



2020-2021

STUDENT/PARENT HANDBOOK



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Website: www.stvm.com
College Code: 360-090



Revised 8/1/2020

Dear Parents and Students:

Welcome to St. Vincent-St. Mary High School, 2020-21 school year! We will all be working and praying together to make this year a truly great educational experience, amid the current times.

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

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

God bless you,

Kimberlee Gorr
Principal

Office Hours

Attendance Office	7:30 AM – 3:30 PM
Principal's Office	7:30 AM – 4:00 PM
Dean of Students' Office	7:30 AM – 3:30 PM
All Other Offices	8:00 AM – 4:00 PM

Administration

President	Thomas Carone VM77	330.253.9113, Ext. 142
Principal	Kimberlee Gorr	330.253.9113, Ext. 129
Dean of Curriculum	Kelly Widders	330.253.9113, Ext. 113
Dean of Students	Thomas McKrill	330.253.9113, Ext. 148
Assistant Dean of Students	Mark Murphy	330.253.9113, Ext. 125
Chief Financial Officer	Joe Richards	330.253.9113, Ext. 142
Director of Admissions	Courtney Conley VM03	330.253.9113, Ext. 115
Director of Campus Ministry	Christine Spinner	330.253.9113, Ext. 118
Director of Athletics	Willie McGee VM03	330.253.9113, Ext. 123

Phone Number**Attendance**

Jo Shoup-Colant	330-253-9116
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Counseling

Counselor for Class of 2019	Emily Boarman	330.253.9113, Ext. 136
Counselor for Class of 2020	Christa Hovey	330.253.9113, Ext. 139
Counselor for Class of 2021	Emily Boarman	330.253.9113, Ext. 136
Counselor for Class of 2022	Christa Hovey	330.253.9113, Ext. 139
Auxiliary Services	Donna Baker	330.253.9113, Ext. 134
College Counseling	Malia Miller	330.253.9113, Ext. 108

Athletic Office

Athletic Director	Willie McGee VM03	330.253.9113, Ext. 123
Assistant Athletic Director	Carley Whitney VM07	330.253.9113, Ext. 112

Business Office

Chief Financial Officer	Joe Richards	330.253.9113, Ext. 142
Senior Accountant	Jeff Gannon VM77	330.253.9113, Ext. 169

Introduction 9

Mission Statement

Statement of Beliefs

St. Vincent-St. Mary Creed

St. Vincent-St. Mary Crest

Irish Blessing

Alma Mater

Academics 11

Graduation Requirements

Schedule Change

Advanced Placement Courses

Honors/AP Courses

College Credit Plus

Extracurricular Policy

Grading Scale

Semester Exams/Testing

Grade Reporting

Report Cards

Incompletes

Failures

Failed Religious Education Courses

Summer School

Academic Contracts

Grade Point Average Eligibility

Transfer Students

Campus Ministry 17

Spiritual Life

Baccalaureate Mass

School Retreats

Service Program

Service Awards

Service Hours Documentation

Marianist Ministry 19

Adopt-A-Family for Christmas

Big/Little Sibling

Days of Reflection

Liturgy/Prayer Service Team

Marianist LIFE

Meal Ministry

Tutoring Ministry

Academic Honors and Awards 20

Academic Letter

Class Rank

Honor Roll

National Honor Society

Attendance 21

Attendance in Class

Absence

Extracurricular Event Attendance/Attendance on Performance/Events Days 22

Misses Classes

Appointments

School Activity Absences

College Visits

Absence for Other Reasons

Illness during the School Day

Tardy to School

Tardy to Class

Dress Code 25

Women

Men

Shoes/Socks

Lanyards/ID
Condition of Uniform
Spirit Dress Down Day
 Shirt
 Pants
 Shoes
Dance Dress Code
 Ladies
 Gentlemen

Discipline Policies and Procedures 30

Demerit
Detention
In-School Suspension
Out-of-School Suspension
Disciplinary Probation
Dismissal
Classroom Behavior
Partial List of Offenses and Consequences
 Minor Offense/Demerit
 Major Offense/Detention
Harassment
Mistreatment of Others/Bullying
Hazing
Out of School Conduct
Reporting Abuse
Student Threats Policy
Sexual Harassment & Sexual Violence Policy
Weapons Policy
Youth Gang Policy

Student/Parent Expectations 40

Assemblies

Book Bags & Backpacks
Bus and Van Regulations
Cafeteria/Student Center
Communication
Confidentiality
Electronic Devices
Emergency Drills
Hall Passes
Food & Drink
Parking Lot
Signs, Posters, & Decorations
Sportsmanship
Study Hall
Use of School Grounds & Supervision

Student Services 43

Athletic Trainer
Building Hours
Cafeteria
Campus Ministry
Chapel
Clinic
Counseling Services/Guidance
Dance Guests
 Alcohol Breath Testing
Email
Extracurricular Activities
Identification Cards
Lockers
Lost & Found
School Calendar
Tutoring Center

Weight Room

Website

Work Permits

Miscellaneous Policies 47

AIDS Policy

Building Security

Chemical Abuse Policy

Alcohol Breath Testing

Possession/Use First Offense

Disciplinary Action First Offense

Possession/Use Second Offense

Trafficking/Buying/Selling

Search of Personal Property

Custodial Parent Policy

Deliveries

Food Service Deliveries

Emergency Medical Authorization

Emergency School Closing

Immunizations

Married Student

Medication

Messages to Students

Non-Custodial Parent Information

Online Student Policy

Photography/Video

Pregnancy/Abortion Policy

School Logo/Image Policy

Technology & Internet Policy

Visitors

Other Policies 54

Admissions and Registration

Withdrawal

Tuition Delinquency

INTRODUCTION

Due to Covid-19, many policies and procedures are changing often and at a rapid pace. For the most up to date information, please reference the [Return to School Plan in response to Covid-19](#)

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

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

Mission Statement

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

Statement of Beliefs

1. We believe that the purpose of Catholic education is to teach Christian values so that students may become living witnesses of the Gospel.
2. We believe that each student should be challenged to develop his or her potential and should be prepared for college and life.
3. We believe that instruction should reflect Catholic principles and teachings and be tailored to the needs of students and the nature of the subject matter.
4. We believe that curriculum must be current, must be compliant with State of Ohio, OCSAA, Diocesan, and NCA mandates, and must challenge students of all levels of ability.
5. We believe that assessment of student performance should be consistent and fair, providing for multiple learning styles.

6. We believe in continuous improvement in terms of both student performance and institutional performance through the OCSAA/NCA processes.
7. We believe that leadership should generate from the Executive Board, Administration, and teachers, all of whom are role models and committed to ongoing professional development.
8. We believe that community-building in the school should foster a family atmosphere, emphasize the school's traditions, and promote appreciation and respect for diversity.
9. We believe that students should learn to lead and to serve others in the spirit of the Gospel.
10. We believe that faith formation is a lifetime journey beginning at home and nurtured by the school.

St. Vincent-St. Mary Creed

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

St. Vincent-St. Mary Crest



Irish Blessing

May the road rise to meet you,
May the wind be always at your back,

May the sun shine warm upon your face,
The rains fall soft upon your fields and,
Until we meet again,
May God hold you in the palm of His hand.

Alma Mater

High Atop A Hill In Akron
Waves The Green And Gold
Proud She Stands For Truth And Honor
Courage Strong And Bold

Sound Her Praises Sing Her Glory
Spirit Will Prevail
Ever Stands Our ALMA MATER
ST. VINCENT ST. MARY HAIL!

ACADEMICS

Due to Covid 19, please refer to the [E-learning Handbook](#) for more up to date information on academics for virtual learning students.

St. Vincent-St. Mary High School students are encouraged to select courses that will challenge them academically, as well as courses that will prepare them for college, expand their interest and help to focus their career aspirations. They are also encouraged to take a proactive approach to their studies while using all the resources available to them.

The process of selecting and scheduling courses is organized as a collaborative effort between students, parents, teachers, and school counselors. Placement into various courses at St. Vincent-St. Mary is based on placement test results, teacher recommendation, previous grades, standardized test scores, and specific course prerequisites. Throughout the process, parents are invited to provide teachers and counselors with additional information and insights which may impact placement decisions and better meet individual learning.

Graduation Requirements

Theology	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	3 credits
English	4 credits
Speech	½ credit
World Languages	2 credits
Fine Arts	1 credit
Health	½ credit
Physical Education	½ credit
Christian Service	1 credit
Senior Capstone Experience	¼ credit

In order to meet the graduation requirements, electives are to be selected. The elective units can be chosen from Fine Arts, Business and Information Technology, World Languages or other department courses not otherwise required.

