Middle School Handbook

2017 - 2018
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Welcome to the one hundred eighty-fifth 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 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 that provides exceptional commitment to educating the minds and hearts of young women in the Visitation Salesian Tradition.

The Academy offers four programs that challenge students to be confident, curious, and creative: a well-established co-ed Montessori program for ages 2-5; a strong foundation for girls in grades 1-5; an excellent middle school environment for young women in grades 6-8; an outstanding college preparatory high school program that inspires lifelong learning.

Sponsored by the Sisters of the Visitation since 1833, the Academy expresses the spirituality of Visitation’s founders, St. Francis de Sales and St. Jane de Chantal. These saints encourage us to “Live Jesus” with optimism, gentleness, humility, joy, 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 Jesus is our model as a faith community that calls students to realize their unique potential and to develop self-discipline rooted in inner strength and gentleness.

Through curricular and extracurricular activities and example, we provide opportunities that promote spirituality and service, critical thinking and scholarship, leadership and integrity, responsibility and respect for life and the environment. As members of the Visitation community, we, the administration, faculty and staff, help the students and each other develop as integrated persons embodying Christian values.
Portrait of a Middle School Student

A Middle School student at Visitation Academy:

- Lives Jesus according to Gospel values and Salesian spirituality
- Shows respect for herself and God’s creation; respects the unique gifts and challenges of others
- Is a person of character who gives generously of herself in service to others
- Values and displays a love of learning and excellence in scholarship
- Solves problems analytically, logically and creatively through independent, critical thinking
- Organizes information, manages her time, and applies effective study strategies
- Is a confident and articulate communicator
- Demonstrates initiative, self-direction, and cooperation when collaborating with others
- Applies knowledge and skills across the curriculum and to real-world situations
- Is a responsible digital citizen
- Recognizes her role in a global society and appreciates cultural diversity
- Models confidence, self-reliance, and resilience; feels empowered to make a difference in the world
- Understands the importance of balance in mind, body, and spirit
- Is fully prepared to thrive and excel in Upper School

WHOM TO CALL

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

To discuss student’s health or medical problem
Mrs. Renee McVey (School Nurse) 314-625-9129

For matters dealing with student discipline or planned/extended absences
Mrs. Jane Eschmann (Principal) 314-625-9201

For matters dealing with curriculum or instruction
Mrs. Jane Eschmann (Principal) 314-625-9201

For matters dealing with academic progress please contact your daughter’s teacher directly

For matters dealing with scheduling, course selection; counseling and testing
Mrs. Angie Jung (Counselor, Middle School) 314-625-9289
Mrs. Alice O’Donnell (Administrative Assistant) 314-625-9141

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. Rita Greiner (Administrative Assistant) 314-625-9126

To contact the Principal, Middle School
Mrs. Rita Greiner (Administrative Assistant) 314-625-9126
To contact the Assistant Principal, Mrs. Katie Wilson 314-625-9123

To send a FAX to the School Office: 314-432-7210

To leave a voicemail message for a teacher, dial the main school number: 314-625-9100

A list of faculty extensions and email addresses can be found in the Buzz Book or on the Visitation website.

For matters dealing with financial aid
Mrs. Mindy Unland (Staff Accountant) 314-625-9295

To inquire about billings and payments of accounts
Mrs. Judy Dooling (Staff Accountant) 314-625-9294

To discuss admission
Mrs. Sharon Spellman (Director of Admission) 314-625-9102
Mrs. Stephanie Dolan (Director of Admission Marketing) 314-625-9266
Mrs. Linda Kettmann (Administrative Assistant) 314-625-9103

Parents are encouraged to contact the Middle School Principal, Mrs. Jane Eschmann, Assistant Principal, Mrs. Katie Wilson, or your daughter’s teacher(s) at any time.

GENERAL POLICIES AND PROCEDURES

Advisory Period
The Advisory period includes time for study, meetings with teachers, class meetings, and scheduled Advisory activities. Advisory occurs mid-morning, Monday through Friday. Students are assigned to Advisories by grade-level in Middle School.

