

St. Vincent's Academy
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I. CORPORATE PHILOSOPHY OF THE SISTERS OF MERCY

We, the Sisters of Mercy, because of our commitment to participate in the teaching mission of the Church, sponsor secondary education facilities. We believe that the message of Jesus can be taught only when deed matches word. Therefore, our goal in education is not simply academics, but an overall service of compassion, respect and justice.

II. MISSION STATEMENT OF ST. VINCENT'S ACADEMY

Rooted in the Catholic tradition, St. Vincent's Academy educates young women by fostering intellectual and personal growth.

III. STATEMENT OF BELIEFS

At St. Vincent's Academy we believe that we:

- ❖ Provide a Catholic atmosphere for education grounded in the spirit of Catherine McAuley and the Sisters of Mercy.
- ❖ Offer a college preparatory education to students of varying academic abilities.
- ❖ Strive to mitigate the barriers to education imposed by socio-economic conditions.
- ❖ Respect and value our students, faculty and staff by recognizing the uniqueness of all individuals.
- ❖ Encourage all members of our school community to develop and demonstrate responsibility and accountability.
- ❖ Lead our students to recognize that their contributions are valued as part of the larger society.
- ❖ Challenge our students to be compassionate women who respond in service to those in need.

St. Vincent's Academy

OBJECTIVES

1. To offer quality college preparatory education within a thoroughly Catholic atmosphere, an atmosphere in which students experience acceptance, affirmation and validation.
2. To provide an educational program which embraces contemporary thought while examining with reverence the contributions of the past and looking critically at the possibilities for the future. The program directed at helping students cope with the demands and pressures of a rapidly changing society is tailored to meet the needs of students with varied abilities and interests. There is emphasis on developing creative Christian leaders within our democratic society.
3. To maintain an atmosphere which fosters critical thinking and wise decision making: the former, through an environment of openness which encourages questioning and searching for answers; the latter, through settings in which there can be reflection on one's experience and the clarification of one's values.
4. To create an environment which facilitates for the student the realization of her potential as a person intellectually, morally, spiritually, aesthetically and physically.
5. To give each student the opportunity to experience self-worth and importance as an individual within the community.
6. To foster in students an appreciation and respect for themselves and for others as unique individuals.
7. To create a climate charged with the love of God, of country, and of other persons so as to urge and enable each student to responsibly take her place in the family, the Church, and in political and social life.
8. To promote teamwork as well as responsibility to oneself and one's community through club and classroom projects and activities.

A BRIEF HISTORY OF ST. VINCENT'S ACADEMY

St. Vincent's Academy was founded in 1845 by the Sisters of Mercy as a day school and boarding school. The school was chartered in 1847 by the State of Georgia.

The buildings comprising the campus include the original 1845 structure designed by the noted architect Charles Cluskey. In 1855 the size of the original convent building was doubled following the original design.

In 1958 growing enrollments necessitated physical expansion. The chapel building built in 1909 was demolished to make room for the 1960 academic building. The convent garden and outdoor courtyard lend charm to the unique architecture of the 1960 addition. In 1968 Saint Vincent's Hall was completed and renamed Sr. Jude Walsh Hall in 1992. This building serves as gym, cafeteria and auditorium. A small office building was purchased in 1989 and renovated into the Peg F. Dressel Library. Currently, 5 buildings comprise the campus.

St. Vincent's provides a college preparatory curriculum. It is an educational institution dedicated to creating an atmosphere conducive to the development of intellectual awareness and Christian commitment.

During its more than 172 years of service, St. Vincent's has educated thousands of women, including Maggie Davis daughter of Jefferson Davis. St. Vincent's graduates have made and continue to make significant contributions to society.

St. Vincent's is accredited by AdvancED.

ALMA MATER

Composed by Patty Barragan Schreck '46

Gather 'round you loyal students
Sing this song of praise,
Of our cherished Alma Mater,
Loud your voices raise.
'Neath your colors blue and gold
We faithfully stand each day,
Saluting you, our Alma Mater, SVA.

Hail to you, dear Sisters of Mercy,
Loyal, staunch and true,
Ever guiding, guarding our futures,
Keep us close to you.
We have loved you, dearest teachers,
God bless you day by day
And keep you strong, our Alma Mater, SVA.

FIGHT SONG

Composed by Patty Barragan Schreck '46

ST. VINCENT'S ACADEMY IS GREATEST OF ALL
COME JOIN AND SING HER PRAISES
LOYAL AND TRUE HER DAUGHTERS ANSWER HER CALL STAND UP FOR SVA.

WE'RE GONNA FIGHT, FIGHT, FIGHT
WE'RE GONNA FIGHT, FIGHT, FIGHT
WE'RE GONNA FIGHT FOR THE BLUE AND GOLD
'CAUSE WE'RE ACADEMITES, WE'RE PROUD ACADEMITES
PROUD OF THE BLUE AND GOLD.

ST. VINCENT'S ACADEMY IS GREATEST OF ALL
COME JOIN AND SING HER PRAISES
LOYAL AND TRUE HER DAUGHTERS ANSWER HER CALL

STAND UP FOR SVA

STAND UP FOR SVA S V A!!!

IV. ADMISSIONS

A. Policy on Non-Discrimination

St. Vincent's does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policy, financial aid or scholarship programs and other school-administered programs, or in its employment practices.

B. Admissions and Placement Test

St. Vincent's seeks to enroll students of good character who give evidence of being able to benefit from a challenging college preparatory experience.

Students take a placement test usually in January. Students are accepted and placed in academic groupings on the basis of school records, standardized testing history, and the placement test.

C. Bookstore

Textbook purchase and buyback are handled through **MBS Direct**. Please see the link on our website. Books are a very important and expensive part of education. Students should write their names on all items, including books and book bags to protect them from loss. Students are encouraged to LOCK their lockers at all times using the locks provided by SVA.

D. Finance Office

The Finance Office is open daily during the school year. If any problems or questions arise concerning tuition or finances, parents may contact the Finance Office directly. Additional information can be found on SVA's website under the Admissions link.

Tuition must be paid according to one of three payment option plans.

Payment Options: Families will be billed through Smart Tuition for tuition and fees. (Families must enroll at www.enrollwithsmart.com using school code 11665.) Returning families who were enrolled with Smart Tuition the previous year will automatically be re-enrolled.

Option 1 – One annual payment of tuition due July, 2017

Option 2 – Semi-Annual option with payments July, 2017 & Dec 2018

Option 3 – Quarterly (Aug, Nov, Feb, & May or ten monthly payments
(Aug – May)

St. Vincent's Academy reserves the right to withhold report cards and cancel mid-term exams for any student with an outstanding balance. The Guidance Office will not send out college applications for any student unless her tuition balance is current and remains current. Report cards, transcripts and diplomas will be held at the end of the school year if tuition has not been paid in full. Students may not return to SVA and seniors may not graduate if there is an outstanding balance owed. Diplomas, transcripts and report cards will be released when the balance is cleared.