St. Vincent-St. Mary High School may grant academic credit for courses taken prior to 9th grade provided the course was taught by a high school certified teacher and the course of study in

effect meets high school curriculum requirements. Final transcripts are required to verify course completion.

In order to participate in graduation activities, students must complete the following requirements:

1. Students will have 2 pathways for graduation:
 - a. Score remediation free results on the ACT
 - b. Score remediation free results on the alternative IOWA assessments and an alternative pathway.
2. Theology credits include the successful completion of 100 hours of community service (25 hours each year). Completed hours are due by May 1st of each year.
3. The successful completion of a Senior Capstone Experience.

Schedule Change

The Administration of STVM assumes that each student and his or her parents have given careful consideration to course selection. Careful planning is an important part of student scheduling. STVM will do its best to accommodate student course preferences; however, not every course selection may be satisfied. Once scheduled, schedule changes will be made only in special circumstances (medical needs, course failure, documented learning differences, etc.). Requests for specific teachers or free periods cannot and will not be honored. Students will not be given more than one study hall per semester. A \$50 schedule change fee, made payable to STVM, must accompany the schedule change form. If the requested change cannot be accommodated, the check will be returned.

Requests to change a student's course selection are discouraged. However, in view of the fact that such requests will be made, the following policy regarding changes to original course selection choices will be followed:

Before a schedule change is made, students must consult with the school counselor, teacher of the course being dropped, parent, and Dean of Curriculum. Final approval for all schedule changes will be made by the Dean of Curriculum.

Changes to a student's schedule must be made on the following timeline: Schedule corrections for the fall semester must take place by before the start of the school year and, for the spring semester, by the first day of second semester class. Students may drop/add courses for the current semester only during the week leading up to each semester, and only under special circumstances.

**The school may consider course changes if a student has been placed in a course inappropriate for a student's background or talent. It may consider withdrawals if a student becomes seriously ill or faces unique personal circumstances. Discussions with the Dean of Curriculum about moving a student*

between levels of a course should be initiated by the teacher or school counselor. Students, parents and counselors are asked to consult students' academic records to ensure the student meets graduation requirements and to make appropriate course load decisions.

Advanced Placement Courses

Rigorous, college-level courses offer the opportunity for students to use critical thinking skills and quality resources to further their learning in specific areas of study, as well as the possibility of earning college credit. AP courses require teacher recommendation and completion of prerequisites. The fee for each AP Exam is approximately \$94. For specific information about Advanced Placement credit and placement policies at various colleges and universities, visit www.collegeboard.com/ap/creditpolicy

Honors/AP Courses

Honors courses are weighted ½ point and AP courses are weighted a full point when calculating GPAs. No grades below a C- receive a weight. St. Vincent-St. Mary does not calculate unweighted GPAs.

College Credit Plus

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

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

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

Extracurricular Policy

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

Grading Scale

Grade	Percent	Regular	Honors	AP
A+	99-100	4.3	4.8	5.3

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

Semester Exams/Testing

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

Grade Reporting

St. Vincent-St. Mary High School has an interactive online learning system, Parent Plus/Student Plus online portal. This online portal, accessible through the www.stvm.com homepage is an easy way to check grades online, check on homework assignments and other materials teachers have posted, receive email alerts when new grades are posted, receive email with school or class information, view schedules and transcripts, and view discipline and attendance reports.

Report Cards

Report cards showing grades, attendance record, and teacher comments will be emailed four (4) times a year. Report cards are emailed only to the “custodial” parent of each student. When designated by the custodial parent, reports will also be mailed to the non-custodial parent. Parents and students are invited once a year to come to in the evening to pick up report cards and have immediate conferences with the teachers, Dean of Curriculum, and the Dean of Students regarding the progress of their student. See the school calendar for the date.

Incompletes

A grade of I (Incomplete) may be given in cases where the teacher, in consultation with the Dean of Curriculum, determines it is advisable. Students who receive incompletes have two weeks to complete the required work. If the work is not completed by the end of the two weeks, grades will be calculated by including zeroes for all missing work.

Failures

Students who have sufficient ability to pass a course, but are failing, are to be given an F. If a student fails two quarters in a single semester, that student cannot pass the semester even if a passing score is earned on the final exam.

Failed Religious Education Courses

Failed religious education courses must be made up prior to graduation. Failure to complete the religious education requirements will prohibit a student from graduating from St. Vincent-St. Mary High School.

Summer School

Students who attend summer school should forward a transcript to St. Vincent-St. Mary upon successful completion of the course. Students must complete summer school courses before returning to school in the fall.

Academic Contracts

Students entering on a contract

Students accepted to STVM on Academic Contract will:

- Exhibit the proper respect for all teachers, staff, students, and policies of St. Vincent-St. Mary High School.
- Respect and abide by the Student Conduct Code set forth for St. Vincent-St. Mary High School during the designated school year.
- Maintain satisfactory attendance and adhere to the attendance policy set forth for all students of St. Vincent-St. Mary High School.
- Show significant improvement in GPA by the end of the first semester and will attain at least a 1.75 accumulative GPA by June of that year.
- Successfully pass each class on the academic schedule.
- Attend tutoring during assigned study hall for the entire school year.
- Meet other academic stipulations as deemed necessary by the administration.

Current STVM Students

- At the end of the first semester, any student with a GPA below 1.75 will put on an academic contract. Parents will be sent a letter outlining the policy.
- At the end of the freshman year, any student with a GPA below 1.75 for the year will be placed on an academic contract for the sophomore year.
- After signing an academic contract, the progress of the student will be monitored using the academic probation system. At the end of the first semester, if the student has a 1.75 or below, the student may be asked to leave our school at the

end of the sophomore year. Parents again will be notified of the possibility of this consequence.

- At the end of the sophomore year, if the GPA is still below a 1.75, the student will be asked to leave.
- All GPAs will be cumulative.
- The STVM Administration reserves the right to put any student on an academic contract.

Grade Point Average Eligibility

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

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

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

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

Transfer Students

Students transferring to St. Vincent-St. Mary High School from other secondary schools are obligated to fulfill the St. Vincent-St. Mary graduation requirements from the point of transfer through graduation. All decisions concerning discrepancies between the different schools' requirements will be made by the St. Vincent-St. Mary administration. In general, years of participation in sports or clubs are not recognized and transfer students are not eligible for top academic awards at graduation.

CAMPUS MINISTRY

Spiritual Life

St. Vincent-St. Mary High School strives to provide opportunities that support the development of the whole student. Our identity as a Catholic, Marianist high school within the Diocese of Cleveland and our role as a Catholic educational community are centered in the religious education, spiritual development and faith formation of all students.

During the school year, all students will participate in several faith experiences, including (but not limited to): liturgies, prayer services, retreats, ministry events, daily prayer and service experiences. This comprehensive program allows all students the opportunity to learn, reflect, develop, evaluate and lead faith formation experiences while living the Gospel message in practical, daily life.

Our non-Catholic students also fully participate in these activities as they relate to the education requirements and the core curriculum of our school. By learning Catholic concepts through classroom studies and participation in active experiences, the intent is for non-Catholic students to learn about, to develop an appreciation for and to respect Catholic principles as they relate to living an active faith life.

Extending our school philosophy and mission further into our core curriculum, our service program is an integral, mandatory part of a St. Vincent-St. Mary education. Participation in this program is a requirement for all our students, allowing them to carry their academic classroom learning into the greater community where they foster a spirit of respect and compassion, and develop a willingness to serve and earn experience within a variety of environments. Through this format, students have specific opportunities to use their gifts and talents as active, educated leaders living the Gospel in a rapidly changing world.

Baccalaureate Mass

For Catholic educational institutions, the Baccalaureate Mass is an important and time-honored tradition. Each graduating class is called to celebrate the Eucharist with their classmates for one final time before they graduate. All seniors are required to attend Baccalaureate Mass as part of the graduation activities.

School Retreats

All school retreats that are designated for each grade level are mandatory. If students are absent the day of the retreat, they must make up the retreat experience with an activity assigned by the campus minister.

Service Program

The service program is an integral, mandatory part of a St. Vincent-St. Mary education. It provides our students with specific opportunities to use their gifts and talents as active, educated leaders living the Gospel in a rapidly changing world.

Requirements

Freshmen- Students will complete 25 hours of service by **May 1st**.

Sophomores- 25 hours of service completed by **May 1st**.

