



Student-Parent Handbook

2020-2021

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O'Fallon, MO 63366
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www.stdominichs.org

July 2020

Dear Students and Parents,

Welcome to the St. Dominic High School community. You are joining a tradition of excellence in Catholic education that can trace its roots back to 1929. We are proud of all our school has to offer and encourage each of you to become fully involved in our programs and activities.

This Student/Parent Handbook provides you with important information about our policies, procedures and programs. Please read the Handbook and keep it as a reference throughout the school year. This Handbook is also available on the school website: www.stdominichs.org

We thank you for your involvement and trust. May God bless the St. Dominic community throughout this new school year.

Bravely in Faith,

Mr. Jim Welby, President

Mrs. Stacy Stewart, Principal

Mrs. Suzie Mennemeier, Assistant Principal of Curriculum and Instruction

Mrs. Nikki Schuler, Assistant Principal of Student Life

Mr. Nathan Tock, Dean of Student Services

Mr. Kevin Roberts, Athletic Director

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ROLES IN THE SCHOOL

All members of the administrative team share the responsibility within their role of working to achieve a climate and create programs that foster Catholic growth and formation within the total school community.

The **President**, Mr. Jim Welby, is the chief executive officer of the school. He is responsible for maintaining Catholic mission and identity, administering the financial aspects of the school, supervising the maintenance and usage of the facilities, hiring and supervising all personnel, directing the activities of the Advisory Board, Endowment Board, Advancement, and public relations of the school.

The **Principal**, Mrs. Stacy Stewart, is the chief operating officer of the school. She is responsible for the day-to-day operations of the school and for the administration and supervision of the academic program, collaboration with the President on the hiring and supervision of teachers, creation of staff development programs, and record maintenance.

The **Assistant Principal of Curriculum and Instruction**, Mrs. Suzie Mennemeier, assists the Principal in the day-to-day operations of the school including developing, evaluating, and supervising the instructional program and working with the teachers in curriculum matters and classroom management to ensure a teaching and learning environment where all students are given the educational opportunity to reach his/her highest potential.

The **Assistant Principal for Student Life**, Mrs. Nikki Schuler, assists the Principal in the area of student life as it pertains to student wellness, clubs and activities, athletics, and student involvement. She additionally supports the **academics** of the school with teacher observations and evaluations as needed, as well as student supervision.

The **Dean of Student Services**, Mr. Nathan Tock, is responsible for maintaining a safe and respectful school climate, coordinating student discipline and student activities, keeping records, assisting teachers with classroom management, and assisting with teacher supervision.

The **Campus Chaplain**, Fr. Patrick Russell, collaborates with the President and Campus Ministers to plan and execute the various faith formation opportunities St. Dominic provides. Including but not limited to weekly Empower Hour Masses, monthly All School Masses, and the various retreat programs. He also is available for pastoral counseling for any member of the St. Dominic community.

The **Athletic Director**, Mr. Kevin Roberts, is responsible for administering and supervising the athletic program scheduling competitions, transportation, and facility use. He is responsible for ensuring the maintenance of appropriate records and forms, working with the Athletic Association, collaborating with the President on the hiring and supervision of coaches, and managing the athletic finances.

The **Campus Ministers**, Mrs. Shelley Lang and Mr. Andrew Struttman have the overall responsibility for all faith formation in our school. They will work to create and plan many programs and events to enhance the faith formation of the student body and the faculty/staff.

College Guidance Coordinators: Mr. Blake Markway, (Freshman/Sophomore) and Mrs. Katie Dodge (Junior/Senior) work to help the students develop academically, socially, emotionally and spiritually. Their responsibilities include school acclimation, college planning, career information, testing, student personal concerns and problems in school, class scheduling, NCAA and NAIA Clearing Houses, credit checks and helping with credit deficiencies, parent consultations, and referrals to outside resources.

Wellness Counselor: Mrs. Katherine Lammering will provide social and emotional support services to our students. In addition to this, she will provide programming to the student body on various health and wellness related topics.

Learning Consultants / Academic Advisors: Mr. Andrew Wilson and Mrs. Kelly Faulkner will act as resources to teachers, parents, administrators, and students regarding services for students with mild or moderate special needs. Their responsibilities include reviewing diagnostic and evaluation reports, developing student profiles and IEP's, meeting with teachers, students, parents, communicating with tutors and other specialists who work with the students outside the classroom, admitting of students with special needs, coordinating special testing, being an advocate for students and parents.

ADMINISTRATION

Jim Welby, M.B.A.	President
Stacy Stewart, EdS	Principal
Suzie Mennemeier, B.A.	Assistant Principal of Curriculum and Instruction
Nikki Schuler, M.A.	Assistant Principal of Student Life
Nathan Tock, M.A.	Dean of Student Services
Kevin Roberts, M.A.E.	Athletic Director
Sarah Wehde, B.S.	Director of Advancement

FACULTY

Jason Asher, M.A.	Social Studies
D.J. Blaine, B.S.	Physical Education/Health
Denise Bossert, M.A.	Religion
Ashley Brannock, B.A.	French
Elizabeth Cirillo, B.A.	English
Gregory Cissell, M.A.	Music Director
Amy Cornett, B.S.	Math
Katie Dodge, B.A.	College Guidance Coordinator
Noah Duncan, B.A.	English
John Eckhard, M.A.	Religion
Cacyi Eichmeyer, M.A.	English
Kelly Faulkner, M.A.	Academic Advisor
Melfreya Findley, B.A.	Drama
Lucy Fink, B.S.	Paraeducator
Grace Goedecke, B.A.	English
Trisha Goins, B.A.	English
Joseph Groaning, M.A.	Science
Kathryn Guzman, M.A.	Spanish
Kristy Hagan, B.S.	Computer Science
Lynette Hampton, M.A.	Math
Staci Hayes, M.Ed.	Social Studies
Robert Hennekes, B.S.	Science
Trisha Hirtz, B.A.	Religion
Nancy Holden-Nims, M.A.	English
Alexandra Holzum, M.A.	Spanish
Carly Honerkamp, M.A.	Social Studies
Meredith Huhman, M.A.	Art
Debbie Johnson, M.A.	Religion
Angela Juergensmeyer, M.A.	Science
Greg Koeller, B.S.	Religion
Adam Kuebler, B.A.	Social Studies
Kat Lammering, M.A.	Wellness Counselor
Shelley Lang, B.S.	Campus Minister

Joshua Lewis, B.S.	Mathematics
Nathan Long, B.A.	Social Studies
Peggy Luedecke, M.A.	Mathematics
Justin Margadonna, M.A.	English
Blake Markway, B.S.	College Guidance Coordinator
Dan Matusiak, Ed.D	Science
Scott Moore, B.A.	Social Studies
Elizabeth Murphy, B.S.	Technology Coordinator
Mary Nasser, M.F.A.	Art
Alexandra Napoli, B.A.	English
Amber Naumann, B.A.	Science
Shannon Newton, B.S.	Social Studies
Jennifer Phillips, M.A.	Spanish
Nikki Playle, M.A.	Media Specialist
Rachel Riechers, B.A.	Math
Stephani Robbins, B.S.	Paraeducator
Kasey Roberts, M.A.	Business
Debra Ruscillo, Ed.D	Biomedical
Fr. Patrick Russell, M.Div.	Chaplain
Eric Sachs, M.B.A	Spanish
Denise Saey, M.A.	Business
Laurie Savant, M.A.	Science
Frank Schlenke, B.A.	Science
Nick Schlenke, B.A.	Math
Doug Small, M.A.	Technology
Andrew Struttmann, B.A.	Campus Minister
Lane Walker, Ed.D	Math
Kara Walters, B.A.	Math
Andrew Wilson, M.A.	Learning Consultant
Matthew Winkelmann, M.A.	Religion
Ruth Young, M.S.	Athletic Trainer
Lyn Zelnis, B.A.	Physical Education
Jim Zuroweste, B.A.	Science

ADMISSIONS

Bobbie Peters, A.A.	Director of Admissions
Rachel Imming , B.A.	Assistant Director of Admissions

ADVANCEMENT

Sarah Wehde, B.S.	Advancement Director
Alyssa Ilgenfritz, B.S.A	Operations and Marketing Specialist
Stacie Ballard	Director of Special Events and Alumni Relations
Jean Bross	Advancement Operations
Dana Johnson	Planned Giving and Stewardship

COMMUNICAITONS

Megan Gilmore, M.A.	Director of Communication and Marketing
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STAFF

Sally Garrett	Administrative Assistant
Alicia Keplinger, B.A.	Administrative Assistant

Ann Meuth, A.A.
Sue Petruso, B.A.
Sandy Sachs
Sarah Summers, A.A.S.

Administrative Assistant
Business Manager
Assistant Bookkeeper/Tuition Accounts
Administrative Assistant/Athletic Secretary

MAINTENANCE

Steve Wing
Phil Burkemper
Heidi Havrilla, B.S.
Larry Hinkel
Bernie Mennemeier, B.A.
Ken Muegge
Doug Orf
Kevin Smith
Ron Vail

Facilities Manager
Facilities Team
Facilities Team

CAFETERIA

Shelly Howerton

Cafeteria Manager

ROBOTICS

Jennifer Martin, B.S.

Robotics Coach

ATHLETIC STAFF – For a listing of all coaches, please consult the school website.

VISION

St. Dominic High School will be recognized as a premier Catholic high school in the St. Louis Archdiocese for academic and co-curricular excellence. Guided by Catholic teaching, students will become leaders in the local and global communities. (2010)

MISSION

St. Dominic High School is a Catholic, college preparatory high school offering young men and women an education rooted in the gospel of Jesus Christ. Living the Dominican tradition of prayer, study, community and service, we encourage life-long growth in faith, knowledge and leadership and involvement in the global community. (2010)

ST. DOMINIC HIGH SCHOOL GOAL STATEMENTS (2012)

Students will...

Study

- ...demonstrate knowledge, skill and experience across the curriculum.
- ...research, organize and analyze information through the use of technology.
- ...communicate effectively using oral, written and visual forms of expression.
- ...apply critical thinking to evaluate information and solve problems.
- ...prepare for successful transition into a post-secondary world as responsible life-long learners.

Prayer and Service

- ...demonstrate an understanding of the Catholic faith.
- ...live a Christian life of prayer, justice and service.
- ...become rooted in the Dominican tradition.

Community

- ...respect others and themselves by demonstrating responsible choices and self-discipline.
- ...develop interpersonal and collaborative skills.
- ...participate as responsible citizens of local, national and global communities.

SCHOOL HISTORY: The history of St. Dominic High School is part of a 90 plus-year story of Catholic secondary education in O’Fallon. Built upon the foundation of its predecessor, Assumption High School, St. Dominic High School continues the educational vision that began in 1929. The vision set forth those many years ago was that of Catholic secondary education for all area young people. It began at Assumption Parish in O’Fallon.

In 1929, Assumption High School was established as the first parish Catholic high school in the area. It was staffed by the Sisters of the Most Precious Blood, O’Fallon. Classes took place in a four-room white school house until 1955, when a larger facility opened.

By 1961, the facilities were again inadequate to accommodate the ever-increasing enrollment. Committed to keeping open the only Catholic high school in the area, Assumption Parish petitioned the Archdiocese for assistance. Through the generosity of area families and with the help of the Archdiocese, a new high school was able to be built – St. Dominic High School. It was now a regional high school serving students from more than fourteen parishes. The school received its name as an expression of gratitude to the Dominican Congregation of our Lady of the Rosary, Sparkill – the sisters who responded to Cardinal Ritter’s request to administer the school.

St. Dominic High School opened on September 4, 1962, but held its first year’s classes in the old Assumption building, while the new school was being built. Then in September of 1963, students began attending classes at #31 St. Dominic Drive, the school’s current location. Since 1963, St. Dominic High School has grown, both in number of students and in campus area and facilities. In 2000, a new wing opened, which included eighteen classrooms and a much larger library, named for Sister Jeanne Margaret Stoltz, OP. In 2004, the Crusader Stadium with a new all-weather field and the Joe Haug Track was dedicated. During 2009-2010, construction began on a multi-purpose facility which included a new gym and performing arts center. The new Fallon Family Center and the Sister Mary Bender, SSND Lobby opened in the 2010-2011 school year; and the Amy E Dickherber Performing Arts Center opened at the start of the 2011–2012 school year. In 2015 we added the Denny Graser tennis courts. The Cathy Fetter Connecting Commons opened at the start of the 2017-2018 school year.

At one time, thirteen Dominican sisters (Dominican Sisters of Our Lady of the Rosary, Sparkill, NY) worked at the school. The final Dominican, Sister Jeanne Margaret Stoltz, OP left after serving St. Dominic High School for 45 years. In 2010, the former convent was named The Dominican Center. Currently it provides offices, work space for the Advancement Office, bookkeeping, tuition collection and conference rooms.