E. Financial Aid

Financial aid is available based on family need. SVA offers Mercy Aid to Catholic families and to those of other faiths as long as funds are available. The Savannah Diocese offers financial aid to Catholic, Hispanic, African-American and Native American families.

All families seeking financial aid must complete the Smart Tuition Aid Application online at <https://smartaidforparents.com> using the school code 11665. The submission deadline is mid-March. Applications may be submitted throughout the year but late applications will be considered only as money becomes available. Families will not receive tuition assistance awards if they have not completed an application.

V. CAMPUS

A. Respect for Property

Students who deface school property by writing on desks, walls, bulletin boards, lockers, or other school property will be **required to rectify the damage and pay a fine covering the cost of the damage.**

B. Courtesy in the Neighborhood

All students are expected to respect our neighbors' rights to a safe, quiet and litter-free neighborhood. Parents of students who cannot do this will be asked to meet with disturbed neighbors and apologize with their daughters for their thoughtless behavior. Parents may be financially responsible for damages.

C. Senior Lounge

Seniors may use this room during their free periods and are allowed to eat and drink in the room. They are expected to be responsible enough to keep the room clean and litter-free and to refrain from writing on the furniture and walls. No smoking is permitted in this room or anywhere else on or near the campus.

D. Library/Media Center

The library is a place of quiet to insure the maximum amount of concentration desired by those who come to study or do research. Students are responsible for returning or paying for any materials borrowed from the library. Reference books may never be borrowed. Students will be charged for copies made in the library.

E. Cafeteria/Eating Areas

A variety of foods are offered in the cafeteria. Students are expected to be courteous enough to leave their places clean and free of litter. No one may eat on the stage, the bleachers, or in the foyer. Loud talking and boisterous conduct is inappropriate in the cafeteria. The only other designated eating areas are the outdoor courtyard and the grotto area, which must be kept clean and in good order. No food or beverages (other than water) are allowed above the first floor of the academic or convent buildings. The streets around school, students' cars, classrooms and hallways are not designated areas. Students on open campus are not allowed to sit in their cars to eat lunch.

F. Parking

Reserved parking by the gym is for faculty. All other cars will be towed. The Cathedral parking lot is not open to students. Students who park in loading zones or private property will be towed. Students should also be careful not to park blocking driveways or in reserved areas. Loud music, loud conversation, littering and vulgar language are not acceptable. Courtesy and respect for property in the neighborhood is expected of all students at all times.

Students driving are strongly encouraged to carpool. Automobile license numbers are to be registered in the school office along with the make and model of the car. To promote safety and good will among SVA and our neighbors, students are not allowed to loiter in cars.

VI. ATTENDANCE

In preparation for post-secondary education and future employment, students are expected to learn and practice an excellent work ethic, stellar attendance, and punctuality; therefore, students are expected to be in class and ready to begin work at the beginning of each instructional period. Excessive absences may result in the loss of privileges or an impact on grades.

A. ABSENCES:

It is essential that ALL absences must be called into the Main Office by a parent or guardian by 9:30AM on the morning of the absence. **Students are allowed TEN absences per semester (20 absences for the year). According to Georgia state law, any student exceeding 20 absences in a year will not receive academic credit for the year.** Upon return from an absence, students must provide a written note from a parent on a FULL sheet of paper stating their first and last name, date(s) of absence, reason for absence, and parent signature. A medical note may be included if applicable.

*In the event of an extended illness, death in the family, or other extenuating circumstances, a parent or guardian is asked to call the main office and explain the circumstances, then provide documentation to the main office upon the student returning to school.

HOMEWORK DURING ABSENCES

Students are responsible for getting class notes, making up work, turning in assignments, scheduled papers, and rescheduling quizzes/tests at the convenience of the teacher upon returning to school. The student is responsible for all material covered in classes during her absence. The student must take any tests given on the day of her return if the test date had been announced prior to the absence. A student receives a grade of "0" on any work/test given during her absence. She may turn in work/request a make-up test within two days of her return, but the teacher is not obligated to grant this request. Student attitude, frequency and pattern of absence, and reason for the absence will influence the decision. If the teacher agrees to a make-up test, it must be taken at the time specified by the teacher. The same policy applies to any long-range assignments (term papers, reports, etc.) which come due during a student's absence.

Good communication with teachers is essential. Students are encouraged to email all teachers directly.

If a student is going to be absent for three days or longer, the main office and/or teachers must be notified as soon as possible in order that arrangements can be made for work to be accumulated for the student. When a long-term absence is anticipated, parent/guardians should contact the Academic Dean to make appropriate arrangements for obtaining the student's assignments and informing teachers. Students should also check online for posted assignments and work they have missed during their absence.

B. TARDIES:

A tardy student will be defined as any student who is not physically inside her classroom at the start of each period. Parents and students should be aware that excessive tardies and early dismissals not only jeopardize student academic progress, but they also disrupt the learning environment of their fellow classmates and as such, we expect that all students respect the learning process of their fellow schoolmates.

Students who arrive late to school must report to the main office to check in and receive a late note. Teachers will take period attendance and will keep track of tardies and absences for each class.

Students with **five tardies** in a class per semester should be aware that their grade may be lowered at the discretion of the teacher as a result of their repetitive absence during crucial class time minutes.

Should a student incur **10 tardies** within the time period of a semester, the students and their families will be required to meet with the Assistant Principal where an academic and/or disciplinary plan will be created and agreed upon by both parties which may include, but is not limited to, mandatory tutoring hours, teacher meetings, removal from extracurricular events, suspension, and/or loss of open campus privileges.

Any student who is tardy is responsible for making up missed quizzes, tests, and daily work at the convenience of the teacher.

CONTACTING A STUDENT DURING THE DAY:

Parents are expected to abide by the same cell phone policy as students and are asked not to text or call their daughters during class time. If a parent needs to contact a daughter during the school day due to an emergency, please call the Main Office to request that a message is forwarded to the student.

We are responsible for your daughter's well being in your absence. We need to know if she is at school and not feeling well. **If your daughter contacts you from her cell phone during the day and tells you that she is sick and needs to be picked up, please call the school office and notify us. Your daughter will then be required to turn her cell phone in to the principal's office daily for the remainder of the quarter as a consequence for not following SVA cell phone policy.**

Students and their parents are responsible for notifying the school immediately of any changes in guardianship, addresses, and phone numbers.

C. FREE Periods

Jr.'s and Sr.'s who have a Free in their schedule may leave campus during that time if they are academically and behaviorally eligible and with parent permission. **They are expected to be on campus during their free period if there is a religious service, speaker or assembly.** Students may not visit River Street or other schools during frees unless approved by administration.

D. Late Check-In

Students on open campus do not have to report until their first class. **They must sign in with the secretary prior to the time of their first class of the day.** A third failure to sign in results in loss of the privilege. When an announced schedule change requires their presence for first period, these students must be here.

E. Early Dismissal

Early dismissals are extremely disruptive and seriously impact instructional time. Parents are strongly encouraged to make appointments for students outside of school hours. If it is unavoidable, lunch and homeroom times are from 11-12pm daily, and this is a non-instructional hour. Parents should send a note to the Main Office by 10:00 am indicating time of early dismissal, reason, and parent signature.