Juniors- 25 hours of service completed by **May 1st**.

Seniors- 25 hours of service completed by **April 1st**.

All additional service hours performed will be added to the total service hours to be considered for service at graduation.

Students who have not completed their service requirement for the previous school year will need to make up those hours during their current school year. Those students will be notified within the first few weeks of the school year.

All requirements must be met in order to graduate and participate in graduation activities. Those who have not met their required service hours will not receive their schedules for next year until necessary documentation is turned into the Service Office. Students may begin accumulating service hours as of June 1.

Due to Covid-19, service hour requirements have changed. Please see Mrs. Christine Spinner for further guidelines.

Service Awards

The Service Cord is awarded to seniors who have completed 200+ hours of service during their four years at STVM. Additional hours may be earned throughout high school, but ALL requirements and deadlines must be met in order to receive this hour.

The U.S. Presidential Service Award is awarded to student who earn 100 or more service hours in a period of twelve months. Students are responsible for initiation of the application process through the service hour's coordinator.

Documentation

All service hours will be submitted through the x2VOL website/app. Hours should be submitted immediately after completion.

For more information or assistance, you are encouraged to speak with Mrs. Spinner, Campus Minister/Service Coordinator, or email questions to espinner@stvm.com.

MARIANIST MINISTRIES

Adopt-a-Family for Christmas

Students work to collect goods and money to provide Christmas for families in need. Homeroom teachers work with Marianist Ministries and Marianist LIFE who contact students in their homeroom to collect the food, money, and gifts. Students assist homeroom teachers in sorting gifts, wrapping the presents, and transporting the Christmas gifts to the adopted families.

Big Sibling Little Sibling

This special division of Marianist Ministries program invites junior and senior students to apply for the opportunity of sponsoring an incoming freshman/transfer student into our school. In May, after a selection process, Big Siblings are assigned names of incoming students. Contact with the new student is made and arrangements are made to meet the incoming student and assist them by answering any questions they may have. On Freshman Orientation Day, the Big Sibling escorts the new freshman to their classes, helps them find their lockers, and assists throughout the day. Throughout the year, contact with the Little Sibling is maintained.

Days of Reflection

Days of Reflection are one of the ways we invite our students to encounter Christ in the process of their education at St. Vincent-St. Mary High School. Each year of school brings a new retreat opportunity.

Liturgy/Prayer Service Team

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

Marianist LIFE

Marianist LIFE (Living In Faith Experience) is a national faith-formation program rooted in Catholic and Marianist tradition and targeted to the needs of high school students. LIFE offers students an opportunity for fellowship and fun in a caring, upbeat context.

Meal Ministry

St. Vincent-St. Mary make our commitment to the hungry and the homeless with food preparation as our personal connection to people in immediate need. On the first Wednesday of each month, we prepare 60 hot meals for local shelters in the Downtown Akron neighborhood. We also make 150 bagged lunches to be served at The Salvation Army. Students and adults join to make these meals in a spirit of solidarity and fellowship.

Tutoring Ministry

Tutoring Ministry provides After School Tutoring during the school year in partnership with (school name). This tutoring ministry provides academic and homework help for elementary students identified by their teacher's as the most in need of help. During the programs the

students work with a tutor, building their knowledge and skill base (including reading) as they build relationships in a supportive, encouraging, and safe learning environment.

ACADEMIC HONORS AND AWARDS

Academic Letter

An Academic Letter to students who have achieved a cumulative grade point average of 3.3 or higher, based on the following criteria.

- Students are eligible after their sophomore year.
- The student has received eight or more class/course academic awards in the Spring Academic Award presentations: this may be cumulative.
- Students must be in good standing with the Dean of Students in terms of discipline and attendance.
- The student must hold a cumulative grade point average of at least 3.3.
- Seniors are eligible for a second-year award upon receiving an additional 8 class academic award.

Class Rank

Seniors who have earned the first and second highest cumulative grade point averages over eight semesters of high school will be recognized during graduation activities.

Honor Roll

Honor Roll status is recognized at the end of each academic semester based on the following grade point averages:

Principal List	4.00 or higher
Honor Roll	3.70 – 3.99
Merit Roll	3.30 – 3.69

National Honor Society

National Honor Society is a prestigious national organization created in 1919 by the National Association of Secondary School Principals. Presently, its primary goals are both to recognize those secondary school students who possess outstanding scholarship, character, leadership, and service, as well as to encourage those students to perform needed service for their schools and their communities.

At St. Vincent-St. Mary High School, membership in the National Honor Society is limited to juniors and seniors. To be eligible, students must be in the college preparatory track and have a minimum of a 3.700 accumulative GPA. A Faculty Council appointed by the Principal selects students for membership following an evaluation process by the entire faculty. Teachers evaluate students in the four areas recognized by NHS as pillars: scholarship, character, leadership, and service. A student must be judged to be “above average” in each category to be selected for

membership. Eligible candidates this year will be notified in late September and informed of the application and selection process.

ATTENDANCE

Please call 330-352-9116 (911-sick) to report Attendance

Due to Covid 19, please refer to the [E-learning Handbook](#) for more up to date information on attendance for virtual learning students.

School hours are 8:00 a.m. to 3:00 p.m. Once a student arrives at school, she or he must remain in the building. Students are not to sit in cars in the parking lot, leave the school grounds, or go to cars without permission from the Dean of Students or the Principal.

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

The OHSAA states a student must be present for at least half of the school day to participate in extracurricular activities on that same day of their activity. Students arriving after 11:00 am are considered absent for the day with regard to participating in any extracurricular. At the discretion of the Dean of Students, absences such as funerals and college visits may not prevent a student from participation in extracurricular activities. Failure to follow the attendance policies and procedures will result in disciplinary consequences.

Attendance in Class

1. Attendance will be taken at the beginning of every class period, reported to the office, and recorded by the teacher.
2. Students are expected to attend all classes and to be present at assigned study halls and in the Student Center at lunch.
3. Students MAY NOT excuse themselves from class, study halls, or lunch.
4. Students MAY NOT leave the school building during the school day unless they have a written request or a phone call from their parent or guardian which is approved by the Attendance Office, or permission from the Dean of Students to go to and return from the parking lot.
5. After 14 class absences in one semester, a student may lose credit for that course without proper medical documentation.

Absence

When a student is absent, the parent must telephone the attendance secretary at 330-253-9116 **prior to 9:00 am** on the day of the absence. The message must include the date of the absence,

name of the student, student's grade, and reason for absence, caller's name and a phone number where the caller can be reached during the school day.

In the case of extended absence (5 or more days) due to illness or surgery, a daily phone call is not necessary if the parent provides the attendance secretary with all the dates of absence. The parent may also request that the student's assignments be collected by calling the school Attendance Office.

Extracurricular Event Attendance/Attendance on Performance/Events Days

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

Students who are tardy or absent for more than four (4) class periods of the school day (outside of school-sponsored activities) may not participate or attend after school or evening events (including but not limited to games, practices, play rehearsals, and performances) on that day unless excused by an administrator. Examples of excused absences/tardies would be:

- Health reasons/appointment (**MUST** have a doctor's note)
- Funeral (**MUST** have a note from a parent)
- College Visit (**MUST** have a note from the college on letterhead)
- **In the case of an emergency, please inform the administration as to your reason for tardy/absence and check to see if it is an excused absence.**

Excessive absences and/or tardies will affect student eligibility. If a student is excessively tardy or absent, they may not be allowed to participate in school-sponsored activities.

- **Conduct:** A student *may* not be allowed to participate if he/she has received multiple detentions. If this occurs, the Dean of Students will speak with the Head Coach of the sport to determine the outcome. Additional disciplinary action may be administered by individual coaches depending on individual sports.
- **Suspension:** No student will be allowed to attend, practice or play in any athletic activity when he/she has a suspension (in-school or out-of-school). Additional disciplinary action may be administered by individual coaches depending on the individual coaches.

Missed Classes

If a student misses 14 classes in a semester for any reason, credit may be denied (7 classes for a quarter course).

A letter will be sent home from the office notifying the parents when a loss of credit seems imminent. Student's reports are available on the online portal as well as their student file when a student misses 7 classes in a quarter course and 14 classes in a semester course.

When a student misses 14 classes (7 in a quarter course), the Principal informs the student and parents. An "F" is automatically assigned.

