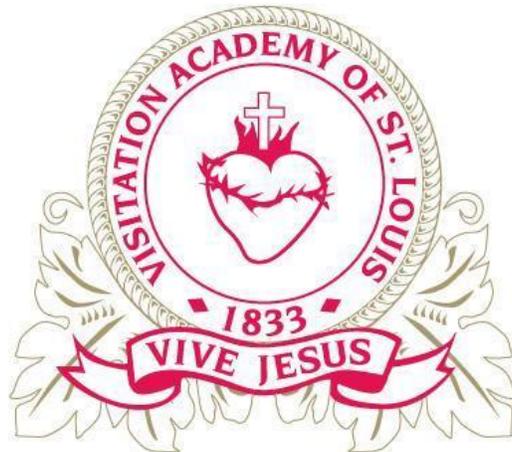


# Upper School Handbook

2012-2013



## TABLE OF CONTENTS

<u>MISSION STATEMENT</u>	5
<u>STATEMENT OF PHILOSOPHY</u>	5
<u>PORTRAIT OF A GRADUATE</u>	6
<u>WHOM TO CALL</u>	6
<u>GENERAL POLICIES AND PROCEDURES</u>	7
<u>Attendance</u>	7
<u>Book Bags</u>	10
<u>Cellular Phones</u>	10
<u>Drop-Off and Dismissal</u>	10
<u>Evening Activities</u>	10
<u>Extracurricular Events</u>	10
<u>Flower/Gift Deliveries</u>	11
<u>Health</u>	11
<u>Healthy Snack List</u>	12
<u>Homeroom</u>	12
<u>Inclement Weather</u>	12
<u>Limited Access Areas</u>	12
<u>Lockers</u>	13
<u>Lost and Found</u>	13
<u>Messages</u>	13
<u>Money and Valuables</u>	13
<u>Non-Discrimination</u>	14

<a href="#"><u>Outside Collections/Fund Raisers</u></a>	14
<a href="#"><u>Parking and Vehicle Registration</u></a>	14
<a href="#"><u>Religious Activities</u></a>	14
<a href="#"><u>Search of Vehicles</u></a>	15
<a href="#"><u>Security</u></a>	15
<a href="#"><u>Uniform/Dress Code</u></a>	15
<a href="#"><u>Use of Building</u></a>	16
<a href="#"><u>Visiting Other Schools</u></a>	16
<a href="#"><u>Visitors</u></a>	16
<a href="#"><u>ACADEMIC POLICIES</u></a>	16
<a href="#"><u>Academic Notification</u></a>	16
<a href="#"><u>Cheating and Plagiarism</u></a>	17
<a href="#"><u>College Credit Courses</u></a>	17
<a href="#"><u>College Entrance/Counseling</u></a>	18
<a href="#"><u>Course Changes</u></a>	19
<a href="#"><u>Course Selection Procedure</u></a>	19
<a href="#"><u>Educational Support Program</u></a>	19
<a href="#"><u>Examination Policy</u></a>	19
<a href="#"><u>Grading System</u></a>	20
<a href="#"><u>Graduation Requirements</u></a>	20
<a href="#"><u>Homework</u></a>	20
<a href="#"><u>National Honor Society/ National Junior Honor Society</u></a>	21
<a href="#"><u>Valedictorian/Salutatorian</u></a>	21
<a href="#"><u>Release of Student Information</u></a>	21

<u>Testing Program</u>	22
<u>STUDENT RESPONSIBILITIES, POLICIES AND PROCEDURES</u>	22
<u>Disciplinary Action/Consequences</u>	22
<u>Serious Offenses</u>	24
<u>STUDENT/PARENT HANDBOOK</u>	27
<u>APPENDICES</u>	28

## **Live + Jesus**

Welcome to the one hundred eightieth year of Visitation education in St. Louis. The spirit of the Visitation and of this Parent-Student Handbook is the spirit of our founder, Saint Francis de Sales: “Nothing is so strong as gentleness; nothing is so gentle as real strength.” We interpret this as a firm but gentle approach to the education and development of your daughters in an environment that values excellence in scholarship, spirituality, leadership and service. A special emphasis is placed on the Salesian philosophy and Visitation charism as our students are challenged to “Live Jesus.”

The Parent-Student Handbook includes our mission statement, philosophy, academic policies, school procedures and regulations. All policies, procedures and regulations are intended to help each student grow in individual freedom, personal responsibility and self-discipline. We encourage parents and students to review the handbook and utilize it as a reference throughout the year. We look forward to the new year with enthusiasm and excitement and we thank you for entrusting your daughters to us.

### **The Visitation Academy Mission Statement**

Visitation Academy is a community of students, religious, faculty, staff, parents and alumnae that exists to educate children and young women and to receive and share Jesus as Mary did in her visitation to Elizabeth.

In an environment which values excellence in scholarship, spirituality, leadership and service, this Visitation community encourages students to develop their unique gifts.

As students learn to live Jesus with gentleness, humility, joy and freedom, they are prepared to continue to grow and to respond to others, the Church and the global community.

### **Statement of Philosophy of Visitation Academy**

Visitation Academy is a private, Catholic school educating young boy, girls and young women ages 2-18. The Lower School includes a co-ed Montessori preschool program and an all girls’ grade school program through Grade 6. The Upper School offers a challenging college preparatory program for young women Grades 7 through 12.

Visitation Academy is a ministry of the Sisters of the Visitation whose way of life expresses the spirituality of the founders of their Order, St. Francis de Sales and St. Jane de Chantal. These saints encouraged all to “Live Jesus” with optimism, gentleness, joy, humility and inner freedom. The Mission of the Academy mirrors Mary’s visitation to Elizabeth: her acceptance of Jesus in her own life and her commitment to carry Him to others.

This receiving and sharing of the Lord is our model as a community whose interaction encourages the growth and development of each student. We seek to recognize each student as unique and to help each realize his/her potential. We challenge each person to develop self-discipline rooted in inner strength and gentleness as well as awareness of self and of others.

Through curricular and extracurricular activities we provide opportunities that promote spirituality and integrity, critical thinking and scholarship, leadership and service, responsibility and respect for life and the environment. As members of the Visitation Community we help the students and each other develop identity as integrated persons embodying Christian values.

## Portrait of a Graduate

A Visitation graduate strives to integrate Salesian principles into every aspect of her life and to embrace each member of God's creation as Mary greeted Elizabeth - with profound respect and love.

In a life centered in Christ, a Visitation graduate

1. Lives Jesus and acts on the basis of truthful convictions, as an honest person worthy of trust
2. Understands, witnesses, and articulates the Salesian virtues of humility, gentleness, freedom, joy, and optimism
3. Pursues a life that embodies our motto Live + Jesus which balances mind, body, and spirit
4. Shows respect for herself and all God's creation
5. Responds to God's presence in her life and shares God's love through prayer and service
6. Interacts with others in a way that reflects the relationship between Mary and Elizabeth in the Visitation

In a life devoted to the love of learning, upon the completion of a challenging college preparatory curriculum, a Visitation graduate

1. Applies critical thinking skills in both written and oral form, which facilitates analysis, logical reasoning, and articulate communication
2. Seeks experiences that stimulate intellectual curiosity and encourage life-long learning
3. Responds to challenges in an adaptable, informed, and spiritually grounded manner
4. Possesses the strength to think and act independently and ethically
5. Demonstrates a mastery of problem-solving techniques that allow her to analyze, synthesize, and evaluate effectively

In a life centered upon community building and leadership, a Visitation graduate

1. Identifies and uses unique leadership skills as she seeks opportunities to model her faith and to serve her local and global community
2. Responds to leadership challenges in a fashion that fosters collaboration, unity, and respect for each individual
3. Devises strategies to meet new challenges

In a life that promotes personal growth, balance, and respect for all creation, a Visitation graduate

1. Acts as a "gentle presence in a violent world"
2. Pursues spiritual renewal and enriching experiences
3. Shows an openness toward and an appreciation for diverse religious traditions and cultures
4. Seeks experiences that promote awareness of and appreciation for the arts, humanities, and living a healthy lifestyle

### WHOM TO CALL

#### Where to Call - Whom to See

To report your daughter's absence any time before 8:15 a.m. 314-625-9161 (Automated voice mail)  
After 8:15 a.m. Mrs. Colleen Hebron (Administrative Assistant) 314-625-9125

To discuss student's health or medical problem  
Mrs. Lois Poepsel (School Nurse) 314-625-9129

For matters dealing with student discipline or planned/extended absences  
Mrs. Barbara McMullen (Assistant Principal) 314-625-9124