2 Early Dismissals = 1 Absence and will count towards the total of 10 in a semester.

No requests for early dismissal should be made on the day before a holiday, on any short-schedule day, or during exams. Students must sign out in the office before they leave.

F. Open Campus

Juniors and seniors who have written parental permission, acceptable grade averages and satisfactory discipline records are accorded open campus privileges. Such students do not report to assigned rooms during free time and they may leave the campus during such time. They are responsible for returning to scheduled classes on time.

Juniors and seniors who do not have open campus report to assigned studies during free time. Those whose behavior is unacceptable during these studies may be subject to suspension or expulsion.

G. College Days

Senior students are allowed two excused absences for college visitations. Juniors are allowed one. St. Vincent's must be notified by note ahead of the date and any work missed must be made up. College Visitation Forms must be filled in, signed and returned to the SVA office when the student returns to school.

H. Bad Weather/Emergency Closure

In case of severe weather, SVA will follow the decision of Chatham Emergency Management Agency regarding closing of school. Tune in to local TV and radio stations for announcements. In the event that there is an emergency other than weather and we must close school, please check the SVA website: www.svaga.net and Facebook for official updates. Parent will also receive School Messenger texts and emails. It is the parent's responsibility to make sure that we have up to date contact information on file.

I. Accidents

The school will make every effort to reach a parent or guardian in the event of an emergency. If unable to reach a parent, officials will notify the person on the emergency form. Parents and guardians should always leave instructions for reaching them in an emergency.

J. Sickness

A student who does not feel well reports to the secretary who will either allow the student to spend a brief time in the office or will call the parent. **The student should never call/text the parent from their cell phone for illness without going through the office. If a student calls/texts a parent and does NOT go to the main office, she will lose the privilege of having a phone during the day and must turn it in to the Principal's office daily for the remainder of the quarter.** A student may not leave school, even if ill, unless a parent or an adult designated by the parent is notified. Parents, please DO NOT text students during the day to arrange transportation, etc. All communications should go through the main office.

VII. CAMPUS REGULATIONS

A. Discipline

Policies and practices regarding demerits/detention are established by the Administration in conjunction with the SVA Discipline Board. This Board consists of five to eight teachers. Emphasis at SVA is on self-discipline. The manner in which a student conducts herself is a reflection of herself, her parents and her school. Students are expected to behave courteously and respectfully, to abide by school and classroom rules, and to accept the consequences of their failures to do so. It is the responsibility of both parents and teachers to expect this of students and they should contact each other when they feel there is a problem in this area. Disciplinary actions are taken when a student fails to meet these expectations.

Any teacher who finds it necessary may impose other lunch detentions or after-school detentions of up to 90 minutes. These detentions take place on the day they are announced. Any student who fails to attend such a detention may be scheduled for a Discipline Board hearing.

Smoking (in school or athletic uniform, on campus, at school events, or within 1/2 mile of school property) is prohibited and may result in suspension or even expulsion depending on circumstances. This restriction speaks to concern for the health of the students as well as to the impropriety of the behavior.

Suspension may be imposed for serious offenses such as skipping school or class, leaving campus, inappropriate behavior while on open campus, cheating, extreme rudeness, etc.

Expulsion may be imposed for physical violence, stealing and involvement with drugs and/or alcohol on school grounds, at any school events, and within 1/2 mile of school property. Other serious offenses may fall into this area as determined by the Administration and Discipline Board.

Inappropriate posts on social media that reflect poorly on the institution may also warranted consequences.

The Discipline Board will schedule conferences with students as needed. Appearance before this Board indicates the existence of a serious or potentially serious disciplinary situation with serious consequences. Parents are notified and may be asked to attend

the conference. Parents may also ask to attend. Any student who fails to report to the scheduled Discipline Board meeting will not be allowed to return to classes until her parents meet with the Vice-Principal or with the Discipline Board.

Students with disciplinary issues may lose privileges to participate in Open Campus, Field trips, and other school activities as decided by the administration.

B. Honesty

This is the foundation of mutual trust. A student who respects herself will not give the teacher any reason to suspect her of dishonesty. Behavior such as talking during a test, leaving a book or notebook open or gesturing to another student leaves the teacher with no option but to conclude that the student is cheating. She may, in fact, not be but she has set the scene herself for the teacher's conclusion and she must live with the results. Parents will be notified. The student will receive a zero for the test and will not be allowed to make it up. Second offenses have more serious consequences.

Forging signatures on notes and notices, lying whether by commission or omission, and other deceitful actions seriously damage the foundation of trust.

The SVA Honor Code is as follows:

Honor Code: As a Saint, I value personal and academic integrity. Each time I sign my name on course work, I am acknowledging I have neither given or received information to compromise this value. The work I turn in is my work alone.

C. Academic Probation/Summer School

Any junior or senior student failing an academic subject at each quarter will be on academic probation and will be required to attend study hall. Any student who fails a subject in the core curriculum must attend an accredited summer school and successfully complete the course.

If any student fails three major courses in one year, she cannot earn enough credits to be promoted by means of summer school courses, and therefore may not return to St. Vincent's. *A student may earn only 2 credits in a summer credit recovery program.

D. Lockers

Each student is assigned a locker and a lock for the school year. Lockers should be used for the storage of books and personal items and kept locked at all times. The Administration retains the right to inspect a student's locker when this is deemed necessary for the integrity of the school environment and/or the protection of the students. Students may use only the lockers assigned to them. **Students may go to lockers before school, at lunch, on frees or after school.**

E. Messages to Students

After school plans should ordinarily be arranged the day before thereby limiting the need for telephone communication between student and parent. However, when a need arises, students may use the office phone to contact parents. Likewise, parents may call the school with a message. **Students will be given the message mid-day or at 3pm.**

F. Visitors

Visitors are permitted to attend classes primarily to become acquainted with the kind of education available and to encourage potential students. If a student wishes to bring a visitor to school she should check with the principal the day before the visit, sign in at the office and introduce her visitor to each teacher at the start of class.

G. UNIFORM - (Uniforms may be purchased at A-1 Uniforms or Bahama Joe's) *PE/Gym Uniforms are purchased through the SVA website in August*

1. **Uniform Skirt: knee length or within 2 inches of the top of the knee in the front AND the back at all times.**
2. **Uniform Blouse: Options**
 - a. Traditional Oxford White, proper fit, long or short sleeved, button down front, SVA on collar.
 - b. White polo/fitted bottom with SVA emblem, long or short sleeved.
 - c. Blue polo/fitted bottom with SVA emblem, long or short sleeved.
 - d. White T-shirts ONLY permitted under uniform blouses.
 - e. ONLY the top button should be unbuttoned at any time.
 - f. No colored undergarments should be visible under the school blouse.

Dress uniform which is the uniform skirt, white oxford blouse, and white knee socks is required on dress uniform days for Mass or other special ceremonies.

