



ST. PATRICK ST. VINCENT CATHOLIC HIGH SCHOOL

Parent-Student Handbook 2026-2027

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

Mission and Philosophy

Mission Statement

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

Philosophy

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

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Notice of Implied Intent

The contents of the 2026-2027 St. Patrick-St. Vincent Catholic High School (SPSV) *Parent-Student Handbook* are to be accepted by parents and students as essential parts of the contract between them and the school. Violation of the spirit, intent or letter of the philosophy and rules will be considered just cause for administrative action. The use of the term “parents” throughout this document is meant to include single parents and legal guardians. The registration of a student at SPSV is deemed an agreement on his or her part, and on the part of his or her parents, to comply with all policies, rules and regulations of the school as outlined in this handbook. SPSV reserves the right to amend or waive provisions of this handbook when deemed necessary by the administration. Parents and students will be given notification of amendments made. Compliance with any such amendment is required from all students and parents as soon as the change is published.

Chapter 1: Philosophy of Education

History of the School

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

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

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

In the fall of 1987, the first classes of SPSV were united to continue the long and excellent tradition of Catholic secondary education in Solano County.

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

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

School Crest

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

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

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

The two mottos "Veritas" (Latin for "Truth" and the motto of the Dominican Order) and "Facere et Docere"

(Latin for “To do and to teach” and the motto of the Congregation of Christian Brothers) represent the essence of Catholic education: to lead young people to the knowledge of the truth, which is God, and to reflect the charity of Christ in the continuum of instruction.



School Motto

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

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

St. Patrick-St. Vincent Catholic High School Goals

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

Integrated School-Wide Outcomes

SPSV students and graduates strive to be:

Men and Women of Character and Compassion

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

Effective Communicators

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

Complex Thinkers

- Seek effective solutions to problems.
- Solve problems using a variety of approaches.
- Evaluate the consequences and effects of actions.
- Recognize the complex nature of political, social, economic, and international problems.

Quality Producers

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

Chapter 2: Foundational Expectations

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

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

Pro-Life Policy

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

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

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

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

Acceptance of School Regulations

Application to the school implies acceptance of the school regulations. Both students and parents give explicit acceptance through signatures on the policy statements that must be returned to the school office before a student may attend classes. By their membership in the student body, students become officially associated with SPSV. Their manners and actions inside and outside of school are of interest and concern to the school.

Daily Life

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

- Showing courtesy to everyone (faculty and staff, other students and all visitors) as well as respect for themselves.
- Using appropriate language, acting appropriately, and following all school rules at all times.

- Respecting others' differences (cultural, racial, academic, physical, interests, etc.).
- Participating in opportunities to grow in their awareness of Christian service.
- Acting reverently during school liturgies and prayer services.
- Taking pride in their appearance by adhering to the dress code.
- Taking pride in the appearance of the school and helping to keep the buildings, grounds and furnishings clean and attractive.

Honor Code

Every member of the SPSV community strives to live by the letter and the spirit of the SPSV Honor Code:

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

Search Policy

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

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

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

Any item that the administration deems inappropriate or disruptive will be confiscated.

Off-Campus Conduct

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

Offensive Conduct by Parents, Guardians, Grandparents, Etc.

Parents, grandparents, guardians, etc. who choose to send their children/grandchildren/wards to a Catholic school agree, by their choice of the Catholic school, to support the faith formation and learning

environment of the school. They also agree that their children will be fully involved in the religious formation and worship activities of the school.

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

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

Chapter 3: Academics

Coursework and Graduation Requirements

To graduate from SPSV students must earn a total of 260 credits as outlined below.

SPSV is under no obligation to accept credits from other institutions. Freshmen and sophomore students must be enrolled in 70 academic units per year at SPSV, while juniors and seniors must be enrolled in 60 academic units per year.

Requirements for graduation must be fulfilled during the regular school year. The assistant principal will consider serious reasons for any exceptions to this policy. Thus, courses taken off-campus or online at the high school or college level for remediation or enrichment must have prior written approval of the assistant principal to be entered on transcripts. Grades earned elsewhere do not replace grades earned during the regular school year, but are added to the student's transcript. Grades earned from a college course will not be added to the transcript.

Graduation Requirements	260 Units
Religious Studies	40
English	40
Math	30 (40 units recommended)
Science- 2 lab courses	20 (30 units recommended)
Social Studies	30
Visual and Performing Arts	20
World Language	20 (30 units recommended)
Physical Education	20
Electives	50
Christian Service	Annual Requirement

College Acceptance Course Requirements

The following are required by the ***University of California and the California State University:***

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

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

Physical Education and Health

Students must complete two years of PE at SPSV. All freshmen take PE/Health, which includes a human sexuality unit taught with freshman religion. The second year can be taken anytime from sophomore to senior year.

PE Waivers: One semester of PE may be waived per season of varsity sport participation, up to two semesters, verified by the athletic director. Participation in non-school activities (clubs, dance, etc.) does not count toward a waiver.

Excuses: Temporary absences require a note from a parent or physician for medical injury. Permanent medical exemptions require a physician's letter submitted to the assistant principal of academics. Graduation requirements may be waived, but credits must be made up in other areas.

Field Trips

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

Academic Expectations and Grade Reporting

SPSV exists to offer a quality Catholic, college-preparatory education for each student. This goal must be met in a unique way for each student. There are, however, some common denominators:

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

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

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

Grading Periods

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

Grading

Below is an explanation of the grades used at SPSV. Please pay special attention to "D" and "F" grades.

A = (100-90) Excellent

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

B = (89-80) Good

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

C = (79-70) Average

The student must meet the following requirements: Completes all of the work assigned; has not yet developed consistency in study habits; concentration in class is inconsistent; keeps a C average on tests and gradable assignments.

D = (69-60) Below Average

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

F = (59-0) Failure

This grade indicates that the student has failed the subject. Student has accomplished less than the fundamental minimum essentials for grade of D; keeps an F average on tests and gradable assignments. The student will not receive credit for the course and is therefore not eligible to advance to the next course in that subject-area without remediation. The student may also become ineligible for a four-year college/university without credit recovery; thus, students are required to recover F grades during summer school or at an SPSV-approved program in order to graduate.

I = Incomplete

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

Grading Scale

Grade of A: 100% - 90%

Grade of B:	89% - 80%
Grade of C:	79% - 70%
Grade of D	69% - 60%
Grade of F	Below 60%

Advanced Placement and Honors Courses

Honors courses and Advanced Placement courses (AP) are weighted in calculating the grade point average (GPA) unless otherwise noted in the *Course Catalog*. For these courses, A = 5.0, B = 4.0, C = 3.0, D = 1.0 and F = 0.0. Honors courses taken at another school will be weighted only if SPSV offers a comparable honors course. ***In compliance with UC guidelines, SPSV does not offer honors points to any courses taken during a student's freshman year.*** See the *Course Catalog* for honors courses accepted by the University of California. Balancing academic rigor and emotional health, SPSV limits most students to a maximum of three AP/honors courses in one year.

Summer School Grades

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

Dual Enrollment

At SPSV, we are intentional about maintaining a cohesive, mission-aligned, college-preparatory curriculum for all students. For this reason, SPSV does not accept Dual Enrollment coursework for high school credit.

Our academic program is carefully designed to ensure consistency in course rigor, instructional approach, assessment practices, and alignment with our graduation requirements and Catholic educational mission. Courses taken through outside institutions may not fully reflect the scope, depth, or outcomes of SPSV courses.

Additionally, SPSV must adhere to accreditation standards and maintain transcript integrity. Accepting external college coursework as high school credit can create challenges in accurately aligning credits, grading scales, GPA calculations, and course weighting, which may impact the clarity and consistency of student records used for college admissions.

With that said, *SPSV strongly encourages students to take advantage of free college courses offered through our local community colleges.* These courses can be an excellent way for students to explore academic interests, gain college experience, and earn college credit. Please note that while these courses may count toward a student's future college transcript, they will not be added to or counted toward SPSV high school credit, GPA, or graduation requirements.

For students seeking to advance in Math, Science, or World Language, community college coursework may be used for enrichment and preparation; however, a challenge or placement test may still be required before a student may be placed into a higher-level course at SPSV.

If a student wishes to take an advancement course and have it added to their SPSV high school transcript, this option is available in Math and World Language only, and must be completed through Arrupe Virtual, our online summer partner high school that offers approved advancement summer courses.

Class Rank

For the purpose of college admission, SPSV ranks by decile only (10% segments). Decile rankings are based on 9th-12th grade weighted academic grade point average, with the top decile reported as the 1st decile.

Honor Roll

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

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

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

Honors at graduation are earned for the following seven semester cumulative weighted GPAs: *with Honor* for 3.5 to 3.74; *with High Honor* for 3.75 to 3.89; and *with Highest Honor* for 3.9 and above.

Academic Review and Monitoring Policies

Students at SPSV are expected to meet the following minimum requirements. In the event that a student does not meet these expectations, the following procedures are designed to aid in their success.

All students are expected to maintain a 2.0 GPA.

- Students who earn below a 2.0 are placed on academic probation.
- All students accepted at SPSV are expected to graduate in four years.

Information Regarding Failure of a Course

No student will be readmitted to SPSV with an F for a semester grade in any subject unless special provisions are made with the administration. All semester F grades must be remediated by attendance at a school approved summer school, community college, university extension or UC approved online class.

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

Applicable to Seniors:

- A senior receiving a semester F at the end of the first semester will be obligated to make-up the F by repeating the course (or the equivalent, or an approved alternative) at an accredited institution outside regular school hours during the second semester.
- Seniors receiving one or more semester F's at the end of the second semester will not be awarded a diploma until each F is made-up by repeating the course (or the equivalent or approved alternative) in summer school. The diploma will be withheld until such time as all coursework is completed and proof of the coursework is submitted to the assistant principal.
- Students who are not awarded a diploma are not allowed to participate in graduation day activities.

Activities and Athletics Eligibility Policies

When a student has a GPA below 2.0 at the end of Q1, S1, Q3, or S2, they may petition to continue to play or hold a leadership role.

- The student must submit weekly grade checks signed by all of their teachers. Students must maintain a 2.0 cumulative average for all classes, have no failing grades and no more than two D's. Forms are available in the main office and are due every Friday by 3PM.
- Failure to meet the above requirements will mean that the student will not be able to practice, play, or participate in athletics, spirit squad or student leadership positions for one week. If there are three negative weekly grade checks, the student is off the team, spirit squad, or student leadership position for the rest of the quarter. If a student falls below a 2.0 GPA in the spring semester and remediates his or her grades in summer school so that his or her GPA is 2.0 or

Procedure for Academic Dismissal

Students may be asked to withdraw from the school if they receive three or more semester F grades in one academic year.

