# ST. VINCENT–ST. MARY HIGH SCHOOL

*A Catholic School in the Marianist Tradition*

# 2026–2027

## STUDENT / PARENT HANDBOOK

Updated: 8/20/2026

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## THE MARIANIST PREAMBLE

Since 1850, Blessed William Joseph Chaminade and the Society of Mary have formed young men and women through their sponsorship of Catholic/Marianist institutions. Marianists are called to see the world, and one another, through the eyes of faith. This handbook is offered not simply as a book of rules, but as an expression of a shared way of life — one rooted in the conviction that every student who walks through our doors is known and loved by God, and is called to a purpose greater than themselves.

Chaminade founded the Marianist family in the aftermath of the French Revolution, believing that the rebuilding of a wounded society had to begin with the formation of the whole person: mind, body, and spirit, within a community of faith modeled on the family of Nazareth. Mary, who received the invitation of the angel and responded with her whole being, "Let it be done to me according to your word" remains the model for every member of our community: a model of faith, humility, and courageous "yes" to God's call.

Five characteristics have guided Marianist education for more than two centuries, and they continue to shape every policy, program, and relationship at St. Vincent-St. Mary:

**Educate for Formation in Faith:** We form young people who know Christ and who are unafraid to live and share that faith.

**Provide an Integral, Quality Education:** We educate the whole person — intellectually, physically, socially, and spiritually — to the highest standard.

**Educate in Family Spirit:** We build a community rooted in kindness, belonging, and mutual accountability, where every person is known and valued.

**Educate for Service, Justice, and Peace:** We form servant leaders who work for the dignity of every person and the integrity of God's creation.

**Educate for Adaptation and Change:** We prepare lifelong learners who meet a changing world with courage, adaptability, and hope.

As students and families join our community, we ask that you enter into this handbook in that same spirit: not as a list of restrictions, but as the shared commitments of a family that believes in the good of every one of its members. Every policy that follows, from daily attendance to dress and personal appearance, from academic integrity to the responsible use of technology , exists to protect the safety, dignity, and formation of our students, and to help each Irish graduate leave St. Vincent-St. Mary ready to lead a life of faith and service.

*Mary, Our Lady, Mother of St. Vincent-St. Mary High School, pray for us.*

# ST. VINCENT-ST. MARY HIGH SCHOOL

*A Catholic School in the Marianist Tradition*

# PORTRAIT OF A GRADUATE

| EDUCATE FOR FORMATION OF FAITH | PROVIDE AN INTEGRAL, QUALITY EDUCATION | EDUCATE IN FAMILY SPIRIT | EDUCATE FOR SERVICE, JUSTICE, AND PEACE | EDUCATE FOR ADAPTATION AND CHANGE |
|---|---|---|---|---|
| **DEVOTED BELIEVER**<br>The Irish embody Mary's "Yes," pursue truth through faith and reason, and engage in the world with love, humility, and grace. | **CONFIDENT PROBLEM SOLVER**<br>The Irish approach every challenge with curiosity and courage, building the skills, confidence, and perseverance to solve problems and lead with purpose for the future. | **SPIRITED COLLABORATOR**<br>The Irish foster a welcoming community rooted in kindness, accountability, and respect — where every voice is valued, and every person belongs. | **EMPATHETIC PEACEMAKER**<br>The Irish are servant leaders who collaborate and advocate for justice, peace, and the integrity of creation. | **CURIOUS INNOVATOR**<br>The Irish honor tradition while embracing change — remaining adaptable lifelong learners and innovators who celebrate diversity, lead with perseverance, and engage the world with global awareness. |

*Every Irish graduate is formed in these five dimensions throughout their four years at St. Vincent-St. Mary. Teachers, coaches, moderators, and staff intentionally build learning experiences, service opportunities, and co-curricular programs around this Portrait so that every student graduates ready to lead a life of faith, purpose, and service.*

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# PART I: INTRODUCTION

St. Vincent-St. Mary High School is an independent Catholic high school in the Marianist tradition, dedicated to the Christian formation of its students. Every aspect of the school's curriculum and co-curricular life is integrated into a Christian framework, encouraging students to pursue truth and to grow in maturity as women and men of faith through a creative balance of freedom and discipline. Each student is directed toward personal growth and full participation in a democratic society. Admission to St. Vincent-St. Mary High School is granted on an annual basis.

## MISSION STATEMENT

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

## STATEMENT OF BELIEFS

As a Catholic High School in the Marianist Tradition, we are committed to:

- Provide an Integral, Quality Education
- Educate for Formation in Faith
- Educate in the Family Spirit
- Educate for Service, Justice, Peace, and the Integrity of Creation
- Educate for Adaptation and Change

These five characteristics of Marianist education are brought to life in our Portrait of a Graduate (see previous page), which describes the Devoted Believer, Confident Problem Solver, Spirited Collaborator, Empathetic Peacemaker, and Curious Innovator that every STVM student is formed to become.

## ADMINISTRATION

- President — David Vitatoe
- Principal — Erin Faetanini
- Associate Principal — David Cochrane
- Dean of Student Formation — Rob Brown
- Dean of Curriculum and Instruction — Jen McElhaney
- Dean of Academics — Angela Sanor
- Dean of Student Accountability and Safety — Gary Shadie

## NON-DISCRIMINATORY POLICY

The governing board of STVM, located at 15 N. Maple Street in Akron, Ohio 44303, has adopted the following non-discriminatory policies: STVM recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities, and does not discriminate on the basis of race, color, or national/ethnic origin in the administration of its educational policies, admissions, employment, scholarship and loan programs, or athletic and other school-administered programs, or in the hiring of certified or non-certified personnel.

## ADMINISTRATIVE AUTHORITY & POLICY UPDATES

While this handbook provides guidance for most situations, there may be circumstances not specifically addressed here. In such cases, STVM administration reserves the right to take appropriate action to maintain the

smooth operation of the school, protect the safety of students, faculty, and staff, and uphold our educational mission as outlined in our mission statement, accreditation, and charter. This may include disciplinary measures for behavior inconsistent with STVM's principles and philosophy, even if not expressly listed in this handbook.

Complete diocesan policies regarding youth gangs and violence, weapons, sexual harassment, sexual violence, and guidelines for students with infectious or contagious diseases are available for review in the main office.

The administration may change, add to, or remove policies in this handbook at any time, with reasonable notice to affected parties. Parents/guardians and students are expected to read this handbook in its entirety and to return the signed acknowledgement form to the school through MyIrish (Blackbaud).

# PART II: GENERAL INFORMATION

## BACKPACKS / GYM BAGS / PURSES

Book bags, purses, and gym bags of any type or size may not be carried by students to class between 7:55 a.m. and 3:00 p.m. Students arriving at school should take their belongings directly to their locker, take only the materials needed for their first block to class, and proceed to the gym for the morning meeting.

## BIRTHDAY CELEBRATIONS

Because birthday celebrations disrupt the learning environment, no bakery goods, party snacks, party favors, balloons, or flowers are permitted at school. Items brought in violation of this policy will be confiscated and made available for pickup at the end of the school day.

## BUS AND VAN REGULATIONS

Students riding a school bus or van must conduct themselves consistently with school expectations and must abide by all local and state regulations. Failure to comply may result in forfeiture of riding privileges.

## CAFETERIA / STUDENT CENTER

Behavior in the Student Center follows the same expectations as classroom behavior. During lunch, students must remain in the Student Center, keep shared appliances (e.g., microwaves) clean, and clear their own trash and spills. Students must use their own student ID when purchasing lunch; using another student's ID is a form of theft. No food or drink may leave the Student Center.

## CELL PHONE & PERSONAL ELECTRONIC DEVICE POLICY

St. Vincent-St. Mary's cell phone policy is designed to protect instructional time, strengthen student focus, and support the mental health and wellbeing of our students, consistent with Ohio Revised Code § 3313.753, which requires all Ohio schools to adopt a policy that limits student cell phone use to the greatest extent possible during the instructional day.

Research shows that student cell phone use during the school day is associated with lower academic performance, increased classroom distraction, and higher rates of anxiety and depression among adolescents. In alignment with this research and with Ohio law, STVM prohibits student use of cell phones, smart watches, iPods, tablets, AirPods/earbuds, portable gaming devices, personal computers/laptops, and any other personal electronic device (with or without headphones) during the instructional day.

- Personal electronic devices are only permitted before and after school, with the limited exception of accessing a student's digital ID (see Student IDs, below).
- Cell phones must be kept in student lockers during school hours. A student may briefly retrieve their phone solely to display their digital ID at morning check-in and when purchasing lunch in the Student Center; the phone must be powered off or silenced and returned immediately to the locker afterward.
- A device used during the school day will be confiscated and returned at the end of the day; repeat violations may require a parent/guardian to pick up the device, and a parent meeting may be required.
- In an emergency, students must report to a Dean's office to place a call. Emergency calls should not be made directly from a personal cell phone without notifying administration.
- In the event of a building-wide emergency or lockdown, students should follow staff direction; STVM's comprehensive emergency management plan governs any necessary exception to this policy during an active emergency.

- STVM is not responsible for the theft, loss, or damage of personal electronic devices brought to school.

Students with a documented medical need for a personal device (for example, a continuous glucose monitor) must submit documentation to the school nurse. An accommodation plan will be developed and approved by administration, and the device may only be used for its documented purpose. Use for any other purpose will result in standard cell phone policy consequences.

## COMMUNICATION PROTOCOL

STVM holds a high standard of communication among faculty, staff, students, parents, and administration. To streamline communication and model healthy conflict resolution, the following protocol applies:

- Students should first communicate directly with their teacher, director, coach, or club moderator regarding any academic, behavioral, athletic, or extracurricular concern, and may also seek help from a counselor or administrator as needed.
- Parents should discuss the situation with their student first, then bring concerns directly to the teacher, director, coach, club moderator, or counselor.
- If further assistance or intervention is needed after those conversations, parents or students should contact the STVM administrative team.
- TVM staff strive to respond to student and parent communication as promptly as possible, typically within one business day (excluding weekends, holidays, and staff days off). Thank you for allowing this time before contacting administration. If concerns remain unresolved after these steps, further communication should be directed to the Dean of Curriculum and Instruction, then to the Office of the Principal.

## FIRE, TORNADO & LOCKDOWN DRILLS

In accordance with Ohio law and STVM's comprehensive emergency management plan, fire, tornado, and lockdown drills are held throughout the year, both announced and unannounced. During all safety drills, students must remain silent and follow the instructions of staff and posted classroom directions.

## FOOD & DRINK

Students may carry only a refillable water bottle in the academic wing. All other food and approved beverages must be consumed in the Student Center. Food deliveries to school during the school day are not permitted.

## HALL PASSES

Students must obtain a hall pass (digital or paper) from a faculty or staff member any time they are in the hallway during the school day, except between classes.

## INNOVATION BLOCK

STVM does not schedule traditional study halls. Instead, students have an Innovation Block, a flexible period that wraps around the lunch schedule, giving students dedicated time for independent study, collaborative work, tutoring, and enrichment. Students are expected to attend their assigned Innovation Block and to use the time productively, following the same expectations as any other class period unless otherwise directed by the supervising staff member.

## LOCKERS

Every student is issued a personal locker for use throughout the school year. Lockers remain the property of St. Vincent–St. Mary High School and are provided as a courtesy for storing textbooks, school materials, and personal belongings during the school day.

**Locks.** A lock is not mandatory, but its use is strongly encouraged to protect students' personal property. Students who wish to secure their locker must purchase their lock through the Irish Outfitters Spirit Shop. Locks obtained elsewhere may not be used, as they cannot be opened by school administration in the event of an emergency, maintenance need, or required inspection.