For matters dealing with scheduling, course selection; college counseling; counseling and testing or academic progress\*  
Mrs. Kate Reddy Director of Guidance, Counseling and Testing 314-625-9139

Mrs. Adele Hayes (Counselor) 314-625-9138; Ms. Margaret FitzGibbons (Counselor) 314-625-9140  
Mrs. Alice O'Donnell (Administrative Assistant) 314-625-9141  
\* Or contact classroom teacher

For matters dealing with attendance, tardiness, early dismissal; to report a change of name, address or phone number; or to request a transcript

Mrs. Colleen Hebron (Administrative Assistant) 314-625-9125

For matters dealing with student activities

Mrs. Ann Cleeland (Administrative Assistant) 314-625-9126

To contact the Upper School Principal

Mrs. Ann Cleeland (Administrative Assistant) 314-625-9126

To contact the Assistant Upper School Principal

Mrs. Colleen Hebron (Administrative Assistant) 314-625-9125

To FAX papers to the School Office: 314-432-7210

To contact a teacher, 314-625+ extension (which can be found in the Buzz Book)

To contact a teacher through the Main Switchboard, leave a voice mail: 314-625-9100

For matters dealing with financial aid

Mrs. Mindy Unland (Staff Accountant) 314-625-9115

To inquire about billings and payments of accounts

Mrs. Mary Beth O'Brien (Staff Accountant) 314-625-9113

To discuss admission

Mrs. Ashley Giljum (Admission Director) 314-625-9102

Mrs. Linda Kettmann (Administrative Assistant) 314-625-9103

Parents are encouraged to contact Mrs. Mary Ellen Schraeder, Mrs. Barbara McMullen or your daughter's teacher(s) at any time.

## **GENERAL POLICIES AND PROCEDURES**

### **Attendance**

Attendance is taken every morning at 8 a.m. and is checked again during each class period. Each student is expected to be in her classroom in full uniform with the required materials for her morning classes by 8 a.m. She is expected to remain in the school building from the time she arrives until school is dismissed or until the student's after-school activities have ended.

#### **A. Arrival and Departure**

Any student arriving before 7:55 a.m. must use Door 6 on the side of the Upper School building. For safety reasons any student arriving after 7:55 a.m. must use the Main Entrance and report to the Upper School Office to sign in. A student who has permission to leave early must sign out in the Upper School Office. School is dismissed from Door 6 at 3 p.m., Monday through Friday. After 3:30 p.m., students must wait for rides inside the building in Cass Commons. We encourage your daughter to arrive after 7:30 a.m. and leave school before 4 p.m. if she is not involved in a school activity.

## **B. Absences**

Illness or family emergency: The parent or guardian must telephone 314-625-9161 by 8:15 a.m. each day the student is absent and leave the following information:

- Day and date of absence • Student's name and grade
- Reason for absence • Relationship of the student and caller

Upon returning from an absence, a student must bring a signed note from her parent or guardian to the Upper School Office. Parents will be called if a student is absent and a phone call has not been received.

### **Late Arrival/Leaving Early** - Eligibility for Participation in Extracurricular Events:

Attendance is measured in class period increments. Students who arrive late to school must bring a note explaining the absence to the School Office and sign in. Students who need to leave before 3 p.m. must bring a note to the Upper School Office prior to 8 a.m. on the morning of the planned absence.

1. **Doctor and Dental Appointments:** Parents are urged to make medical and dental appointments before or after school, on early dismissal days, school holidays or on weekends. If an appointment during school time is absolutely necessary, the student must bring a note from home to the Upper School Office prior to or before 8 a.m. on the morning of the appointment. When she leaves for the appointment, and again when she returns, she must sign out and in at the Upper School Office.
2. **Eligibility for Participation in Extracurricular Events:** Students who miss part of the school day due to illness must be in attendance by 11 a.m. in order to be eligible to participate in a sport (game and/or practice) or other extracurricular activity. The exception would be a school-approved absence, granted in advance by the Assistant Principal. Students who leave school due to illness MAY NOT return to participate in that day's game, practice, or any other extracurricular activity. If a student develops a pattern of tardiness before or following extracurricular activities, the Assistant Principal and the moderator will determine consequences.

**Absence from PE Class:** If a student needs to be excused from physical education classes for more than a two-week period, a doctor's note must be submitted to the Assistant Principal. The student may not participate in a sport or extracurricular activity during this time. If a student has sustained an injury, she must present a doctor's note indicating her readiness to resume participation in PE class.

**Before or After School Holidays/Vacations/Planned Absences:** Vacation plans and planned absences should be arranged to avoid missing any school days. If any unusual circumstances arise, parents should notify the Assistant Principal in writing at least two weeks in advance. Any absence, which is not approved, will be considered an unexcused absence and the student will be given a zero for any work/test missed. If approval is given, it is the student's responsibility to meet each of her teachers to arrange for the completion of all assignments, quizzes, tests, etc. missed during her absence.

**College Visits:** College visits should be made during summer vacation and school holidays. A college visit taken on a school day is considered an absence.

**Making Up Assignments:** When a student is absent from class, it is her responsibility to contact the teacher in person or by e-mail on the first day she returns in order to make up any tests or work she has missed. Students will have one school day to make up work for one day's absence, two school days for two days' absence, etc. Days to make up work will be equal to the number of school days missed not the number of meetings of the classes. There are, of course, exceptional circumstances, but it is the student's responsibility to make arrangements with her teachers. In the case of missed tests, the same policy applies. If satisfactory arrangements have not been made, students will be required to make up tests after school on Wednesdays.

Students arriving after the start of the day or who are scheduled to leave early are to contact the teacher of any class missed or to be missed to submit the assignment due in that class or to take the test scheduled for the missed class. Failure to contact the teacher in person or by e-mail the day of the absence may result in forfeiture of the privilege of making up the missed work/test.

In the case of anticipated absences, i.e., doctor's appointments, college visits, field trips, sporting events, family trips, etc., all work including tests should be completed and submitted before the absence unless prior arrangements have been made with the teacher.

**Pattern of Absences:** A student who develops a pattern of absences on test days or periods (two or more absences) will be referred to the Assistant Principal for a conference with the teacher and Assistant Principal. Additional absences on test days or class periods may result in the forfeiture of the privilege of making up a test and a grade of "0" on the forfeited test. Certain assignments or projects may carry the same weight as a test and will be treated as a test in terms of absence.

**Non-School Sponsored Activities:** Parents are requested to not take their daughters out of school for non-school-sponsored activities or competitions.

### **C. Tardiness**

**To School:** The first bell rings at 7:55 a.m. (9:25 a.m. on late arrival days). Students must be in their classrooms by 8 a.m. (9:30 a.m. on late arrival days). Students who arrive after 8 a.m. (9:30 a.m.) are considered tardy and must report to the Upper School Office for an admission slip. A demerit will also be given at this time unless the student presents a brief note of explanation written by her parent/guardian. While we realize that in some cases tardiness cannot be avoided, we expect those instances to be rare. Tardiness for any reason disrupts the orderly operation of the school and particularly the classroom teacher and students. If a student begins to develop a pattern of tardiness, the Assistant Principal will intervene.

**To Class:** In order not to disturb the lesson in progress, upon entering the classroom, a student will present a note from the office (or another teacher).

### **D. Consequences for Unexcused Absence**

Students who incur unnecessary absences will suffer the natural consequences of their action. No tests, quizzes, or homework will be allowed to be made up, and students will receive an "F" for that work, if an absence is not excused.

### **E. Excessive Absences**

Regular attendance to class is essential to benefit from the educational process. Students who are absent miss instruction, discussion, and participatory activities that enrich and deepen their understanding of key concepts. Students who exceed 15 class absences per class per year may not receive credit for that class. Students may not accumulate more than five absences per quarter. These absences include, but are not limited to: illness, family obligations, medical appointments, late arrivals, or early departures. If a student loses class credit, she will be required to meet with her counselor and administrators to develop a plan to make up the lost credit.

Extended or excessive absences due to serious illness will be addressed on a case-by-case basis.

### **Book Bags/Laptop Bags**

Book bags must be small enough to fit in student lockers. Students are expected to store their book bags in their lockers throughout the day. Only laptops with the Viz laptop bag provided with the laptop, books, and materials for that class are to be brought to the classroom. Ample time between classes is provided for students to get to lockers to switch books and materials. Sport bags/equipment must be stored in the area designated and reserved by the Athletic Director. Students are expected to carry and to store their laptops in the Viz-issued laptop bag. Failure to do so could result in significant damage and expensive repairs to laptops.

