CURRICULARS)**

Jazz/Marching/Concert Band	Prophet Players
National Honor Society	Team Spirit
El Circulo Espanol	Chorus
Sodality	Student Council
Yearbook- <i>Tribe</i>	Robotics
Newspaper- <i>Gleaner</i>	St. Vincent de Paul
Society Students for Life	

## NATIONAL HONOR SOCIETY MEMBERSHIP PROCEDURE

The National Honor Society (NHS) is a FACULTY CONFERRED HONOR. It is a privilege to represent St. Vincent High School and its student population. Students who exhibit poor judgment or behavior or that brings dishonor to the school are ineligible to hold leadership positions in clubs, societies and on athletic teams, as they are not positive role models for other students. In November of the school year, all students who meet eligibility requirements will be notified.

### ELIGIBILITY:

SCHOLARSHIP and SERVICE: Any student meeting the minimum required grade point average and required number of service hours ***is eligible for consideration*** as an inductee of the NHS by the faculty Committee.

Eligibility Requirements:

- be a current junior or senior;
  - maintain a cumulative GPA of 3.25 or better;
  - complete the required service hours (80 for juniors, 120 for seniors)
- Students must complete an information sheet if they wish to move forward in the NHS membership selection process.

### SELECTION PROCESS:

LEADERSHIP and CHARACTER: The faculty committee will be an anonymous group of five members selected by the NHS moderator. The faculty committee discusses all eligible students to determine which, in their opinion, are exemplary in Leadership and Character based upon observations and experiences with each candidate in the classroom, on the field, during school activities, events and a review of students disciplinary and attendance records. The NHS moderator facilitates the process but has no vote in selection of inductees. The principal is not involved in the selection process or in voting.

The Faculty Committee determines which eligible students are accepted into the NHS using these criteria:

- demonstrated exemplary leadership in the classroom, on the field, in school activities or events;
- AND**
- consistent evidence of excellent character in the classroom, on the field, in school activities or events

Selected NHS students will be notified in writing whether they are selected or not. New members will be inducted during 3rd quarter.

NHS Non-selection is not a disgrace, but rather an opportunity for students to demonstrate growth and maintain eligibility before they are re-considered for eligibility/selection the following year.

## **NHS DISCIPLINE & DISMISSAL**

Per the National Honor Society Guidelines (18<sup>th</sup> Edition) all NHS members are subject to dismissal if they do not maintain the standards of scholarship, service, leadership and character that were used as a basis for selection. The SV Faculty Council can place any NHS member on probation during which time they are “not in good standing.” Such probation periods are for a specific time after which the student is restored to membership, if the member has rectified the issue at hand (i.e. improved GPA).

In the event of the need for disciplinary **action in the categories of scholarship (low GPA) and/or and service (not participating in service efforts) for an NHS member**, the faculty committee chair must meet with the NHS member to explain the concern and then the must meet with committee members to determine what disciplinary action should be taken and a period of time the discipline will last. A letter must be written to the student once a decision is made by the faculty committee regarding disciplinary action.

Dismissal removes a student from being a member of the specific chapter (i.e. St. Vincent Chapter). The final say is left to the faculty committee, the same body that votes in members of the NHS. In the case of flagrant school violations (i.e. stealing, cheating, drug use, etc.) the student can be dismissed without a written warning. Since these situations are contrary to Character and Leadership qualities of the NHS, the faculty chair must first meet with the student to explain the concern and then must go to the faculty committee members to determine action. If the action is dismissal, an NHS member has the right to appeal to the Principal, and if needed, the Parish Administrator and Pastor.

## **STUDENT COUNCIL LEADERSHIP REQUIREMENTS**

- A. Students who are considering running for an office or class representative in Student Council need to:
  - 1. Have enough free time to devote to working hard to make Student Council a success;



2. Want to work with other officers and representatives in leading the Student Council;
  3. Have no less than a cumulative C+ average at the end of the 3<sup>rd</sup> quarter;
  4. Be able to meet with STUCO Moderator 3-4 times during August before school starts;
  5. Have no more than 1 Thursday Detentions for discipline (not tardiness) and/or received no Saturday Detentions (or discipline or probationary letters) ;
  6. Will have student discipline / academic files reviewed in the HS office;
- B. Only juniors may run for an STUCO office. Those wishing to run for an office nominate themselves by signing up with the Student Council moderator. Grades nine through eleven will vote in the General Election after hearing each candidate make a speech at an all-school assembly.
- C. Senior Class Officers
1. Seniors will be the only class that has class officers;\
  2. All Senior class officers will be a part of STUCO and expect to follow all rules;
  3. Senior class officers are responsible for but not limited to: Homecoming activities, planning class reunions after graduation and all STUCO activities.
- D. Freshman, Sophomore and Junior Class Representatives
1. Freshman, Sophomores and Juniors will have 4 class representatives for each class;
  2. These representatives will represent their class to the best of their abilities;
  3. All representatives will be a part of STUCO and expect to follow all rules.
- E. STUCO members with excessive tardiness or discipline referrals can be asked to resign their position in STUCO.
- F. STUCO member must exhibit appropriate behaviors in the classroom and at school.

## DANCES

### **7/8<sup>TH</sup> GRADE DANCE POLICY (4303.8)**

Social activities sponsored by a school should be consistent with Christian values and Catholic teaching. In addition, social activities sponsored by the school must be developmentally appropriate for the student's age and maturity and should take into consideration the safety and welfare of the students. For example, many elementary school age

students are not socially and emotionally prepared for a student dance/mixer. In light of these concerns, schools should not sponsor dances/mixers for an elementary grade level.

## HIGH SCHOOL DANCE PROCEDURE

Traditional High School dances include: Homecoming in the fall with and Prom in the spring. Additional dances may be sponsored as fund-raising activities by classes or school organizations with the approval of administration. Students should follow the dress code for dances. For the enjoyment and safety of all who attend our social events and out of consideration for those who work hard to prepare the dances the following policy and Dress Code are enforced:

### Dance Permission Form and Dress Code Information

1. All Non- St. Vincent Students must fill out a guest permission slip and turn it into the office one week before the dance. ST VINCENT students must have a permission slip for each dance signed by the parent and turned in PRIOR to the dance.
2. All school dances are from 7:00pm-10:30pm and all guests must be high school students with the exception of Prom. **Guests for all dances (including Prom) must be UNDER 21, have graduated from High School, and complete a permission form listing their high school, if applicable.**
3. Once students arrive for a dance they are not permitted to leave the building. If it is absolutely necessary for a student to return to their vehicle, a chaperone must accompany them at all times.
4. A student who wishes to leave the dance early MUST have permission from a parent.
5. Doors will open for students to enter the dance ½ hour before the advertised start time.
6. A breathalyzer test\* will be conducted by the local police force and given to each student before admittance into a dance is granted and randomly given to each student before they leave the dance.

\* If a student does not pass the test they have broken the law and parents will be notified. The student will be punished according to the law and also receive discipline from school administration. PERMISSION forms are distributed before each dance by the moderator.

## DRESS CODE FOR DANCES

**In our current culture, we can easily lose sight of our personal value as God's children. SV believes there is a significant importance of guiding our students to respect themselves through what they wear. Additionally, SV wants the attire to reflect the dignity of the event.**

**Violation(s)** may result in being asked to go home and dress properly before returning. Parents will be notified. If dress code violation(s) is noticed/occurs after admittance, student/attendee may be removed from the dance and, as above, asked to go home and dress appropriately before returning....parents will be called.

Formal attire is required for Homecoming and Prom. The following dress code/restrictions will be in effect.

