



St. Vincent's Academy
207 E. Liberty Street
Savannah, GA 31401
Phone 912.236.5508
Fax 912.236.7877
Web Site: www.svaga.net

School Hours:

Monday-Thursday 8:00am-3:00pm and Friday 8:00am-2:00pm

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 Catholic faith and Mercy traditions, St. Vincent's Academy strives to foster a lifelong commitment to knowledge, faithful service, personal and spiritual growth.

III. VALUES (M-E-R-C-I-F-U-L)

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

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| M – Mercy | Be kind and compassionate to all people; always demonstrate respect and empathy. |
| E – Excellence | Be excellent in everything you do; always seek the best in oneself and in others. |
| R – Responsibility | Be accountable for one's actions; always act in a respectful and responsible manner. |
| C – Compassion | Be considerate of others; always strive to perform personal acts of kindness. |
| I – Integrity | Be honest and truthful always in one's thoughts, words and deeds. |
| F – Faithfulness | Be true to your faith; Seek to live your faith through your actions and service; and always be respectful of other faiths. |
| U – Understanding | Be conscious always of other people's points of view; aspire to empathize through their lens. |
| L – Leadership | Be true to the leader in you; learn and enhance your personal leadership skills while respecting those who are leading you. |

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

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Hall in 1992. This building serves as a 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 175 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 and SAIS.

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 Hey!!!

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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. Students coming in with high school credit MAY be required to take an additional content area placement test.

C. Bookstore

Textbook purchase and buyback is handled through MBS Direct. Please see the link on our website homepage. 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 2020

Option 2 – Semi-Annual option with payments due July, 2020 & Dec 2020

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, yearbooks 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 in addition to receiving a Tier 3 infraction with consequences outlined in the discipline guidelines.**

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. 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.

C. Library/Computer Lab

The library and computer lab are quiet areas to ensure the maximum amount of concentration desired by those who come to study or do research. Computers are available for class work as well as research. We subscribe to the University System of Georgia's GALILEO which has

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over 10,000 full-text journal titles, as well as other full-text reference materials. Students are responsible for returning or paying for any materials borrowed from the library. Students will be charged for copies made in the library.

D. Cafeteria/Eating Areas

Our lunch program is required for every student and the cost is billed into the tuition plan. Any student with a special diet is asked to meet with the Director of Food Services to come up with a suitable plan for the student. Student's are not allowed to bring or accept food from outside the cafeteria. **Student id badges are also used to access the lunch line and should be kept with students at all times.**

All students are required to sit at the lunch tables to eat and are responsible for leaving their table area clean and free of trash or food.

No food or beverages (other than water) are allowed above the first floor of the academic, convent building, Dressel Hall and Cathedral Annex. Food or drinks are not allowed in the locker rooms.

E. 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, Adoration spaces, on private property, handicap spaces, loading zones, and/or in front of fire hydrants will be towed at the owners expense** and will in addition, receive a Tier 2 infraction with consequences outlined in the discipline guidelines. Students driving are strongly encouraged to carpool.

F. Automobile Registration

Automobile information: Tag number, Make, Model, Color and Year must be registered under the students CORE profile at the beginning of each school year. It is the parent and student's responsibility to update when needed.

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.

A. ABSENCES: The school views **any** absence from class as a serious impediment to a student's education. Class attendance will be closely monitored. The Principal and Academic Dean will oversee this process.

Number of Days with an Unexcused Absence	Action Taken
1 – 4 daily unexcused absences	No action taken
At 5 daily unexcused absences	E-mail sent to parents/guardians
At 7 daily unexcused absences	Phone call and follow-up letter sent to parents/guardians notifying of State of Georgia Truancy Guidelines
At 10 daily or class absences	Student may be considered truant resulting in a required meeting with the student, parents/guardians, teacher, counselor and Administration

Note: Unexcused absences can result in the loss of the ability to make up missed work. This is at the discretion of the teacher. The administration will support a teacher's decision to not allow make-up work with an unexcused absence.

Excused Absences: The school views excused absences as an absolute necessity to be absent. For example, but not limited to: a necessary medical appointment with a follow-up note from the attending physician or a death in the family.