**Student Responsibility.** Students are responsible for the contents and condition of their assigned locker at all times. Lockers should be kept closed and, if applicable, locked when not in use. STVM is not responsible for lost, damaged, or stolen items left in or around a locker.

**School Access.** As school property, lockers are subject to inspection by school administration at any time, with or without notice, in accordance with school policy.

## STUDENT IDS

STVM has moved to a digital student ID, accessed through MyIrish (Blackbaud) on a student's phone or device. Students may retrieve their phone from their locker to display their digital ID at morning check-in and when purchasing lunch in the Student Center; outside of these two purposes, phones must remain in student lockers per the Cell Phone & Personal Electronic Device Policy above. A student unable to access their digital ID (e.g., low battery or device issue) should report to the main office for assistance.

## PARKING LOT

Student drivers must purchase a parking permit from the bookstore and display it in the lower passenger-side corner of the windshield. Student drivers must follow all rules on the Parking Permit Form. Once a student arrives at school, they must remain in the building — students may not sit in cars in the lot or leave school grounds during the day, except for a senior exercising an approved Senior Privilege (see Part VII: Senior Privileges).

## PHOTOGRAPHY, VIDEO & MEDIA POLICY

St. Vincent-St. Mary High School reserves the right to photograph and/or video record students for marketing and recognition purposes, including publication in brochures, recruitment materials, newspapers, social media, and the school website. Any parent/guardian objecting to the use of their student's image for these purposes must notify the Principal in writing no later than the end of the second week of school.

## SPORTSMANSHIP

All students, parents, and families are expected to uphold STVM's policies and values at school events. We are governed by the ethics of honest rivalry and the graceful acceptance of contest results, and we ask all supporters to celebrate our students with integrity in a way that brings credit to our school, team, and community.

## STUDENT HEALTH SERVICES

A student who becomes ill should tell their teacher and report to the nurse's office, where the nurse will determine whether to contact a parent/guardian. Students must be picked up by a parent or adult designee if dismissed. A registered nurse is in the building each school day between 7:55 a.m. and 3:00 p.m.

All medications a student may need during the school day — including any carried by the student, such as an inhaler or Epi-Pen — must be documented and on file with the school nurse, so that accurate information is available in the event of a medical emergency. See Medications in Part IX for complete documentation requirements.

Ohio law requires students to have written verification on file of immunizations, current per the Ohio Department of Health; students who do not provide this documentation may be excluded from classes until it is received. Medication prescribed by a physician must be in its original, pharmacist-labeled container and given to the nurse with proper documentation; the school does not provide over-the-counter medication. Keeping emergency contact information current is essential to the health and safety of your student.

## WORK PERMITS

Students ages 14–17 may obtain a minor work permit application from the Dean of Academics. Twenty-four hours' notice is required for processing once the completed application is returned to the front office.

# PART III: ACADEMICS

St. Vincent-St. Mary High School students are encouraged to select courses that challenge them academically, prepare them for college, and expand and focus their interests and career aspirations. Students are encouraged to take a proactive approach to their studies, using all resources available to them.

Course selection and scheduling is a collaborative effort among students, parents, teachers, and school counselors. Placement is based on placement test results, teacher recommendation, previous grades, standardized test scores, and course prerequisites. Parents are invited to provide teachers and counselors with additional information that may impact placement decisions.

## ATTENDANCE & CREDIT

After 14 unexcused class absences in a semester, a student may lose credit for that course without proper medical documentation. Students who fall into the habitually-absent category, as defined under Ohio law, may be ineligible for graduation or advancement to the next grade level. See Part V: Attendance for complete attendance policies and procedures.

## CONFIDENTIALITY (FERPA)

All student records and information are held confidential by STVM employees at all times, consistent with the Family Educational Rights and Privacy Act (FERPA). Employees will discuss a student's situation only with that student's parent(s)/guardian(s) and will not meet with any other individual to discuss a student's situation, even with parental consent.

## GRADUATION REQUIREMENTS

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

Electives must be selected to meet total graduation requirements and may be chosen from Fine Arts, Business and Information Technology, World Languages, or other department course offerings not otherwise required.

Students may not earn high school credit for any course taken prior to 9th grade, including coursework completed in 8th grade. A student may, however, be placed directly into a higher-level course upon entering STVM (for example, Spanish II rather than Spanish I) based on prior coursework and demonstrated readiness, provided the placement criteria are met, including that the course was taught by a teacher licensed in that subject area. Placement does not result in the award of high school credit and is not factored into a student's

cumulative GPA; it determines only the student's starting point within a course sequence. STVM Administration verifies placement through teacher licensure records and a review of the student's prior coursework.

## SCHEDULE CHANGE POLICY

STVM assumes that each student and family has given careful consideration to course selection, and intentional planning is an important part of the scheduling process. Once a schedule is set, changes are made only in special circumstances (medical needs, course failure, documented learning differences, etc.). Requests for a specific teacher or block will not be honored.

Change of Course Selection (before the schedule is created): Changes may be made directly in MyIrish while the course-selection window is open. Once the window closes, changes require a "Change of Course Selection Request Form," submitted to the Dean of Academics for approval; a fee may apply.

Change of Schedule (after the schedule is created): Only errors, graduation-requirement conflicts, or teacher-initiated changes will be considered outside the schedule-change window. Any other request requires a "Change of Schedule Request Form" and a $50 fee, along with parent, student, and teacher signatures and possible Principal approval.

Course change dates are communicated each summer through the Irish Weekly newsletter. All scheduling questions should be directed to the Dean of Academics at scheduling@stvm.com.

## ADVANCED PLACEMENT, HONORS & COLLEGE CREDIT PLUS

Advanced Placement (AP) courses offer college-level rigor and the opportunity to earn college credit; they require teacher recommendation, completion of prerequisites, and payment of the College Board examination fee. Honors and College Credit Plus (CCP) courses are weighted by subject according to Ohio College Credit Plus Guidelines and AP courses are weighted a full point, in GPA calculations; no grade below a C- receives a weight. STVM does not calculate an unweighted GPA.

College Credit Plus (CCP) allows students in grades 9–12 to earn college and high school credit simultaneously through approved college coursework. Students admitted to a CCP course are expected to perform at the level of the institution's regular students. A student's core curriculum should remain at STVM, and all CCP courses must be approved in advance by the STVM Administration and CCP Coordinator. Refer to the Course Description Booklet for full CCP guidelines specific to STVM.

## SPECIAL EDUCATION SERVICES

STVM serves students with Individualized Education Plans (IEPs) through the Autism and Jon Peterson scholarships administered by the Ohio Department of Education. Intervention specialists support students with IEPs during intervention periods and inclusion classes to meet goals and progress in the curriculum; accommodations stated in individual IEPs are provided in these settings. Progress reports are provided to parents of a child with a disability each quarter.

## GRADE CALCULATION & REPORTING

Each quarter grade is worth 45% of the semester grade, with the semester exam worth 10%. GPAs are calculated at the end of each semester. STVM uses MyIrish (Blackbaud), an online portal accessible through www.stvm.com, where families can view grades, assignments, schedules, transcripts, discipline and attendance records, and communicate with teachers.

## GRADING SCALE & GRADE EQUIVALENTS

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

## INCOMPLETES & FAILURES

A grade of “I” (Incomplete) may be given when the teacher, in consultation with administration, determines it is advisable. If work is not completed within two weeks, missing work is calculated as a zero. A student with sufficient ability to pass a course but who is failing is given an F; a student who fails two quarters in a single semester fails the semester. Failed religious education courses must be made up before graduation; failure to do so will prohibit graduation from STVM.

## REPORT CARDS & PARENT-TEACHER CONFERENCES

Report cards, showing grades, attendance, and teacher comments, are issued four times a year. Grade discrepancies should be reported to administration immediately; grade-change requests are only considered within the first two weeks following the end of the grading period. Semester and cumulative GPAs are calculated by multiplying each course's Grade Equivalency Score by its credit value (Quality Points), summing all Quality Points, and dividing by total credits attempted.

Parents/guardians and students are invited once a year to Parent-Teacher Conferences; additional conferences may be requested by parent, teacher, or administration at any time during the year.

## ACADEMIC INTEGRITY

Academic integrity is foundational to STVM's Christian mission. All students are expected to act with courageous authenticity, speaking and acting in truth in all academic work. Violations of academic integrity harm the community by creating distrust and hindering learning, and will be addressed firmly and promptly.

Academic integrity violations include, but are not limited to:

- Using the internet or any unauthorized outside resource including a cell phone or an artificial intelligence (AI) tool such as ChatGPT without permission during an assessment
- Using "Photomath" or similar AI-based problem-solving apps at any time, including on homework, unless expressly authorized by the teacher
- Plagiarizing, copying another's work, or turning in another's work as one's own
- Cheating in any form
- Generating, in whole or in part, academic work using AI without the teacher's express permission and proper attribution

Any student caught cheating or using an unauthorized outside resource, including AI, will receive a failing grade on the work in question.

STVM recognizes that generative AI is an increasingly common tool in education, and individual teachers may authorize its use for specific purposes (e.g., brainstorming, revision feedback, or a defined assignment) as part of their course. Any AI use not explicitly authorized by the teacher for that assignment is considered a violation of academic integrity, consistent with STVM's technology and artificial intelligence policies described in Part X.

## MAJOR AND MINOR OFFENSES

The severity of a violation is judged in part by the weight of the assignment involved. This distinction guides how administration determines an appropriate response within the penalty structure below.

**Minor offenses** may include, but are not limited to:

- Copying homework or lab work
- Working together on an assignment when this was prohibited
- Looking at another student's paper during a quiz or test
- Possessing unauthorized materials during a graded assignment or quiz
- Sharing information about a quiz, test, or exam with another student
- Taking credit for a group project without doing the required work
- Paraphrasing material without proper citation

**Major offenses** may include, but are not limited to:

- Plagiarizing directly from a textbook, website, or other source
- Having another person write or complete a major assignment
- Unauthorized or inappropriate use of AI

**Code Of Honor**

Students pledge a code of honor in the presentation of their academic work: *"I have fully upheld the St. Vincent-St. Mary Code of Honor in letter and in spirit."*

**Reporting And Review Process**

A student who believes an academic integrity violation has occurred should report it to their teacher or a Dean. The Dean will review the matter with the teacher and, if there is sufficient evidence, will convene the Academic Integrity Committee (Deans, a faculty member, and a student representative) to review the case confidentially.

If a violation is confirmed:

- Parents/guardians will be contacted.
- All students involved receive a failing grade (zero) on the assignment in question.
- A formal Honor Violation is added to the student's disciplinary file, and the offense number below is applied based on the student's disciplinary history.

### Penalties

**First Offense**

- Failing grade on the assignment for all parties involved
- Parental contact by the teacher
- Redo the assignment for partial (up to 50%) credit, within a timeline specified by the teacher
- Other consequences as deemed appropriate by administration, based on whether the offense is major or minor

**Second Offense**

- Failing grade on the assignment for all parties involved
- Parental contact by administration
- Redo the assignment for partial (up to 50%) credit, within a timeline specified by the teacher
- Immediate two-day suspension, with possible expulsion

**Third Offense**

- Meeting with STVM Administration to discuss possible expulsion

Violations may also result in dismissal from academic organizations and clubs such as National Honor Society and student government.

## CREDIT RECOVERY, ACADEMIC REVIEW & PROBATION

The Academic Standing Committee, led by the Deans, reviews student performance at the interim and end of each quarter to determine academic standing.

Academic Warning: A student not on Academic Probation who receives a failing grade is placed on Academic Warning. Continued low grades through the end of the semester may result in Academic Probation.