Unless students are going to a class meeting they are expected to check in with their Advisor and remain in that room for the duration of the time period. Students also check-in with their advisor before attending Masses, prayer services, and assemblies. Students use a “hall pass” when leaving their Advisory to get help from teachers, going to laptop repair or the technology office, or traveling to other areas for specific purposes.

Attendance
Prompt, regular attendance is expected of all Visitation students.
Attendance is taken every morning at 8:00 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 8:00 a.m. (9:00 a.m. on Mondays). 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. (8:55 a.m. on Mondays) must use Door 6 on the north side of the school building. For safety reasons any student arriving after 7:55 a.m. (8:55 a.m. on Mondays) must use the Main Entrance and report to the School Office to sign in. A student who has permission to leave early must sign out in the School Office. School is dismissed from Door 6 at 3:00 p.m., Monday through Friday. Students are not permitted to depart from any door other than Door 6 between the hours of 3:00 p.m. and 3:30 p.m. After 3:30 p.m. Middle School students must report to the After School Program to wait for their rides. Students who attend club meetings after school will be escorted by the club moderator to the After School Program room if a parent is not there to pick the student up after the meeting.
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

In cases of extended absence due to extraordinary circumstances (such as a hospitalization, death in the family, etc.), the parents should also contact the Middle School Principal at 315-625-9201.

Upon returning from an absence, a student must bring a signed note from her parent or guardian to the School Office. Parents will be called if a student is absent and a phone call has not been received. For absences of five or more days due to illness, a doctor’s note confirming a student’s readiness to return to classes is required.

Late Arrival/Leaving Early
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 3:00 p.m. must bring a note to the School Office prior to 8:00 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 late start or early dismissal days, school holidays or on weekends. **Mondays are great days for such appointments due to our 9:00 a.m. late start.** If an appointment during school time is absolutely necessary, the student must bring a note from home to the School Office prior to or before 8:00 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 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 11:00 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 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 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 School Office. 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:** Vacations and planned absences should be arranged to avoid missing any school days if at all possible. If any unusual circumstances arise, parents should contact the Principal in writing via email at least two weeks in advance for approval of the absence. Any absence which is not approved will be considered an unexcused absence and the student may be given a zero for any work/test missed. If approval is given, it is the student’s responsibility to contact each of her teachers to arrange for the completion of all assignments, quizzes, tests, etc. missed during her absence. Teachers are not expected to provide additional teaching/tutoring for students who miss school due to vacations or other activities not directly sponsored by Visitation Academy. In these situations, it is the parent’s responsibility to seek additional help outside of Visitation Academy to assist the student in catching up on work missed.

**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. Except for planned absences, 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. The same policy applies to tests missed due to absence. Parents of students who are absent for an extended period of time should contact the Middle School Principal to develop a plan for making up work and transitioning back to school.

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 or planned absences, i.e., doctor’s appointments, field trips, sporting events, family trips, etc., all work including tests should be completed and submitted according to arrangements made with the teacher in advance of the absence.

**Pattern of Absences:** A Middle School student who develops a pattern of absences will be referred to the Principal, a conference will be held and consequences determined on a case-by-case basis.

**Non-School Sponsored Activities:** Parents are requested to avoid taking 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. (8:55 a.m. on Mondays). Students must be in their classrooms by 8:00 a.m. (9:00 a.m. on Mondays). Students who arrive after the scheduled start time of classes (8:00 a.m. or 9:00 a.m.) are considered tardy and must report to the 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 is stressful for the student and 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 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. Unexcused Absences

Unexcused absences put the student in a difficult position and put an undue burden on her teachers. The problem is amplified when the student is involved in a group project or assignment. Students who incur unnecessary absences will suffer the natural consequences of their absence as determined by the Principal in consultation with the teachers. Natural consequences may include receiving a zero for assignments, tests, and quizzes missed during the absence.