Invitation to Return

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

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

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

Graduation

Honors at Graduation

Honors at graduation are earned for the following seven semester cumulative weighted GPAs: *with Honor* for 3.5 to 3.74; *with High Honor* for 3.75 to 3.89; and *with Highest Honor* for 3.9 and above.

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

Participation in the Graduation Ceremony

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

Graduation Attire

All hair must be neat and of natural color or a highlight that occurs naturally. No sunglasses will be permitted during the ceremony. Girls must wear either dresses, skirts or dress pants. No tennis shoes, slides or flip flops. Boys must wear dress pants, dress shirt and tie. No tennis shoes, slides or flip flops. Facial hair must be well-groomed. The only gown accessories that SPSV students are allowed to wear with robes are cords earned for extraordinary achievement in academics and/or service, or other pins or medals awarded by the school.

All-School Emergency Home Study

In the event that school is canceled due to an unexpected natural disaster, such as unhealthy air quality caused by wildfire, SPSV may have students complete that day's academic program remotely. Instruction and activities will be posted online on Schoology, SPSV's learning management system, by 10am on the day of the school cancellation. That day's learning activities are to be completed by 10pm that day unless stated otherwise in the assignment. In the event that SPSV calls for an All-School Emergency Home Study, this will be communicated with families by email and/or our SPSV's emergency communication system.

Students are expected to follow these guidelines to ensure productive, respectful class meetings through virtual learning platforms, including but not limited to Google Meet.

1. Sign In On Time

Teachers will take attendance at the beginning of each scheduled class period. Every class will meet at minimum for prayer and attendance during the designated time.

Students are expected to:

- Log in at the required time
- Use their school-issued Google account and proper display name
- Be prepared with all necessary materials
- Be ready to participate and learn

2. Microphone Expectations

- Mute your microphone immediately upon joining the meeting.
- Keep your microphone muted unless you are speaking.
- Unmute only when called upon or when directed by your teacher..

3. Camera and Professional Conduct

Students are visible during video conferences and are expected to maintain a professional presence. While we understand that home environments vary, students must present themselves in a school-appropriate and professional manner.

- Cameras should remain on unless otherwise directed by the teacher.
- Wear appropriate school attire.
- Maintain a respectful and appropriate workspace.
- Participation in virtual classes should reflect the same expectations as being on campus.

4. Appropriate Backgrounds

- Use a clean, non-distracting background.
- Virtual backgrounds must be school-appropriate and not disruptive.
- Do not use a photo or looped video of yourself as a background.
- Teachers may request changes to backgrounds if necessary.

5. Focus and Engagement

Students are responsible for all material presented during class.

- Stay off cell phones unless instructed otherwise.
- Keep Google Meet as your active screen.
- Do not navigate to other tabs, apps, or websites unless directed by your teacher.
- Follow teacher instructions regarding screen pinning or spotlighting to minimize distractions.

6. Asking Questions

- Do not interrupt when others are speaking.
- Use the "Raise Hand" feature in Google Meet.
- Follow teacher directions regarding use of the chat feature.
- If permitted, type "Question" in the chat before posting your comment.

7. Respect and Digital Citizenship

Being on camera can make individuals feel vulnerable. Respect for all participants is essential. Students may NOT:

- Screenshot, photograph, or record teachers or classmates
- Record any part of a live session (audio or video)
- Share meeting links with non-class members
- Distribute screenshots, recordings, or chat messages
- Chapter 7 – Discipline Policies
- Chapter 4 – Acceptable Use of Technology

8. Support One Another

Students should not interfere with instruction or classmates' learning. Virtual learning requires the same level of cooperation, responsibility, and respect expected in a physical classroom. Every member of the class community shares responsibility for a productive learning environment.

9. Technology Issues

If you experience technical difficulties:

- Notify your teacher immediately via email or school messaging platform.
- If disconnected during a live Google Meet session, rejoin as soon as possible.
- If needed, contact a classmate to inform the teacher on your behalf.

Chapter 4:

Acceptable Use Policy for Technology

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

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

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

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

Internet Safety

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

Access to Inappropriate Material

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

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

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

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the SPSV online computer network when using electronic mail, chat rooms, instant messaging, other social media, and other forms of direct electronic communications.

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

minors.

Education, Supervision, and Monitoring

It shall be the responsibility of all members of the SPSV faculty and staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the technology support specialist.

Security Settings

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

Electronic Communication

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

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

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

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

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

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

Student-Accessible Resources

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

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

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

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

Email

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

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

iPads

Our 1:1 iPad program, in conjunction with our learning management system, puts SPSV at the forefront of the technology education revolution. In addition to the iPad, SPSV has computers available for academic use in the library and in the computer lab. The iPads and all school-owned computers have access to the Internet and the school network. Other personal computing devices are not allowed on any SPSV wireless network.

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

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

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

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

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

For more information on school-issued iPads, please review the SPSV Student iPad Agreement.

Students must log in to their school-issued iPads using their SPSV Apple ID credentials only.

Appropriate Use of iPads in Class

During class, iPads are to be used for academic purposes and NOT for the following - including, but not limited to:

- Do not watch game film.
- Do not play online games.
- Do not search for or visit streaming services to watch shows, movies, etc.
- Do not search for or visit websites about illegal substances or activities.
- Do not access social media platforms (ex. Instagram, Discord, Twitch, TikTok, etc.)
- If the iPad is on the desk, but not in use, it should be properly docked.

Makerspace Policies

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

- A staff member must be present to supervise the use of the 3D printer and manage the printing queue. Staff will have the final say when determining the order of print jobs.
- Food and drinks are prohibited in the Makerspace.
- Students must sign in each time they use the Makerspace.
- All Makerspace projects must be approved by the Technology Department Chair or a teacher who is using the Makerspace for class projects. Outside of class time, the Makerspace technology is available on a first-come, first-served basis. Time limits may be applied as Makerspace demand can become impacted.
- The SPSV Makerspace is used for the production of non-commercial items only.
- All equipment must be used appropriately and safely. Students are financially responsible for any damage to Makerspace equipment caused by inappropriate use.

Personal Equipment

Personal iPads, Laptops, or Tablets

No personal iPads, laptops, or tablets are allowed on campus.

AirPods, Earbuds, Headphones, and Related Technology

- AirPods, other earbuds, and headphones can only be used during break or lunch, unless faculty allow students to use them for an in-class activity.
- For safety reasons, when using a device at break, lunch, or passing period, students MUST keep one ear completely clear and listen at a reduced volume.
- Any faculty or staff member can confiscate any of these devices if a student is not using them appropriately.

Phones

Students may use their cell phones between classes, as well as during break and lunch. The phone should be turned off before being placed in the holder. If a student is found placing a "fake" phone in the holder and keeping their real phone, there will be disciplinary action and parents/guardians will be contacted.

To contact your child during an emergency, please contact the main office at 707-644-4425, ext. 100.

Smart Watches

Students are allowed to wear smart watches and use them between classes, during break, and during lunch. During class, smart watches must be in the holder with the cell phones.

Smart AI Glasses

Smart AI glasses are prohibited on campus at all times.

Lost or Stolen Materials

SPSV is not responsible for lost or stolen technology.

Right to Confiscate

Any member of the SPSV administration, faculty, or staff can confiscate a student's school-issued iPad or personal technology in their possession for suspected misuse.

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

Refusal to Surrender

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

Rights and Responsibilities

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

- Students must remain logged into their SPSV Apple ID accounts while using their school-issued iPads at all times.
- Just as physical bullying is not tolerated at SPSV, students may never use the Internet to haze, harass, or bully fellow students, whether on campus or not. This includes spreading messages that are sexist, racist, homophobic, or in any way harmful or demeaning via any electronic form, including social media. Any student found to have engaged in or facilitated cyberbullying can be expelled and subject to investigation by law enforcement. SPSV students found to have engaged in or facilitated such behavior can also be subject to investigation by local, state, and federal law enforcement.
- Students must always follow their instructors' directions with regard to technology usage.
- During class, unless allowed or directed by an instructor, students cannot play video games, check email, instant message, participate in social media, surf the web, watch videos, listen to music, or do work for a different class on any electronic device.

- Students are not allowed to record either audio or video within the classroom unless given permission by the teacher.
- Taking photos and filming in the bathrooms and locker rooms is prohibited at all times.
- Students are not to install or download any software on any school-owned computers or school-issued iPads. They may not modify the existing software. Students are not allowed to download MP3 files or videos unless they are allowed to do so by an instructor for instructional purposes.
- Students are forbidden from attempting to hack into any school-owned computer or other device on the school network, or from using monitoring software, keystroke loggers, or any other software of malicious intent. Students found to have hacked any technology can be expelled.
- It is the user's responsibility to log out of any password-protected site. Students cannot alter another user's information in any way. Using another user's login information or impersonating another user will result in loss of computer privileges and can result in expulsion.
- Students are expected to treat school-owned computers and their school-issued iPads in a responsible manner. While at SPSV, students should keep their iPads with them or locked in their lockers at all times.
- Students are not allowed to remove, delete, or log out of SPSV's MDM (Mobile Device Management) system or attempt to forgo SPSV's content filters.

Vandalism

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

Personal Responsibility

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

Enforcement of Policies

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

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

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

Privacy

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

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

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

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

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

Parent Involvement

We expect our parents to be equal shareholders in our technology management and policies. Parents should discuss this policy with their students.

Chapter 5: Counseling Program

At SPSV, our goal is to educate the whole person. We strive to recognize each student as a unique individual, supporting their growth not only academically, but also socially, physically, morally, and vocationally.

Guidance and education go hand in hand at SPSV. All faculty are committed to helping students succeed and are always available for support and advice. In addition, each student is formally assigned a counselor to provide personalized guidance throughout their educational journey.

Counselor Contact Information

Mr. Mike Arwine, MA, PPS
Department Chair, Counselor
Sophomores, juniors, and seniors
Ext. 437
m.arwine@spsv.org

Mrs. Kahlia Baucham, MA, AMFT
Educational Achievement Specialist
SST Coordinator, Counselor
Freshmen
Ext. 484
k.baucham@spsv.org

Mr. Miguel Delgado
Administrative Assistant and College Advisor
Ext. 449
m.delgado@spsv.org

Departmental Goals

- Provide academic, vocational, and personal guidance to each student within a confidential and trusting relationship.
- Help students recognize and develop their academic potential.
- Support students in becoming more self-directed, self-disciplined, and self-confident.
- Encourage growth in self-appreciation and self-esteem, fostering greater understanding, empathy, and respect for others.
- Raise awareness of college and career opportunities.
- Collaborate with parents, faculty, and staff to support the holistic education of each student.

Confidentiality

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

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

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

Schedule Changes

Student-initiated changes are not allowed after the first full week of classes. Dropping semester or year-long courses requires approval from the teacher, assistant principal, and parent. Students may not request specific teachers or periods.