Academic Probation: Any student with a GPA below 1.75 is reviewed by the Academic Standing Committee and placed on probation, receiving a letter outlining the steps to return to good standing and signing an academic probation contract. If the GPA remains at or below 1.75 at the end of the first semester, the student may be asked to leave STVM at the end of the school year. Administration reserves the right to place any student on Academic Probation at any time.

A student accepted to STVM on academic probation will receive an Academic Contract requiring successful completion of each course, attendance at assigned tutoring, and any other stipulations deemed necessary by

administration; the student's status will be reviewed after the first quarter and the student may be asked to withdraw if these criteria are not met.

## EXTRACURRICULAR ELIGIBILITY (GPA)

Participation in extracurricular activities, including athletics, requires a minimum 2.00 GPA each grading period. Students with a 1.50–1.99 GPA are placed on academic probation and remain eligible if they attend required tutoring; students below a 1.50 GPA are ineligible until the interim grade check confirms they have returned above the 1.5 threshold. Per OHSAA regulation, student-athletes must pass five one-credit courses in the quarter preceding their season to be eligible to compete (e.g., a student must pass five one-credit courses in Quarter 3 to be eligible in Quarter 4).

## TRANSFER STUDENTS

Students transferring to STVM must fulfill STVM graduation requirements from the point of transfer through graduation. All testing and progress records should accompany the student's file. STVM administration resolves any discrepancy between schools' requirements. Years of participation in sports or clubs at a prior school generally do not carry over, and transfer students are not eligible for top academic awards at graduation.

## MAKE-UP WORK & LATE WORK

A student who is absent must contact teachers on the first day back to receive make-up work, check MyIrish for assignments, and complete all work before the next class block. A student who knows in advance of an absence must notify teachers and the attendance office ahead of time. If absent on the day of a pre-announced quiz, test, or long-term assignment due date, the student must be prepared to complete it upon return. Students absent for an extended period should contact their counselor to arrange a make-up plan with their counselor. Each teacher sets their own late-work policy in their course syllabus.

# ACADEMIC HONORS & AWARDS

## ACADEMIC LETTER

Awarded to students with a cumulative GPA of 3.9 or higher who are eligible after sophomore year, have received eight or more class/course academic awards (cumulative), and are in good standing with administration regarding discipline and attendance. Seniors are eligible for a second-year award upon receiving eight additional class academic awards.

## VALEDICTORIAN / SALUTATORIAN

Class rankings for Valedictorian and Salutatorian are calculated in December based on each senior's cumulative GPA at that time for college scholarship purposes. These rankings are preliminary and are verified prior to graduation using final cumulative GPAs. Therefore, the students identified as Valedictorian and Salutatorian for college scholarship purposes in December may not be the same students recognized as Valedictorian and Salutatorian at graduation. At graduation, the seniors with the first- and second-highest final cumulative GPAs are recognized as Valedictorian and Salutatorian, respectively.

## ACADEMIC DISTINCTION

Honor Roll status is recognized at the end of each semester: Principal List (4.00+), Honor Roll (3.70–3.99), Merit Roll (3.30–3.69).

## NATIONAL HONOR SOCIETY

Founded in 1919 by the National Association of Secondary School Principals, NHS recognizes students of outstanding scholarship, character, leadership, and service. Membership at STVM is limited to juniors and seniors in the college-preparatory track with a minimum cumulative GPA of 3.9 (Class of 2026 and beyond). A Faculty Council appointed by the Principal selects members following a faculty-wide evaluation across the four NHS pillars; eligible candidates are notified in late September regarding the application and selection process.

# PART IV: FAITH & MARIANIST LIFE

## BACCALAUREATE MASS

All seniors are required to attend Baccalaureate Mass as part of graduation activities.

## SCHOOL RETREATS / DAYS OF REFLECTION

Retreats designated for each grade level are mandatory. A student absent on the day of a retreat must make up the experience through an activity assigned by the Campus Minister.

## SERVICE PROGRAM

Service is an essential expression of STVM's Catholic and Marianist identity. Rooted in the belief that every person is created in the image and likeness of God, we are called to live a faith that is active in love, to serve with justice and compassion, and to grow together in community. Participation in the STVM Service Program is a graduation requirement and a vital part of forming students for lives of Gospel-centered leadership.

### Service Hour Requirements — Classes of 2027, 2028, and 2029

Students in the Classes of 2027, 2028, and 2029 continue under the following annual service hour requirements:

- Freshmen — 25 hours of service completed by May 1
- Sophomores — 25 hours of service completed by May 1
- Juniors — 25 hours of service completed by May 1
- Seniors — 25 hours of service completed by April 1

All service hours completed beyond the annual requirement are added to a student's cumulative total and are considered for service recognition at graduation. Students are required to complete 25 hours of service each school year, with at least 15 hours completed through nonprofit organizations serving the community. Up to 10 hours of service performed for St. Vincent–St. Mary High School may be applied toward the annual 25-hour requirement. Students who have not completed their required service hours by the end of the school year will be notified and must make up any remaining hours during the summer.

### Service Hour Requirements — Class of 2030 and Beyond

Beginning with the Class of 2030, STVM's Service Program follows a four-year progression totaling 70 service hours, with one-quarter credit earned each year toward the Christian Service graduation requirement. Each year of the progression includes a required reflection connecting the student's service to their faith and personal growth.

- Freshman Year — Building Community: 10 hours of STVM-sponsored service.
- Sophomore Year — Passion for Mission: 15 hours of service addressing faith, life, justice, or creation.
- Junior Year — Deus Caritas Est: 20 hours of service to the disabled, elderly, underserved, or sick.
- Senior Year — Make Your Fiat: 25 hours through a sustained project or service to a single non-profit organization.

### General requirements for the Class of 2030 and beyond:

- Service will be coordinated and completed through school-organized service experiences.
- Family-related, paid, or for-profit service does not count toward the requirement.
- Campus Ministry approval is required for service opportunities when applicable.

- All service hours must be logged through MobileServe.

Regardless of graduation year, all service requirements must be met in order to graduate and participate in graduation activities. Students who have not met their hours will not receive next year's schedule until documentation is submitted to the Service Office. Students may begin accumulating hours as of June 1 of the prior year (*with the exception of Freshman, who will complete their service requirement during the course of the school year.*) A student who does not complete service hours for two consecutive years may be asked not to return to STVM.

## SERVICE AWARDS

The Service Cord is awarded to seniors who complete 200+ service hours across four years at STVM, provided all requirements and deadlines are met. The U.S. Presidential Service Award is awarded to a student who earns 100+ service hours within a twelve-month period; students are responsible for initiating the application through the Service Hours Coordinator.

# PART V: ATTENDANCE

Absences must be reported to the Attendance Office using STVM's designated attendance reporting method, as communicated by the Attendance Office at the start of each school year (for example, an online form, text-based reporting tool, or phone line). Families should refer to the most current instructions provided by the Attendance Office.

School attendance is a matter of both school policy and Ohio law. School hours are 7:55 a.m. to 3:00 p.m. STVM keeps daily attendance records for all students as required by law; attendance is noted on report cards and reported to the State to determine eligibility for Ohio scholarship programs.

## PARENT RESPONSIBILITIES

The primary responsibility for a child's education belongs to the parent. Although this responsibility is shared with the school as a matter of practical necessity, it remains paramount with the family. It is important to ensure your child arrives on time and dressed according to the school's Dress Code Policy.

## ATTENDANCE POLICY

Under Ohio House Bill 96, attendance is tracked by hours, not days, with attendance taken period-by-period. Medical absences are no longer tracked separately from other excused absences — missing 10% or more of the school year for any reason (excused, unexcused, or medical) now qualifies as **Chronically Absent**, which is roughly equivalent to missing 2 days per month.

### Missed Hours and School Response:

- **5% missed hours:** Families receive an Early Warning courtesy letter.
- **10% missed hours (Chronically Absent):** The school hosts a collaborative meeting with the family and student to build a success plan.
- **Habitual Truancy (unexcused only):** Missing 30 consecutive hours, 42 hours in a month, or 72 hours in a year without an excuse triggers a formal Intervention Team and may lead to juvenile court filings.

### What Families Can Do:

1. Check MyIrish weekly to monitor attendance hours and grades.
2. Submit doctor or parent excuse notes to the attendance office within 48 hours of the student's return.
3. Contact guidance counselors or the main office early if a student is struggling with attendance.

## ATTENDANCE RULES & PROCEDURES

- Once a student arrives at school, they must remain in the building; students may not sit in cars in the parking lot or leave school grounds.
- Attendance is taken by the teacher at the start of every class period and reported to the office.
- Students are expected to attend all classes, their assigned Innovation Block, and lunch in the Student Center, and may not excuse themselves from any of these.
- Students may not leave the building during the school day without a written request or phone call from a parent/guardian approved by the Attendance Office, or permission from STVM Administration.
- After 14 absences in one semester for any course, a student may lose credit for that course.

## EXTRACURRICULAR EVENT ATTENDANCE

A student must be present for a minimum of three academic blocks during the school day to participate in extracurricular activities that day. A student tardy or absent such that they are present for fewer than three academic blocks (outside school-sponsored activities) may not participate in or attend after-school/evening events (games, practices, rehearsals, performances) that day unless excused by an administrator. Excused examples include: a health appointment (doctor's note required), a funeral (parent note required), a college visit (letterhead note required), or a family emergency (administration approval required). Excessive absences or tardies may affect eligibility for school-sponsored activities, including dances, award ceremonies, and graduation exercises.

## APPOINTMENTS & EARLY DISMISSAL

For a same-day appointment (dentist, doctor, court, college visit, funeral), a parent must notify the Attendance Office before 9:00 a.m. using STVM's designated attendance reporting method. Written verification is required upon return (except for funerals).

## COLLEGE VISITS

Seniors and juniors are permitted two college visits per school year. Parents must notify the Attendance Office before 9:00 a.m. on the day of the visit, and the student must return with written verification from the college admissions office.

## ABSENCES FOR OTHER REASONS

Absences for vacations, family events, or non-school-sanctioned events are discouraged. When necessary, the parent must notify the Attendance Office and the student must notify classroom teachers at least two weeks in advance. Notice to the Attendance Office is required on the first day of the absence, before 9:00 a.m., using STVM's designated attendance reporting method, to confirm travel plans are proceeding.

## TARDY TO SCHOOL

- Students arriving after 7:55 a.m. report to the School Office for a tardy slip; if arriving after 8:25 a.m., a parent/guardian must notify the School Office.
- A tardy due to a medical/dental appointment requires a note from both the parent/guardian and the provider.
- Tardies are excused only for emergencies; oversleeping, missed buses/rides, personal reasons, and weather/road conditions are not excused, even with a parent note or call, unless administration determines otherwise due to widespread conditions.

Consequences for tardy to school: 7 tardies — a letter home and a detention; 9 tardies — two detentions and a letter home; 12 tardies — a 60-minute Saturday detention (scheduled one week out; failure to serve without administration approval results in a one-day out-of-school suspension) and placement on a discipline/attendance contract, which may lead to dismissal from STVM if tardies continue.

## BEFORE-SCHOOL ARRIVAL

Doors open at 7:00 a.m.; students may not enter earlier. Students must proceed directly to the Student Center and may not go to lockers, visit teachers, or wander the building until the 7:45 a.m. bell.

## AFTER-SCHOOL POLICY

To ensure student safety, accountability, and proper use of school resources, STVM has established the following policy for students remaining on campus after the school day ends.

Dismissal and Supervision Timeline: The school day ends at 3:00 p.m. From 3:00–3:12 p.m., students may visit lockers, meet briefly with teachers, or prepare for after-school activities. At 3:12 p.m., a warning bell signals the end of this transition period. By 3:15 p.m. (second bell), all students must be either actively participating in a faculty/staff-supervised activity (sports practice, club meeting, tutoring, detention) or signed into Extended Supervision in Room 131.