Following the four pillars of the Dominican Order – Prayer, Study, Community, and Service – St. Dominic High School encourages in its student’s lifelong growth in faith, knowledge, leadership, and involvement. St. Dominic High School is accredited by the AdvancED Accreditation Commission. It proudly continues the mission of Catholic secondary education for area young people, which began 90 plus years ago at Assumption High School. (2018)

PATRON SAINT: St. Dominic (1170-1221) was called to be of service by preaching the gospel to people who otherwise wouldn’t hear God’s Word. After training as a priest, Dominic realized the need for people to learn more about the gospels. He received the permission of the Pope to form the Order of Preachers. These men would study at the universities and then travel around to the small villages and preach the Good News to the peasants. In some areas, his groups of nuns started schools for the children. St. Dominic’s life fulfilled a dream his mother had of him as a hound dog that roamed with a torch in his mouth setting the countryside on fire. He is often pictured with a star denoting the brightness of his mind.

The four pillars of the Dominican Order, prayer, study, community, and service, can be seen clearly in the life and work of St. Dominic. He studied to prepare himself for his work and relied on his brethren and on prayer to give him the strength to follow his calling. Today, students follow Dominic's example when they study to prepare themselves for work and service to others. They also use the friendship of the school community and the strengthening power of prayer to sustain them in work and service. The four pillars are now the basis of the mission statement.

SCHOOL COLORS: The official colors are blue and white--blue in honor of the Blessed Virgin Mary and white, symbolic of purity.

SCHOOL CREST: The School Crest is a coat of arms with a double charge. The gold field aflame represents the Church fired with the Holy Spirit. Upon this field of flame is imposed the shield of the Order of Preachers, founded by St. Dominic. The blue on the shield honors the Blessed Virgin Mary. The Torch represents Christ and His Truth and the Rose is symbolic of the Rosary and Our Lady's love for her children. The eight-pointed star represents St. Dominic as a joyful witness of Christ.

SCHOOL MOTTO: The School Motto is found on the school crest--**FORTITER IN FIDE--BRAVELY IN FAITH** (the literal translation). The intended meaning is to have courage in living ideals.

SCHOOL SONG

Chorus: Stand and cheer St. Dominic High,
 Shout till the rafters ring.
 While we wave our banners on high,
 Let every loyal student sing.
 Cheer for colors white and blue,
 Crown her with words of praise
 Cheer our noble Alma Mater,
 The high school of our hearts always.

Verse: With our faith and our truth,
 And that courage that wins every victory.
 With the strength of our youth,
 We will triumph together in unity.
 With our will and our might,
 We will honor forever the blue and the white.
 With respect for her name,
 We will share in her glory and fame. (Chorus)

ACCREDITATION: St. Dominic High School is fully accredited through the **COGNIA**. As a member school, St. Dominic School focuses on a continuous process of school improvement.

HOUSE SYSTEM: All students, staff and faculty are members of one of six houses on campus. The purpose of the House System is to unite students across grade levels, provide more chances for leadership at every grade level, and provide faculty mentors which unite our community and increase school spirit. Houses are comprised of six families that contain students of all grades and interests that meet daily for “Family Time”. Family Time allows for spiritual and social support while often working to accomplish various house-wide objectives. Each house is named after a Latin Virtue.

HOUSE CARITAS (Love):

The rose is a universal symbol of love and passion; two virtues Blessed Pier Giorgio Frassati worked to express throughout his life. The trinity knots are a symbol for eternal love. The eight white stripes on the top of the shield are representative of the eight beatitudes, another symbol of Jesus’ love through teaching.

Motto “Dum spiro spero” (While I breathe, I hope)

Official Color: Orange

Patron Saint: Blessed Pier Giorgio Frassati



HOUSE DIGNITAS (Dignity):

The heart and hands are a symbol of dignity. The crown represents Saint Margaret of Hungary because she was a princess but chose the dignity associated with the life of a nun. The lilies are also one of her symbols. The moon and stars represent the 72 straight hours that Saint Margaret of Hungary often spent praying.

Motto: “Quoque et in temporibus omnibus” (Everyone, all the time)

Official Color: Black

Patron Saint: Saint Margaret of Hungary



HOUSE GAUDIUM (Joy)

The sun is a symbol of joy. The ladder represents the bridge between heaven and earth and the joy that journey brings. The dove is the symbol of Saint Catherine of Siena as well as representative of the Holy Spirit. The crown of thorns represents the idea that there is joy in suffering, a lesson that Saint Catherine of Siena and many other Catholic Saints learned.

Motto: Semper eligente gaudium (Always Choose Joy)

Official Color: Yellow

Patron Saint: Saint Catherine of Siena



HOUSE GRATIA (Grace)

The paint brush on the shield represents Blessed John of Fra Angelico because he was an Italian artist. The flower is the national flower of Italy. The ribbon symbolizes House unity, and the Justice Balance symbolizes helping others within the greater community. The swirl represents the everlasting appreciation and gratitude needed to show true grace.

Motto: Corda gratiarum abundand (Hearts of grace abound)

Official Color: Green

Patron Saint: Blessed John of Fra Angelico



HOUSE TEMPERENTIA (Temperance)

The scale is a symbol for temperance and the benefit of living a balanced life. The book represents Saint Thomas Aquinas because he was passionate about education. The ox and chalice represent the strength of Saint Thomas Aquinas and the strength necessary to live a life of moderation. The Monstrance is in the center as we work to make Christ the center of our lives.

Motto: Bonitas Praevalet per moderationem (Goodness prevails through moderation)

Official Color: Purple

Patron Saint: Saint Thomas Aquinas



HOUSE VIRTUS (Courage)

The lion represents courage. The two palm branches are a representation of Saint John of Cologne as he is often depicted holding a palm of martyrdom. Since Saint John of Cologne was a martyr, the red of the shield represents the blood shed by him and all Catholic martyrs. The crown is also a symbol of martyrdom and the courage required to be a martyr.

Motto: Ambula in vestigiis Dei (Walk in the footsteps of God)

Official Color: Maroon

Patron Saint: St. John of Cologne



ADMISSION

ADMISSION TO ST. DOMINIC HIGH SCHOOL: In accepting students, St. Dominic High School looks for young people who can profit from and contribute to the educational and Catholic mission of St. Dominic High School. Students are admitted on the basis of academic, behavior, and discipline records from the previous school, and the recommendation of the pastor and/or Principal of the elementary school. There is no discrimination on the basis of race, color or national/ethnic origin. Priority is given to those whose families have supported St. Dominic High School and Catholic education in general and students of faculty and staff. The education of a student is a partnership between the parents and the school. Parents are expected to cooperate with the faculty, staff and Administration in the intellectual, physical, emotional, spiritual, and social development of their children. Likewise, families need to meet all financial obligations associated with attending St. Dominic High School.

Just as the parent has the right to withdraw a child if desired, the school Administration reserves the right to require the withdrawal of a student if the Administration determines that the partnership is irretrievably broken.

All parents are expected to volunteer at the various events and times when assistance is needed such as for the dinner auction, trivia night, chaperoning social events for students, workdays at school, ticket taking, and concessions for athletics and serving refreshments at events.

Acceptance is conditional upon successful completion of the entrance evaluation process. The decision to admit a student will be made only after a thorough review of the student's previous school records and all records relating to the student's needs. Failure to supply pertinent information may result in denial of admission. In addition, admission may be revoked if educational and financial obligations are not met at the previous school.

WITNESS STATEMENT: For Those Whose Children Attend Catholic Education Programs

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

PARENT PLEDGE

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- **Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.**
- **Commit to speak more with my children about God and to include prayer in our daily home life.**
- **Participate in and cooperate with the St. Dominic High School programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.**
- **Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.**
- **Teach my children by work and example to have a love and concern for the needs of others.**
- **Meet my financial responsibilities in supporting St. Dominic High School.**

(From the Archdiocese of St. Louis)

ATTENDANCE

ABSENCE: St Dominic High School believes that in the give and take of the classroom community, students can acquire the knowledge, skills and competencies needed to participate in the work place. For this give and take to occur, presence in the classroom is crucial.

Students are considered absent whenever they are away from school during school hours except for school-sponsored or school sanctioned co-curricular activities. Missing school may adversely affect a student's academic achievement and ultimately his/her grade. Excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. Students absent during the school day without prior approval by the Principal are prohibited from attending after school or evening functions that day.

If it is necessary for a student to be absent from school for a whole day or a partial day, parents must call school by 7:45 a.m. (636-240-8303), leaving a message on the recorder or with the secretaries. Any absence, without previous notice from a parent, is followed up with a telephone call that day. If it is necessary for a student to leave school early or come late to school, a note should be sent the previous day requesting that the student be released from school, indicating the reason and the time of the release. Students must sign out in the office before leaving school and sign in when returning or arriving.

Students cannot be released from school without approval of parents or another responsible adult listed on the student's emergency card. Departure from school without permission of parents and Administration is considered truancy. If parents will be out of town or otherwise out of contact for any length of time, a note must be sent to the office indicating who has temporary custody of the student.

When a student returns to school after an absence, he/she must bring a dated and signed notice from his/her parents indicating the reason for the absence. In cases of prolonged illness, parents must send a note from the student's physician. Before a student returns from a hospitalization, a report from an attending medical doctor or health care case manager is required. Serious reasons for missing school include illness, a death in the family, and serious personal reasons.

DAILY ATTENDANCE: The school day begins promptly at 8:00 a.m. with the student's first period class.

Attendance is computed in the following way:

	<u>Arriving</u>	<u>Leaving</u>
8:00 - 8:15	Tardy	
8:16 - 9:35	0.25 days absent	1 day absent
9:36 - 11:05	0.50 days absent	0.75 days absent
11:06 - 1:00	0.75 days absent	0.50 days absent
1:01 - 2:50	1.00 days absent	0.25 days absent

Students must be in their first period class before the starting bell. A student who is tardy must obtain an admission pass from an administrator in the lobby or the main office before proceeding to class. If a student arrives between 8:00 – 8:15 a.m. the student's signature card is signed. If the student arrives beyond 8:15 a.m., detention will be assigned.

DAILY SCHEDULES: Our schedule consists of rotating 4-class days. Students will have classes 1, 2, 3, & 4 on Blue days and 5, 6, 7 & 8 on White days. The order of the classes assigned to each day will therein rotate. For example:

SAMPLE SCHEDULE	Blue Day	White Day	Blue Day	White Day	Blue Day
	B1	W5	B2	W6	B3
Period 1	B1 Class	W5 Class	B2 Class	W6 Class	B3 Class
Period 2	B2 Class	W6 Class	B3 Class	W8 Class	B4 Class
Period 3	B3 Class	W7 Class	B4 Class	W8 Class	B1 Class
Period 4	B4 Class	W8 Class	B1 Class	W5 Class	B2 Class

SAMPLE SCHEDULE	White Day	Blue Day	White Day	Blue Day	White Day
	W7	B4	W8	B1	W5
Period 1	W7 Class	B4 Class	W8 Class	B1 Class	W5 Class
Period 2	W8 Class	B1 Class	W5 Class	B2 Class	W6 Class
Period 3	W5 Class	B2 Class	W6 Class	B3 Class	W7 Class
Period 4	W6 Class	B3 Class	W7 Class	B4 Class	W8 Class

SDHS Daily Schedules, 2020-21**Regular Day**

8:00-9:20	Period 1
9:20-9:30	BREAKFAST BAR
9:30-9:45	Family Time
9:50-11:10	Period 2
11:10-12:05	Empower Hour
12:05-1:25	Period 3
1:30-2:50	Period 4

Assembly Schedule

8:00-9:05	Period 1
9:05-9:20	BREAKFAST BAR
9:20-10:25	Period 2
10:30-11:35	Period 3
11:35-12:35	Empower Hour
12:40-1:45	Period 4
1:50-2:50	Assembly

Mass Schedule

8:00-9:05	Period 1
9:05-9:20	BREAKFAST BAR
9:20-10:25	Period 2
10:30-11:30	Mass
11:30-12:30	Empower Hour
12:35-1:40	Period 3
1:45-2:50	Period 4

Late Start

9:30-10:35	Period 1
10:40-11:40	Period 2
11:40-12:40	Empower Hour
12:45-1:45	Period 3
1:50-2:50	Period 4

Noon Dismissal

8:00-9:00	Period 1
9:05-10:00	Period 2
10:05-11:00	Period 3
11:05-12:00	Period 4

EXCESSIVE ABSENCE: Earning credit in any course requires regular attendance, as well as a passing grade. Class participation is a valid component of a grade given for class work. After 5 absences in a semester or in a particular course, the student and the parents may be contacted by the Dean of Student Services to inform them of the absences and our policy regarding excessive absences. After 10 absences in a semester or in a particular course, the student may be placed on a probationary contract, and/or denied credit. Excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. If a serious illness is verified, the student's absences for that illness will not cause a penalty. In these cases the school will work on an individual basis with the family and student.