Testing Program

- 8th Grade: Renaissance STAR assessments in reading and math
- 9th & 10th Grades: Renaissance STAR assessments in reading and math
- 10th & 11th Grades: PSAT/NMSQT (practice SAT and National Merit eligibility) Guidance provided for SAT/ACT and college admissions testing; registration at collegeboard.org and act.org

Student Support Team (SST) Process

SPSV recognizes that some students may need academic, social-emotional, and/or behavioral support for learning in the classroom. In order to provide the appropriate level of support, the counseling department can offer SST (Student Support Team) meetings, after referral from one or more of the students' teachers or at parent request (if at parent request, only the teachers of the courses the student is experiencing difficulty in will be invited to attend the SST meeting). The SST team includes the student, parents, teachers, counselor, and is facilitated by the education achievement specialist. The SST meeting is confidential, and the team agrees to a support plan based on all the available relevant information presented at the meeting. Information provided by the parents may include but is not limited to medical documentation; 504 Plans (from a public school); Individual Education Plans ("IEP" from a public school); Individual Service Plans ("ISP" from public school evaluation); prior SSTs; as well as social, emotional, behavioral, or psycho-educational evaluations. Please note, the SST meeting is not a replacement for 504

plans, IEPs, or ISPs, which determine accommodation plans. Instead, the SST is designed to develop a clear plan of success which will include goal setting, monitoring, and evaluation.

IEP/504/Accommodations

As a private Catholic high school, SPSV does not conduct formal assessments for learning differences or disabilities (IEP/504 plans). However, SPSV provides accommodations based on documentation submitted by qualified professionals, including school district evaluations, licensed physicians, and other certified specialists.

To receive academic accommodations, SPSV students must first be evaluated by a certified professional. This process may be initiated by contacting your student's local school district to schedule an evaluation, consulting their physician regarding their diagnosis, or obtaining documentation from another qualified specialist.

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

If a student suffers a concussion, they must see a physician immediately. Medical clearance to return to class must be provided by a licensed M.D., D.O., physician assistant, or nurse practitioner; chiropractors cannot clear students. Documentation must include dates and instructions for classroom accommodations and be submitted to the Director of Counseling.

- Sport-Related Concussions: Incidents occurring during SPSV sports must be reported immediately to the Athletic Trainer for evaluation and guidance, and to the Athletic Director for completion of an incident report.
- Return to Class (RTC) Procedure: Check-ins with counselor and follow-up doctor visits are usually required.

Director of Counseling coordinates with teachers to provide extended deadlines, modified assignments, and adjusted workloads.

Students may not attend retreats, field trips, dances, or other student life activities until fully cleared or approved by a physician.

- Home Support: Students should minimize electronic use, stay in quiet environments, and limit social or extracurricular activities to support recovery. Recovery time and symptoms vary and may not correlate with injury severity.

Note: Following these guidelines ensures a safe and supported return to academic and school activities in accordance with CDC recommendations.

Chapter 6: Campus Ministry

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

Campus Ministry benefits from the complementary talents of teachers and students, affirming the diversity and unity in our community.

Campus Ministry Contact Information

Mr. Ian Emerador
Director of Campus Ministry
i.emperador@spsv.org

Mr. Neil Rayos
Christian Service Coordinator
n.rayos@spsv.org

School Prayer

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

Prayer and Liturgy

Each class period begins with prayer, inviting the presence of God and asking for blessings on both students and staff.

Campus Ministry has the privilege and responsibility of guiding students in leading worship. Through regular school-wide Masses and special prayer services, and other religious events, student leaders create meaningful, thematic experiences. In doing so, Campus Ministry not only prepares future Church leaders but also highlights God's presence in every aspect of life.

Evangelization and Catechesis

Campus Ministry conducts biweekly Faith Fridays, where students, faculty, and staff gather in fellowship, break bread, check in with each other, and pray together. It is an opportunity for the Gospel to be shared anew and to deepen our relationship with God and each other.

A Lenten weekly Bible study under the direction of Campus Ministry allows students to dive deeper into different books of the Bible in light of the Catholic Tradition. Different interpretative lenses are taught and employed during these studies, enriching understanding and leading to more profound prayer.

Retreat Program

The retreat program at SPSV is an integral part of the students' lives. All freshmen attend a one-day, on campus retreat each year. The goal of the retreat is to provide opportunities for students to grow in faith and encourage unity. Sophomores, juniors, and seniors are invited to attend optional overnight retreats for personal and communal spiritual growth. Through activities, talks, and group discussions, retreat participants take a deeper look at their relationships with themselves, others and God. Faculty and trained student leaders facilitate all retreats. All retreats are counted as class days.

Students attending an overnight retreat must be in good standing in all classes prior to approval. Any assignments, tests, or quizzes missed during the retreat are not exempt and must be completed within one week of returning. Students are required to meet with each teacher and obtain a signature on a verification form (available from the retreat coordinator) confirming this meeting. The completed form must be submitted to the Retreat Coordinator at least one week before the retreat.

Optional Overnight Retreats

Alpha Retreat

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

Kairos Retreat

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

CHRISTIAN SERVICE AT A GLANCE 2026-2027

Christian Service Program

The goal of the SPSV Christian Service Program is to inspire students to develop a genuine desire to help others and actively contribute to building the Body of Christ. Because service is a fundamental call from Jesus to all Christians, it is an integral part of our curriculum and our commitment to lifelong learning.

The program is project-centered, giving students hands-on experience in various forms of ministry. This approach allows students to discover service opportunities that align with their unique gifts and passions. Each grade level fulfills a yearly service requirement, ensuring ongoing engagement and growth in faith through action.

FRESHMAN SERVICE REQUIREMENTS and OPPORTUNITIES

Freshman at SPSV will complete 12 hours of service throughout the school year. There will be a written reflection portion of their Religion Final Exam dedicated to their experiences in Christian Service. Hours are earned by serving at approved opportunities including the all-freshman Coastal Cleanup Day, and various in-house and on campus events. Failure to complete service hours during the school year must be made up during the summer along with a written reflection.

SOPHOMORE SERVICE REQUIREMENTS and OPPORTUNITIES

Sophomores at SPSV will complete 16 service hours for the year. There will be a written reflection portion of their Religion Final Exam dedicated to their experiences in Christian Service. Sophomores will serve at events on our campus and at our Partner Schools as well as off campus, non-profit organizations. Failure to complete service hours during the school year must be made up during the summer along with a written reflection.

JUNIOR SERVICE REQUIREMENTS and OPPORTUNITIES

Juniors accrue service hours by serving as tutors and mentors after school with our partner schools. All juniors must complete a total of 16 hours of tutoring and mentorship for the year. There will be a written reflection portion of their Religion Final Exam dedicated to their experiences in Christian Service. By building relationships with our partner schools, it is our hope that many will choose to serve as tutor-mentors beyond the required hours. Failure to complete service hours during the school year must be made up during the summer along with a written reflection.

SENIOR SERVICE REQUIREMENTS and OPPORTUNITIES

Seniors will serve at approved local organizations or they may find an organization of their choosing. Another option is to return to a partner school and provide tutoring or mentorship. They must complete 16 total hours of service for the year and complete a written reflection on their Religion Final Exam dedicated to their experiences in Christian Service. Failure to complete the hours will result in a hold on your diploma until the hours are completed.

Chapter 7: Discipline

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

1. Reinforce the ideas in the SPSV mission statement, vision and school philosophy: responsible citizens, compassionate individuals and Catholic Christian community.
2. Guide our students to live in accordance with the values set forth in the Gospel and promoted by the Catholic Church for high school, college and beyond.
3. Create a place for the development of our students' academics, spiritual growth and social connection where students feel safe and respected.
4. Build the foundation for our students to make good decisions.
5. Hold our students accountable for their poor decisions/actions.

Academic Integrity Policy

As a Catholic school that seeks to reflect the values of the Gospel, SPSV demands academic integrity, ethical conduct and honesty in all areas of school life--in and out of school. Students are expected to exhibit honor and integrity in both the academic and co-curricular aspects of school life. A student is expected to complete their assignments with honesty and integrity.

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

- *Plagiarism*
Plagiarism is defined as the presentation of another person's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in traditional written work and sources taken from other written or electronic media.
- *Cheating*
Cheating is defined as using unauthorized notes, materials or resources of any kind (electronic devices, looking at another paper, the help of another student, etc.) on any exam, quiz, paper or other assignment, including classwork or homework. Allowing another student to cheat from one's own work is also considered cheating. There is no distinction made between cheating on homework or exams and quizzes.

Students found to be academically dishonest face the following consequences:

First Offense

Consequences may include:

1. Grade of zero on the assignment.
2. One 30 minute detention.
3. Phone call or email to parents/guardians.
4. Conference with dean of students, teacher, student and/or parents.

Second Offense

Consequences may include:

1. Grade of zero on the assignment.

2. Conference with dean of students, teacher, student and parents.
3. Suspension from school, disciplinary probation and contract.
4. Forty-five-day probation and 14-20 days with no extracurricular activities including, but not limited to, participation in SPSV athletic teams, retreats, dances, music and theater productions.
5. Students will only be allowed to participate in school events tied to course grades.

Third Offense

Consequences may include:

1. Grade of zero on the assignment.
2. Conference with dean of students, teacher, student and parents.
3. Review of disciplinary contract.
4. Administration reserves the right to expel the student from SPSV.

All violations of the academic integrity policy are cumulative for the duration of a student's time at SPSV.

Code of Conduct--The following have no place in the SPSV community:

Alcohol, Drugs and Tobacco

No student may use, sell, possess, or otherwise be under the influence of any alcohol, illegal drug, or controlled substance on school grounds or at any school-sponsored activity, function, event on or off campus. Any student caught using, possessing, purchasing, selling, or under the influence of an illegal drug, controlled substance, or alcohol in the above circumstances will receive the following consequences:

1. Immediately suspended
2. Placed on disciplinary contract with a minimum 45 day suspension from all extracurricular activities
3. Parents will be notified
4. Law enforcement may be consulted
5. The student may be asked to withdraw from the school or expelled

First Offense

Consequences include:

1. Minimum two days off campus suspension
2. 14-20 days no activities
3. Drug testing recommended

Second Offense

Consequences include:

1. Minimum three days off campus suspension
2. 20-30 days no activities
3. Drug testing required, enrollment in an addiction program

Third Offense--Expulsion

All drug-related offenses are cumulative for the duration of a student's time at SPSV.

This policy applies to marijuana and products containing tobacco, nicotine, THC and CBD, and to students in possession of drug contraband, including all types of vaporizers and related materials (wrappers of consumed edibles, pod refills, chargers, scales)

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

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

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

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

Bullying

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

The Diocese of Sacramento affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from bullying.