3. **Sweater:** SVA uniform sweater **ONLY**. Navy blue or forest green with school emblem. NO sweatshirts or Athletic warm ups may be worn.
4. **Pants:** Navy blue, tailored in style, cotton, cotton blend, wool, polyester. No baggies or tight ankles. No stretch pants, denim, corduroy, wind pants.
Pockets: 4 or 5; slash, seam or square. No side cargo pockets. No pockets more than 3 inches from waist line. Length should be to the shoe top, not dragging the floor. Seams and hems must be intact. Maximum of 2 inch manufactured vent allowed.
5. **Belt:** Only black, brown, tan or navy blue. Must be solid color, no studs, etc. One or two prong belt buckles. No buckles bigger than two inches in height or width.
6. **Uniform Shorts:** Knee length or within 3 inches from the top of the knee may be worn up until November 1 and after April 1 of each year.
7. **Shoes:** The uniform shoe is the traditional Buc or Brassie Bass (at A-1): leather clogs (Dansko or look-alikes) brown, black or tan, or Wallabies...solid colors only. (**Heel no higher than 1 1/2" – no "tire tread" bottoms**). If there is a medical reason to wear tennis shoes, a doctor's note must be presented to the front office in order to obtain a pass.
8. **Socks:** White **ONLY**; calf or knee high; no trim. Tights may be worn under the skirt on cold days, black or navy only. Students with the wrong socks will be directed to the main office where they can buy them for \$1.00.
9. **PE/Gym Uniforms: Students will be measured in August and parents can use the link to order PE uniforms on our school website: www.svaga.net**
10. **Cool Weather Apparel includes:**
 - a. SVA sweaters, vests, letter jackets, rain jackets, fleece, and scarf
(**All with the SVA emblem**). NO sweatshirts.
 - b. Denim jackets are not permitted at any time.
 - c. Sweatpants and pajama bottoms are not worn under the skirt at any time.
 - d. Tights, black or navy, may be worn on cold days. (No socks over tights.)
 - e. Leggings do not take the place of tights and may not be worn.
11. **Out of Uniform Days:** Your shirts and dresses must have sleeves. Shirts may not expose the midsection. On jeans days, the jeans are not to be ragged or have holes. Shorts and extremely short or tight mini skirts are not permitted (not even "dressy shorts"). No tennis skirts, no yoga pants, no tights with oversized shirts; no sweat pants, leggings or jeggings; no caps or visors. All shoes must have a closed toe and back. No flip flops or tank tops.
12. **Jewelry/Accessories:** Excessive accessories are not considered appropriate with a school uniform; therefore, the following restrictions hold:
 - a. No dangle earrings with the exception of small hoops.
 - b. No more than 2 earrings per ear. Earrings are to be no larger a quarter.
 - c. Facial piercings are limited to earrings, TWO per ear.
 - d. Necklaces are limited to one.
 - e. Rings are limited to two per hand.
 - f. Bracelets are limited to one per wrist. This includes a wristwatch.
 - g. No caps, bandannas, head wraps or scarves worn around the head. Head wraps/bands must be Navy.
 - h. No distracting hair or make up is permitted.
 - i. No visible tattoos allowed. If a students has a tattoo it **MUST** be covered daily with a bandage or makeup.
13. **Valuable Articles:** Students are encouraged to leave their expensive gold and jewelry pieces at home. Both valuable jewelry and large quantities of cash are inappropriate in a school setting. Although we will make every effort to recover lost property, the school cannot be held responsible for lost or stolen valuables.

The uniform code covers the required uniform articles as well as the manner in which they are worn on and off campus. Student out of compliance with the uniform policy will not be allowed to go off campus on field trips or other school related functions. Students in violation of this uniform code either receive demerits or borrow regulation items from the office. Students are required to keep their uniforms in order at all times during school. Parents will be called to retrieve out of uniform items.

The uniform code is the personal responsibility of each student and her parents. We have made sincere efforts to allow for the varying temperatures on the campus and expect all students to comply with all uniform regulations. It is our hope that

parents will see to it that the girls have the necessary pieces of the uniform and that the students will maintain a neat and orderly appearance while in uniform. For any student who repeatedly takes away teacher instructional time to address their uniform issue, it will be considered disruptive behavior and recorded as such under conduct offenses in FAWeb. Multiple entries will result in the student being referred to the Discipline Board and may affect their recommendation for recognitions such as National Honor Society, participation in off campus events, or field trips.

H. Cell Phones and Electronic Devices

Cell phones and other electronic devices may not be used during school hours, unless given permission by a teacher. A teacher may take a phone from a student if the phone is in plain view or used **during school hours**. On the first violation the phone may be retrieved from the office at the end of the school day. On the second occasion the parent will be contacted and the phone will be held by the school until the end of the next school day. On the third violation the phone will be held by school administration until the end of the school term. **Students should never use cell phones to call home regarding illness or leaving school for any reason. These calls are made in the office. Texts, tweets, snapchats, instagram, or other types of messaging during school time is prohibited.**

I. Book Bags

Students may not take a book bag through the school halls or into rooms during the school day. These bags should be left in students' assigned lockers.

J. School ID and Access Card

In order to maintain a secure campus, we have gone to a key card system. Each teacher, staff, and student, will be issued a picture id card with a lanyard at the beginning of the school year. This card will open the teacher workroom door (teachers and staff only), the gate on Lincoln, and the gate on Liberty. It is very expensive to replace these cards, so please keep them accessible at all times. If the card is lost, it is \$20.00 for first loss, \$30.00 for second loss, \$50.00 for third loss. *You must have your id to gain access to the building during the day. The door bell is for visitors only.

VIII. ACTIVITIES

A. Community Service

Service is participating in a meaningful activity that can bring about change or awareness to an issue that concerns the unprivileged or marginalized in our community. Service is an opportunity to give of your time and talent (gifts). Service also leads a person to grow and learn about society, lives of individuals, and it gives you a different perspective.

Every student is required to perform and report 20 hours of community service each academic year. Service activities done during summer months are reported at the beginning of the following academic year. Community service at SVA derives from the overall school philosophy, curriculum, programs and policies as each of these seeks to foster a vital faith community. The program includes an outreach to the Savannah area that helps the students develop commitment to and skills in serving others

Community service includes all volunteer work done by a student for which she receives no payment or remuneration. This work may be done through school, church, youth organization, sorority, or individual interest. No service hours are given to students for activities they perform as a member of or participant in a school team, club, activity, competition, etc. This includes athletic teams, academic competitions, chorus, drama (onstage & backstage, environmental club, etc.

Students must report community service hours during the school year in which the work is done. Service done during the summer is reported for the following school year. Record forms for reporting service are available in the school office.

It is important to report service hours because only reported community service hours are included in transcript notations, the National Honor Society files, on the student activity tracker, and for awards recognition.

It is our hope that parents and students will see the value of contributing service to the community and that parents will encourage their daughters' participation. There will be a transcript notation at the end of each academic year indicating if the community service requirement has been met. If the requirement has been met for all four years, the student will receive a community service seal on their transcript.