EXTENDED ABSENCES: If it is necessary for a student to miss school for an extended period of time other than illness, it is the responsibility of the family to notify the Principal. At least two weeks in advance, the Principal must be informed of the reason and length of the absence. It is the responsibility of each student to seek out his /her teachers and make arrangements for making up missing assignments, tests or quizzes. Individual teacher syllabi should be referenced.

MAKE UP WORK AND TESTS: Students must make up the work they have missed while absent. They are responsible for contacting their teachers, other students, or checking **Learning Management System** to find out what was missed. A test or quiz missed because of absence must be made up within two days of return or according to the teacher's direction. The student is responsible for contacting teachers on the day of the return to school to make arrangements for make-up. Empower Hour provides the opportunity for students to make up missed work and possibly meet with teachers. Senior privilege will be suspended until missed tests/quizzes have been taken.

TARDINESS TO SCHOOL: Students must be in their first period class before the starting bell. A student who is tardy must obtain an admission pass from an administrator in the lobby or the main office before proceeding to class. If a student arrives between 8:00 – 8:15 a.m. the student's signature card is signed. If the student arrives beyond 8:15 a.m., detention will be assigned.

TRUANCY: Truancy is an unexcused absence from school or from an assigned place (class, study hall, assemblies, Advisory, etc.) without prior permission. If a student is not in an assigned place during the school day, detention will be given. Should the student repeat the truancy, consequences may include a conference with the parents, out-of-school suspension and a probationary contract.

FAITH FORMATION INFORMATION

CAMPUS MINISTRY PROGRAM: SDHS Campus Ministry is guided by the teaching of Jesus Christ, “You shall love the Lord your God with all your heart, with all your soul, with all your strength, and with your mind; and you shall love your neighbor as yourself” (Luke 10:27). We foster an environment in which the love of God, self and others is nurtured and nourished through Prayer and Liturgy, Retreats, Christian Service and the Peer Ministry Program.

CHAPLAIN: The chaplain at St. Dominic collaborates with the President in guiding all faith formation activities. The ministry of the chaplain at SDHS is primarily one of presence. The Chaplain attends retreats, all school Masses, and other faith formation events throughout the year. He aids students in their faith development and discernment by being available for meetings or confession times every day. The Chaplain serves the entire St. Dominic Community through sacramental ministry as well pastoral counseling.

LITURGY AND PRAYER: Mass is offered on a regular basis, generally during Empower Hour in the Fr. Lane Chapel. All School Masses are celebrated on major occasions as indicated on the school calendar. The Sacrament of Reconciliation is celebrated twice a year. In addition, other prayer services are held according to the liturgical calendar. Students fulfill the ministerial roles of servers, lectors, musicians, cantors and singers at all of these celebrations.

MUSIC INC (In the Name of Christ): These singers and musicians meet regularly to prepare praise and worship music for all school masses and graduation. The group is open to students of all grade levels and we welcome abilities of all types among our vocalists.

RETREAT PROGRAM: Retreats offer sacred time for stepping away from the busy pace of students' daily lives to reflect on God's presence with them in all things. They also provide times for building a stronger sense of community and belonging among classmates. The retreat experience is central to the faith formation of our students, so much so that it is a requirement for the successful completion of each academic year and graduation.

The freshmen enjoy a one day retreat early in the year as an opportunity to root their high school years in faith linked with their classmates. Sophomores enjoy exploring the deeper gifts they bring to SDHS and being called to live as a man or woman of God by attending a one day retreat off campus. Junior year offers the more intimate experience of off-campus, three-day, and two-night Kairos retreat. Seniors choose from a variety of smaller, more personal retreats in either a service day or overnight format.

PEER MINISTERS: Peer Ministers are seniors who have been accepted for this prestigious faith leadership role. They serve as role models of dynamic faith development throughout the SDHS community. Their commitment to deepening their own faith serves to foster the spiritual journey of all students by way of their service oriented witness. Throughout the school year, Peer Ministers are faith leaders in daily prayer and adoration, at Masses and Reconciliation, and during prayer services. Formal training prepares them to confidently guide and serve their peers through the challenges of young adult faith development during days of prayer and retreats.

CHRISTIAN SERVICE PROGRAM: In the Parable of the Last Judgment (Matthew 25) Jesus makes clear our responsibility to tend to the needs of others. All Christians have received Jesus' mandate. The seven principles of Catholic Social Teaching (USCCB, 1998, 2003) and the Corporal Works of Mercy offer concrete steps that guide our efforts to live as people for others.

The documentation for service performed during the school year must be turned in by June 15. For freshmen, sophomores, and juniors, the documentation for summer hours must be turned in by September 15. For seniors, desiring to have Senior Privilege the first semester, they must have an approved Senior level plan of service in place and must have a minimum of 15 hours already completed, submitted and approved before the 1st Friday of the first semester. In order to qualify for Senior Privilege the second semester, all 25 hours for the approved service plan must be submitted and approved by the 1st Friday of the second semester. Senior Privilege will be evaluated only at the beginning of each semester.

Students must complete a minimum of 25 service hours per year. Hours attained over the 25 hour minimum for each school year will be accounted for on the student record, but will not fulfill the next year's requirement.

Documentation of these hours is to be submitted by the following due dates:

- All hours done over the summer must be submitted by September 15.
- All hours done in the first semester are due by December 15.
- All second semester must be submitted by June 15.
- All seniors must have their hours complete by March 15.

In conjunction with the four pillars of St. Dominic, the following requirements are noted per level:

- Freshmen reflect on the pillar of STUDY in their religion class as focus will be given to understanding more about service: why, where and how can we serve others. Freshmen students are highly encouraged to do service together with their families or friends at an agency or at their parish. Working together helps build up the relationships and gives a time to see how we can give to others. Accumulation of hours may begin in June prior to starting their freshmen year. Freshmen must submit a minimum of 25 hours of service.
- Sophomores reflect on the pillar of PRAYER in their religion class as focus will be given to understanding how God calls each of us to serve one another using our gifts and talents. Sophomore students are highly encouraged to do service for their parish and for different areas/events at St. Dominic High School (outside of the regular school day). Students may also serve in different agencies in the area. Accumulation of the next required 25 hours may start at the end of the Freshman year. Sophomores must submit a minimum of 25 hours of service that would total a minimum of 50 hours by June 15.
- Juniors will reflect on the pillar of COMMUNITY in their religion classes as focus will be given to understanding how God calls each of us to help those in need in our community. Junior students are expected to do service in different agencies in the St. Charles community and beyond. Parish/Church and school service may only account for 10 of the 25 required hours. At minimum, 15 hours must be completed in agencies separate of the school and parish. Accumulation of the next required 25 hours may start at the end of the Sophomore year and would total a minimum of 75 hours by June 15.
- Senior year is a capstone for SERVICE as students pick an agency and work with this single agency to provide 25 hours of service. This service must be set up and preapproved by the service hour coordinator by September 15. Accumulation of the 25 hours may start the end of the Junior year.

The deadline for the 25 senior hours and the culminating project to be submitted will be March 15 for a minimum total of 100 service hours completed.

- Culminating Senior Project, due by March 15, will include a summary of the students service experience at St. Dominic High School. Students will give a presentation to a group of teachers, the culminating project will be a pass/fail.
- Seniors desiring to have first semester Senior Privilege, must have an approved senior level plan of service in place and must have at minimum 15 hours already completed, submitted and approved before the first Friday of the school year. Seniors desiring second semester senior privilege must have completed, submitted and approved 25 hours before the first Friday of the second semester.

Service Hours Guidelines

- In order to be considered volunteer community service hours, the service must be done outside of regular school hours and cannot be associated with student activities at school.
- Mission trips sponsored by SDHS or local organizations may be counted as service hours for any grade level requirement.
- As a rule of thumb, service for a parish or for SDHS will be limited to the Freshman and Sophomore years for obtaining the 25 required yearly hours.
- No project will be accepted which is directly or indirectly related to your family (household chores, babysitting for brother and sisters, nieces and nephews, etc, doing odd jobs at your home or a relative's home such as mowing the lawn, washing the cars, moving, etc.). Only service that is completed for a not-for-profit agency will be considered valid community service.
- Working for profit organizations or a political campaign for service hours does not count.
- Work completed for an individual that isn't part of a not-for-profit agency is not considered community service and will not count toward the required service hours.
- Service projects should not be associated directly with student activities at St. Dominic High School and cannot be performed during school hours.

ACADEMICS

A+ PROGRAM: St. Dominic High School is proud to be part of the A+ Program, an initiative that provides scholarship funds to eligible graduates who attend participating public community college or vocational/technical school, or certain private two year vocational/technical schools. Additional scholarship funding is available at selected four year colleges for students who meet the A+ criteria. The criteria for earning A+ Scholarship funds includes:

- Sign a Program Participation Agreement
- Attend an A+ designated high school three consecutive years prior to graduation
- Graduate with a 2.5 cumulative non-weighted grade point average (GPA will not be rounded up. A 2.49 will not translate to a 2.5.)
- Maintain a cumulative 95% attendance record
- Maintain a good record of citizenship
- Be proficient beyond the Algebra I level of math or score a 17 on the Math portion of the ACT or score proficient on the EOC exams
- Perform 50 hours of unpaid tutoring/mentoring, monitored by St. Dominic High School (up to 12.5 hours can consist of job shadowing experience)
- Choose to attend a Missouri community college or vocational/technical school on a full time basis and maintain a GPA of 2.5 or higher
- Produce evidence the Free Application for Financial Student Aid (FAFSA) form has been submitted second semester senior year
- Selective Service - Effective August 28, 1999, all individuals required to register with the Selective Service must do so to be eligible for state-supported scholarships, programs for financial assistance for post-secondary education or loans insured by any state agency.

ACADEMIC ADVISOR SERVICES: The Academic Advisor supports students of St. Dominic High School through offering assistance to the classroom teachers, the Learning Consultant and the College Guidance Department. Specific responsibilities include:

- Assist the Learning Consultant with overseeing and servicing the learning needs of students with learning profiles.
- Oversee the academic probation and contract policy, facilitate and manage all academic contracts throughout the year including correspondence with teachers and parents, and weekly meetings with students on contract.
- Assist teachers, as requested, in monitoring students whose grades are unsatisfactory - to include regular review, frequent conversations with teachers, the development of a learning plan as needed and regular assistance given to the student.
- Serve as a resource in addition to the classroom teacher for students whose academic performance is unsatisfactory.

ACADEMIC PLAN: St. Dominic High School offers a college preparatory curriculum with courses designed to meet the needs of high school students of varying abilities, including honors courses and a program for students with mild to moderate learning needs. Students are encouraged to take 8 credits – a minimum of 7 passing credits yearly is required. Failure to complete 7 credits a year requires that the course be made up in summer school or in an approved correspondence course.

FOUR YEAR PLANNING GUIDE

9 th Grade	10 th Grade	11 th Grade	12 th Grade
Religion	Religion	Religion	Religion
Lit and Comp 1	Lit and Comp 2	Literature	Literature
Civics/Geography	World History	U. S. History	Personal Financial Mgmt
Math	Math	Math	Math
Science	Science	Science	Elective
World Language	World Language	Visual and Performing Arts Business/Computer Science	Elective
P.E./Health	Visual and Performing Arts Business/Computer Science	Elective	Elective
Elective	Elective	Elective	Elective

ACADEMIC HONESTY/CHEATING: St. Dominic High School upholds the highest standards of academic excellence and therefore expects academic integrity of all students. Cheating is a violation of personal integrity and contrary to Christian values.

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include the following:

- Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
- Fabrication: The falsification of data, information, or citations in any academic exercise.
- Deception: Providing false information to an instructor concerning an academic exercise—e.g. giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Cheating: An attempt to give or obtain assistance in an academic exercise without due acknowledgment.
- Sabotage: Acting to prevent others from completing their work. This includes destroying the work of others or willfully disrupting the experiments or work of others.

It is the student's responsibility to understand copyright infringement, plagiarism, and cheating. When in doubt, students should consult with the teacher in advance of the due date of the assignment. Consequences to violations of academic honesty may include a failing grade, notification to parents, disciplinary/academic probation, detention, suspension, or in extreme cases, withdrawal for cause from St. Dominic High School.