### **Cellular Phones**

Students may not use cellular phones from 8 a.m. to 3 p.m. unless permission is given by a faculty member or an administrator. Misuse of cell phones may be considered a serious offense. If a student uses a cell phone while a test is in progress, she may be given a zero. Any phone visible or in use during the day will be confiscated and given to the Assistant Principal. Consequences for such misuse include: a demerit, confiscation of cell phone and a conference with the Assistant Principal with the phone returned at the end of the day for the first instance; confiscation of cell phone and parents contacted to reclaim the phone for the second instance.

### **Drop-Off and Dismissal**

**Morning Drop-Off:** Enter campus at the traffic light, drive parallel to the building, proceed to and stop at the **crosswalk at Door 6**. Students exit vehicles on the **right** side—away from traffic—and proceed along the sidewalk to enter the Upper School at **Door 6**. Vehicles then proceed along the drive, turn left and drive along the outer edge of the parking lot and then exit campus by either the north or south exits. If book bags/laptop bags or sports equipment need to be retrieved from the trunk, the vehicle will need to pull over and park in the far left lane, students exit the vehicle on the **left**--away from traffic, retrieve bags and then walk on the sidewalk to the crosswalk and cross. Lane markings are for afternoon dismissal.

Door 6 is locked at the first bell. Students arriving after 7:55 a.m. (or 9:25 a.m. for Late Start) should enter by the main entrance at Door 4. Students arriving on campus before 7:55 a.m. are expected to enter at **Door 6** unless other arrangements have been made to accommodate injuries or access needs.

**Afternoon Dismissal:** Upper School students are expected to exit at **Door 6** at dismissal. Because of traffic lines for Lower School student pick up, parents of Upper School students are encouraged to arrive **at 3:25 p.m.** (This also gives their daughters time to get to their lockers and pack their book bags in a less anxious manner.) and use the far left lane for pick up. Students cross at the **crosswalk**, walk along the sidewalk and enter vehicles on the left side—away from traffic. Parents arriving **before 3:25 p.m.** are encouraged to park in open parking spaces and have their daughters walk to them using the crosswalks to cross driving lanes. **After 3:35 p.m.**, use the Circle Drive to pick up students waiting in Cass Commons. Except for after-school practices and activities, any pick up after 5:30 p.m. will be the main entrance at Door 4. *Upper School students who carpool with Lower School students meet the Lower School students at **Door 7** and are picked up at **Door 7** along with the Lower School students.*

### **Evening Activities**

Since faculty members are required to remain until the last student is picked up, parents are expected to pick up daughters when after-school activities are scheduled to dismiss.

### **Extracurricular Events**

Clothing – Clothing should be modest and not revealing in any manner and must be appropriate for the event. See “Uniform Dress Code” for complete details.

Guests - Guests may attend, by invitation only, extracurricular events. A guest must be listed on the permission slip and provide accurate information in order to be admitted to dances or the prom.

## **Flower/Gift Deliveries**

Gifts including flowers and/or balloon deliveries will NOT be accepted at school.

## **Health**

### **A. Documentation**

Parents must complete and submit the *Student Emergency/Information Sheet* and registration forms information indicating any special needs their daughter may have. Additionally, the *Health Examination Record* is submitted to document immunizations and physical examinations (for those entering seventh and ninth grades and all new entrants to Visitation Academy).

### **B. Illness**

Parents will be called when a student goes to the Nurse's Office with fever, vomiting, diarrhea, rash of undetermined origin, signs of pink eye, head lice or other circumstances. In the case of temporary distress, such as a headache or stomachache, the student has the opportunity to rest and parents generally are not called. A registered nurse is on duty from 8 a.m. - 3 p.m.

The student may return to school under the following circumstances:

- \* Temperature is normal for 24 hours.
- \* No rash exists or a note from the doctor stating student is not contagious.
- \* Regular diet for 24 hours following vomiting/diarrhea.
- \* Absence of pink eye symptoms or antibiotic treatment has been started.
- \* Absence of lice eggs or nits with treatment.

### **C. Medication**

Any medication a student takes must be kept in the Nurse's Office. A written physician's order for any prescription medication is required and must contain the student's name, reason for medication, dosage and time interval to be given. Prescription medications must be brought to school in a labeled container. Over-the-counter medication will only be given when the permission slip has been signed. The following medications will be kept on hand: Tylenol, Ibuprofen, Tums, Benadryl, Halls cough drops and Midol. A registered nurse is on duty from 8 a.m. – 3 p.m.

### **D. Pregnancy**

In keeping with the teachings of the Roman Catholic Church with regard to respect for life, Visitation will offer support to a young woman willing to carry and deliver a child. Administrators will consult with the student and her parents to develop an educational plan.

### **E. Wellness Program**

Children need access to healthy foods and opportunities to be physically active in order to grow, learn and to become all that God intended. It has also been proven that good health fosters student attendance and effective learning. Visitation Academy recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive wellness program. Therefore, Visitation Academy has developed a Wellness Program to achieve the following goals:

- Students will have access to a variety of nutritious and appealing foods that meet the nutritional requirements of the U.S. Dietary Guidelines for Americans and appropriate time to eat nutritional foods.
- Students will be provided opportunities, support and encouragement to be physically active on a regular basis while in the school setting.
- Students will be provided health, nutrition and physical education to foster lifelong healthy eating and physical activity.
- Students will flourish within a clean, safe and healthy environment.

**Healthy Snack List (suggested items):** ice fruit cups, pudding, yogurt, pretzels, fresh fruit or vegetables, dried fruits, fruit smoothies, granola bars, bread sticks, cheese, graham crackers, low fat pudding, baked chips, trail/cereal mix, fruit cookies, low fat/calorie cookies, low calorie soft drinks, sport ice teas, fruit based drinks that contain at least 50% real fruit juice, water and decaffeinated drinks. **To protect the health of students with serious food allergies, only snacks/treats that do not contain nuts or their derivatives and are not processed in facilities or with equipment that processed nuts are permitted.**

For more information about healthy snacks and eating, please refer to these web sites.

**Web sites:** eatright.org;  
choosemyplate.gov;  
nutritionexplorations.org;  
healthykidsmo.org;  
letsmove.gov  
schoolnutrition.org

### **Homeroom**

The Homeroom time block includes 10 minutes of unstructured time followed by open study, time to meet with teachers, choirs, grade-level teacher meetings, class meetings, college advisory, and scheduled Homeroom time. The period revolves around Masses, prayer services, and assemblies. The activities occur on a Monday-Friday schedule. Students are grouped in 7<sup>th</sup> and 8<sup>th</sup> grade Homeroom groups and mixed 9<sup>th</sup>-12<sup>th</sup> grade Homeroom groups.

Unless students are going to choir, class meeting, or college advisory, they are expected to check in with their homeroom teacher and remain in that room for the duration of the time period. Students used a “homeroom pass” when leaving their homerooms to get help from teachers, going to laptop repair or the technology office, or other specific purposes.

### **Inclement Weather**

Cancellation of classes - If the Administration should decide to cancel classes because of inclement weather, parents will be notified by the automated voice messaging system. It will also be announced on the home page of the Visitation web site.

Additionally, announcements will be made over radio station KMOX 1120 AM as well as KTVI Channel 2, KMOV Channel 4, and KSDK Channel 5. Students and parents are asked to listen to the radio or television and not to telephone the school. If inclement weather necessitates early dismissal, parents will be notified by the automated voice messaging system. *Visitation Academy* will be shown on the Call ID note. Please listen to the message; do not overload the phone lines by calling the School Office to determine the reason for the call. If there is a special need to check at school, call 314-625-9267 for recorded information. It will also be posted on the home page of the Visitation web site.

Snow Schedule - If classes will be on the snow schedule, this announcement, too, will be made through the above-mentioned radio stations and television channels, with the first class beginning at 9:30 a.m. and the last class ending at 3 p.m.

### **Limited Access Areas**

**Brent Room, Theatre and DeChantal Hall** are off-limits for recreation, eating or study during the school day. All rooms may be used with adult permission only.

**Alumnae Hall, Cass Commons, Menard Deck and Science Wing Foyer** - Policies regarding the use or abuse of Alumnae Hall, Cass Commons, Menard Deck and the Science Wing Foyer and the furniture are posted. No food or drink is allowed in these areas, and students should make proper use of the furniture. Misuse may result in a demerit and the loss of the privilege for the student.

**Dining Hall** - Eating is permitted only in the Dining Hall. Students are expected to use trays, sit at the tables designated for their class, use good table manners, clean up the table, dispose of trash, and return dishes and trays before leaving. Food and/or drinks are not allowed outside the Dining Hall without permission before, during or after school hours. Rules for the Dining Hall apply at all times.