Extended Supervision runs from 3:15–4:30 p.m. on regular school days, free of charge. Students must sign in and out with the Extended Supervision Moderator and use the digital hall pass system to leave the room for any reason. Pickup is required no later than 4:30 p.m. at the Band Entrance (rear of building, Walnut St.); students picked up after 4:30 p.m. are charged $1.00 per minute, billed to the tuition account monthly.

Students not in an approved activity or signed into Extended Supervision by 3:15 p.m., or found wandering without a valid digital pass, receive an automatic AM Detention the following school day. Students may not remain unsupervised in the Student Center, LRC, or any hallway, classroom, or academic wing; academic wings lock at 3:15 p.m. and require a faculty escort or valid digital hall pass to enter. Faculty moderating Extended Supervision must ensure sign-in/out compliance, use the digital hall pass system, and submit an Incident Report for any irregular behavior. Teachers hosting clubs or tutoring must create events in the STVM Digital Hall Pass System so the Extended Supervision moderator can verify dismissals, and the Athletic Director/head coaches provide weekly practice dismissal lists.

# PART VI: SCHOOL DRESS AND PERSONAL APPEARANCE

## PURPOSE

The dress and personal appearance code at STVM promotes school identity and respects individual dignity by ensuring uniformity and professionalism in school attire.

## GENERAL GUIDELINES

- Uniform Compliance: Students must adhere to the dress code during school hours; non-compliance may result in disciplinary action.
- Parent Responsibilities: Parents should ensure dress code compliance before school. Notes requesting exceptions are not accepted, and parents may be asked to come to school to resolve a violation.
- School Functions: Students must dress appropriately at all school-related activities to uphold the school's reputation, and must wear their STVM uniform for final exams and all testing.
- Clothing displaying advertisements or references to tobacco, drugs, or alcohol, or messages inconsistent with the Gospel and Catholic tradition, is prohibited at all times.

## DAILY UNIFORM — APPROVED VENDORS

All new uniform polos, crewnecks, and ¼-zips must include the Marianist logo on the back of the yoke to be considered “uniform approved.” Approved uniform vendors are:

- Proforma — proforma.com/stvmuniforms
- Lands' End — landsend.com/school (School Code: 900108754)
- BSN Uniform Shop

Quarter-zips and crewnecks purchased through the bookstore in prior years without the Marianist logo remain uniform approved through the 2026-2027 school year for currently enrolled students who purchased them prior to that requirement; all newly purchased items must carry the logo.

### Women's Daily Uniform

| Item | Permitted | Not Permitted |
|---|---|---|
| Top | • Short- or long-sleeve polo purchased through Proforma, Lands' End, or the BSN Uniform Shop<br>• Approved crewneck or ¼-zip (must display the Marianist logo on the back yoke if purchased new for 2026-2027)<br>• Polo must be worn under any approved outerwear | • Athletic team polos (permitted only on Spirit Fridays) |
| Bottom | • Approved plaid Lands' End skort, OR<br>• Full-length solid docker-style/trouser pants: straight, boot-cut, or flare, in khaki or grey<br>• Approved khaki shorts (chino-style, min. 7" inseam, first & fourth quarters only) — see Shorts Guidelines<br>• Belt required if pants have belt loops | • Wide-leg cut<br>• Cargo pants<br>• Skinny cut, jeggings, joggers |

| Item | Permitted | Not Permitted |
|---|---|---|
| Shoes | • Neutral-colored tennis shoe<br>• Dress-style shoe covering the entire foot<br>• Ankle height booties | • Construction shoes, moccasins, backless sandals, Crocs, slippers (e.g., Uggs) |

### Men's Daily Uniform

| Item | Permitted | Not Permitted |
|---|---|---|
| Top | • Short- or long-sleeve polo purchased through Proforma, Lands' End, or the BSN Uniform Shop (Nike)<br>• Approved crewneck or ¼-zip (must display the Marianist logo on the back yoke if purchased new for 2026-2027)<br>• Polo must be worn under all outerwear | • Athletic team polo (permitted only on Spirit Fridays) |
| Bottom | • Full-length solid docker-style/trouser pants: straight, boot-cut, or flare, in khaki or grey<br>• Approved khaki shorts (chino-style, min. 9" inseam, first & fourth quarters only) — see Shorts Guidelines<br>• Belt required if pants have belt loops | • Wide-leg cut<br>• Cargo pants<br>• Skinny cut, jeggings, joggers |
| Shoes | • Neutral-colored tennis shoe<br>• Dress-style shoe covering the entire foot | • Construction shoes, moccasins, backless sandals, Crocs, slippers (e.g., Uggs) |

## UNIFORM SHORTS GUIDELINES

Uniform shorts are permitted during first and fourth quarter only and may be purchased through Lands' End or any retailer, provided they meet the following standards:

- Color: khaki only — no other colors, patterns, or designs.
- Style: traditional chino-style, cotton or cotton-blend twill (or golf-style short); flat-front or pleated; slanted side pockets only (no cargo, zippered, or extra pockets); no elastic waistbands, drawstrings, or jogger styles; belt loops required.
- Length: minimum 9" inseam for men, minimum 7" inseam for women; shorts may not extend below the knee.
- Polos must be tucked in and a belt must be worn with shorts at all times.

## APPROVED POLOS & OUTERWEAR

Four approved Nike dry-fit polos (green, white, black, and gold) are sold through the BSN Uniform Shop and team stores. A polo not marked “Approved School Uniform Item” on the BSN Uniform Shop is permitted only on Spirit Fridays. New Nike crewnecks are available in green and grey, in men's and women's styles, and include the Marianist logo on the back; these may be branded for a team, club, ensemble, or other STVM-sponsored activity.

- Polos must be tucked into shorts and pants (skort is exempt) and a belt must be worn when belt loops are present.
- No spirit wear purchased through athletic team websites may be worn Monday through Thursday.

- No jackets, hoodies, or non-approved team apparel may be worn during class hours.
- No hats, coats, scarves, or gloves indoors — please store in lockers until dismissal.
- Irish team polos, warm-ups, and spirit apparel from the BSN Team Shop are not permitted during the school day unless marked "Approved Uniform Item."

## SPIRIT DRESS DOWN FRIDAYS

Each Friday during the school year, students may wear STVM t-shirts, sweatshirts, and official BSN team gear purchased through the STVM bookstore or approved by administration, with uniform pants, skorts, and shoes per the dress code. No alterations, added lettering, or designs are permitted. Bare midriffs and sleeveless tops are not permitted; all shirts must have sleeves. Students not participating in Spirit Friday must wear regular uniform attire.

## FULL SPIRIT DRESS DOWN DAY

On days designated by administration as a Full Spirit Dress Down, non-uniform pants are also permitted in addition to the standard spirit dress-down top. Jeans, sweatpants, wind pants, capri pants (below the knee), khakis, corduroys, and cargos without holes and in good condition are acceptable; shorts and skirts are not permitted. Cut-off or tight-fitting pants (skinny jeans, jeggings, leggings, yoga pants) are not permitted, and leggings or shorts covered by a large t-shirt do not meet the standard. Uniform-approved shoes are required at all times.

## THEME DRESS DOWN DAYS

STVM periodically hosts Theme Days as part of student life programming. Participation is a privilege; students may dress to the announced theme or wear the regular approved dress code. All Theme Day attire must reflect respect for self, others, and the school community — clothing must be modest in fit and coverage, and offensive, discriminatory, or otherwise inappropriate messages, images, or symbols are prohibited. Attire deemed inappropriate by administration requires immediate correction, which may include a parent bringing a change of clothes; repeated violations may result in loss of future Theme Day privileges. Administration has final authority on whether attire meets these standards.

## ADDITIONAL PERSONAL APPEARANCE GUIDELINES

Women: Earrings are permitted; facial and body piercings may not be visible at school, at school functions, or at any time a student is wearing an STVM uniform of any kind (band-aids or clear plastic studs may not be used to disguise a piercing), and gauge earrings are not permitted. Make-up must be modest and appropriate. STVM does not accommodate new piercings, they must be removed regardless of when they were pierced.

Men: Body piercings and earrings may not be worn at school, at school activities, or at any time a student is wearing an STVM uniform of any kind (band-aids or clear plastic studs may not be used to disguise a piercing). Facial hair is permissible if clean and neatly trimmed. STVM does not accommodate new piercings, they must be removed regardless of when they were pierced.

Tattoos: May not be visible during school hours, at school events, or at any time a student is wearing an STVM uniform of any kind.

Hair: Hairstyles must be professional and presentable each day. Fad haircuts and unnatural colors (blue, purple, pink, green, orange, etc.) are not permitted. Headbands are permitted if free of words, advertisements, or slogans. Head coverings, including scarves, shower caps, and hats, are not permitted indoors. Administration has final say on whether a hairstyle meets this policy and may require a student to modify their hairstyle or face disciplinary consequences.

## CONDITION OF UNIFORM

The STVM uniform must always be worn in a manner appropriate to a school environment and kept in good condition. Frayed cuffs, split seams, writing, markings, and holes are not acceptable.

## ENFORCEMENT & CONSEQUENCES

- All dress code violations are reported to the Office of Student Affairs, which determines consequences.
- If a violation cannot be corrected immediately, the student is sent to the Office of Student Affairs; parents/guardians are contacted, and the student remains with staff until the issue is resolved (the student is responsible for missed work).
- Continuous violations (e.g., improper shirts, non-approved sweatshirts, inappropriate jackets, incorrect shoes, fad hairstyles) result in disciplinary action, including demerits and in-school suspension.
- Dress code checks occur daily; a student unable to immediately correct a violation receives demerits or other necessary correction.
- A student may need proper attire provided by a parent/guardian in order to return to class.

The administration has final authority on all matters related to dress code and personal appearance.

Click **HERE** for a visual Quick Reference Guide of the 2026-2027 Dress Code Policy.

# PART VII: SENIOR PRIVILEGES

St. Vincent-St. Mary is proud to extend additional privileges to members of the senior class as they prepare for graduation and the transition to adult responsibility. Senior privileges are earned through consistent good standing and may be modified or revoked, in whole or in part, by administration at any time — for an individual student or the senior class as a whole.

## ELIGIBILITY

To be eligible for senior privileges at the start of the year and to maintain them throughout the year, a senior must:

- Be in good academic standing (Students on Academic Probation or Academic Warning, and who do not maintain at least a 2.00 cumulative GPA, will automatically be ineligible for senior privileges).
- Be in good disciplinary standing (Students on a behavior contract or Disciplinary Probation, and who receive Type III offenses for the current school year, will automatically be ineligible for senior privileges).
- Be in good attendance standing (not on attendance probation and within the limits described in Part V: Attendance of the Parent/Student Handbook).
- Have a current tuition account in good standing with the Business Office.
- Have met all Christian Service hour requirements and deadlines for the current school year.

Eligibility is reviewed at the end of each quarter. A senior who falls out of good standing in any of the above areas will have privileges suspended until the matter is resolved, and repeated or serious violations may result in permanent loss of privileges for the remainder of the school year.

## PRIVILEGES EXTENDED TO SENIORS IN GOOD STANDING

- Senior Privilege Block: Eligible seniors will see “Senior Privilege” on their schedule. A senior who remains on campus during this block reports to the LRC. A senior who leaves campus during this block must sign out in the school office and report back to school before their next assigned class. A senior whose Senior Privilege falls during 8th block may leave campus for the remainder of the day but must sign out in the office before leaving.
- Senior Privilege Block before or after Lunch/Innovation: Seniors may sign out for extended time off-campus if their Senior Privilege Block is scheduled directly before or after lunch/innovation. Students must sign out and back in at the main office and must return to their next class on time; late return will result in loss of this privilege. In this case, students must either leave campus for their Senior Privilege block alone, or leave campus for both Lunch/Innovation and their Senior Privilege block together. They may not sign out or sign back in at any other times during Lunch/Innovation.
- Senior Parking: Priority parking assignments in the student lot, subject to purchase of a parking permit and compliance with all parking lot rules.
- Senior Spirit Days: Additional designated dress-down and spirit wear days throughout the year, as scheduled by Student Life.
- Senior Sunrise & Senior Sunset: Traditional senior class gatherings held at the start and end of the school year.
- Priority Registration: Priority scheduling windows for Senior Capstone placements and elective sign-ups.