E. Excessive Absences

Regular attendance 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. Extended or excessive absences due to serious illness will be addressed on a case-by-case basis.
Birthday Parties and Other Exclusive Celebrations/Activities
As a Salesian Community, Visitation promotes an environment that is respectful and inclusive of all students. Situations in which small groups of students have birthday celebrations or other special activities at school are not consistent with an inclusive environment. Birthday treats should only be shared during Advisory with the student’s Advisory or all of the Advisories in that grade level. Special treats or lunches should NOT be brought into school at lunchtime.

Book Bags/Laptop Bags/Sport Bags and Athletic Equipment
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. No book bags are to be used or seen during the school day. Due to fire code and safety regulations, laptops, book bags, books or other supplies should NEVER be left in the hallways. Only laptops in a Viz issued laptop bag, 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. 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.

Sport bags/equipment must be stored in the area designated and reserved by the Athletic Director.

Cellular Phones
Cellular phones must be turned off and left in the student's locker from 8:00 a.m. to 3:00 p.m. unless permission is given by a faculty member or an administrator. Misuse of cell phones may be considered a serious offense, depending on the nature of the 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 School Office. Consequences for such misuse include: a demerit, confiscation of cell phone and a conference with the 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 Ballas Road traffic light and proceed along the loop driveway, around the school building to the end of the driveway by Door 6. Students exit vehicles on the right side—away from traffic—and proceed along the sidewalk to enter the school building at Door 6. Vehicles then proceed along the drive, turn left, re-enter the loop driveway and 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 into a Visitor’s space in the lot to the north of Door 6. Students should exit the vehicle, retrieve bags and then walk on the sidewalk to the crosswalk. For the safety of our students, it is important that drivers adhere to posted speed limits and directional signage at all times.

Door 6 is locked at the first bell. Students arriving after 7:55 a.m. (8:55 a.m. on Mondays) 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: Middle School students are expected to exit at Door 6 at dismissal. Parents are encouraged to arrive between 3:15 and 3:25 p.m. and use the right lane for pick up. (This gives the students time to get to their lockers and pack their book bags in a less anxious manner.) Parents arriving before 3:15 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 3:30 p.m., Middle School students waiting in the After School Program will meet their ride at Door 4. Except for after-school practices and activities, any pick up after 5:30 p.m. will be the main entrance at Door 4. Middle School students who carpool with Lower School students meet the Lower School students at Door 9 and are picked up at Door 9 along with the Lower School students.

ALL students must be picked up by 6:00 PM when the receptionist leaves the building.
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 extracurricular events by invitation only.

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 Form, Medication Consent Form, and Student Health Information form indicating any special needs their daughter may have. Additionally, the Health Examination Record is submitted to document immunizations and physical examinations (for those entering sixth and ninth grades and all new entrants to Visitation Academy).

B. Health Room Passes
Students are expected to obtain a Health Room Pass before going to see the school nurse. The nurse will sign the pass and give it to the student when she returns to class.

C. Illness
Students who do not feel well during the school day must see the School Nurse before being allowed to go home. 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 8:00 a.m. - 3:00 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.

D. 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 a Medication Consent Form 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 8:00 a.m. – 3:00 p.m.

E. 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.

F. 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 wellbeing 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): 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, iced teas, fruit based drinks that contain at least 50% real fruit juice, water and decaffeinated drinks.

VISITATION ACADEMY IS A NUT-FREE ENVIRONMENT: 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. This includes items fried in peanut or nut oils.

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

Additionally, announcements will be made over KTVI Channel 2, KMOV Channel 4, and KSDK Channel 5. Students and parents are asked to watch the television or check the stations’ online school closing listings rather than telephone the school. If inclement weather necessitates early dismissal, parents will be notified by the automated messaging system. Visitation Academy will be shown on the Caller ID note. Please check 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 homepage 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 10:00 a.m. and the last class ending at 3:00 p.m.

Limited Access Areas
Theatre and DeChantal Hall are off-limits for recreation, eating or study during the school day unless under the supervision of a faculty member.

Alumnae Hall, Cass Commons, Menard Deck and Science Wing Foyer - 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.