**Gymnasium and Balcony** - Students are not allowed in the gym, gym balcony or fitness room without the authorized permission and supervision of an adult. An adult must be present at all times. Athletic Department equipment may not be used without permission and adult supervision. All equipment must be returned in good condition.

**Library** - The library is open from 7:30 a.m. to 4:30 p.m., Monday through Wednesday; 7:30 a.m. to 3 p.m., Thursday and Friday. A student may check out books for two weeks and renew them twice. Books can be renewed in person, by e-mail or over the phone. Books returned late carry a fine. A student may check out magazines for two weeks.

The library is a quiet study area at all times. Students are to keep silent, leave the tables and study carrels in good order, put chairs under the tables, and put papers in recycling container and trash in the wastebasket. In general, each student should leave the library so that it will be an attractive place for her and for others to study. Books and magazines should be handled carefully and never marked or mutilated.

### **Lockers**

Each student has her own assigned locker that is the property of Visitation and, therefore, may be opened by the Administration at any time with or without the student's consent. A student may not move to another locker without the permission of the Assistant Principal. Lockers should be kept neat and clean; writing on the lockers is prohibited. Nothing should be stuck to the door or the sides of the locker that cannot be readily removed; **only soft magnets may be used. Cellophane tape is never permitted.** Students are responsible for the lockers to which they have been assigned. Lockers must be kept locked at all times. If there is a problem with the locker, please contact the Upper School Administrative Assistant.

### **Lost and Found**

The Lost and Found is located in the Upper School Dining Room. Items not claimed by the end of the semester will be given to charity. Please mark all clothing items and books with student names to facilitate identification and return.

### **Messages**

Messages may be left for students only when absolutely necessary. Notes will be put on lockers, and students are responsible for checking for notes throughout the day. **Should parents need to provide critical or upsetting information, they are expected to communicate it in person in order to provide the support needed for the situation.**

### **Money and Valuables**

Students should not bring any valuables to school because the school cannot be responsible for such items. We ask that **ONLY CHECKS** be sent as payment for school activities and business. If it is necessary for a student to bring a considerable amount of money or valuable items to school, she should check it with the Upper School Administrative Assistant when she arrives in the morning.

### **Non-Discrimination**

Visitation Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to its students. Visitation Academy does not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, financial assistance, athletic or other school-administered programs.

### **Outside Collections/Fund Raisers**

Visitation Academy participates only in school-sponsored charitable programs to assist the poor and needy. These programs are coordinated through Campus Ministry. Our students are encouraged to support these programs.

### **Parking and Vehicle Registration**

Driving and parking at Visitation are privileges. Because the parking lot is part of the school campus, all school policies apply to this area. Students may be asked to open their car or trunk at any time. Students may park only **inside** the gates on the side parking lot on the northernmost side and alongside the gym in a student assigned space. All students who drive must register their car licenses in the Upper School Office. Each car a student may drive must be registered. Students are expected to follow safety regulations. Violation of these registration and parking rules may result in the suspension of these privileges.

### **Religious Activities**

An integral part of the Visitation Academy Mission is nurturing a faith community through shared prayer and worship. In addition to morning and afternoon prayer and prayer before each class, a variety of religious activities are required. These are school functions; therefore, school regulations apply to them even though they may not be held on the campus.

#### **1. First Friday liturgies**

2. **Retreats for each of the Grades 7 through 12.** If for some reason a student does not make the retreat with her class, she must make it up. Arrangements are made through Campus Ministry.

3. **Various service projects during the year:** These projects include Thanksgiving food and clothing drives, adopting a needy family at Christmas, and requests made by authorized agencies. Service projects and collections for worthwhile programs must be coordinated through Campus Ministry.

4. **Apostolic Service Program:** The service program is coordinated by the Campus Minister. All service hours must be approved by and documented with the Campus Minister. Students are required to accumulate 120 hours of service. These hours are to be distributed throughout the four high school years with freshmen and sophomores expected to earn a minimum of 20 hours each year. The Junior Apostolic Program allows students to earn 60 hours. Rising seniors complete and document any remaining service hours by **November 30<sup>th</sup>** of their senior year.

#### **5. Other Opportunities:**

Eucharistic Adoration      Thursdays before First Fridays

Liturgies:                      Mass of the Holy Spirit  
    Feast of St. Margaret Mary and the Feast of St. Francis de Sales  
    Eighth-grade Regional Mass  
    Ash Wednesday  
    Mother-Daughter Mass  
    Baccalaureate (12th grade only)  
    Junior Ring/Apostolic Service Commissioning Mass (11th grade only)  
    Eighth-grade Mass

Prayer Services:	Opening of School Crescent Ceremony/Reception of Bibles (new students only) Thanksgiving Advent Lent Foundation Day School Closing
Reconciliation Services	Advent and Lent

### Search of Vehicles

Dances - all vehicles are subject to search (inside and trunk) before students and guests enter the dance.

Other Events - vehicles may be searched.

### Security

All outside doors are locked throughout the day to provide a secure environment for all students and faculty. Entry into the building after 8 a.m. must be made through the main front entrance at Door 4. In order to maintain the secure environment, students are not to prop doors open nor open the doors for non-school personnel or students. Should a student need to go to her vehicle, she must get permission from a faculty member who will stay at the door to monitor her and allow her to reenter at Door 6. Students are encouraged to arrive after 7:30 a.m. and leave by 3:30 p.m. unless they are participating in after school activities. Students remaining after 3:30 p.m. are to report to Cass Commons, sign in with the faculty supervisor and stay in that area until their rides arrive.

### Uniforms/Dress Code

The school uniform is a symbol of the Visitation school community. Out of respect for themselves, their classmates, their teachers, and their school, students choose to wear appropriate uniform pieces of the correct size and in good repair. Students are expected to maintain a neat and well-groomed appearance. It will be considered a serious offense when a student repeatedly chooses not to wear the correct uniform. Parents should endeavor to see that their daughters arrive at school in uniform. Uniforms should be purchased from Just Me Apparel. Exceptions to the dress code for religious or medical reasons must be approved by the Assistant Principal.

### **Visitation School Uniform**

- Skirt:** Regulation red plaid skirt of appropriate size, in good repair and proper length. Length should be no shorter than the width of a hand above the knee. Skirts must be zipped and not rolled at the waist. Shorts worn under the skirts must not be visible.
- Shirt:**
- a. White (polo-style with a collar) knit shirt,** long or short sleeves. No logo other than that of Visitation.
  - b. Navy (polo-style with a collar) knit shirt,** long or short sleeves, must have the Visitation logo.
  - c. White turtleneck** - no logo other than that of Visitation.
  - d. Oxford cloth white blouse,** short or long sleeves.  
No oversized shirts or shirts with a logo other than that of Visitation.
  - e. Shirt** must be tucked in at all times. A plain short or long sleeve white T-shirt may be worn under a white or navy uniform shirt. A navy or red plain shirt may be worn under a navy uniform shirt.
  - f. A Visitation T-shirt** may be worn on Spirit Days. Only Viz shirts are permitted.
- Blazer:** Red blazer with Visitation Crest is a required part of the dress uniform. Students are free to wear the blazer at any time, but it must be worn for First Friday liturgies and special occasions.

<b>Sweaters:</b>	Red monogrammed crew neck or cardigan, or navy monogrammed crew neck, V-neck pullover with crest, vest, or cardigan in good condition (i.e. no holes or fraying).
<b>Sweatshirt:</b>	Uniform sweatshirt/senior sweatshirt only may be worn over a uniform shirt. On Spirit Days, other Visitation sweatshirts and only Visitation sweatshirts may be worn as part of the uniform.
<b>Shoes:</b>	Tennis shoes or brown or black slip-on or oxford-style leather shoes. NO flip-flops, clogs, sandals, hiking boots, or other boots of any kind are allowed. Students are not permitted to wear shoes that mark or damage the floors. Heels of shoes may not exceed two inches. Shoes <u>must</u> have hard soles, backs and may not have open toes.
<b>Socks:</b>	Solid white, navy, black, or grey socks or footed navy, black or charcoal grey tights may be worn.
<b>Gym Uniform:</b>	Uniform gym shorts and T-shirt with socks and tennis shoes. (If physical education classes are in session on non-uniform days, the gym uniform is required.)
<b>Leggings:</b>	Ankle-length, lace-free leggings in navy, black, or charcoal grey may be worn.
<b>Dress Uniform:</b>	Red blazer, white uniform shirt, uniform skirt, and black flats comprise the dress uniform. Black tights or black ankle-length lace-free leggings may be added in cooler weather.