SPSV treats allegations of bullying seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Any parent or student that is aware of any bullying in our community is expected to contact an administrator or counselor. Allegations that are substantiated may result in disciplinary action, up to and including expulsion.

Fighting and "play-fighting"

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

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

Harassment

Harassment is unacceptable conduct that is deliberate, severe and repeated. Harassment occurs when

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

- *Verbal harassment*: Derogatory, demeaning, or inflammatory words, whether oral or written.
- *Physical harassment*: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement.
- *Visual harassment*: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, electronic or web content, or gestures.

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

SPSV treats allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Any parent or student that is aware of any harassment in our community is expected to contact an administrator or counselor. Allegations that are substantiated may result in disciplinary action, up to and including expulsion.

Hazing

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

SPSV treats allegations of hazing seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Any parent or student that is aware of any hazing in our community is expected to contact an administrator or counselor. Allegations that are substantiated may result in disciplinary action, up to and including expulsion.

Pranks

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

Public Displays of Affection

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

Search Policy

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

- Backpacks
- Purses

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

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

Any item that the administration deems inappropriate or disruptive will be confiscated. If a student refuses to comply, it is an act of defiance and is subject to disciplinary action.

Signs and Selling

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

Vandalism

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

Discipline specifically dealing with Technology

SPSV is not responsible for lost or stolen technology.

AirPods, Other Earbuds and Headphones

- These devices are becoming increasingly effective at reducing or canceling out noise, thereby diminishing student safety. AirPods, other earbuds, and headphones can only be used at break or lunch, unless faculty allow students to use them for an in-class activity.
- For safety reasons, when being used at break, lunch or during passing periods, **students should keep one ear clear without a device in or covered.**
- Students are encouraged to use these at a reduced volume.
- Any faculty or staff member can confiscate AirPods, other earbuds and headphones if students are not using them at appropriate times.

Smart Watches

Faculty and staff can ask students to remove smart watches before, during, or after any test, quiz or other assignment.

Phones

Phones must be turned off or on silent during class. Phones will be stored in a designated area by the teacher. Phones cannot be stored in the student's bags or pockets. Phones will be returned at the end of class. Students are not allowed to use them during in-class breaks. This includes any teacher aides or office aides. Students may use their cell phones between classes, as well as during break and lunch.

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

Right to Confiscate

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

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

Refusal to Surrender Technology

Refusal to surrender technology is considered defiance, which is suspendable.

Social Media Policy

SPSV recognizes the positive, connective power of social media (including but not limited to text messaging, group chats, social media sites or applications, and class management platforms). However, misuse and abuse of social media among adolescents negatively affects high schools across the country.

Students at SPSV are expected to always use social media responsibly, and in the following general ways:

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

Students at SPSV will be disciplined for inappropriate use of social media, ranging from detention to expulsion. Expulsion can even occur as a result of a single instance of inappropriate social media use.

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

- a. Anyone involved in the production of the content.

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

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

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

Disciplinary Actions

Detention

Detention is a consequence for any student that does not follow the SPSV Code of Conduct, school policies or school rules. The following are the most common causes for detentions. This list is not exhaustive:

1. Accumulated tardies
2. Chewing gum
3. Cutting class
4. Disruption of class/school activities including, but not limited to disrespect of others or the campus (defiance, littering, vandalism, etc.)
5. Engaging in deceitful behavior.
6. Going to any car without permission
7. Leaving campus without checking out through the front office
8. Profanity anywhere on campus
9. Unauthorized use of an electronic device in class
10. Violating appearance code

30 Minute Detention

Faculty and administrators can assign detentions. The detention is served after school with the Dean, unless otherwise noted. Detentions are 30 minutes long. During detention, students are NOT allowed to do the following:

- Do academic work (unless under special circumstances)
- Draw/doodle
- Eat or drink (unless for medical reasons)
- Sleep
- Talk to other students or staff/faculty
- Use electronic devices

Lunch detention

If a student is assigned a lunch detention, students must serve 30 minutes. During a lunch detention, students are not allowed to

- Do academic work (unless under special circumstances)
- Draw/doodle
- Sleep
- Talk to other students or staff/faculty
- Use electronic devices

Students are allowed to eat and drink their lunch while serving their lunch detention. It is advised that the student bring their lunch. If the student purchases their lunch, they are given a pass indicating that they have lunch detention. This pass must be given to the supervising adult in order for the student to be the next immediate person in line to purchase their food.

Detention Duties

During detention, students will reflect on their actions that lead them to receive the detention. Detention may consist of rewriting the handbook associated with the policy violation that resulted in that detention. Students may be required to write an apology letter or have to read material related to their policy violation and/or write about it. Detentions may require some form of physical work. Some students will work with our buildings and grounds staff. Others will assist our office staff, student activities department or campus ministry. The administration will not require students to perform any work that is dangerous, beyond their physical abilities, or that requires extensive training.

Missed After School or Lunch Detention

- If the student is late to detention, the student will serve an extra 15 minute detention the following school day.
- If a student misses a detention, an additional detention will automatically be added.
- If the student cannot serve their detention due to absence from school, the detention will be rescheduled through the dean.
- No students can postpone detention to attend a team practice or competition, or to attend performing arts rehearsal or performance without the pre-approval of the dean. This is not a guarantee that the student will be allowed to attend their requested school event.
- If a student cannot serve their detention due to work or family obligation, a parent or guardian must contact the dean.

One Hour Detention

If a student receives a third after school or lunch detention, the student will automatically also serve a one hour detention which may be assigned to be served after 3:00pm Monday-Friday or on a Saturday. The date and time of the Saturday detention will be sent to the student and parent by the dean. When attending a Saturday detention, the student MUST be in Bruinwear:

- school-issued or school-sponsored Bruinwear t-shirts, crewnecks or sweatshirts.
- Blue or black jeans with NO rips/holes, jogger pants or sweats .
- Students can wear "retro" or "vintage" SPSV Bruinwear.
- Bruinwear MUST be visible at all times.

If a student misses a Saturday detention, the student will be required to reschedule to another Saturday and it will become a two hour session. The student will also have a meeting with the Dean and parents to discuss possible further disciplinary action.

Saturday detentions may be scheduled into parts (two days of 30 minutes) or during the school week at the dean's discretion.

Suspension

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

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

Causes of Suspension

The following list is not exhaustive:

1. Academic integrity - second violation
2. Alcohol, drug or tobacco policy violation
3. Behavior/language towards anyone that is abusive, demeaning, disrespectful or threatening
4. Continuous disregard for school policies, including code of conduct and social media policy
5. Cutting class - three or more times
6. Defiance of any SPSV adult/staff member.
7. Detentions - adding up to nine or more times or unserved three or more times
8. Fighting
9. Gambling
10. Theft (petty - \$950 or less)
11. Violation of an individual's attendance, disciplinary or eligibility contract
12. Weapon of any kind

Suspension Procedures

The administration notifies parents that their student has been suspended. The administration also determines whether or not a suspension can be served on campus or off campus. Students cannot return to classes until they meet with the administration to discuss consequences for future behavior.

- The suspended student, regardless if it's on campus or off campus, that student may also receive a Saturday detention.
- The student must email their teachers, coaches and moderators to inform them of the suspension. The dean and the assistant principal must be cc'd on the email.
- The suspended student is also not allowed to attend any school function the day of the suspension. This includes but is not limited to athletic events, dances and performances.
- The suspended student will be placed on disciplinary probation.

On-Campus

The student serves a suspension at SPSV. The student must arrive before the start of the school day in SPSV appearance code. The student will remain in the front office during school hours. All academic work due the day of the suspension at most will only be allowed at most half the credit earned. A parent, student, administration meeting will be scheduled after the on-campus suspension.

Off-Campus

The student serves a suspension at home. The student does not receive any academic credit for any work due on the days the student is suspended. A parent, student, administration meeting will be scheduled for the student to return to school.

Disciplinary Probation

Disciplinary probation is a period of time intended to correct student behaviors that could lead to expulsion. The administration determines the length and terms of all probations. At the end of the school year, SPSV's administrative team will determine if a student that has served a disciplinary probation can return to our school the following year. Students that fail to meet the terms of their probation can be expelled from SPSV. Any student found to have engaged in suspendable behavior during, or after completing, a disciplinary probation can also be expelled.

- **Advised Tasks**

To help prevent further disciplinary consequences, the administration can advise students and parents to complete relevant tasks. Such tasks include, but are not limited to, seeking individual or family counseling, pursuing a diagnosis for a potential learning disability, or a consultation with a medical professional.

- **Disciplinary Probation Procedures**

The administration informs the student that he or she is on probation, and also contacts the parents. The administration determines the length and terms of the probation. Failure to meet the terms of the contract can result in expulsion.

Expulsion

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

Causes for Expulsion

This list is not exhaustive:

1. Academic integrity - third violation
2. Alcohol, drug and/or tobacco
3. Conspiring to commit illegal acts
4. Contract violations
5. Defamation of the school or any person on campus
6. Destruction of school property
7. Suspensions
8. Theft (grand - \$950 or more)
9. Fighting
10. Forgery
11. Truancy
12. Weapon of any kind

Chapter 8: Attendance

In an effort to prevent tardiness to their first classes, and in order to reduce parking lot congestion, students are strongly encouraged to arrive at school by 9:15 a.m. on Green Day 1 and 8:15 a.m. Gold Day 1, Green Day 2/Liturgy, Gold Day 2 and ACM. On Green Day 1, the cafeteria is the designated meeting space for early drop off students at 8:00 am. The school day ends at 3:00 p.m. At the end of the school day, students must be picked up in the lower lot. There is NO student pick up in the front of the school by the flagpole. To reduce traffic congestion and for safety, parents should park in the lower lot by the tennis courts or the open row of spaces closest to Benicia Road and wait for their students to walk to them.

SPSV provides supervision of students from 8:00 a.m. to 3:15 p.m.