B: Notification of Absence by Parent: It is essential that ALL absences must be emailed into the main office by a parent or guardian by 9:30AM on the morning of the absence. **Please EMAIL: sherry.poston@svaga.net and liz.kennedy@svaga.net**

C: Returning after 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. After turning this to the front office, students **MUST** receive a pass to reenter class to be signed by each teacher and returned to the main office.

*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 ask to speak to a member of the administration to 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

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during her absence. The teacher is not obligated to grant the request for make-up work based on student attitude, frequency and pattern of absence/reason for the absence. Good communication with teachers is essential. Students are encouraged to email all teachers directly to come up with a plan for make-up work.

When a long-term absence is anticipated, parents/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.

D. Tardies:

A tardy student will be defined as any student who is not physically inside her classroom at the start of each period. The school views tardiness as an impairment to the development of a responsible person and an interruption of instruction time for other students. Promptness to school and to classes is expected.

- Tardies will fall in the Tier 1 of the discipline guidelines. Points will be added for each tardy and consequences outlined in the discipline guidelines.
- If a student arrives at school after 8:00 a.m. (late sign-in) she will report to the Main Office as soon as she enters the building. Any late sign-ins or tardies to class will be recorded and entered on her attendance record, regardless of the reason. Unless you have a doctor's note, your tardy is unexcused. Any student arriving after 8:30am will be marked absent from the current class and will wait in the main office until the end of the class. Students will not be allowed to enter a class after 30 min of the start of class regardless of whether it is excused or unexcused. 30+ mins late to class will be recorded as an unexcused absence or excused with the proper documentation.

E. Contacting a student during the day:

If a parent needs to contact their daughter during the school day due to an emergency, please call the Main Office to request that a message be forwarded to the student.

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

F. FREE Periods

Students are expected to be on campus during their free period if there is a Religious service, speaker or assembly. Violation of this policy will result in a Tier 2 infraction and the consequences outlined in the discipline guidelines.

- 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. You must be on time for your next block after a FREE. Students may not visit River Street or other schools during frees unless approved by administration. *Frees are a privilege and may be taken away at any time at the discretion of the administration.

G. Late Check-In

Students on open campus do not have to report until their first class. **They must sign in with the Main Office prior to the time of their first class of the day.** When an announced schedule change requires their presence for the first period, these students must be here. Also see C. FREE Periods.

H. Early Dismissal

Early dismissals like tardies 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 with their daughter to give to the Main Office first thing in the morning/or day before indicating time of early dismissal, reason, and parent signature.

- **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 main office before they leave.
- Early dismissal will fall in the Tier 1 of the discipline guidelines. Points will be added for each early dismissal and consequences outlined in the discipline guidelines.

I. 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.
- Students MUST SIGN IN and OUT for their free in the main office.
- They are responsible for returning to scheduled classes on time.
- If there is an academic or behavior issue with a student, the Administration will suspend Open Campus for that student.
- Juniors and seniors who do not have open campus report to the assigned study hall during free time. Those whose behavior is unacceptable during these study halls may be subject to suspension or expulsion. Juniors and Seniors with FREE periods immediately after lunch may leave campus for lunch, however, ALL students are expected to attend homeroom daily.

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J. College Days

Juniors and Seniors are allowed excused absences for college visitations with the proper paperwork. This paperwork is available through the Main Office. 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 out, signed and returned to the SVA office when the student returns to school in order to receive an excused absence.

K. 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. Parents 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.**

L. Accidents

The school will make every effort to reach a parent or guardian in the event of an accidental fall or injury. 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.

M. Sickness

A student who does not feel well should report to the main office where we will call the parent. **The student should never call/text the parent from their cell phone for illness without going through the office.** A student may not leave school, even if ill, unless a parent or an adult designated by the parent is notified. All communications should go through the main office.

N. Prescription Medication

For the safety of all students, prescription medication may not be kept in student's purses or backpacks. All medication that needs to be taken throughout the day must be checked in with the Principal's Assistant. She will keep a log of this medication and administer as needed.