**Non-Uniform/Extracurricular Dress Code**--The manner of dress should be modest and appropriate for the event and the place as specified by the Administration. Clothing must not be revealing in any manner. **Shorts are not permitted unless specifically stated**. Example: Field Day and Activity Day - PE shorts are required. Dress for field trips or special events will be specified by the teacher coordinating the trip/event in consultation with the principal.

### **Use of Building**

Students and/or parents do not have access to the building (lockers, classrooms, gym, etc.) on Saturdays and Sundays unless a school-sponsored and chaperoned activity is in progress. Students and/or parents are limited to the area of the activity. **The monastery is the private home of the Sisters; students/parents are not to seek access to the school through the monastery.**

### **Visiting Other Schools**

Students are not permitted on the campuses of other schools before, during, or after school hours or on weekends except by invitation and/or for social or athletic events.

### **Visitors**

All visitors are to enter at Door 4, sign in with the receptionist who will give them nametags and direct them to their desired locations. Visitors are to sign out before leaving the building and return nametags.

Students who want to have friends visit the school should receive permission from the Assistant Upper School Principal prior to the visit.

## **ACADEMIC POLICIES**

### **Academic Notifications**

**On-line Grades:** Students and parents may review grades and assignments on an ongoing basis on-line. A description of the procedure for accessing this information is provided at the beginning of the year.

**Progress Reports:** Parents/guardians are encouraged to use NetClassroom to check their daughters' progress regularly. Teachers may notify parents/guardians if their daughter has a 79 per cent average or less in one or more subjects at the midpoint of each quarter.

**Report Cards:** Report cards will be mailed approximately two weeks after the end of each semester. Please call the Upper School Office, if report cards are not received in a timely manner. Questions about grades should be directed to the appropriate teacher.

**Parent Conferences:** Following the first quarter, there will be one evening and one day set aside for parents to confer with teachers. Conferences following the semester and the third quarter are held at the request of a parent by making an appointment with individual teachers. If your daughter is having academic difficulties in any subject at any time, please contact the classroom teacher immediately. Please call or e-mail and arrange a time to speak with her teacher.

**Academic Probation:** If a student's semester average falls below 80 percent, the student will be placed on academic probation, and a parent conference will be requested by the Upper School Assistant Principal. If a student remains on academic probation for a second semester, she may not hold office in any organization or participate in extracurricular activities or school-sponsored athletic events; a second parent conference will be required. A student who remains on academic probation for two semesters may be asked to withdraw from Visitation.

**Failing a Course/Credit Recovery:** Student who is failing a course at the end of the first semester must meet with her counselor to begin the process of credit recovery. A student who has failed a course must make up course work by working independently, with tutors, or through a plan approved by the Upper School Assistant Principal and Department Chairperson. The student must complete the course to the satisfaction of the teacher of the course and the Department Chairperson. A 70 percent (Passing) will be the highest grade awarded to any student who fails a course and makes up the work.

### **Cheating and Plagiarism**

Our expectation is that students will be honest. Cheating and plagiarism are very serious offenses. Cheating includes—but is not limited to—the seeking or passing of answers on quizzes, tests, or homework, copying another person's work; the possession or use of cheat sheets, pre-programmed or electronic devices, and acts of plagiarism. The consequences for cheating will include referral to the Assistant Principal and will range from loss of credit for an assignment to withdrawal for cause.

Plagiarism is the use and claiming of someone else's work as one's own. Plagiarism includes the following:

- Borrowing ideas without documentation (students should give credit to the source of those ideas);
- Copying even a few words exactly without quotation marks and documentation;
- Having someone give the writer so much help that the writing or the idea is no longer actually hers;
- Copying someone else's published or unpublished written work or part of a written work.

While plagiarism of printed or media sources may be intentional or unintentional, it violates international copyright law and is thus illegal. Because plagiarism is a form of cheating, the plagiarized work receives a zero (0).

### **College Credit Courses**

There are two programs through which sophomores, juniors and seniors at Visitation can earn from three to 12 hours of college credit in each academic subject: Saint Louis University's 1-8-1-8 Program and the Advanced Placement Program. Some colleges and universities will award credit; others may recognize only one. Washington University, for instance, no longer accepts 1-8-1-8 credit. Saint Louis University's 1-8-1-8 program requires a fee. Students register and complete 1-8-1-8 courses at Visitation. The fee for the course is sent to Saint Louis University. If a

student receives a B (87%) or higher in the 1-8-1-8 course, she automatically receives college credit. The grade appears on a Saint Louis University transcript (when fee is paid). AP courses are also available in many subjects.

If a student completes an AP course and takes the AP exam (see specific course description for exam requirement), many colleges will grant hours of college credit. For further information, contact the Counseling Office. The number of college credit hours depends on the grade earned on the AP exam. Each college sets its own policy for determining the number of credits it will award. The student does not automatically receive college credit for an AP class. A fee is required for the AP Exam. Students are responsible for finding out which programs their college choices honor. Students will be allowed to register for a maximum of three AP/college credit classes excluding fine arts AP/college credit courses. Should a student wish to take a fourth AP/college credit course, she must make the request in writing and meet the criteria. The Assistant Principal, counselor and AP/college credit teacher will meet with the student and her parents to discuss the request, if necessary. The Upper School Principal will make the final decision regarding a fourth AP/college credit course. For a course to be scheduled, eight students must request the course. Any course that drops below five students after the first week of school will be canceled.

1. All College Credit (CC) and Advanced Placement (AP) courses will be weighted for purposes of calculating Grade Point Average (GPA).
2. The amount of weight given a CC/AP course will be five (5) points to each semester grade, exam grade, and final grade.
3. Report card and transcript grades reflect the honor points.

### **College Entrance/Counseling**

The College Counseling Team consists of the Counseling and Testing Department chairperson and five faculty members who act as college advisors. The small student/faculty ratio in this program insures that students receive individual assistance. Whenever possible, students are able to choose their individual college advisor.

The College Counseling program begins in the 9th grade when counselors meet with students individually, discuss individual test result and interests, and advise them about career options. During ninth grade, students will also become familiar with the Naviance program which is an on-line college search and application program. Beginning in tenth grade and continuing through twelfth grade, students will meet individually and in groups with their college counselor to discuss standardized test results and career and college interests. Throughout the program, parents are invited to attend meetings` on curriculum and college topics.

During senior year, in addition to meeting with her college counselor, each student also meets with her college advisor individually and in small groups on a regular basis. College nights for students and parents are held in both the junior and senior years to address the topics of college choice and financial aid.

**Counseling Program** Beginning in seventh grade and continuing through senior year, each student will meet individually with her counselor as well as in small and large groups with members of the counseling department to discuss topics related to academics, social, and emotional development. Each student will have scheduled meetings with her counselor twice per school year and on an as-needed basis. Either the student or counselor may request meetings throughout the school year.

The Counseling Department also encourages parent involvement and is available to parents by phone, email, and in person. The Counseling Department also hosts parent information evenings throughout the school year on topics ranging from personal development to college topics. All dates are posted on the school calendar and in the Viz View.

### **Course Changes**

Course changes begin in the Counseling Department. For further information on dropping or adding courses, or withdrawal from a class, please refer to the *Program of Studies*.

### **Course Selection Procedure**

We ask students and their parents to study carefully the requirements and the course descriptions in the *Program of Studies*. As the student approaches her senior year, it is increasingly important that she also be aware of the entrance requirements of the colleges to which she is likely to apply. In early January, teachers of electives and advanced courses discuss those courses with prospective students in class settings.

### **Educational Support Program**

At Visitation Academy we are committed to the educational success of each student within the context of a rigorous college-preparatory curriculum. Students can expect to receive appropriate and realistic adjustments within the parameters of the school's financial and human resources. In order to receive adjustments, the following criteria must be included in the student's diagnostic evaluation:

- The examiner's credentials are clearly stated and appropriate for the learning difference that is being diagnosed. A release of information must be signed in order for Visitation Academy to communicate with the agency that has completed the evaluation.
- The evaluations should be no more than three years old for students in grades nine through twelve and no more than five years old for students in grades kindergarten through eight. A current ISP (Service Plan) will serve as documentation if the student is evaluated through the public school.
- The evaluation must include relevant educational, developmental and medical history.
- The testing should be comprehensive. It should include measures of cognitive ability, current achievement, and information processing and evidence that alternative explanations were ruled out.
- There should be a specific diagnosis of a learning difference (i.e. learning disability, ADHD, language disorder).
- When an examiner diagnoses a disability, the functional limitations resulting from the disability for this student should be clearly described. It should also describe specific recommended accommodations.
- A copy of the evaluation on letterhead from the examiner must be kept on file in the Learning Consultant's office.