B. Religious Exercises

When school Masses or prayer services are celebrated, all students attend regardless of religious denomination. Those who are not Catholic are encouraged to participate and are expected to conduct themselves respectfully. Parents are welcome to attend these functions

The graduation ceremony is held in the Cathedral and includes a religious service during which students kneel as part of the ritual. All students participating in the graduation are expected to follow the ritual.

C. National Honor Society

Students are selected for NHS by faculty committee for their **outstanding** qualities in the areas of scholarship, leadership, character and service. A student must have a cumulative average of 90 to be eligible for nomination in either junior or senior year. A minimum cumulative number of 100 service hours (junior), 150 (senior) are required. Any student interested in seeing what activities, etc. are considered in the selection process may obtain a copy of the application from the faculty advisor. Note: Scholarship is only one of the FOUR areas of consideration. A student must also be considered in "good behavioral" standing to be recommended to join this group of school leaders.

D. Chorus

Students are selected for membership through auditions. Practice is held after school on Wednesdays. The major production of the first semester is the Candlelight Concert in the Cathedral at Christmas time. The Chorus performs for various civic organizations during the Christmas season and during the days preceding St. Patrick's Day.

E. Academic Competitions

SVA students participate in a variety of academic competitions sponsored by area colleges and universities. These are usually in the disciplines of math and foreign languages. Additionally, all Latin students take the National Latin Exam every spring.

F. Athletics

A strong athletic program benefits the athletes themselves through the development of skills, discipline, teamwork, sportsmanship and pride in self and school. It benefits the school for the spirit that such a program can inspire.

St. Vincent's competes under the auspices of the Georgia High School Association in interscholastic competition in softball, volleyball and cross country in the fall; basketball, sailing, swimming, and riflery in winter and the spring sports of golf, soccer, tennis, and track. All are encouraged to attend athletic events to support the players and to build school spirit. **All athletes and parents must adhere to the Athletic Handbook.**

The school's annual Field Day is another activity designed to provide fun and to build class spirit. This event, sponsored by the Student Council is held at the end of the school year.

G. Dances

When any class or group sponsors a dance, the members are responsible for the following:

1. Clearing the date with the principal and reserving the gym
2. Obtaining music and a photographer, if desired (check with finance office)
3. Providing for refreshments, cups, napkins, etc.
4. Decorating and cleaning up
5. Obtaining, numbering and selling tickets before the date of the dance
6. Obtaining chaperones: parents are preferred - at least 6 adults
7. Turning air conditioning/heat on and off
8. Meeting the musician and staying until musician leaves

The moderator of the group is responsible for seeing to it that the students do all that is expected of them. **All dances are lock-ins. Students must be present at the required time or denied entrance.**

Drugs and alcohol are never allowed at school dances. Students who use either before or during the dance should expect to have parents notified by the administration of the situation. Ticket sales must cover all expenses of a school dance.

H. Publications

The students, with the assistance of faculty publish the yearbook and *Pleiades*, an annual literary magazine. All students are encouraged to submit writings and/or artwork to be considered for publication.

IX. ACADEMICS

A. Graduation/Course Requirements

A Carnegie Unit is the credit given to a course which lasts the full school year. A minimum of 24 Carnegie Units is required for graduation from SVA. Except in special circumstances, these Units include 4 in English, 4 in Math, 4 in Science, 4 in Social

Studies, 2 in Foreign Language, 2 in Religion, 1.5 in PE/Health, .5 in Fine Arts and 2 Electives. Every student takes a minimum of six credits during a school year.

All colleges in the Georgia University System require the following minimum credits for admission: 4 in English, 2 in Foreign Language, 2 in Algebra, 1 in Geometry, 1 in fourth year Math, 1 in Physics, 1 in Biology, 1 in Chemistry, 1 in fourth year Science, 1 in World History or World Geography, 1 in U.S. History, 1/2 credit in Economics and 1/2 credit in American Government.

A senior lacking the necessary credits may receive a St. Vincent's diploma after making up her missing credits in summer school. However, she is not eligible to participate in the graduation ceremonies.

SVA's course of studies over the four-year span provides every student with the opportunity to take every course required for admission to college. During the junior and senior year, there are opportunities for elective classes. AP and Honors Courses are offered as well.

Yearly selection of courses occurs in the spring. A student's final schedule will be available on NetClassroom. Since this process should be carefully considered, course changes should be at a minimum and are NOT recommended after the first week of school. *Additional academic requirements are outlined in the Academic Curriculum Guide on the school website www.svaga.net under the Academics link.

B. Grading and Reporting System

I Policy Statement

St. Vincent's Academy is committed to educating young women by fostering intellectual and personal growth. With this mission in mind, St. Vincent's Academy is committed to ensuring that all students meet or exceed rigorous performance and achievement standards and their academic progress is regularly assessed.

II. The purpose of this policy is to provide guidelines to ensure that grading, promotion, and retention is consistent and that information is regularly reported to students and their parents.

III. Standards

a. Grades and Codes

- i. A numeric grade or a code will be given for all courses in which a student is enrolled.
- ii. The grading scale is:
 1. 90-100 (A)
 2. 80-89 (B)
 3. 70-79 (C)
 4. Below 70 (F) no credit awarded
- iii. Coding will reflect the academic history of a student. Codes are:
 1. P (Pass) – used when a student takes Team Sports in place of PE. P codes will receive credit but will not be calculated into the GPA.
 2. I (Incomplete) – used when a student has not been able to complete required coursework due to lawful absences or other extenuating circumstances. Incompletes will be issued only for marking period grades and only upon the approval of the principal/designee. Incomplete codes must be converted to an appropriate numeric grade no later than two (2) weeks after the report card is issued, except in unusual circumstances as approved by the principal/designee. At the end of two weeks, the teacher will notify the registrar...
 3. M (Missing) – used when a student does not turn in or complete the assignment on the designated day. M codes are factored into the class average as a zero (0). After 5 class meeting days, the M is changed to 0% for the assignment.Note: If a student needs more than 5 class meeting days to make up assignments, notify the Academic Dean in writing.

Long-term assignments should be turned in the day a student returns to school if the M is due to absence. For other assignments, students who have excused absences will be given the same number of days they were absent to make up work in all classes.

4. X (Exempt) – used to indicate that a student is excused from that assignment. It does not factor into the average.

b. **Academic** eligibility for extracurricular activities is the same as academic eligibility for athletics.

c. **Retention** –Only 2 units of credit may be made up in summer classes, and a student must have a passing grade in all credit recovery courses in order to return to St. Vincent’s Academy.

d. **MOWR (formerly Dual Enrollment)**

- i. Students must meet with the High School College Counselor and Academic Dean to discuss options prior to enrollment.
- ii. MOWR grades are weighted as AP.

e. **GPA and Class Rank**

i. Grade Point Average (GPA) is the numerical representation, weighted or unweighted, of a grade measuring a student’s overall performance across courses taken for a specific period of time.