## PROCEDURES (OFF-CAMPUS SENIOR PRIVILEGE)

Seniors who choose to leave campus during a Senior Privilege block, or during an extended block adjoining lunch/Innovation, must follow these procedures without exception:

- Sign out in person at the Main Office before leaving campus. Students may not leave campus without signing out.
- Provide the information requested by the office staff (expected return time may be requested).
- Leave and return through the Main Office entrance only.
- Students may sign back in at the Main Office no more than 10 minutes before the start of their next class. Students may not sign in earlier than this window.
- Students must be signed in and in their seat, on time, for their next scheduled class. Failure to return on time is a violation of the senior privilege policy and will result in the suspension or loss of the privilege.

### NO REPEATED COMING AND GOING

Seniors may not continually leave and re-enter campus during a single Senior Privilege block. A senior who leaves campus during their Senior Privilege block must commit to leaving. Once a student has signed out, they must depart campus within 5 minutes of the start of the next block. Students may not linger at or near the Main Office, in the parking lot, or elsewhere on campus after signing out.

### NO SITTING IN VEHICLES

Students are not permitted to sit in their cars, trucks, or any other vehicle while on campus during a Senior Privilege block, whether before leaving, after returning, or in place of leaving campus at all. A student found sitting in a vehicle on campus during Senior Privilege will immediately and permanently lose the privilege and will be required to remain on campus for all future Senior Privilege blocks.

### MASS AND OTHER SCHOOL ACTIVITIES

Seniors are only permitted to leave campus during their senior privilege block as outlined in this document. Seniors MUST be present for all school Masses, prayer services, school events, pep rallies, etc. regardless of their senior privilege block. The administration can require students to stay on campus during their senior privilege at any time for any reason.

### ON-CAMPUS SENIOR PRIVILEGE PROCEDURES

Seniors who remain on campus during a Senior Privilege block must follow these procedures:

- Report directly to the Learning Resource Center (LRC) at the start of the Senior Privilege block and sign in with the LRC manager.
- Remain in the LRC for the duration of the Senior Privilege block. Seniors are not permitted to be in any other space on campus (hallways, courtyards, cafeteria, other classrooms, the parking lot, etc.) during this time.
- If a student needs to leave the LRC for any reason (restroom, locker, meeting with a teacher or counselor, etc.), the student must first receive approval from the LRC manager and must use a digital hall pass to travel to and from that location.
- A student found outside the LRC without LRC manager approval and an active digital hall pass, or found in any unauthorized space, will receive disciplinary consequences.

The LRC manager's approval and the digital hall pass system exist to ensure that every senior's location is known and accounted for at all times during the school day. Misuse of the hall pass system (using it to visit unauthorized areas, sharing passes, or failing to return to the LRC promptly) is treated the same as leaving the LRC without permission.

## OFF-CAMPUS CONDUCT AND RESPONSIBILITY

Once a student signs out and leaves campus under the Senior Privilege Program, that student is no longer under the supervision or care of St. Vincent-St. Mary High School for the duration of their time off campus. The School is not responsible for the student's safety, transportation, supervision, or conduct while the student is off campus, and is not liable for any injury, loss, accident, or incident that occurs off campus during a Senior Privilege block. Parents/guardians and students assume full responsibility for the student during this time.

Notwithstanding the above, a student remains a representative of St. Vincent-St. Mary at all times, including while off campus on Senior Privilege. A student who violates School rules, the Parent/Student Handbook, or the law while off campus during Senior Privilege remains subject to School disciplinary action, up to and including loss of Senior Privilege, disciplinary probation, or dismissal, in addition to any consequences imposed by outside authorities.

## SUSPECTED DRUG OR ALCOHOL USE

Student safety is the School's foremost concern, both on and off campus. If a member of the administration or faculty reasonably suspects that a student has used or is under the influence of drugs (including any illicit or misused legal substance) or alcohol — whether that suspicion arises from behavior on campus, behavior while off campus on Senior Privilege, or any other reliable source — the student will be:

- Immediately removed from class or activity and referred to administration;
- Required to complete an on-campus drug and/or alcohol test before returning to class or being permitted to leave campus for the remainder of the day; and
- Subject to the disciplinary consequences outlined in the Parent/Student Handbook, in addition to any consequences specific to the Senior Privilege Program, including immediate suspension of Senior Privilege pending the outcome of the matter.
- A parent/guardian will be notified as soon as reasonably possible when a student is required to complete such testing. Refusal to submit to a required test will be treated as a positive result for purposes of School discipline.

## LOSS OF PRIVILEGES

Senior privileges are a privilege, not a right, and may be limited or revoked by administration for any student who falls out of good standing, violates the terms of a specific privilege (for example, returning late from off-campus lunch or misusing the digital hall pass system), or otherwise acts in a manner inconsistent with STVM's mission and Portrait of a Graduate. A student whose privileges are revoked will be notified, along with their parent/guardian, of the reason and any conditions for reinstatement.

Administration reserves the right to suspend senior privileges for the entire senior class in response to a widespread or repeated pattern of misuse.

# PART VIII: DISCIPLINE POLICIES AND PROCEDURES

Students and parents have chosen St. Vincent-St. Mary High School, and the school has accepted students on the basis that they will comply with all rules and regulations set forth in this handbook.

## DEMERITS

Demerits are issued for infractions and accumulate to determine consequences: 1–4 demerits result in an After/Before School Detention (served within 24 hours); 5 demerits result in a Saturday Detention; 6–9 demerits result in an After/Before School Detention; 10 demerits result in two Saturday Detentions and a parent meeting with a Dean; 15 demerits result in two Saturday Detentions, a parent meeting with the Dean and Associate Principal, and placement on a behavior contract/disciplinary probation. Tier I infractions carry one demerit each; Tier II and Tier III infractions may result in demerits, immediate Saturday Detention(s), suspension, and/or a recommendation for expulsion.

## AFTER/BEFORE SCHOOL DETENTION

Detentions must be served before or after school within 24 hours of assignment. After-school detention: report to the designated room by 3:05 p.m. and remain until 4:00 p.m. Before-school detention: report by 7:00 a.m. and remain until 7:55 a.m. Tardiness results in an additional detention; students must bring materials for study and remain silent; failure to report results in further disciplinary action.

## SATURDAY DETENTION

Assigned at an administration's discretion for any violation and for any reason they deem appropriate; any student who reaches five demerits will be automatically assigned a Saturday Detention regardless of infraction type. Saturday Detention runs 8:00–11:00 a.m., with at least two days' notice, and must be served on the assigned date. A student who does not serve their Saturday detention may automatically be assigned a suspension.

## IN-SCHOOL SUSPENSION (ISS)

An In-School Suspension (ISS) is served in a location designated by the administration. Students assigned ISS are required to report to school during regular school hours, where they will complete class assignments provided by their teachers.

An ISS is in effect for a full 24-hour period. During that time, the student may not participate in or attend any school-sponsored activities, including athletic practices, competitions, extracurricular activities, performances, meetings, or events. If the suspension extends over a weekend, the student may not participate in or attend weekend activities until the suspension concludes.

Parents/guardians will be notified of the suspension, and the disciplinary action will become part of the student's school record. Before returning to regular classes, both the student and a parent/guardian are required to attend a re-entry meeting with school administration.

## OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-School Suspension (OSS) is a disciplinary consequence that may be assigned when a student's behavior warrants removal from the school environment, when an ongoing investigation requires temporary separation, or when additional external intervention is necessary. STVM uses Out-of-School Suspension only in limited circumstances when deemed appropriate by the administration.

During an Out-of-School Suspension, students may not be on campus or attend or participate in any school-sponsored activities, including athletic practices, competitions, extracurricular activities, performances, meetings, or events, until the suspension has concluded. Parents/guardians will be notified of the suspension, and the disciplinary action will become part of the student's school record. A parent/guardian and student re-entry meeting with school administration is required before the student may return to classes.

## DISCIPLINARY PROBATION

A student may be placed on disciplinary probation when a pattern of behavior or a serious disciplinary concern indicates the need for increased accountability and intervention. A conference with the student, parent(s)/guardian(s), and school administration will be held to review the concerns, establish expectations for future conduct, and outline the terms and conditions of the probationary period.

Failure to comply with the terms of the disciplinary probation agreement or any additional violation of school policies during the probationary period may result in further disciplinary action, including dismissal from St. Vincent–St. Mary High School. Recommendations for dismissal are reviewed by the Student Affairs Office and, if approved, are forwarded to the principal for final decision.

## EXPULSION

Expulsion is the most serious disciplinary action and is reserved for severe or egregious violations of school policy. The decision to expel a student rests with the St. Vincent–St. Mary High School Administration.

Parents/guardians will be notified of the recommendation for expulsion, and a conference with the administration may be held as part of the review process.

Grounds for expulsion include, but are not limited to:

- Conduct that is seriously disruptive to the educational environment or the mission of the school.
- Behavior that presents a clear and substantial risk of harm to oneself or others.
- Physical fighting, horseplay that results in injury or creates a significant safety risk, assault, or battery involving a student, faculty member, staff member, or visitor.
- Serious disrespect to a faculty or staff member
- Immoral, illegal, or other serious misconduct that is inconsistent with the values, expectations, and standards of St. Vincent–St. Mary High School.

The administration reserves the right to recommend expulsion for any conduct that, in its judgment, significantly compromises the safety, well-being, or integrity of the school community.

## RESTORATIVE JUSTICE

At St. Vincent–St. Mary High School, we believe that discipline should foster growth, accountability, and reconciliation. Rooted in our Marianist mission and Catholic values, we strive to practice restorative justice whenever appropriate by focusing on repairing harm, restoring relationships, and helping students learn from their actions.

Restorative justice encourages students to take responsibility for their behavior, make amends to those who have been impacted, and actively work to rebuild trust within the school community. Whenever possible, restorative practices are incorporated into the disciplinary process as a means of promoting healing, personal growth, and reconciliation.

For most Type II and Type III offenses, students may be required to complete a restorative justice action in addition to any other disciplinary consequence assigned by the administration.

## APPEAL PROCESS

After the disciplinary team renders a decision regarding an expulsion, a parent/guardian who believes an error was made in the investigation or application of the behavior policy may request a review by the President within 24 hours of the decision (72 hours if the decision is issued on a Friday). To initiate an appeal, the parent/guardian must submit a written statement to the President explaining the reason for the appeal and any evidence supporting the claim that an error was made in the disciplinary review process.

If the President's review indicates a possible error was made, the President will arrange a hearing with the administrative team and the parent/guardian. Following the hearing, the President will inform the family of the final decision in writing. The appeal request must be made by the parent/guardian. Neither the parent/guardian nor the student is entitled to legal representation at the appeal hearing.

## CLASSROOM BEHAVIOR (TYPE I INFRACTIONS)

Non-productive classroom behavior is handled in steps: Step 1 — documented verbal warning and discussion with the teacher; Step 2 — documented phone call or email to parents; Step 3 — teacher referral to the Deans. All further violations result in demerits.