Appointments

When a student has an appointment during the school day (dentist, doctor, court, college, driving test, funeral), the parent must telephone the attendance secretary at 330-253-9116 prior to **9:00 am**. The message should include the student's name, student's grade, date and time of day when the student is to be dismissed, type of appointment, name of the caller and a telephone number

where the caller can be reached. Appointments, excluding funerals, require written verification from the dentist, doctor, court or college upon returning to school.

School Activity Absences

Days missed due to approved school activities (field trip, retreats or other school sponsored events) are not recorded on the student's permanent record.

College Visits

Seniors and juniors are permitted two college visits during the school year. When a student visits a college, the parent must telephone the attendance secretary at 330-253-9116 prior to 9:00 am. The message should include the student's name, student's grade, date of visit, name of college, name of caller and a telephone number where the caller can be reached during the day. The student must also bring back written verification from the college admissions office upon returning to school. Days missed due to approved college visits are not recorded on the student's permanent record if written verification is received.

Absences for Other Reasons

Absence for other reasons (vacations, family events or participation in special events) is discouraged by the school. However, in cases where the parent determines the necessity of this type of absence, the parent must notify the attendance secretary and all classroom teacher **two weeks prior** to the absence. A telephone call is required to the attendance secretary the first day of the absence at 330-253-9116 prior to 9:00 am. in order to verify that you are going forward with your travel plans. The message should include the student's name, student's grade, date of absence, reason, name of caller and telephone number where the caller can be reached. Days missed will be recorded on the student's permanent record.

Illness During the School Day

Students who become ill during the school day must secure a pass to the clinic from their teacher. Upon returning to class, a student must present a signed clinic pass to the teacher. The student's parent will be contacted if it becomes necessary for the student to leave school due to illness. The student's parent may be contacted to pick up the students, therefore, the parents will be required to come in and sign the student out if he/she does not drive or is unable to drive.

Tardy to School

- When arriving after 8:00 a.m. students are to report to the Attendance Office for a tardy slip. If a student will arrive after 8:30 a.m. the parent or guardian is to call the Attendance Office (330-253-9116)
- Tardies will be excused only for emergencies. **Oversleeping, missed busses, rides, personal reasons, weather, road conditions, etc., will not be considered an excused tardy** **A note from a parent does not necessarily mean the tardy will be excused**
- A student late because of a medical or dental appointment must bring a note from the parent or guardian, and doctor or dentist. (All medical/dental offices provide these notes.)
- The Consequences for tardiness will be as follows:
 - 3 Tardies: A letter will be sent to the parent(s).
 - 6 Tardies: A Demerit will be issued and a letter sent to the parent(s).

- 9 Tardies: Two Demerits will be issued and a letter sent to the parent(s).
- 12 Tardies: One Day Suspension and a discipline/attendance contract outlining future consequences if the tardies continue including possible dismissal
- Continued tardies will not be tolerated.

Tardy to Class

Students are expected to be on time to all classes. Students will be given four (5) minutes of passing time between each of their classes. Arriving late to a class will result in consequences spelled out in your teacher's syllabus.

DRESS CODE

Students attending St. Vincent-St. Mary High School are expected to be appropriately dressed. A student's attire should reflect Christian values of modesty, neatness, and appropriateness. The following dress code is designed to simplify the parameters of apparel and to equalize administering the dress code for all students.

It should be noted that the school administration reserves the right to rule on final interpretation of any and all dress code categories. Students are reminded that they represent St. Vincent-St. Mary High School and their appearance makes a statement to our community regarding our values.

Adherence to the dress code is expected. Students who are not dressed appropriately for school, should expect to serve in in-school exclusion from class and/or have a parent/guardian bring the proper attire and/or borrow one of the appropriate clothing options from the Dean of Student's office in order to enter the classroom.

Dress Code-Women

Official St. Vincent-St. Mary polo must be **worn** and **tucked** in at all times. A solid color long sleeve shirt may be worn under the polo shirt. The only permissible outerwear are v-neck or cardigan sweaters, ¼ zips sold by STVM approved vendors. STVM polo is still to be worn under the outerwear.

Dress pants, khaki style pants, and Docker style pants are permitted in black, grey, khaki, brown and navy blue. Jeans, joggers, skinny pants, and leggings are not permitted. A belt must be worn at all times.

Shoes may be dress, casual or dress sandals with backs (backless, strapless sandals, slides, flip flops are not permitted). Shoes are not to have designs. Boots are permitted during the months of October-February (announced by Administration).

Hair and Jewelry

- Distracting hairstyles and make-up (as determined by the Administration) is inappropriate for school.
- Unnatural hair color or color variation in hair (i.e. scarlet, purple, blue, green, orange, platinum white, etc.) is not permitted.
- Body piercing(s) is not permitted, such as eyebrows, tongues, noses, etc. is not permitted, nor is camouflage of such piercings.
- Students may not wear chains or jewelry that has the potential to be used as a weapon.
- Tattoos are not permitted to show. They must be covered at all times.

Dress Code-Men

Official St. Vincent-St. Mary polo must be **worn** and **tucked** in at all times. A solid color long sleeve shirt may be worn under the polo shirt. The only permissible outerwear are v-neck or

cardigan sweaters, ¼ zips sold by STVM approved vendors. STVM polo is still to be worn under the outerwear.

Dress pants, khaki style pants, and Docker style pants are permitted in black, grey, khaki, brown and navy blue. Jeans, joggers, and skinny pants are not permitted. A belt must be worn at all times

Shoes may be dress or casual. Shoes are not to have designs. Boots are permitted during the months of October-February (announced by Administration).

Hair and Jewelry

- Hair must be neat, clean and well-groomed.
- Hair may not extend below the eyebrows, below the ear lobes, or below the top of a collar. Corn rows and/or dread locks are not permitted.
- No ponytails, “man buns” or hairbands are allowed.
- Unnatural hair color or color variation in hair (i.e. scarlet, purple, blue, green, orange, platinum white, etc.) will not be permitted.
- Sideburns should not extend below the earlobe.
- Boys must be clean-shaven at all times. Beards, goatees and mustaches are not permitted.
- Geometric or unusual patterns (including Mohawks and Faux hawks) shaved or cut in the hair are not permitted.
- Neither earrings nor camouflage or an earring or other piercing are permitted in school during the school day.
- Body piercing is not permitted, such as eyebrows, tongues, noses, etc. Tattoos are not permitted to show. They must be covered at all times.
- Students may not wear chains or jewelry that has the potential to be used as a weapon.

Spirit Dress Down Days

Periodically on designated days, students may wear non-dress code pants (leggings, tights, yoga pants, shorts are not permitted), shoes, and appropriated STVM spirit tops. No alterations are permitted on approved STVM spirit wear. (See Spirit Dress Down on page 26)

Shoes and Socks

Students are permitted to wear dress or casual shoes during the school day. Shoes can be a neutral color (black, white, brown, grey, tan, and navy blue) with one accent color of (black, white, brown, grey, tan, and navy blue). Construction shoes, moccasins, backless sandals, and slippers are not permitted. Dress or casual shoes are to be clean and/or polished and should be worn with solid color socks.

Lanyards/ID

Students must wear school lanyard and ID attached during school hours. Students are responsible for replacement of lanyard and ID, which can be purchased in the bookstore.

Condition of Uniform

The St. Vincent-St. Mary uniform must always be worn in a manner that is appropriate for a school environment. All parts of the uniform need to be in good condition. All frayed cuffs, split seams, writing, markings and holes in the uniform are unacceptable.

Spirit Dress Down

Shirt

Approved St. Vincent-St. Mary spirit wear purchased in the Book Store. St. Vincent-St. Mary approved team or club shirts are acceptable. A St. Vincent-St. Mary shirt/sweatshirt/ sweater must be worn on spirit dress down days. No bare midriff/short shirts that show the waist are permitted. All shirts must have sleeves.

Pants

Jeans, sweatpants, wind pants, capri pants (below the knee), khakis, corduroys and cargos without holes and in good condition are acceptable. Neither shorts nor skirts are permitted. No cut-off or tight-fitting pants such as, but not limited to, skinny jeans, jeggings, leggings, and yoga pants are acceptable. All pants must be suitable for the school environment.

Shoes

Casual shoes, gym shoes or sandals in good condition are acceptable.

Dance Dress Code

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

Ladies:

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

Gentlemen:

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

DISCIPLINE POLICIES AND PROCEDURES

We believe our students at St. Vincent-St. Mary High School are called upon to conduct themselves according to the values consistent with the Gospel message and our mission.