Viz Café - Eating lunch is permitted only in the Viz Café or in the courtyard (weather permitting). Students are expected to use trays, sit at the tables, use good table manners, clean up the table, dispose of trash, and return dishes and trays before leaving. At
lunchtime, students are expected to remain in Viz Cafe or the courtyard until dismissed to return to class.

**Courtyard - Use of the courtyard is a privilege.** Students who eat in the courtyard are expected to bring trays, utensils, cups, and any trash back into the building to the dish return area. Students need to be aware that classes may be in session, and therefore should keep their voices at a moderate level when in the courtyard.

**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 for Middle School students from 7:30 a.m. to 4:30 p.m., Monday through Thursday; 7:30 a.m. to 3:00 p.m., Friday. A student may check out books and magazines for two weeks and renew if no one else is waiting to check them out. Materials can be renewed in person, or by e-mail. Lost or damaged materials will be replaced at the student’s expense.

**The library is a quiet study area during the school day.** Tables and other areas seat only four students. Students should be respectfully quiet, maintaining an academic atmosphere, and cleaning up their areas when they leave. In general, each student should leave the library so that it will be an attractive place for her and for others to study.

**Lockers**
Each student is assigned a 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. Combination locks are provided to each Middle School student and are to be returned at the end of each school year. **Middle School students are expected to keep their lockers locked at all times. Failure to do so will result in a demerit.** A student may not move to another locker without the permission of the School Office. 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. If there is a problem with the locker, please contact the School Administrative Assistant.

**Lost and Found**
The Lost and Found is located in the Viz Café and also in the MS/US Office. 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 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 and 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 and students are encouraged to support these programs.

Sale of Items at School
Under no circumstances are students allowed to sell trinkets, magnets, vinyl monogram stickers, or others items to Visitation students at school.

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 Grades 6 through 8.
3. Various service projects during the year: These projects could 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. 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
     - Mother-Daughter Mass
     - Eighth-grade Regional Mass
     - Ash Wednesday
     - Foundation Day
     - Eighth-grade Celebration Mass
   - Prayer Services:
     - Opening of School
     - Advent
     - Lent
     - School Closing
   - Reconciliation Services: Advent and Lent

Security
Because the school is concerned with the well-being and safety of all students and staff, all outside doors are locked throughout the day, and Visitation Academy maintains security policies which restrict visitors on campus except to attend scheduled meetings, appointments, events, and masses or to engage in volunteer work. Entry into the building after the normal start time 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. 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 at school after 3:30 p.m. are to report to the After School Program, sign in with the faculty supervisor, and stay in that area until their ride arrives.
Uniforms/Dress Code/Personal Appearance
Students are expected to maintain a neat and well-groomed appearance becoming of a Visitation student at all times. Hair must be of a natural color. The Administration reserves the right to determine whether hair color, body art, piercings, etc. are appropriate for a Visitation student.

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. 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 Principal.

Non-uniform apparel for athletic teams, such as t-shirts or sweatshirts, must be approved by the MS Athletic Director and Principal BEFORE items are ordered.

Visitation School Uniform – Middle School

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: Pale Yellow (polo-style with a collar) knit shirt, long or short sleeves. Must have the Visitation crest logo.
Note: Shirt must be tucked in at all times. A plain short sleeve white T-shirt may be worn under the uniform shirt.

Sweater Vest: Red Sweater Vest with Visitation crest is a required part of the dress uniform. Students are free to wear the sweater vest at any time, but it must be worn for First Friday liturgies and special occasions.

Sweatshirts: Any Visitation sweatshirt may be worn with the yellow polo shirt as part of the uniform. On Spirit Days, Visitation T-shirts may be worn instead of the yellow uniform polo shirt. Sweatshirts from other schools are strictly forbidden for wear during the school day.