2026-2027 Bell Schedule

Green Day 1		Gold Day 1		Green Day 2		Gold Day 2		ACM		Green Day-Liturgy	
8:15 - 9:20	Faculty Meeting	8:30 - 9:50	Period 4	8:30 - 9:50	Period 1	8:30 - 9:50	Period 4	8:30 - 9:10	Period 1	8:30 - 9:50	Period 1
								9:15 - 9:55	Period 2		
9:30 - 10:50	Period 1	9:50 - 10:05	Break	9:50 - 10:05	Break	9:50 - 10:05	Break	9:55 - 10:10	Break	9:50-10:00	Break
		10:10 - 11:30	Period 5	10:10 - 11:30	Period 2	10:10 - 11:30	Period 5	10:15 - 10:35	Advisory	10:05-10:20	Advisory
10:50-11:10	ASM							10:40 - 11:20	Period 3	10:25-11:30	Liturgy
11:10 - 11:25	Break	11:35 - 12:55	Period 6	11:35 - 12:55	Period 3	11:35 - 12:55	Period 6	11:25-12:05	Period 4		
11:30-12:50	Period 2							12:10 - 12:50	Period 5	11:35-12:55	Period 2
12:50 - 1:35	Lunch	12:55 - 1:35	Lunch	12:55 - 1:35	Lunch	12:55 - 1:35	Lunch	12:50 - 1:30	Lunch	12:55 - 1:35	Lunch
1:40 - 3:00	Period 3	1:40 - 3:00	Period 7	1:40 - 2:00	Advisory	1:40 - 3:00	Period 7	1:35 - 2:15	Period 6	1:40 - 3:00	Period 3
				2:00 - 3:00	Collaboration / Community			2:20 - 3:00	Period 7		

Absence Policy

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

To notify SPSV that their student(s) will be absent, parents or guardians must excuse their students' absences by doing one of the following:

1. Call the attendance line (707.644.4425, ext. 198) by 8:30 am.
2. Email attendance@spsv.org by 8:30 am.
3. Bring a note to the attendance office

In the call, email or note, parents must include the student's full name and the reason for the absence.

Absences may only be cleared by parents or guardians, regardless of a student's age. Absences not cleared by parents or guardians within three school days are considered unexcused.

Pre-Excused Absences

Students who know they will have an extended absence (more than 3 days) not due to illness must complete the extended absence form and turn in a week prior to the absence. This form is available in our main office. Teachers are not required to prepare homework or other materials for students that will miss class due to vacation.

Absences and Late Work

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

Excessive Absences

Students with five or more absences in one quarter may be placed on an attendance contract and must meet with the school counselor, Dean of Students, and Assistant Principal. Failure to meet the terms of the contract can include but are not limited to multiple detentions, event exclusion, suspension, adjusted school arrival time, suspension/removal from sports teams and extra curricular clubs not tied to a course grade. ASB officers, class officers, Campus Ministry leadership and Link Crew leaders may be removed from their positions after accruing three unexcused absences in a semester.

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

Per California education code, students with three truancies can be reported to:

Solano County Probation Department Juvenile Division

<https://www.solanocounty.com/depts/probation/contact/juvediv.asp>

Early Dismissal

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

In order for a student to be dismissed early, a parent must submit a note, email, or phone call stating the cause and the time for the dismissal to the main office. Please submit this notification at least ten minutes before the first period of the school day.

If a parent is picking up their student for an appointment, the student must come to the front office to sign out.

If a student drives themselves to school, they will need a note, email or phone call from a parent/guardian to attendance@spsv.org or (707) 644-4425 ext. 198. **DO NOT email or call Mrs. Delgado or Ms. Gamba.**

Should a student become too ill to remain in class, or have other problems that make it urgent to leave school, he or she must report to the main office so that parents can be contacted and arrangements can be made to go home. Students must call home from the front office.

Unauthorized leaving of campus during the school day

No student is allowed off campus once they arrive on campus for the school day (including early arrivals for athletic practices, rehearsals, or liturgical duties). Students approved to leave campus early must check out and sign out through the main office. If that student is returning, that student must sign back in at the front desk in the main office. Failure to follow these safety precautions will be considered a cut and will result in disciplinary measures.

Possible consequences may include:

1. Cut one class: Zero for any work due that day and 30 minute detention
2. Cut a 2nd class: Zero for any work due that day and 1 hour detention
3. Cut a 3rd class: Zero for any work due that day, 1 day in-house suspension and conference with student, parents and the dean
4. Cut a 4th class: Zero for any work due that day, 1 day in-house suspension, 2 hour Saturday school and conference with student, parents and the dean.

School Day Boundaries

SPSV is a closed campus. Students are allowed in the following parts of campus before, between and after classes:

- Msgr. Kirby Amphitheater
- Quad in front of the cafeteria
- Restrooms
- Senior Lair

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

- All classrooms and learning areas
- Athletic locker rooms, athletic trainer's room, gym and weight room
- Athletic fields and bleachers
- Chapel
- Garden
- Gibson Building
- Offices
- Second floor of the Old Building
- Road behind maintenance building/weight room
- Road between the Old Building and residence
- All parking lots
- Athletic locker rooms and weight room
- Athletic fields and bleachers
- Faculty room
- Trainer's room
- Road behind the maintenance building
- Road behind the old building
- Parking lots
- Chapel

Attendance for Students with Open Periods

Students with an assigned open period at the beginning or end of the school day may be permitted to leave campus during that time under the following conditions:

- **Parent/Guardian Permission:** A signed permission form must be submitted and approved by the school administration prior to any student leaving campus during an open period.
- **Eligibility:** Students must be in good academic and disciplinary standing, and must have parent/guardian permission on file. If the student has an open period 1st or 4th, they cannot be late to 2nd or 5th more than three times or else this will result in the loss of this privilege.
- **Liability:** While off campus, students are not under direct supervision of school personnel. As such, the school is not responsible for the safety or conduct of students during this time.
- **Behavior Expectations:** Students are expected to represent the school positively while off campus. Any misconduct may result in disciplinary action and revocation of open campus privileges.

Attendance and School Activities

A student must attend 3.5 hours of school during the day an activity is taking place if he or she wishes to participate in it. If it is a Saturday, the student must be present the day before. This policy applies to all absences (including those medically excused). College visits, funerals or mandated court appearances are exceptions to this policy.

Attendance and Athletics

According to CIF (California Interscholastic Federation), a student must be in class for at least half of the academic school day to participate in sports. This means that if a student has practice, a competition or game on a school day, they must be present for 50% of their daily classes to remain eligible.

- A-C-C is considered an academic class period on Green Day 2.
- ADV/Liturgy is considered an academic class period on Liturgy Day Schedule
- ACM days - attendance in 4 out of 7 classes is required
- Lunch and break periods do not count toward this requirement.
- Exceptions are limited to court appearances, funerals, or school activities off campus.
- Staying home sick or attending doctor appointments does not count as an exception unless pre approved by Administration.

Off-Campus Activities

Students will not be allowed to participate in off-campus activities without a signed official school permission slip.

Visitors on Campus

All visitors must have an appointment, sign in at the office during school hours and wear a visitor pass. Failure to do so can result in the visitor's immediate removal from campus. Students from other schools are not permitted on campus or in the parking lot during the school day without express permission from the administration.

Messages and Deliveries for Students

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

SPSV can ensure that a student in need (due to a medical reason, financial issue, etc.) receives a snack and/or lunch. The student must communicate this need to an administrator. The cost of these meals will be billed to the parents.

Tardy Policy

Any student not inside the classroom by the sound of the class start bell is tardy. Any students not in their assigned seats and ready to learn at the sound of the instruction bell (i.e., books, iPad or notebooks are out) may also be considered tardy. This policy applies to all classes throughout the school day.

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

Acceptable reasons for tardies:

Accident on the freeway/roadway

*Car problems/issues (flat tire, car not starting, etc.)

College campus visits

DMV appointment

Extreme weather conditions

*Family emergency

*Illness

Medical appointments

*If a student is tardy three times for these same reasons, the dean will meet with the student to discuss the circumstances.

Unacceptable reasons for tardies:

Running late

Traffic

Woke up late

Students who arrive more than ten minutes late to the first period of the day must check in with the attendance office to obtain a tardy slip before going to class which must be turned into the instructor. All late arrivals to the first class of the day are considered tardies, even when students check in with the attendance office.

Parents who cannot get their students to school should make arrangements for a third party to do so.

Reporting Late Arrivals and Early Dismissals

Parents must call SPSV's attendance line (707.644.4425, ext. 198) or send an email to attendance@spsv.org to notify SPSV that a student will be late to school or needs to leave school early. Please include the reason for your child's late arrival or early dismissal. Parents should also report early dismissals no later than 8:30 a.m. the same day. **DO NOT email or call Mrs. Delgado or Ms. Gamba.**

Tardy Penalties

Tardy penalties are assessed every semester.

- Tardy #3 in any single course or advisory will result in a 30 minute detention - either at lunch, after school or at a school event.
- Tardy #6 in any single course, advisory or BSP session will result in another 30 minute detention and an attendance contract. Attendance contracts are enforced for the duration of a semester.
- Tardy #9, #12, #15 in any single course, advisory or BSP session will result in varying combinations of consequences. Consequences can include but are not limited to multiple detentions, event exclusion, suspension, adjusted school arrival time, suspension/removal from sports teams and extra curricular clubs not tied to a course grade.
- Tardies are re-set at the end of each semester.
- If a student is on a disciplinary contract, any detentions served for tardies are cleared.
- For students who do not drive themselves, First and fourth period tardies will result in lunch study sessions:
 - Late 15 minutes or less = 15 minutes at lunch study session
 - Late more than 15 minutes = 30 minutes at lunch study session

Event Exclusion

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

Visiting Other Schools

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

Chapter 9: Appearance Code

Parents and guardians must ensure that their students arrive properly dressed and groomed for school and school-sponsored events. Students are expected to adhere to the appearance code throughout the school day and at school-sponsored events. Parents and guardians who send their children to SPSV accept the judgment of the administration as final in matters of dress and appearance at school and at school-sponsored activities. Anything determined by the administration to be excessive and/or not within the SPSV guidelines will not be allowed. Modesty is the best policy.

Students that arrive on campus not properly dressed automatically receive detention and may be asked to contact their parents in the office to have them bring appropriate clothes to school.

- If a student violates the SPSV appearance code three times in one semester, that student will not be allowed to participate in Bruin wear days for the remainder of the semester.
- If a student violates any special dress days (Bruin wear, Casual wear or Theme dress day) in any combination three times, that student will not be allowed to participate in any special dress days for the remainder of the semester.

Mandatory SPSV Appearance Code

The mandatory SPSV appearance code includes proper grooming, SPSV polo, approved school pants/shorts and approved school shoes. All clothes must be clean, not ripped, without holes, worn appropriately and fit the student's body. Undergarments are required and can never be visible. The only exceptions are for religious purposes and must be pre-arranged with the dean of students.

Grooming

- Eyebrows
 - No lines shaved into eyebrows.
- Facial hair
 - Sideburns, beards, goatees, mustaches must be well-groomed.
- Hair
 - Neat, clean, well-trimmed hair must be out of the face and eyes. Students can have a simple, single part shaved into their hair. Students' hair must be of natural colors (ex. brown, black, blonde - see figure 1) and can have modest highlights of natural colors (ex. NO green, blue, purple, pink, red, yellow, orange, etc).