VII. CAMPUS REGULATIONS

A. 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 but not limited to 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 cheating 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. These are all examples of Honor Code Violations and will be handled as a Tier 3 infraction and consequences will be distributed based on the discipline guidelines.

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 nor received information to compromise this value. The work I turn in is my work alone.

Honor Code Violations: are considered expellable offenses and will be handled on a case by case basis

- a. **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. Copying from another student
 3. Plagiarism includes, but is not limited to:
 - a. Cutting and pasting from a source(s) and submitting as their own
 - b. Falsification of a citation in an assignment

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- 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

B. Academic Probation/Summer School

Any junior or senior student failing an academic subject at each quarter will be on academic probation and will lose their privilege of having open campus. The student 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.

C. Discipline

Discipline Guidelines

Tier 1: minor infractions, yet are violations of school policy	Tier 2: more serious than Tier 1 infractions	Tier 3: infractions which are a threat to the safety and/or security of others
1 Point each	10 Points each	20 Points each
<ul style="list-style-type: none"> • student may receive a warning, disciplinary points, and/or repercussions up to immediate expulsion. 	<ul style="list-style-type: none"> • student may receive a warning, disciplinary points, and/or repercussions up to immediate expulsion. 	<ul style="list-style-type: none"> • student may receive a warning, disciplinary points, and/or repercussions up to immediate expulsion.
Student infractions at this level may be handled by individual teachers or referred directly to the Administration.	For violating offenses at this level, students will be referred directly to the Administration.	For violating offenses at this level, students will be referred directly to the Administration.
Below are listed examples of Tier 1 offenses:	Below are listed examples of Tier 2 offenses:	Below are listed examples of Tier 3 offenses:
<ul style="list-style-type: none"> • Late to school • Late to class • Chewing gum • Eating or drinking in non-approved areas • Class disruptions • Rude language • Uniform violation (including ID, shirt, socks, shoes, skirt) • Failure to follow instructions • Early dismissals 	<ul style="list-style-type: none"> • Presence in an unauthorized area • Skipping class • Disrespect • Abusive language • Obscene writing • Boisterous or disruptive conduct • Inappropriate use of computer or electronic device • Possessing and/or using an unauthorized electronic device to include but not limited to: cell phone, i-pod, i-watch, i-pad, laptop • Missed Saturday Detention 	<ul style="list-style-type: none"> • Fighting of any kind on or off campus • Verbal abuse • Filming/Recording/Posting of any disruption/ event considered in violation of our policies • Bullying/Hazing • Cyberbullying • Sexting • Use of hazardous materials or weapons • Vandalism • Skipping school • Leaving campus without permission • Drugs, Alcohol, Tobacco, Vaping

THE DISCIPLINARY PROCESS

1. Teachers have the right to establish individual disciplinary policies within their classroom and assume the responsibility of enforcement of those policies.
2. Teachers have the right to report and post in Core, Tier 1 offenses except for being late to school.

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3. Tier 2 and Tier 3 infractions will receive verbal and/or written notice from the supervising adult, and the infraction will be reported to the Principal. The Principal will record the infraction, disciplinary points, and/or repercussions incurred on the student's disciplinary record. Principal will develop and present a written plan of improvement.
4. Upon the accusation of a serious disciplinary infraction, the student has the right to complete a written explanation of the event which will become a part of her disciplinary record.

ANNUAL ACCUMULATION OF POINTS

- 5 Points: Friday After School Detention
- 10 Points: Saturday Morning Detention.
- 15 Points: Disciplinary Probation - parent conference with the Principal and will receive 2 days in-school suspension.
- 20 Points or More: Disciplinary Warning – parent conference with the Principal, and will receive 5 days in school suspension and/or dismissal from SVA

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. Locks will be collected at the end of the school year. There is a \$10 charge if the lock is not turned in.

