**Parent-Student Handbook**
**2020-2021**

1500 Benicia Road
Vallejo, CA 94591
Phone: 707.644.4425
www.SPSV.org

# Mission and Philosophy

**Mission Statement**

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

**Philosophy**

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

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**Notice of Implied Intent**

The contents of the 2020-2021 St. Patrick-St. Vincent Catholic High School (SPSV) *Parent-Student Handbook* are to be accepted by parents and students as essential parts of the contract between them and the school. Violation of the spirit, intent or letter of the philosophy and rules will be considered just cause for administrative action. The use of the term “parents” throughout this document is meant to include single parents and legal guardians. The registration of a student at SPSV is deemed an agreement on his or her part, and on the part of his or her parents, to comply with all policies, rules and regulations of the school as outlined in this handbook. SPSV reserves the right to amend or waive provisions of this handbook when deemed necessary by the administration. Parents and students will be given notification of amendments made. Compliance with any such amendment is required from all students and parents as soon as the change is published.

# Chapter 1:
# Philosophy of Education

**History of the School**

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

St. Vincent Ferrer, home of the “Saints,” remained a co-educational high school serving students from the greater Solano County (Benicia, Fairfield, Vacaville, Vallejo) and West Contra Costa County until June 1968. In September 1968, at the urging of Msgr. Thomas Kirby, the Diocese of Sacramento opened St. Patrick High School. “St. Pat’s” was an all-boys school at the current location on Benicia Road with students in grades 9-11 the first year. St. Vincent became an all-girls school in September 1969 when St. Pat’s had its first senior class. During the succeeding years, the two high schools shared social events and occasionally shared faculty and instructional resources. Eventually, the schools had several co-ed athletic teams.

In 1983, the changing demographics of Solano County and the rising cost of Catholic education required long-term planning. The decision was made to merge St. Patrick and St. Vincent High Schools. On October 18, 1986, the groundbreaking for a new classroom facility took place to meet the needs of the expanding student body.

In the fall of 1987, the first classes of St. Patrick-St. Vincent Catholic High School were united to continue the long and excellent tradition of Catholic secondary education in Solano County.

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

The traditions of both the Christian Brothers and the Dominican Sisters serve as a strong foundation upon which St. Patrick-St. Vincent Catholic High School will continue the mission of Catholic education well into the twenty-first century.

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

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

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

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

**School Motto**
*Arise Today* is the modern motto that inspires our entire SPSV community. These two simple words serve as our call to mission. Whether we are current students and staff, alumni or community partners, we arise today to elevate ourselves and others, meet the challenges or needs of our community, and share a duty to respond with love.

- *We arise today with the desire to learn.* We are a community of learners who challenge ourselves to seek truth as creative and complex thinkers.
- *We arise today with the courage to act.* We value integrity and take responsibility for our work and our choices.
- *We arise today with the determination to lead.* We strive to solve problems using a variety of approaches in order to create and sustain positive environments.
- *We arise today with the voice to speak.* We strive for clear and honest communication where our ideas are expressed and supported clearly on position through speech, writing, images, and behavior.
- *We arise today with the heart to serve.* We respect all people as children of God and seek to care for the needs of others in accordance with our Faith.

**The Four Pillars of Our School**
As a Catholic school, St. Patrick-St. Vincent Catholic High School rests on Jesus Christ as our foundation. We are of one spirit built on the Gospel message of Jesus and his command to love God and to love our neighbor. Supporting the school's development are four pillars that frame our thinking and direct our actions as individuals and members of the school community. Each pillar provides a context for personal growth and focuses the individual's actions for good.

*Honor*
This pillar highlights the importance of personal integrity and dignity, as well as the school pride expected from every member of the SPSV community. It springs from the unique value of each individual as a child of God and the respect due to every part of God's creation. Honor always leads community members to act as responsible persons who recognize that their behavior, whether on or off campus, reflects not only on themselves but also on their families and their school. As people of honor, members of the SPSV community act truthfully and courteously, always expecting that they and others will be acting in the best interests of the community.

*Character*
This pillar underscores the worth of moral strength and courage. Character, the value that leads individuals to do the right thing even when no one else is looking, emerges in each individual over time and through choices made in various situations. Many decisions may be difficult and unpopular. Character may involve speaking up for or defending others who may be at a disadvantage. It will often involve taking a stand on issues. Character is the backbone of honor. As people of character, members of the SPSV community live honorably at all times, particularly in situations where the right action can yield no personal recognition or reward.

*Excellence*
This pillar marks the standard of performance toward which every member of the SPSV community strives in every venue. At SPSV, we view excellence not so much as a competitive attribute where one person attempts to surpass the achievements of another, but rather as an attainable goal for every individual who does his or her best in the classroom, on the playing field, and in co-curricular and

leadership endeavors. The pillar of excellence directs all community members toward a pattern of continuous growth where individuals designate new goals and higher performance once earlier levels have been reached. As people of excellence, members of the SPSV community strive to learn and live up to their highest potential and help fellow Bruins to do the same.

*Compassion*
This pillar underlines the interdependence of all creation and calls members of the SPSV community to live with both attention to the needs of others, and an intention to lighten those burdens. Initially, members of the community must endeavor to understand what it means to live in someone else's situation and to recognize that the sufferings of others require a response from the compassionate person. Compassion involves not just the ability to recognize the distress or pain of another, but also to take action to relieve misery. Compassion touches the lives of community members on campus and beyond. As people of compassion, members of the SPSV community live their lives in active service for others.

**St. Patrick-St. Vincent Catholic High School Goals**

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

**Integrated School-Wide Outcomes (ISO's)**
St. Patrick-St. Vincent Catholic High School students and graduates strive to be:

*Men and Women of Character and Compassion*

- Respect all people as children of God.
- Strive for honesty and integrity in all actions and relationships.
- Stand up for personal convictions.
- Strive to create and sustain positive environments.
- Strive to understand and care for the needs of others in all communities.

*Effective Communicators*

- Strive for clear and honest communications with all audiences.
- Seek to organize and express ideas in a variety of ways such as in writing, in speech, in images, and in actions.
- Practice active listening.
- Ask clarifying questions when necessary.
- Provide valid support for positions on topics.

*Complex Thinkers*

- Seek effective solutions to problems.
- Solve problems using a variety of approaches.

- Evaluate the consequences and effects of actions.
- Recognize the complex nature of political, social, economic, and international problems.

*Quality Producers*

- Take responsibility for all work and choices.
- Take pride in all work and actions.
- Value and practice perseverance and hard work.
- Strive for accuracy and completeness in all work.
- Understand and practice effective time management.

# Chapter 2:
# Foundational Expectations

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

As a Catholic school, St. Patrick-St. Vincent Catholic High School fosters an atmosphere of respect, tolerance, concern, growth, and service among faculty and students. These qualities establish parameters for ideal behavior for students in a Catholic school. The *Parent-Student Handbook* sets limits. Within the limits lie concern for the rights of the individual and the importance of accepting responsibility for one's actions.

**Pro-Life Policy**

Human life at all stages, including the preborn child, is a sacred gift from God. Students who become pregnant deserve and need the full support of the administration, teachers, other students and the rest of the SPSV community. Ordinarily, the expectant student will be allowed to remain in school. This practice does not condone unwed pregnancy, but rather protects the sacred gift of life of the unborn child and extends love and compassion to those involved.

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

students involved.

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

Abortion is never an alternative at any stage of pregnancy. Any student who publicizes and advocates an abortion, either planned or already performed, will be asked to leave the school. This policy pertains to the students directly involved in, or to any student spreading rumors about, an alleged abortion.

**Acceptance of School Regulations**
Application to the school implies acceptance of the school regulations. Both students and parents give explicit acceptance through signatures on the policy statements and permission forms that must be returned to the school office before a student may attend classes. By their membership in the student body, students become officially associated with St. Patrick-St. Vincent Catholic High School. Their manners and actions inside and outside of school are of interest and concern to the school.

**Daily Life**
For reasons of safety and security, all students are required to carry their SPSV student body ID cards daily and for school-sponsored events. The administration and faculty of St. Patrick-St. Vincent Catholic High School expect that students will conduct themselves with high standards of personal integrity by doing the following:

- Showing courtesy to everyone (faculty and staff, other students and all visitors) as well as respect for themselves.
- Using appropriate language, acting appropriately, and following all school rules at all times.
- Respecting others' differences (cultural, racial, academic, physical, interests, etc.).
- Participating in opportunities to grow in their awareness of Christian service.
- Acting reverently during school liturgies and prayer services.
- Taking pride in their appearance by adhering to the dress code.
- Taking pride in the appearance of the school and helping to keep the buildings, grounds and furnishings clean and attractive.

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

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

**Search Policy**
To ensure the safety of all SPSV students, employees and guests, parents consent to the search of their child's person and personal effects, including but not limited to the following:

- Backpacks
- Purses
- Bags

- Lockers
- Automobiles
- All electronic devices, even school-issued iPads, personal laptops, personal smart phones and smart watches

An administrator will conduct searches with at least one fellow administrator, teacher or staff member present. Areas of concern for administration include but are not limited to drugs, alcohol, firearms, explosive devices, other weapons, pornography, child pornography, hazing, bullying, harassment, evidence of self-harm, and violations of the academic integrity policy. Students are subject to Breathalyzer testing at all times. Students are also subject to search by our contracted safety canine and its handler, which detects drugs, alcohol and gunpowder.

**Items that Can Be Confiscated**
Any item that the administration deems inappropriate or disruptive will be confiscated. Students must see the dean to reclaim such items.

**Off-Campus Conduct**
Schools are judged by the conduct of their students when they are off-campus. While St. Patrick-St. Vincent Catholic High School does not hold itself responsible for offenses committed outside of its legal jurisdiction, any conduct that is detrimental to the reputation of the school, or that hinders the advancement of the common good of the school community, can be sufficient grounds for discipline including suspension and expulsion.

**Offensive Conduct by Parents, Guardians, Grandparents, Etc. (DSB 5700)**
"From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics ... an environment permeated with the Gospel spirit of love and freedom." ("The Religious Dimension of Education in a Catholic School," ¶25, *The Congregation for Catholic Education*, 1988)

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

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

For more information, please read chapters 11 ("Athletics") and 13 ("Parent-School Relations").

# Chapter 3:
# Academics

**Coursework and Graduation Requirements**
To graduate from St. Patrick-St. Vincent Catholic High School, students must earn a total of 270 credits as outlined below. St. Patrick-St. Vincent Catholic High School is under no obligation to accept credits from other institutions. Freshmen and sophomore students must be enrolled in 70 academic units per year at St. Patrick-St. Vincent Catholic High School, while juniors and seniors must be enrolled in 60 academic units per year.

Requirements for graduation must be fulfilled during the regular school year. The assistant principal will consider serious reasons for any exceptions to this policy. Thus, courses taken off-campus or online at the high school or college level for remediation or enrichment must have prior written approval of the assistant principal to be entered on transcripts. Grades earned elsewhere do not replace grades earned during the regular school year, but are added to the student's transcript. Grades earned from a college course will not be weighted on the transcript. Grades earned in summer school may not be used to determine prerequisite eligibility for honors or AP courses. The assistant principal makes all final decisions concerning the evaluation of credits.

**Graduation Requirements**

| *Required for Graduation* | *Units* |
|---|---|
| Religious Studies | 40 |
| English | 40 |
| Math | 30 |
| Science | 30* |

| | |
|---|---|
| Social Studies | 30 |
| Visual and Performing Arts | 20 |
| World Language | 20 |
| Physical Education | 20 |
| Electives | 50 |
| Service Learning | Annual Requirement |

*[*]Effective for the class of 2023, SPSV changed the science credit requirement from 20 units to 30. Students in the graduating classes of 2021 and 2022 must earn at least 20 units of science.*

**College Acceptance Course Requirements**
The following are required by the University of California and the California State University:

- History/Social Science: Two years are required including one year of U.S. History.
- English: Four years are required of college preparatory English.
- Mathematics: Three years are required through Algebra II, although four years are recommended.
- Science: Two years of laboratory science including biology and either chemistry OR physics, although three years (including BOTH chemistry and physics) are recommended.
- Language (other than English): Two years of the same language other than English, although three years are recommended (must be the same language).
- Visual and Performing Arts: One year-long course of the same art discipline.
- College Preparatory Elective Courses: One year or two semesters of an elective from the approved UC "a-g" course list.

More information about college admission requirements from both public and private institutions can be found in the SPSV *Course Catalog*.

**Physical Education and Health**
Students are required to complete two years of Physical Education at St. Patrick-St. Vincent Catholic High School. All freshmen take PE/Health. The second year of PE may be taken during sophomore, junior or senior years. Freshman PE/Health includes a unit on human sexuality that is taught in conjunction with Freshman religion.

The school will waive the second year of physical education for students who are involved in a varsity sport. One semester of PE can be waived for each season of participation in a varsity sport, for up to two semesters of PE. This can occur at any point in the student's four years at SPSV. A form must be obtained from the counseling office, signed by the student's coach and parent, and turned in to the registrar. The school does not waive the PE requirement because of a student's participation in activities outside the school such as non-school athletics, dance programs, aerobics, etc.

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

**Physical Education and Health Addendum**
Students who were enrolled in a varsity sport in the spring of 2020 but were unable to participate due to the COVID-19 pandemic will be given credit for their participation. In the event that physical education

courses are not able to meet due to the pandemic in 2020-2021, students will be able to complete their requirement through distance learning. In the event that athletics are cancelled for the 2020-2021 academic year, the administration reserves the right to waive physical education requirements for the graduating class of 2021.

**Concurrent Enrollment**
Students who take a course at another educational institution during the same semester that they are taking the course at SPSV as part of their course requirements for graduation will not receive credit for the course taken off campus. Exceptions must be approved in writing by the assistant principal prior to enrolling in the course at the other institution.

**Field Trips**
Field trips are for educational purposes. The school may deny students permission to go on a field trip for academic or behavioral reasons. Parents must sign the field trip form issued by the school, which releases the school from liability. Phone calls will not be accepted in lieu of the signed permission form.

**Academic Expectations and Grade Reporting**
St. Patrick-St. Vincent Catholic High School exists to offer a quality Catholic, college-preparatory education for each student. This goal must be met in a unique way for each student. There are, however, some common denominators:

- All students must exert their best effort at all times and in every area of endeavor.
- Students must have their own texts and bring books and materials to each class.
- Students must bring their iPad to class, charged and ready for use.
- Student report cards are sent to parents four times during the year. The semester grades are recorded on the student's permanent record.

PowerSchool is a comprehensive online student information system that provides instant access to current academic progress as well as information on student attendance and discipline. It also provides electronic mailing to teachers. PowerSchool can be accessed using parents' or students' passwords at https://spsv.powerschool.com.

In order to succeed, students should expect to spend three hours daily outside of class studying and/or doing written homework. Students enrolled in honors and AP classes can expect to devote more time to their studies.

**Grading Periods**
Grade point indices are averaged at the end of the first quarter, the end of the first semester, at the end of the third quarter, and at the end of the second semester. Second quarter and fourth quarter grades are not used to calculate grade point averages or activities eligibility. Honors points are awarded at the end of each semester.

**Grading**
Below is an explanation of the grades used at Saint Patrick - St. Vincent Catholic High School. Please pay special attention to "D" and "F" grades.

*A = (100-90) Excellent*

The student must meet the requirements for the marks of B and C plus the following: Does, in a superior manner, all the work assigned; has sufficient interest and initiative to do supplementary work; gives complete attention in class; keeps an A average on tests and gradable assignments.