Figure 1 - natural hair colors

- Make-up
 - Moderate make-up is allowed.
 - Excessive or distracting make-up is not allowed.
- Tattoos

- If a student has a tattoo, it **MUST** be completely covered the entire time the student is on campus or at any school sponsored activities that are off-campus including but not limited to athletic contests, dances, prom, baccalaureate mass and graduation.

Bottoms:

- **Pants/Shorts:**

- Students must wear properly fitting (not over sized or too tight) flat-front or pleated uniform pants or shorts, in either khaki or black. Parents and students can buy such pants or shorts from any retailer or brand. Material blend should be 100% or 95% cotton and 5% any other material (ex. elastane, spandex)
 - No jeggings, leggings or jogger-style pants.
 - No cargo pants or shorts.
 - No denim pants or shorts.
 - No carpenter style pants or shorts.
 - Shorts must be between mid-thigh to knee length.

Polos

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



Men's white polo shirt



Women's white polo shirt



Men's green polo shirt



Women's green polo shirt

Shoes

- Shoes and boots must be closed-toe, closed-back, flat, and hard soled. Acceptable materials for the upper part of shoes/boots are canvas/fabric, real/synthetic leather, rubber or suede. Not allowed: crocs, foam runners, faux fur boots, high heels, moccasins, platforms, slides, slippers or slipper-like shoes.
- Examples of what **CANNOT** be worn on campus:



Optional Appearance Code Items

These items can be worn in addition to the mandatory SPSV appearance code items. These items cannot be worn alone without or in place of a polo, school bottoms or shoes.

Accessories

- Gloves, neck scarves and earmuffs in any color/pattern are allowed. Items cannot display alcohol, drug, tobacco products, obscenity and/or sexual references.
- Jewelry

- Earrings allowed: stud, post or 1 inch hoops. Only 2 allowed per ear.
- Piercings NOT ALLOWED: spacers or gauges.
- If a student has a nose/facial piercing, it MUST be covered before arriving to campus and MUST remain covered anytime the student is on campus - this includes ALL student activities, dances, sports, etc. The school staff is not responsible for providing materials for having the piercings covered.
- Rosary beads are not to be worn as jewelry.
- Simple, appropriate jewelry (bracelet, cross, etc.) is acceptable.
 - No spiked jewelry

Hats

- SPSV Baseball-style, visors and knit hats are allowed.
- In addition to school-issued hats, students can wear hats that are solid black, gray, green (forest or olive green) or white with no logos.
- **Hats MUST be removed inside the classroom, and during indoor liturgies, prayer services, ASMs, and class-level meetings.**

Masks

- At this time, students are not required to wear masks indoors or outdoors. If this policy changes, the SPSV community (students, parents, faculty, staff and coaches) will be made aware immediately.

Outerwear

- Students can wear the following over their polos:
 - SPSV sweatshirts, hoodies, crewnecks, quarter-zips that are purchased in the bookstore or through SPSV sport teams or clubs with most recent school branding.
 - SPSV branded v-neck uniform sweaters purchased through the bookstore.
 - SPSV letterman jackets.
 - **Only Non-SPSV branded items allowed:** SOLID colored crewnecks, jackets, quarter-zips, or vests: black, gray, green (forest or olive green) or white (cream also allowed). Jackets can be with or without hoods and no embellishments, piping, stripes or writing. One logo allowed and it must be 2" x 2" or smaller.
 - Button down shirts are not considered a jacket.
 - Faux fur material outerwear is not permitted.

**Polos must be visible and/or easily shown at all times.*

Underneath the mandatory polos:

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

Special Dress Code Guidelines for Bruinwear Days, Casual Wear Days, Game Days and Student Activities Theme Dress Days

Bruinwear Days

- All students MUST wear a Bruin branded T-shirt or long sleeve.
 - For a shirt to be considered Bruin wear, the item must have at least one official school logo.
- Students can wear school-issued or school-sponsored Bruinwear sweatshirts or jackets over Bruinwear shirts.

- Students can wear school approved outerwear over Bruinwear.
- Bottoms allowed with NO designs, frayed edges with strings hanging, holes, rips, writing:
 - Cargo pants (black or khaki)
 - Jeans (black or blue)
 - Sweatpants (black, gray, green or white/cream)
 - Shorts (athletic, cargo, denim, fleece) between mid-thigh to knee length (black, gray, green or white/cream)
 - One logo allowed and it must be 2" x 2" or smaller.
- Students can wear "retro" or "vintage" SPSV Bruinwear from previous years.

Bruinwear MUST be visible/easily shown at all times (ex. a zip up jacket over a SPSV hoodie can easily be unzipped to show Bruin wear).

Casual Dress Days

- Students can wear T-shirts, hoodies, jeans, cargo pants, cargo shorts, sweats, athletic shorts and jogger pants on casual dress days. Any shorts worn must be loose material and between knee length and mid-thigh. NO "SHORT SHORTS" and NO "TOO TIGHT SHORTS" (ex. running shorts, spandex). There should be no rips or holes in any of the clothing items. Clothing **cannot** display violence, weapons, alcohol, drugs, tobacco products, obscenities, sexual references, vulgar images and anything that could be interpreted as racist or politically insensitive. Shirt is MANDATORY at all times - under button down shirts, jackets, sweatshirts, vests, etc.

Game Day Dress Code for Athletes

- Game day attire during school hours will meet or exceed dress code. Athletes may wear team jerseys, school issued team shirts or school uniform shirts with school uniform bottoms. Button down shirts with ties are allowed. Every team member must participate in the team dress code. If not, then all must be in SPSV appearance code. Before game days, it must be communicated either by coaches or team captains to players what they are to wear from the waist up. All student athletes are expected to dress as instructed. Sweatpants are never allowed during the regular school day unless a game day falls on a Bruin wear, casual wear or student activities dress day with sweatpants allowed. If the team does not adhere to these guidelines, their game day dress privilege may be revoked. Shirt is MANDATORY at all times - under button down shirts, jackets, sweatshirts, vests, etc.

Student Activities Theme Dress Days

- Specific guidelines will be announced prior to an event with approved attire for dress days. These special dress days occur when student activities are hosting celebrations (ex. Hello week, Homecoming week, Spirit week, Valentine's Day). Shirt is MANDATORY at all times - under button down shirts, jackets, sweatshirts, vests, etc.

The following clothing is never permitted during the regular school hours or at school-sponsored events:

- Bandanas as headwear
- Bicycle shorts
- Blankets used as clothing

- Clothing that displays violence, weapons, alcohol, drugs, tobacco products, obscenities, sexual references, vulgar images and anything that could be interpreted as racist or politically insensitive.
- Crocs
- Crop tops
- Doo rags
- Flip flops
- Halter tops
- Leggings
- Miniskirts and mini-dresses
- Pajamas
- Ripped or torn clothing
- Sandals
- Scarves as headwear
- Short shorts (ex. running shorts)
- Short skirts with slits
- Sleeveless tops
- Slip-ons (or “slides”)
- Spandex
- Sun dresses
- Tank tops
- Yoga pants, athletic tights, or traditional tights

Use of Technology Worn or Used by Student

AirPods, Other Earbuds and Headphones

- These devices are becoming increasingly effective at reducing or canceling out noise, thereby diminishing student safety. AirPods, other earbuds, and headphones can only be used at break or lunch, unless faculty allow students to use them for an in-class activity.
- For safety reasons, when being used at break, lunch or during passing periods, **students MUST keep one ear clear without a device in or covered and at a reduced volume.**
- Any faculty or staff member can confiscate AirPods, other earbuds and headphones if students are not using them at appropriate times or if they are using them inappropriately.

Smart Watches

- Faculty and staff can ask students to remove smart watches at any time.

Chapter 10: Student Life

Student Activities

The administration and faculty of SPSV work together to sponsor activities by moderating student organizations and events.

Dances

SPSV sponsors closed dances, limiting attendance to students of the school who are admitted by SPSV student ID card, and guests who have completed guest bid forms. Each student is allowed one guest who must be a current high school student. Public displays of affection, including suggestive dancing, are not tolerated and will result in removal from the area/dance floor. If disregard for this rule continues, the student will be removed from the dance and not allowed to attend the next dance.

All students must show student ID cards in order to be admitted. No tickets are sold at the door.

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

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

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

In order to be admitted to a dance, students must attend at least 4.5 hours of school on the day of the dance (For dances on Saturday, students must attend at least 4.5 hours of school on the Friday before the dance).

On-campus dances last from 7:00-10:00 pm. Students should not leave the dance early except to go home. Once students have left the dance, they may not return. Students leaving before 9:45 pm must sign out; chaperones will also confirm with parents that their children are allowed to leave the dance early. Students coming to the dance more than one hour after it begins will not be admitted and parents will be notified. Parents are expected to see that their student is picked up promptly at 10:00 pm.

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

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

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

Failure to adhere to school policy related to dances may lead to significant disciplinary measures.

Expectations of Student Leaders

All students elected or appointed to a leadership position as ASB officers, class officers, campus ministry leaders or Link Crew members sign, and must meet the standards set forth in the "Student Leadership Contract." Key responsibilities include, but are not limited to the following:

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

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

Clubs and Organizations

For a complete list of clubs, please visit spsv.org.

Student Identification Cards

Students are to carry their student ID cards with them at all times. They are used to purchase food at the cafeteria, check books out of the library, for admission to school events, and for other times when identification is required. There is a \$10.00 fee for the replacement of a lost ID card.

Transportation to School

Bicycles

Students who ride bicycles to school must lock them in bike racks provided near the main office. They must also wear a helmet.

Skateboards, Scooters and Hoverboards

These items are not allowed on campus.

Cars and Motorcycles

Students are not permitted to go to their vehicles during the school day. Exhibition of speed is not permitted. Vehicles may be subject to search for weapons, drugs, alcohol, and other contraband. Abuse

of parking lot privileges may lead to disciplinary measures including suspension of parking privileges.

Parking

Parking spaces may be rented for the school year for a fee of \$100. They may be purchased quarterly for \$25. The Dean of Students assigns spaces. Parking in an unassigned place may lead to detention and the loss of parking privileges. Parking permits must be displayed. Parking is limited and available on the basis of first come, first serve. There is a \$10.00 fee for a lost parking tag. Any changes to parking assignments must be arranged with the dean.

Deliveries

SPSV will only allow medication and medical devices (inhalers, crutches, etc.) to be delivered for students during the school day. SPSV will not accept food deliveries from PostMates, UberEats, similar delivery services, restaurants, friends or family members. SPSV can ensure that a student in need receives a snack and/or lunch. The cost of these meals will be billed to the parents.

Lockers

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

Medication

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

Library

The library provides resources for students' academic growth, as well as resources for recreational reading

Circulation

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

Expected Behavior

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

- Enter the library quietly.
- Quickly find a seat at a table or computer.
- Respect your classmates who are using the library by following the library's inside voice policy.