Once the information from the evaluation has been reviewed, a team will develop an appropriate Learning Profile for the student to be implemented at Visitation Academy.

### **Examination Policy**

Exams will be given at the end of each semester. The first semester exams will take place prior to Christmas vacation in the following subjects: English, foreign language, math, science, social studies and theology.

Examinations in all other subject areas will be given during class time. Final examinations will be given at the end of the school year in English, foreign language, math, science, social studies and theology. The exam grade will be computed to make up 10 percent of a student's semester average in each of the above mentioned subjects.

## **Grading System**

Grades for ALL courses are included in the GPA calculation. The GPA is a weighted average. Grades are recorded numerically at the end of each semester.

A+	100-99	Consistently excellent work that
A	98-95	demonstrates initiative, creativity,
A-	94-93	insight and scholarship
B+	92-91	Consistently superior work that
B	90-87	demonstrates above average
B-	86-85	comprehension and performance
C+	84-83	Consistently acceptable work that
C	82-80	demonstrates a satisfactory mastery of
C-	79-78	basic concepts and conscientious performance
D+	77-76	Fluctuating performance, inadequate
D	75-72	mastery, performance below the expectation
D-	71-70	of a college-preparatory school
F	Under 70	Unacceptable mastery and performance

## **Graduation Requirements**

A total of 28 credits and 120 hours of service are required for graduation. The minimum number of credits in each of the subject matter areas is:

Computer Education	.5credit
English	4 credits
Mathematics <sup>2</sup>	4 credits
Modern & Classical Languages <sup>1</sup>	2 credits
Science	3 credits
Social Studies	3 credits
Theology	4 credits
Fine and Performing Arts	2 credits
[Beginning with the Class of 2015 1.5 credits]	
Physical Education	2 credit
[Beginning with the Class of 2015 1.5 credits]	
[Beginning with the Class of 2016 1 credit]	
Health [Beginning with the Class of 2016]	.5 credit
Required Electives	3.5credits
[Beginning with the Class of 2015 4.5 credits]	

<sup>1</sup>Students must complete three levels (two credits) of a Modern or Classical Language.

<sup>2</sup>Students must have four credits in Math or complete math courses through CC Calculus I (Beginning with the Class of 2016, students must have four credits in Math.)

Students at all grade levels 9-12 are required to take a minimum of six credits per year. Students must complete all credits to participate in the graduation ceremony.

## **Homework**

Ordinarily, each teacher assigns homework nightly. If a student is absent or misses a class, it is the student's responsibility to contact the teacher in person or by e-mail on the first day she returns in order to make up any tests or work missed. Students will have one school day to make up work for one day's absence, two school days for two

day's absence, etc. Days to make up work will be equal to the number of school days missed not the number of meetings of the classes. There are, of course, exceptional circumstances, but it is the student's responsibility to make arrangements with her teachers.

### **National Honor Society/National Junior Honor Society**

In accordance with our Mission Statement, "... In an environment which values excellence in scholarship, spirituality, leadership and service..." students qualify as members in these two organizations based on their academic achievement. Freshmen, sophomores, juniors and seniors are selected for membership in the National Honor Society on the basis of the four following criteria:

1. The student demonstrates academic excellence by having a cumulative average of 93.5% for NHS and 95% for NJHS.
2. The student demonstrates leadership in some capacity, whether it is by successfully holding offices, positions of responsibility, demonstrating initiative in school activities or by being thoroughly dependable in any responsibility accepted.
3. The student has volunteered service to the civic community and/or school community.
4. The student demonstrates character through upholding principles of morality and ethics and exemplifying desirable qualities of behavior.

### **Procedures for National and National Junior Honor Society Membership**

1. Averages will be totaled for students after the end of the school year. Students who qualify academically will be notified.
2. Qualified students will be asked to fill out a form listing clubs, organizations, involvement in leadership positions, service areas, etc., both at Visitation and in their parish and community.
3. Faculty will be asked to contribute their observations of the qualifying students through both a checklist and open-ended questions.
4. The Administrative Board will make final selections among the academically qualified students based on the student's leadership, service and character.
5. All National and National Junior Honor Society members will be inducted at a special ceremony in the fall.
6. When National Junior Honor Society members are in 10<sup>th</sup> grade, they will be reevaluated before being accepted into the National Honor Society. (See criteria above.)

### **Policy for Selection of Valedictorian and Salutatorian**

Since calculations for senior grades are based on the cumulative GPA up to and including the second semester of senior year, only those students who have attended Visitation Academy for Grades 9 through 12 qualify for this distinction.

### **Release of Student Information**

Visitation Academy is committed to working together with parents, teachers, students and outside service providers, agencies, or schools, when appropriate, in order to provide a learning environment in which students can be successful. When it is necessary to release or exchange information regarding a student with any agency or service provider outside of Visitation Academy or another school, the following requirements must be met:

- Parents must sign a release of information form as requested by Visitation Academy.

- Information (i.e. rating scales, observation forms, school records, etc.) will be submitted by Visitation Academy directly to the outside agency, service provider, or school. A record of this release or exchange shall be kept in the student's file.

### **Testing Program**

The testing program at Visitation Academy is multifaceted. Mainly, the program provides objective assessment of the student's ability and/or achievement for the student, parents, and school personnel. The specific goals of the testing program are to:

1. Assess each student's academic progress from year to year
2. Spotlight areas of relative strengths and weaknesses
3. Predict success in some Upper School classes
4. Predict success in college admission
5. Indicate possible college major
6. Practice for college admission tests
7. Assess areas of strength and weakness in the curriculum

Other testing services offered by the program include college advanced placement examinations, career inventories, personality assessment and individual ability testing.

The sequence of testing in Grades 7-12 provides for ability and/or achievement testing, career inventories and personality questionnaires. In Grades 7, 8, 10 and 11 the students take ability and/or achievement tests. (While the ACT and SAT are not administered during school hours at Visitation to juniors and seniors, they are strongly encouraged to sit for those exams on scheduled Saturdays.) A career and a personality assessment in Grade 9 and a career test as part of other testing in Grades 10, 11 and 12 are also given.

## **STUDENT RESPONSIBILITIES, POLICIES AND PROCEDURES**

The following policies and procedures apply to all students, all common areas, school grounds, school-sponsored activities at Visitation, as well as those sponsored by other schools. These policies and procedures have been developed not only to create harmonious order within the school community, but also to express and support the values Visitation attempts to instill in each student.

Violations are not limited to offenses listed in this handbook. Any behavior that disrupts the learning environment or does not support the values of Visitation may result in disciplinary action. Attentive to our mission as a Christian community, we will respond to individuals and each situation in accordance with the philosophy and spirit of the school.

Administrative Board - In some cases involving a serious offense, the Upper School Administration will collaborate with the Administrative Board to determine the action to be taken. The Administrative Board is made up of the Upper School Principal and Assistant Principal and four faculty members elected by the faculty.

### **Disciplinary Action/Consequences**

Any of the following infractions may result in: a demerit, referral, detention, supervised work, parent conference, mandatory attendance on a non-teaching day, suspension (in-school or out-of-school), disciplinary probation or expulsion:

- Behavior that disrupts the learning process
- Cheating
- Cutting Class or Advisory
- Disrespect toward adults or students
- Excessive number of demerits
- Failure to attend service session
- Harassment
- Imprudent/reckless driving
- Minor offenses
- Obscene or inappropriate language
- Smoking
- Stealing
- Substance abuse/use of alcohol on campus or at school-sponsored event
- Truancy
- Vandalism
- Violation of the Internet usage policy
- Violence or threat of violence
- Out-of-school conduct that has a negative impact on the reputation of the school, faculty/staff members, or students

**1. Demerit:** A mark given for a minor infraction of a school rule. A student will be informed verbally by a teacher of the infraction. A demerit slip verifying the offense is given to the student and the class moderator. When a student accumulates three demerits, she will be assigned a detention or supervised work. An accumulation of six demerits in a semester will result in a conference with the Assistant Principal, and parents will be notified. If there is no improvement in the student's behavior, additional disciplinary action will be taken. Demerits may be given for the following reasons:

- Chewing gum
- Food/drink outside the Dining Hall without permission
- Tardy to class
- Tardy to school
- Uniform violations (See Uniform Code)
- Any other violation of school rules
- Misuse of cell phones - students may not use cell phones from 8 a.m. to 3 p.m. unless permission is given and supervised by a faculty member. If a test is in progress a student may be given a zero. Any phone visible or in use during the school day will be confiscated and given to the Assistant Principal. Consequences for such misuse include: a demerit, confiscation of cell phone and a conference with the Assistant Principal with the phone returned at the end of the day for the first instance; confiscation of cell phone and parents contacted to reclaim the phone for the second instance.