*B = (89-80) Good*
The student must meet the requirements for the C mark plus the following: Does, in a manner above average, all the work assigned; gives evidence of good study habits; shows an interest in work in addition to the required assignments; gives complete attention in class; keeps a B average on tests and gradable assignments.

*C = (79-70) Average*
The student must meet the following requirements: Completes all of the work assigned; has not yet developed consistency in his or her study habits; concentration in class is inconsistent; keeps a C average on tests and gradable assignments.

*D = (69-60) Below Average*
This grade indicates that the student's work is below average: incomplete or missing assignments; much of his/her homework is unacceptable; gives evidence of poor study habits, and/or concentration in class is poor; keeps a D average on tests and gradable assignments. The student will receive credit for the course; however, she or he may not be eligible to advance to the next course in that subject-area without remediation. A D grade may jeopardize a student's eligibility for a four-year college or university without remediation. Thus, students are strongly recommended to remediate D grades during summer school. Seniors who earn D or F grades at the semester must inform the colleges and universities to which they applied of D or F grades. Procedures for reporting vary among institutions. D or F grades may impact eligibility for admissions or result in the cancellation of an offer of admission.

*F = (59-0) Failure*
This grade indicates that the student has failed the subject. Student has accomplished less than the fundamental minimum essentials for grade of D; keeps an F average on tests and gradable assignments. The student will not receive credit for the course and is therefore not eligible to advance to the next course in that subject-area without remediation. The student may also become ineligible for a four-year college/university without remediation; thus, students are required to remediate F grades during summer school or an SPSV approved program in order to graduate, seniors who earn D or F Grades at the semester must inform the colleges and universities to which they applied of their D or F grades. Procedures for reporting vary among institutions. D or F grades may impact eligibility for admissions or result in the cancellation of an offer of admission.

*I = Incomplete*
Students who have missed 20% of classes in a course may receive a mark of incomplete rather than a letter grade. In the event of an incomplete, the student may be granted an extension of two weeks to make up the missing work. It is the responsibility of the student to contact the subject teacher(s) for assignments and make-up work. If at the end of two weeks the assigned work is not completed, then the student will receive an "F" for the marking period.

**Grading Scale**
Grade of A: 100% - 90%
Grade of B: 89% - 80%
Grade of C: 79% - 70%

Grade of D 69% - 60%
Grade of F Below 60%

**Advanced Placement and Honors Courses**
Honors courses and Advanced Placement courses (AP) are weighted in calculating the Grade Point Average (GPA) unless otherwise noted in the *Course Catalog*. For these courses, A = 5.0, B = 4.0, C = 3.0, D = 1.0 and F = 0.0. Honors courses taken at another school will be weighted only if SPSV offers a comparable honors course. In compliance with U.C. guidelines, SPSV does not offer honors points to any courses taken during a student's freshman year. See the *Course Catalog* for honors courses accepted by the University of California.

**Summer School Grades**
Students may take classes during summer school or at an SPSV approved program to improve a low grade received during the school year. Only grades of D or F can be remediated. The grade earned in the summer school class will appear on the transcript with the original grade. No extra units of credit will be earned since the units were already earned during the course of the normal school year. If a summer school class is taken to make up a failed grade, then credit for the summer school class will appear on the student's record. In order to clear either a semester D or F grade earned during the school year, a student must earn a final grade of at least C- in the summer school class to be considered passing. This grade of C- is the minimum required passing grade whether the class is through a high school summer program, a community college course, or any online provider approved by SPSV. Online classes must be approved by the assistant principal prior to the start of the class. In the case of any online course, the final exam grade must be a minimum grade of C- to be considered passing.

**Class Rank**
For the purpose of college admission, St. Patrick-St. Vincent Catholic High School ranks by decile only (10% segments). Decile rankings are based on 9th-12th grade weighted academic grade point average, with the top decile reported as the 1st decile.

**Honor Roll**
The grade point average (GPA) is arrived at by using the following values: A=4 points; B=3; C=2; D=1; F=0; I=0. When the total number of points is determined by addition, the GPA is found by dividing the total points by the total class periods. One quality point is added to the grades of A, B, and C only in honors and Advanced Placement (AP) classes unless otherwise noted in the SPSV *Course Catalog*. Accelerated classes do not receive an additional point.

This is calculated and published at the end of each semester:

- High Honors: GPA of 3.75 or higher
- Honors: GPA of 3.5 to 3.74

Students who receive a D or an F on their report card are not eligible for Honor Roll. Students who achieve honors at the semester will receive an Honor Certificate following the grading period.

**Academic Review and Monitoring Policies**
Students at St. Patrick-St. Vincent Catholic High School are expected to meet the following minimum requirements. In the event that a student does not meet these expectations, the following procedures are designed to aid in their success.

Minimum expectations:

- All students accepted at St. Patrick-St. Vincent Catholic High School are expected to maintain a 2.0 GPA.
- Students who earn below a 2.0 or receive two semester F's are placed on academic probation.
- All students accepted at St. Patrick-St. Vincent Catholic High School are expected to graduate in four years.

Students may be permitted to take online courses with the prior approval of the assistant principal. However, they need to check with their prospective colleges to be sure that credit for online courses will be accepted.

**Special Failure Information**
No student will be readmitted to SPSV with an F for a semester grade in any subject unless special provisions are made with the administration. All semester F grades must be remediated by attendance at a school approved summer school, community college, university extension or UC approved online class. Remediated grades must be a C- or higher in order to return for the next academic year.

Work from private tutors is not acceptable, and the make-up work may not be postponed until a later time. Any such failing grade or grades must be cleared before a student will be allowed to begin classes for the following year.

Any student who receives three (3) semester F's (15 credits of scholastic work) in an academic year must withdraw from SPSV. It is to be noted that two semester F grades in the same subject count as two F's.

Applicable to Seniors:

- A senior receiving a semester F at the end of the first semester will be obligated to make-up the F by repeating the course (or the equivalent, or an approved alternative) at an accredited institution outside regular school hours during the second semester.
- Any senior receiving two (2) semester failures for the first semester (no matter what course the failures are in) will be automatically withdrawn from the school unless deemed otherwise by special review.
- Seniors receiving one or more semester F's at the end of the second semester will not be awarded a diploma until each of those F's is made-up by repeating the course (or the equivalent or approved alternative) in summer school. The diploma will be withheld until such time as all coursework is completed and proof of the coursework is submitted to the assistant principal.
- Students who are not awarded a diploma are not allowed to walk at graduation.

**Activities and Athletics Eligibility Policies**
Students who earn a GPA below 2.0 at the end of the grading period and/or semester (this includes incoming ninth graders in the fall) are automatically ineligible to participate in all student life activities. Student life activities are defined as athletics, spirit squad, student leadership positions, clubs or other co-curricular activities and dances (including prom) and other programs.

Letters addressing academic ineligibility must be submitted to the assistant principal. Those addressing disciplinary probation ineligibility must be submitted to the dean of students. If the probation is academic,

the period of probation is for one quarter; if it is a disciplinary probation the period of probation is typically 45 days unless otherwise stated in disciplinary proceedings.

**Procedure for Academic Dismissal**
Students may be asked to withdraw from the school for the following academic reasons:

- Student receives three or more semester F grades in one academic year.
- Students whose cumulative GPA drops below 2.0 for two consecutive semesters.

In the event that a student is not dismissed after two semesters, they may be placed on an improvement contract. Dismissal may be a consequence to failing to comply with the contract.

On a quarterly basis, the Academic Review Board will meet to discuss the status of students on academic probation. At the end of the meeting, the board will make a recommendation regarding the enrollment status of the students and forward that to the principal. The principal will make the final decision in all cases.

Parents who wish to appeal the decision of the principal may do so in writing within 24 hours of the initial decision. This letter must present new and compelling information that was not available to the Academic Review Board that might affect the decision. The principal is the arbiter of any appeal. Beyond the principal, an appeal may be made to the president of St. Patrick – St. Vincent High Catholic School. A final appeal may be made to the superintendent of schools of the Diocese of Sacramento.

**Invitation to Return**
Each spring, every student's academic and disciplinary record is reviewed to determine if he or she should continue at SPSV. All returning students must remediate any semester F grades received before the beginning of the next school year. If a student does not successfully remediate a failing grade with a C or higher prior to the start of the next school year, they may not be invited to return.

The fact that a student receives registration papers does not guarantee an invitation to return. If a student pays a re-registration fee and is not invited back, the fee will be refunded in full.

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

If a student falls below a 2.0 GPA or receives 2 F’s at the end of the semester, that student will be placed on academic probation.

**Academic Review Board**
The Academic Review Board meets quarterly to review students whose academic standing is unsatisfactory, and when necessary, determine whether or not the student has made sufficient progress to be allowed to continue at SPSV.

Students who meet the following criteria will be reviewed:

- Students who earn below a 2.0 grade point average at either the quarter or semester.

- Students who receive 2 or more semester F's.

In the event that a student is deemed academically ineligible to continue at SPSV, the Academic Review Board will make a formal recommendation to the principal, who will make the final decision.

Some recommendations or conditions for continued attendance at SPSV that the Board may request are:

- Participation in the Bruin Success Programming and Academic Monitoring
- Psychoeducational /academic assessment referral when appropriate
- Remediation of failed classes
- Regular work with an outside tutor
- Ineligibility to participate in student life activities (in compliance with CIF regulations and SPSV student guidelines)

The review board is composed of the assistant principal (chair), the dean of students, athletic director, all counselors and two faculty representatives.

**Procedures for Probationary Eligibility**
Any student may request a review of his or her ineligibility within three (3) school days from the receipt of the report card if academically ineligible or within three (3) school days of notification of disciplinary probation. This must be done in writing and should state any special circumstances and explain why the condition(s) of probation should be reviewed. If an appeal is granted, the student remains on probation for the specified period of time, but the conditions of the probation may be amended.

Students may petition to be placed on eligibility probation once during their freshman year and one time during their sophomore-senior years. Any student with three or more failures cannot apply for eligibility. Seniors enrolled in only five classes and who have two or more failures cannot apply for eligibility (CIF 20 credit rule).

Probationary academic eligibility is not automatically granted. Students wishing to petition for probationary eligibility must submit a written letter to the assistant principal requesting a meeting to review their eligibility. The letter must include an explanation of why the student earned a GPA of below 2.0 and describe what will change in their life to ensure that they raise their grades. An eligibility petition meeting will be scheduled with the student, parents, counselor and assistant principal to determine the student's eligibility status.

In the event that probationary eligibility is granted, the following conditions must be maintained:

- The student must maintain a 2.0 cumulative average for all classes, have no failing grades in any one class, D's in two or more classes, nor manifest any serious discipline problems.
- Grades will be checked weekly on PowerSchool by the administration at 8 a.m. on the first day of the week to determine eligibility for the next week. Students who are ineligible for three consecutive weeks are automatically ineligible for the remainder of the grading period.
- Failure to meet the above requirements will mean that the student will not be able to practice, play, or participate in athletics, spirit squad or student leadership positions for one week. If there are three negative weekly grade checks, the student is off the team, spirit squad, or student leadership position for the rest of the quarter. If a student falls below a 2.0 GPA in the spring semester and remediates his or her grades in summer school so that his or her GPA is 2.0 or

better, he or she will not have to apply for eligibility for the first grading period (CIF/North Coast Section Rule). This does not affect academic probationary status, which is not based on summer school.

**Bruin Success Program**

The Bruin Success Program (BSP) is an academic support program designed to provide additional structure and supervision for students who are struggling to meet SPSV's rigorous academic standards. Typically, students are placed in BSP as part of an academic contract due to low grades at the quarter or semester. Once a student meets the terms of their academic contract at the end of the grading period, they are excused from BSP. Students who are not formally enrolled in BSP but wish to receive additional academic support are invited to attend on a drop-in basis.

As with any other class, attending BSP is mandatory. Unexcused absences to BSP are considered cuts. Students who cut any class, including BSP, will be suspended. Any absences to BSP need to be coordinated through the main office following SPSV's early dismissal procedures.

Students may be excused from BSP for SPSV games, but not for practice. Late arrivals to BSP are considered tardies. Any student removed from BSP for disruptive behavior is subject to discipline.

**Graduation**

**Honors at Graduation**

Honors at graduation are earned for the following seven semester cumulative weighted GPAs: *Cum Laude* for 3.5 to 3.74; *Magna Cum Laude* for 3.75 to 3.89; and *Summa Cum Laude* for 3.9 and above.

The valedictorian is the student(s) with the highest weighted GPA, calculated to the nearest 10th at the end of the seventh semester and a record of honorable behavior on campus. The salutatorian is the student representing the senior class who is nominated by the senior class and is chosen by the administration. Any disciplinary action resulting in a suspension or more serious disciplinary action will disqualify a student from these recognitions.

**Participation in the Graduation Ceremony**

Seniors must pass all courses taken in their senior year and complete their Service Learning requirements in order to participate in graduation. Additionally, courses failed in previous years must be made up and transcripts received by SPSV in order for a student to begin the senior year. If a senior fails a course during the fall semester of the senior year, it must be made up and the transcript received by SPSV in order for the student to walk in the graduation ceremony. If a senior fails a course in the spring semester, he/she will not walk in the graduation ceremony. In addition, all financial commitments to the school must be fulfilled in order to participate in graduation.

**Graduation Attire**

All hair must be neat and of natural color or a highlight that occurs naturally. No sunglasses will be permitted during the ceremony. Girls must wear either dresses, skirts or black dress pants and plain white or light colored blouses and dress shoes. Dresses and skirts must be knee length. Do not wear a dress/skirt that either hangs below the gown or ends more than two inches above the knees. Boys must wear black dress pants and white or light-colored dress shirts and a dark tie. Boys must wear dress shoes and dark dress socks. Facial hair must be well-groomed. The only gown accessories that St.

Patrick-St. Vincent Catholic High School students are allowed to wear with robes are cords earned for extraordinary achievement in academics and/or service.

**Transcripts**
Transcripts for current students may be obtained by completing a transcript request form and returning it to the school registrar. One free official transcript will be provided for each graduate. SPSV needs three business days to process all transcript requests. Transcripts for graduates cost $5 each. Official transcripts are mailed directly to the student's college, university or employer.

**All-School Emergency Home Study**
In the event that school is canceled due to an unexpected natural disaster, such as unhealthy air quality caused by wildfire, St. Patrick-St. Vincent Catholic High School may have students complete that day's academic program remotely. Instruction and activities will be posted online on Schoology, SPSV's learning management system, by 10 a.m. on the day of the school cancellation. That day's learning activities are to be completed by 6 pm that day unless stated otherwise in the assignment.

In the event that St. Patrick-St. Vincent Catholic High School calls for an All-School Emergency Home Study, this will be communicated with families by email and/or our SPSV's emergency communication system.

**Distance Learning**
In preparation for the 2020-2021 academic year, St. Patrick-St. Vincent Catholic High School has published both a standard bell schedule and the following schedules to be used during the COVID-19 pandemic:

- Block Schedule Modified for Shorter Days
- Distance Learning with Labs
- Distance Learning without Labs
- Extreme Weather Schedule

For more information on the implementation of distance learning, please see the addendum to the handbook, *Our Safe Return to Campus: A Guide for Students, Parents, Faculty and Staff* on our website.

In the event of distance learning, all classes will start at their scheduled time on Zoom. Each class will begin with attendance, prayer, a summary of the day's activities and review of that day's expectations. All students are expected to present and participating with their camera on.

**Community Guidelines for Live Videoconferences**
Students are expected to follow these guidelines to ensure productive, respectful class meetings through virtual, distance learning platforms, including but not limited to Zoom.