When students act in a manner contrary to the mission of St. Vincent-St. Mary High School, their behavior will result in disciplinary consequences. All handbook violations are reported to the Dean of Students through an administrative referral. The Dean of Students will determine the consequence for the violation. Possible consequences are detention, in-school suspensions, out-of-school suspensions, disciplinary probation or dismissal. Students may also be required to pay for damages.

Demerit

Demerits are given out to students when in violation of the school uniform/dress code. When a student accumulates 3 demerits, a detention will be issued to that student.

Detention

Detentions are held weekly each day of the week.. Students will be given at least a day's notice to make the necessary arrangements. Students assigned to detention must report to the designated room by 3:05 pm and remain until 3:35 pm. Tardiness will result in an additional detention. Students are to bring books and materials for study and to constructively occupy themselves during detention. Silence is to be maintained. Failure to report will result in a double-detention.

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

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

15 Detentions: A student will receive a 3 day in-school suspension.

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

In-School Suspension

In-school suspensions are served in the Dean of Students office. Students are placed on suspension for a 24-hour time period. Class work will be given to students while in suspension and work missed must be completed during the time of suspension. Students placed on suspension are not permitted to participate or be present at any extracurricular activities until the suspension concludes. Student's assigned suspensions which include a weekend will not be

permitted to participate or be present at extracurricular activities during that time. Parents will be notified when students are placed on suspension. Students will be marked absent for days in suspension and this will be reflected on the student's record.

Out of School Suspension

Out-of-school suspensions are served over a designated number of days. Class work will not be given to students while in suspension and work missed must be completed during the time of suspension. Students are not permitted to be on school grounds or attend any school sponsored events until the conclusion of the suspension. Upon conclusion of the suspension, the student and parents will meet with the Dean of Students before returning to class. Days missed due to out-of-school suspensions will be reflected as an absence on the student's record.

Disciplinary Probation

A disciplinary probation contract is created when a student's behavior becomes problematic. A conference will be held with the parents and student to discuss the terms of the probation agreement. A student who is on probation and violates the terms of the probation agreement may be dismissed. This decision is made by the principal.

Dismissal

In some cases, the principal may deem actions by students so severe that it results in immediate dismissal from school. This decision is made by the principal.

Classroom Behavior

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

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

Minor Offense/Demerit

INAPPROPRIATE BEHAVIOR

Chewing gum, eating or drinking outside of the Student Center, wandering the halls without a hall pass

Repeated offenses of the above

Tardy to class

Dress Code violation

Cafeteria violations

Cell Phones, or other electronic devices in school. (Excluding school issued Chromebooks)

Headphones

CONSEQUENCE

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

Demerit to Permanent Dismissal

1-2 Demerits

1-2 Demerits

1-2 Demerits

1-5 Demerits; Device will be confiscated until the end of the school day

1 Demerit and will be confiscated until the end of the school day

Major Offense/Detention

INAPPROPRIATE BEHAVIOR

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

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

Sexual misconduct (including online)

PDA (Public Display of Affection)

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

Failure to comply with disciplinary actions; Insubordination

E- Cigarette use or paraphernalia or tobacco use or possession on or in the vicinity of the school campus or events

Profanity; Inappropriate Language

Leaving the building without permission

Leaving school grounds without permission

Disruption of class

Disruption of school

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

Truancy from school

Truancy from class

Truancy from required tutoring class

CONSEQUENCE

Detention to Permanent Dismissal

5 Detention to Permanent Dismissal

Detention to Permanent Dismissal

1-5 Detention

Detention to Permanent Dismissal

Detention to Permanent Dismissal

5 Detention to Permanent Dismissal

1-5 Detention

Detention to Permanent Dismissal

Detention to Permanent Dismissal

1-5 Detention

Detention to Permanent Dismissal

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

Detention to Permanent Dismissal

1-5 Detention

1-5 Detention

INAPPROPRIATE BEHAVIOR

Cheating

Lying

Misbehavior at school liturgies or assemblies

Stealing

Fighting

Assault

Physical Contact against another student

Harassment (sexual, racial, etc.)

Hazing or Bullying (to harass or initiate another student) physical, verbal or electronic harassing, threatening, or degrading another person electronically via cell phone, computer etc.

Verbal harassment or persistent name calling

Threatening to harm another

Reckless Operation or Parking Violations

Damaging property of school or another persons' property

Extortion

Possession or use of a Laser Pointer

Possession or duplication of school or faculty keys without permission

Being in an unauthorized area or academic area after the building has been secured

Being found in an area of the school property that is not the school building (i.e.,

Cosgrove Center, weight room, baseball hitting, facility, stadium, weight room, etc.)

CONSEQUENCE

Detention to Permanent Dismissal

1-5 Detention

1-5 Detention

Detention to Permanent Dismissal;
Restitution may be required

5 Detention to Permanent Dismissal

Permanent Dismissal

5 Detention

Detention to Permanent Dismissal

Detention to Permanent Dismissal

Detention to Permanent Dismissal

5 Detention to Permanent Dismissal

1-3 Detention

Detention to Permanent Dismissal;
Restitution may be required

Detention to Permanent Dismissal;
Restitution may be required

Detention to Suspension

Permanent Dismissal

Detention to Permanent Dismissal.

Suspension

drugs are used by minors, or procuring a facility for such a party or gathering

INAPPROPRIATE BEHAVIOR

Pranks

Inappropriate conduct that is detrimental to STVM school and community

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

Possession or use of fireworks

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

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

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

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

Hosting or facilitating a party or gathering at which alcoholic beverages or other illegal

CONSEQUENCES

Detention to Permanent Dismissal

Detention to Permanent Dismissal

Detention to Permanent Dismissal

Detention to Permanent Dismissal

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

Permanent Dismissal

Detention to Permanent Dismissal

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

5 Day Suspension to Permanent Dismissal Report of drug testing within 24 hours

Report of drug testing within 24 hours with
Chemical Abuse Policy.

INAPPROPRIATE BEHAVIOR

Setting false alarm or inducing panic
Youth Gangs and Gang-Related Activity

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

CONSEQUENCES

Suspension to Permanent Dismissal

Suspension to Expulsion Legal Authorities
notified

Detention to Permanent Dismissal

Harassment

St. Vincent-St. Mary seeks to create and foster a school community in which all individuals are treated with dignity, integrity, and respect. We believe that all individuals are “created in the image and likeness of God.” For these reasons, the St. Vincent-St. Mary community is one in which all faculty, students and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment of any kind interferes with this development, and therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile and intimidating environment.

- Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- Physical Harassment: Unwanted physical contact, touch, impedence, blocking movements, assault, hazing or any intimidating interference with normal activity or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures or altered photographs physically produced or posted (such as the internet and/or text messages).
- Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature.

The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. As members of the St. Vincent-St. Mary family, we trust that you will embrace and practice these principles on campus and in your home.

Mistreatment of Others and Bullying

St. Vincent-St. Mary does not tolerate mistreatment of other students or behavior that is inconsistent with St. Vincent-St. Mary High School mission, core values, vision, and beliefs. Prohibited behavior occurs when a student is a target of mistreatment usually in the form of intentional, repeated hurtful acts, words, or exclusionary behaviors including but not limited to

- Intimidation, such as name-calling or threatening
- Social alienation, such as shunning or spreading false rumors
- Physical aggression, such as spitting or pushing.

“Bullying” is likewise prohibited. It will not be tolerated.

“Bullying” as related to students means either of the following:

(a) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior:

- (i) Causes mental or physical harm to the other student and
- (ii) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or

(b) Violence within a dating relationship.

Any student who believes s/he has been the victim of mistreatment or bullying shall report the incident(s) to a teacher, counselor, or administrator immediately. Similarly, any student who believes another student has been mistreated or bullied shall report the incident(s) to a teacher, counselor, or administrator immediately. All reports will be reviewed in a prompt and thorough manner, and no student will be retaliated against for bringing forth concerns of mistreatment or bullying or for participating in the investigation of a mistreatment or bullying complaint.

Violations of this policy will result in disciplinary action.

Hazing

St. Vincent-St. Mary does not tolerate hazing behavior in any form.

Hazing is defined as “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.”

Hazing includes, but is not limited to, any conduct, coercion or intimidation used as a method of initiation into a student organization or team that causes or creates a substantial risk of causing mental or physical harm to any person.

Students are strictly prohibited from participating in any student hazing, knowingly submitting to any hazing activities, or being present or having knowledge of hazing and failing to report it or take other steps to stop the hazing. Examples of conduct that could be considered hazing include:

- Physical behavior, such as paddling, forced consumption of anything, or shaving of hair/tattooing.
- Physical restraints, such as tying up or confining another to a small space
- Behavior that creates increased risk of mental harm, such as abandoning, deprivation of basic needs, or deception
- Behavior that creates increased risk of emotional harm, such as embarrassing or intimidating acts
- Sexualized behavior that involves nudity or sexual acts (simulated or otherwise).