## STVM DISCIPLINE POLICY OVERVIEW

It is impossible to list every possible offense; STVM administration uses professional judgment for offenses not listed below.

| | Type I Offenses | Type II Offenses | Type III Offenses |
|---|---|---|---|
| Examples | • Dress code / appearance violation<br>• Tardy to class<br>• Excessive talking<br>• Food/drink in non-designated area<br>• Failure to sign in/out<br>• Cell phone violation<br>• Public displays of affection<br>• No ID<br>• Classroom disruption<br>• Assembly behavior<br>• Inappropriate language / profanity<br>• Wandering hallway without pass<br>• Lying / deceit / forgery<br>• Unauthorized electronic device<br>• Driving violation | • Insubordination / defiance<br>• Improper testing procedure<br>• Skipping class or Mass<br>• Unauthorized campus area<br>• Leaving school grounds<br>• Disruptive behavior<br>• Profanity toward staff<br>• Defacing property / vandalism<br>• Academic Integrity — 1st minor offense<br>• Teacher disrespect<br>• Offensive statements or actions<br>• Obscene material<br>• Cutting school<br>• Racial / ethnic slurs | • Major disturbance<br>• Stealing / major theft<br>• Sexting<br>• Cutting school (repeated)<br>• Discriminatory language or actions<br>• Fighting<br>• Possession of drugs/paraphernalia<br>• Vandalism<br>• Possession of a weapon (real or fake)<br>• Threats of violence/injury/death<br>• Assault/battery<br>• Academic Integrity — 2nd/3rd offense<br>• Selling/giving drugs<br>• Arrest by civil authorities |

| | Type I Offenses | Type II Offenses | Type III Offenses |
|---|---|---|---|
| | • Peer disrespect<br>• Chromebook / Technology Use Policy violation | • Bullying / harassment / hazing<br>• Defiance<br>• Tobacco / smoking / vaping<br>• Off-campus violation<br>• Academic Integrity — 1st Offense (minor or major) | • More than 20 demerits<br>• Misuse of social media to threaten, harass, bully, or otherwise harm the school community |
| Consequences | • 3rd infraction: referral to the Deans, logged in student conduct in MyIrish; results in a demerit and a detention served within 24 hours<br>• 3+ dress code violations: loss of Friday Dress Down privileges | • Up to 5 demerits<br>• Saturday detention<br>• In-school suspension<br>• Out-of-school suspension | • Up to 20 demerits<br>• Multiple Saturday detentions<br>• Suspension, disciplinary probation, and/or expulsion<br>• Possible suspension pending outcome of a civil authorities' investigation |
| Discipline Approach | • Handled by the attending staff member: educate, offer a chance to change behavior, and contact parents if behavior continues. Chronic Type I behavior is referred to administration after interventions are exhausted. Does not carry over to the second semester for consequence accumulation. | • Results in referral to school administration. Carries over to the second semester for consequence accumulation. | • Immediate referral to administration; students may be removed from class and possibly sent home pending investigation. Carries over to the second semester for consequence accumulation. |

## FINES

In addition to other penalties, some infractions carry monetary fines, which are ultimately the student's responsibility though parents remain liable, in addition to any other disciplinary measure. Fines may be levied for damage to school property; overdue, damaged, or missing LRC materials; parking/driving or bus violations; and violations of the Technology Use Policy.

## HARASSMENT

STVM seeks to foster a community in which all individuals — created in the image and likeness of God — are treated with dignity, integrity, and respect, free to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment of any kind interferes with this development and will not be tolerated. Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against

because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation, creating an offensive, hostile, or intimidating environment.

- Verbal Harassment: derogatory or demeaning comments, jokes, or threatening/intimidating words spoken to or about a person or group.
- Physical Harassment: unwanted physical contact, blocking movement, assault, hazing, or intimidating interference with normal activity.
- Visual Harassment: derogatory, demeaning, or inflammatory drawings, writing, cartoons, posters, gestures, or altered photographs, including those posted online or sent by text message.
- Sexual Harassment: unwelcome sexual advances or other verbal or physical conduct of a sexual nature.

Allegations of harassment will be reviewed and investigated promptly, confidentially, and thoroughly.

## MISTREATMENT OF OTHERS & BULLYING

STVM does not tolerate mistreatment or bullying, consistent with Ohio's anti-harassment, intimidation, and bullying law (Ohio Revised Code § 3313.666, also known as the Jessica Logan Act). Prohibited behavior includes intentional, repeated hurtful acts, words, or exclusionary behavior such as intimidation (name-calling, threats), social alienation (shunning, spreading false rumors), and physical aggression (spitting, pushing). “Bullying” means any intentional written, verbal, electronic, or physical act directed at another student more than once that causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment, or that constitutes violence within a dating relationship. This includes bullying carried out through electronic means (cyberbullying), including social media, text messaging, and other digital platforms, whether or not it occurs on school property.

A student who believes they or another student has been mistreated or bullied must report it immediately to a teacher, counselor, or administrator. All reports are reviewed promptly and thoroughly, and no student will be retaliated against for reporting or participating in an investigation. Violations result in disciplinary action, which may include dismissal.

Serious allegations of bullying are reviewed by STVM's Bullying and Harassment Team, a group of teachers, counselors, and administrators who meet to review reports of bullying. Through a comprehensive review process, the Team makes an independent recommendation to the Disciplinary Team on whether the allegations constitute bullying per the policy outlined in this section. The Disciplinary Team uses this recommendation to inform its disciplinary decisions.

## HAZING

STVM does not tolerate hazing in any form, defined under Ohio law as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Students may not participate in hazing, knowingly submit to it, or be present with knowledge of hazing and fail to report it. Examples include physical behavior (paddling, forced consumption, shaving/tattooing), physical restraint, behavior creating risk of mental or emotional harm (abandonment, deprivation, deception, embarrassment or intimidation), and sexualized behavior involving nudity or sexual acts. Hazing must be reported immediately to a teacher, counselor, or administrator; reports are reviewed promptly and no retaliation is permitted. Violations result in disciplinary action.

## DEFIANCE

Defiance is a major infraction. A student who refuses to comply with a teacher's request is referred immediately to a Dean or administrator. A student who willfully disobeys or is defiant toward an administrator may be sent

home immediately, with a required parent/student meeting with the Administrative team upon return; the student may be asked to leave the school.

## OUT-OF-SCHOOL CONDUCT

Students are expected to conduct themselves in a manner consistent with the values and expectations of St. Vincent–St. Mary High School both on and off campus. Student behavior occurring outside of school, including conduct on social media or at school-related or non-school-related events, that negatively reflects upon, disrupts, or implicates the school community may be subject to investigation and disciplinary action.

The administration reserves the right to determine when out-of-school conduct has a sufficient connection to the school community to warrant disciplinary action. Consequences will be based on the nature and severity of the behavior and may include restorative measures, disciplinary probation, suspension, dismissal, and/or other appropriate disciplinary action.

## REPORTING ABUSE

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

## STUDENT THREATS POLICY

Any student threat to harm self or others must be taken seriously and reported immediately to a school administrator. It is the responsibility of administration, teachers, and staff to ensure the safety of all persons in the school, on school grounds, or at any school-sponsored activity. Any threat of harm — written, verbal, or physical — is addressed immediately and appropriately, which may include parent notification, suspension, dismissal, expulsion, notification of law enforcement, psychological/psychiatric evaluation, counseling, or other necessary action. A behavior not itemized in this handbook is not exempt from disciplinary action.

## SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

St. Vincent–St. Mary High School is committed to providing a safe, respectful, and Christ-centered learning environment that is free from sexual harassment, sexual violence, and other forms of sexual misconduct. Such behavior is contrary to the values of the school and will not be tolerated.

Any student who experiences, witnesses, or becomes aware of possible sexual harassment, sexual violence, or other sexual misconduct is expected to report the incident immediately to a teacher, counselor, dean, or school administrator. Reports will be taken seriously and investigated promptly and appropriately.

Parents/guardians of both the reporting student and the alleged offending student will be notified as appropriate, consistent with applicable law and school policy. Information related to the report will be shared only with those who have a legitimate need to know in order to investigate the matter, protect those involved, and fulfill the school's legal and ethical responsibilities. Retaliation against any individual who reports a concern or participates in an investigation is strictly prohibited and may result in additional disciplinary action.

Students and parents/guardians are expected to cooperate fully with the school's investigation and resolution process. Substantiated violations may result in disciplinary action, up to and including expulsion, and may also be referred to law enforcement or other appropriate authorities when required.

## WEAPONS POLICY

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

## YOUTH GANG POLICY

Youth gangs and gang-related activity are prohibited. A gang is any non-school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action threatening the welfare of others. Involvement in gangs or gang-related activity may result in disciplinary action up to and including expulsion, and referral to police and/or the courts.

## POSSESSION OF ILLEGAL SUBSTANCES

When a student is found in possession of, or under the influence of, drugs, alcohol, tobacco/vaping products, or related paraphernalia at school or a school-sponsored event, the substance is confiscated, police may be contacted, and parents are contacted to pick up the student. A first offense results, at minimum, in a 10-day suspension, a discipline contract, and up to a 30-day social suspension, along with a required professional assessment (at the family's expense) and possible random drug/alcohol testing for the remainder of the student's enrollment. Depending on the circumstances, a first offense may instead result in automatic dismissal — specifically, any violation that puts the student's own safety or the safety of others at risk, or any repeat violation, will result in automatic dismissal. A student found trafficking (buying, selling, or giving away) alcohol or drugs on the way to or from school, at school, or at a school event will be dismissed immediately, with no option to return. Parents/guardians will be notified, and police may be contacted.

Prior to or upon entering an STVM-sponsored event, students may be subject to an alcohol breath test or other evaluation. A student testing positive is denied entry without refund, and a parent/guardian must pick up the student; a refusal to test is treated as a positive result. STVM reserves the right to conduct bag searches and searches of any transportation used for a school-sponsored event.

Inspection of personal property — including lockers, clothing pockets, backpacks, and vehicles — may be conducted by school administration or its designee for any reason, at any time, without notice or consent.

## STUDENT BEHAVIOR THREAT ASSESSMENT POLICY

St. Vincent-St. Mary is committed to a safe, supportive environment for every student. The School uses a structured, evidence-based process — the Comprehensive School Threat Assessment Guidelines (CSTAG) — to evaluate any behavior or statement that raises a safety concern. This process focuses on behaviors, not labels or diagnoses, and is designed to identify students who need support as early as possible.

### What Families Need to Know

- **Who reviews concerns:** A trained Student Support & Behavior Risk Assessment Team (SS-BRAT), made up of administrators, counselors, the school nurse, and a school resource officer, reviews all reports and conducts assessments when needed.
- **How to report a concern:** Students, parents/guardians, faculty, staff, and visitors can report concerning behavior to any SS-BRAT member, a school administrator, or a school counselor, or by submitting the online **Student Safety Report Form**.
- **What happens after a report:** Every report is reviewed promptly. If there's any indication of immediate danger, the School will activate emergency safety protocols, contact emergency responders as needed,

and notify the parent/guardian right away. If there's no immediate danger, the School follows the full CSTAG assessment process to understand the situation and determine an appropriate response.

- **Support comes first:** Whenever possible, the School responds with support rather than punishment — for example, counselor check-ins, safety planning with the family, academic adjustments, or referrals to outside providers. Law enforcement is only involved when there's credible information of imminent harm or when required by law.
- **Families are kept informed:** Parents/guardians of a student involved in an assessment will be told, in a timely and supportive way, why the assessment is happening, what behaviors were observed, and what steps and supports are being put in place.
- **Confidentiality:** Assessment records are kept confidential and shared only with individuals who have a legitimate educational or safety need, consistent with FERPA.

If you have any concern about a student's safety or well-being, please report it right away using any of the methods above — reporting early helps the School support students before a situation escalates.