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 midday or at 3pm.**

F. Visitors

Visitors are required to sign in with the Main Office and will be directed to their destination. 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 [chorus vests] or Bahama Joe's) *PE/Gym Uniforms will be available for purchase 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. Or the navy dri-fit short sleeve.
- c. White T-shirts ONLY permitted under uniform blouses.
- d. ONLY the top button should be unbuttoned at any time.
- e. **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 the 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. **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.
7. **Socks:** White **ONLY**; calf or knee high; no trim.
8. **Cool Weather Apparel includes:**
 - a. Only SVA sweaters, vests, letter jackets, rain jackets, ½ zip fleece, scarf and puffer coat may be worn. **(All must have the SVA emblem)**.
 - b. **NO** non-SVA sweatshirts, sweaters, sweatpants or pajama bottoms may be worn at any time. No blankets can be carried around the school campus.
 - c. Tights and leggings in black or navy, may be worn on cold days. (No white socks over tights.)

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- d. Heavy jackets, hats, skullies and beanies may be worn in between classes but must be removed during class.
9. **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"). All shoes must have a closed toe and back. No flip flops or tank tops.
10. **Jewelry/Accessories:** Excessive accessories are not considered appropriate with a school uniform; therefore, the following restrictions hold:
- No dangle earrings with the exception of small hoops. Earrings are to be no larger than a quarter.
 - No more than 2 earrings per ear.
 - Facial piercings are limited to earrings, TWO per ear.
 - Necklaces are limited to one.
 - Rings are limited to two per hand.
 - Bracelets are limited to one per wrist. This includes a wristwatch.
 - No caps, bandannas, head wraps or scarves worn around the head. Head bands must be Navy.
 - No distracting hair styles or make up is permitted. No unnatural hair color is allowed.
 - No visible tattoos allowed. If a student has a tattoo it **MUST** be covered daily with a bandage or makeup.
11. **Valuable Articles:** Students are encouraged to leave their expensive 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. Students 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 are subject to Tier 1 discipline guidelines. Points will be added for each uniform violation and consequences outlined in the discipline guidelines. Students are required to keep their uniforms in order at all times during school. Out of uniform items will be confiscated and returned to the student at the end of the school year. **Following the uniform code is the personal responsibility of each student and her parents.**

H. Cell Phones & Unauthorized Electronic Devices

Each student will be assigned a cell phone locker that will be housed in the Main Office. All Students must place their phone in their cell phone locker each morning and may pick up at dismissal.

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; or hung on the wall hooks provided. Bags ARE NOT allowed to be stored on the ground due to fire code regulations.

J. School ID and Access Card

In order to maintain a secure campus, we use a key card system. Each teacher, staff, and student, will be issued a picture id card with a lanyard. This card will open the gate on Lincoln. It is very expensive to replace these cards, so please keep them accessible at all times. If the card is lost, replacement cost 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 doorbell is for visitors only. **This card is also your dining card for the cafeteria, so please have it with you at all times. Do not loan your id badge to other students. BADGES MUST BE WORN AT ALL TIMES.** Student ID cards will be collected at the end of the school and distributed when school resumes. Students who do not have their badge are subject to Tier 1 discipline guidelines.

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 the student a different perspective.

Every student is required to perform and report a **minimum** of 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 or the senior Ministry class.** 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. Forms

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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 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.

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. **Students who may have a Free during religious services must be on campus to attend.** 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 the faculty committee for their **outstanding** qualities in the areas of scholarship, leadership, character and service. A student must have a cumulative average of 95 to be eligible for nomination in either junior or senior year. For seniors of the class of 2021 Fall induction the minimum GPA will remain 90 or above based on the 2019-20 guidelines. 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 and have an excellent tardy and attendance record to be recommended to join this group of school leaders. Any student that is admitted to NHS MUST maintain the 95 GPA (90 for the Class of 2021) and 20 hours of service per year or they will be put on probation.

D. Chorus

Students are selected for membership through auditions. Practice is held after school on Wednesdays. Chorus vests may be purchased from A-1 Uniforms. 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, cross country and one act play 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.**

G. Dances

All dances are lock-ins. Students must be present at the required time or will be 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. The student will be subject to Tier 3 discipline guidelines. Police are present at all dances. All school guidelines and policies cover school sponsored events.

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.