Shoes: a. A topsider style shoe in any shade of brown, beige or tan. Shoes may not have colored laces, soles, or trim; no sequins, patterns, or glitter. Examples of acceptable styles are Sperry Authentic Original, Angelfish, Bluefish, or Audrey. Other manufacturers in similar styles are acceptable. Students who need a shoe with more support may wear any lace-up leather shoe in a shade of brown or tan OR a grey New Balance athletic shoe, style 990. Athletic shoes of other manufacturer, style, or color are not acceptable for daily wear with the school uniform. Please see the Visitation website for examples of acceptable shoes for Middle School students.

b. Students will need a pair of athletic shoes for PE class. Shoes for PE class may be any color.

c. IMPORTANT NOTE: Students who sustain a foot or ankle injury may wear non-uniform athletic shoes for a period of one week with a note from a parent. The student should present the note to the Principal for approval. Students who need to wear a non-uniform shoe for longer than one week must provide a note from a physician indicating the nature of the injury and an approximate date for the student to return to the regular uniform shoe. Students who are prone to foot, ankle, or leg injuries are encouraged to purchase the grey New Balance athletic shoe instead of topsiders.
Socks: Matching socks of any color, navy, black or charcoal tights may be worn. Mismatched socks are not allowed.

Other options: Solid-colored ankle-length leggings or yoga pants in navy, black, or charcoal grey may be worn under the uniform skirt. Patterned leggings and yoga pants are not allowed.

Gym Uniform: 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 still required.)

Dress Uniform: Red sweater vest, yellow uniform shirt, uniform skirt, and leather uniform shoes or grey New Balance athletic shoe.

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. General Dress-Down Guidelines are:

- A Visitation t-shirt or sweatshirt
- Jeans, sweatpants or long athletic pants
- Yoga pants and/or leggings may only be worn if the bottom of the student’s shirt comes down to her fingertips
- Athletic shoes (NOTE: sandals and/or boots are not allowed at any time)

Students will be informed of any variation to these requirements. For Example:

- Field Day – PE or athletic shorts of an appropriate length and athletic shoes are required.
- Field Trips/Retreat Days – the nature of the activity will determine the required dress. (Dress for retreats is generally casual, but the dress uniform is required for the 8th Grade Regional Mass).

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.

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 name tags 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 Principal prior to the day of the visit.

ACADEMIC POLICIES

Academic Notifications
Online Grades: Students and parents may review grades and assignments on an ongoing basis online through NetClassroom. A description of the procedure for accessing this information is provided at the beginning of the year. Teachers will post grades once the assignment/assessment has been graded. Non-graded assignments (such as reading assignments) will not be posted, but will be entered in the student’s planner.
**Progress Reports:** Parents/guardians are encouraged to use NetClassroom to check their daughter’s progress regularly. Teachers may notify parents/guardians if their daughter has a 70 percent 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 School Office, if report cards are not received in a timely manner. Questions about grades should be directed to the appropriate teacher.

**Parent Conferences:** There is time set aside in October for parents to confer with teachers. In March, Student-Led Conferences are held for students in grades 6 – 9. Conferences at times other than these are held at the request of a parent by making an appointment with individual teachers. Please call or e-mail your daughter’s teacher directly to arrange a time to meet.

**Academic Probation Performance:** If a student’s semester grade falls below 70 percent in one or more classes, a student/parent conference with the Principal, Counselor, and Learning Consultant, if applicable, will be requested. If the student’s academic performance does not improve by the end of the following quarter, a second parent conference will be required. A student whose academic performance is unacceptable after two consecutive semesters may be asked to withdraw from Visitation.

**Failing a Course:** A student who has failed a course will meet with the teacher and counselor to determine what must be done to regain acceptable academic standing. Situations will be handled on a case-by-case basis in consultation with the Principal.

**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 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 illegal. Because plagiarism is a form of cheating, the plagiarized work may receive a zero (0) at the teacher’s discretion.

**Counseling Program**

Each student will meet with her counselor individually, or in small and/or large groups to discuss topics related to academics, social, and emotional development. 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. All dates are posted on the school calendar and in the Viz Week.