1. **Show up on time.** Teachers will take attendance. Every class will at minimum meet for prayer and attendance during the designated class period time. Students are expected to log into the platform at the mandatory time. They should be prepared with any needed materials and ready to learn.

2. **Mute your microphone immediately.** As soon as you log into the platform, mute your microphone. This will reduce background noise. Release the mute button when it is your turn to speak in the virtual class. Or, your teacher will take you off mute.

3. **All students are visible in a video conference.** All participants should wear appropriate clothing. All participants must be prepared to participate in a professional manner including appropriate dress and work space. While SPSV recognizes that a variety of home workspaces exist, participation in virtual classrooms must replicate a professional setting.

4. **Appropriate backgrounds**. Students should maintain an appropriate background that does not disrupt learning. Teachers may request students to change a background. Do not set a picture of yourself as a background. Do not place a looped video of yourself as a background. SPSV will also send students appropriate backgrounds before classes begin.

5. **Focus and engage.** You are responsible for the material presented in class. Please stay off of your cell phones. Keep your video conference platform open and do not navigate to other tabs or web pages unless directed by your teacher. Make sure that the teacher is your main screen. If needed, you can ask the teacher to be the main focal point on your screen to ensure that you do not get distracted by your peers.

6. **If you have questions.** Do not interrupt others when they speak. Type "question" in the chat feature. Some teachers might alternatively prefer that you type a question directly into the chat feature. If your teacher has disabled your chat feature, please use your "raise hand" feature. Follow your teacher's directions about how to ensure that your voice is heard.

7. **Respect.** Seeing yourself on a screen can bring up our own perceived vulnerabilities. Do not screenshot or photograph your teacher or fellow students. Do not make any audio or video recordings of your class sessions. Do not distribute any related screenshots, photographs or recordings. Teachers will inform the dean of students of any inappropriate behavior that violates any school policy. Disciplinary sanctions will be enforced if necessary. Please see Chapter 7 of the *Parent-Student Handbook* for our school's specific disciplinary policies, Please see Chapter 4 for our policy on acceptable use of technology.

8. **Support one another.** Students should not interfere with their teacher's instruction and/or their classmates' learning. Please do all you can to support this process. Remember that each student and the teacher are responsible for effective learning, just as you would be if we were together on campus.

9. **Technology problems.** Students who are having internet or technical issues should communicate immediately with both the teacher and Mr. McCabe, director of technology (j.mccabe@spsv.org). If you are having trouble during a live Zoom meeting, it is appropriate to text a classmate about the matter. The classmate can then communicate with the teacher on your behalf.

# Chapter 4:
# Acceptable Use Policy for Technology

St. Patrick-St. Vincent Catholic High School provides technology resources to students, faculty and staff to advance our mission as a diocesan Catholic, college-preparatory high school. Specifically, we use technology to teach students to think critically, and to help them become responsible citizens.

SPSV expects its students to use technology resources reasonably, morally and in accordance with the mission, values, and beliefs of SPSV and the Diocese of Sacramento.

This acceptable use policy applies to all technology resources in use during school activity, including but not limited to campus and Internet networks, social media, iPads, computers, smart phones, video and audio equipment, handheld devices, copy machines, translators, printers, robotics, and information storage devices. This policy also applies to off-campus use of technology resources provided by, or connected to, SPSV.

The use of the resources must be in support of a student's education and consistent with the educational objectives of SPSV. Use of technology resources is a privilege, not a right, at SPSV and carries ethical and legal responsibilities.

**Internet Safety**
It is the policy of St. Patrick-St. Vincent Catholic High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Access to Inappropriate Material**
To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter out access to inappropriate information on the Internet and in other relevant information distribution platforms.

Specifically, as required by the Child Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults, or minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage**
To the extent practical, steps shall be taken to promote the safety and security of users of the St. Patrick-St. Vincent Catholic High School online computer network when using electronic mail, chat rooms, instant messaging, other social media, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding

minors.

**Education, Supervision and Monitoring**
It shall be the responsibility of all members of the St. Patrick-St. Vincent Catholic High School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the director of technology or the director's designees.

The director of technology or designated representatives will provide age-appropriate training for students who use the St. Patrick-St. Vincent Catholic High School's Internet facilities. The training provided will be designed to promote St. Patrick-St. Vincent Catholic High School's commitment to:

1. The standards and acceptable use of Internet services as set forth in the St. Patrick-St. Vincent Catholic High School's acceptable use policy for technology.
2. Student safety with regard to:
    a. safety on the Internet
    b. appropriate behavior while online, on social media, in chat rooms, direct messaging and other related communication channels
    c. cyberbullying awareness and response
3. Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).

After completing this training, the student will acknowledge that he or she received the training, understood it, and will follow the provisions of SPSV's acceptable use policy.

**Security Settings**
SPSV reserves the right to expel any student that attempts to alter or circumvent any security settings or programs on any school-issued iPad, school computer, or other school-sponsored educational technology (hardware, software, database, website application or software as service). These students can also be subject to investigation by law enforcement. SPSV also reserves the right to expel any student that attempts to alter or circumvent any security settings on such educational software, programs and/or apps including but not limited to PowerSchool, Schoology and our Google and Apple resources.

**Electronic Communication**
SPSV values electronic communication methods. These methods include but are not limited to instant messaging, direct messaging, text messaging, email, social media and websites.

As a representative of our school community on the globally accessible Internet, each student must communicate politely and in a manner which is not offensive to the mission of SPSV. Students must not use language, images or symbols that are offensive, sexist, racist or homophobic.

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

Students are expected to abide by copyright laws and to properly cite the use of intellectual property

created by others. Plagiarism violates the educational mission of SPSV and will result in disciplinary action.

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

Material written, transmitted, downloaded, listened to and viewed at school is subject to inspection by SPSV's administration or their designees. This rule applies to materials found on both school equipment and personal equipment.

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

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

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

When there is high demand for computer or other equipment use, SPSV can limit the duration of access to computers or other equipment for all students. At such times, students will be required to yield the equipment in use to the next student in need of said equipment.

Students may only use printers and copy machines for educational or co-curricular purposes. Students must have permission from a supervising faculty or staff member to use this equipment. SPSV reserves the right to limit the number of copies students can make in effort to prevent excessive use of ink, toner and paper.

**Email**
Students are provided with individual email accounts. Email accounts are provided for school use exclusively and students are expected to use them when corresponding with teachers and administrators. Students cannot use SPSV email addresses to subscribe to non-academic websites or Internet-based services. Students should empty their deleted items folder periodically and avoid keeping emails with large attachments.

Students are provided with a network ID and account passwords in order to log on to the wireless network and all school computers, iPads, Schoology, Powerschool, Gmail and other technology. Students must not share accounts and passwords with each other.

**iPads**
Our 1:1 iPad program, in conjunction with our learning management system, puts SPSV at the forefront of the technology education revolution. In addition to the iPad, SPSV has computers available for academic use in the library and in the computer lab. The iPads and all school-owned computers have access to the Internet and the school network.

Wireless access is provided throughout the school, and each student will use their personal login to be granted access for their iPad. Other personal computing devices are not allowed on the SPSV wireless network.

The iPad is, and remains the property of, SPSV unless the school relinquishes ownership in writing. Failure of the student to return the iPad in a timely manner may be considered unlawful appropriation of the school's property.

SPSV provides the iPad solely to facilitate the student's education. The student agrees to maintain the iPad in the protective case at all times and to operate, maintain, and store the iPad with due care and in compliance with the instructions and recommendations of Apple and pursuant to any directions given by the school. The student agrees not to alter or replace any parts in the iPad, or alter or load any software on the iPad that is outside school guidelines. The student agrees not to loan or give the iPad to anyone else unless directed to do so by SPSV.

SPSV will provide routine maintenance to keep the iPad in working order during the school year. Any maintenance work not considered to be routine or covered by the warranty or insurance will be performed at the expense of the student.

Students must periodically surrender their school-issued iPads to the director of technology or designee for maintenance—at the request of the director or designee.

If SPSV, at its sole discretion, finds that a student has subjected its school-issued iPad to abuse, either physical or electronic, the school may retrieve the iPad.

SPSV will provide an iPad insurance program that will cover reasonable incidents of accidental damage, cracked screens, liquid submersion, theft, vandalism, fire, flood, natural disaster, power surges and lightning.

The insurance program will include a deductible fee not to exceed $100 for theft or vandalism and may include a fee not to exceed $75 for other coverage. The student must pay the deductible fee for each incident covered by the insurance program. Students and their families are not to use third parties to repair their iPad.

In the event of iPad theft or vandalism, before receiving a replacement iPad, the student must provide director of technology with a police report pertaining to the stolen or damaged iPad. A student's failure to provide a police report will eliminate the SPSV responsibility to provide a replacement iPad.

For more information on school-issued iPads, please review your St. Patrick-St. Vincent Catholic High School Student iPad Agreement.

Students can only use their school-issued iPads using their school-issued Apple identification information.

**Makerspace Policies**
The SPSV makerspace inspires students to use current technology in effort to be creative and innovative. It also allows teachers to provide hands-on learning in a collaborative space. Given the complexity and expense of the Makerspace equipment, the following rules and regulations must be followed:

- Food and drinks are prohibited in the Makerspace.
- Prior to using the Makerspace, students must (a) complete a makerspace agreement form available from the director of technology, and (b) undergo basic training on how the equipment functions and is maintained.
- Students must sign in each time they use the Makerspace.
- All Makerspace projects must be approved by the Director of Technology or a teacher that is using the Makerspace for class projects. Outside of class time, the Makerspace technology is available on a first-come, first-served basis. Time limits may be applied as Makerspace demand can become impacted.
- A staff member must be present to supervise the use of the 3D printer and manage the printing queue. Staff will have final say when determining the order of print jobs.
- The SPSV Makerspace is used for production of non-commercial items only.
- All equipment must be used appropriately and safely. The student is responsible for any damages of Makerspace equipment due to inappropriate use.

**Personal Equipment**
The following section relates to student-owned personal technology including but not limited to phones, smart watches, cameras, MP3/MP4 players, and personal computers. Personal equipment may be used during class times and school functions only in accordance with supervising faculty members' instruction and related policy made explicit in Chapter 7. Out-of-class use of personal equipment shall be in keeping with the stated policies and mission of SPSV.

*Personal iPads*
No personal iPads are allowed on campus.

*AirPods, Earbuds, Headphones and Related Technology*
These devices are becoming increasingly effective at reducing or canceling out noise, thereby diminishing student safety. AirPods, other earbuds, and headphones can only be used at break or lunch, unless faculty allow students to use them for an in-class activity.

Students are encouraged to use these at a reduced volume.

*Phones*
Phones cannot be visible during class periods, and must always be placed on silent. Students can use their cell phones between classes, as well as during break and lunch.

To contact your child during an emergency, please contact the main office at 707-644-4425, ext. 100. An administrator will connect you to your child.

*Smart Watches*
Teachers can ask students to remove smart watches in any class.

*Stolen Materials*
SPSV is not responsible for lost or stolen technology.

**Right to Confiscate**
Any member of the SPSV administration, faculty or staff can confiscate a student's school iPad or personal technology for suspected misuse.

Students can collect their confiscated technology at the end of the day in the dean of students' office.

**Refusal to Surrender**
Refusal to surrender technology is considered defiance, which is a suspendable behavior.

**Rights and Responsibilities**
Technology use is a privilege, not a right, and is restricted by some common sense rules noted below. Respectful, responsible and appropriate use of technology is expected at all times. Abuse of this privilege will result in technology rights being revoked and other possible disciplinary action. These policies reflect our desire to find a balance between emphasizing a respectful and educational learning environment and the understandable desire to use these new tools for non-educational purposes. These policies apply to iPads and other tablets, laptops, desktop computers, music devices, and phones:

- Students must remain logged into their Apple Student ID's while using their school-issued iPads at all times.
- Just as physical bullying is not tolerated at SPSV, students may never use the Internet to haze, harass or bully fellow students, whether on campus or not. This includes spreading messages that are sexist, racist, homophobic, or in any way hurtful or demeaning via any electronic form, including social media. Any student found to have engaged or facilitated cyberbullying can be expelled and subject to investigation by law enforcement. SPSV students found to have engaged in or facilitated such behavior can also be subject to investigation by local, state and federal law enforcement.
- Students must always follow their instructors' directions with regard to technology usage.
- During class, unless allowed or directed by an instructor, students cannot play video games, check email, instant message, participate in social media, surf the web, watch videos, listen to music, or do work for a different class on any electronic device.
- When entering any class, students must store their iPads in their backpacks and not take them out unless instructed to do so by their teachers.
- Students are not allowed to record either audio or video within the classroom unless given permission by the teacher.
- Students are not to install or download any software on the school computers or school iPads. They may not modify the existing software. Students are not allowed to download MP3 files or videos, unless they are allowed to do so by an instructor for instructional purposes.
- Students are forbidden from attempting to hack into any computer or other device on the school network, or from using monitoring software, keystroke loggers, or any other software of malicious intent. Students found to have hacked any technology can be expelled.
- It is the user's responsibility to logout from any password-protected site. Students cannot alter another user's information in any way. Using another user's login information or impersonating another user will result in loss of computer privileges and can result in expulsion.
- Students are expected to treat school computers and their personal iPads in a responsible manner. While at SPSV, students should keep their iPads with them, or locked in their lockers, at all times.

- Students are not allowed to remove, delete or log out of SPSV's MDM (Mobile Device Management) system or attempt to forgo SPSV's content filters.

**Vandalism**
Vandalism is any malicious attempt to harm or destroy data or technology resources of another user, the school's resources, or those of any organization connected to the Internet. This includes but is not limited to the uploading of malware to any computer, attempting to gain unauthorized access, attempting to discover other users' passwords, willfully damaging computers or peripherals, or changing online materials without permission. Students cannot use school-issued technology to damage physical property, on or off campus. Vandalism will result in an immediate cancellation of privileges and can result in expulsion.

**Personal Responsibility**
SPSV takes precautions to control access to controversial materials and instructs students in the proper use of the Internet, electronic mail, and software. SPSV is not responsible for materials acquired by the student on the system, for violations of copyright or other legal restrictions, users' mistakes, negligence, or costs of any kind incurred by users. SPSV is not responsible for ensuring the accuracy, reliability or fair use of any information found on external networks. SPSV is not liable for the loss of data or media. Students are responsible for monitoring the use of their accounts. SPSV is not responsible for the loss or theft of any student's personal technology.

**Enforcement of Policies**
Any user who violates our school's technology policies or any applicable local, state or federal laws faces the loss of technology privileges, *and* risks criminal charges, litigation and expulsion.

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

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

**Privacy**
All technology resources, information stored on them, and work performed using them are governed by these policies and are subject to school supervision and inspection. Therefore, use should not be considered confidential. SPSV reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, posted from, or stored on its systems (including connections to Internet sites visited) to law enforcement officials or others, without prior notice. SPSV also reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, posted from, or stored on its systems (including links to Internet sites visited) in effort to investigate possible acts of cheating, plagiarism and other matters that can require disciplinary action on the part of the SPSV administration.

SPSV students will never reveal or post her or his home address, or personal phone numbers, or those of any member of the school community, to anyone except their parents.

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

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

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

SPSV produces and distributes publications using photos or names of students in the SPSV community, including but not limited to yearbooks, alumni communications, electronic newsletters, school websites and social media. SPSV reserves the right to include in its publications photographs, with or without identification, of students, alumni and other members of the school community, unless specifically requested not to do so by the individual (or parent, in the case of a minor). Students can request to not be photographed or recorded for publication by contacting the dean of students.