**FEMALE ATTENDEES:**

- A. Back of the dress cannot be lower than 4 inches above the waistline.
- B. The dress cannot be shorter than 4 inches above the knee cap.
- C. Only 2 inches of midriff can be visible
- D. Slits no higher than fingertip length
- E. Cleavage show must be modest
- F. Dresses must not contain see through material in inappropriate areas
- G. "See through" material is acceptable for the arms, legs below the knees, neck/collar bone area and the 2 inch midriff area. "See through" material from the knees to the upper chest is not acceptable (not including the 2 inch midriff area).
- H. Shoulder and spaghetti straps are allowed. Strapless dresses, which fit appropriately and cover the upper torso area, are acceptable
- I. Jeans or shorts are not permitted

**MALE ATTENDEES:**

- A. Must wear collared shirts, slacks, and tie apparel.
- B. Shirts must have sleeves.
- C. Jeans or shorts are not permitted

**DAY-TO-DAY OPERATIONS**

**BOOKS**

Books are the property of the school and are on loan to the students for the school year. Textbooks and library books which are lost or defaced must be

replaced or repaired at the expense of the student who lost or damaged them. Fines will be assessed by the teacher/librarian for damages beyond normal wear. Textbooks must be covered at all times to maximize their years of service.

## **CAFETERIA**

Lunch is served daily in the cafeteria on each full day of school. The cost per student is approximately \$3.00 per day. Students need to use their ID cards to purchase lunch. The card will debit the student's account for their purchases. A letter or email will be sent to parents informing them their child has a negative balance. Lunch money can be mailed to school or taken directly to the cafeteria and given to a cafeteria worker. FREE and REDUCED LUNCH Forms (one per family K-12) are available in the high school and elementary offices for those who wish to **apply for free or reduced lunches**. The cost of the reduced lunch is \$0.40 a day.

**Students will not be allowed to leave school grounds to buy lunch.** Students are not permitted to order in food from off campus during the school day, to have restaurant food brought in, or bring food in when returning from the Perryville Area Career Center or Christian Service. Those who bring their lunch from home must eat in the cafeteria or on the benches or grassy area in front of the building.

## **EMAIL (STUDENT) – THROUGH GOOGLE**

As St. Vincent moves toward a wireless campus and a google-docs environment, students will be provided a school email address (g-mail account) which will be their permanent email address for school purposes only. This email address will be required for use in contacting teachers, emailing work and saving documents on their personal google-drive.

## **FOOD AND DRINK**

In order to keep the building clean and reduce the amount of maintenance, food and drink are not allowed out of the cafeteria or permitted in the classrooms or halls without principal permission. No open containers are allowed in school. Those bringing containers upon returning to school from an off-campus class or appointment will have to discard their container before being admitted.

## **HALL PASSES**

Students may not be out of the classroom or organized activity without a pass issued by a faculty member or office personnel. The Student Handbook and Planner will serve as the pass for students and should be carried with them throughout the day. Teachers will sign the hall pass log in the handbook.

## **HOMEWORK**

1. Each student must do his/her own work.
2. When long-range assignments are given, they should be worked on over a period of time and not left until the end of the appointed time.
3. Students are not allowed to leave school to get their homework from home.
4. When a student is absent, it is the student's responsibility to check with his/her teachers when returning to school to get all assignments.
5. If a student is absent 2 or more consecutive days, the school office will gather homework for pick-up after 2PM.

## **ID CARDS**

Identification cards are issued to students at the beginning of each school year at no cost. The cards are for safety reasons and should be carried with the students while at school. The cards are also used to purchase lunch and/or snacks at break. Using ID cards for lunch is not optional. If a student's card becomes lost or damaged, a new card will be issued with a replacement cost of \$5.00 to the student.

## **LEAVING CAMPUS**

Once a student is on the school campus, s/he may not leave without permission from the office. This includes time during Academic Lab. If a student leaves during these times, s/he will receive a Thursday Detention.

## **LIBRARY**

The library is for student use according to individual need. In order that our library may render optimum service to each student, the following must be observed: maintain the quiet atmosphere of the library at all times and use the library for research, reference, and Accelerated Reader. Students misusing the library and its services will forfeit the privilege of using it. A pass is needed to visit the library during class time. All students must follow the Internet Acceptable Use Policy. Failure to do so will result

in a loss of computer privileges.

The library is open before, during, and afterschool.

### **LIBRARY USAGE**

Students have library barcode ID's that will be used to check out or renew books. Student checkout limit is two books at one time. The checkout period is two weeks, but books may be renewed. Students may not remove any materials from the library without checking out. Books need to be returned to the checkout desk by the due date. Students will not be allowed to bring food or drink into the library at any time. All printing must be school related with a .05 cent charge per page. The library computers are not to be used for games. Any student that is disruptive or uncooperative will be asked to leave the library.

### **OVERDUE/LOST/DAMAGED BOOKS**

Students are responsible for any book checked out from the library. Books are stamped with a due date. It is the student's responsibility to check this date and renew or return the book when necessary. The fine for an overdue book is 5 cents per day. Students will be charged for lost or damaged books. The lost/damaged book charge is \$20.00 and is to be paid in cash.

### **LOCKERS**

Lockers are school property and provided as a convenient place for students to store their books. It is the responsibility of the students to keep their lockers clean and orderly. Any damage done to lockers by a student will be the responsibility of the student. A detention may be given for misuse. No decoration should be placed on the outside of the lockers except those supplied by cheerleaders/coaches promoting school spirit. Students are not allowed to use combination locks or any locking device on their lockers. Students are not allowed to use or search another student's locker and should use their assigned locker. Students are not allowed to use unassigned lockers unless approved by the principal/office. No items are allowed on the top of the lockers.

### **SEARCH OF LOCKER AND SEIZURE POLICY (4303.5)**

Lockers, desks etc. are school property and as such are subject to search by school officials. Furthermore, the school reserves the right to search any item brought onto school property such as a student's jacket, purse, backpack, auto, or the like.

Lockers, other school property or any item brought onto school property identified (or suspected) as containing contraband may be opened in the process of the search without prior notice to parents or students.

St. Vincent uses specially trained dogs to insure they are free of contraband, such as drugs, is part of a comprehensive plan for maintaining a safe school environment. The individuals and dogs used for such searches should be appropriately trained and certified. This type of search may be done without prior notice to parents or students

### **LUNCH AND STUDY HALL**

Students are not to leave the campus for lunch unless special permission is granted by the principal. Students are not allowed to bring in “restaurant/drive-through” foods for lunch, unless approved by the principal. Study Hall is a time for completing homework, reading or working on other assignments.

### **MATH LAB & HOMEWORK CLUB**

Math Lab and Homework Club are available Monday, Tuesday, and Thursday after school from 2:45-3:45PM. Students experiencing difficulty in any subject are encouraged to attend the labs.

### **PARENT TEACHER CONFERENCES**

Report cards are **issued at the end of the school year only**. Mid-quarter deficiencies and Quarter grades are available online through Jupiter. Only if requested by a parent will a grade report be issued through the course of a school year. **Parent Teacher conferences are held after Quarter 1 (from 4:00 to 7PM) and also after Quarter 3 (from 4:00 – 6PM)—NOTE TIME.**

### **PARENT TEACHER ORGANIZATION (PTO)**

Every parent and teacher of St. Vincent Elementary and JH/Sr. High School is automatically a member of the PTO. This group gathers together periodically during the year to provide communication on school activities and to help raise money to support the Schools. Guest speakers may also be scheduled to assist parents in their important role as primary educators of their children. Parent and teacher participation is vital for the success of this school.

## **VEHICLE REGULATIONS AND PROCEDURES**

1. **BICYCLES:** Students are permitted to ride bicycles to school if they choose. The school is not responsible for any damage that may be done to the bicycles. Bicycles should be parked in a safe area. Junior High students should park next to the fence on the west side of the high school. For the safety of others, students may not ride bicycles at any time on the school grounds.
2. **CARS:** Students driving to school should park behind school, on the side of the gym. Sitting in parked vehicles is not permitted before, during, or after regular school hours. Leaving school grounds is permitted during regular school hours ONLY for the following:
  - a. Students in Christian Service and those enrolled in class(es) at the Area Career Center must park in the front of school and sign out/in at the office. ONLY students who will be leaving school during the day are permitted to park in front of school. All other students must park in their designated parking space. Students violating this procedure may receive disciplinary action.
  - b. Those that have specific written permission from their parents.
  - c. Speeding and reckless driving will result in loss of parking lot privileges and/or discipline decided upon by the administration.
3. **GOING TO VEHICLES DURING THE SCHOOL DAY**

Students are not permitted to go to their vehicles during the school day unless they have specific permission from the office. If students are reported to have gone to their vehicle without permission they will receive a Detention.
4. **DROPPING-OFF/PICKING UP:** Students who are driven to school by car should be dropped off and picked up on South Waters or the HS Gym entrance. Drivers are asked to pull close to the entry allowing other drivers to pass-by.
5. **CLOSED CAMPUS K-12:** No one goes off campus without special permission once they have arrived at school. We are responsible for the students during their attendance at school, including lunchtime. The policy is that students remain on campus for lunch unless they live close, then they can walk home for lunch. (A note is needed from parents for the year giving permission for a student to walk home for lunch.) Other than that they may buy a lunch in the cafeteria or pack a lunch and eat in the cafeteria.
6. **VEHICLE SAFETY:** St. Vincent High School encourages student drivers to abide by Missouri state laws regarding texting while driving, speed limits, and seat belt usage. Team Spirit's goal is to increase seat belt



usage and reduce texting while driving to save lives.