1. A weighted and unweighted numeric average will appear on the quarterly report card.
2. A final weighted and unweighted GPA and numeric average will appear on the students’ transcripts.
3. Class rank is the relative position of a student in her class based upon the cumulative weighted numeric grade average of that student’s grades for her core courses. The official class rank of a student is calculated at the end of each school year using the weighted numeric average of core classes.
4. Course distinctions:
 - a. CP (College Prep)
 - b. H (Honors) carry an extra 3-point weight
 - c. AP (Advanced Placement) carry an extra 5-point weight
5. The Honors and AP courses that garner extra points in determining a weighted numeric average and GPA are:

Algebra 1 Honors, Geometry Honors, Algebra 2 Honors, Pre-Calculus Honors, AP Calculus AB, AP Calculus BC, AP Statistics

Biology 1 Honors, Chemistry Honors, Physics Honors, AP Environmental Science, AP Chemistry, AP Biology

World Geography Honors, AP World Geography, World History Honors, AP European History, U.S. History Honors, AP U.S. History, AP Government and Politics

English 9 Honors, English 10 Honors, Pre-AP English 10, English 11 Honors, AP English 11, English 12 Honors, AP English 12

French 3 Honors, French 4 Honors, Latin 3 Honors, Latin 4 Honors, AP Latin, Spanish 3 Honors, Spanish 4 Honors, AP Spanish

6. The numeric average and grade point average is calculated using all core course grades. Non-core courses are not included in the calculation of numeric grade averages (NA) or grade point averages (GPA). Those non-core courses include:

Computer, Fine Arts courses, Physical Education (including Team Sports), Health, Women’s Health and Recreational Games

f. Reporting

i. Progress Report

1. At the midpoint of each marking period, teachers will provide written notice to the parent concerning any student who is failing or in danger of failing a course.
2. Teachers should email and follow-up with a phone call when a student receives a Progress Report due to failure (or possible failure).
3. Teachers should also notify parents of unsatisfactory progress **throughout** the marking period.

ii. Teacher Gradebooks/NetClassroom

1. A course syllabus should be uploaded to NetClassroom for all courses.
2. Teachers will update their electronic gradebook (NetClassroom) **at least** once a week.
3. Weighting in assignment categories will adhere to **department guidelines**.
4. The Registrar sets yearly categories (Quarters 1,2,3,4, Exams 1 and 2, Semesters 1 and 2). They may not be changed or altered in any way.
5. Grades document student progress and will help to determine if objectives are met.
6. Grades recorded in the gradebook are considered a confidential record for the assessment of students' progress.

iii. Report Cards

1. Report cards are issued every 9 weeks.
2. Final report cards will be mailed to parents at the end of each school year.
3. To be eligible for honor roll, a student must earn a minimum grade of 80 in all classes and must take a minimum of four academic courses for the year.

iv. Extra Credit will be offered solely at the discretion of the teacher.

v. Semester Exams and Exam Exemptions

1. Students must stay in the exam room for 1 hour and 15 minutes before being dismissed. Students are encouraged to make use of the full 2-hour exam time.
2. Exam exemptions are for second semester final exams.
3. Teachers will submit a list of exempted students to the Academic Dean AND copy the Principal.
4. **Only Seniors** may be eligible for exemptions on final exams.
5. Teachers are not required to allow exemptions.
6. Seniors must have a **4 quarter total average of 95** in a class in order to be exempt from final exams.

vi. Course Syllabus

1. The purpose of a syllabus is to provide information, guidelines and an overview of a teacher's requirements in a course.
2. A course syllabus will be prepared by teachers and distributed to students during week of the semester.
3. The course syllabus should have an overview of major themes, and approximate dates of major projects/exams/papers. Additional elements to include are:
 - a. Teacher name
 - b. Course title
 - c. Textbook name, ISBN
 - d. Tutorial time/day(s)
 - e. Teacher email

- f. Classroom policies (electronic device use), expectations, procedures
- g. Instructional materials required
- h. Short outline/scope of major units, themes, projects
- i. Approximate timeline and dates of long term projects
- j. General method of assessment, grade calculation procedures
- k. Average amount of homework
- l. Assigned reading/literature
- m. Cheating policy

g. **Academic Misconduct**

- i. Teachers will not give tests when not present in the classroom.
- ii. Teachers should walk around the classroom while testing is taking place.
- iii. Academic misconduct refers to academic dishonesty, cheating and plagiarism.

1. Academic dishonesty includes the following, but is not limited to these examples
 - a. Knowingly working with other students to commit academic dishonesty
 - b. Presentation of research that was never done
 - c. Giving answers to another student on an assignment, test, quiz
 - d. Allowing another student to use an assignment to submit as her own
 - e. Discussing or revealing the contents of a test/quiz/exam with students who have not completed it
2. Cheating includes, but is not limited to the following
 - a. Taking and transmitting pictures of any course assessments
 - b. Using any type of “notes” on your person, an object, calculator, iPod, cell phone or other device without teacher consent
 - c. Looking at someone else’s test/assignment with or without her consent for the purpose of copying and submitting as your own
 - d. Receiving answers for tests, assignments, etc. from someone without teacher permission
 - e. No cell phone use during assessments. Cell phones should be turn off and given to the teacher.
 - f. Copying from another student
3. Plagiarism includes, but is not limited to:
 - a. Cutting and pasting from a source(s) and submitting as your own
 - b. Falsification of a citation in an assignment
 - c. Copying from the web or other electronic database
 - d. Directly quoting or paraphrasing all or a part of someone else’s written or spoken works without noting it or documenting it in the body of the work
 - e. Leaving out quotation marks on copied material and not supplying the proper documentation

iv. Academic misconduct is considered both an academic and non- academic behavior issue.

C. Honor Roll

Excellence	= 95-100
First Honors	= 90 - 94
Second Honors	= 85 - 89

To be eligible for honor roll, a student must earn a minimum grade of 80 in all classes and must take a minimum of four academic courses for the year.

D. College recommending grades are:

A	= 90-100
B	= 80 - 89
C	= 79 - 70

E. Academic Numeric Grade Average and Rank in Class

The Numeric Grade Average is calculated using all core course grades. **Core Courses** are determined by guidelines from the State of Georgia. Courses not considered as core courses are those in Computer, Fine Arts, and Physical Education, including Health, Women's Health, and Recreational Games. The grades for these non-core courses are **not** included in the calculation of Numeric Grade Averages or GPA (Grade Point Average). Weighted grades are calculated as follows: Advanced Placement, AP, courses garner an extra 5 points; Honors courses garner an extra 3.0 points. Weighted grades are **not** printed on Report Cards, Transcripts, or sent to HOPE; however the overall weighted GPS and numeric average are noted on report cards and transcripts. The preceding procedure is utilized due to GA HOPE Scholarship requirements. Weighted grades ARE used for rank in class, National Honor Society eligibility and gold honor cords.

Although Class Rank is calculated at each semester, the **official** class rank of a student is calculated at the end of each year.

Class Rank is calculated for college information reporting and determining valedictorian and salutatorian at the end of the senior year. The Class Rank of a student is determined by the cumulative weighted Numeric Grade Average of that student's grades for her core courses. Ties are broken using the following criteria: Cumulative unweighted Numeric Grade Average, then weighted GPA (Grade Point Average), then unweighted GPA. In the event that a tie persists Quality Points are examined. If a tie still exists after the "tie breakers," the ranking will stand as a tie.