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

Student Life Fundraising

All SPSV fundraising activities which in any way solicit funds for the school must be approved by the advancement operations manager before any formal plans begin.

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

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

Chapter 11: Athletics

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

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

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

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

Each athlete must submit the following to the athletic director's office, via <https://www.homecampus.com/login> before participating in tryouts or practices:

- Completed medical emergency form
- A current physical examination completed and signed by a board certified M.D., D.O. or nurse practitioner/physicians assistant. Physicals performed by chiropractors are not permissible.
Athletic physicals expire after one calendar year.
- Signed student code of conduct
- Signed parent code of conduct
- Signed NCS ejection policy
- Signed CIF steroid policy form
- Fee of \$350 for every sport

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

Fall: August 10, 2026

- Football (Varsity)
- Girls Volleyball (JV/Varsity)
- Girls Tennis (Varsity)
- Girls Golf (Varsity)
- Boys Water polo (Varsity)
- Girls Water polo (Varsity)
- Coed Cheer squad (Varsity)

Winter: November 2, 2026

- Boys Basketball (JV/Varsity)

- Girls Basketball (JV/Varsity)
- Boys Soccer (Varsity)
- Girls Soccer (Varsity)
- Coed Wrestling (JV/Varsity)

Spring: February 8, 2027

- Baseball (JV/Varsity)
- Boys Golf (Varsity)
- Boys Tennis (Varsity)
- Softball (Varsity)
- Coed Swimming (Varsity)
- Coed Track and Field (Varsity)
- Boys Volleyball (JV/Varsity)

SPSV Athletic Department Attendance Expectations

According to CIF (California Interscholastic Federation), a student must be in class for at least half of the academic school day to participate in sports. This means that if a student has practice, a competition or game on a school day, they must be present for 50% of their daily classes to remain eligible.

- A-C-C is considered an academic class period on Green Day 2.
- ADV/Liturgy is considered an academic class period on Liturgy Day Schedule
- ACM days - attendance in 4 out of 7 classes is required
- Lunch and break periods do not count toward this requirement.
- Exceptions are limited to court appearances, funerals, or school activities off campus.
- Staying home sick or attending doctor appointments does not count as an exception unless pre approved by Administration.

SPSV Athletic Department General Expectations

- Remember that your first responsibilities are your academic pursuits and families. Your next responsibility is toward your athletic team.
- Our student athletes are expected to treat all teammates, classmates, faculty and staff with kindness and respect.
- Our student athletes must follow all CIF, NCS and TCAL rules and regulations.
- All athletes must maintain a minimum 2.0 GPA.
- Student athletes cannot attend practice, compete, or attend competitions while suspended or on disciplinary probation.
- Game day attire during school hours will meet or exceed dress code. Athletes may wear team jerseys, school approved team shirts or school uniform shirts with school uniform bottoms. Every team member must be matching. Before game days, it must be communicated either by coaches or team captains to players what they are to wear from the waist up. All student athletes are expected to dress as instructed. Sweatpants are never allowed during the regular school day unless a game day falls on a Bruin wear, casual wear or student activities dress day with sweatpants allowed.
- Student athletes must be on time for all classes and team meetings.
- Student athletes are not allowed to use any controlled substance, alcohol or tobacco products. Use may result in dismissal from the team and expulsion from SPSV.

- Student athletes must control their emotions during athletic competition. They do not argue with officials or members of opposing teams. Unsportsmanlike conduct can result in suspension from participation and dismissal from the team. Fighting can result in expulsion from SPSV.
- Student athletes are expected to respect their sport by giving strong effort, learning technique and being good teammates.
- Student athletes found to have engaged in hazing, bullying and harassment are subject to discipline—ranging from suspension from school, to suspension from athletics, to expulsion.
- Student athletes will follow all other rules set forth in the *Parent-Student Handbook*, as well as any other rules determined by their coaches, the athletic trainer and the athletic director.
- All SPSV students and parents are expected to behave in accordance with the SPSV Sportsmanship Form distributed by the athletic director at the beginning of every season. Students that fail to meet the expectations of this document can face significant disciplinary action ranging from suspension to expulsion. Parents that fail to meet the expectations of this clause can be required to withdraw their students from SPSV.

Academic Monitoring

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

Athletic Grievance Policy

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

1. SPSV does not respond to complaints, or participate in discussions related to playing time.
2. With regard to performance-related concerns, the student athlete must discuss any issue with the coach before parents become involved. The coach should never be contacted at home. Also, a coach should never, under any circumstances, be contacted right before or right after a contest.
3. If a grievance still exists after the first step in the process, the student athlete and his/her parents may schedule a meeting with the coaching staff. All parties must be present for this meeting to ensure clear and appropriate communication.
4. If a grievance remains unresolved after steps 1, 2 and 3, the student athlete and/or family may contact the athletic director to schedule a meeting.

Locker Room Supervision

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

Athletic Trainer

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

Our athletic trainer's primary responsibilities are as follows:

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

Please contact our Athletic Trainer Mrs. Trina Santos at t.santos@spsv.org or at 707-644-4425, ext 144.

Athletic Injuries

All major athletic injuries (ones requiring a doctor's visit) must be reported to the athletic trainer. If an injury occurred while the athletic trainer was not on campus, then the student must email t.santos@spsv.org or go to the athletic training room the next day the student athlete attends school. For major injuries, the athletic trainer and coach must submit an incident report following every injury that occurred during practice, as well as home and away events.

Signatures for Physicals

The athletic trainer legally cannot, and will not, sign off on student athlete physicals. All physicals must be signed by MD (medical doctor), DO (doctor of osteopathy), NP (nurse practitioner) or PA (physician's assistant).

Maintenance and Distribution of Medications

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

Medical Clearances to Resume Participation

A student athlete who receives medical treatment or examination from a medical doctor or healthcare professional, must have a written clearance on the medical professional's letterhead or stationary with a signature or stamp from the licensed medical doctor (MD or DO), a licensed physician assistant, or a licensed nurse practitioner to resume athletic participation. Chiropractors cannot provide medical clearances.

All clearances must be submitted to the athletic trainer via email (t.santos@spsv.org), before a student athlete can resume participation.

Drop-In Treatments Not Allowed During School Hours

Student athletes are not allowed to “drop” into the athletic trainer’s office for treatment. The athletic trainer’s office is closed to students before school, during class and between classes. Our athletic trainer only provides treatment after school. *Student athletes that skip or leave class in effort to seek treatment can be suspended for cutting class.*

Steroid Policy

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

Concussion Guidelines

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

When a student athlete is experiencing concussion symptoms, he or she is removed immediately from competition and evaluated by the athletic trainer. Parents are contacted immediately after the evaluation is completed. If the student athlete’s symptoms are mild, the athletic trainer provides specific instructions with a list of the athlete’s symptoms. The athletic trainer or their designee calls 9-1-1 if the athlete loses consciousness or has an altered conscious state.

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

Concussion Graduated Return-to-Play Process and Protocol (RTP)

If your child is concussed during a sports activity, the following guidelines must be followed:

Following a concussion diagnosis the return to play progression protocol may only begin if the student athlete has had physical and cognitive rest and no symptoms for a minimum of 24 hours.

Step 1: Light aerobic activity

Goal: Only to increase an athlete’s heart rate

Duration: 15-20 minutes, depending on student’s level of fitness

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

Step 2: Moderate activity

Goal: Limited body and head movement

Duration: Reduced from typical routine (20–30 min)

Activities: Moderate-intensity stationary biking, or walking.

Step 3: Moderate, non-contact activity

Goal: More intense but non-contact

Duration: Close to typical sport-specific training activity

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

Step 4: Partial practice, non-contact

Goal: Reintegration into practice (more than half practice time with no contact) playing catch is considered contact and not allowed. Ball passes in volleyball are also considered contact.

Step 5: Full practice, non-contact

Goal: Full practice without contact

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

The next step is taking another cognitive evaluation using the computer Impact concussion screening tool we use at SPSV. The athletic trainer will compare the athlete's baseline test to a post concussion test. This information is sent to the medical provider to determine athletes' status in safely returning to regular competition.

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

Chapter 12:

Enrollment, Tuition, Fees, Tuition Assistance, and Financial Policies

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

In keeping with the mission and philosophy of SPSV, preference for admission is given to Catholic students, however, all students are welcome to apply. The following criteria are also considered in admitting students:

- Current attendance at a Catholic school
- Siblings or relatives who are attending or who have attended any partner school, or SPSV
- Score on the placement test (students who score below the 40th percentile may have difficulty with the required course of studies)
- Academic performance in both seventh grade and eighth grade
- Recommendations from teachers, counselors, and/or the principal of the student's current school
- Information from the parent-student Interview with a member of the Enrollment team

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

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

Students who withdraw from SPSV and then wish to return must complete the enrollment process again. Students seeking re-admission to SPSV will be evaluated on a case-by-case basis.

Statement of Acceptance and Good Standing

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

Students are enrolled at SPSV on the basis of a yearly evaluation and acceptance. SPSV reserves the right to dismiss students at any time for infractions of regulations whether on or off campus; unsatisfactory

academic standing; or other reasons that affect the welfare of the individual student, the school community, or the school's reputation.

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

Tuition

First Student: \$19,995

Sibling(s): \$19,395

Tuition Payment Method

Tuition must be paid by choosing one of the following payment plans:

1. **Annual Payment:** via FACTS, due by July 1st.
2. **Semi-annual payments:** via FACTS, 1st payment due by July 1st and the 2nd by January 1st.
3. **Quarterly Payments:** via FACTS, payments due July, October, January and April.
4. **Monthly Payments:** via FACTS, 10 or 11 months.

Starting in either May/June for 11 months or June/July for 10 months.

FACTS Management Company

All families are required to affiliate with FACTS Management Company. FACTS provides for ACH account drafts from either a checking or savings account. Your FACTS Agreement is set up when registering.

Tuition Refund Plan

The Tuition Refund Plan, administered by A.W.G. Dewar, Inc., which is required for families that select any of the Multi-Payment Plan options in FACTS. There are no refunds for tuition for withdrawals or dismissals before the end of the school year. A signed contract is the parents agreement to assume full responsibility for the full annual tuition fees. If you select the Annual Payment plan option, the Tuition Refund Plan is optional. *Please note there are no tuition refunds. If you are an annual payer, you might consider the Tuition Refund Plan, if there's a possibility that your student will need to withdraw.*

Late Fee

A late fee of \$100 will be assessed for all late tuition payments per month. The late fee will be charged directly to your FACTS account.

Fees

Registration Fee:

\$700.00 New students

\$700.00 Returning students **after February 1st**

\$500.00 Returning students if paid **by January 31st**

\$800.00 Returning students **after April 1st**

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

Graduation Fee: \$350

Due at registration and charged only to Seniors, this fee helps cover a portion of the cost of announcements, regalia, Baccalaureate Mass, and Commencement.