SPSV prohibits any attempts to record video and/or audio on campus at any time unless consent is granted by the administration. Any student caught recording on campus without consent can face suspension, disciplinary probation or expulsion.

**Parent Involvement**

We expect our parents to be equal shareholders in our technology management and policies. Parents should discuss this policy with their students. Any parents or guardians with questions regarding this policy should contact Jason McCabe, director of technology, at j.mccabe@spsv.org.

# Chapter 5:
# Counseling Program

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

By virtue of our commitment to this philosophy, guidance and education are inseparable. All faculty at St. Patrick-St. Vincent Catholic High School are dedicated to supporting all students and can be approached for guidance and assistance. However, on a more formal basis, students are assigned counselors.

**Counselor Contact Information**

Mrs. Tamra Smith, MA
College Counselor, Department Chair
All Seniors, All Juniors
tamra.smith@spsv.org
Ext. 415

Mr. Mike Arwine, MA, PPS
Counselor
All Sophomores, All Freshman
Ext. 437
m.arwine@spsv.org

Mrs. Susan Walls, M.Ed
Educational Achievement Specialist
SST Coordinator
Ext. 484
s.walls@spsv.org

Mrs. Deborah Fischer
Administrative Assistant
Ext. 449
d.fischer@spsv.org

**Departmental Goals**

- To provide academic, vocational and personal guidance to each student in a confidential and trusting relationship.
- To help each student become more aware of her or his potential.
- To assist each student in becoming more self-directed, self-disciplined and self-confident.
- To help each student grow in self-appreciation and self-esteem, which leads to greater understanding, empathy and respect for others.
- To help each student become aware of college and career opportunities.
- To assist parents, faculty and staff in educating the students.

**Confidentiality**
School counselors are trained to help students with academic planning, career decisions, interpreting test scores, and personal concerns. Certain information of a personal nature that a student shares with the counselor is confidential and told to no one else without the student's permission. Legal exceptions to this policy which a counselor must report include the following:

- Child abuse
- Child neglect
- Sexual molestation
- Planned, attempted, or perpetrated criminal activity
- Situations involving a clear and present danger to the student or to others

In addition, the counselor will have to testify or give information when ordered to do so by a court, or when ordered to testify in any judicial or administrative hearing. Also, if the counselor makes a referral to a health care provider (psychiatrist, physician, psychologist, and the like), a Consent to Release Medical Information Form will be requested by the counselor to assist the student in support of his or her treatment plan. California law generally requires the counselor to keep certain information confidential unless one of the legal exceptions applies or the student gives written permission for the counselor to reveal such information.

**Reporting Disciplinary Actions to Colleges**
Upon direct request from colleges for information pertaining to a student's discipline record, the student must honestly and fully disclose if she or he has been subject to a disciplinary response, including, but not limited to, suspension, probation, withdrawal or expulsion. Upon direct request from colleges for information pertaining to a student's discipline record, SPSV will disclose if a student has been subject to a disciplinary response, including, but not limited to, suspension, probation, withdrawal or expulsion.

If a student's disciplinary status changes after submitting college applications, the student has the opportunity and obligation to inform all schools to which they have applied. Students must also inform the college to which they have registered (or to which they intend to register). The student should offer this information within two weeks of their change in disciplinary status. Two weeks after a student's change in disciplinary status, his or her counselor will also offer this information to the college in question, as well as the cause for this change, in writing. An admission officer from the college may then contact the student and his or her family to collect more information. This policy is in compliance with the National Association for College Admission Counseling's *Statement of Principles and Good Practice*.

**Schedule Changes**
Under certain circumstances, it may be necessary for a student to receive a change in schedule.

Changes initiated by students or parents will not be allowed after the third day a course is in session. No semester course may be dropped between the end of a quarter and the end of the semester. No year-long course may be dropped at the end of first semester.

If a student or parent requests a class change after the completion of the first week of classes, the request must be made in writing to, and be approved by, the assistant principal. The request must be initiated or supported by the instructor.

Students and parents may not request specific teachers or periods for classes.

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

Eighth- and ninth-grade applicants take the HSTS Placement Test in verbal and quantitative skills, reading, math and language arts.

Ninth- and tenth-grade students take the Renaissance STAR assessments in reading and math four times a year.

Ninth-grade students take the PSAT 8/9.

Tenth- and eleventh-grade students take the PSAT, a practice test for the SAT college admission test. The test gives students and parents personalized feedback on students' skill strengths and weaknesses so they have a better idea of what academic areas they need to work on. For eleventh-grade students, this examination also serves as the National Merit Scholarship Qualifying Test (NMSQT); each student earns a selection score that indicates his or her eligibility for National Merit Scholarships.

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

Registration information for both the SAT and the ACT tests are available online at www.collegeboard.org and www.act.org.

**Student Support Team (SST) Process**
St. Patrick-St. Vincent Catholic High School recognizes that some students may need academic, social-emotional, and/or behavioral support for learning in the classroom. In order to provide the appropriate level of support, the counseling department can offer SST (Student Support Team) meetings. The SST team includes the student, parents, teachers, counselor, and is facilitated by the education achievement specialist. The SST meeting is confidential, and the team agrees to a support plan based on all the available relevant information presented at the meeting. Information provided by the parents may include but is not limited to medical documentation; 504 Plans (from a public school); Individual Education Plans ("IEP" from a public school); Individual Service Plans ("ISP" from public school evaluation); prior SSTs; as well as social, emotional, behavioral, or psycho-educational evaluations.

**Academic Concussion Protocol**
Procedure for Returning to Class (RTC)

1. If you have suffered a concussion, or believe you may have suffered a concussion, visit your physician as soon as possible. When diagnosed, students must provide proof of medical clearance by a licensed medical doctor (M.D. or D.O.), a licensed physician assistant or a licensed nurse practitioner to the counseling office (Mrs. Smith) and our Certified Athletic Trainer (Mrs. Trina Santos). Chiropractors cannot provide medical clearance. This documentation must provide clear dates and instructions for St. Patrick-St. Vincent Catholic High School to help you return to the classroom.

2. If the incident occurred while playing an SPSV sport, immediately contact Mrs. Trina Santos, SPSV's athletic trainer, as soon as the incident occurs so that you can be evaluated and advised.

3. As part of your RTC Protocol, you are expected to check in weekly with your SPSV counselor and attend a follow up appointment with your doctor to evaluate your progress.

4. After initial documentation is received, Mrs. Smith will communicate with your teachers, counselors, and academic support staff about extended deadlines for assignments and tests, and possibly exempting non-essential work, so you have a reasonable schedule to complete late work.

5. Until returning to school, students on concussion protocol may not attend retreats, field trips, dances and all student life activities until they have been cleared by their doctor for full academic participation, including but not limited to iPad usage, unrestricted readings times and test taking.

6. Regular classroom accommodations can include, but are not limited to the following:

- Modified or shortened school day if needed.
- Taking breaks during the day if needed in the counseling office.
- Allow extra time to complete classwork and shorten assignments.
- No zeroes in PowerSchool for assignments, tests or quizzes from date of onset through end of the protocol period.
- Exemption from all non-essential classwork or homework.
- No significant testing, large projects or standardized testing.
- Limited or restricted iPad use. Teachers will provide hard copies and allow written assignments.
- Wear sunglasses if light sensitive.

7. Once a student has been fully cleared by their physician to return to class, SPSV will provide an adjusted timeline for the completion of any missed, essential assignments such as tests, quizzes, labs, projects and papers. Failure to complete missed, essential assignments within the timeline set by SPSV can result in the loss of credit or failure of the class.

   Per the Centers for Disease Control, injuries and concussions can affect many facets of a student's life. It is important that the student have support at school as well as home. At home, the student should minimize use of electronics (cell phones, computers, iPods, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc. can all have a negative impact on the student's recovery. Recovery times and symptoms vary widely and don't always have a correlation with the severity of the injury.

# Chapter 6:
# Campus Ministry

Campus Ministry strives to provide the SPSV community opportunities to develop its faith, build community and live out God's call to serve our community. Through the celebration of the Eucharist, prayer services, retreats and responding to social justice concerns, our school is layered with opportunities to meet Christ in everyday life.

Our Campus Ministry program benefits from the complementary talents of teachers and students who affirm the diversity and unity in our community, and in our world.

**Campus Ministry Contact Information**
Mr. Michael P. Hooke
Department Chair
Interim Director of Campus Ministry
m.hooke@spsv.org
Ext. 447

Mr. Ian Emperador
Associate Campus Minister
i.emperador@spsv.org
Ext. 127

Ms. Meg Arguelles
Associate Campus Minister
m.arguelles@spsv.org
Ext. 127

Mr. Ryan Lee
Service Learning Coordinator
r.lee@spsv.org
Ext. 442

Fr. Sijo Chirayath
Chaplain
s.chirayath@spsv.org
Ext. 120

**School Prayer**
Lord, give us this day,
the desire to learn,
the courage to act,
the determination to lead,
the voice to speak,
and the heart to serve.
St. Patrick, St. Vincent,
Pray for us. Amen.

**Prayer and Liturgy**
A prayer is offered at the beginning of every class period to recall the presence of God, and to ask for God's blessing upon the endeavors of both students and staff.

Training students to lead worship effectively is the privilege and responsibility of Campus Ministry. Frequent school-wide masses, special prayer services and other religious services are developed thematically by student leaders and are facilitated by as many as fifty student ministers. Campus Ministry prepares future Church leaders and affirms the presence of God in every human pursuit.

**Retreat Program**
The retreat program at St. Patrick-St Vincent Catholic High School is an integral part of the students' lives. All students are required to attend a one-day retreat each year. The goal of the retreat is to provide opportunities for students to grow in faith and encourage unity. Based on their readiness, all students are invited to attend optional overnight retreats for personal and communal spiritual growth. Through activities, talks, and small- and large-group discussions, retreat participants take a deeper look at their relationships with their own selves, others and God. Faculty and trained student leaders facilitate all retreats. All retreats are counted as class days.

Students attending an overnight retreat must meet with their teachers at least one week prior in order to receive any missed assignments, quizzes or tests. Students must have the teacher sign a verification form (available from the retreat coordinator), acknowledging that they met. This form must be returned to the Retreat Coordinator one week prior to attending a retreat. *Unfortunately, due to the Covid-19 pandemic, SPSV and the Diocese of Sacramento have placed many aspects of the retreat program on hold until further notice. St. Patrick-St. Vincent Catholic High School looks forward to continuing this tradition once the pandemic ends. Please know that Campus Ministry plans on offering many different types of safe, faith-based activities throughout the pandemic.*

**Optional Overnight Retreats**

*Alpha Retreat*

The Alpha Retreat is the first retreat in a series of three that students may attend while at SPSV. It focuses on the personal history of each student, the choices made each day that lead us to or away from God and others, and God's desire for them. Students share experiences and beliefs, participate in the Sacraments of Reconciliation and the Eucharist, and engage in many community-building activities. Student leaders facilitate the retreat in tandem with adult leaders. Student-led prayer is woven through the days and occurs throughout the retreat. The retreat is two days and one night and is open to freshmen and sophomore students.

*Christos Retreat*

The Christos Retreat is the second in our series of three retreats. It focuses on the student's maturing relationship with Christ. Though there are still plenty of ice breakers and community builders, there is much more individual reflection time and focus on scripture at Christos. Students can receive the Sacraments of Reconciliation and the Eucharist. Student leaders plan and facilitate all the activities and prayers; participants help plan the prayer services. Adult leaders are present in small groups to assist student leaders when necessary. The retreat is three days and two nights and is open to juniors.

*Kairos Retreat*

Kairos is a powerful three-day, two-night optional retreat open to seniors. *Kairos* is a Greek word that means the "right moment" or "opportune moment." Through talks, small group discussions, prayer, and reflection, participants are given time to explore God's presence in their everyday life by taking a deeper look at themselves and their relationships. Kairos is led by a group of recent graduates in the fall, and seniors in the spring, and are always supported by faculty and staff.

**Service Learning Program**

The goal of our service learning program at St. Patrick-St. Vincent Catholic High School is to develop and foster in our students a genuine desire to help others and become actively involved in building the Body of Christ. A call to service is a basic call from Jesus to all Christians; thus, service is a part of our curriculum and lifelong education.

The SPSV Service Learning Program is project-centered. Its goal is to expose students to different forms of ministry through service to others, giving the students an opportunity to find an area and need suited to their gifts and passions. The length of a project depends upon its type and complexity. There is a 25-hour minimum for juniors and seniors. Freshmen and sophomores are required to work two service events within the school year.

Each student must log their hours on the MobileServe app. MobileServe also requires users to complete a reflection activity through their religion class, or another appropriate class. The reflection process is vital to integrating this new experience in one's global perspective and achieving a high level of understanding and moral awareness. Failure to complete service requirements in a timely manner, including registration and reflection, can result in suspension from all student activities, including clubs, dances, athletics, and year-end activities (i.e. field day, prom). Per graduation requirements, SPSV will not issue a student a diploma issued until he or she satisfies all service requirements. Grade-level requirements can be found on the SPSV website.

*At the end of the COVID-19 pandemic, SPSV's administrative and campus ministry teams will announce when and how our service-learning programs will resume operations.*

# Chapter 7:
# Discipline

SPSV's disciplinary policies are designed to do the following:

1. Help our school remain a place where all students feel safe and respected.
2. Help our students focus on their academic, spiritual and social development.
3. Help our students learn to think and behave in ways that will benefit them in college and in their careers.
4. Help our students live in accordance with the values set forth in the Gospel and promoted by the Catholic Church.

### *Rules of Conduct*

Hazing, bullying and harassment have no place in the SPSV community. Engaging in hazing, bullying and/or harassment can result in significant discipline, ranging from suspension to expulsion.

**Hazing**
Any method of initiation, pastime or amusement engaged in with respect to any student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the institution, is prohibited. Students found to have hazed, or facilitated the hazing of, another student can be expelled.

**Bullying**
Bullying is an aggressive behavior or intent to harm, carried out repeatedly over time, and occurring within a relationship characterized by an imbalance of power. Bullying is unacceptable conduct that is deliberate, severe and repeated. Bullying occurs when an individual is subjected to treatment or to a school environment that is hostile, offensive or intimidating due to, but not limited to, an individual's race, religion, color, national origin, physical or mental ability or gender. Bullying can occur anytime during school, school-related activities, and outside the school and can be committed by students or parents.

The Diocese of Sacramento affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from bullying. SPSV will treat allegations of bullying seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Allegations that are substantiated may result in disciplinary action, up to and including expulsion.

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

*Verbal harassment*: Derogatory, demeaning, or inflammatory words, whether oral or written.

*Physical harassmen*t: Unwanted physical touching, contact, assault, deliberate impeding or blocking

movements, bullying or intimidating interference with normal work or movement.

*Visual harassment*: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, electronic or web content, or gestures.

*Sexual harassmen*t: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes but is not limited to, sexually demeaning comments, statements or jokes; suggestive or obscene letters, phone calls, e-mails or social media content (including social media sites, applications, texts, group texts or chats, direct messaging or instant messaging); deliberate, unlawful physical touching; leering, gestures, displays of sexually suggestive objects or pictures.

Any parent or student that is aware of any hazing, bullying or harassment in our community is expected to contact an administrator or counselor.

SPSV treats allegations of hazing, bullying and harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Allegations that are substantiated may result in disciplinary action, up to and including expulsion.

**Fighting**
Fighting is not allowed at SPSV. SPSV reserves the right to expel any student that participates in even a single fight, on or off campus.