Hazing must be reported immediately to a teacher, counselor or administrator.

All reports will be reviewed in a prompt and thorough manner, and no student will be retaliated against for bringing forth concerns of hazing or for participating in the investigation of a hazing complaint. Violations of this policy will result in disciplinary action.

Out of School Conduct

Student behavior that reflects negatively on St. Vincent-St. Mary High School and/or implicates or involves St. Vincent-St. Mary High School may warrant investigation and action on the part of the administration. In addition, students may incur disciplinary consequences as a result of those actions.

Reporting Abuse

If a student is the victim of child abuse, he or she should tell a teacher, counselor or administrator immediately. All school personnel are mandated reporters of child abuse (sexual, physical and emotional), as well as child neglect and domestic violence, under Ohio Revised Code 2151.421.

Student Threats Policy

Any and all student threats to inflict any harm to self or others must be taken seriously. Whoever hears the threat must report it immediately to a school administrator.

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

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

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

Sexual Harassment and Sexual Violence Policy

Allegations of sexual harassment are to be reported to a teacher and/or administration. Parents of both offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

Weapons Policy

The use, possession, sale, or discharge of any weapon or look-alike weapon or explosive device in the school, on school grounds or at school sponsored activities is prohibited. Violations of this policy may warrant notification of the police, immediate suspension and possible expulsion.

Youth Gang Policy

Youth gangs and gang-related activities are prohibited. A gang is defined as any non-school

sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Consequences for involvement in gangs or gang-related activities will result in disciplinary action up to and including expulsion and referral to police and/or the courts.

STUDENT/PARENT EXPECTATIONS

Assemblies

Students proceed to an assembly according to the directions given and are to sit in their designated area. Behavior is expected to conform to the nature of the assembly.

Book Bags & Backpacks

Book bags and backpacks are not to be worn or carried during the school day.

Due to Covid-19, backpacks will be permitted until further notice.

Bus and Van Regulations

Students riding a bus or school van must conduct themselves in a manner consistent with school expectations. They are also required to abide by local and state regulations. Failing to comply with regulations may result in forfeiture of riding privileges.

Cafeteria/Student Center

It is the responsibility of all students to keep the Student Center/Cafeteria clean. Students are given seven minutes to arrive in the Student Center/Cafeteria for lunch periods before being issued a Demerit for tardiness. To leave the Student Center/Cafeteria, passes may be presented to the supervisor at the beginning of the period.

Communication

Communication expectations are as follows:

1. Students are expected to communicate all academic concerns to their teacher first. They may also see help from counselors or administrators when needed.
2. Parents are expected to bring all academic concerns to the teacher or counselors after discussing the situation with their student.
3. If parents need further communication after speaking to the teachers or counselors, they should contact the Dean(s).
4. After those steps are taken, any further communication should be directed to the principal.

Confidentiality

All student records and information is held confidential by all employees of St. Vincent-St. Mary High School at all times. Employees must comply with the Family Educational Rights and Privacy Act (FERPA) at all times. Employees of St. Vincent-St. Mary High School will discuss student situations with the parents/guardians of those students only. Employees of St. Vincent-St. Mary High School will not meet with anyone except a parent/guardian to discuss student situations even if a parent gives consent.

Electronic Devices

All electronic devices must remain out of view during school hours. Teachers reserve the right to collect electronic devices during their class and return at the end of the period. The school is not responsible for theft or damage of electronic devices.

Emergency Drills

Emergency drills such as fire, tornado, rapid dismissal and lockdowns are conducted throughout the school year as required by law. It is essential that when the signal is given for a drill or actual emergency that students obey instructions specified by faculty and staff members.

Food & Drink

Students are not permitted to have food or drink in the classrooms, LRC, labs, gym, etc. Food and drink are permitted in the Student Center/Cafeteria only. Students are **not** permitted to have food delivered to school.

Due to Covid-19, students will eat lunches in Mentor Group until further notice. However, students are not permitted to eat during class time, unless given permission by a teacher.

Hall Passes & Lanyards

Students obtain a hall pass from a faculty or staff member in exchange for their ID card. Any time students are in the hallways during the school day, with the exception of between classes, they must have a pass or leave their ID with a faculty or staff member.

Due to Covid-19, hallpasses will no longer be given until further notice. Students will continue to sign-out if they need to leave class but must have their student ID/Lanyard.

Parking Lot

Student drivers may use the school parking lot with the purchase of a parking permit from the Book Store. The cost of the permit is \$70, and it must be displayed in the lower passenger side corner of the windshield. Student drivers must abide by all the rules and regulations specified on the Parking Permit Form. Failure to comply with parking lot regulations may result in a forfeiture of parking lot privileges.

Signs, Posters, & Decorations

Requests for signs or posters to be hung must be approved by an administrator. Signs and posters may be placed on designated bulletin boards only. They may not be placed on painted walls, over fire exits or attached to the ceiling grids. Decorations of lockers should only use blue painter's tape or magnets.

Sportsmanship

As athletes and spectators, we are governed by the ethics of honest rivalry and the graceful acceptance of the results of the contest. We urge all our supporters to enjoy the event with

integrity and celebrate our students in a way that brings credit to our school, our team and our community.

Study Hall

A quiet environment must be maintained while in the study hall. Students will be given an assigned seat by the study hall supervisor. Students must be prepared with work from their classes that will keep them occupied for the entire period. At the discretion of the study hall supervisor, students may study together.

Students must be on time to study hall or they will be referred to the Dean of Students. To leave study hall, passes may be presented to the study hall supervisor at the beginning of the period. Upon approval by the supervisor, students leaving must sign out of the study hall with their name, destination and time leaving. When appropriate, a student ID card must be exchanged for a hall pass. When students return to study hall they must fill out the returning time on the sign out sheet.

Use of School Grounds & Supervision

Students should not be on the school grounds without the supervision of an employee of St. Vincent-St. Mary High School. Students that arrive before school or stay late after school must stay in the Student Center unless given permission otherwise. Student waiting before or after extra-curricular activities or athletic events must also wait in the Student Center or with their coach. Students should not be on a field or in the gym without a coach present. If a teacher is not present in an area they normally supervise, students should stay in their seats or desks. If that teacher does not arrive after a few minutes, students must send someone to the main office. In case of an emergency, students seek out the nearest adult.

STUDENT SERVICES

Athletic Trainer

A certified athletic trainer is available to athletes during home athletic events and after school according to the posted schedule. The trainer assists students with taping prior to practice and games, as well as supervising rehab following an injury.

Book Store

The Book Store offers a variety of items, including school supplies and workbooks, school uniforms and a large assortment of St. Vincent-St. Mary spirit clothing and items. Book Store hours vary. Please check the St. Vincent-St. Mary website for hours.

Building Hours

On school days, students may arrive at school as early as 7:15 am. The school offices and LRC open at 7:00 am. Students are welcome to wait in the Student Center after school for the start of supervised activities or a ride home. The Academic portion of the building is closed at 3:30 pm.

Cafeteria

St. Vincent-St. Mary's cafeteria is open during the three regularly scheduled lunch periods during the school day. Breakfast is also available for purchase in the morning.

Campus Ministry

Campus ministry staff is available to provide spiritual guidance and to further the religious formation of faculty, staff and students. The campus minister works with teachers and students to integrate Gospel values and other aspects of Catholic faith throughout the school, including masses, prayer services, peer ministry, retreats and service opportunities.

Chapel

The presence of the Blessed Sacrament in our chapel is a privilege for all of us. Community Mass services are held weekly in the morning during the school year. The chapel is available to students, faculty or staff for private or group prayer by making arrangements with the campus minister.

Clinic

The clinic is available for students who become ill or are injured during the school day. The clinic is also where appropriately documented and labeled medication is stored for students

Counseling Services/Guidance

The St. Vincent- St. Mary High School Counseling Department goal is to support every student with any academic, career, college, personal, and social needs.

A school counselor is a member of the education team at STVM, and is someone who gives valuable assistance to students, helping them with their academic goals, their social and personal development, and with their career development. The students are assigned one school counselor that they will stay with for four years. They will work with their school counselor in classroom lessons, small groups, and individually. Students and parents can reach out to their school counselor for help with any academic, personal, or social concern.