**2. Referral:** For more serious instances of unacceptable behavior, referrals are issued. A copy is sent to the Assistant Principal. Consequences for a referral range from detention to disciplinary probation or withdrawal for cause. Referrals may be issued for:

- Cutting Class
- Dishonesty
- Disruptive behavior
- Disrespect
- Lack of reverence or participation in liturgies
- Violation of the Internet usage policy
- Other serious offenses

**3. Detention:** A student is assigned detention (a period of time where a student must sit quietly) when she accumulates three demerits. (Detention or supervised work may be assigned by any faculty member if the offense warrants more than a demerit.) A student assigned to a Wednesday detention must report to Room 115 by 3:05 p.m. and will be dismissed at 3:50 p.m. Should a student report to detention after 3:05 p.m., she will receive an additional detention.

**4. Disciplinary Probation and/or Behavioral Contract:** Disciplinary Probation is a period of time (determined by the Principal and Assistant Principal and the Administrative Board if called to convene, depending on the offense) during which a student's behavior is under special scrutiny. Disciplinary Probation will include a Behavioral Contract and may include any or all of the following consequences:

- a. Forfeiture of an office in any organization and/or of running for a future office
- b. Withdrawal from National Honor Society or National Junior Honor Society
- c. Suspension from extracurricular activities
- d. Suspension from school-sponsored events
- e. Suspension from the privilege of driving to and from school
- f. Mandatory meeting with a teacher
- g. Professional evaluation and/or assessment
- h. Other recommended consequences

**5. Suspension:** Suspension is the exclusion from the privilege of attending classes and participating in any school-sponsored event for a set period of time. This penalty may be enforced with the judgment of the Principal, Assistant Principal, and/or Administrative Board. When a student is suspended, she must make up all tests or quizzes given during that time. A student may be assigned in-school or out-of-school suspension. Suspension results in automatic disciplinary probation for a period of time to be determined by the Upper School Administration. Any suspension must be reported on college applications and filed in the student's permanent record.

**6. Expulsion/Withdrawal for Cause:** As a result of cumulative disciplinary actions or of a single, extremely serious conduct violation or action contrary to the mission and purpose of Visitation Academy, a student is required to withdraw from the school.

### **Serious Offenses**

Serious offenses are dealt with based on the gravity of the situation. The Administration reserves the right to determine if offenses are serious enough to warrant disciplinary probation, suspension, restitution or expulsion.

- A medical/psychological assessment may be required if it is determined that there are serious emotional concerns or behaviors that compromise the health of the student or other students.
- A professional recommendation stating the student may return to class must be presented before the student is allowed to attend class.

**If any behavior involves an illegal activity – outside authorities may be involved.**

**1. Leaving the school building without permission:** A student must remain in the school building from the time she arrives until school is dismissed or until the student's after-school activities have ended. It is essential that faculty and administrators know where students are at all times. During the school day, if a student needs to leave the building for any reason, she must go to the Upper School Office for permission, and leave and re-enter through Door 4 (main entrance) or have permission from a faculty member who monitors the student as she exits and re-enters the building.

Leaving the school campus without permission is always considered a serious offense.

**2. Cutting classes:** Any student who cuts a class or classes may expect the following:

- Any “cut” class is treated as an unnecessary absence. An “F” may be given and work may not be made up.
- With the first cut, the individual teacher determines the consequence and reports the cut to the Assistant Principal who schedules a conference with the student.
- With a second cut of the same or different class, the Assistant Principal has a conference with the student and notifies her parents that she has missed class twice and that a third cut warrants suspension from the class or mandatory supervised attendance after school or attendance or service work on a non-class day.
- With the third cut, the parents will meet with the Assistant Principal and additional disciplinary action will be taken.

**3. Misuse of Internet Resources:** Communications, photography, video or depictions through e-mail, text messages, web site, or social network postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature, (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community, (3) in the principal’s discretion, cause harm to the school or school community (collectively “inappropriate Electronic Conduct”) or violate Visitation’s Acceptable Use Policy, shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

**4. Smoking:** The school recognizes the fact that smoking is illegal in schools and violates the county ordinance, and is dangerous to health and property. Students are not allowed to smoke in the school building, on school grounds or at school-sponsored activities on or off campus. Possession of cigarettes is also considered an offense.

**5. Stealing:** Stealing is a serious offense. Consequences for stealing: restitution and, according to the gravity of the offense, disciplinary probation, suspension, or withdrawal for cause. Students should be careful to not leave money, purses, or other valuables around and to not leave lockers open or give locker combinations to others. (See “Money and Valuables,” page 13.)

**6. Substance Abuse:** Possession, distribution/sale and/or visible signs or evidence of use of alcohol, drugs or drug paraphernalia, or prescriptions not specifically prescribed for the individuals possessing, distributing, or using them are prohibited. Any infraction of this policy on campus or at any school-sponsored activity is cause for disciplinary action which may include disciplinary probation, suspension or withdrawal for cause, and the implementation of appropriate legal proceedings. The administration, based on reasonable belief, has the right to search lockers, administer a breathalyzer test, and/or have students empty the contents of their pockets, purses, sport bags, book bags, etc. Should students refuse to do so, they will be suspended. If a student needs the assistance of a treatment center, the school will do everything it can to assist a student with her work and/or to graduate with her class.

Students needing “over-the-counter” or prescription medications must report to the Nurse who will dispense these medications with their parents’ permission (and physician authorization for prescriptions).

**7. Vandalism:**

- a. Defacing school property including photographs and bulletin boards: Consequences: a student will repair, replace, or pay for damages and, according to the gravity of the offense, disciplinary probation, suspension, or withdrawal for cause. The Assistant Principal will notify the parents and/or appropriate authorities.

b. Pranks: Since pranks, no matter how innocently begun, often degenerate into vandalism, Visitation permits no pranks, senior or otherwise.

### **8. Violence or threats of violence:**

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property. Violence or threats of violence are counter to the Salesian virtues and Gospel message upon which the Visitation Academy community has been founded.

Weapons and objects that could be used as dangerous weapons are expressly prohibited on campus or at any school-sponsored activity on or off campus. **This policy applies to all students, parents, adults, and non-students who are on campus or at any school-sponsored activity on or off campus.**

In light of the violence occurring in schools in recent years, all threats involving weapons must be and will be taken seriously. Any student, teacher, or parents knowing about the presence of weapons or hearing threats to other students have a moral obligation to immediately report these threats to the administration. The administration, based on reasonable belief, has the right to search lockers and/or have students empty the contents of their pockets, purses, sport bags, book bags, etc. Should students refuse to do so, they will be suspended.

A student who has a gun on campus or at a school-sponsored activity will be suspended immediately and will be referred to the appropriate law enforcement authorities. A student who uses an object that could be used as a dangerous weapon to threaten or intimidate another will be suspended immediately and referred to appropriate law enforcement authorities. A student who makes threats involving a weapon to another student or faculty member will be suspended immediately and will be referred to appropriate authorities. A student who makes threats (not involving weapons) to another student or faculty member will receive disciplinary consequences and will be referred to appropriate authorities.

### **9. Bullying, intimidating or ostracizing behaviors**

Bullying, intimidating or ostracizing behaviors constitute a serious breach in the faith community and the learning environment of Visitation Academy. They create a hostile, threatening environment both for those who are the objects of these behaviors and for those who witness or have knowledge of these behaviors. This includes “cyberbullying” which is generally understood to be harassing or cruel behavior toward others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or electronic communications. These affronts to the dignity of individuals will not be tolerated. Anyone having knowledge of the bullying, intimidation or ostracism of students are to report it to counselors or administrators immediately. Students engaging in such behaviors will be subject to disciplinary action up to and including suspension or withdrawal for cause. Corrective action may also include a requirement for counseling with direction toward a plan involving behavior modification and developing prosocial skills. This plan and reports documenting progress in the plan shall be shared with the principal/assistant principal. Substantial progress in the plan shall be a requirement for remaining a member of the Visitation school community.

**10. Repeated violations:** If repeated violations of minor regulations occur, including not serving detentions, the student may face action under the procedure applicable to serious offenses.