**Play-Fighting**
Play-fighting (also known as slap-boxing) can quickly escalate into an actual fight and lead to serious injuries. Play-fighting is not tolerated at SPSV. Students found to have engaged in play-fighting can face suspension, disciplinary probation or expulsion.

**Public Displays of Affection**
Public displays of affection (PDA) are not allowed on campus. Suggestive bodily contact is not appropriate at a Catholic school. Students engaging in PDA can expect to receive the following consequences depending on the seriousness of their behavior: parent contact, detention or suspension.

**AirPods, Earphones, Headphones, and Related Technology**
These devices are becoming increasingly effective at reducing or canceling out noise, thereby diminishing student safety. AirPods, other earbuds, and headphones can only be used at break or lunch, unless faculty allow students to use them for an in-class activity.

Students are encouraged to use these at a reduced volume.

Any faculty or staff member can confiscate AirPods, other earbuds and headphones if students are not using them at appropriate times.

SPSV is not responsible for lost or stolen technology.

**Phones**
Phones cannot be visible during class periods, and must always be placed on silent. Students can use their cell phones between classes, as well as during break and lunch.

To contact your child during an emergency, please contact the main office at 707-644-4425, ext. 100. An administrator will connect you to your child.

**Smart Watches**
Teachers can ask students to remove smartwatches in any class at any time.

**Right to Confiscate**
Any member of the SPSV administration, faculty or staff can confiscate a student's school iPad or personal technology for suspected misuse.

Students can claim their technology at the dean of student's office after the last class of the day.

**Refusal to Surrender Technology**
Refusal to surrender technology is considered defiance, which is suspendable.

**Pranks**
Pranks of any kind--including senior pranks--will not be tolerated. Students who participate in pranks will face a variety of disciplinary measures ranging from suspension, not participating in graduation activities, monetary restitution to the school, expulsion, and criminal charges.

**Vandalism**
Students found to have vandalized any school property, whether physical or electronic, face significant discipline, including expulsion. Vandals can also face criminal charges and be required to pay for damages.

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

**Academic Integrity Policy**
As a Catholic school that seeks to reflect the values of the Gospel, St. Patrick–St. Vincent Catholic High School demands academic integrity, ethical conduct and honesty in all areas of school life--in and out of school. Students are expected to exhibit honor and integrity in both the academic and co-curricular aspects of school life. A student is expected to complete their assignments with honesty and integrity.

Academic dishonesty includes, but is not limited to, the following:

*Plagiarism*
Plagiarism is defined as the presentation of another person's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in traditional written work and sources taken from other written or electronic media.

*Cheating*
Cheating is defined as using unauthorized notes, materials or resources of any kind (electronic devices, looking at another paper, the help of another student, etc.) on any exam, quiz, paper or other assignment, including classwork or homework. Allowing another student to cheat from one's own work is also considered cheating. There is no distinction made between cheating on homework or exams and quizzes.

Students found to be academically dishonest face the following consequences:

*First Offense*
Grade of zero on the assignment, three detentions, conference with dean of students and parents.

*Second Offense*
Grade of zero on the assignment. Suspension from school and disciplinary probation. Forty-five-day exclusion from all extracurricular activities including, but not limited to, participation in SPSV athletic teams, retreats, music and theater productions. Students will only be allowed to participate in music or theater productions tied to course grades.

*Third Offense*
Grade of zero on the assignment. Administration reserves the right to expel the student from St. Patrick–St. Vincent Catholic High School.

All violations of the academic integrity policy are cumulative for the duration of a student's time at St. Patrick–St Vincent Catholic High School.

**Social Media Policy**
St. Patrick-St. Vincent Catholic High School recognizes the positive, connective power of social media (including but not limited to text messaging, group chats, social media sites or applications, and class management platforms). However, misuse and abuse of social media among adolescents negatively affects high schools across the country.

Students at St. Patrick-St. Vincent Catholic High School are expected to always use social media responsibly, and in the following general ways:

- Students will not use social media to haze, bully or harass others.
- Student behavior on social media should not require the immediate attention of their parents.
- Student behavior on social media cannot be a persistent or significant disruption of the classroom or campus activities.
- Student's behavior on social media cannot risk the reputation of the Catholic Church or our school, or hinder the advancement of the common good.
- Student behavior on social media cannot be, or easily become, dangerous.
- Students are not to produce, distribute or store any sexually explicit content in any of their social media.
- Student behavior cannot violate our school's acceptable use policy for technology.
- Students will not use social media to violate our school's academic integrity policy.

Students at St. Patrick-St. Vincent Catholic High School can face discipline for inappropriate use of social media, ranging from detention to expulsion. Expulsion can even occur as a result of a single instance of inappropriate social media use.

In any case of misuse of social media, the following actors can be disciplined:

a. Anyone involved in the production of the content.
b. Anyone involved in the posting or distribution of the content. Distribution includes but is not limited to traditional sharing (re-posting, re-tweeting, @-ing) and simply displaying the content on one's own devices for others to view.

Students are not allowed to hashtag or @tag "St. Patrick-St. Vincent Catholic High School," "SPSV," or "spsv" (or any variation thereof) on social media if the related content could paint our school or the Catholic church in a negative light. Students are also not allowed to use any of our logos or other identifying imagery on social media if the related content could paint our school or the Catholic church in a negative light.

St. Patrick-St. Vincent Catholic High School reserves the right to search all of our students' electronic devices (for example, school-issued iPads, as well as personal smartphones and laptops), for misuse and abuse of social media.

**Alcohol, Drugs and Tobacco**
No student may use, sell, possess, or otherwise be under the influence of any alcohol, illegal drug, or controlled substance on school grounds or at any school-sponsored activity, function, or event. Any student caught using, possessing, purchasing, selling, or under the influence of an illegal drug, controlled substance, or alcohol in the above circumstances will be immediately suspended, parents will be notified, law enforcement may be consulted, and the student may be asked to withdraw from the school or expelled.

This policy applies to marijuana and products containing tobacco, nicotine, THC and CBD, and to students in possession of drug contraband, including all types of vaporizers and related materials (wrappers of consumed edibles, pod refills, chargers, scales). If a student is not expelled for such an offense, she or he will be placed on automatic 45-day disciplinary probation. Failure to meet the terms of probation can result in expulsion.

In order to ensure a safe campus, the school employs the services of a canine detection consultant throughout the year. SPSV reserves the right to search any student, their personal belongings, electronic devices, lockers and cars, if a search canine and its handler detect any evidence of alcohol, drugs, tobacco or related contraband on the student.

Claims of third-party ownership of drugs, alcohol, nicotine or related products have no bearing on the consequence issued to students found in possession of such materials.

SPSV may also require either outside testing or on-site drug and/or alcohol testing of students at all times.

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

**Disciplinary Actions**

*Detention*
Detention is typically a consequence for isolated or occasional actions that cause minor to moderate disruptions in the classroom or on campus. The following are the most common causes for detentions. This list is not exhaustive:

1. Violating appearance code
2. Chewing gum
3. Using profanity anywhere on campus
4. Littering
5. Minor to moderate disruption of class activities, including talking in class after a teacher has asked the student to be quiet
6. Repeatedly failing to bring materials to class
7. Six and seventh cumulative tardies of the semester
8. Unauthorized use of an electronic device in class

*Detention Procedures*
Faculty and administrators can assign detentions. The detention is served with the staff member that has assigned the detention, unless otherwise noted. Detentions are 30 minutes long.

*Detention Duties*
Detentions may require some form of labor. Some students will work with our buildings and grounds staff. Others will assist our office staff, student activities department or campus ministry. The administration will not require students to perform any labor that is dangerous, beyond their physical abilities, or that requires extensive training.

*Postponing Detention*
Any student that wants to postpone a detention must make this request directly to assigning faculty or staff member.

Students should presume that they will need to attend their originally scheduled detentions until the administration informs them that their postponements have been approved. No students can postpone detention to attend a team practice or competition, or to attend performing arts rehearsal or performance.

*Failure to Report to Detention*
Students that fail to report to detention without receiving a postponement must serve their original detention and an additional detention.

*Suspension*
The administration typically suspends and/or places students on disciplinary probation for the following reasons:

1. The administration believes the student's behavior requires the immediate attention of the latter's parents.

2. The administration believes the student's behavior is, or could be, a persistent or significant disruption of the classroom or campus activities.
3. The administration believes the student's behavior could damage the reputation of the Catholic Church or our school, or hinders the advancement of the common good.
4. The administration believes the student's actions are, or could easily become, dangerous.

*Causes of Suspension*
The following list is not exhaustive:

1. Hazing, bullying or harassment
2. Facilitating hazing, bullying or harassment
3. Second violation of academic integrity policy
4. Persistent disruption of classroom activities or campus activities
5. Disrespect for teachers, staff or administrators
6. Persistent failure to serve detentions
7. Cutting class or unauthorized leaving campus without permission of parents or the attendance office
8. Persistent play-fighting, slap-boxing, horseplay or other physical contact that could lead to unintentional injury or an actual fight
9. Suspected use, sale, purchase or possession of a controlled substance, including but not limited to tobacco, nicotine, alcohol, marijuana, THC or CBD and their derivatives, or related contraband--on or off school grounds, or at school-sponsored events
10. Suspected nonviolent or violent criminal activity
11. Abusive, threatening, or demeaning language or behavior
12. Misuse of technology on or off campus
13. Failure to comply with the school's social media policy
14. Gambling

*Suspension Procedures*
The administration notifies parents that their student has been suspended. The administration also determines whether or not a suspension can be served on campus or off campus. Students cannot return to classes until they meet with the administration to discuss consequences for future behavior. The administration reserves the right to allow, or not allow, students to make up assignments missed while serving suspensions. Students who are suspended twice during their time at SPSV will be placed on disciplinary probation. SPSV also reserves the right to place a student on disciplinary probation as a result of his or her first suspension.

*Disciplinary Probation*
Disciplinary probation is a period of time intended to correct student behaviors that could lead to expulsion. The administration determines the length and terms of all probations. At the end of the school year, SPSV's administrative team will determine if a student that has served a disciplinary probation can return to our school the following year.

Students that fail to meet the terms of their probation can be expelled from SPSV. Any student found to have engaged in suspendable behavior during, or after completing, a disciplinary probation can also be expelled.

*Causes for Disciplinary Probation*
This list is not exhaustive:

1. Hazing, bullying or harassment
2. Facilitating hazing, bullying or harassment
3. Pranks
4. Second violation of academic integrity policy
5. Hitting, kicking, slapping or other physical contact intended to cause harm and/or injury
6. Fighting on or off school grounds
7. Suspected use, sale, purchase or possession of a controlled substance, including but not limited to tobacco, nicotine, alcohol, marijuana, THC or CBD and their derivatives, or related contraband--on or off school grounds, or at school- sponsored events
8. Suspected or actual non-violent or violent criminal activity on or off school grounds, or at school-sponsored events
9. Abusive or threatening language or behavior
10. Misuse of technology on or off campus
11. Vandalism (physical or electronic)
12. Serious disobedience, insubordination or disregard for authority
13. Language or behavior that is seriously immoral, profane, vulgar or obscene
14. Failure to comply with the school's social media policy
15. Gambling

*Disciplinary Probation Procedures*
The administration informs the student that he or she is on probation, and also contacts the parents. The administration determines the length and terms of the probation. The student, the parent(s) and the dean of students will sign a contract agreeing to the terms and length. Failure to meet the terms of the contract can result in expulsion.

*Advised Tasks*
To help prevent further disciplinary consequences, the administration can advise students and parents to complete relevant tasks. Such tasks include, but are not limited to, seeking individual or family counseling, pursuing a diagnosis for a potential learning disability, or a consultation with a medical professional. SPSV strongly urges all families to follow the administration's prescribed advice.

*Expulsion*
SPSV reserves the right to expel students for persistent or significant discipline issues, dangerous or threatening behavior, and activity that could damage the reputation of the Catholic Church or our school.

*Causes for Expulsion*
This list is not exhaustive:

1. Hazing, bullying or harassment
2. Facilitating hazing, bullying or harassment
3. Pranks
4. Serious disobedience, insubordination or disregard for authority
5. Language or behavior that is seriously immoral, profane, vulgar or obscene

6. Suspected use, sale, purchase or possession of a controlled substance, including but not limited to tobacco, nicotine, alcohol, marijuana, THC or CBD and their derivatives, or related contraband--on or off school grounds, or at school-sponsored events
7. Sales of any materials on school grounds without permission
8. Injury or harm to persons or property, or serious threat of the same
9. Physical contact such as slapping, hitting, kicking, etc.
10. Excessive truancy or tardies
11. Assault with, or possession of, an actual or imitation firearm or weapon, including pepper spray
12. Theft
13. Forgery
14. Gambling
15. Outrageous, scandalous or serious disruptive behavior
16. Conduct at school or elsewhere that could reflect adversely on the Catholic Church or school
17. Abuse of technology, on or off campus, including but not limited to tablets, phones, social media, or applications
18. Failure to meet the terms of academic or disciplinary probation
19. Third violation of academic integrity policy
20. Vandalism (physical or electronic)
21. Failure to comply with the school's social media policy

# Chapter 8:
# Attendance

The first class of the day begin at 8:30 a.m. In effort to prevent tardies to their first classes, and in order to reduce parking lot congestion, students are strongly encouraged to arrive at school by 8:15 a.m. The last classes of the day—with the exception of Leadership and some music classes—end at 3 p.m. At the end of the school day, students must be picked up in the lower lot. To reduce traffic congestion, parents should take a parking spot and wait for their students to walk to them.

SPSV provides supervision of students from 8:00 a.m. to 3:30 p.m.

**Tardy Policy**
Any student not in his or her assigned seat and ready to learn at the sound of the instruction bell (i.e., books, iPad or notebooks are out) is considered tardy. This policy applies to all classes throughout the school day.

Parents that cannot get their students to school at these times should make arrangements for a third party to do so.

Parents can also contact Mr. Delgado, our transportation director, about our bus and vanpool program at m.delgado@spsv.org.

The administration reserves the right to excuse tardies caused by significant weather delays, illnesses, medical or counseling appointments, family emergencies or college campus visits. Typical local traffic is not sufficient cause for having a tardy excused.

Any student who wants to have a tardy excused must have their parent email the dean within 24 hours of the late arrival in question (p.vogelpohl@spsv.org). In the email, the parent must explain the cause for their student's tardy. Emailing the dean this information does not guarantee that the tardy in question will be waived.

Students who arrive more than ten minutes late to the first period of the day must check in with the attendance office before going to class. All late arrivals to first period are considered tardies, even when students check in with the attendance office.

**Reporting Late Arrivals and Early Dismissals**
Parents must call SPSV's attendance line (707.644.4425, ext. 198) to report their student's late arrival. Parents should also report early dismissals no later than 8:30 a.m. the same day.

Parents can also email Ms. Gamba, our front office manager, at c.gamba@spsv.org to notify SPSV that their student(s) will be late to school.

A student that arrives more than ten minutes late to the first class of the day must report to the attendance office to obtain a permit slip, which must then be turned into the instructor. A student that is less than ten minutes late to their first class must go straight to their classroom.

These tardy penalties are assessed *every semester*:

- Unexcused tardies 6 and 7: Detention.
- Upon their eighth cumulative unexcused tardy in any semester, students will be placed on an attendance contract. Failure to meet the terms of the contract can result in significant discipline, including event exclusion, suspension and disciplinary probation.

Parents can always review their students' tardy totals on PowerSchool.