Tech Fee: \$400.00

The Technology Fee is due at Walk-through Registration. The school will provide an iPad and technology services. The fee will cover the rental of an iPad; minimal technology services (hardware and software); and, use of loaner iPads.

All students are required to participate in the school iPad program, so, if you are new to the school, do not purchase an iPad for use at the school.

Student Transportation

The school provides transportation to and from school at the following rates:

- Annual Pass - \$3,000, covers the entire school year
- Semi-Annual Pass - \$1,500, covers one semester

Please email Transportation@spsv.org for more information

Additional Fees & Charges Due at Walk-through Registration

Advanced Placement, per class: \$110.00

Art Supplies: \$75.00

Athletic Fee: \$350.00 per sport

Books (estimate): \$300.00-\$450.00

Parking Permit: \$100.00 (\$25/quarter)

Lab fee (Chemistry, Chemistry (H), Physics, Anatomy and Physiology, AP Biology) \$75

Miscellaneous Fees:

Grad Night (Seniors only): TBA

Retreats: \$200.00-\$350.00

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

Tuition Assistance

SPSV provides Tuition Assistance for families who qualify. Tuition Assistance allows the school to assist students who might otherwise be unable to attend. To qualify for assistance, a family must demonstrate need. To be considered for assistance, a family must submit an application to FACTS Grant and Aid, which assesses the application and advises the school. Though total financial need always exceeds the school's resources, the school helps as many families as possible. Families are required to reapply each year, beginning October 1. It is suggested that families apply as early as possible in order to receive assistance.

Full and Timely Payment of Tuition and Fees

SPSV is self-sufficient. Tuition Assistance is reserved for families that demonstrate need. The School relies solely on tuition, fees, fundraisers, and donations. Tuition and fees account for roughly 95% of the

School's income, so fundraisers, the Annual Appeal, and other donations subsidize nearly 5% of the cost of educating our students. Also, except for a very modest assessment to offset the costs to the Diocese for providing valuable support services to the School, all the School's income remains with the School to fund its educational mission. Operating the School is financially demanding. Faculty and staff include more than 50 full-time positions and several part-time positions. Our 43 acres of land is home to numerous athletic facilities and 43,000 square feet of classrooms, labs, offices, library and related facilities, most of which are over 44 years old.

The School relies on financial support from parents, alumni, and friends in order to provide the quality education it has proudly provided for thousands of students for roughly 150 years. Because the School relies so heavily on tuition and fees, **we must insist that all our families meet their financial commitments to the SPSV in a timely manner.** Student accounts must be current before students may take semester exams. SPSV thanks you for your continuing support.

Chapter 13: Parent-School Relations

Service Hours

Catholic education depends on parent involvement at every level. There are many events that require parent volunteers, including retreat days, dances, athletic events and assisting the advancement office. At the beginning of each year, SPSV requires parents to make a commitment to a minimum of 16 service hours per family. The volunteer form included in the re-registration packet must be completed and returned with the registration form.

Families who do not complete their sixteen hours (16) of service will receive a surcharge to tuition of \$1000. Please see the "Policy Page" in our summer mailing for deadlines and fees.

The Advancement Office

The Advancement Office has two primary functions:

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

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

Fundraising Events and Activities

The Advancement Office builds strong and lasting relationships with current and past parents, alumni and school supporters to advance the mission of SPSV. The Advancement Office also works to sustain the operational and long-term financial needs of the school. The Advancement Office is responsible for, implementing and monitoring, all fundraising activities conducted by and on behalf of SPSV including annual appeals, communication, special events, grants and sponsorship, scholarships and endowments, bequests and other planned gifts, and capital campaigns.

Parent Association of Community Engagement (PACE)

The advancement office and the Parent Association for Community Engagement (PACE) will work together to raise funds for the school.

PACE is a group that aims to create a strong community and engage parents in school activities. Its purpose is to support students' academic, social, and emotional growth by promoting a positive school environment. PACE allows parents to collaborate, organize fundraising events, and contribute to the success of the school. It is not an independent organization but operates under the Head of School's supervision at SPSV.

The Green and Gold Annual Fund

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

All SPSV families are asked to make a gift that is personally significant to them. Unlike tuition, SPSV Fund contributions are tax-deductible as charitable gifts to the extent provided by law.

Bruin Spirit Fundraiser

In an effort to garner school spirit, each enrolled SPSV student is required to participate in the Bruin Spirit Fundraiser, the school's primary community-wide fundraising effort that supports tuition assistance, student programs, and the mission of SPSV. Each student is responsible for raising the required funds by seeking donations from supporters, whose contributions will be entered into the raffle through the school's digital fundraising platform, or by making a direct donation equal to the required fundraising goal. The required fundraising goal for the 2026–2027 school year is **\$500 per student**.

If the required fundraising amount is not met through donations, parents agree to make a donation for the required amount. The remaining amount can be added to a student's FACTS account.

Expected Parent Behavior

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

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

Mandated Withdrawal

SPSV can mandate the withdrawal of a student based on their parent's unreasonable behavior. Below are some examples of unacceptable parent behavior:

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

Use of Drugs and Alcohol at Home

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

Access to Student Records

Parent(s) shall have access to all permanent records maintained by SPSV related to their children. Students, 18 years of age or older, have this same right of access.

In order to view the records, please contact the Registrar (p.delgado@spsv.org) to schedule an appointment. A school administrator will be present at the meeting.

Anecdotal notes and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records.

Parent(s) may request and receive a copy of their child's records. The copy is to be clearly marked as a copy. Originals are only forwarded to schools requesting these records on the parent(s)' behalf.

Chapter 14: Emergency Procedures

In case of an emergency, SPSV will communicate via the safest, most efficient method possible. Our head of school or a designee will be SPSV's official spokesperson throughout the emergency. In order to prepare for emergencies, students and staff are drilled throughout the year.

Evacuation Assembly Areas--LINE UP BY ADVISORY

Regular Assembly Area

Edge of softball field closest to the gym

Alternate On-site Area

Southeast corner of football field

Indoor Assembly Area

Gymnasium

Off-site Evacuation Areas

If evac happens towards the back of the campus, the evac site is Daffodil circle. If evac happens towards the front of campus the evac site is the CHP parking lot across Benicia Road.

Active Shooter

RUN

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

HIDE

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

FIGHT

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

- Throwing things at him.
- Grabbing his arms.
- Knocking him to the ground.

- Striking him with improvised weapons.

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

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

Air Quality

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

Earthquake

- Drop, cover, and hold.
- If indoors, take cover under a desk, table or chair; between seating rows in classrooms; or against a corridor wall.
- If outdoors, stay away from falling hazards.
- Stay away from glass windows, wall shelves and heavy equipment.
- PROTECT HEAD & NECK with your arms until the shaking stops.
- After the shaking stops, move toward the nearest available exit. Evacuate carefully.
- Go to your evacuation site and await further instructions.
- Secure hazardous materials or equipment before leaving. Take emergency supplies and any personal belongings that are in reach.
- Do not move the injured unless necessary to prevent further injury.
- Restore calm, assist others.
- Expect aftershocks.

Fire

- Activate the nearest fire alarm pull station.
- Call 911.
- Use a fire extinguisher for small fires.
 - o When operating a fire extinguisher, remember P-A-S-S:
 - Pull the pin.
 - Aim at the base of the fire.
 - Squeeze the lever.
 - Sweep from side to side.
- Feel doors for heat. If cool, exit carefully. If the door is hot, do not open the door. Look for other exits.
- If you cannot find another exit, stay where you are until help arrives. Place cloth material around the bottom of the door to prevent smoke from entering.
- When evacuating buildings, close doors between you and the fire. Go to your building evacuation point.

- In laboratories, follow the fire safety training provided by the instructor or other department personnel.
- If your clothing catches fire, STOP, DROP AND ROLL.

Lockdown

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

Shelter in Place

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

[Link for COVID procedures](#)

Chapter 15: Who's Who at SPSV

Administration

Head of School: Clarence Isadore
 Assistant Principal of Academics: Ms. Tamra Smith
 Dean of Students: Mrs. Nadine Walker
 Chief Financial and Administrative Officer: Mrs. Lydia McLeod
 Assistant Principal of Advancement: Mr. Lane Hawkins

Leadership

Director of Athletics: Ms. Christina Walker
 Director of Campus Ministry: Mr. Ian Emperador
 Director of Student Activities: Ms. Michelle Balingit
 Director of Counseling: Mr. Mike Arwine

Academic Department Chairs

Engineering and Technology: Mr. Chris Henderson
 Humanities (English/Social Studies): Mrs. Lesley Ruszel
 Physical Education: Mr. Chris Henderson
 Religious Studies: Ms. Michelle Balingit
 STEM (Science/Math): Mrs. Myra Nati
 Visual and Performing Arts: Mr. Patrick Vogelpohl
 World Languages: Mrs. Cristy Fogli

Student Council Officers and Moderators

ASB

Beau Westad- President
 Brandon Gonzales- Vice President
 Isabela Calvo
 Lyla Gamboa
 Noelle Orlina
 Amanda Macasaet
 Noah Soto

Faculty Advisor: Ms. Michelle Balingit

CLASS OFFICERS**SENIOR COUNCIL Class of 2027**

President: Ariana Arrozal

Vice President: Bea Bohulano

Isabella Reyes

Class Moderator- Mr. Ian McGuire

JUNIOR COUNCIL Class of 2028

President: Isabela Gonzales

Vice President: Sofia Brooks

Communications: Charlie Vogelpohl

Secretary: Nicole Canlas

Social Media: Julia Tran

Activities: Gabriella Wida

Treasurer: Bryce Thomas Watkins

Class Moderator-Mrs. Marianne Goyette

SOPHOMORE COUNCIL Class of 2029

President: Maricelle Lo

Vice President: Ollie Naranjo

Solei Contreras

Ryjel Rodriguez

Cameron Reyes

Jacob Narciso

Blake Thomas-Watkins

Aspen Macaset

Josiah Cid

Leonardo Valero

Class Moderator- Mrs. Cristy Fogli

FRESHMEN COUNCIL Class of 2030

TBD

Class Moderator Mrs. Myra Nati

Link Crew Leaders

Greer Acuna
Bellamy Anderson Coleman
Nevae' Beacham
Alondra Bowie
Aela Calma
Adam Guillermo
Chanel Jackson
Charlize Keath
John Carlo Laxamana
Gillian Mejia
Gabriela Naumova
Kayla Ruvalcaba

Faculty Advisor: Mrs. Myra Nati

Board of Trustees

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Malu Centeno
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Dan Mahoney SP'77
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Susan Walls, P '09, '11, '15
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