There are two part time college counselors at St. Vincent- St. Mary High School. A college counselor is a member of the education team at STVM, and is someone who gives valuable assistance to students with college planning, scholarship search, and application process. Students are assigned to a college counselor by last name, and will begin meeting with them in classroom lessons and individually their junior year.

In addition to our counseling staff, we also have a school based therapist from Child Guidance and Family Solutions that students can meet with if needed. This service must be set up through Child Guidance and Family Solutions.

There are 8 part time tutors in the Counseling Department, each with 30+ years of experience in education that students are able to meet with daily. Students do not need an appointment to meet with the tutor, they can work with them before and after school, and during their study hall or lunch.

Dance Guests

St. Vincent-St. Mary High School sponsors student dances throughout the year. If a STVM student wants to invite a non-STVM guest, the STVM student must submit a completed Student Guest Pass. All guests must be properly registered by the STVM invitee on the form provided in the Bookstore. The non-STVM student must be at least in Grade 9 and no older than 20 years. Since a number of signatures must be obtained, the STVM student should allow enough time so the completed pass is submitted when purchasing tickets to the dance. Students are permitted to start leaving the dance thirty (30) minutes before the dance is over. See dress code on pg. 22

Alcohol Breath Testing

St. Vincent-St. Mary High School retains the right to determine if a student is under the influence of alcohol or other substances through observation or the use of a random breath alcohol test (commonly referred to as a breathalyzer test). *See page 44 for more information.*

Email

All faculty, staff and students are assigned an email address, which is accessed through the school's website. Students and parents are encouraged to use this method of communication whenever possible.

Extracurricular Activities

St. Vincent-St. Mary students are both invited and encouraged to participate in extracurricular activities, including clubs, sports teams and service organizations. Active participation helps students to broaden their interests, expand their friendships, learn valuable leadership skills and enhance their talents. Information about our extracurricular activities will be made available to students through announcements and publications.

Identification Cards

Student ID Cards are issued at the beginning of each school year and must be worn with their lanyard during school hours. By presenting a valid Student ID Card, students are entitled to free admission at school concerts and regular season home athletic events.

Lockers

Due to Covid-19, lockers are off limits for student use until further notice.

At the beginning of each school year, students are assigned a school locker, where they are to store appropriate school and personal items. All school lockers must have a **school issued lock** on them and should be locked at all times. Scotch tape is prohibited from being used on the inside or outside of lockers. Blue painter's tape and magnets are the only adhesives permitted to be used on lockers. Students will be held responsible for damage to their lockers. All lockers are the property St. Vincent-St. Mary High School and may be searched by the administration at any time.

Lost and Found

Due to Covid-19, the lost and found will be cleared out daily. Students are encouraged to check for lost items immediately when they are misplaced.

The lost and found is located in the LRC. All articles found should be turned in to the LRC. All loss of property should be reported to the Dean of Students. At the end of each semester, unclaimed items will be donated or discarded.

School Calendar

All school events, including those that take place on campus or off campus, are posted on the website's school calendar. Due to the ever-changing nature of school events, the website school calendar will provide the most current information.

Tutoring Center

STVM prides itself in providing top notch individual instruction in all core subjects by teachers certified in those areas. Every student has a unique learning style and our tutors can provide one-on-one engagement. The benefits of having individualized instruction reach further than the classroom and tutors can often provide a different perspective.

- One-on-one instruction provides your child with a private, comfortable setting, allowing for individualized instruction.

- Confidence is the key to success, and in this case, the key to mastering a subject. Individual tutoring of any subject allows students to grasp concepts more easily, connect these concepts to real life situations and other areas of study. Tutoring can help build confidence and self-esteem.
- Students can set their own schedule – stop in before/after school, during lunch or a scheduled study hall.
- Individual tutoring may be especially helpful if your child feels like he/she needs help with specific parts of a course, or if previous experiences did not include preparation in an essential topic needed for a class. The aim of tutoring is to help students develop the skills and strategies they need to independently and successfully engage in the course.
- The writing lab focuses on process writing and revision for writing assignments in all content areas. Students are encouraged to seek the help of the English tutors to focus and develop ideas, write introductions and conclusions, use accurate punctuation and grammar, and apply MLA citations.

Weight Room

Strength and conditioning equipment is available for athletes and physical education students. Students who use the weight room must be under the supervision of a coach, physical education teacher, or supervisor at all times.

Website

The St. Vincent-St. Mary High School website (www.stvm.com) provides students and parents with a wealth of information about the school and should be referred to frequently.

Work Permits

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

MISCELLANEOUS POLICIES

AIDS Policy

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

- Parents and guardians have the obligation to report to the school Principal when a child has been diagnosed as having AIDS, ARC (Aids Related Complex or Condition), or any other illness caused by HIV (Human Immune Deficiency Virus).
- The health of the student as documented by his/her physician allows for full participation in regular academic and school-related activities.
- The student behaves in a manner that would not cause the spread of the disease or put other students at risk.
- The student does not have open sores, skin eruptions, or any other conditions which prevent control of his/her bodily secretions.
- Periodic evaluation of the student's physical condition is documented by the physician.
- In order to protect confidentiality, when a student with AIDS is admitted to St. Vincent-St. Mary High School, personnel will be made aware of the student's condition on a "need to know" basis.

Building Security

St. Vincent-St. Mary High School is a closed campus. The school reserves the right to prohibit anyone from being on school property, if, in the opinion of the administration, that person poses a threat to the safety and well-being of the St. Vincent-St. Mary Community.

- The building opens each school day at 7:15 a.m. and students are to use the Student Entrance (Door #6).
- After the start of the school day access to the building is limited to the Main Entrance (door #1).
- Students not involved in a school-sponsored activity must leave the grounds by 3:30 p.m. unless in the Student Center. Students are expected to be picked up by 4:30 p.m.
- Students are not permitted to loiter on school grounds after 3:30 p.m.

Those waiting for scheduled activities or parent rides must report to the Student Center, until their ride arrives or practice starts.

Chemical Abuse Policy

St. Vincent-St. Mary High School recognizes the hardship created by drugs, alcohol, tobacco and electronic cigarettes at the individual and community levels. In so doing we unite to provide a drug free environment, safe for student growth and learning.

While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs/alcohol any time while on campus or at any off-campus St. Vincent-St. Mary event. In accordance with this, we will maintain a NO TOLERANCE policy toward drug and alcohol use. The policy relating to such abuses is designed to be preventative in nature and is intended to help any student having problems with alcohol or drugs.

STVM Administration has approved the use of alcohol breath testing as a deterrent to the use of alcohol.

Alcohol Breath Testing

Students randomly selected or those suspected of being under the influence of alcohol and/or other drugs upon or after entering an STVM sponsored event will be subject to an alcohol breath test or other evaluation as deemed necessary by STVM school personnel.

- Students testing negative will be allowed to enter the event.
- Students testing positive for alcohol use will be denied entry to the STVM sponsored event without refund. The student's Parent(s)/Guardian(s) will be called and will be required to pick up their child. Further disciplinary action will be taken as determined by the STVM Administration.
- A student's refusal to take the breath alcohol test will be treated as a positive test and result in similar consequences to a positive result.
- St. Vincent-St. Mary High School reserves the right to conduct purse/bag searches as well as searches of any limousines or party buses that may have been used to transport students to the STVM sponsored event.

Possession/Use First Offense

When a student is found for the first time, in possession of, under the influence of, drugs, alcohol, tobacco/vaping or paraphernalia on the way to or from school, at school, before, during, or after a school-sponsored event, the unauthorized substance or paraphernalia will be taken away from the student. The use of a breathalyzer or other test may be employed to students suspected of being under the influence of alcohol or drugs at school or school-related activities. The police may be contacted whenever an individual is found in possession of illegal substances or is in violation of the law. Parents will be contacted to take the student home. If emergency services are needed, such services shall be contacted and the expense borne by the student and their family.

Disciplinary Action First Offense

Any student who is found in possession of or under the influence of drugs or alcohol shall be suspended from school for ten school days, placed on a discipline contract and may be socially suspended for up to 30 calendar days. As a condition of continued enrollment, the student, at the expense of the student's family/guardian, is required to meet with a

drug/alcohol counselor or psychologist. Upon completion of counseling, the student must submit a professional assessment to the Dean of Students and his/her School Counselor. The student may be subject to random drug/alcohol testing, also at the family's expense for the duration of enrollment at STVM. The school is bound by law, as are individuals and families, and it will act in compliance with the law when circumstances indicate certain actions are necessary.