**Course Selection Procedure**

Most Middle School courses are required. Students may choose elective classes in Handbells and/or Choir. All 6th grade students will take one trimester each of French, Latin and Spanish. In 7th grade, students may choose from French, Latin and Spanish, and will continue in their language of choice in the 8th grade. Language or elective courses in which a minimum enrollment is not achieved may not be offered at the discretion of the administration. Students enrolling at Visitation in 8th grade may take a study hall in lieu of a foreign language.
**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 limitation 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, the Learning Consultant will develop an appropriate Learning Profile for the student, with input from teachers as needed, to be implemented at Visitation Academy. The Learning Profile is a fluid document that may change over time based on student needs.

**Middle School Semester Assessments**  
Middle School students may be given summative assessments at the end of each semester. Semester assessments may be in the form of a test, individual or group project, report, presentation, journal reflection, or other form of evaluation that will demonstrate what the student learned during the semester. Semester Assessments may make up 10 percent of the student’s semester grade, but teachers have the option of including the grade for the Semester Assessment in the semester grade in lieu of giving a separate grade for the assessment. Semester Assessments are generally not given in Physical Education and Fine Arts classes.

**Grading System**  
Grade Point Averages are not calculated in the Middle School. Grades are recorded numerically at the end of each semester.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95 – 100</td>
<td>Consistently excellent work that demonstrates initiative, creativity, insight and scholarship</td>
</tr>
<tr>
<td>A</td>
<td>90 – 94</td>
<td>Consistently superior work that demonstrates above average comprehension and performance</td>
</tr>
<tr>
<td>B+</td>
<td>85 – 89</td>
<td>Consistently acceptable work that demonstrates a satisfactory mastery of basic concepts and conscientious performance</td>
</tr>
</tbody>
</table>
D 65 – 69 Fluctuating performance, inadequate mastery, performance below the expectation of a college-preparatory school

F Below 65 Unacceptable mastery and performance

Homework
Ordinarily, each teacher assigns homework nightly. If a student is absent or misses a class, it is the student’s responsibility to check for homework and to contact each teacher in person or by e-mail on the first day she returns in order to make up any tests or work missed. Except for extended or planned absences, 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 may be exceptional circumstances, but it is always the student’s responsibility to make arrangements with her teachers.

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.

Standardized Testing
The standardized testing program at Visitation Academy is comprehensive and multifaceted. 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 in Middle School are to:

1. Assess each student’s academic progress from year to year
2. Identify areas of relative strengths and weaknesses
3. Predict success in some classes
4. Assess areas of strength and potential improvements in the curriculum.

DISCIPLINARY 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.
Disciplinary Action/Consequences
Any unacceptable behavior may result in: a demerit, a detention, parent conference, mandatory attendance on a non-teaching day, suspension (in-school or out-of-school), disciplinary probation or expulsion.

1. Minor Infractions: A DEMERIT 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 Principal. When a student accumulates three demerits, she will be assigned a detention (see #3 below). 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
   - Cell phone violations
   - Failure to lock locker
   - Failure to properly store materials; leaving laptop, books, or other materials in hallways

2. Serious Infractions: For more serious instances of unacceptable behavior, DETENTION(S) may be issued by the Principal. The teacher observing the behavior will instruct the student to send an email to her parents describing the infraction. The teacher and the Principal will be copied on the student’s email. The Principal will respond to the student, her parents, and teacher with the date that the student must serve her detention. Detentions may be issued for:
   - Cutting Class or Advisory
   - Leaving the building without permission
   - Dishonesty
   - Cheating
   - Disruptive behavior
   - Disrespect toward adults or students
   - Bullying, intimidating or ostracizing behaviors
   - Violence or threats of violence
   - Excessive demerits
   - Harassment
   - Obscene or inappropriate language
   - Smoking
   - Stealing
   - Substance abuse/alcohol
   - Truancy
   - Vandalism
   - Lack of reverence or participation in liturgies
   - Repeated cell phone violations
   - Violation of the Internet usage policy
   - Other serious offenses
   - Out-of-school conduct that has a negative impact on the reputation of the school, faculty/staff members, or students

3. Detention: A student is assigned detention when she accumulates three demerits or commits a serious infraction of acceptable behavior. A Middle School student assigned to detention must report to the Principal on the day assigned by the Principal by
3:05 p.m. and will be dismissed at 4:00 p.m.