**Event Exclusion**
Students with excessive tardies are subject to exclusion from specific student activities or events, including but not limited to homecoming events, dances, prom, SPSV sports practices and competitions, as well as SPSV theater and music rehearsals and performances. Students cannot be excluded from events tied directly to course grades.

**Absence Policy**
Absences caused by court appearances; illnesses certified by parents, doctors, dentists, physician assistants, nurse practitioners; medical or dental appointments; and deaths in the family can be excused. The administration also has the right to excuse absences caused by extraordinary circumstances.

Parents or guardians must excuse all of their students' absences by calling the attendance office (707.644.4425, ext. 198). Parents can also email Ms. Gamba front office manager, at c.gamba@spsv.org, or bring a hand-written note to the attendance office. Please include the student's full name and the cause for his or her absence.

Absences not cleared by parents or guardians within three school days are considered truancies.

**Excessive Absences**
Students who are absent from a particular class (whether excused or unexcused) for more than 20% of the class meetings may receive no credit for the semester and will need to remediate this course according to the policies stated in this handbook. The determination to award credits or not is made by the administration in consultation with the student, parents, counselor, and the student's teachers. This policy remains in effect during distance learning, as well.

Students with extended illnesses or disabilities may be asked to withdraw from SPSV, and invited to re-apply after the student returns to good standing.

Students with three truancies in any class per semester cannot participate in SPSV team sports or other extracurricular activities for two weeks. The only exceptions are for Christian service, music or theater productions tied to course grades.

Students with four truancies in any class per semester cannot participate in or attend SPSV team sports or other extracurricular activities for one semester, including prom and other dances. The only exceptions are for Christian service and music or theater productions tied to course grades. ASB officers, class officers, Campus Ministry leadership and Link Crew leaders are removed from their positions after accruing four unexcused absences in a semester.

Per California education code, students with three truancies can be reported to the Solano County District

Attorney's office.

**Absences and Late Work**
Upon returning from a short absence (up to three school days), students must initiate contact with each teacher in order to identify missing work and due dates. Any student that will be absent for an extended length of time (four or more school days) due to an illness cleared by the administration should coordinate the completion of all missing assignments with their counselor's assistance.

**Pre-Excused Absences**
Students who know they will have an excused absence (i.e., college visit or programmatic or service absences) must complete a pre-excused absence form as soon as possible. This form is available in our main office.

**Late Work Due to Vacation or Other Unexcused Absences**
Teachers are not required to prepare homework or other materials for students that will miss class due to vacation, suspension or other unexcused absences.

**Early Dismissal**
Medical and dental appointments should be made outside of school hours. If this is not possible, please attempt to vary the times of medical, dental or orthodontic appointments to avoid missing the same classes consistently.

A student requesting early dismissal must submit a note from his or her parents stating the cause and the time for the dismissal to the main office. Please submit this note at least ten minutes before the first period of the school day.

Before arriving on campus, parents must call the main office to arrange for the early release of students.

**Leaving Campus**
Unless classes have been dismissed for the day, or unless their parents have released them early, no student is allowed off campus once they arrive on campus for the school day (including early arrivals for athletic practices, rehearsals, or liturgical duties). Students that fail to follow this rule can face significant discipline, ranging from suspension to expulsion.

**Leaving Campus During the School Day Without an Early Dismissal**
In an effort to maintain the safety of all students, only school administrators or their designee may approve a student leaving school during regular school hours, and only with the knowledge and permission of the student's parents. Students approved to leave campus early must check out through the main office. Failure to follow these safety precautions will be considered a cut and will result in disciplinary measures. Should a student become too ill to remain in class, or have other problems that make it urgent to leave school, he or she must report to the main office so that parents can be contacted and arrangements can be made to go home. Students must call home from the front office.

**School Day Boundaries**
St. Patrick-St. Vincent Catholic High School is a closed campus. Students are allowed in the following parts of campus before, between and after classes:

- Msgr. Kirby Amphitheatre

- Quad in front of the cafeteria
- Senior Lair
- Restrooms

Students are allowed in the following areas only under teacher/staff supervision:

- All classrooms and learning areas
- Athletic locker rooms, athletic trainer's room, gym and weight room
- Offices
- Campus garden
- Outdoor amphitheater
- Athletic fields and bleachers
- Gibson Building
- Second floor of the Old Building
- Fire road between the Old Building and residence

The following areas are out of bounds during lunch:

- Athletic locker rooms and weight room
- Trainer's room (unless supervised by trainer)
- Fire road between the Old Building and residence

The following areas are out of bounds for students during the school day:

- All parking lots
- Faculty room
- The road behind the maintenance building and weight room

**Attendance and School Activities**
A student must attend four class periods during the day an activity is taking place if he or she wishes to participate. This policy applies to all absences (including those medically excused). Funerals or mandated court appearances are exceptions to this policy.

**Off-Campus Activities**
Students will not be allowed to participate in off-campus activities without a signed official school permission slip. Telephone calls will not be accepted in lieu of permission slips. Faxed permission slips are acceptable (707-644-3107, attention Attendance Office).

**Visitors on Campus**
All visitors must sign in at the office during school hours, wear a visitor pass, wear a cloth face covering and maintain six feet of social distance at all times. Failure to do so can result in the visitor's immediate removal from campus. Students from other schools are not permitted on campus or in the parking lot during the school day without express permission from the administration.

**Messages and Deliveries for Students**
During the pandemic, or until further notice, SPSV will only allow medication and medical equipment to be

delivered for students during the school day.

SPSV will not accept food deliveries from PostMates, UberEats, similar delivery services, restaurants, friends or family members.

SPSV can ensure that a student in need receives a snack and/or lunch. The cost of these meals will be billed to the parents.

Also, parents, family members and friends of students are not allowed to bring students class materials, sports equipment or other school-related materials to school.

**Visiting Other Schools**
SPSV students are not permitted on the campus of another school without the express permission of that school's administration. Also, students from other schools are not allowed on our campus without our administration’s permission.

# Chapter 9:
# Appearance Code

Parents and guardians must ensure that their students arrive properly dressed and groomed for school and school-sponsored events. Students are expected to adhere to the dress code throughout the school day and at school-sponsored events. All clothes must be clean, neat, worn appropriately and fit the student's body. Undergarments can never be visible.

Students that arrive to campus out of appearance code will contact their parents in the office and have them bring appropriate clothes to school. Students can be prohibited from returning to class until they are in compliance with the appearance code.

Parents and guardians who send their children to St. Patrick-St. Vincent Catholic High School accept the judgment of the administration as final in matters of dress and appearance at school and at school-sponsored activities.

**Regular Dress Guidelines**

*Cloth Face Coverings*

Until further notice, all students must wear cloth face covering at all times, from the time they arrive to campus, to the time they leave. Please see CDC guidelines for more information. Face coverings must also comply with free-dress guidelines. Face coverings must not display alcohol, drug, tobacco products, obscenity, sexual references, or in any way cause disruption to the learning environment.

*Polos*

All students must wear a SPSV school uniform polo (forest green or white) at all times.

*Undershirts*

Students can wear short-sleeve or long-sleeve undershirts beneath their polos. Undershirts must be solid black, white or forest green. Undershirts cannot have any visible logos, lettering or designs.

*Outerwear*
Students can wear the following over their polos:

- School-issued uniform green hoodie with cross logo
- School-issued forest green, quarter-zip sweaters
- School-issued, white quarter-zip sweaters
- School-issued grey, v-neck uniform sweaters
- SPSV letterman jackets, school-issued jackets and school-issued windbreakers
- Jackets made with all-weather fabrics. Jackets can be with or without hoods in the following solid colors: black, white or forest green. No piping, stripes or embellishments of another color. Logos should be 2" x 2" or smaller.

*Polos and/or approved outerwear must be visible at all times.*

*Hats*
In addition to school-issued hats, students can wear hats that are solid black, white or forest green with no logos.

*Pants, Shorts and Skirts*
Students must wear flat-front or pleated uniform pants (no denim), in either khaki or black. Or, students must wear flat-front or pleated uniform shorts (no denim), also either in khaki or black. Parents and students can buy such pants or shorts from any retailer or brand. Skirts must be ordered through Dennis Uniform and follow the SPSV plaid. (dennisuniform.com; school code NDDSPV)

No khaki or black uniform pants or shorts with metal rivets or studs.

No cargo pants or shorts.

No denim pants or shorts.

Shorts must not fall higher than the top of the knee.

Skirts can be worn with solid black tights. Skirts must not fall higher than the top of the knee.

No jeggings or leggings. No jogger-style pants.

*Shoes and Boots*
Shoes and boots must be closed-toe, closed-back, flat, and hard soled. No moccasins, slides, slippers or slipper-like shoes.

*AirPods, Other Earbuds and Headphones*
These devices are becoming increasingly effective at reducing or canceling out noise, thereby diminishing student safety. AirPods, other earbuds, and headphones can only be used at break or lunch, unless faculty allow students to use them for an in-class activity.

Students are encouraged to use these at a reduced volume.

Any faculty or staff member can confiscate AirPods, other earbuds and headphones if students are not using them at appropriate times.

SPSV is not responsible for lost or stolen technology.

*Smart Watches*
Teachers can ask students to remove smart watches before, during, or after any test, quiz or other assignment.

*Grooming and Accessories*
Neat, clean, well-trimmed hair must be out of the face and eyes. Boys' hair must be off their collars. Students can have a simple, single part shaved into their hair. Students can have modest highlights of natural colors.

Sideburns, beards, goatees, mustaches must be well-groomed.

No designs shaved into students' heads. No lines shaved around students' heads.

No lines shaved into eyebrows.

Simple, appropriate jewelry (bracelet, cross, etc.) is acceptable.

Rosary beads are not to be worn as jewelry.

Moderate make-up is allowed.

To ensure student safety, only simple stud or post earrings (no more than three per ear). Hoop earrings can be no more than an inch in diameter.

No nose, facial or body piercings, spacers or gauges.

No visible tattoos during the school day or at school-sponsored activities including but not limited to athletic contests, dances, prom, baccalaureate or graduation.

**Game Day Dress Code for Athletes**
Game day attire during school hours will meet or exceed dress code. Athletes may wear team jerseys or school uniform shirts with school uniform bottoms. Before game days, coaches will announce to players what they are to wear from the waist up. All student athletes are expected to dress as instructed.

**Casual Dress Guidelines**
Guidelines will be announced prior to an event with casual dress codes. The following clothing is never permitted at school-sponsored events:

1. Clothing that displays alcohol, drug, tobacco products, obscenity and/or sexual references
2. Pajamas
3. Blankets used as clothing
4. Halter tops
5. Crop tops

6. Tank tops
7. Sleeveless tops
8. Yoga pants, athletic tights, or traditional tights
9. Ripped or torn clothing
10. Sun dresses
11. Bicycle shorts and other short shorts
12. Miniskirts and mini-dresses
13. Short skirts with slits
14. Flip flops
15. Slip-ons (or “slides”)
16. Sandals

Unless otherwise noted, students can wear cargo pants, cargo shorts, sweats, jogger pants and Crocs on casual dress days.

**Bruinwear Day Dress Guidelines**
All students can wear school-issued or school-sponsored Bruinwear t-shirts, crewnecks or sweatshirts of their choice. In addition to blue or black jeans with no rips or holes, students can also wear jogger pants and Crocs.

# Chapter 10:
# Student Life

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

**Dances**
St. Patrick-St. Vincent Catholic High School sponsors closed dances, limiting attendance to students of the school who are admitted by SPSV student ID card, and guests who have completed guest bid forms. Each student is allowed one guest. Public displays of affection, including suggestive dancing, are not tolerated.

All students must show student ID cards in order to be admitted. No ticket sales at the door.

Guest bid forms are available two weeks prior to a scheduled dance from the student activities director. Completed guest bid forms are due to the student activities director on the Tuesday prior to the scheduled dance. All guest bids must be approved by an SPSV administrator or designee. Our administration and designees reserve the right to reject bids, or rescind bids, for any reason.

Every student who invites a guest is responsible for informing the guest about the dance dress code and related regulations. The dress code will be published prior to each dance and posted in every advisory.

Each guest must have completed a guest bid form, have purchased a guest pass, and be escorted into the dance by the SPSV student.

In order to be admitted to a dance, students must attend at least four class periods on the day of the

dance (For dances on Saturday, students must attend at least four class periods on the Friday before the dance).

On-campus dances last from 7:00-10:00 p.m. Students should not leave the dance early except to go home. Once students have left the dance, they may not return. Students leaving before 9:15 p.m. must sign out; chaperones will also confirm with parents that their children are allowed to leave the dance early. Students coming to the dance more than one hour after it begins will not be admitted and parents will be notified. Parents are expected to see that their student is picked up promptly at 10:00 pm.

No drinking, smoking or vaping or drugs are allowed at school dances. Anyone identified as under the influence of alcohol or drugs will be refused admittance and parents will be contacted. If SPSV administration, faculty, or staff identify a student as under the influence of alcohol or drugs after the dance has started, SPSV will contact the student's parents and ask them to take their child home.

All students are subject to Breathalyzer testing, as well as search by SPSV's contracted safety dog and handler.

Students not in good academic or disciplinary standing will not be permitted to purchase dance tickets. This includes but is not limited to students on academic probation, disciplinary probation, students that are suspended, and students with excessive tardies or unexcused absences.

Disregard of school policy related to dances can lead to significant disciplinary measures.

**Expectations of Student Leaders**
All students elected or appointed to a leadership position as an ASB officer, class officer, campus ministry leader or Link Crew member sign, and must meet the standards set forth, in the "Student Leadership Contract." Key terms include but are not limited to the following:

- Attending all meetings or events as required by their position
- Notifying their coordinator or moderator if he or she cannot attend any meeting or event
- Understanding that more than three unexcused absences to required meetings can be cause for leadership probation and a meeting with parents. A member of administration reserves the right to attend those meetings. Possible probationary consequences range from event exclusion to the removal from the student leadership position in question.
- Maintaining a minimum cumulative 2.5 GPA at the end of Quarter 1, Semester 1, Quarter 3, and Semester 2. Students who do not make the minimum cumulative 2.5 GPA will be removed from his or her leadership position for the following grading period and can reapply to return at the end of that quarter.
- Representing St. Patrick-St. Vincent Catholic High School and its Catholic Identity positively—in and out of school, on and offline

Parents can review the rest of the guidelines in their child's copy of the "Student Leadership Contract."

**Clubs and Organizations**
For a complete list of clubs, please visit spsv.org.

*Link Crew*
Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout their first year at SPSV. Built on the belief that students can help students succeed, this national high school transition program (started by the Boomerang Project) trains mentors from the junior and senior classes to be Link Crew Leaders. Link Crew Leaders guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success.

*California Scholarship Federation*
Membership is by voluntary application each semester beginning spring semester of grade 10. Acceptance is determined by grades. Service to the school community is required to maintain membership. Freshmen may join as associate members starting in the spring semester.

*National Honor Society*
Faculty members select members of the National Honor Society on the basis of academic performance, character, service and demonstrated leadership. NHS is also a service organization. As such, members are required to participate in community service projects.

*National Art Honor Society*
This national organization inducts students that meet its established criteria annually.

*Tri-M Music Society*
To be a member of this society, which is sponsored by the National Association for Music Education, a student must participate in a choral, orchestral or band program for at least two years. Applicants must also have at least an average grade of B in their music classes, be of good character, foster interest in musical performance, and encourage greater opportunities for music and service in our school and community.

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

**Transportation to School**

*Bicycles*
Students who ride bicycles to school must lock them in bike racks provided near the main office.