## **YOUTH MINISTRY**

St. Vincent Parish and Schools offer youth ministry outside of the classroom setting for students to participate. Our youth ministry is part of the Vincentian Marian Youth (VMY) which is an international association of young people that began in 1830 when the Blessed Mother appeared to St. Catherine Laboure. It is an outreach of the mission of St. Vincent de Paul to help serve the poor. The youth group meets weekly and does many service projects throughout the year including Luke 18, Operation Overhaul and Steubenville.

## **DISCIPLINE**

St. Vincent provides an atmosphere that is conducive to academic excellence, personal and spiritual growth and social development grounded in the values of a Vincentian education. To this end, high standards of attitude and behavior are required of each student. St. Vincent School system has one general rule of behavior: ***that its members conduct themselves as good Christians.***

Christianity is characterized by consideration for the rights and privileges of others and genuine respect for those in authority. Respect for all persons and all school property is expected of every student. Serious violations of the following rules will not be tolerated:

- Every person, student or adult, is to be treated with kindness and respect both in words and in action.
- Students are responsible for reasonable care of books and school property. Payment will be expected for willful or careless damage.
- Students must comply with uniform regulations.
- Students must follow the rules established regarding food at school.
- Student speech and action must be conducive to a learning environment.
- Students should be prepared for every class. Homework assignments should be complete and on time. Students are responsible for all class assignments.
- Students have the right to learn; teachers have the right to teach. Disruptive behavior will not be tolerated.

The procedures set out in the discipline section of this handbook describe

the standard of behavior expected and the potential consequences if that standard is not met.

### **DISCIPLINE BOARD POLICY (2017)**

The St Vincent de Paul Catholic Schools administration may determine disciplinary consequences for any students including detention, probations, suspension, and/or withdrawal for cause. The administration determines consequences based on the student's actions – verbal or physical, and/or displayed attitude toward others, as outlined in the student/parent handbook. For those actions or attitudes that warrant probation, suspension, or withdrawal for cause, the administration will consult with the pastor in advance of the final decision. The administration reserves the right to waive or deviate from any disciplinary regulation, for just cause, at its discretion.

**Note:** SVHS has a right to discipline a student whose out-of-school conduct brings negative attention to the school and church community or which seriously detracts from the reputation of the school.

### **DISCIPLINARY PROCESS:**

1. The student is called to explain his/her actions.
2. Teacher determines if discussion is sufficient to correct the matter.
3. The teacher may assign an approved consequence, 10 minutes, Thursday Detention, Saturday Detention, dependent upon the offense. Notification should be sent via Jupiter and for Thursday or Saturday Detentions, a call to parents should be made.
4. If behaviors do not improve the Principal intervenes, parents are notified, and additional consequences are determined: Saturday Detention, IN-School Suspension, or Expulsion. **In discipline cases that the Principal handles, s/he has the right to determine a consequence (or by-pass standard processes) if the circumstances warrant.**

For students whose behaviors require “10 minutes”, or a Thursday or Saturday detention, notification will be sent to parents via Jupiter. Students are given a reminder notice regarding the date and time of the Thursday detention. For ‘suspensions’, the Parent will be contacted via phone and offered a meeting to discuss the issue prior to the student serving the suspension. **After a student receives three (3) Thursday Detentions for “behavioral issues” in one year, the next offense will warrant a Saturday Detention. Students with three Saturday Detentions OR students with more than one in-school suspension in a year will be**

**required to meet with the principal and their parents to determine if SV is the best setting for the student.**

**NOTE:** After numerous and serious infractions of the rules, **or after an extreme offense**, a student may be expelled. If chronic behaviors are exhibited and improvement is not made, parents may be requested to withdraw their child from school.

### **DISCIPLINARY CONSEQUENCES FOR COMMON OFFENCES AT SV**

Dress Code violations oftentimes are the most common offence at SV. This includes incorrect uniform (shirt, socks, shoes, etc.), facial hair for boys, boys hair that hangs over the collar. Violations for these are considered over the course of a year:

#### **CONSEQUENCES:**

First Violation: Ten Minutes

Second Violation: Thursday Detention

Third Violation: Thursday Detention

Fourth Violation: Saturday Detention

Fifth Violation: Probation

### **Regarding Common Discipline: GUM CHEWING**

To maintain a clean school there will be NO GUM CHEWING allowed. Teachers will collect a \$2 fine from any student chewing gum.

### **DISCIPLINARY CONSEQUENCES FOR SERIOUS OFFENCES (4302)**

Students may receive a Saturday detention, in-school suspension,

out-of-school suspension or expulsion at the discretion of the administration based on the seriousness and degree of the offense. Other extreme offenses not covered in the list below will be dealt with in a similar manner. Extreme offenses may result in immediate expulsion.

- a. An individual infraction of a major school rule;
- b. Disrespect of authority;
- c. Truancy;
- d. Repeated infractions of school rules;
- e. Disruption of the learning environment;
- f. Theft, vandalism, and/or destruction of school property or the personal property of students, staff or others;

- g. Harassment, threats, or physical acts against others;
- h. Out of school conduct that seriously detracts from the reputation of the school;
- i. Immoral actions or obscene language;
- j. Plagiarism or cheating on test or other work ;
- k. Possession of or use of any instrument that might be considered a weapon – e.g. guns, knives, laser pointers, tazers;
- l. Fighting;
- m. Possession of, use of, or under the influence of any kind of drugs, tobacco, e-cigarettes or e-products / e-paraphernalia, or alcohol on school property or during school sponsored activities;

Students whose behaviors require a Detention (Thursday or Saturday) must be sent to parents via Jupiter. Students are given a reminder notice regarding the date and time of the detention. For ‘suspensions”, the Parent will be contacted via phone and offered a meeting to discuss the issue prior to the student serving the suspension. **After a student receives three (3) Thursday Detentions for “behavioral issues” in one year, the next offense will warrant a Saturday Detention. Students with three Saturday Detentions OR students with more than one in-school suspension in a year will be required to meet with the principal and their parents to determine if SV is the best setting for the student.**

### **LEAVING CAMPUS WITHOUT PERMISSION**

Once a student is on the school campus, s/he may not leave without permission from the office. This includes time during Academic Lab. If a student leaves during these times, s/he will receive a Thursday Detention.

### **CHEATING/PLAGIARISM: DISCIPLINE AND ACADEMIC INTEGRITY**

- A. Students will demonstrate academic integrity by completing their own work on all homework assignments, tests, quizzes, and projects.
- B. As a community, SVHS values hard work and honesty; therefore, cheating, dishonesty, negative behavior, or a lack of academic integrity will not be tolerated.
- C. Teachers will instruct students and inform them when collaboration with classmates is expected and accepted. If students are unsure if they may collaborate with classmates, they should clarify the issue with their teacher.

- D. Examples of a lack of academic integrity are not limited to, but might include: plagiarizing (or not citing sources) from a book or web site, copying another classmate's assignment, or asking others about specific contents of a quiz or test.

**CONSEQUENCES:**

1. Loss of credit for the assignment/Test - 'F' is given (0%);
2. Saturday Detention and a \$20 fine
3. Notification of parent
4. Loss of membership in Honor Society or other Leadership positions in clubs, organizations.