ACADEMIC AWARDS: Academic certificates are awarded in May to all students who earn 3.70 on their cumulative grade point average. Scholastic letters are awarded to sophomores, juniors, and seniors who earn a cumulative G.P.A. of 3.70. In successive years, letter recipients earn pins. Medals are awarded in each department, as selected by the faculty, based on departmental criteria.

ACADEMIC PROBATION POLICY: An Academic Probation Policy has been established for those students whose grades are consistently unsatisfactory. The provisions of this Policy are as follows:

- A student who earns an F at the end of a semester grading period will be placed on Academic Probation for the following semester. At the teacher's discretion and in consultation with the College Guidance Department, students who are carrying a failing class average at a mid-semester reporting date may be placed on Academic Probation for the remainder of the semester.
- A conference will be held with the student, student's parents, Principal, the student's college guidance coordinator, teacher (if available), and the academic/advisor or learning consultant (if appropriate).
- A Probationary Plan of Action will be developed at the conference, detailing the student's academic and/or behavior goals, as well as strategies necessary to achieve these goals.
- This plan will be reviewed during the semester by the designated College Guidance Coordinator or the Academic Advisor.
- If a student fails to fulfill his/her contracted requirements, he/she may be asked to leave St. Dominic High School.
- Students who are asked to leave St. Dominic High School have the right to Academic Due Process. The dismissed student and his/her parents may appear before an Academic Review Board (teachers appointed by the Principal) to appeal the dismissal. If the student is reinstated, he/she will receive an academic contract. There is no opportunity for a second appeal. Students who do not fulfill the appealed contract may be asked to leave St. Dominic High School.

ATHLETIC STANDARDS FOR ACADEMICS & CONDUCT: Participating in athletics at St. Dominic High School is a privilege. Certain responsibilities must be met before a student may participate in athletics at St. Dominic High School. Academics and conduct are the first priority and therefore students must be performing at an acceptable level in academics and conduct before they may participate in athletics. Athletic participants are required to maintain passing grades in all of their courses. Students whose character or conduct reflects poorly on themselves or St. Dominic are not considered "credible citizens" (MSHSAA bylaw 2.2) and may be suspended or removed from activities as deemed necessary by the Athletic Director or the school administration.

In case of either academic or behavioral deficiency at mid-semester grading, a student will be suspended from all games for a minimum of two weeks, starting with verification of the grades. During this time, a student may practice with the team. The student may attend games at the discretion of the coach; however, no school time may be missed. At the end of the two week period, the Athletic Director, upon written notification of the acceptable progress from the appropriate teachers, may reinstate the student to full participation. If the student is not making acceptable progress by this time, he or she will continue the suspension until acceptable progress has been achieved. Grading periods for academics will be the mid-semester progress reporting date and semester-end. Per MSHSAA students with failing grades in two classes will automatically be ineligible for the next semester.

CAREER SHADOW: Seniors have the opportunity to shadow fields of interest for a day during their junior or senior year. This real-world career exposure will allow them to experience first-hand professions of interest. Students requesting a career shadow day must be mindful of the following steps.

- A career shadow day should be designed for one full day of school during the first semester of the senior year. Students may shadow more than one career on their chosen day.
- For record keeping purposes, the designated day is not to be broken up into parts, such as two half-days.
- Return signed parent permission form and obtain teacher signature form from the College Guidance Center.
- Return teacher's signature form to the College Guidance Coordinator one week prior to the career shadow day.

- Failure to follow these steps or violation of the intent of a career shadow visit causes the visit to be counted as an absence.

COLLEGE CREDIT AND ADVANCED PLACEMENT PROGRAMS: St. Dominic offers several opportunities for students to earn college credit while attending high school. We collaborate with local universities to make this possible. We also offer Advanced Placement testing options in specific courses. Please see the St. Dominic High School Course Description Book for details.

COLLEGE GUIDANCE SERVICES: With the goal of serving the students and families, the basis of the College Guidance Coordinator Services rests on three essential pillars:

- Be known, available, and approachable to students
- Be proactive and innovative in all matters
- Be creative in the development of programs that build on strong relationships

The College Guidance Coordinator for the freshmen and sophomores focuses on the following:

- assisting Freshmen with their high school transition
- assuring all Freshmen and Sophomores are familiar with Missouri Connections and begin or update their high school resume
- leading registration process of course selection for Freshmen and Sophomores
- coordinating a college field trip for all Sophomores
- coordinating the Aspire standardized tests
- overseeing the overall academic progress of all Freshmen and Sophomores
- building a strong relationship with students and their parents to best serve their needs

The College Guidance Coordinator for the juniors and seniors focusing on the following:

- meeting with individual students, starting with a transition meeting of all exiting Sophomores yearly in the May
- assisting students in updating their resumes
- providing direct college guidance for parents and students to include scholarship information, college information, and interest inventory information
- coordinating all college visits
- overseeing all aspects of the ACT and PSAT testing
- overseeing that overall academic progress of all Juniors and Seniors
- building strong relationships with students and their parents to best serve their needs

Parents are encouraged to contact their student's college guidance coordinator with any questions or concerns they may have.

COLLEGE VISITS: A college visit is purposeful only if the school or university has been notified. This enables the school personnel to be available to answer the student's and parent's questions. Students requesting a college day must complete the following steps:

- Return signed parent permission form and obtain teacher signature form from the College Guidance Center.
- Return teacher's signature form to the College Guidance Coordinator one week prior to the scheduled visit.
- Failure to follow these steps or violation of the intent of a college visit causes the visit to be counted as an absence. Parents and students are encouraged to visit colleges during the summer. If it is necessary to miss school, college visits are sanctioned only on days when the college is in session.

The high school reserves the right to confirm a college visit. A maximum of two college visit days per year is allowed: juniors, 2 visits in the second semester and seniors, 2 visits finished by April 1. Students are allowed one half day to visit schools in the Greater St. Louis Area.

COURSE CHANGES: Students are encouraged to work closely with their parents, teachers, college guidance coordinator, and advisor when planning their course selections for the following year. This combined effort should lessen the need to make a course change later. Once students have listed preferences, school resources are directed toward the choices made. Little flexibility exists after that for course changes. College Guidance Coordinators will utilize the student registration form listing of alternate courses if a student is dropped from a course or has a conflict in scheduling.

Course changes are granted only with the permission of the Principal, the teacher, and the parents. No change will be made after the first three sessions of the class unless it is teacher/school initiated. Students may also be responsible for the purchase of any apps/books for the new course. Changes may be initiated for the following reasons:

- Scheduling error
- Inappropriate course level
- Graduation requirements
- Health consideration
- Teacher recommendation

COURSE PLACEMENT: Students are placed in courses according to grades and standardized test scores, the advice of academic departments, and with parental approval. No change to a lower or higher ability level in a given course will be made without consulting both student and parents and without permission of the Principal. If it becomes necessary to remove a student from a course for reasons other than ability level, the Principal will make the final decision in this matter.

CREDIT MAKE UP: Any student taking a credit outside of St. Dominic High School must seek the approval of the Principal prior to the student's enrolling in the class. Failed courses may be made up in summer school at your local public school or in an approved correspondence course. Students who are more than one full credit deficient after August 1st may not return for the following school year. A maximum of 1 credit earned during summer school may be used to establish or maintain academic eligibility for activities or athletics.

Types of Educational Institutions: Credits earned through traditional classroom setting that is accredited by COGNIA or by one of the other five regional accrediting associations (Western Association, Southern Association, Middle States Association, New England Association, and Northwest Association) will be "accepted." Credits earned through educational institutions accredited through other organizations must be approved by the Administration prior to enrollment and the student may be subject to the St. Dominic High School assessment before credit is "accepted." Credits earned from educational institutions accredited by COGNIA or by one of the other five regional accrediting associations that are earned via correspondence, internet, video, or other forms of "off-campus" or "distance-learning" delivery systems may be accepted.

GRADE SCALE:

Grading Scale		Grade Points
93- 100 %	A	4.0
90 - 92.99 %	A -	3.7
87 - 89.99%	B+	3.3
83 - 86.99%	B	3.0
80 - 82.99%	B-	2.7

77 - 79.99%	C+	2.3
73 - 76.99%	C	2.0
70 - 72.99%	C-	1.7
67 - 69.99%	D+	1.3
63 - 66.99%	D	1.0
60 - 62.99%	D-	0.7
0 - 59.99%	F	0

	A	B	C	D	F
	4.0	3.0	2.0	1.0	0
Honors	4.5	3.5	2.5	1.5	0

The maximum weighting is plus 0.5.

GRADE UPDATES: St. Dominic High School uses the web-based Learning Management System program as a means to communicate up-to-date grades for each student. It is the responsibility of the student and his/her parents to access the electronic grades available on Learning Management System to check the academic progress of the student. Per the academic calendar, all teachers will update grades weekly, with the understanding that due to the block schedule there may be weeks with no additional recorded grades. Parents and students are asked to monitor their Learning Management System account on a regular basis. Parents are encouraged to consult with teachers as questions arise.

GRADUATION REQUIREMENTS: A minimum of 28 credits is required to graduate from St. Dominic High School. Of these the following credits are required for graduation:

Religion	4 credits	Science	3 credits
English	4 credits	Practical Art	1 credit
Social Studies	3 credits	Physical Ed/Health	1 credit
Mathematics	3 credits	Fine Arts	1 credit

The balance of the 28 credits may be electives. In addition to academic requirements, students must maintain a satisfactory attendance and disciplinary record as defined by the school, meet all financial obligations to the school, complete one hundred hours of approved Christian service, and participate in the yearly prayer days and overnight retreat program. Students who do not meet these requirements may not participate in the graduation ceremony.

HIGHER LEARNING STANDARDS: St. Dominic is a College Preparatory School. All students will be afforded an educational path to attend college. Several honors courses offer college credit or advanced placement.

Four-year Degree Granting Colleges usually require:

English--4 years

Science--3 years

Visual & Performing Arts--1 year

Math--3 years (Algebra 1 & 2, and Geometry) Algebra 1 and higher. Many require 4 years

Social Studies--3 years including U.S. History

World Language--2 years of one World Language recommended

4 additional units from English, Math, Science, Social Studies, Foreign Language, Computer Science

Please check with your College Guidance Counselor for specific college requirements.

LATIN HONORS: Students will be recognized based upon their cumulative weighted grade point average. The grade point average will be calculated on coursework completed only at St. Dominic High School, generally eight semesters.

Cumulative Grade Point	
3.80 – 3.99	Cum Laude
4.00 – 4.19	Magna Cum Laude
4.20 and above	Summa Cum Laude

LEARNING CONSULTANT SERVICES: As professional educators, it is important to know as much as possible regarding the educational challenges and gifts of the students. With this focus in mind, students with current documentation of special needs diagnosed by a qualified professional can be afforded reasonable and appropriate accommodations at St. Dominic High School. The following guidelines will be utilized:

- Current means a report of a diagnostic evaluation that has been completed within the last three years.
- Documentation means that the report of the diagnostic evaluation identifies a special condition that impacts a student’s ability to perform in the school setting.
- Special need means an area of functioning that is significantly different from an established norm in the learning environment. This definition includes students with physical or neurological disabilities, learning disabilities, visual or auditory disabilities, and behavioral or attention disorders.
- Diagnosed by a qualified professional means that the evaluation and reporting was done by a licensed or certified specialist in the appropriate field. Types of evaluations include multi-diagnostic, psycho-educational, speech and language, neurological and medical.

In order for St. Dominic High School to consider providing a student with reasonable accommodations over time, recommendations must be stated in the evaluation report of the professional who made the diagnosis, in the Individual Services Plan (ISP), or in a plan or profile developed by a qualified specialist. In addition, the school must have signed authorization to exchange information regarding the student’s special needs with specialists and agencies. This documentation must be a part of the student’s school file.

In the event the parents do not submit complete information and/or will not cooperate in ensuring that professionals who provide services to their child provide complete information, the school may postpone any further consideration of admission or deny continued enrollment.

PERMANENT RECORDS: These records include academic grades, attendance, tardiness, and released with the student’s permission. Current student transcripts will be sent for free. After graduation, each transcript sent will cost \$3.00. Transcripts will not be released until all financial obligations are met.

REPORT CARDS: Report cards are issued either electronically or via mail at the conclusion of each semester. Second semester report cards are mailed home once all financial obligations are met.

SEMESTER EXAMS: Exams are given at the end of each semester. Courses vary in the semester exam weight with the minimum being 15%. Students may not miss or reschedule semester exams except for serious illness or other serious extenuating circumstances. Permission to reschedule exams must be obtained from the Principal.

SEMESTER GRADES: Semester grades are calculated in various ways per individual teachers. Grading information may be found on each teachers' syllabus.