**IF A STUDENT BELIEVES THERE IS IMMEDIATE THREAT TO THE SCHOOL COMMUNITY PLEASE IMMEDIATELY CONTACT AN ADMINISTRATOR DIRECTLY AND CALL 911.**

# PART IX: HEALTH, SAFETY & WELLNESS POLICIES

## AIDS POLICY

A student with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment at STVM may attend school in a regular setting provided: parents/guardians report a diagnosis of AIDS, ARC, or any HIV-related illness to the Principal; the student's physician documents that the student's health allows full participation in academic and school-related activities; the student's behavior would not cause the spread of disease or put others at risk; the student does not have open sores, skin eruptions, or conditions preventing control of bodily secretions; and the student's physical condition is periodically re-evaluated by their physician. To protect confidentiality, personnel are informed only on a need-to-know basis.

## ALCOHOL & DRUG TESTING POLICY

At STVM, the health, safety, and wellbeing of our students are central to our mission. Rooted in our Marianist tradition of educating the whole person — mind, body, and spirit — this policy reflects our commitment to a safe, supportive, drug-free learning environment. STVM has adopted a random drug and alcohol testing program so that every student can thrive in a community that prioritizes personal growth, responsibility, and respect for self and others.

The program's goals are to provide a healthy and safe school environment; encourage students to remain drug- and alcohol-free; enable students to responsibly regulate their personal lives; offer support to any student who uses drugs or alcohol; and provide positive guidelines and disciplinary policies addressing violations. The program is centered on student wellness and restorative support, with a goal of prevention, not punishment. No student is penalized academically for a non-negative test result, and results are not documented in a student's academic record.

Results are kept strictly confidential in accordance with FERPA and are shared only with the student's parents/guardians and appropriate school personnel to support the student. Records are retained and destroyed in accordance with the school's document retention policy.

### Random Testing Process

All STVM students are subject to mandatory and random drug and alcohol testing at any time throughout the year. Testing is administered by an independent, Ohio-based testing company using a random number generator; the school is not involved in student selection. Testing dates are unannounced, and all students will be tested at least once during the year, with some tested more than once.

- **Notification:** Parents/guardians of a student selected for testing will be notified on the day of testing after the test is completed.
- **Confirmation of results:** Rapid screens that come back non-negative are sent, with a documented chain of custody, to a certified laboratory for confirmation and are verified by a Certified Medical Review Officer before being treated as a final result.
- **Parental Contact:** If the student’s final test result is confirmed positive by the laboratory the testing company will contact the parents directly to get a medical history and determine if the result is due to medication or other medical conditions that yield a positive result. If it is determined the result is due to prescribed medication or another medical factor the test will be documented as negative.
- **Refusal:** Refusal to submit to a test, or avoiding a test, is treated as a non-negative result and may be grounds for dismissal.
- **Falsifying a test** (including tampering with a sample) will result in disciplinary action.

- **Cost:** All required random and follow-up testing **after a non-negative result** is billed to the student's parents/guardians; pricing is set by the testing company.

### Self-Referral Option

A student may self-refer for help and assessment at any time, before any known policy violation, by:

- Self-referrals may be done by speaking with the student's counselor or any other appropriate school employee and can be done prior to, during or at any point after the test before the results are processed.
- Students who self-refer complete a school-approved drug/alcohol assessment and counseling program, at the family's expense, and providing verification to the Health and Wellness counselor; and
- Submit to three random tests over the following 12 months.

Self-referral does not exempt a student from the standard consequences below. If a student who has self-referred receives a non-negative result during one of these follow-up tests, that result is treated as a **First Non-Negative Result** and the corresponding consequences apply.

### Consequences of a Non-Negative Result

If a student's test result comes back non-negative, the testing company will notify the parents after the non-negative test result is confirmed by the laboratory and reviewed by a medical provider:

**First Non-Negative Result**

- A Health and Wellness meeting may be required with the student, a parent/guardian, the counselor, and an administrator to develop a wellness plan. There are **no disciplinary consequences and no loss of co-curricular eligibility** at this stage.
- The student completes an approved drug/alcohol prevention and education program, at the family's expense.
- The student is tested three additional times over the next 12 months.
    - If all three tests are negative, the student returns to the general random testing pool; any future non-negative result is treated as a **Second Non-Negative Result**.
    - If any of the three tests is non-negative, the student moves directly to **Second Non-Negative Result** status.

**Second Non-Negative Result**

- A meeting is held with the student, a parent/guardian, the counselor, and an administrator.
- The student must complete a chemical dependency screening at an STVM-approved agency, and follow its recommendations, within six weeks of notification.
- A wellness integration plan is developed (by the Health and Wellness department and counselor, with student/family input) and takes precedence over co-curricular participation; the plan is put in writing and signed by all parties.
- The student must resign from all leadership positions (captaincies, officer roles, retreat leadership, etc.) for the remainder of the school year.
- Failure to comply with the chemical dependency evaluation and its recommendations may jeopardize the student's continued enrollment at STVM.
- The student is tested five additional times over the next 12 months.
    - If all five tests are negative, the student returns to the general random testing pool; any future non-negative result is treated as a **Third Non-Negative Result**.
    - If any of the five tests is non-negative, the student moves to **Third Non-Negative Result** status.

**Third Non-Negative Result**

- The student's continued enrollment at STVM is immediately reviewed by the Disciplinary Committee, which makes a recommendation to the Principal for next steps.

## CUSTODIAL & NON-CUSTODIAL PARENT INFORMATION

Custodial parents/guardians of students with custody arrangements are asked to provide the school with a copy of custody papers, which are kept in the student's permanent record. Unless the decree indicates otherwise, communications are directed to the custodial parent/guardian; however, unless a decree specifically limits access, a non-custodial parent has the same right of access to school information as the custodial parent. In the absence of a court order to the contrary, non-custodial parents may request access to academic records and other school information in writing.

## EMERGENCY MEDICAL AUTHORIZATION

All students are required to have an Emergency Medical Authorization form on file, updated annually, authorizing emergency treatment when parents/guardians cannot be reached.

## EMERGENCY SCHOOL CLOSURE

When STVM closes for weather or another emergency, the announcement is communicated via SMS text message, phone call through the school's notification system, and STVM's social media channels. STVM typically closes when Akron Public Schools closes; if STVM remains open while a student's home district closes, the family is responsible for their own transportation, and parents may report an absence to the Attendance Office if they judge travel unsafe. Extracurricular activities are generally canceled during an emergency closing unless an exception is granted by administration.

## IMMUNIZATIONS

All students new to STVM must have immunizations required under Ohio Revised Code §§ 3313.671 and 3701.13 on file with the school nurse by the 15th day of the school year.

## MARRIED STUDENTS POLICY

STVM does not accept or enroll married students. Please see an administrator with any questions.

## MEDICATIONS

All medications — prescription and over-the-counter — must be stored and administered in the school clinic. A physician's written order and a parent's written request to dispense must be submitted before any medication is administered by the nurse or other school personnel; medication must be in its original, labeled container. A new Medication Form (available in the main office) must be completed each school year and whenever an order changes. Students with proper medical documentation may carry an inhaler for asthma or an Epi-Pen during the school day.

## MESSAGES TO STUDENTS

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

## PREGNANCY POLICY

The Roman Catholic Church expresses in all its teaching an unequivocal stance for life, holding that each human life is a creation of God and the conception of life is sacred. Should a student conceive a child, counseling and support services will be offered to assist the student in carrying the pregnancy to term. Please see an administrator with any questions or concerns.

# PART X: TECHNOLOGY, MEDIA & DIGITAL CITIZENSHIP

St. Vincent-St. Mary believes new technologies, electronic resources, internet access, and artificial intelligence tools can enhance student learning and provide a quality educational experience. It is a privilege to offer these resources to our students. Because the internet reflects the values of a global society, however, it can provide access to inappropriate content. This policy governs the proper use of technology while enrolled at STVM and is reviewed annually to remain current with Ohio law, including House Bill 96 (2025), which requires Ohio schools to maintain policies addressing student cell phone use and the use of artificial intelligence by students and staff for educational purposes.

All users must use technology available at STVM consistent with the teachings and mission of the Catholic Church and the school's academic programs. “Technology” includes, without limitation, cell phones, personal data devices, computers, Chromebooks, iPads, other hardware and electronic devices, software, the internet, email, artificial intelligence tools, and all other similar networks and devices. Obscene, pornographic, threatening, or otherwise inappropriate use of technology — including email, messaging, social media, or web pages, and any use of hardware/software that disrupts or interferes with the safety and welfare of the school community — is prohibited, even if it occurs after school hours or off school property.

### STUDENTS MUST:

Respect and Protect the Privacy of Others:

- Use only assigned accounts.
- Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
- Avoid distributing private information about others or themselves.

Respect and Protect the Integrity, Availability, and Security of All Electronic Resources:

- Observe all network security practices and report security risks or violations to a school administrator, teacher, or network administrator.
- Refrain from destroying or damaging hardware, software, data, networks, or other resources.
- Conserve, protect, and share these resources with other students and internet users.
- Abstain from overriding the internet content filtering system, and refrain from downloading games, music, or software that may compromise network security.

Respect and Protect the Intellectual Property of Others:

- Refrain from copyright infringement (no illegal copies of music, games, or movies).
- Avoid plagiarism, including the use of artificial intelligence (AI) tools to generate content that is submitted as one's own original work. Any AI-assisted work must be disclosed and used only as expressly permitted by a teacher for a specific assignment, consistent with the Academic Integrity policy in Part III.

Respect and Practice the Principles of Parish and School Community:

- Communicate only in ways that are kind and respectful, and report threatening or discomforting material to a school administrator, teacher, or network administrator.
- Refuse to access, transmit, copy, or create material that violates the school's code of conduct (pornographic, threatening, rude, discriminatory, or harassing content, or inappropriate websites that escape filtering) or that is illegal (obscenity, stolen material, illegal copies of copyrighted work).
- Abstain from using technology resources to further any criminal act or violation of the school's code of conduct.
- Avoid sending homework or test answers via email, text, messaging apps, or AI tools.

- Refrain from buying, selling, advertising, or conducting business using school technology, unless approved as a school project.
- Avoid posting or disseminating any harassing, demeaning, threatening, or immoral comment or image injurious to the reputation of the school, the parish, the Church, or an individual, whether posted on or off school property.

This is not an all-inclusive list of inappropriate uses and activities.

## ARTIFICIAL INTELLIGENCE (AI) USE POLICY

St. Vincent–St. Mary High School recognizes that artificial intelligence (AI) is an emerging technology with the potential to enhance teaching and learning when used responsibly. Rooted in our Marianist mission, we seek to prepare students to use AI ethically, honestly, and thoughtfully while preserving academic integrity, critical thinking, and authentic learning.

Consistent with Ohio law and guidance from the Ohio Department of Education and Workforce, STVM has established the following expectations for the use of artificial intelligence tools, including generative AI chatbots, writing assistants, image generators, coding assistants, and homework-solving applications.

### AI Use Expectations

The use of AI is determined by the teacher and the learning objectives of each assignment or assessment. Students are expected to follow the level of AI use designated by their teacher.

### 🔴 Red – Prohibited AI Use

AI use is not permitted. Students must complete the assignment or assessment entirely through their own work without the assistance of AI. The use of AI in any form is considered a violation of the Academic Integrity Policy and will result in consequences outlined in the Student Handbook.

### 🟡 Yellow – Guided AI Use

AI may be used only as specifically permitted by the teacher.

Examples may include brainstorming ideas, creating an outline, reviewing grammar, generating practice questions, or other approved uses. Students are responsible for:

- Following all assignment-specific AI directions.
- Asking the teacher for clarification if they are unsure whether AI is permitted.
- Following the STVM AI Use Principles.
- Completing any required AI Use Acknowledgement.