**CELL PHONES AND ELECTRONIC DEVICES POLICY**

Cell phones and electronic devices are not permitted in a student's possession in any school building, gym, or room during the school day, unless a teacher has requested their use for a specific class. If a student chooses to leave their phone in their locker during the day it must be turned off. **Any phone heard ringing in a locker will be confiscated and turned into the office.**

If a student is found with a cell phone or an electronic device in their possession during the school day (other than when a teacher has requested its use for a specific class) it will be confiscated by the teacher or school personnel and stored in the school office until the end of the school day. **The procedure for violating the policy is as follows:**

1<sup>st</sup> offense: The student may pick up their phone or electronic device in the High School office at the end of the school day. A \$5 fine must be paid before phone or electronic device is returned.

2<sup>nd</sup> offense: The student may pick up the phone or electronic device at the end of the school day. A \$10 fine must be paid before the phone is returned. A Thursday detention will also be assigned for the student.

3<sup>rd</sup> offense: The student may pick up the phone or electronic device at the end of the school day. A \$20 fine must be paid before the phone is returned. A Thursday detention will be assigned.

Repeated offenses will be determined at the discretion of the administration and may result in additional detentions and/or Saturday Schools.

The violation of the policy does not start over at semester, only at the start of a new school year. **THOSE STUDENTS AT THE CAREER CENTER MUST RETURN AFTER SCHOOL TO HAVE THEIR CELL OR ELECTRONIC DEVICE RETURNED.**

## **DRUG/ALCOHOL/SUBSTANCE ABUSE CONSEQUENCES**

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un- prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un- prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. **This is a serious offense and consequences may be any or a mix of the following dependent upon circumstance as determined by the Principal:**

- Out of school suspension
- In-schools suspension
- Probation
- Cause for Withdrawal
- Expulsion
- Required drug testing
- Required Counseling
- Civil authorities called

## **HARRASSMENT POLICY (4303.7)**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student shall be subjected to any type of harassment. Catholic Schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual. SVHS investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and expulsion, will be taken.

## **PUBLIC DISPLAYS OF (Romantic) AFFECTION**

Public displays of romantic affection are inappropriate in a Catholic School and on the school grounds. These displays include, but are not limited to: hugging, kissing, hand-holding, hanging on one another, etc.

First time: Warning

Second time: Thursday Detention

### **DEFINITION OF TEN MINUTES**

When verbal communication is not effective, students are required to stay after school for minor infractions for ten minutes. This usually takes place immediately after school in the teacher's classroom. At the third '10' minutes with a specific teacher in one quarter, that teacher can then assign a Thursday Detention. On the fourth 10 minutes given to a student by that same teacher in one quarter, the student receives another Thursday Detention. Following this, the student will be assigned a Saturday Detention if the behaviors continue in the same quarter.

### **DEFINITION OF THURSDAY DETENTION**

Weekly (Thursday) Detentions are used for tardiness, repeated dress code violations or school rule violations. Weekly detention requires the student to wear the school uniform. Detentions are held every Thursday after school starting at 3:00pm and ending at 5:00pm. Detention consists of service and/or study time. Students showing up after 3:00pm will not be allowed to enter the detention room and will be reported as absent. Their detention will be reassigned to a Saturday Detention. There will be no resting/sleeping, food or drink in the detention room. Disturbing noise of any kind will result in the student being asked to leave detention, and the detention will be reassigned to a Saturday Detention. The only excuse accepted for missing a detention would be a verified doctor's appointment or a death in the family. Work, extracurricular activities, sports practices or games will not excuse the student. If a detention is missed it will be reassigned to the next scheduled Saturday Detention date.

In addition to the regular Thursday detention a teacher may give detentions as long as the teacher assigning the detention stays with the student for the period assigned- before or after school. The student can be required to do work for the teacher during the detention. This detention can be used for misbehavior in the classroom or less serious offenses – missed assignments, poor effort, etc.

## DEFINITION OF SATURDAY SCHOOL DETENTION

Saturday Detention will ordinarily be from 7:30am -10:00am. Students must wear their school uniform and bring school work to do. A fee of \$20 will be charged to pay the supervisor for their time. **Students will also do service during Saturday Detention. If Saturday detention is missed the student will be placed on In-School Suspension for one day, will be reassigned the Saturday Detention, and will still have a \$ 20 fee.**

If behaviors do not improve the Principal intervenes, parents are notified, and additional consequences are determined.

## DEFINITION FOR IN-SCHOOL SUSPENSION

Suspension is the removal of a student from all classes for a specified period of time. Suspension will be used to deal with serious offenses. The decision to use suspension as a disciplinary action is made by the school principal. Students who are suspended will be barred from all school activities – social, athletic, extracurricular, or scholastic, during the time of suspension. **This means they will not be able to attend these events on the day of suspension.** Students serving an In-School Suspension will report to the high school office upon arriving at school and remain there or in a designated area in school until 2:45pm. Work will be sent to the designated supervisor of the student for the student to complete.

## NOTIFICATION OF SUSPENSION

Parents will be notified of all suspensions and records kept of the notification. Written confirmation detailing the reasons for suspension will be sent after personal or telephone contact is made with the parents. The written statement to the parents/guardians will outline the reason for the suspension, the length of time, and the procedure for the student making up class work. This written statement should be signed by the parents/guardians. The original statement is kept on file at the school and a copy given to the family. The school will notify the student's teachers of the starting and ending times for the suspension and any other terms set forth by the administration. (4302.1)

## PROBATION

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made



at the local level by the school principal in consultation with the pastor.  
(4302.2)

### **DEFINITION OF PROBATION FOR MISCONDUCT**

Probation is the continued enrollment of a student, but with specified conditions. The administration may determine specific reasons for placing a student on probation. If a student is placed on probation, the parents/guardians will be informed in writing. This statement will indicate the reason for the probation, the period of time of the probation, the conditions of the probation and when or under what circumstances the probation will be reviewed, continued, or ended. The parents/guardians and student should sign this statement. The original statement is to be kept on file at the school and a copy given to the family. The following generally lead to probation:

1. multiple infractions of school rules;
2. an individual infraction of a major school rule;
3. a single suspension for an infraction of a major school rule;
4. multiple suspensions for infractions of school rules.

Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in a withdrawal for cause.

### **WITHDRAWAL FOR CAUSE**

Withdrawal for cause is the permanent end of enrollment of a student from school. The decision of withdrawal for cause is made by the pastor of the parish, with the recommendation of the principal. (4302.3)

### **DEFINITION OF WITHDRAWAL FOR CAUSE**

Expulsion or Withdrawal for Cause is the permanent end of enrollment of a student from SV. Attendance at St. Vincent School is a privilege, not a right. For an offense in which a felony or misdemeanor might have been committed (stealing, assault, battery, use of alcohol and/or controlled substances, possession of a weapon, etc.) legal authorities may be contacted and psychiatric examinations and/or treatment may be required before re-admission into school. At school- sponsored events, parents or other authorities may be called to remove the student from the event for misconduct, especially for alcohol and/or drug use. The gravity and seriousness of the matter, at the discretion of the Principal and/or Pastor, may result in the immediate suspension or withdrawal of a student.

## **DRESS CODE & CONSEQUENCES**

In our current culture, we can easily lose sight of our personal value as God's children. SV believes there is a significant importance of guiding our students to respect themselves through what they wear. Additionally, SV wants the attire to reflect the dignity of the event.

### **DRESS AND GROOMING**

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed. (4303.6)

### **DRESS CODE VIOLATION CONSEQUENCES**

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed. The purpose of a dress code, as with all school policies, is to create a learning climate in the school which will foster self-esteem, self-discipline, and a sense of responsibility in each student. A dress code also gives a school a sense of identity and, thereby, promotes school pride as well as personal pride. All students are to be completely dressed and in dress code upon entering the building in the morning and continue to remain in dress code until 2:45pm. Students returning from the Career Center for mass/religious activity or an assembly in which they must participate must be in complete St. Vincent Dress code.