SENIOR EXAM EXEMPTION PRIVILEGES: At the teacher's discretion, seniors may be exempted from the culminating exam of a course if the student is in good standing and meets the necessary requirements of that course, including an average of 90% for the culminating semester of the class and no more than 2 detentions for the semester. Students enrolled in college credit courses are required to take exams.

STANDARDIZED TESTING: Standardized testing for academic achievement and intellectual ability is an integral part of the guidance program. At each grade level students are tested to assess achievement and ability as compared to national norms and to indicate the student's relative academic strengths and areas for improvement. These tests help the College Guidance Coordinator monitor student progress over their four years at St. Dominic High School and assist in the proper class placement for all students.

Freshmen students take the 9th grade Aspire Test, which measures their achievement in the areas of English, math, reading and science as compared to ninth graders nationwide. Using a comprehensive interest survey, the test also yields information for future planning.

Sophomore students take the 10th grade Aspire Test. In addition to providing students the opportunity to experience a practice college admissions test, the test shows how the student is achieving in the areas of English, math, reading and science. Furthermore, the test indicates a career interest survey and a study-skills self assessment which are used to initiate career exploration activities and to assist students in learning to study more effectively.

All juniors will take the practice ACT test in October. Junior students who qualify to take the PSAT test (Top 10% of the class and past standardized test scores at the 90% or above percentile) will receive an invitation from the College Guidance Department and may therein opt for the PSAT test instead of the Practice ACT test. **Should this change the Junior class will be notified.**

STUDY HALL: A quiet atmosphere in which schoolwork can be done should exist wherever a study hall is scheduled. Students who are on academic probation may lose the privilege of Learning Commons or other such passes out of study hall. Students must remain in study hall. Students may use their iPad to listen to music with headphones during study hall as long as it is not a disruption to other students or the teacher.

SENIOR STUDY HALL PRIVILEGE: Senior Study Hall Privilege is the privilege of coming late or leaving early when a senior has a study hall first or last period of the day and meets all of the requirements. Seniors must be in good standing and have no credit to make up, have a satisfactory conduct record and have no more than 2 detentions for the semester. **Any senior currently failing a class will also lose Senior Privilege for that week until the grade has risen above an "F" range.** Any senior who is on campus during senior privilege must be present in his/her assigned study hall. Senior privilege may be suspended until missed tests/quizzes have been taken. This privilege will not apply on specific days as announced by the Dean of Student Services. Seniors desiring to have first semester senior privilege, must have an approved senior level plan of service in place and must have at minimum 15 hours already completed, submitted and approved before the first Friday of the school year. Seniors desiring second semester senior privilege must have completed, submitted and approved 25 hours of their senior level plan of service for a minimum total of 100 service hours before the first Friday of the second semester. Senior Privilege will be granted only at the beginning of each semester, however it may be revoked at any time the senior does not meet the criteria.

TRANSFERRING FROM OTHER SCHOOLS: If a student transfers from a school accredited by COGNIA, or by one of the other five regional accrediting associations, the credits will be “accepted.” These credits will count towards the cumulative credits required for graduation. The student will not transfer in any cumulative grade point average. Exceptions to accepted credits include, but are not limited to, classes that are considered study skills, tutorials, and Driver’s Education classes.

Students transferring from a school accredited by another organization or not accredited will have the credits reviewed by the Principal.

Any transfer student is responsible for the credit requirement needed for graduation, but is only obliged to have religion credits for each semester at St. Dominic High School. Any exceptions to this rule must be made with the Principal’s approval.

Home-schooled students must, in addition, provide materials required by the Missouri State Department of Elementary and Secondary Education for credit consideration. (lesson plans, portfolios of work, etc.).

Students from non-accredited schools or home-schooled students will not be accepted into the Senior year at St. Dominic High School except under extraordinary circumstances as determined by the Administration.

TRANSFERRING TO ANOTHER SCHOOL: There will be no release of student records to other schools, institutions, agencies or individuals without the prior written consent of the parent/guardian or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

WEIGHTING OF COURSES: Some courses are weighted more heavily when the Grade Point Average is calculated. The weight of each course is given on the first line of the description following the grade level of the course, as found in the course booklet. Weighting changes the Grade Point Average in the following manner:

	A	B	C	D	F
Regular	4.0	3.0	2.0	1.0	0
Honors (plus 0.5)	4.5	3.5	2.5	1.5	0

CODE OF CONDUCT

It is the school's expectation that students will conduct themselves as maturing young adults. Such conduct is evidenced by showing respect for self, fellow students, faculty, and staff, for the beliefs and opinions of others, and for school materials and the building. Students are expected to be on time and prepared for class, to have their assignments completed and turned in on time, and to behave in a manner that is appropriate for the learning environment. One sign of a mature adult is that the student strives to meet expectations placed upon him and that he accepts responsibility for the consequences when he does not meet those expectations. The essence of Christian discipline is self-discipline.

ALCOHOL AND DRUGS

St. Dominic High School believes the use of alcohol and drugs poses a threat to young people. The use and abuse of alcohol and drugs inhibit attainment of potential and create an obstacle to full development as Christians. St. Dominic High School strives to provide a safe, drug-free school environment. We believe that the use and abuse of alcohol and drugs are destructive not only to students and their families, but also to the St. Dominic community.

It is understood that developmental issues, on occasion, impede adolescents from making sound decisions. Given this reality in the lives of adolescents entrusted to our care, we have employed a two-part strategy concerning the use of drugs and alcohol by our students. The first component is the Health and Wellness Model designed to foster a community of learners who are well on their way to understanding how to make appropriate decisions concerning the use and abuse of drugs and alcohol. The second component is the Drug and Alcohol Discipline Policy. This policy is designed to intervene in the life of a student who chooses to bring drugs and/or alcohol onto the campus or chooses to attend an off-campus St. Dominic High School event under the influence of drugs and/or alcohol. In both strategies it must be clearly stated: any student who sells or distributes drugs or alcohol on campus will be subject to immediate dismissal from St. Dominic High School.

HEALTH AND WELLNESS MODEL

St. Dominic High School strives to be a community where our students are empowered to make responsible choices concerning the role of alcohol and drugs in their lives. Our desire is for a drug/alcohol free student body. To this end, all students at St. Dominic High School are subject to mandatory random drug/alcohol testing throughout their enrollment at the school. The information gathered will be shared with parents and will be used to help the students make positive choices. A positive test result from the random testing will not lead to automatic disciplinary consequences. It is our hope that students who test positive will get the help needed to return to good health.

PROCESS OF HEALTH AND WELLNESS MODEL

While it is our hope our students will be making healthy choices concerning drugs and/or alcohol, we understand some may not. Below is an outline of the process used in St. Dominic High School's program:

- Throughout the school year, St. Dominic High School will randomly choose a group of students to submit for drug/alcohol testing. SDHS students will submit a hair sample to be tested for the presence of drugs and/or alcohol. The school has employed a third party to analyze the hair samples. Testing will begin at the start of the school year and continue until the last day of the academic calendar.
- All samples will be sent to the third party for analysis, and the results will be sent to the Dean of Student Services.
- For those students whose results are negative, the Dean of Student Services will send a "Letter of Negative Status" home to the parents with the date of testing indicated. The student will reenter the random pool for possible future testing.

- For those students whose results are positive for drug and/or alcohol use, the Dean of Student Services will request an immediate meeting with the student and parents and the First Positive procedures will be initiated.

FIRST POSITIVE

Students whose random test results yield positive for drug and/or alcohol use will commit to the following:

1. The Dean of Student Services will require a meeting with the student and at least one parent.
2. Given this is a Health and Wellness program, there will be no disciplinary consequences at this time. The purpose of the meeting is to encourage the family to seek the necessary help and interventions. There will be no consequences given by the school for participation in co-curricular activities for a First Positive.
3. The Dean of Student Services will provide names of drug and alcohol intervention programs. This list is provided as a courtesy, and St. Dominic High School does not endorse one therapist or program over another.
4. The family will be required to provide the Dean of Student Services a written plan of action that will be taken by the family. This plan is due within one week of the meeting with the Dean of Student Services.
5. Students with a First Positive will be tested again in 90 calendar days.
 - a. If the First Positive 90 day re-test results are negative, the student will be placed back in the random pool of test participants.
 - b. If the First Positive 90 day re-test results are positive, the student will be placed in the Second Positive category.
6. Please note: all testing required after the initial random test will be invoiced to the family.

SECOND POSITIVE

If after the First Positive test results are again positive for drug and/or alcohol use, it will be considered a Second Positive.

1. Upon notification of the Second Positive, the Dean of Student Services will conduct a full examination of the student's academic, discipline and attendance records.
2. It may be determined that it is impossible for the student to remain at St. Dominic High School.
3. The Second Positive test results will be reported to the members of the Administrative Team, including the Athletic Director. The student will be ineligible for all co-curricular activities until the student tests negative.
4. Students who are charged with a Second Positive, and permitted to remain at the school, must commit to a treatment program. Documentation of attendance at a program will be shared with the Dean of Students.
5. Failure to follow through with the agreed upon treatment program may jeopardize a student's continued enrollment at St. Dominic High School.
6. Students with a Second Positive will be tested again in 90 calendar days at the family's expense.
 - a. If the Second Positive 90 day re-test results are negative, the student will be released from all therapeutic obligations and tested again in 45 days.
 - b. If the 45 day re-test results are also negative, the student will be placed back in the random pool of test participants.
 - c. If either the Second Positive 90 day or 45 day re-test results are positive, the student will be placed in the Third Positive category.

Note: Students who successfully complete a drug/alcohol intervention program and who maintain a negative status as described above will be placed back in the random pool for future testing. If these individuals test positive at any time during their remaining years at St. Dominic, they will be considered a disciplinary risk and placed in the category of a Third Positive. A student is given only one opportunity to successfully complete the program of drug or alcohol remediation.

THIRD POSITIVE

If after the Second Positive the test results are again positive for drug and/or alcohol use, it will be considered a Third Positive.

1. The school will have no choice but to assume that despite nearly a year of evaluation and support given to them, the family and the student are not making a good faith effort to improve.
2. A Third Positive will move the conversation from one of Health and Wellness to Discipline. A Third Positive will indicate to the school unwillingness on the part of the family and student to seek the help needed to remain drug free.
3. A Third Positive will likely lead to dismissal from St. Dominic High School.

DRUG AND ALCOHOL DISCIPLINE POLICY

The use of alcohol by a minor, the distribution of alcohol to a minor by an adult, and the use of any controlled substance are all against the law and are considered serious misconduct at SDHS. Families and students should be aware that our local police jurisdiction sends MIP (Minor in Possession) reports directly to the school. Such offenses, though not directly involving SDHS, may have far-reaching consequences at school. When students are detained or arrested for drug and/or alcohol offenses outside of school, it indirectly damages the reputation of the school; therefore, in accordance with our "Outside of School Conduct" policy consequences at school may follow.

It is important to note that the selling or distribution of drugs and/or alcohol at St. Dominic High School or at events off campus will result in immediate dismissal.

Any student who knowingly possesses, uses, transmits, or is under the influence of alcohol or illegal drugs during school hours, on the school grounds, at any time, or at any school-sponsored event is liable for dismissal from St. Dominic High School. Alcohol testing, by breathalyzers, will be conducted at all school dances and may be conducted at additional school activities.

- For the first offense, a student will be suspended from school and will remain suspended until the Dean of Student Services convenes a Disciplinary Review Board.
- During the suspension, the student will be required to seek a drug and/or alcohol assessment at a school approved agency at the family's expense. Parents must sign a release form with the agency providing the assessment, and the school must be notified of the results.
- Once the Dean of Student Services has received all of the results and recommendations from the evaluating agency, a Disciplinary Review Board is scheduled. A description of the Disciplinary Review Board and its role may be found in the Student Parent Handbook under "Withdrawal for Cause".
- All testing and counseling sessions shall be the financial responsibility of the family.
- Subsequent violation of this policy within a student's career at SDHS may result in being withdrawn for cause.

Additionally if the student and/or parent/guardian refuse to agree to the assessment, or refuse to follow the assessment recommendations, the student will be required to withdraw from St. Dominic High School.

CLASSROOM MANAGEMENT: The Staff and Administration of St. Dominic High School commit themselves to supporting, guiding and leading students to mature and responsible behavior. Classroom discipline is cooperative work wherein the teacher clearly communicates expectations of student behavior, and the student responds with positive cooperation. The teacher also explains to each of his/her classes the consequences of lack of student cooperation. In the case of frequent disruption of the class, the teacher should take steps to secure cooperation which would usually include:

1. Speaking with the student outside of the classroom situation and discussing with the student the specific disruptive behavior.