AP courses are offered in Fine Arts (AP Art), Mathematics (AP Calculus AB), English, Foreign Languages, U. S. History, AP Biology and AP Government. Honors courses include Microbiology, Advanced Chemistry, Physics, Pre-Calculus, and 3rd and 4th year Foreign Languages.

F. Gold Honor Cords

A four-year weighted average of 95 or better is required for a gold honor cord. To be eligible for the cord, a student must carry a minimum of four academic courses both junior and senior year. Courses not considered academic for honor cord qualification are Computer, Art, Drama and PE.

G. Valedictorian

The senior who holds the highest academic average for four years is the class valedictorian. A student must have attended St. Vincent's at least three years to be eligible for this award.

H. Salutatorian

The senior who ranks second in the class for four years is the Salutatorian. A student must have attended St. Vincent's at least three years to be eligible for this award.

I. Class Night and Graduation

Seniors who do not wish to participate in these events must bring a written statement to that effect from their parents by May 1 of the senior year. Those who are participating must attend all practices for these events. Those who fail to follow the rules given out regarding these practices will not be allowed to participate.

Since space for the Graduation ceremony is limited, a limited number of tickets will be given to each senior. Those family members and friends who do attend are expected to conduct themselves in a manner befitting the dignity and solemnity of the ceremony. Talking, cheering, calling out, stepping into the aisles to take pictures and thus blocking the procession are examples of rude behavior. There is no limit on the number of family and friends who may attend Class Night and the Baccalaureate Mass and Reception.

J. Exams

Exams are given at the end of the semester. No regular classes are held at this time, but the gym is open for students during the times between exams. Food is not served.

If, for a good reason or illness, a student misses an exam, she must complete the missed exam upon her return to school. In a case where more than one exam is not completed, the student must schedule a time with the Academic Dean to complete all exams missed. A student wishing to be excused from an exam for any reason, other than illness, must submit a written request to the Academic Dean so that scheduling can be arranged **prior to** the onset of exams.

K. Academic Progress Reports

Report cards are issued at the end of each nine weeks marking period. Parents sign and return the second sheet. The student returns it to her homeroom teacher on the specified date following the date of distribution. All incomplete grades must be completed and turned into the office within two weeks of the end of the marking period.

Warning cards are also sent out, usually about halfway through the marking period, if a student is in academic difficulty at the time. Sometimes, a borderline student is not in the 74 and below range until the end of the period, so a card might not be issued prior to the actual report. Good parent-teacher communication facilitates the continued academic progress of students and is strongly encouraged at SVA. Additionally, parents are strongly urged to use their **NetClassroom** password to monitor their daughter's academic progress.

Making the grade academically is primarily the student's responsibility and she should be held accountable for any failure to do so. In the last analysis, there is not a great deal either parents or teachers can do if the student does not take her responsibility seriously. Parents and teachers offer the opportunities to the student, but they cannot think, study, or be motivated for the student.

L. Communication with Parents

Our young women are successful in college and beyond because the Sisters of Mercy have passed on the traditions of a strong work ethic, a sense of personal responsibility, and self-discipline. While our main line of communication is through your daughter, we have a variety of communication methods for parents.

Parents may monitor student grades, contact teachers, and keep up with school news through **NetClassroom**. The school provides every student and parent with a password. Teachers are required to return emails and calls within 24 hours of receiving them.

For an update on day-to-day activities, please go to our website at: www.svaga.net and click on DAILY ANNOUNCEMENT sheet. Our Facebook page is also a source of information. Please make sure that your email and phone numbers on record are current and up to date in order to receive reminder texts and emails.

X. COUNSELING AND GUIDANCE

The office of counseling and guidance provides assistance to students through a variety of services. The College Guidance Counselor assists students in preparing for and selecting colleges and careers best suited for their individual talents, interests and needs. The Academic Dean is responsible for academic counseling, parent conferences, self-help and improvement sessions, peer tutoring and monitoring graduation requirements. Individualized counseling regarding personal situations and interpersonal relationships is available to all students.

XI. HOPE GRANT

Georgia Governor Zell Miller established the Hope Grant in 1993 to motivate students to achieve in high school and enable many to attend Georgia colleges and universities. Hope Grant is based on the four year unweighted cumulative GPA of core subjects calculated on a 4.0 system.

Requirements include financial and academic eligibility and the need to maintain good standing for renewal. Colleges reevaluate at regular intervals.

The Hope Grant is funded by the Georgia State Lottery. Students attending school in the State University System may with tuition assistance, while those in private institutions receive a specified amount yearly.

XII. EXTRACURRICULAR ACTIVITIES

Other activities for which students may apply are Chorus, Yearbook, Literary Magazine, Play, Guidance Assistant and Library Assistant. Students with any interest in any of these activities are urged to apply. A variety of clubs are available during Activities Period on assigned club day.

XIII. STUDENT GOVERNMENT

A. Class, Homeroom and Student Council Officers Eligibility

1. The student must maintain an average of at least 75 in her academic subjects.
2. The student must be in good standing with the Discipline Board.
3. The student must support the school rules and policies in attitude and in behavior.
4. The student must be willing to express disagreement through the proper channels.
5. The student should support, by frequent attendance, all school sponsored functions (games, dances, concerts, plays etc.)

Officers and Duties - Grades 9,10,11,12

Each homeroom will elect two representatives for the school year. One will serve as President/Treasurer and one as Vice-President/Secretary. Homeroom representatives are expected to attend all Student Council meetings, conduct homeroom meetings, give reports from Council meetings to homeroom, and work on all Council projects. In addition to these officers, the entire senior class will elect a class President and Vice-President at the beginning of the first semester of the school year. These officers attend all Student Council meetings and conduct senior class meetings.

Before these elections take place, the homeroom moderator should discuss the responsibilities of holding elected office and go over the specific duties required of each office. Any student, who thinks that she cannot take on the responsibilities of class office for any reason, should withdraw her name from nomination before voting takes place. **Any student with chronic disciplinary problems is ineligible for election to office. If the disciplinary issues occur after the election, the officer will be removed.**

Time of Elections: Student Council nominations take place in early spring. Election of officers takes place two weeks after nominations. Junior class moderators arrange elections for a slate of nominees for Student Council offices from the rising senior class. The slate includes nominees for the offices of President, Vice-President, Secretary and Treasurer. The freshman, sophomore and junior classes elect these school leaders according to the established procedure. Any junior in good standing may run for office.

An officer is elected when there are at least three votes between first and second place. If there are not three votes between, vote once more for the three-vote span. If this does not occur on the second ballot, the winner of the third ballot, regardless of span, becomes the officer. In case of a tie after three ballots, those in contention should draw lots.

Activities and programs sponsored by the Student Council should be strongly supported by all faculty and students. A good Student Council is most helpful in the creation of a desirable school atmosphere.