Note: Should a family refuse the recommended professional treatment, (including random drug/alcohol testing), the school may permanently dismiss the student from St. Vincent-St. Mary High School.

Possession/Use Second Offense

Any repeated violation of the school's drug/alcohol policy will result in automatic dismissal from Saint Mary's High School.

Trafficking/Buying/Selling

If a student is found to be trafficking (buying, giving away or offering to trade, sell, or give away) alcohol/drugs, or anything passed off as drugs on the way to or from school, at school, before, during or after a school-sponsored event, the student will be dismissed immediately from St. Vincent-St. Mary High School without the option of returning. The parents will be notified and the police may be contacted.

Search of Personal Property

Inspection of personal property including (but not limited to) lockers and their contents, clothing pockets, backpacks, and cars may be conducted by school administrators or their designee for any reason, at any time, without notice and without student or parent consent.

E-Cig/Vaping Devices

Custodial Parent Information

For the safety of our students living in non-intact families, custodial parents/guardians are requested to furnish the school with a copy of the custody papers. This will be kept in the student's permanent record file. Unless the decree indicates otherwise, school communications will be directed to the custodial parent/guardian. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's rights to access records and school information, the non-custodial parent has a right to the same access to school information as the custodial parent.

Deliveries

Deliveries of items such as flowers, balloons, and food are not permitted during the school day.

Food Service Deliveries

Food Service delivery services will be denied entry to the building and students will not be able to receive the delivery between the hours of 8:00 a.m. - 3:00 p.m. We are always working to

improve the safety and security for the students in our building, and this adds an additional layer of concern with unauthorized visitors entering the building.

Emergency Medical Authorization

All students are required to have this form on file. This form enables parents to authorize emergency treatment for students who become ill or injured while under school authority, when parents cannot be reached. This form must be updated annually.

Emergency School Closing

When St. Vincent-St. Mary closes for weather-related or other emergencies, the announcement of the closing will be broadcast over TV stations, posted to social media and notified via phone message. Usually, St. Vincent-St. Mary closes for snow days when Akron Public Schools close. If St. Vincent-St. Mary remains open even though another district closes, then the students from that district would have to provide their own transportation to school. If parents judge such transportation to be dangerous, they should call the attendance office to report the absence. In general, extracurricular activities will be cancelled when there is an emergency school closing. Exceptions may only be granted by the administration of St. Vincent-St. Mary High School.

Immunizations

In order to attend school, all students new to St. Vincent-St. Mary High School must have the immunizations required under Ohio Law Sections 3313.671 and 3701.13 of the Ohio Revised Code. A record of these immunizations must be on file with the school nurse by the 15th day of the school year.

Married Students Policy

St. Vincent-St. Mary High School does not accept or enroll married students. Please see an administrator if you have further questions or concerns.

Medication

All medications, prescription and over-the-counter, must be stored and administered in the school clinic. A written order must be obtained from the physician and a written request to dispense from the parent must be submitted before any medication may be administered by the school nurse or other school personnel. The medication must be in its original container and have a label that clearly indicates the student's name, name of medication, dosage and time of administration. The Medication Form is available in the main office. A new form must be completed each school year, as well as any time there is a change in the medication order. With proper medical documentation, students with asthma may carry inhalers during the school day. Students who have submitted proper medical documentation, may carry an Epi-Pen during the school day.

Messages to Students

Delivering messages to students during the school day is a disruption to the academic atmosphere. Therefore, only urgent messages will be delivered to students during the school day.

Non-Custodial Parent Information

St. Vincent-St. Mary High School respects the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide, upon written request, the non-custodial parent with access to the academic records and to other school related information regarding the student.

Online Student Policy

St. Vincent-St. Mary High School does not actively monitor personal online websites. However, when the administration learns of inappropriate postings including defamatory comments or images regarding the school, the employees or other students in online blogs such as, but not limited to, YouTube.com®, MySpace.com®, Facebook®, Twitter®, Xanga®, Instagram ® etc. the school will exercise every disciplinary and legal measure it deems appropriate including suspension and expulsion of the student(s) involved.

Photography/Video Policy

St. Vincent-St. Mary High School reserves the right to photograph and/or video record students for the purposes of marketing or recognition including but not limited to publication in brochures, recruitment materials, newspapers, and the school website. Any parent objecting to the use of their student's image for these purposes must fill out the do not consent section on the student information form no later than the first day of school.

Pregnancy/Abortion Policy

The Roman Catholic Church expresses in all of its teaching an unequivocal stance of life. Church teachings stress that each human life is a creation of God and that the conception of life should be sacred. Should a student conceive life, counseling and other support services will be offered by the school to assist the individual in keeping the baby full term. To deliberately terminate life through abortion is viewed by the Church as more serious an offense against God than a mortal sin. Students who conceive life and choose to terminate life will be expelled from St. Vincent-St. Mary High School. Please see an administrator if you have further questions or concerns.

School Logo/Image Policy

Any logos or images St. Vincent-St. Mary High School as well as the name itself are the property of St. Vincent-St. Mary High School and may not be used, replicated, or posted in any manner by any individual without the expressed written permission of the school administration.

Technology Use Policy

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

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

Students must*:

1. Respect and protect the privacy of others
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources
 - a. Observe all network security practices.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Refrain from destroying or damaging hardware, software, data, networks, or other resources that do not belong to them.
 - d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Abstain from overriding the Internet content filtering system.
 - f. Refrain from downloading games, music, or other software that may compromise the network security.
3. Respect and protect the intellectual property of others

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

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

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

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

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at St. Vincent – St. Mary High School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy. The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student

Visitors

- *Due to Covid-19-St. Vincent-St. Mary High School will not be permitting any visitors into the school until further notice.*
- All visitors must enter at the Main Entrance (Door #1). Visitors must sign in by using our visitor management system, SchoolPass and use their state issued identification.
- Prospective students visiting St. Vincent-St. Mary High School should check in at the front office with an Admissions office member and receive an identification badge.

OTHER POLICIES

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

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

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

Admission and Registration

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

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

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

Withdrawal

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

Official school records will be transmitted upon written request only if the withdrawn student has paid all tuition and fees and has satisfied all other obligations to the school such as returned all

textbooks, Chrome book and charger, athletic uniforms/equipment, surrendered STVM ID card, etc.

Health records may be released to the parent/guardian, legal custodian, or person who is responsible for the student to expedite entry into the new school system.

Tuition Delinquency

Accounts which are not paid on the date due shall be considered delinquent.

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

Policies for the Greater Good

No individual or any one group is above the school in the terms of its needs as an institution. To that end, policies have been devised and written down for the sake of everyone to benefit from the knowledge contained in each. Thus it behooves every individual and group to acquaint

themselves with the policies that have been adopted for St. Vincent – St. Mary High School. If any particular policy seems restrictive, remember that each section therein was devised for the greater good and the benefit of all connected with the school. The list below is updated periodically to indicate which new policies have been written and are in effect. Each policy may be found in its entirety in any one of three copies of the “Policy Book” that contains all written policies, complete and in their entirety. Those policies books are available to anyone to read, and are available in the Principal’s office, the Learning Resource Center (LRC) or the Business Manager’s office. These written policies are open and accessible to all interested parties and may be reproduced at will.

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

- Athletics Camps and Clinics – states the policies and procedures of Athletic camps and clinics.
- Wellness Policy – STVM is committed to the goal that all students and staff shall possess lifelong knowledge and skills necessary to make nutritious food and physical activity choices through effective use of school and community resources and attentiveness to student and staff needs and interests, taking into consideration differences in culture.
- Financial & Tuition Payment Policy –states the policies for tuition
- Gift Acceptance Policy – The stated gift policies are being implemented to ensure that all gifts are used for the designated purpose and focuses on both outright and planned gifts, both cash and non-cash. The goal of this document is to afford transparency for the donor while also safeguarding STVM against gifts which may prove to have an adverse effect on STVM.
- Media Relations Policy – states the policy on handling of the media.
- Credit Flexibility - permits students to earn high school credit in a variety of ways.
- Handbook Policy – employee handbook must be written, revised annually and published to all employees.

Special Education Services

St. Vincent-St. Mary High School serves students with Individualized Education Plans (IEPs) through the Autism and Jon Peterson scholarships for students with special needs. These scholarships are available through the Ohio Department of Education. Intervention specialists work with students on IEPs during an intervention period and during inclusion classes to meet goals and progress in the curriculum. Accommodations stated in individual IEPs are also provided in these settings.

*Progress Reports are provided to parents of a child with a disability quarterly.