2. Some form of punishment issued and supervised by the teacher. The teacher would then contact the parents, by phone or email.
3. If the behavior continues, the teacher will speak with the Dean of Student Services and set up a time for a meeting with the student, the teacher, and the Dean. At this meeting, the teacher will be prepared to discuss with the student and the Dean what specific behaviors are expected of the student in the classroom. The Dean of Student Services will record those expectations and review them with the student in the presence of the teacher.
4. If the behavior continues, a meeting will be arranged with parents and a behavioral contract will be created.

DETENTION: Detentions are given when students choose not to meet their responsibilities as outlined in the Student Handbook. Typically, detentions are served for five signatures on the signature card, some dress code violations, and misuse of an iPad or for other infractions as determined by the Dean of Student Services.

Students and parents will be notified of detentions via email. Detentions are served on Monday, Tuesday and Wednesday from 3:00 to 4:00 p.m. Wednesday may be from 3:00 to 5:00 p.m. for any student who has earned a two-hour detention. A student will be assigned to the Wednesday two-hour detention after accumulating three detentions in a semester. If a student is absent on his/her assigned detention day or detention is cancelled for any reason, the detention will be scheduled for the next detention day without further notification.

A student who skips detention must still serve that detention and must serve a two-hour detention on Wednesday. A student who skips a Wednesday two-hour detention must serve that detention and an additional two hour detention on the next Wednesday. A student who has earned 10 or more hours of detention in a semester may be placed on disciplinary probation. All outstanding detentions must be served prior to a student being eligible to return to the next semester classes. Detention takes precedence over every other school function (sports practice, game, extracurricular event, etc.).

BEHAVIORAL CONTRACTS: Students with more serious or repeated conduct, disciplinary, attendance or academic issues may be placed on a probationary contract. The Principal or the Dean of Student Services issues this contract. The contract is meant to clarify St. Dominic High School's expectations for the student and to assist the student and family in meeting these expectations. The student, the student's parents/guardian, the Principal and the Dean of Student Services, must sign the contract. Failure to meet the conditions of the contract may result in suspension or removal from school/withdrawal for cause.

When a disciplinary referral is written, the student is out of the class until such a time as the Dean of Student Services, the student, the teacher, and the parents can meet to go over the specific behavior and the expected behavior. After this meeting, the student is reinstated into the class. A second referral from the same class will result in the removal of the student from the course for that grading period, with an academic grade of an F. A second referral results in the student's being placed on a behavioral contract.

Referrals may be appropriate in the following situations:

- In cases of serious or continued disruption of classes and study halls, after teacher conferences with students, parents and the College Guidance Coordinator and/or Dean of Student Services have failed.
- Failure of a student to report to the College Guidance Coordinator, Dean of Student Services or Principal at the assigned time in cases where the student had to be dismissed from class or study hall.

FIGHTING: Fighting is defined as physical abuse or other acts of violence in which both parties have contributed. Every student is encouraged to respond to verbal and physical aggressiveness by seeking school authorities to help resolve problems in a rational, civilized, and Christian manner. Students are not to act in ways that are perceived as threatening. Verbal “baiting” provocation, challenges, etc. are also unacceptable and feed into the cycle of aggression and violence. If students do become involved in a verbal or physical fight, the following will occur in this order:

1. Students involved in aggressive behavior will be suspended immediately.
2. A conference with the students and their parents will be held at a time established by school authorities.
3. Students who are involved in the aggressive behavior will be placed on a behavioral contract and/or could result in withdrawal for cause.

HARASSMENT/INTIMIDATION: Harassment is defined as any unwanted and unwelcome behavior that interferes with a student’s performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, visual or utilizes electronic devices. Students are not to act in ways that could be perceived as threatening or harassing. All persons have the right to be treated with dignity and any demeaning behavior is prohibited. Possible disciplinary actions for students who violate this rule are parent contact, out-of-school suspension, probationary contract and/or removal from school/withdrawal for cause. Students are expected to seek assistance from a teacher, College Guidance Coordinator, coach, or an administrator when they feel threatened or harassed.

OUTSIDE OF SCHOOL CONDUCT: While outside of school, students are expected to act in ways that uphold the reputation and the code of conduct of St. Dominic High School while outside of school. When it comes to the attention of the Administration, parents will be notified of concerns about student behavior even when the behavior occurs off campus. Inappropriate or irresponsible conduct out of school that detracts from the reputation of the school or defames others in the school community may result in disciplinary action. Disciplinary actions may include parent contact, probationary contract, suspension or withdrawal for cause.

POSSESSION OF WEAPONS OR OTHER DANGEROUS DEVICES: In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of St. Dominic High School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. This would include non-lethal tools such as pepper spray, stun guns etc. Absolutely no firearms, explosive devices, or weapons of any kind, including pocket knives or other more common items used in a threatening manner will be tolerated at school, school functions, or on the premises. Verbal threats suggesting the possible use of such items will be taken seriously. Consequences may include suspension, withdrawal for cause, and/or legal action.

SEARCH & SEIZURE: School officials with sufficient reasons to do so may search a student’s locker. Lockers are school property provided to students for their use and are subject to search by school officials with proper reason. A student’s jacket, purse, backpack, and the like are personal property. With good reason, school officials could request that a student empty the contents of pockets, purse or backpack, and/or unlock an iPad. If the student refuses, disciplinary action such as suspension could be based on that refusal. School-wide searches of lockers may be employed without prior notice to parents or students.

SIGNATURE CARDS: Each student at St. Dominic High School is given a student signature card that is to be carried at all times. The student signature card is also used to regulate some discipline policies of the school. In case of a lost or filled signature card, the student may obtain a second card from the Dean of Student Services. In the case of a lost card, at least three signatures will be given by the Dean of Student Services.

The back of the signature card will be signed for the following reasons:

- Some violations of the dress code, such as an untucked shirt, rolled skirt, etc. (See procedures for dress code enforcement)
- Being tardy to school in the morning
- Being tardy to a scheduled class or study hall.
- Study hall, cafeteria, assembly, or hallway misconduct.
- Not having the issued lock on locker at all times and not keeping locker locked when not in use.
- Dean of Student Services' discretion.

Students must present the signature card to a teacher upon request. Failure to present the card may result in a detention. Students who receive a signature for being tardy to class and do not earn another signature for 30 days may have the signature removed from their card. Only the Dean of Student Services may remove a signature from a signature card.

SMOKING: St. Dominic High School is a smoke free campus. Smoking, vaping, or the use of smokeless tobacco products is prohibited by all St. Dominic High School students on the premises and at any school function. This includes vaping and tobacco paraphernalia. Students who are found smoking, possessing cigarettes, vaping materials or smokeless tobacco, or in possession of smoking paraphernalia are fined \$50.00, and their parents are notified about the infraction. In case of a second offense, a conference with student, parent, and Administration is required in addition to a \$100.00 fine and a 2-hour detention. A third offense will result in a \$200 fine and an immediate out of school suspension and the student may be subject to the consequences that are outlined in the school's Drug and Alcohol Discipline Policy (as listed on page 30).

SUSPENSION: When an out-of-school suspension is assigned, the parents' cooperation is expected so that this will not become a "day off" from school. Students are responsible for all academic work during their suspension. During out-of-school suspensions the student is prohibited from participating or attending any extra-curricular activities or from being on school property. Out-of-school suspensions are assigned for fighting, harassment, stealing, vandalism, inappropriate or irresponsible conduct out of school that detracts from the reputation of the school, violating the St. Dominic High School Drug and Alcohol Policy, weapon possession, or serious misconduct that the Administration feels warrants a student's being suspended. Suspensions are of varying lengths. Students who are suspended will be placed on a behavioral contract.

THEFT: A student found stealing or in the possession of stolen property will be required to return or replace the property immediately. In addition to restitution, the consequences may include parent contact, out-of-school suspension and a behavioral contract. Repeat offenses may include withdrawal for cause and/or legal action.

VANDALISM: Vandalism occurs when a student willfully or maliciously destroys or defaces the property of another student, faculty or staff member, or the school. In addition to restitution, the consequences will include parent contact, out-of-school suspension and behavioral contract. Repeat offenses may include withdrawal for cause and/or legal action.

VIOLENCE: Violence is inconsistent with the unity and peace that are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Violence is not tolerated at St. Dominic High School.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes harassment or intimidation, the threat of injury, assault, and possession and/or use of a weapon.

WITHDRAWAL FOR CAUSE: Withdrawal for Cause is the permanent end of enrollment of a student from St. Dominic High School. A student could be subject to withdrawal for cause if there has been a period of suspension or formal probation and the consequences of further infractions are clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of St. Dominic High School.

When a student's disciplinary situation is so serious that school officials consider removing/withdrawing the student from St. Dominic High School, the student will be placed on indefinite suspension and a Disciplinary Review Board will be convened. The Disciplinary Review Board is comprised of the Dean of Student Services, the student's College Guidance Coordinator, and a teacher appointed by the Principal. A scribe will be present at the meeting for the sole purpose of dictating notes for the Disciplinary Review Board process. The Board will meet with the student and the student's parents/guardians seeking input from them. They will also review information regarding the student's overall record and the student's present situation. The Board will then reach a decision. The Board's decision is then passed on to the President of the school who will either approve the decision or will make his/her own decision. The decision may include removal from school or placement on a probationary contract. In extreme cases, the President, in consultation with the entire Administrative Team, may decide on immediate removal of a student if the situation so warrants that action. Students who have been withdrawn for cause are banned from the campus and all school activities.

TECHNOLOGY USAGE

ACCEPTABLE USE POLICY: The school provides computing and network resources for the use of the students, employees and others affiliated with the school. St. Dominic High School provides internet access to all students and staff. Internet access allows classrooms and individuals to have access to information, software, news and opinion, and communication by electronic mail that originates from any point in the world. Members of the school community are encouraged to use electronic devices, software packages, and email for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software and network capacities provided through the school computer services are and remain the property of the school.

Appropriate or acceptable educational uses of these resources include:

- Accessing the internet to retrieve information from libraries, databases, and other internet based services.
- Proper e-mail and internet etiquette should be used when accessing information.
- Using e-mail to post and share information
- Using voicemail to share and receive information
- Using cloud based products for educational and/or school related activities
- Using electronic devices to complete classroom activities as directed by the teacher
- Using personal computing devices for academic purposes and enrichment
- Using personal computing devices during study hall for studying or completing homework
- Using cell phones or iPads, etc to listen to music with headphones during study hall/class is at the discretion of the teacher

This agreement applies to all electronic devices used at school. Once any student or staff connects to the school wifi – regardless if using a school or personal device – any expectation of privacy is gone. The school has the right to confiscate any electronic device that violates the acceptable use policy of the school. Users consent to the confiscation and/or search of their device by the Administration or their agents should any suspicion of inappropriate or unacceptable uses arise. The decision of St. Dominic High School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair of replacement or equipment.

COMPUTER/INTERNET USAGE: Only students who have a signed Acceptable Use Policy Form on file are allowed to use approved electronic devices, including personal devices and devices owned by St. Dominic High School. Students must be working on a school-related assignment to be able to use any electronic device either provided by the school or brought from home. Any violation of the Acceptable Use Policy will result in the student losing the privilege of working on the computers in our building. This would cover electronic devices used both during study hall time and during any academic course in which the student is enrolled where the teacher has integrated technology into the curriculum.

CELL PHONES / OTHER ELECTRONIC DEVICES: Students are not to use personal cell phones or other electronic devices during the school day, except during Empower Hour. These devices should not be seen, heard, or used unless specified by teachers/staff for particular usage. The disciplinary action for students violating this rule is confiscation of the electronic device and a detention for the user. With permission, students may use cell phones in the main office.

ELECTRONIC CONDUCT: A safe environment and one that emphasizes the dignity of and respect for all persons is a hallmark of St. Dominic High School. Words, actions, or depictions which violate the privacy, safety or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can

be subject to disciplinary action. All users are expected to conduct their on-line activities in an ethical and legal fashion. All postings on any social media are considered public and there is no expectation of privacy associated. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences.

Inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the internet. Some unacceptable practices include the following:

- Transmission of any material in violation of any federal or state law, including, but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school email or other network resources in violation of US copyright law is prohibited. As with all forms of communications, email or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal, financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will be considered a form of vandalism.
- The creation, propagation and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying or modifying of electronic mail of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.
- Anonymous or forged messages will be treated as a violation of this policy.
- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name email or computer address or workstation to send email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the email.
- The school/institution reserves the right to access email to retrieve school-institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcements authorities.
- School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications.

Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Administration or Network Administrator from intercepting and stopping email messages, and/or review information stored on the system to determine whether it is being used properly.

This policy applies to communications or depictions through email, text messages, or website postings, whether they occur through the school's equipment or connectivity resources 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 or 3) in the Administration's discretion, cause harm to the

school, or the school community. Consequences for Inappropriate Electronic Conduct may include suspension, withdrawal for cause, and/or legal action.