## **STUDENT/PARENT HANDBOOK**

This Student/Parent Handbook contains established policies and procedures for the 2012-2013 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

## **APPENDICES**

**DAY SCHEDULE**

**TECHNOLOGY NETWORK/INTERNET ACCEPTABLE USE POLICY**

## Day Schedule

<b>Classes</b>
<b>1<sup>st</sup> Class</b>
<b>2<sup>nd</sup> Class</b>
<b>3<sup>rd</sup> Class</b>
<b>4<sup>th</sup> Class</b>
<b>5<sup>th</sup> Class</b>
<b>6<sup>th</sup> Class</b>
<b>7<sup>th</sup> Class</b>
<b>8<sup>th</sup> Class</b>

<b>Period</b>	<b>“A” Day</b>	<b>“B” Day</b>	<b>“C” Day</b>	<b>“D” Day</b>
<b>1</b>	<b>2<sup>nd</sup> Class</b>	<b>1<sup>st</sup> Class</b>	<b>1<sup>st</sup> Class</b>	<b>1<sup>st</sup> Class</b>
<b>2</b>	<b>3<sup>rd</sup> Class</b>	<b>3<sup>rd</sup> Class</b>	<b>2<sup>nd</sup> Class</b>	<b>2<sup>nd</sup> Class</b>
<b>3</b>	<b>4<sup>th</sup> Class</b>	<b>4<sup>th</sup> Class</b>	<b>4<sup>th</sup> Class</b>	<b>3<sup>rd</sup> Class</b>
<b>4</b>	<b>6<sup>th</sup> Class</b>	<b>5<sup>th</sup> Class</b>	<b>5<sup>th</sup> Class</b>	<b>5<sup>th</sup> Class</b>
<b>5</b>	<b>7<sup>th</sup> Class</b>	<b>7<sup>th</sup> Class</b>	<b>6<sup>th</sup> Class</b>	<b>6<sup>th</sup> Class</b>
<b>6</b>	<b>8<sup>th</sup> Class</b>	<b>8<sup>th</sup> Class</b>	<b>8<sup>th</sup> Class</b>	<b>7<sup>th</sup> Class</b>

# **Visitation Academy Technology Network/Internet Acceptable Use Policy**

Visitation Academy Technology offers to staff and students server access for storage and home access, email account, internet access and computer hardware including printers, computers, scanners, document cameras and Smart Boards etc. These guidelines and conditions of use apply to all employees, students, or anyone else with access to Visitation Academy resources. Operation of the network relies upon the proper conduct of the end users who must strictly follow the Visitation Academy guidelines and conditions of use. This requires proper, ethical, and legal utilization of the computer and network resources.

Visitation Academy filters access to inappropriate material to their best ability. Even with the best security and filtering, any user may discover controversial or offensive information and materials, either accidentally or intentionally. Visitation Academy does not excuse the use of controversial or offensive materials and cannot be held responsible for such use. If such inappropriate or offensive material is inadvertently encountered, it shall be disengaged from immediately.

This Acceptable Use Policy is binding on all employees and students of Visitation Academy while they are employed or enrolled as a matter of law, whether this agreement is signed or not. Signing this agreement will help Visitation Academy determine whether students and parents/ guardians are familiar with the Acceptable Use Policy.

Visitation Academy reserves the right to revise this policy at any time. Revisions will take effect immediately upon approval by Visitation Academy administration. The guidelines and conditions in this policy in no way limit Visitation Academy's right to manage its technology system as it sees fit, or restrict its authority to take any actions it determines necessary to effectively supervise, protect, and, if necessary, discipline students and staff.

## **Computer, Network, and Internet Guidelines and Conditions of Use**

**Acceptable Use** – Use of technology must be consistent with the educational objectives of Visitation Academy. Acceptable use is always ethical, reflects honesty, and shows courtesy. It demonstrates respect for intellectual property, ownership of information, and system security structures.

***Privileges/Consequences – The use of technology is a privilege, not a right. Users must recognize and practice acceptable and lawful uses of the technology in order to continue to be granted this privilege. Inappropriate use may result in a restriction of privileges, loss of privileges, suspension, expulsion and other disciplinary action.***

**PURPOSE:** To define and describe Visitation Academy's acceptable and unacceptable uses of provided technology and access to information resources.

1. Visitation Academy's "Computer network" shall include equipment and services, hardware, software, the transfer of information from one point to another, emails, access and connection to the Internet, storage of information, data, or any system, network, or equipment attached to the computer network. Visitation Academy has the right to place restrictions on use of the computer network.
2. Users have no privacy expectations in the contents of their personal files, emails and transfer of information and records of their activity while on or using the school computer and school network. Visitation Academy reserves the right to monitor, examine, restrict, or remove any material used, generated or stored by any user that is on its technology systems. Any unlawful information or activity may be reported to authorities.
3. Visitation Academy gives no warranties of any kind that services provided by or through the computer network will be error-free or without defect. Visitation Academy will not be responsible for any

damages users may suffer, including but not limited to, loss of data, interruption of service, or exposure to inappropriate material or people. Visitation Academy is not responsible for the accuracy or quality of the information obtained on or through the computer network. Visitation Academy will not be responsible for financial obligations arising through the unauthorized use of the computer network.

4. Successful operation of the computer network requires that all users regard the network as a shared resource and cooperate as a community. It is therefore essential that all users conduct themselves in a responsible, decent, ethical, polite, and lawful manner while using the computer network. This includes but is not limited downloading or streaming of large files during school hours
5. Cell phones are computers that provide educational tools and maybe used in the classroom under the direction of the classroom teacher. This AUP supports the Visitation Academy cell phone policy stated in the handbook and stresses that only teacher directed use of cell phones is permitted.
6. Social technology is an important means of communication. Digital artifacts such as pictures, statuses, postings and notes are a reflection of each individual and the organizations they represent. Students are to maintain respect, dignity and discretion as reflected in the Visitation Academy Charism.
7. The policy represents Visitation Academy's good faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet, and ensure accountability.
  - a. Visitation Academy will promote the effective, educational use of the Internet in school through the use of a filtering application and internet safety education.
  - b. Visitation Academy will provide the Acceptable Use Policy to parents/guardians of students of Visitation Academy. Parents/guardians must sign an agreement to allow their child to access the Internet. Upon receipt of the signed agreement, the student will be allowed access to Visitation Academy's Internet system.
  - c. Parents/guardians have the right at any time to see the content of any material created or accessed by their child/children and the contents of their child's e-mail files if technically possible. Parents/guardians have the right to request the termination of their child's Internet access or email account at any time by providing a request in writing.
8. Visitation Academy administration will establish what inappropriate use is and this decision is final. The administration retains the right to deny, revoke, or suspend specific user privileges, or restrict access to technology resources, require payment for any damaged or destroyed equipment, suspend, expel and bring criminal charges if deemed necessary.
9. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.
10. Attempts to compromise the security, reliability, or the functionality of any Visitation Academy technology systems will be considered a violation of this policy. This includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removing protection from technology tools, or the unauthorized blocking of access to information, applications, or areas of the network, or unauthorized access to outside proxies in order to receive blocked unauthorized services such as instant messaging, outside email, peer-to-peer functions (music & games), etc.
  - a. Installing, using and playing peer-to-peer applications and technology on school equipment is prohibited.

11. A few examples of user activities that violate this policy:
  - a. Using or reproducing copyrighted material without permission.
  - b. Commercial advertising or unethical/illegal solicitation.
  - c. Accessing, creating or sending a file or web site that contains pornographic, obscene, racist, sexist, inflammatory, threatening or slanderous toward others pictures, videos, stories, or other material; making copies of such material, or distributing or exposing others to such material.
  - d. Sending or posting messages that are obscene, profane, racist, sexist, inflammatory, threatening, or slanderous toward others.
  - e. Creating and or placing a computer virus on the network or any workstation.
  - f. Entering, posting or sending messages or information with someone else's name on it or misrepresenting the source of information entered or sent.
  - g. Revealing home addresses, e-mail addresses, or phone number of other students or colleagues.
  - h. Harassing others or requesting or distributing addresses, home phone numbers, or other personal information, which could then be used to make inappropriate calls or contacts.
  - i. Sending chain letters or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people).
  - j. Sharing passwords. The only person to ever use a password is the person to whom it belongs.
  - k. Attempting to access and/or alter information in restricted areas of any network or in any way violate the confidentiality rights of other users on any network.
  - l. Any internet usage that would embarrass, discredit, or jeopardize the safety of any student or school employee or negatively impact the image of the school.
  - m. Exhibiting any school logo or uniform on the Internet without school approval.
  - n. Any usage that violates local or federal laws.
  - o. Failing to report violations of this plan or other conditions that may interfere with the appropriate and efficient use of school resources. Users are required to report any misuse of the Acceptable Use Policy to the Technology Director as soon as they are discovered.

Revised 6/23/11