Dress Code violations oftentimes are the most common offence at SV. This includes incorrect uniform (shirt, socks, shoes, etc.), facial hair for boys, boys hair that hangs over the collar, etc.

### **CONSEQUENCES FOR DRESS CODE, NOT WEARING MASK, FACIAL HAIR, LONG HAIR, (for boys); violations over the course of a year:**

First Violation: Warning/Ten Minutes

Second Violation: Thursday Detention

Third Violation: Thursday Detention

Fourth Violation: Saturday Detention

Fifth Violation: Probation

## DRESS DOWN DAYS – BLUE AND GOLD DAYS

Generally, Dress Down Days consist of blue jeans with no holes or frays and a blue or gold or blue/gold shirt, or any St. Vincent t-shirt or sweatshirt or a shirt. If the student chooses not to wear jeans, s/he may wear school pants or school shorts. **No cowboy boots or work boots or flip flops, no strapless tops, or crop-tops, no advertisements of Tobacco, Alcohol or other drugs, etc.**

**Consequence for NOT wearing the appropriate Blue/Gold Dress attire: Thursday Detention.**

## EVENING DRESS UP EVENTS

For Band/Choir events, girls are to wear nice black pants and a white modest top. Boys are to wear dress pants, dress shirt and a tie. For other school dress up events, such as sports banquet, honors banquet, etc., girls are to wear modest dresses that are appropriate for Catholic Schools. Boys are to wear dress pants, dress shirt and a tie. The administrator has the right to determine whether a dress is appropriate. **Basic Appropriate test: no cleavage showing, no spaghetti straps – straps must be at least an inch wide; for church sleeveless dresses should have a sweater or jacket; length of the dress (or skirt) should be no more than 4 inches above the knee. The back should not drop below the bra-line, no slits along the sides, front or back of dress.**

## TEAM SHIRT DAYS

Team/Activity jerseys or collared shirts may be worn on Fridays *during* the season of the sport. Other than Fridays, these items can only be worn during the school day on special occasions designated by the moderator and approved by the Principal. All team and organization/club shirts must be approved by school administration prior to being purchased.

## JUNIOR AND SENIOR HIGH SCHOOL UNIFORM

Girl's and Boy's shirts will be Navy or Yellow

No logo is required for Junior High but can be worn. LOGOS:



A LOGO is required for High School Students – choice of **or** “Cross with SVHS”

**Shirts:** The yellow or navy plain polo shirts with collar and three buttons with the designated school emblem may be worn. Only plain white t-shirts may be worn under the school uniform shirts. Shirts need to be long enough so that the white t- shirt or camisole is not seen out the bottom.

**Pants:** No jeans or slacks made of denim, corduroy, brushed, or worn faded materials are allowed. Slacks may not have “cargo” pockets on side/legs. Pockets should be inside bound pockets with no flaps. Hip huggers with wide belts, bell- bottoms or pants with slits cut in them are not allowed. Pants should cover underwear.



**Belts:** No decorative, large, belt buckles. Wallet chains are not allowed.

**Girls may wear:** khaki or navy pants NO CARGO POCKETS, capris, walking shorts, or plaid skirts. Plaid skirts must be no shorter than 4 inches above the knee.

**Boys may wear:** Khaki or navy walking shorts or pants; NO CARGO POCKETS

**Socks:** must be solid brown, tan, navy, black, white and match; may have a small symbol.

**Shoes** – athletic (tennis) shoes and loafers are preferred. Sandals and shoes with open toes or backs are not permitted.

**Outerwear** MUST BE NAVY and HAVE the School Logo  or  at the top left front. NO OTHER LOGO or BRANDING may be on outerwear.

Only Navy sweaters, fleece, zip-ups, hoodies, or sweatshirts are considered the “outerwear” and may be worn in the classroom/school.

**School letter jackets or official issued activity jackets** may be worn.

**A sleeve print**, “Together we serve” is optional on sweatshirts/hoodies.

**Boy’s hair:** Clean, neat, above the collar; No facial hair allowed. You will be asked to shave.

**Girl’s hair:** Clean, neat, and a “natural hair color”

**Piercing:** Girls may wear small earrings in the ear lobes. Boys are not allowed to wear any type of earring. For both boys and girls no other visible body piercing, including tongue is permitted. Covering piercing with Band-Aids is also not acceptable and student will be asked to remove Band-Aid and apparatus. **Visible tattoos are not permitted.**

NOTE FOR JUNIOR HIGH Girls:

No eye make-up (including eyeliner and mascara) or lipstick is allowed. Foundation is allowed.

## **EMERGENCY PLANS AND SAFETY**

The complete Emergency Manual for St Vincent Catholic Schools is available in the school office.

### **CRISIS AND MEDIA POLICY (MAY 2016)**

In the event of any crisis at St. Vincent Schools, it is the Pastor, or his designee, that will speak and represent the entity to all media outlets. Others in the employ of St. Vincent Schools should refer all requests for information to the Pastor.

### **ASBESTOS COMPLIANCE**

St. Vincent Jr./Sr. High is compliant with the Asbestos Hazard Emergency Response Act (AHERA).

### **CHEMICAL/HAZARDOUS WASTE ACCIDENT PROCEDURE**

Police, fire department officials or civil defense officials notify school if a chemical accident occurs near the school. If the event occurs within the school, the Principal will notify authorities. The following procedures will be followed:

1. The Principal will determine the need to evacuate the building based on the recommendations of the authorities.
2. Teachers will take their First Aid/Emergency bags and use FIRE DRILL Procedures.
3. If needed and directed by authorities, dismissal information will be directed to parents via Radio, Television, and Jupiter email.

## **EARTHQUAKE PROCEDURE**

1. As soon as the first tremors are felt, the students and teachers are required to stop what they are doing and immediately drop to the floor and take cover under their desks. If they are not in a classroom, they are to go to the nearest inside wall and drop to their knees and put their head down and cover it with their hands.
2. As soon as the tremors end, everyone in the building is to exit quickly and orderly and follow the directions/locations for fire drills posted in the classrooms.

## **EMERGENCY PROCEDURE DRILLS**

SVHS Faculty, Staff and Students will participate in “Drill Days” each quarter of the school year. A “Drill Day” consists of students practicing an emergency drill at the beginning of class throughout the day. In an emergency situation students will be supervised until a parent or guardian arrives. Administration would like to dismiss students solely to their parents after an emergency situation but will release them to whomever the parent has listed on their Emergency Information Sheet and will **only** release them to those listed on the information sheet. The following regulations are synopses of information as expressed in a document entitled The St. Vincent High School Safety and Emergency Plan. This is part of the Crisis Management policy of SVHS.

## **FIRE PROCEDURE**

1. At the sound of an alarm, everyone in the school is to stop what he/she is doing and move quickly and silently to the nearest exit as posted in the classroom without stopping to take anything with him/her.
2. If an exit is considered blocked, those affected are to reroute without confusion to the next convenient exit. Single file lines are to move on both sides of the stairways. Once the school has been exited, everyone is to continue in a direct line away from the building and line up so their teacher can take roll.

## **INCLEMENT WEATHER PROCEDURE**

For school closings due to inclement weather tune into KBDZ 93.1, KSGM, KSDK Channel 5 TV, KFVS-12 TV, KFVS.com, Jupitergrades.com, and/or svdepaul.org for school closing notices.

## **INTRUDER/WEAPON ON CAMPUS POLICY/PROCEDURE**

1. The St. Vincent School buildings will have doors locked during school hours. There is a monitor and bell located at the High school (the senior hall entrance and the office entrance of Waters Street) and at the Elementary Building (entrance from the playground) and at the DePaul Building (entrance door). Visitors will not be allowed into the building without permission from the office. Students are prohibited from opening the doors for visitors without permission from the office or a teacher.
2. If an adult or student sees any intruder (with or without weapon) they are to report that person to the office immediately.
3. The administrator notifies all students and faculty via PA of impending danger.
4. Classroom doors will be locked with shades drawn. Door handles will be looped with rope to prevent entrance of any individual.
5. When able, students will leave the building-either through windows or doors as directed by the teacher.
6. Students will go to the RALLY POINT and remain until Police direct. (NO parent is allowed to pick their child up from the Rally Point)
7. Police will direct buses with students from the Rally Point to the Re-Unification **(Seminary Picnic Grounds) location where students will meet parents.**

Students will be supervised until a parent or guardian arrives at the Re-Unification location. Students will be released solely to their parents or to whomever the parent has listed on their Emergency Information Sheet.