EMAIL: All students are issued a student email address. Appropriate use of the student email account falls within the Electronic Conduct policies. The email account will be deleted at the time of withdraw if prior to graduation. Graduate email accounts will be deleted at the beginning of August following graduation.

iPad POLICY: Students are expected to use a personally owned iPad to work on and complete school assignments, research, and collaborate with other students. This device must not be used for illegal or unethical activities such as cheating on assignments or tests. The iPad should be turned off during instructional times as directed by the teacher. Misuse of an iPad will result in a detention.

1. Appropriate use of the iPad at School

- Students may only use the iPad for educational purposes.
- Students are responsible for having a fully-charged iPad with them in each class every day.
- Students are expected to come to class with all necessary apps installed and kept up-to-date on the iPad. Students are responsible for all updates and backups to be done at home, not on campus.
- When students are not using iPad, it should be stored in a secure place.
- Students are encouraged to take iPads home every day after school, regardless of whether or not it is needed; students participating in activities are expected to follow standard activity guidelines regarding securing devices.

2. Appropriate Use of the iPad in the Classroom

- Students are expected to clear their home bars before each class period.
- Students may not take pictures or record any other students or teachers without permission from a teacher or administrator in the room.
- iPads are not to be used in the hallways during passing periods.

3. Printing

- Students will be allowed limited printing capabilities in the Learning Commons.

4. iPads Left at Home

- If a student fails to bring the iPad to school, he or she is responsible for getting the coursework completed on time as if the device had been in class. A limited amount of iPads are available for one day use at school at the discretion of the technology and/or iPad coordinator.

5. Caring for the iPad

- The student is responsible for the care of his/her iPad and for any and all damage that might occur either at school or at home.
- St. Dominic recommends that students keep the iPad in a protective case at all times.
- Do not put books or heavy items on the iPad.
- Keep food and drink away from the iPad.
- Do not put anything in the protective case that will apply pressure to the iPad and cause damage.
- St. Dominic High School is not responsible for damaged or non-working iPads and does not repair damaged or non-working iPads.

6. iPad Undergoing Repair

- Students with iPads undergoing repair are still responsible for preparing for class and completing all assignments as if they had the iPad.

7. Lost or Stolen iPads

- The student is ultimately responsible for the iPad and as such is responsible for ensuring that the device is not lost or stolen.
- In the event the iPad is lost or stolen, the family will be responsible for the replacement of the device.

- St. Dominic High School recommends students do not leave the iPad unattended or in unlocked lockers.
- St. Dominic recommends students should secure the iPad with a pass code.
- Lost or stolen iPads should be brought to the attention of the Principal or Dean of Student Services immediately.
- All iPads should have the “Find iPhone” application installed. This will enable the GPS tracking device embedded on all iPads.

8. Screensavers/Background Photos

- Inappropriate media and/or photos may not be used as screensavers or backgrounds.
- Presence or suggestion of inappropriate, illegal, and/or immoral language and/or behaviors is not allowed. Behaviors that will be cause for disciplinary consequences include, but are not limited to, alcohol, drugs, weapons, and/or pornographic materials.
- The presence of inappropriate text, media, and/or photos on the iPad may result in suspension from school.

9. Administrative Rights to Student iPads

- The Administrators at St Dominic High School reserve the right to search an iPad if they suspect, observe, or otherwise are informed of inappropriate use; the iPad may be confiscated, if necessary.
- If there is something in question in regards to the student iPad usage and its contents and the student has the iPad secured through a password, the student will be required to unlock the iPad in the presence of an Administrator so that the iPad can be searched.

10. Sounds, Music, Media, and Programs

- Sound must be muted at all time unless permission is obtained from the teacher for instructional purposes.
- Music is allowed only with permission of the teacher. Students can listen to music in Study Hall only if they have personal earphones and permission from the teacher.
- Games and videos for personal use may not be used during class time.
- Students should not use non-educational apps or the Internet for non-educational purposes.

11. Managing Files & Saving Work

- Backing up files is necessary to ensure that work is not lost due to mechanical failure or accidental deletion.
- It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion; device malfunctions are not an acceptable excuse for not submitting work.

12. Misuse of an iPad

- Misuse of an iPad will result in an automatic detention and/or other consequences.

DRESS CODE

St. Dominic High School believes in high academic and personal standards. The dress code should help to minimize distractions from schoolwork. It is an aim of the dress code that students would not feel undue pressure to dress a certain way in order to be accepted by their peers. The dress code gives the school a sense of identity and thereby promotes school pride as well as personal pride. Dressing appropriately for specific occasions is a life-long lesson to be instilled in our students. All clothing should be modest, clean, of proper fit, and in good repair.

It is the student and parents' responsibility to insure proper attire before arrival at school.

Polos: Only the required short sleeve or long sleeve polo with the St. Dominic High School insignia may be worn. Logoed shirts of any solid color must be purchased through Lands' End and are available online through our website at www.stdominichs.org. If a student chooses to wear a t-shirt under the school polo, it must be a solid color and the sleeve may not extend past the polo sleeve and must only be visible at the neckline. Polos must stay tucked in at all times during the school day. No long-sleeved shirt can be worn under the polo shirt.

Slacks/Pants: All slacks/pants must be khaki, gray or navy colored dress slacks of a woven fabric, with no outside pockets on the pant leg. Slacks must be worn at the waist, reach to the ankle and may not be frayed or torn. The slacks/pants may be purchased at various vendors, such as Lands' End (available on website) American Eagle, JCPenney, and Kohl's. Jeans are not allowed.

Shorts/Capris: Khaki, gray or navy colored walking shorts or capris of a woven fabric, with no outside pockets may be worn. Shorts must be mid-thigh in length. Shorts or capris should fit appropriately for school and may not be denim or a jeans style. It is appropriate for shorts or capris to be worn year round. Shorts or capris may be purchased at various vendors, such as Lands' End (available on website www.stdominichs.org) American Eagle, JCPenney, or Kohl's.

Belts: Belts must be worn and have a non-distracting belt buckle.

Skirts: Girls may wear the regulation blue uniform plaid skirt. Skirts must not be more than 2 inches above the top of the knee, may not be rolled at the waistband, and must be buttoned and zipped. Skirts are purchased from Just Me Apparel/Fischer's School Uniforms and can be found at www.fischersuniforms.com.

Leggings/Tights: Ankle length, navy, black or gray plain colored leggings or tights may be worn under the uniform skirt. Long pants, including yoga pants, may not be worn with the uniform skirt. For our purposes, leggings are tight fitting at the ankle. Yoga pants flare at the bottom and usually touch the shoe.

Outer Wear Options: The approved outerwear must be worn as intended with arms in the sleeves and pulled over the head and shoulders but not worn around the waist. A school approved polo shirt must be worn under all approved outerwear.

Girls and Boys Sweatshirts: Two styles of sweatshirts purchased through the Spirit Wear Store may be worn:

- Crew neck sweatshirts in navy, white, and light blue color with the choice of the St. Dominic name across the chest or in the left chest corner.
- Quarter-zip navy or gray sweatshirts with the St. Dominic name in the left chest corner.

Girls Sweater: A variety of approved sweater choices are available through Lands' End. The logoed sweaters purchased through Land's End will be the only acceptable sweaters. Girls are required to wear the Lands' End pewter heather cardigan with the Mass Dress Uniform.

Boys Sweaters: A variety of approved sweater choices are available through Lands' End. The logoed sweaters purchased through Land's End will be the only acceptable sweaters.

Sports and Club Outerwear: The approved St. Dominic High School jacket is the only outerwear jacket that may be worn during the school day. There are two styles of this approved jacket: full zip and ¼ zip. *Team/club apparel purchased for athletics or clubs is not considered daily uniform attire, and may only be worn on Crusader Friday, Dress Down Days and outside of school.* The uniform polo is to be worn beneath the outer wear jacket. No shirts can hang out under the jacket.

Shoes: Shoes with a closed toe must be worn. Shoes must be safe and practical for wearing during the school day. Sandals, slippers, crocs or flip flops may not be worn.

Socks: Socks that are worn should be a matching pair.

Tattoos: No visible tattoos are allowed.

Other Items:

- Hats are not to be worn in the building.
- Coats or jackets (other than approved jackets above) may not be worn in the building during the day.
- Hair must be neatly trimmed and clean. No hair colors or hairstyles that draw undue attention are allowed, such as a Mohawk or extraordinary color.
- Modest jewelry with no inappropriate symbols is allowed. Only ears may be pierced. No other body piercings are allowed (tongue, eyebrow, nose, etc).
- Make-up must be appropriate for the educational setting.
- No scarves may be worn.
- The appropriateness of clothing, hairstyles, and accessory items is always subject to the approval of the Administration.
- At any school function, including special dress-up days with very specific guidelines, students should dress neatly and modestly. Advertising which is vulgar or associated with drugs or alcohol is not allowed.

MASS DRESS UNIFORM: St. Dominic has a Mass dress uniform for all students. This uniform is in addition to the everyday uniform. Students are required to wear the dress uniform for the entire school day on days designated by the administration, such as Mass days. The dress uniform is mandatory for all students.

- Boys will wear uniform pants, a white Oxford shirt (short sleeve or long sleeve), white undershirt (optional), belt and a tie of their choice. No shorts. Shirts must be tucked in. Dress shoes or school shoes may be worn.
- Girls will wear uniform skirt or uniform pants, a white polo (school polo is acceptable) or Oxford shirt of short sleeve or long sleeve, white undershirt (optional), and the St. Dominic logo pewter heather cardigan. No shorts. School shoes will be worn.

DRESS DOWN DAYS: All clothing must be appropriate for the educational environment at St. Dominic High School. Clothing that is dirty, torn, excessive tight or short may not be worn. Shirts must have sleeves and may not be vulgar or promote drug or alcohol messages.

On designated dress down days students may wear jeans, sweatpants or shorts. Girls may wear leggings and yoga pants only if they also wear a shirt that comes to the mid-thigh.

PHYSICAL EDUCATION DRESS CODE: Students enrolled in Physical Education classes are required to wear the following:

- Shirts: Any St. Dominic High School t-shirt, plain white or plain blue shirt. No cut off shirts or shirts with cut off sleeves
- PE Shorts: Blue shorts must be worn on the hips. Undergarments should not be visible above or below the short
- Shoes: Tied athletic shoes
- Socks: Must be worn

REGULATIONS FOR DRESS CODE ENFORCEMENT:

1. In the event of a situation where the variance from the dress code is necessary, the student is expected to present a written request from the parents for approval by the Dean of Student Services.
2. The administrators have the right and responsibility of final judgment of what is appropriate or inappropriate dress. Students should ask the Dean of Student Services before wearing something that is questionable. This applies to Dress Down Days also.
3. Normal Procedure
 - a. Students in the unapproved jacket or sweatshirt will be asked to remove the item and will be issued a detention.
 - b. Students will be asked to remedy immediately a dress code violation when it is possible to do so, (tuck shirt tail in, unroll skirt etc.). The teacher may choose to sign the student signature card for these remediable infractions.
 - c. If the dress code violation cannot be immediately remedied, (no school polo, jeans style pants, no Mass uniform) the following action(s) should be taken;
 - 1) Student will be sent to the Dean of Student Services
 - 2) Student will be issued a detention. Students will receive only one detention for the same violation, and a pass will be used for admission into later classes.

SENIOR HOODIE: Senior students have the option to purchase a specially designed and approved hoodie that may be worn with the uniform. The hoodie may not be worn on Mass Dress Uniform days.

SPIRIT DAY / CRUSADER FRIDAYS DRESS: On most Fridays of the school year, St. Dominic Spirit Wear including club and activity t-shirts may be worn. Spirit t-shirts do not need to be tucked in. Dress code pants/shorts or skirts must be worn unless otherwise announced.

HEALTH ISSUES

COMMUNICABLE DISEASES: In a Catholic school, compassion for the sick should be evident as well as a concern for their psychological and physical well being. In addition, the school has an obligation to seek balance between its obligation to the welfare of the infected individual and its obligation to the welfare of the larger school community of students and staff.

HEALTH RECORDS: An official immunization record immediately preceding a student's entering 9th grade showing compliance with Missouri law **MUST** be on file at St. Dominic High School at the time the student begins attendance. The State of Missouri mandates this requirement. For students intending to participate in athletics while at St. Dominic High School, they will need to refer to Athletic Program Guidelines.

IMMUNIZATIONS: Missouri State law prohibits any student from attending school unless immunizations are current and filed in the main office. Religious and Medical exemptions are allowed. For the protection of all students, St. Dominic High School will strictly enforce this law. Students will be sent home if documentation of immunizations is not sent to school. The State of Missouri Health Department monitors this process.