*Skateboards, Scooters and Hoverboards*
These items are not allowed on campus.

*Cars*
Students are not permitted to go to their cars during the school day. Exhibition of speed is not permitted. Cars may be subject to search for weapons, drugs, alcohol, and other contraband. Abuse of parking lot privileges may lead to disciplinary measures including suspension of parking privileges.

**Parking**
Parking spaces may be rented for the school year for a fee of $40. The administration assigns spaces. Parking in an unassigned place can lead to detention and the loss of parking privileges. Parking permits

must be displayed. Parking is limited and available on the basis of first come, first served.

**Deliveries**
To reduce the potential COVID-19 exposure of our front-office staff, SPSV will only allow medication and medical devices (inhalers, crutches, etc.) to be delivered for students during the school day.
SPSV will not accept food deliveries from PostMates, UberEats, similar delivery services, restaurants, friends or family members.

SPSV can ensure that a student in need receives a snack and/or lunch. The cost of these meals will be billed to the parents.

Also, parents, family members and friends are not allowed to deliver students any class materials, sports equipment or other school-related materials.

**Lockers**
Lockers are school property loaned to the students for their convenience during the school year. Students are required to keep lockers locked. Only SPSV locks are allowed. Locks must be purchased at the bookstore. Students must keep lockers clean and orderly. No writing or stickers may be put inside or outside lockers. Failure to keep lockers locked can result in detention. School administrators may open student lockers. The dean's office assigns lockers.

*To help students maintain social distancing during the pandemic, SPSV will not issue students lockers until further notice.*

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

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

*Circulation*
- Most library materials can be checked out for a 3-week period. They can be renewed twice. (Some exceptions include reference material and teacher material placed on reserve.)
- Students are permitted to check out as many items as needed
- Student ID cards serve as the library card and must be used to check out books
- The library will discontinue lending out additional materials one week prior to final exams for the spring semester

*Fines*
- Fines accumulate for each school day library materials are overdue. Once an item is returned or renewed, fines stop accruing.
- Overdue regularly circulated materials incur a 25-cent per-day fine

- Teacher reserve materials may be subject to larger fines
- Lost or damaged materials are charged at the replacement cost
- Library staff will email students when items are one week and two weeks overdue
- Library staff will send three-weeks overdue notices to the students' advisories and email notices to parents
- Upon sending a fourth notice for overdue materials or unpaid fines, the student will lose further borrowing privileges until the issue is resolved. These students will also serve detention.

*Expected Behavior*
All school rules and expectations apply in the library. Furthermore, the library is primarily a space for reading, school work and research. Therefore, students must behave in a manner appropriate for these activities and respectful to others who are using the library. The following expectations apply:

- Enter the library quietly
- Quickly find a seat at a table or computer
- Follow all social distancing guidelines
- Respect your classmates who are using the library by following the library's inside voice policy.
- If verbal communication is absolutely necessary, speak in an inside voice with others. This means quietly talking is allowed with those at your immediate table. Raising of one's voice, loudly laughing or speaking across the room is grounds for removal from the library for the day.
- Lunch time behavior: Students will be given one warning for their behavior in the library at lunch. After one warning, they will be asked to leave for the day. A second behavioral infraction and the student will lose library privileges at lunch for the week. A third behavioral infraction will result in administrative discipline.
- Students are allowed to drink water at the tables, but no other food or drink is allowed
- Students are not allowed to have water near any library technology

**Student Life Fundraising**
All St. Patrick–St. Vincent fundraising activities which in any way solicit funds for the school must be approved by the director of development before any formal plans begin.

The director of student activities must first approve any internal fundraising (i.e., student/on campus), before being presented to the Director of Development for final approval.

The purpose of this policy is to ensure our fundraising activities do not unnecessarily burden our supporters, or reduce the chances for the success of other events.

## *Chapter 11:*
## *Athletics*

St. Patrick-St. Vincent Catholic High School offers California Interscholastic Federation (CIF) athletic programs as a member of the Tri-County Athletic League (TCAL) in the North Coast Section (NCS) for both young men and women. All students are encouraged to participate in our athletic programs.

To be eligible to participate in interscholastic sports, all athletes must maintain a 2.0 grade point average during their season of sport, as well as in the previous grading period. Any student who transfers into any grade is not eligible to participate in a game or scrimmage until all NCS transfer eligibility paperwork has been approved by the NCS office. Please contact the athletic director for eligibility paperwork prior to the first day of enrollment.

School standards of respect and conduct apply at all times. Athletes represent the school and will be held accountable for their actions at home and away from campus.

The athletic director reserves the right to remove students from play at any point.

Each athlete must submit the following to the athletic director's office before participating in tryouts or practices:

- Completed parent permission and medical emergency form

- A current physical examination completed and signed by a board certified M.D., D.O. or nurse practitioner. Physicals performed by chiropractors are not permissible. Athletic physicals expire after one calendar year.
- Signed student code of conduct
- Signed parent code of conduct
- Signed NCS ejection policy
- Signed CIF steroid policy form
- Fee of $200 for first sport
- Fee of $200 for second sport (registration for a student's third sport is free).

These forms and other information are available on the SPSV website (SPSV.org). All forms must be turned in prior to the first day of participation, listed below.

Fall: August 10, 2020
- Football (JV/Varsity)
- Girls Volleyball (F/JV/Varsity)
- Coed Cross Country (JV/Varsity)
- Girls Golf (Varsity)
- Girls Tennis (Varsity)
- Boys Water polo (JV/Varsity)
- Girls Water polo (JV/Varsity)
- Coed Cheer squad (JV/Varsity)

Winter: November 2, 2020
- Boys Basketball (F/JV/Varsity)
- Girls Basketball (F/JV/Varsity)
- Boys Soccer (Varsity)
- Girls Soccer (Varsity)
- Coed Cheer squad (JV/Varsity)

Winter: November 9, 2019
- Coed Wrestling (JV/Varsity)

Spring: February 8, 2020
- Baseball (JV/Varsity)
- Boys Golf (Varsity)
- Softball (Varsity)
- Coed Swimming (JV/Varsity)
- Boys Tennis (Varsity)
- Coed Track and Field (JV/Varsity)
- Boys Volleyball (F/JV/Varsity)

**SPSV Athletic Department Expectations**
To participate in any competition, students must attend at least four classes on the day of the athletic event. If the competition is on a Saturday, students must attend at least four classes on the Friday before the competition.

- Remember your first responsibilities are your academic pursuits and families. Your next responsibility is toward your athletic team.
- Our student athletes are expected to treat all teammates, classmates, faculty and staff with kindness.
- Our student athletes must follow all CIF, NCS and TCAL rules and regulations.
- All athletes must maintain a minimum 2.0 GPA.
- Student athletes cannot attend practice, compete, or attend competitions while suspended or on disciplinary probation.
- Game day attire during school hours will meet or exceed dress code. Athletes may wear team jerseys or uniform shirts with uniforms bottoms. Before game days, coaches will announce to players what they are to wear from the waist up. All student athletes are expected to dress as instructed.
- Student athletes must be on time for all classes and team meetings.
- Student athletes are not allowed to use any controlled substance, alcohol or tobacco products. Use may result in dismissal from the team and expulsion from SPSV.
- Student athletes must control their emotions during athletic competition. They do not argue with officials or members of opposing teams. Unsportsmanlike conduct can result in suspension from participation and dismissal from the team. Fighting can result in expulsion from SPSV.
- Student athletes are expected to respect their sport by giving strong effort, learning technique and being good teammates.
- Student athletes found to have engaged in hazing, bullying and harassment are subject to discipline—ranging from suspension from school, to suspension from athletics, to expulsion.
- Student athletes will follow all other rules set forth in the *Parent-Student Handbook*, as well as any other rules determined by their coaches, the athletic trainer and the athletic director.
- All St. Patrick-St. Vincent Catholic High School students and parents are expected to behave in accordance with the SPSV Sportsmanship Form distributed by the athletic director at the beginning of every season. Students that fail to meet the expectations of this document can face significant disciplinary action ranging from suspension to expulsion. Parents that fail to meet the expectations of this clause can be required to withdraw their students from SPSV.

**Academic Monitoring**

Midway through each academic quarter, the athletic director reviews the grade point averages and individual grades of all active student athletes. Any active student athlete with less than a 2.0 GPA, or with at least one F, will have two weeks to raise their GPA to 2.0 or above and raise all grades of F to a D or higher. Any athlete who fails to do so within 10 school days of the initial grade review are ineligible for practices, scrimmages and competitions until their GPA is at least a 2.0 with no F's.

**Athletic Grievance Policy**

SPSV supports its coaches' decisions on playing time and game strategy. In virtually every grievance regarding playing time or strategy, the coach's decision is final. Students or parents with other causes for grievances must follow the procedure listed below:

1. SPSV does not respond to complaints, or participate in discussions, related to playing time.
2. With regard to performance-related concerns, the student athlete must discuss any issue with the coach before parents become involved. The coach should never be contacted at home. Also, a coach should never, under any circumstances, be contacted right before or right after a contest.

3. If a grievance still exists after the first step in the process, the student athlete and his/her parents may schedule a meeting with the coaching staff. All parties must be present for this meeting to ensure clear and appropriate communication.
4. If a grievance remains unresolved after steps 1, 2 and 3, the student athlete and/or family may contact the athletic director to schedule a meeting.

**Locker Room Supervision**
A coach, administrator, or an administrator's designee must be in a supervisory location in gender-appropriate locker rooms while students are dressing before or after a practice or competition. Students found in unsupervised locker rooms are subject to discipline, ranging from detention to expulsion.

**Athletic Trainer**
Athletic training encompasses the prevention, examination, diagnosis, treatment and rehabilitation of emergent, acute or chronic injuries and medical conditions.

Our athletic trainer's primary responsibilities are as follows:

1. Provides athletic training services for all home athletic contests on campus. (If a conflict arises between an away football game and a home game for any other sport, our trainer will attend a football game, as football games present the most frequent and consistent risks for severe injuries.)
2. Communicates with parents directly, by phone or email, regarding their children's injuries. If a student athlete's injury is severe or a doctor referral is necessary, the trainer will contact parents. If an injury is mild and no referral is necessary, the athletic trainer will give the student athlete injury management instructions. The athletic trainer does not contact parents regarding a student athlete's minor injury, or after administering first aid. It is the responsibility of the student athlete to relay that information to their parent or guardian.
3. Provides coaches with injury reports on any status changes for student athletes.
4. Provide the coaches and athletic director with a list or report of athletes medically eligible to compete.
5. Maintain accurate records of injuries and treatments provided.
6. Assists athletic director is the development of a budget for the athletic training program.

**Signatures for Physicals**
The athletic trainer legally cannot, and will not, sign off on student athlete physicals.

**Maintenance and Distribution of Medications**
The athletic trainer only maintains medications for student athletes with severe allergies, asthma and diabetes. At the beginning of every sports season in which the student athlete will participate, he or she and their parents must meet with the athletic trainer to review medication maintenance and distribution protocols.

**Medical Clearances to Resume Participation**
A student athlete who receives medical treatment from a doctor or healthcare professional must have a written clearance from a licensed medical doctor (MD or DO), a licensed physician assistant, or a licensed nurse practitioner to resume athletic participation. Chiropractors cannot provide medical clearances.

All clearances must be submitted to the athletic trainer before a student athlete can resume participation.

**Drop-In Treatments Not Allowed**
Student athletes are not allowed to "drop" into the athletic trainer's office for treatment. The athletic trainer's office is closed to students before school, during class and between classes. Our athletic trainer only provides treatment at lunch or after school. *Student athletes that skip or leave class in effort class to seek treatment can be suspended for cutting class.*

**Trainer Contact Information**
Please contact Mrs. Trina Santos at t.santos@spsv.org.

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

**Concussion Guidelines**
Every other year, student athletes take a concussion baseline test. SPSV uses the same computerized cognitive evaluation program (Impact) that is used at most medical facilities. If an athlete is diagnosed with a concussion, he or she will be instructed to repeat this test as a final clearance before allowed to return to play.

When a student athlete is experiencing concussion symptoms, he or she is removed immediately from competition and evaluated by the athletic trainer. Parents are contacted immediately after the evaluation is completed. If the student athlete's symptoms are mild, the trainer provides specific instructions with a list of the athlete's symptoms. The trainer or their designee calls 911 if the athlete loses consciousness or has an altered conscious state.

The student athlete will not be able to return to play without proper medical clearance by a registered M.D., D.O., physician assistant or nurse practitioner. The minimum time out for a concussion diagnosis is one week. The athletic trainer and coaching staff will follow the medical professional's guidelines for return to play.

**Traditional Graduated Return-to-Play Process and Protocol (RTP)**

*Baseline: No symptoms*
As the baseline step of the return-to-play progression, the athlete needs to have completed physical and cognitive rest and not be experiencing concussion symptoms for a minimum of 24 hours.

*Step 1: Light aerobic activity*
Goal: Only to increase an athlete's heart rate
Duration: 15-20 minutes, depending on student's level of fitness

Activities: Exercise bike, walking, or light jogging. Absolutely no weight lifting, jumping or running.

*Step 2: Moderate activity*
Goal: Limited body and head movement
Duration: Reduced from typical routine (20–30 min)

Activities: Moderate jogging, brief running, moderate-intensity stationary biking, and moderate-intensity weightlifting

*Step 3: Moderate, non-contact activity*
Goal: More intense but non-contact
Duration: Close to typical sport-specific training activity

Activities: Running, high-intensity stationary biking, the player's regular weightlifting routine, and non-contact sport-specific drills. This stage may add some cognitive component to practice in addition to the aerobic and movement components introduced in Steps 1 and 2.

*Step 4: Partial practice, non-contact*
Goal: Reintegration into practice (more than half practice time with no contact)

*Step 5: Full practice, non-contact*
Goal: Full practice without contact

The trainer will monitor the student athlete every day during this process. If the athlete passes each day without symptoms, then they will progress to the next step.

If the athlete begins to experience symptoms on any of the days, the athlete will need to continue to rest until symptoms subside.

# Chapter 12:
# Admissions, Tuition and Financial Aid

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

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

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

All applicants and their parents or guardians are required to participate in an interview with a member of the admissions team. The acceptance of some applicants may depend upon enrollment in our Academic Edge Program. This program is designed to closely monitor students academically through the use of a comprehensive, multifaceted approach involving students, parents, teachers and counselors to promote academic success.

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

Students who attend SPSV, withdraw, and then wish to return to SPSV must complete the admissions process. Students seeking readmission to SPSV will be evaluated on a case-by-case basis.

**Statement of Acceptance and Good Standing**
A student considered to be in "good standing" is one who has not become subject to dismissal for academic reasons; one whose record of conduct is satisfactory; and one whose parents have met all financial obligations to the school or made satisfactory arrangements for their discharge with the business manager.

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

Per the Catholic School Department of the Diocese of Sacramento, California, parents, grandparents, guardians, etc., whose school-related conduct, in the eyes of the principal, does not support the development of "an environment permeated with the Gospel spirit of love and freedom" may be asked to withdraw their children from the Catholic school. (DSB 5700).

**Tuition and Fees**
First Student: $15,995.00
Sibling(s): $15,395.00 per sibling

*Tuition Payment Method*
Tuition must be paid by one of the following:
1. Annual Payment: due by August 1.
2. Semi-annual payments: First payment due by August 1. Second payment by January 1.
3. Quarterly payments: via FACTS, payments due July, October, January and April.
4. Monthly payments: via FACTS, 10 or 11 months. Starting in either May or June for 11 months, or June or July for 10 months.