## **SEVERE STORM/TORNADO PROCEDURE**

An announcement will be made over the intercom or public address system or by bell signal of short repeated rings. All students will then proceed to the lower level areas designated for their grade.

## **SAFETY AND HEALTH GUIDELINES**

St. Vincent has the responsibility for the handling of injuries and sudden illness occurring during the school day, on school property, and during school sponsored events. This includes provisions for first aid as well as set policies on distribution of medicine, handling of health documents, immunization and physical examination requirements.

**The following guidelines have been established to avoid possible injury:**

1. No running or horseplay is permitted in our buildings.
2. All unsafe conditions must be reported to a teacher or administrator immediately.
3. The use of, or being under the influence of liquor or controlled substances on school property or at school sponsored events is prohibited.
4. Standing on desks, chairs, or boxes is prohibited.
5. All necessary PPE equipment must be utilized if needed for class or an activity. For example, all lab science classes require goggles.
6. The burning of candles is prohibited.
7. Game Supervision: As a game supervisor, you have the same authority at a faculty member in a classroom. Steps for problems at Games:
  - a. Give a warning
  - b. If no improvement occurs, ask person(s) to leave.
  - c. Contact local law enforcement authorities.
  - d. Give a full report to the principal.
  - e. Be visible and observant. This method usually prevents 99% of problem.

#### **Field Trips and Transportation**

1. Drivers must have a valid, non-probationary driver's license and no physical disability.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person. \$300,000 per occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system for their age and/or weight.
6. Vehicles must have less than 11 passenger capacity; and it is required that all people within the vehicle be seat-belted.
7. Adults are not permitted to smoke in the vehicle or drink alcohol, or use controlled substances before or during the trip.
8. No student can drive on field trips

Any accident, especially one involving the head, or serious illness should be reported to the parent guardian as soon as possible. If an accident occurs, an



Incident Report must be completed immediately by the teacher or school employee that saw the accident and/or was supervising at the time of the accident. The form must be turned in to the principal who will then turn the form in to the Parish Center.

## **FINANCIAL RESPONSIBILITY**

### **FINANCIAL AID**

Financial Aid is offered through the Beyond Sunday Program of the Archdiocese. This program is an “umbrella” with several sub-programs of financial aid.

Application is online and parents are responsible to apply and provide all requested materials to be considered for any of the financial aid opportunities. Registration

for the Beyond Sunday Program generally begins on February 1 of each school year and ends on the last day of February (We are assuming these dates will return for the 2018-2019 year) .

Only parents that apply to the Beyond Sunday Program will be eligible to request additional financial aid through the parish.

### **FINES**

All fines (gum, ID card, library, etc.) along with fees must be paid for students to receive their report cards, have official school transcripts sent, and be promoted to the next grade level or receive their high school diploma. Tuition payments must also be current.

### **SUNDAY COLLECTIONS**

It is the responsibility of everyone in the parish to safeguard the future of Catholic education in the parish. More than one-half of the funds received in the Sunday Collection are used to subsidize the parish school system; therefore, it is necessary that a habit of weekly giving be established in our young people to assure this future. We expect everyone, young and old, to contribute regularly in this collection.

### **TUITION**

To attend the school there is a need to have the parent’s willingness to accept the financial responsibilities of attending the school. (4102.1)

St. Vincent Schools use “Tuition” as the primary method of financial support. All families sending children to the parish schools are expected to pay tuition. Tuition payments are not tax deductible. All tuition must be

paid for by May 20<sup>th</sup> in order to re-register for the next school year, to get report cards and for transcripts to be released. Families can pay for tuition in full by August 1<sup>st</sup> or sign up for FACTS to have it debited from their bank account. To sign up for the FACTS automatic withdrawal, go to the school website at [www.svdepaul.org](http://www.svdepaul.org) to register. Report cards and transcripts can be held for non-payment.

## **ATHLETIC HANDBOOK AND POLICIES**

**NOTE:** Junior High Students who volunteer to help with high school sporting events may not leave school to attend any games or practices; no junior high student may have a role in any high school production, or participate in any clubs/organizations.

### **IN ORDER TO PARTICIPATE IN SPORTS**

In order to participate in sports: All SVHS athletes must sign an Athletic Guidelines and Code of Conduct Document.

Participation in all SVHS sports is considered an honor and a privilege that entails an obligation by both the student athlete and the parent(s) to follow all athletic rules, guidelines, and codes of conduct. SVHS has a right to discipline a student whose out-of-school conduct brings negative attention to the school and church community or which seriously detracts from the reputation of the school. To act in a non-Christian and selfish manner, disregarding the rights, health, and safety of others, can result in withdrawal of cause/expulsion from St. Vincent High School. Note: Alcoholic beverages /drugs / tobacco are not allowed at school or any St. Vincent function.

It is also essential for the success of the program that parents and coaches communicate effectively with one another. Positive communication is key to a healthy athletic environment which ultimately benefits the student athlete. **Representing St. Vincent High School as a leader within school or in the broader community is a privilege and a responsibility.** This includes St. Vincent athletics and clubs.

### **PARENT AND FAN BEHAVIOR POLICY - 2017**

As a Catholic School, St. Vincent prides itself on parents that are respectful and act responsibly. Any parent, Grandparent or relative of any player that harasses and/or undermines a player, coach, or other SV employee through social media, email, or other source, or verbally confronts players or other individuals at an athletic contest or other event/activity may be removed from the specific contest or event and may be banned from attending any activities throughout the year.

## **DEAD WEEK POLICY FOR ALL SPORTS AND ACTIVITIES-2017**

St. Vincent Catholic School System, Pre-K through 12, will have a seven consecutive day “dead” week specifically designed for SV families wherein no sports or activities are scheduled. This week will not conflict with the MSHHAA mandated “dead” week.

### **ATHLETICS PROGRAMS**

<b>Fall</b>	Football (Boys/Girls)	<b>Winter</b>	Basketball (Girls/Boys) Cheerleading
	Softball (Girls)		
	Volleyball (Girls)		
	Cheerleading (Girls/Boys)		
	Cross Country (Boys & Girls)		
<b>Spring</b>	Baseball (Boys)		Soccer (Girls)
	Golf (Girls & Boys)		
	Track (Girls & Boys)		

### **CONCUSSIONS AND TAKING TESTS POLICY**

All athletes take a baseline concussion test prior to participation in athletic programs. A student must have a written note from the doctor stating their limitations. In the event that a student has a concussion, s/he will not be allowed to take class tests until the Doctor has released the student.

### **EXPECTATIONS OF ATHLETES AND PARENTS**

The St. Vincent Athlete should be an individual who is proud to play for St. Vincent as well as someone that St. Vincent can be proud to have as a representative. The athlete must remember that he/she is representing the team and the school in everything he/she does and everywhere he/she goes. The athlete must keep in mind the following policies:

1. A parent of an athlete must attend a REQUIRED pre-sport meeting with the Athletic Director and Coaches which is set in August of each year. At the meeting the PARENTAL AND STUDENT CODES OF CONDUCT will be distributed. Each form (Parent and Student) must be completed and returned to the Athletic Director before the student may participate in the sport. ONLY 1 REQUIRED ATHLETIC MEETING PER YEAR is expected for the parent and student involved in sports.
2. Each athlete will attend church on Sunday and strive to be a

Christian role model.