XIV. ADVANCEMENT OFFICE

Beginning in the mid-1970's SVA's Annual Giving Fund, under the direction of the Principal, Sr. M. Jude Walsh has grown and contributed significantly to the school's financial aid fund. In 1994, having retired from the Principalship, Sr. Mary Jude opened the Development Office. The first major capital campaign was launched in 1995 in conjunction with the celebration of 150 years of service at St. Vincent's. The Director of Advancement may be reached at 236 – 5505. To send a gift to SVA: Please go to www.svaga.net and click on DONATE.

XV. LEGAL STATUS OF STUDENTS

St. Vincent's students may not be married.

Because the education of St. Vincent's students is a joint venture shared by school staff, the parents and the students, a student is expected to live with her parent or guardian. The request for any exception to this should be made directly to the Principal by the student's parents.

In cases of student pregnancy, each situation is handled individually. The decision regarding the student's continuance at school rests with the Administrators, who are guided by their concern for the individual and their responsibility to the school community.

XVI. BEHAVIOR OUTSIDE OF SCHOOL

The behavior of students off campus, especially students in uniform, reflects on St. Vincent's for good or ill. Students are expected to conduct themselves appropriately as young Christian women. Any public behavior including inappropriate use of technology and/or social media, which reflects negatively on the school, will be dealt with seriously. While the school does not hold itself responsible for offenses committed outside its jurisdiction, conduct that by its nature jeopardizes the good name of the school (including any activity resulting in police intervention) may be cause for dismissal. Any student that is in violation of the law and involved in legal action, may not participate on an SVA sports team or extracurricular activity representing SVA until the matter is cleared up in the eyes of the law.

XVII. CANINE SEARCH

In conjunction with the local police canine search units, random drug searches will occur during the school year. These searches are for the safety of students and staff and use specially trained drug-sniffing dogs in locker areas and classrooms.

XVIII. TORNADO PROCEDURES

As soon as the alert is sounded, students are to move in SILENCE according to the directions provided by the teachers. Teachers should accompany students and maintain silence and order until the "all clear" has been given. Take roll book and cell phone.

Third Floor Classrooms

- **301, 302, 303** (Bottom section of east stairwell and landing at bottom of steps)
 - Close doors leading into stairwells on 3rd, 2nd, and 1st floors.
- **7C, 6C, Cyber Island** (Guidance Stairwell)

Second Floor Classrooms (*Development Office / Office can accommodate 10 people*):

- **202, 203, 204 and Science Lab** (second floor locker room)
 - Stacked in rows between the lockers, NOT in the open space between the locker room door and bathroom entrance.
 - Close locker room doors and bathroom door

First Floor Classrooms

- **101, 102, 103, Assembly Room** (Boiler Room)
- **104, 105, 106** (Locker Rooms in Gym)

Convent Building

- **4C, 3C, Chapel** (hallway closest to St. Rita's Room)
- **8C Computer Lab, 9C Library** (hallway between 3C and 9C)
- **Guidance Office** (guidance stairwell)
- **10C, 11C** (Hallway behind 11C)
 - Use bottom stairs back against wall
- **12C** (Coca Cola Hallway)
- **Art and Pottery** (Stairwell behind art studio)

Gym

- Locker room
 - One room only with teacher
 - If during lunch, use both locker rooms and stairwells, teachers cover each area

Dressel Hall

- Inside hallway

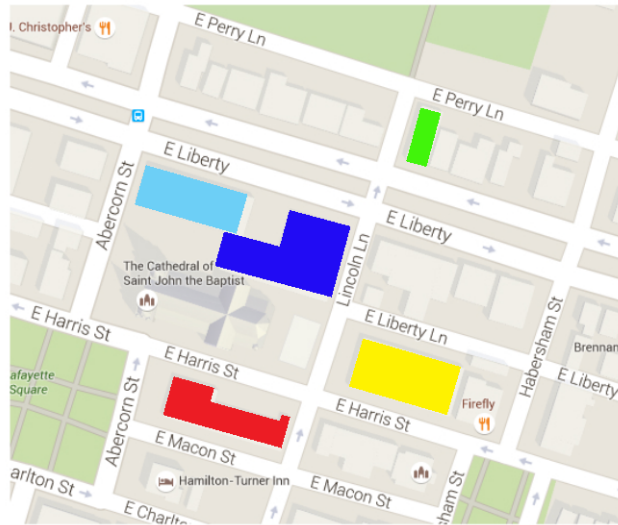
Cathedral Annex

- **CA5, CA6, CA7, CA8 (2nd Fl)** – go down stairwell on Lincoln St and gather at Troup Square
- **Café Music Room (1st Fl)** – go out doors on E Harris St and gather at Troup Square

**Office staff use hallway between principal and vice-principal's office*

XIX. SVA MAPS

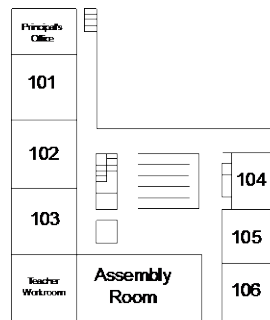
ST. VINCENT'S ACADEMY CAMPUS MAP



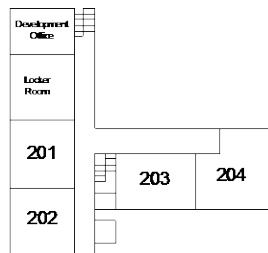
- Academic Building
- Convent
- Cathedral Annex
- Gym
- Dressel Hall

Academic Building

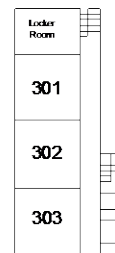
ST. VINCENT'S ACADEMY ACADEMIC BUILDING



First Floor



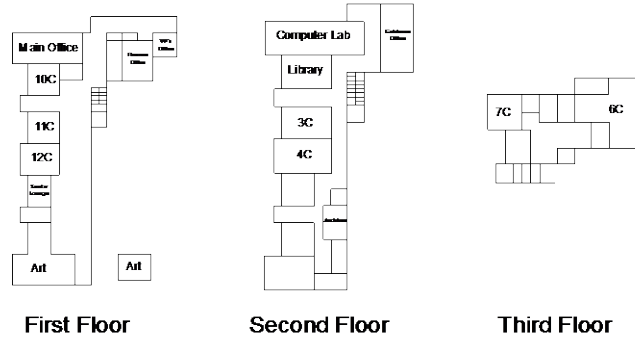
Second Floor



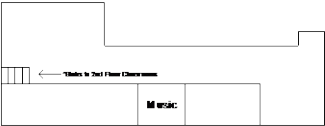
Third Floor

Convent Building

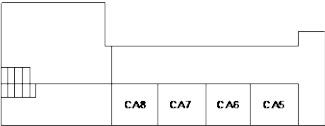
ST. VINCENT'S ACADEMY CONVENT



ST. VINCENT'S ACADEMY CATHEDRAL ANNEX



First Floor



Second Floor

St. Vincent's Academy reserves the right to change any procedures and policies or rules and regulations according to need.

Please Return This Page



I acknowledge that I have read and understand the content of this handbook.

Student Signature:

Parent Signature:

Date:

Student Grade:

The entire handbook is located on our website www.svaga.net under About Us -> Student Handbook