*FACTS Management Company*
Families selecting either the quarterly or the monthly option are required to affiliate with FACTS Management Company. FACTS provides for electronic fund transfers from either a checking or savings account. Your FACTS Agreement is set up when registering.

*Fees*
Registration fee for new students: $600.00

Registration for for returning students if paid by April 15, 2021: $600.00

Registration for returning students if paid after April 15, 2021: $700.00

The registration fee is non-refundable and charged to every student each year. This fee reserves a space for the student, funds the associated student body, and helps cover a portion of the cost of processing the student's registration.

*Graduation Fee*: $165.00. Due at registration and charged only to seniors, this fee helps cover a portion of the cost of senior presentation and commencement ceremonies.

*iPad Program*: $295.00. Due at walk-through registration. The school will provide an iPad and technology services. The fee covers the rental of an iPad; AppleCare for three years; technology services; and, with the payment of a deductible fee, repairs and the replacement of a lost or stolen iPad. All students are required to participate in the school iPad program. *If you are new to SPSV, please do not purchase an iPad for use at the school.*

*Additional Fees & Charges: Due at Walk-through Registration*
- Advanced Placement, per class: $95.00
- Art Supplies: $50.00
- Athletic Fee, Fall: $200.00
- Books (estimate): $200.00-$350.00

- Parking Permit: $40.00
- Student Transportation: Information flyer will be in summer mailing

*Miscellaneous Fees*
- Grad Night (Seniors only): TBA
- Retreats: $125.00-$200.00

Fees and charges for additional activities not identified above may also be incurred.

**Tuition Assistance and Financial Policies**
The Diocese of Sacramento and St. Patrick-St. Vincent Catholic High School provide tuition assistance for families who qualify. Tuition assistance allows the school to assist students who might otherwise be unable to attend. To qualify for assistance, a family must demonstrate need. To be considered for assistance, a family must submit an application to TADS, which assesses the application and advises the school. Families must reapply each year, between November 1 and January 31.

**Full and Timely Payment of Tuition and Fees**
As part of your commitment to enrolling your child at SPSV, all tuition and fees must be paid in full and on time.

**Related Late Exams**
Students who do not take their exams at the designated time due to outstanding financial obligations will be permitted to take them at a later date when financial obligations have been reconciled. It is in the best interest of students that they complete exams within two weeks of the end of the semester. If a student misses an exam for any reason, the exam may be made up at a later date. Students may not take exams in advance.

**Tuition Refund Policy**
Tuition Refund Policy Tuition obligations for students withdrawing after August are indicated below. Registrations and application fees are not refundable. A family whose student is expelled or asked to withdraw from SPSV either for disciplinary or academic reasons will be held responsible for all tuition and fees owed to the date of dismissal/withdrawal.

| *Withdrawn on or Before* | *% of Annual Tuition that is Refundable* |
|---|---|
| August 31 | 90 |
| September 30 | 80 |
| October 31 | 70 |
| November 30 | 60 |
| December 31 | 50 |
| January 31 | 40 |
| February 28 | 30 |
| March 31 | 20 |
| April 30 | 10 |
| After April 30 | 0 |

# Chapter 13:
# Parent-School Relations

**Service Hours**

Catholic education depends on parent involvement at every level. There are many events that require parent volunteers, including retreat days, dances, Grad Night, the crab feed, athletic events and assisting the advancement office. At the beginning of each year, St. Patrick-St. Vincent Catholic High School requires parents to make a commitment to a minimum of twelve service hours per family. Due to the COVID-19 pandemic, SPSV will only require each family to complete four service hours for the 2020-21 school year. The volunteer form included in the re-registration packet must be completed and returned with the registration form.

Families who do not complete their four hours of service will receive a surcharge to tuition. Please see the "Policy Page" in our summer mailing for deadlines and fees.

**Fundraising Events and Activities**

The development office builds strong and lasting relationships with current and past parents, alumni and school supporters to advance the mission of St. Patrick–St. Vincent Catholic High School. The development office also works to sustain the operational and long-term financial needs of the school. The development office is responsible for all fundraising activities conducted by and on behalf of St. Patrick– St. Vincent Catholic High School including annual appeals, communication, special events, grants and sponsorship, scholarships and endowments, bequests and other planned gifts, and capital campaigns.

The Development Office has two primary functions:

1) to generate the additional resources necessary for SPSV to carry out its mission; and
2) to uphold the integrity of all gifts made to SPSV.

Additionally, the Development Office is also responsible for maintaining connections with alumni.

**The SPSV Fund**

With education costs continuing to escalate year after year, funds raised through the annual SPSV Fund ensures that the school is operational. The fund helps provide much-needed tuition assistance, important campus and curriculum enhancements, extracurricular activities, faculty and staff professional development, educational resources and materials, and so much more.

All St. Patrick–St. Vincent Catholic High School families are asked to make a gift that is personally significant to each family. Unlike tuition, SPSV Fund contributions are tax-deductible as charitable gifts to the extent provided by law.

SPSV strives to provide opportunities that encourage our students' spiritual growth. We can do so through the generosity of parents who support the school beyond tuition, our alumni, and other generous donors. All are invited to partner in supporting the mission of the school by donating to St. Patrick–St. Vincent Catholic High School.

**Expected Parent Behavior**
Cooperation and communication between parents and faculty in academic and disciplinary matters is essential. Parents must familiarize themselves with the school regulations.

The best way to monitor your student's progress and communicate with teachers is to use PowerSchool, our online information access program. PowerSchool offers parents information related to academics, attendance and discipline. It can be accessed through the school website. Parents may email teachers directly or through PowerSchool.

**Mandated Withdrawal**
St. Patrick-St. Vincent Catholic High School can mandate the withdrawal of a student based on their parent's unreasonable behavior. Below are only some examples of unacceptable parent behavior:

- Refusal to cooperate with school personnel
- Refusal to adhere to school or local policies and regulations
- Interference in matters of school administration or discipline
- Engaging in behavior that disrupts communication between parents and school personnel
- Threatening, intimidating or demeaning behavior or comments toward any employee of the school
- Lack of support for the mission, vision, policies and procedures of St. Patrick-St. Vincent Catholic High School

**Use of Drugs and Alcohol at Home**
Parents are legally responsible any time they allow alcohol and/or drug use by underage minors in their care and/or in their homes. SPSV parents are expected to closely monitor the activities of their children, especially at times when the parents cannot be present in the home. Supervised or unsupervised events where students use alcohol and/or drugs in the home, when brought to the attention of the school, will result in appropriate disciplinary action. Parents that, in any way, facilitate or allow an SPSV student's use of alcohol, drugs, other controlled substances, including nicotine-based products, at home can be required to withdraw their students from our school.

# Chapter 14:
# Emergency Procedures

In case of an emergency, SPSV will communicate via the safest, most efficient method possible. SPSV uses AlertSolutions to offer emergency information via text, email and voicemail. Our principal or her designee will be SPSV's official spokesperson throughout the emergency.

**Evacuation Assembly Areas**

*Regular Assembly Area*
Edge of softball field closest to the gym

*Alternate On-site Area*
Southeast corner of football field

*Indoor Assembly Area*
Gymnasium

*Off-site Evacuation Area*
All Souls Cemetery

**Fire**

- Activate the nearest fire alarm pull station.
- Call 911.
- Use a fire extinguisher for small fires.

When operating a fire extinguisher, remember P-A-S-S

- Pull the pin.
- Aim at the base of the fire.
- Squeeze the lever.
- Sweep from side to side.
- Feel doors for heat. If cool, exit carefully. If the door is hot, do not open the door. Look for other exits.
- If you cannot find another exit, stay where you are until help arrives. Place cloth material around the bottom of the door to prevent smoke from entering.
- When evacuating buildings, close doors between you and the fire. Go to your building evacuation point.
- In laboratories, follow the fire safety training provided by the instructor or other department personnel.
- If your clothing catches fire, STOP, DROP AND ROLL.

**Earthquake**

- Drop, cover, and hold.
- If indoors, take cover under a desk, table or chair; between seating rows in classrooms; or against a corridor wall.
- If outdoors, stay away from falling hazards.

- Stay away from glass windows, wall shelves and heavy equipment.
- PROTECT HEAD & NECK with your arms until the shaking stops.
- After the shaking stops, move toward the nearest available exit. Evacuate carefully.
- Go to your evacuation site and await further instructions.
- Secure hazardous materials or equipment before leaving. Take emergency supplies and any personal belongings that are in reach.
- Do not move the injured unless necessary to prevent further injury.
- Restore calm, assist others.
- Expect aftershocks.

**Shelter in Place**

- Faculty and staff bring students into the classroom, or hold students in the classroom, pending further instructions.
- During a passing period, students will report to their next class period.
- During lunch, students who are outdoors will move to the nearest classroom or open building, such as the gymnasium, cafeteria or library.
- As part of shelter in place, seal off the outside air supply by taping doors, closing windows, and shutting off all heating and ventilation controls. Use sweatshirts, jackets and similar clothing items to seal the bottom of classroom doors until the outside doors of the building are sealed.

**Lockdown**

- Faculty and staff hold students in, or move them to, classrooms and other open buildings (gymnasium, library and cafeteria).
- Close and lock classroom doors.
- Faculty and staff then lock down the facility.
- If accessible, close and lock outside building doors.
- The campus gates will be locked.
- Close and lock all windows.
- Cover all windows.
- Remain quiet and listen for further instructions from police or administrators.
- If you are outside, immediately move indoors to the closest building and take cover.
- If possible, staff will place a note at the front gate explaining the cause for the lockdown.
- Lockdowns end only when administrators or the police open your room. They do not end with an announcement.

**Procedure for Campus Shooter**

*RUN*

- If you hear gunfire, run away from it.
- Remove yourself from the sight of the shooter.
- If walking down a hallway, move around the corner and look for an open door to leave through. Or, find a room to hide in.
- If outdoors, get behind a wall or large tree.
- If you are in a parking lot, hide between cars and crouch next to the engine area near the front wheel.

*HIDE*

- If you are in a room and cannot run away, lock the door and barricade it.
- If you can't lock the door, barricade it.
- Spread out inside the room, hide behind something solid, turn out the lights and be silent. DO NOT TURN ON CLASS RADIOS.
- Do not look outdoors or peek through windows and blinds.
- Do not open doors if someone knocks to enter, even if the person identifies himself or herself as "police." Law enforcement will unlock the doors.

*FIGHT*

If the shooter enters your area, assume his intentions are lethal. Incapacitate the shooter by …

- Throwing things at him.
- Grabbing his arms.
- Knocking him to the ground.
- Striking him with improvised weapons.

If you can safely call 911, do so. DO NOT assume that someone else has called. Be prepared to tell 911:

- Your name and location.
- Describe the shooter's clothing (shirt, pants, hat, glasses, etc.) and what they look like (height, weight, hair color, etc.).
- Where the shooter was and what direction they headed.
- Injuries to yourself and others around you

**Air Quality**

To help reduce student exposure to poor air quality, SPSV reviews air quality measurements from AirNow.gov. This site is powered by the EPA, as well as state and municipal health agencies. Based on this data and other relevant factors, SPSV, in conjunction with the Diocese of Sacramento, reserves the right to shelter-in-place, release students with respiratory conditions to their parents, or cancel school until air quality improves.

# Chapter 15:
# SPSV Leadership Team

**Administration**
Principal: Mrs. Coleen Martin
Assistant Principal: Dr. Doug Evans
Dean of Students, Development Communications: Mr. Patrick Vogelpohl
Dean of Students, Director of Athletics: Mr. Lane Hawkins
Faculty Representative: Mr. John Dwyer, J.D.
Director of Admissions: Mrs. Sheila Lynch Williams
Director of Activities: Ms. Michelle Balingit
Interim Director of Campus Ministry: Mr. Michael P. Hooke
Chaplain: Fr. Sijo Chirayath
Director of Counseling: Mrs. Tamra Smith
Director of Development: Mrs. Erin Jacobs
Director of Technology: Mr. Jason McCabe
Director of Transportation: Mr. Miguel Delgado
Buildings and Grounds Manager: Mr. Stefan Foley
Business Manager: Mr. David Smart

**Department Chairs**
Religion: Mr. Michael P. Hooke
Engineering and Technology: Mr. Chris Henderson
English: Mr. Rick Rodgers
Mathematics: Mrs. Jocelyne Sweeney
Physical Education: Mrs. Nadine Walker
Science: Mrs. Sue McNeece
World Languages: Mrs. Jennie Ma
Social Studies: Mr. John Dwyer
Visual and Performing Arts: Mr. Bill Kraft

**Student Officers**
*ASB Council*
President: Francesca Fogli
Vice President: Angelina Kim
Shane Gerbacio
Isabella Burleigh
Samantha Willingham
Faculty Advisor: Ms. Michelle Balingit

*Senior Class Council*
President: Maisie Martin
Vice President: Camille Salonga
Adam Guila
David Osen
Kathleen Nicole San Pedro
Brianna Tobias
Faculty Advisor: Mrs. Cristy Fogli

*Junior Class Council*
President: Madison Urot
Vice President: Anne-Marie Papanicolaou
Cici Abiva
Lindsay Barella
Kalani Buechl
Bre Corral
Faculty Advisor: Ms. Dianna Rees

*Sophomore Class Council*
President: Julianna Yanni
Vice President: Isaiah Ruiz
Thomas Caballero
MJ Calata
Logan Day
Roman Gerbacio
Michaela Guzman
Jaden Lam
Vy Le
Christie Peters
Isaiah Ruiz
Ashlynn Thompson
Jed Urot

Freshman Class Council
TBD
Faculty Advisor: Mr. John Dwyer

**Board of Trustees**
John Lloyd, *Chair*
Fr. Blaise Berg, S.T.D.
Lou Caretti
Tony Intintoli, Jr.
Vincent Moretti
Loretta Olson
John Passalacqua
Cathy Lee Rojas, ‘82
Br. Dominic Murray, C.F.C.
Sister Brigid Noonan, O.P., ‘58
Lincoln Snyder

# Appendix:
# Catholic School Department, Diocese of Sacramento, California

**Dispute Resolution Process (DSB 2500)**

**Aim**

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

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

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

**Procedures**

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

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

*Step Three (applies only to parish elementary schools):*
If the dispute cannot be resolved in Step Two, the complaining party within ten (10) calendar days of the principal’s decision in Step Two may present the dispute to the pastor for his review and decision. The pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of

the referral to him described in this Step. This step does not apply to Diocesan high schools.

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

**Custody of Minors (DSB 5520)**

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

*Regulations*
In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements.

The school must ask for legal verification of these arrangements. In the absence of any court order, the school will assume that both parent(s) have custody of a student, and the student may be released to either parent.

**Child Abuse (DSB 5560)**
All instructional staff and administrative staff shall immediately report any cases of suspected child abuse to Child Protective Services or the police/sheriff department. Written notification of suspected child abuse shall be sent to Child Protective Services within 36 hours of the initial report.

*Regulations*
Penal Code Section 11166 requires that private school personnel report any observed or suspected instances of child abuse both by telephone and in writing to a local child protective agency (police or sheriff's department, a county probation department, or a county welfare department). The report by telephone must be made immediately and the written report must be filed within 36 hours.

The obligation to report is incumbent on individuals, and no supervisor or administrator may impede or inhibit such reporting.

No person making a report of child abuse shall be subject to any sanction for making the report.

Each school is to present an annual in-service to all teachers about recognizing and reporting child abuse. Teachers should be given the phone number of the local reporting agency as part of this in-service.

ST. PATRICK
ST. VINCENT
CATHOLIC HIGH SCHOOL