3. Representing St. Vincent High School as a leader within school or in the broader community is a privilege and a responsibility. Each athlete is responsible for maintaining good grades and proper classroom behavior throughout any school year. Student-athletes comply with academic standards and behavioral standards set forth by St. Vincent High School.
4. Each athlete **must attend the entire day of school - arriving before 8AM** -in order to participate in an athletic contest that day, unless he has received an excused absence from the administration
5. Each athlete is responsible for his/her uniform and all equipment which is issued to him/her and must maintain these items in good condition. The athlete will be financially responsible for any loss or damage. Each athlete will show respect for the officials at all times and will never argue with an official.
6. Each athlete will show respect for his opponents at all times and will never taunt or attempt to demean the opponents.
7. Each athlete will wear the entire uniform and wear it properly when participating in an athletic contest.
8. All athletes will work together to keep the locker room neat and clean at all times. It is expected that each athlete clean up after him/herself. This rule applies to home field/locker area at SV as well as the opponent's field and locker area.
9. No spikes or cleats will be worn in the gym lobby or hallway.
10. Each athlete will refrain from the use of vulgar, obscene or abusive language.
11. Football Jerseys: Football jerseys may be purchased during a player's senior year of high school. To be eligible to purchase the jersey, the football athlete must complete the entire senior year of the football season.
12. Athletic Citizenship  
You must be a creditable citizen. Creditable citizens are those students whose conduct – both in school and out of school – will not reflect discredit upon themselves or their school.

## **STUDENT LEADERSHIP: ATHLETICS & CO-CURRICULAR ACTIVITIES**

Representing St. Vincent High School as a leader within school or in the broader community is a privilege and a responsibility. Each student leader,

for extra-curricular activities and on athletic teams, is responsible for maintaining good grades and proper classroom behavior throughout any school year. Students must comply with academic standards and behavioral standards set forth by St. Vincent High School and MSHSAA standards. It is a privilege to represent St. Vincent High School and its student population. Students who exhibit poor judgment or behavior or that brings dishonor to the school are ineligible to hold leadership positions in clubs, societies and on athletic teams, as they are not positive role models for other students.

Leadership positions include team captains/co-captains for athletic activities, officers for student clubs and societies, and other positions of responsibility within an organization that is a part of St. Vincent High School.

- Students are ineligible for leadership positions if in the prior quarter they:
- S/he has received one (1) Thursday Detention given due to behavior;
- Students are ineligible for leadership positions if in the prior YEAR they:
- S/he had received a Saturday Detention for behavior; and/or
- S/he had received either a Discipline or Probation Status Letter for behavior.

Prior to selecting leaders for extra-curricular activities or sports teams, the Head Coach or Faculty Moderator will check with the Administrator regarding grades and behavior before any student may be considered for a leadership position including Team Captain. If following the student's selection as Leader that student's behavior declines, s/he may be removed from his/her position.

## **ATHLETE ACADEMICS**

1. The student must have earned, the preceding semester of attendance, a minimum of 2.50 units of credit or have earned credit in 70% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater.
2. Currently, a student must be enrolled in, and regularly attending, courses that offer 2.5 units of credit or 70% of the maximum allowable credits which may be earned, whichever is greater.
3. The student will be ineligible if s/he failed more than 1 course the previous semester.
4. Credits earned or completed after the close of the semester or in

summer school will not fulfill this requirement.

5. If the students are beginning ninth grade, s/he must have been promoted at the close of the previous school year.
6. The students must be making satisfactory progress toward graduation as determined by your local school's policies.
7. Students may not drop courses without first consulting with the Athletic Director to determine whether it will affect eligibility.

### **ATHLETES WHO TRANSFER SCHOOLS**

1. If a student transfers schools and your parents do not move into the district of your new school, you will be ineligible for 365 days-unless you meet one of the exceptions listed in the MSHSAA Residence and Transfer Rules.
2. If a student moves with your parents to a new school district, s/he will be eligible at your new school provided s/he was eligible in all other respects at the former school. A student shall not be eligible to represent two different schools in the MSHSAA state tournament series in the same sport during the same season.
3. Always check with the Athletic Director before transferring to determine whether it will affect your eligibility.

### **ATHLETE PARTICIPATION LIMITS**

1. Students are eligible to participate in any sport for a maximum of four seasons. Any part of a contest played during a season counts as a season of participation.
2. Student eligibility to participate in high school activities begins when s/he first enters the ninth grade and lasts for the next succeeding four consecutive years (eight consecutive semesters).

### **ATHLETE ELIGIBILITY FOR EACH SEMESTER**

Students must enter school within the first 11 days of the semester in order to be eligible for sports.

### **ATHLETIC - AMATEUR AND AWARDS STANDARDS**

1. After entering a member school, the student will become ineligible in the sport concerned if you receive cash for participating in an athletic contest. This restriction applies to all sports in which MSHSAA member schools conduct interscholastic programs. (Note: Merchandise shall not exceed \$100 suggested retail price.).

2. Students may accept awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc. for participating in a school athletic program.
3. Awards as described above presented by a person or group other than your school, must be approved in advance by your Principal or Athletic Director and the suggested manufacturer's retail price of a merchandise award shall not exceed \$100.
4. Students may accept awards for participating in non-school sponsored athletic competition only if the awards are symbolic in nature or the merchandise item does not exceed \$100 in suggested retail value. (See items above)

### **ATHLETIC AGE LIMITS**

If a student reaches nineteen (19) years of age prior to July 1, s/he will be ineligible the next school year.

### **ATHLETE NON-SCHOOL COMPETITION**

1. Students may not practice for or participate with a non-school team or in any organized non-school athletic competition and for the school team in the same sport during the same season.
2. Students may participate on a school team and a non-school team in different sports during the same season; however s/he may not practice for the non-school team or participate in organized non-school athletic competition on the same day that you practice with or participate for the school team without prior approval of the school administrator.
3. Students must receive approval in advance from the Principal or Athletic Director in order to miss school time to practice for, travel or compete in organized non-school athletic competition.
4. Students may not play at any time on an organized non-school basketball, football, or volleyball team made up only of members of the school team unless: a) the teams are nontraditional as defined in 235.2-b with limits to out of season; or b) during the summer month when there is no limit on teams rosters/line-ups (235.2-b).
5. Students will become ineligible in any sport in which you play as a member of a junior college, college or university team.
6. Students may participate in international competition during the school year, however, the competition must meet the established criteria published in the MSHSAA Official Handbook and must be approved in advance by the MSHSAA Board of Directors.
7. Before students join a non-school team or enter any non-school

competitive athletic event, the school Athletic Director should be consulted to make certain these standards are met.

### **ATHLETE COLLEGE AUDITIONS/TRYOUTS**

Students may participate in an “audition” or “tryout” for a college team only after s/he has completed the last season of eligibility in the sport for which you wish to “audition” or “tryout”.

### **ATHLETE ALL STAR GAMES**

1. Students may not compete in an all-star game or contest before s/he completes eligibility in each high school sport. Participation in an all-star game or contest before ending the high school eligibility will result in becoming ineligible to participate in any high school sport.
2. A senior with no high school eligibility remaining for a specific sport may participate in two all-star games for that sport during the school year. See school administration before agreeing to play.

### **ATHLETIC SPORTS CAMPS/CLINICS**

1. Students may attend a specialized summer athletic camp(s) clinic(s) where s/he receives instruction or coaching from a member of the school’s coaching staff for a maximum of two calendar weeks in any one sport. A calendar week for any sports camp is defined as any seven consecutive days and any consecutive grouping of days shall be counted as one calendar week.
2. Students may attend a non-school sponsored summer specialized sports camp(s) or group instruction for as long as you wish where s/he does not receive instruction or coaching from a member of the school’s coaching staff.
3. Students may attend a non-school sponsored specialized sports camp(s) or group instruction during the school year provided it does not result in any loss of school time; attendance does not occur within 14 days of the start of the school season for the sport concerned; it is not a team camp; and no member of the coaching staff of the school the student attends or will attend the following year is involved in any way.
4. Before attending any specialized athletic camp(s) clinic(s) or group sport instruction, the student should consult with Athletic Director to make sure it meets the criteria published in the MSHSAA Official Handbook.



## **ATHLETIC SPORTSMANSHIP**

1. If the student should commit any unsportsmanlike act while participating in a high school event, s/he could become ineligible.
2. If a student's conduct as a spectator is found to be unsportsmanlike, s/he could be barred from attending any high school athletic contests.
3. The unsportsmanlike conduct of any spectator regardless of age could cause that spectator to be barred from attending school athletic contests.