4. **Disciplinary Probation and/or Behavioral Contract**: Disciplinary Probation is a period of time (determined by Administrators 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. Suspension from extracurricular activities
   c. Suspension from school-sponsored events
   d. Mandatory meeting with a teacher
   e. Professional evaluation and/or assessment
   f. 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 Administrators. A student may be assigned in-school or out-of-school suspension. Students may be suspended with or without make-up privileges. Students suspended without make-up privileges will receive zeroes for all work (including tests and quizzes) during the suspension period. Suspension may result in automatic disciplinary probation for a period of time to be determined by the Administrators.

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.

**Consequences of 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.

**STUDENT/PARENT HANDBOOK**

This Student/Parent Handbook contains established policies and procedures for the 2017-2018 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 (electronically) in a timely manner, and this will include a statement about when the change will take effect.
### BELL SCHEDULES for 2017 - 2018

<table>
<thead>
<tr>
<th>Period</th>
<th>Regular Schedule</th>
<th>All School Mass</th>
<th>First Friday Mass Schedule</th>
<th>First Friday Mass Schedule</th>
<th>60 Minute Assembly Early Dismissal</th>
<th>Late Start Mondays</th>
<th>Late Start Snow Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Bell</strong></td>
<td>7:55</td>
<td>7:55</td>
<td>7:55</td>
<td>7:55</td>
<td>7:55</td>
<td>8:55</td>
<td>9:55</td>
</tr>
<tr>
<td><strong>1st Period</strong></td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>(Report to Class at 8:00 for attendance)</td>
<td>8:00</td>
<td>8:55</td>
</tr>
<tr>
<td><strong>2nd Period</strong></td>
<td>9:00</td>
<td>MASS</td>
<td>9:00</td>
<td>8:55</td>
<td>2nd Period</td>
<td>9:05</td>
<td>9:50</td>
</tr>
<tr>
<td><strong>Advisory Period</strong></td>
<td>Advisory Activities</td>
<td>Choir/Class Mtgs.</td>
<td>10:15</td>
<td>10:00</td>
<td>10:10</td>
<td>10:15</td>
<td>10:40</td>
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<tr>
<td><strong>3rd Period</strong></td>
<td>10:40</td>
<td>11:10</td>
<td>10:55</td>
<td>10:55</td>
<td>9:50</td>
<td>11:20</td>
<td>12:05</td>
</tr>
<tr>
<td><strong>Lunch 4th Period</strong></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td><strong>5th Period</strong></td>
<td>1:05</td>
<td>1:30</td>
<td>1:15</td>
<td>1:15</td>
<td>1:35</td>
<td>1:40</td>
<td>2:20</td>
</tr>
<tr>
<td><strong>6th Period</strong></td>
<td>2:05</td>
<td>2:20</td>
<td>2:10</td>
<td>2:10</td>
<td>1:05</td>
<td>3:00</td>
<td>2:25</td>
</tr>
<tr>
<td><strong>5th Period</strong></td>
<td>2:05</td>
<td>2:20</td>
<td>2:10</td>
<td>2:10</td>
<td>1:05</td>
<td>3:00</td>
<td>2:25</td>
</tr>
</tbody>
</table>

**Advisory Period Schedule**
- Periods: 10:00 - 10:35
### Day Schedule

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>7</td>
<td>5</td>
<td>3</td>
<td>6</td>
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<td>2</td>
<td>8</td>
<td>1</td>
<td>7</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

**Dropped Classes**

|   | 7, 8 | 5, 6 | 3, 4 | 1, 2 | 7, 8 | 5, 6 | 3, 4 | 1, 2 |
Visitation Academy
Student
Technology Network/Internet Acceptable Use Policy

Visitation Academy Technology offers to 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 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 its 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 students of Visitation Academy while they are 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.

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 may be 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.

    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.