I. 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 days.

J. 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.

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5. The student should support, by frequent attendance, all school sponsored functions (games, dances, concerts, plays etc.)
- 6.) **Any student with chronic disciplinary and/or attendance problems is ineligible for election to office. If the disciplinary issues occur after the election, the officer will be removed.**

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 for all high schools according to The Georgia Board of Regents. 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 in PE/Health, .5 in Fine Arts, .5 Computer Principles 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, 4 in Science, 3 in Social Studies, 4 in Math and 2 in the same Foreign Language.
- 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. Yearly selection of courses occurs in the spring.
- A student's final schedule will be available in Core. Academic requirements are outlined in the Academic Curriculum Guide on the school website www.svaga.net under About Us -> Academics link.

Grading and Reporting System

A. 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.

B. 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.

C. 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. 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.
 2. 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.
 3. 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. Dual Enrollment

- i. Students must meet with the High School College Counselor and Academic Dean to discuss options prior to enrollment.
- ii. Dual Enrollment grades are weighted as AP.
- iii. All Dual Enrollment students are required to be on campus to take Religion as an SVA requirement for Graduation.

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.

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1. A final weighted and unweighted GPA and numeric average will appear on the students' transcripts.
2. 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 numerical average of core classes.
3. Course distinctions:
 - a. CP (College Prep)
 - b. H (Honors) carry an extra 5-point weight
 - c. AP (Advanced Placement) carry an extra 10-point weight
4. The Honors and AP courses that garner extra points in determining a weighted numerical 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
5. 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 (but are not limited to):
Computer, Fine Arts courses, Physical Education (including Team Sports), Health, Women's Health and Recreational Games

f. Reporting

In order to maintain the integrity of our program, minimize classroom distractions, and maximize the instructional time in all courses, students who wish to discuss a class grade(s) on any assessments, must make an appointment with the teacher. Teachers will not discuss grades during class time.

- 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/CORE
 1. A course syllabus should be uploaded to CORE for all courses.
 2. Teachers will update their electronic gradebook (CORE) **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 the 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 the first week of the semester.
 3. The course syllabus should have an overview of major themes, and approximate dates of major projects/exams/papers.

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D. Honor Roll

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

To be eligible for the honor roll, a student cannot receive a grade lower than an 80 in any class and must take a minimum of four academic courses for the year.

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 10 points; Honors courses garner an extra 5 points. Weighted GPA 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.

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. 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. 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.

G. 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 CORE 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.

H. 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 CORE. The school provides every student and parent with a password. Teachers are required to return emails and calls within 24 hours of receiving them.

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- For an update on day-to-day activities, please go to our website at: www.svaga.net and click on the 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. Senior Year Items of Interest:

- 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.
- 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.
- 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.
- Class Night, Baccalaureate Mass 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.

XI. 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. Parents may make an appointment to discuss ACT/SAT testing, college options, or career path with the Guidance Counselor at any time.

- 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.

XII. 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 90 in core subjects calculated on a 4.0 system. All core courses offered in the SVA curriculum make your daughter Hope "eligible." It is however, up to her to perform well enough to receive the minimum average to receive HOPE.

- A student's high school HOPE scholarship GPA is not the same as our high school GPA.

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 receive tuition assistance, while those in private institutions receive a specified amount yearly.

XIII. ADVANCEMENT AND ALUMNAE 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. To contact the Director of Alumnae call 226-1727 or Director of Advancement/Marketing 226-1731. To send a gift to SVA: Please go to www.svaga.net.

XIV. 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 parents 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 both the unborn child and the school community.

XV. 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

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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.

XVI. SAFE SCHOOL 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 K9's in locker areas and classrooms.

- If the K9 hits on an illegal scent of a student's property, the administration will confiscate the property.
 - The Principal will notify the parents/guardians who will need to come to school, be present for the search of the student's property.
- The parent and/or Guardian must take their daughter for a drug test immediately.
 - The refusal to take a drug test or positive results could alter the course of the student's status at SVA.
- The student must be tested at a testing location determined by the school.
 - This information will be provided to the parents.

All Tornado, Fire, Intruder, and Safe School Search drills are on file in the principal's office and available upon request by a parent.

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