## **ATHLETE PHYSICAL EXAMINATION**

1. Every athlete must complete a physical examination before participating in the athletic program. One physical exam will cover every season for the current school year. An exam taken on or after February 15 of the previous school will be accepted; however it is recommended that the exam be performed near the start of the athlete's first season of the year.
2. In addition to the completed physical examination form, the athlete and his/her parents must provide verification of accident insurance, parent permission and authorization for treatment, emergency information and personal information.

## **ATHLETIC TRAINING POLICY**

At St. Vincent High School a student-athlete has the responsibility to exercise leadership at all times in matters of conduct. Representing St. Vincent in interscholastic competition is a privilege and must be recognized as such by the student athlete. Along with this privilege, the student-athlete must make a commitment to his/her teammates and accept the responsibility of maintaining a healthy life style. Therefore, the use or possession of tobacco products, alcohol or non-prescribed controlled substances is strictly prohibited for all student-athletes. This policy is enforced twelve months a year, whether in season or out of season, whether on campus or off campus. The consequences for violating this policy are indicated in this handbook. Violations are progressive. For example one alcohol and one tobacco offense will be considered two violations.

## **ATHLETIC ELIGIBILITY FOR LETTER JACKETS**

Any student may purchase a letter jacket. It is the letter that makes the

jacket special. On this jacket you can have the SV Indian placed on the right shoulder, year of graduation on the left shoulder. No nicknames are permitted on school letter jackets, only the students first or last name. Non-Sports team members may place their name on the flap. The SV Letter, the official school emblem, and the Indian may be placed on the jacket only AFTER the student has lettered. After completion of lettering, the coach or band director will submit a list of students, who lettered in that sport, and the insignia for which they are eligible, to the official distributor of SVHS insignia. Only these students may purchase these letters or insignia.

1. **Sports**—Coaches decide who letters. Students who letter JV receive a smaller JV letter with the sport's symbol on it. Students who letter Varsity receive a Varsity letter, a chevron on the left arm for each year lettering Varsity, the team symbol and a bar on the letter for each year lettering Varsity. Varsity captains receive a large star above their chevron.
2. **Managers and Trainers**—letter Varsity and they receive the Varsity letter, the manager stripe, the sports symbol, and a bar for each year. Managers do not receive chevrons. Trainers do receive chevrons. Coaches make the distinction between the two.
3. **Band**—The Band Director sets the standards for Band Letters. Students receive the Varsity letter, the band stripe, and a bar for each year of lettering. Band students receive no chevrons.
4. **Flag Carriers**—receive a Varsity letter and a band stripe on the letter, bars on the letter for each year, and the head Flag Carrier receives a small star on the letter. Flag Carriers receive no chevrons.
5. **Cheerleaders**—Varsity cheerleaders receive the Varsity letter, bars on the letter for each year, chevrons for each year and the captains receive large stars above the chevrons. JV cheerleaders receive the smaller JV letter and a megaphone.
6. **Individual Clubs**—present their own pins. No letter is awarded for clubs.
7. **Honor Students**—Students who have made 1<sup>st</sup> honors for 6 quarters are eligible to letter. These quarters need not be consecutive. When a student becomes eligible, this must be verified with the office. The letter is SV with Honor Student imprinted upon it.

## **PROBATION AND INELIGIBILITY POLICIES FOR ATHLETIC ACTIVITIES**

### **ATHLETIC DISCIPLINARY INELIGIBILITY**

1. Athletes are expected to follow school rules, maintain good sportsmanship, and be respectful positive role models for our school. Athletes who consistently receive disciplinary notices (pink slips), attend Saturday detentions, or are consistently behaving inappropriately, will be placed on Disciplinary Ineligibility.

## ATHLETE ACADEMIC PROBATION

1. A student will be placed on academic probation if he/she accumulates 4 “demerit” points in one quarter.
2. “Demerit” points for letter grades are counted as follows:  
F = 2 demerits                      D- or D = 1 demerit.
3. A student-athlete will be on academic probation for a 4 week time period. During this time his/her progress will be monitored. A student athlete may continue to practice sports but will not be able to dress out or play in an organized game.

## ATHLETE ACADEMIC INELIGIBILITY

1. A student will be placed on academic ineligibility if he/she accumulates 5 or more demerit points in one quarter.
2. A student will have one quarter to raise grades and improve academic standing.
3. During academic ineligibility, a student may not participate in activities or organizations. A student athlete will not be able to practice with the team, dress out or play in any games for one quarter.
4. If student fails more than 1 class the previous semester the student athlete will not be eligible to play or practice the next semester (MSHSAA)

**Suspension:** Students who are suspended from school will not be able to practice or participate in any extra-curricular activities or sporting events during their suspension. Suspensions include both days and evenings.

**ATHLETIC ALCOHOL, CIGARETTES, TOBACCO,  
E-PRODUCTS /VAPING/PARAPHERNALIA POLICY- 2018**

The use or possession of cigarettes, tobacco, e-cigarettes (or other vaping devices or equipment), vaping liquid, concentrate, or dry herb is not allowed on school grounds or at school-sponsored functions. These products can

threatened the health of young people and create obstacles to their full development.

**NOTE:** A student-athlete who is a **team captain** may be required to relinquish his/her position upon violation of these policies. If the suspension is not fully served due to the number of games remaining in the season, the remaining portion of the suspension will be served at the beginning of the next full sports season in which the student-athlete participates. If the student athlete is a senior s/he will no longer compete for St. Vincent High School.

First Offense (In Season):

1. Suspended for 20% of the full sports season that the student-athlete was in violation of the policy.
2. Student-athlete and parents have the opportunity to make an appointment to discuss the violation and subsequent consequences with the Athletic Director and the Head Coach of that particular sport.

First Offense (Out of Season):

1. Suspended for 10% of season contests of the next full sports season the athlete participates/completes.
2. Student-athlete and parents have the opportunity to make a phone call or meet and discuss the violation and subsequent consequences with the Athletic Director and the Head Coach of that particular sport.

Second Offense

(In or Out of Season)

1. Suspended for 40% of the full sports season that the student-athlete was in violation of the policy.
2. Student-athlete and parents have the opportunity to make an appointment to meet and discuss the violation and subsequent consequences with the Athletic Director.
3. If the violation occurs out of season, the suspension will be applied to the next full sports season in which the student-athlete participates.

Third Offense

(In or Out of Season)

The student-athlete will be suspended from the athletic program for 365 days from the date of violation and no practices. He/she must complete a chemical evaluation before returning to the athletic program.

## **ATHLETES WITH “DWI/DUI” OR IN POSSESSION**

## **OF CONTROLLED SUBSTANCES**

**NOTE:** A student-athlete who is a **team captain** may be required to relinquish his/her position upon violation of these policies. If the suspension is not fully served due to the number of games remaining in the season, the remaining portion of the suspension will be served at the beginning of the next full sports season in which the student-athlete participates. If the student athlete is a senior s/he will no longer compete for St. Vincent High School.

### First Offense

The student athlete will be suspended for 50% of the full sports season. He/she must complete a chemical evaluation before returning to the athletic program and may be required to have periodic evaluations for drugs.

### Second Offense

The student-athlete will be suspended from the athletic program for 365 days from the date of the violation and have no practices. He/she must complete a chemical evaluation before returning to the athletic program and may be required to have periodic evaluations for drugs

## **STUDENT-ATHLETE APPEAL PROCESS**

A student athlete may appeal his/her suspension by submitting in writing a request for an appeal hearing to the Athletic Director within 5 days of the suspension. The request should contain specific reasons/circumstances as to why the athlete is requesting the appeal and must be signed by the student- athlete and his/her parent or guardian.

In an appeal, the Athletic Director, Principal, and/or other Administrator will review the parent/student letter, meet with parents/student (if deemed necessary), and determine whether this student has a circumstance which warrants the policy to be overridden (in his/her case only). This decision is final. Legal Consequences of any and all law violations must be completed AFTER the court date (paying fines, serving service hours, court costs, etc.) in order for a student-athlete to return to competition at St Vincent High School. Administration has the authority to waive this policy for minor offenses.