Using AI beyond the teacher's stated permissions or failing to acknowledge required AI use constitutes a violation of the Academic Integrity Policy.

### 🟢 Green – Encouraged AI Use

AI is encouraged as a learning tool. Students may use approved AI tools to support learning while continuing to demonstrate their own understanding and thinking. Students are expected to:

- Follow the STVM AI Use Principles.
- Complete any required AI Use Acknowledgement.

- Ensure that all submitted work accurately reflects their own learning and understanding.

Failure to acknowledge required AI use may constitute a violation of the Academic Integrity Policy.

#### Citations

All use of AI, in any capacity, must include an AI Disclosure Statement specifying exactly how AI was used in the assignment. The AI tool must also be cited according to the course's required citation style (e.g., MLA, APA).

#### Responsible and Ethical AI Use

Students may not use AI to:

- Submit AI-generated work as their own without teacher authorization and appropriate acknowledgment.
- Impersonate another person or create false or misleading text, images, audio, or video, including "deepfakes."
- Harass, bully, intimidate, threaten, or otherwise harm any member of the school community.
- Circumvent school technology safeguards, testing security, or assessment integrity measures.
- Engage in any activity that violates school policies, applicable law, or the values of St. Vincent–St. Mary High School.

Any misuse of AI may result in academic consequences, disciplinary action, or both, in accordance with the Academic Integrity Policy and Student Code of Conduct.

**Policy Updates:** Because artificial intelligence technology continues to evolve rapidly, STVM reserves the right to revise this policy and maintain a list of approved or prohibited AI tools. The most current version of this policy, along with the STVM AI Use Principles and AI Use Acknowledgement Form, will be available through MyIrish and other official school communications.

## ONLINE CONDUCT & SOCIAL MEDIA POLICY

STVM does not actively monitor students' personal social media accounts or websites. However, when administration learns of inappropriate postings — including defamatory comments or images regarding the school, its employees, or other students — in any online format (social media, blogs, vlogs, video-sharing platforms, etc.), the school will exercise every disciplinary and legal measure it deems appropriate, including suspension and expulsion. Law enforcement may be contacted when necessary to address online activity detrimental to the school community.

This includes the use of social media or other electronic means to threaten, harass, bully, or otherwise harm the school, its students, or staff, which is treated as a Type III offense under the Discipline Policy (see Part VIII) regardless of whether the conduct occurs on or off school property or during or outside of school hours.

## UNAUTHORIZED STVM-THEMED SOCIAL MEDIA ACCOUNTS

No individual, group, or organization may create or maintain a social media account that implies an affiliation, connection, or endorsement with STVM without prior written approval from the STVM Director of Marketing and Communications and Administration. This includes, but is not limited to, accounts that:

- Use the STVM name, in whole or in part (e.g., "STVM," "St. Vincent-St. Mary," or close variations/abbreviations)
- Use official STVM logos, crests, seals, or other branded visual assets
- Use STVM's official colors and design elements in a way that suggests institutional origin

- Reference or imply representation of an official STVM department, program, club, sports team, or class
- Use "STVM" or similar identifiers in the account handle, username, or display name
- Use STVM mascot names, imagery, or nicknames
- Claim, state, or imply — directly or indirectly — that the account is official, sanctioned, or operated on behalf of STVM
- Use photos, videos, or other media clearly associating the account with STVM events, campus, or community without authorization

Any account meeting one or more of the above criteria, created without proper approval, may result in disciplinary action, up to and including dismissal from the school.

Students, faculty, staff, or organizations wishing to establish an official or affiliated STVM social media presence must submit a request to the Director of Marketing and Communications for review and approval prior to creating the account.

## OWNERSHIP & ACCESS TO STVM-AFFILIATED SOCIAL MEDIA ACCOUNTS

All approved social media accounts representing an STVM department, program, club, activity, team, class, or other school-affiliated group are considered institutional accounts and remain the property of St. Vincent-St. Mary High School.

The STVM Marketing and Communications Director and Administration must maintain administrative access to all such accounts. Accounts must be registered using the communications@stvm.com email address, and current login and recovery credentials must be provided to and maintained by Marketing and Communications. Accounts may not be established or maintained solely through a student's, employee's, volunteer's, or other individual's personal email address, phone number, or credentials.

Day-to-day account management may remain with an approved faculty member, staff member, moderator, coach, or other designated account manager. Students may assist with content creation or posting only under the oversight of an approved adult account manager and may not serve as the sole administrator or owner of an STVM-affiliated account.

Marketing and Communications reserves the right to access, review, modify, suspend, archive, or close an STVM-affiliated account when necessary to protect the school, maintain brand standards, address security concerns, ensure continuity, or comply with school policies.

When an account manager leaves STVM, changes roles, or is no longer responsible for the affiliated group, access to the account must be transferred to an approved successor and/or Marketing and Communications.

## SCHOOL LOGO/IMAGE POLICY

STVM's logos, images, and name are the school's property and may not be used, replicated, or posted by any individual without the school administration's express written permission.

## CONSEQUENCES FOR VIOLATION

Violations of any technology, AI, or online conduct policy may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources. Consequences are determined based on the severity of the situation by the classroom teacher or, in more serious cases, the Dean of Student Accountability and Safety.

## SUPERVISION & MONITORING

School personnel periodically monitor the use of information technology resources to ensure secure and appropriate use. Students have no expectation of privacy in their use of school technology resources. Administrators may examine, use, and disclose data on the school's networks to protect the health, safety, discipline, or security of any person or to protect property, may access any electronic device brought onto school property, and may use this information in disciplinary action or furnish it to law enforcement.

## CHROMEBOOK 1:1 PROGRAM

Each student receives a school-issued Chromebook and charger for the school year. STVM retains sole ownership of the device; the student is granted permission to use it under this policy, and STVM staff may collect, inspect, or modify the device's installed software or hardware at any time. Students are responsible for keeping the device fully charged and bringing it to school daily; a device left at home will not be replaced with a substitute for the day.

- Device Warranty & Damage: The device carries a one-year parts-and-labor warranty from the date of purchase, which does not cover accidental damage or misuse. The student and family are responsible for maintaining a fully working device, exercising reasonable care, and securing insurance; the family is responsible for the full replacement or repair cost of a lost, stolen, or damaged device, which may be billed to the tuition account.
- Approved Software: Devices are installed with software and apps approved by the Technology Department and teachers, which must remain on the device at all times; non-school-related apps, games, or music will be removed during scheduled maintenance.
- Care & Storage: Students must never carry the Chromebook with the screen open (unless directed by a teacher), avoid pressure on the screen, keep food and drink away from the device, mute sound unless permitted by a teacher, and store the device in their locker (never a vehicle) when not in use. Chromebooks may never be left unattended in an unsupervised area (including the Student Center, LRC, unlocked classrooms, hallways, locker rooms, or a vehicle); unsupervised devices will be confiscated and disciplinary action will follow.
- Surrender Upon Exit: If a student leaves STVM for any reason, the Chromebook and charger must be returned in good condition, or report cards and transcripts will not be released.
- Prohibited Actions: Students may not share their device or password, remove device labels, install games, use improper wallpaper, damage or deface the device, or leave the device at home on a school day.

All aspects of STVM's Technology Acceptable Use Policy above apply to the Chromebook. Each student and parent/guardian must sign the Acceptable Use Agreement annually in MyIrish (Blackbaud); the complete Student Acceptable Use Agreement is provided in Appendix A.

# PART XI: OTHER POLICIES

## CAMPUS VISITORS

All visitors must enter through the Main Entrance (Door #1), sign in using the school's visitor management system, and present state-issued identification. Prospective students should check in at the front office with an Admissions team member and receive an identification badge.

## SCHOLARSHIP & TUITION ASSISTANCE ELIGIBILITY

Academic eligibility, as measured by GPA, is a minimum requirement for maintaining academic scholarship and/or tuition assistance. A 3.0 cumulative and quarterly GPA is required to maintain an academic scholarship; tuition assistance recipients, determined through the FACTS application process, must maintain a 2.0 cumulative and quarterly GPA. Scholarships and tuition assistance are awarded each new school year, with academic eligibility considered alongside other factors. Students experiencing difficulty maintaining these minimums should take full advantage of available tutoring.

## ADMISSION & REGISTRATION

A student requesting admission must submit an application with a copy of their school transcript to the Admissions Office, which is reviewed by the Admission Committee. STVM accepts applications from all students, and its admissions process is followed for all applicants regardless of race, color, religion, national/ethnic origin, age, sex and gender (including pregnancy, childbirth, and related medical conditions), physical appearance, disability, citizenship status, genetic information, socioeconomic status, or sexual orientation. All incoming freshmen complete a placement test used to determine appropriate academic course tracks; transfer students receive course recommendations based on prior school records.

## WITHDRAWAL

A parent/guardian, legal custodian, or other responsible person may withdraw a student from school; verification of custodial status may be required. Official records are transmitted upon written request only after all tuition, fees, and other obligations (textbooks, Chromebook and charger, athletic uniforms/equipment, STVM ID card, etc.) are satisfied. Health records may be released to expedite enrollment in a new school system.

## TUITION DELINQUENCY

Accounts not paid by the due date are considered delinquent. All prior tuition must be paid before a student is accepted back for the next school year, and accounts that are not current may prevent a student from continuing into the second semester. Accounts must be current for a student to purchase or receive a class ring, attend prom, participate in graduation, or participate in school outings. If a student transfers with an outstanding balance, a transcript will not be sent until the debt is satisfied. A $35 service fee applies to returned checks (NSF) and late payments; two NSF checks in one year may require cash or money order payment going forward. An academic hold is placed on any account two months in arrears (withholding report cards, schedules, credits, and transcripts), and an account more than three months in arrears may result in immediate dismissal. The signed Reservation and Tuition Agreement is irrevocable except by written notice to the Business Office, and accounts more than 60 days in arrears may be referred to a third-party collection agency.

# APPENDIX A: STUDENT ACCEPTABLE USE AGREEMENT — TECHNOLOGY & CHROMEBOOK

This appendix summarizes the St. Vincent-St. Mary Computer, Internet, and Artificial Intelligence Acceptable Use Policy and Chromebook Agreement described in Part X of this handbook. Our network provides every student a personal user ID, password, email, and file storage. Ohio law requires that a parent permission form be completed each year for students to use the internet at school. Questions may be directed to the Technology Department.

By signing the Parent - Student Handbook acknowledgement in MyIrish (Blackbaud) each year, students and parents/guardians acknowledge and agree to the following:

- I understand I am responsible for having my device with me for each class, every day, charged and ready to use, and that I may not share my Chromebook or Google Account with another student.
- I understand I am responsible for having my device charged to 100% at the start of every school day, and that charging during the day is not permitted without special permission.
- I understand I am responsible for backing up my own files, which should be stored in at least two locations.
- I understand that STVM Administration may, at any time and without prior authorization, view any files or email related to my Google Account.
- I understand that any non-school-related apps, music, or other content will be removed from my device during scheduled maintenance.
- I will not leave my laptop unattended unless it is locked in a secure place, and my family is fully responsible for the cost of a lost or stolen device.
- I understand my family is financially responsible for the full cost of damage caused by my gross negligence.
- I will not install or use file-sharing programs to download music, video, or other media, and will not duplicate or distribute copyrighted material other than a backup of items I legally own.
- I will handle my device with care and follow all general maintenance alerts from school technology personnel.
- I will immediately report any problems with my device to the LRC technology staff.
- I will follow all rules in the STVM Acceptable Use Policy for Technology, including its provisions on artificial intelligence, while using technology in school and off school property.
- I will not remove any labels identifying my Chromebook or adapter.