ILLNESS OR INJURY DURING THE DAY: Students who become too ill to remain in class report to the Main Office. The parents/guardians will be called. Parents'/guardians' up to date work phone numbers should also be on file in the school office.

MEDICATION: St. Dominic High School follows the Archdiocesan policy on dispensing all medication (over the counter & prescription) to students during school hours by faculty/staff personnel.

- Medication **MUST** be brought to school in its original container with the student's name clearly visible on the outside.
- The Archdiocese's form on dispensing medication must be completed by parent/guardian before faculty/staff will dispense medication to a student. These forms can be requested from the Main Office.
- A copy of the signed doctor's prescription and a signature of parent/guardian with the time(s) of each dosage must be given and kept on file for each student.
- Medication will be locked and kept in the office.

MENTAL HEALTH—Students seeking assistance for social and/or emotional health issues must notify a member of the school administration. The school may request documentation from the medical professional assessing the student's mental health as deemed necessary for the safety of students or others. If a mental health scenario arises, an outside evaluation may be requested by the administration. A reentry meeting must take place before the student is allowed to return to the school. Any evaluative processes will be paid for by the student's family.

OTHER POLICIES

BOOK BAGS/PURSES/ELECTRONIC DEVICE CASES: Standard size or smaller book bags or medium to small size purses may be used to transport books and other such materials to and from classes. These items must be kept under the desk or on the back of the chair. Book bags, purses and electronic device cases are subject to searches at the discretion of the Administration.

BUILDING/FACILITY HOURS: The front lobby doors are open by 6:30 a.m. each day for those students who arrive early. In the interest of safety and security, all other outside entry doors will remain locked at all times. The exception will be the outside doors located by rooms 316, 418, and the mezzanine which will be open from 7:30 a.m. to 8:00 a.m.

During the school day, access to the school, multipurpose building and fine arts building can only be made through the front lobby doors of the main building. All visitors, parents and vendors must sign in at the main office when entering the school. They will receive an identification badge that must be worn while in the buildings and returned when they leave campus.

Students who arrive for school prior to 7:40 a.m. must wait in the cafeteria until the rest of the building is opened. Supervision is not provided in the cafeteria for students who arrive early. Students who are waiting for transportation after school must wait in the cafeteria. Supervision will be offered until 3:10 p.m. in the cafeteria. No students will be allowed in the classrooms, gym or stage areas unattended. Vending machines are available in the cafeteria. Students should respect this privilege by cleaning up their trash, keeping the tables clean and pushing chairs in after use. Students may lose the privilege if behavioral expectations are not met. The cafeteria is occasionally closed to set up for evening events.

COLLEGE GUIDANCE CENTER USAGE: Students who wish to see a College Guidance Coordinator may make an appointment in advance and get a pass for their appointment. Students may use the resources in the College Guidance area office regarding career planning, college choices, and scholarship searches.

DAMAGE TO SCHOOL PROPERTY: Students are expected to show respect for school property at all times. Should damage occur, whether willful or not, the consequences will include parent contact, restitution for damages, and possible service to the school or possible suspension. If vandalism or fighting were the cause of the damage, disciplinary action will result as described under the appropriate section in the handbook.

DANCE POLICY FOR HOMECOMING AND WINTER DANCE:

- Students will not be allowed into the dance after an hour past the designated beginning time.
- Students will not be allowed to leave until the time designated by Administration. Once students have left the event, they may not return.
- Students must be off school premises 15 minutes after dance is over.
- A permission slip is required for any participant not attending St. Dominic High School. All guests will be subject to the dance policy of St Dominic.
- Students are responsible for their own behavior and that of their guests.
- There will be a breathalyzer at all dances and students and guests will be tested. No one will be allowed into the dance under the influence of any drug/alcohol. Students who test positive for alcohol, or are suspected of using other illegal substances will have their parents called to come and pick them up from St. Dominic High School. These students will be contacted by the Dean of Student Services for appropriate consequences.

- The Administration may search any vehicles transporting students to a dance. Purses, pockets, coats and other personal items may also be checked.
- Dressing appropriately is a life-long lesson to be instilled in our students. All clothing should be modest and of proper fit. If a student's apparel is deemed inappropriate by administration, the student will be asked to remedy the situation. If the situation cannot be remedied, or the student chooses not to remedy it, the student will be asked to leave the dance.

DANCE POLICY FOR PROM:

- This end of the year dance is for juniors and seniors.
- Sophomores and freshmen from any school may not attend the Prom.
- Once students have left the event, they may not return.
- A permission slip is required for any participant not attending St. Dominic High School. All guests will be subject to the dance policy of St Dominic.
- Students are responsible for their own behavior and that of their guests.
- There will be a breathalyzer at the dance and students and guests will be tested. No one will be allowed into the dance under the influence of any drug/alcohol. Students who test positive for alcohol will have their parents called to come and pick them up from Prom. These students will be contacted by the Dean of Student Services for appropriate consequences.
- The Administration may search any vehicles transporting students to the dance.
- Dressing appropriately is a life-long lesson to be instilled in our students. All clothing should be modest and of proper fit. If a student's apparel is deemed inappropriate by administration, the student will be asked to remedy the situation. If the situation cannot be remedied, or the student chooses not to remedy it, the student will be asked to leave the dance.

DELIVERIES: If a student receives birthday gifts, flowers, balloons or any other delivery to the school office, those items will be placed on the counter in the Main Office. The student will be notified of the delivery, but may not bring those items into the classroom. They must remain in the Main Office until dismissal.

E LEARNING DAYS: E Learning Days mean that both the students and faculty will work from home. The expectation is that each will have Responsibilities to insure these days are meaningful and productive. Google Classroom will facilitate student access to assignments. Email will assure communication and accessibility between students and teachers.

The advantage to the E Learning Day is continuity of classroom instruction. On E Learning days:

- Communication regarding the E Learning is announced through our emergency phone call and email system.
- E Learning Days follow the assigned rotation of classes (B/W days).
- Teachers will use Google Classroom as their platform of communication. The schedule will be as follows:
 - 8:00am – First Period Class
 - 9:00am – Second Period Class
 - 10:00am – Third Period Class
 - 11:00am – Fourth Period Class
- Teacher office hours will be from 1:00-3:00pm for additional support.
- Students are expected to participate in E-Learning day.
- Assignments may be due at the end of the required class time or at a later date/time per the teacher's expectations.
- Teachers will take attendance via Learning Management System each class period.

Students who do not have internet access will call the school number on an E Learning Day to report this to the school via a message. Additionally, students without internet will contact their teachers the first day back to school. In the case of no internet students will be given extended time to complete assignments.

EMERGENCY PLAN: St. Dominic High School believes the safety and health of the students, employees, and visitors are primary concerns in the operation of the school. St. Dominic High School is committed to providing a safe and healthy environment in which all can best work together for the accomplishment of the school's mission. St. Dominic High School is committed to a safety program which complies as completely as possible with standards recommended and recognized by those agencies which exist to protect the common good. Therefore, St. Dominic High School has on file and in effect an AHERA Management Plan for asbestos, a comprehensive incident response plan, and is in full compliance with recommendations of local fire and law enforcement officials and risk management personnel to secure the safety of the school community. St. Dominic High School has constant radio and internet access to emergency and weather information broadcast facilities. Students routinely receive required disaster, safety, and evacuation instructions and drills. All staff members fully comply with Missouri Department of Family Services screening requirements as defined by policy of the Archdiocese of St. Louis.

Absolutely no firearms, explosive devices, or weapons of any kind, including pocket knives or other more common items used in a threatening manner will be tolerated at school, school functions, or on the premises. Serious consequences include suspension, withdrawal for cause, and/or legal action (See Student Code of Conduct). Book bags, handbags, lockers, and vehicles are subject to searches at the discretion of the Administration.

EMPOWER HOUR: Empower Hour offers an opportunity each day for students to get extra help in their classes, extend their learning, participate in clubs and activities, study, attend college presentations, collaborate with peers, work out, and eat lunch. The goal of Empower Hour is to “empower” students to make their own decisions of how to use their time effectively. With these increased opportunities come increased responsibilities. Students will be held accountable for using this time in a beneficial manner.

Please refer to the EMPOWER HOUR POLICIES beginning on page 60 of this handbook.

ENGAGEMENT/MARRIAGE: In accordance with the Archdiocesan High School Policy, there shall be no public or formal announcement of engagements to marry during the time of enrollment in high school. Married students are not permitted to attend St. Dominic High School.

FACILITY USE: Students are not allowed to use the school facilities without authorized adult supervision. This includes the use of the gym on evenings and weekends. Students may not be in any of the private offices without being accompanied by a faculty member. Each student is expected to assume the responsibility for the care of all school property. Damage of a malicious nature is a serious offense and will be treated accordingly. Repairs must be paid for, and disciplinary action will be taken.

FIELD TRIPS: Field trips are valuable parts of a well-rounded school experience. Certain procedures must be followed to insure the privilege of participation in any school-sponsored activity. Prior to the activity, the student:

- Has the responsibility of getting any assignment from classes that will be missed due to the field trip.
- Has the responsibility of arranging times for making up any material missed during the field trip.
- Must complete the field trip permission form.
- Dress for field trips must be in accordance with normal school dress guidelines.

Students failing to follow these responsibilities may lose the participation privilege. Factors that may render a student ineligible for the participation privilege include failing any class to be missed, previously assigned work has not been completed, conduct is not satisfactory, or failing to have the permission form completed. Telephone calls will not be accepted in lieu of permission slips. Faxed permission slips may be permitted.

FOOD, DRINK, AND GUM: Students may have a clear sealable drink container with them during the school day. Students are responsible for cleaning up any spills and are subject to having contents checked at any time. Violation of these guidelines may result in the revoking of the privilege and/or detention.

Students are allowed to chew gum; however, individual teachers may not allow gum in their classrooms. Gum is never allowed to be chewed in Mass. This privilege may be revoked due to problems regarding maintenance/clean up.

Breakfast will be served in the cafeteria from 7:15 to 8:00 a.m. and during Breakfast Bar times between first and second period classes as shown in the daily schedule.

FUNDRAISING: Students and parents are expected to help defray the cost of education by actively participating in the major fundraising activities of the year which include the Dinner Auction and Trivia Night. No fundraising programs (by students, staff, or parents) may take place at St. Dominic High School or under the auspices of St. Dominic High School without the expressed permission of the President.

GAMBLING: Gambling of any kind, by a student, is prohibited on school premises. Possible disciplinary actions are detention, parent contact and/or out of school suspension.

GUARDIAN: Students who do not reside with an approved guardian will not be allowed to remain at St. Dominic High School.

INCLEMENT WEATHER: The primary concern is always for the safety and well-being of students and staff. Parents have similar concerns and may keep a student home when they deem the conditions warrant such action. Because students come from many areas, conditions in one area are not always the same as conditions in others.

In case of overnight bad weather, a phone and/or email communication system will be used to notify faculty, staff and students when school is called off or there is a late start. Notifications will be posted on Twitter, KMOX radio and the local TV news channels.

The late start schedule will be utilized when conditions are not severe enough for school to be closed. In that case, school will start at 9:30 a.m. The building will be open at the regular time to accommodate those who need to come earlier.

If the weather becomes problematic during the day, school may close early so that students can reach home before it becomes dangerous. The phone communication system will be used to alert parents. In addition, notification will be posted to the website, Twitter, KMOX radio and the local TV news channels.

If school is cancelled, athletic contests, practices and other events are automatically cancelled. If the weather clears early enough, the President, after consultation with the Athletic Director, may allow an event to occur in the late afternoon or evening. However, student participation may not be mandatory.

LEARNING COMMONS USAGE: The Learning Commons is open during all study periods and Empower Hour. The Learning Commons is also open a short time before and after school each day.

Any student in study hall wishing to use the Learning Commons must sign out of the assigned classroom, go directly to the Learning Commons, and then sign in at the Learning Commons. Students are expected to work in the Learning Commons so as not to disturb others. Passes are available if students need to leave to use the restroom, visit the guidance office and/or the main office. Priority is given to students who need to work in groups or complete projects/homework. Space is limited to seats available. All classrooms are invited to use the space and will be provided the first preference for seating. Students who are loud or disruptive will be asked to return to the appropriate classroom study hall.

Books may be checked out from the Learning Commons for two weeks. They may be renewed once for another two week period. Magazines may be checked out overnight. Reference books may not be checked out. A student is expected to pay for any book that is lost or damaged beyond repair.

LIFT/ELEVATOR: A lift has been provided for access between the upper and the lower floors of the 400 wing of the school. An elevator is available in the multi-purpose building between the mezzanine and lower level. Use of the lift or elevator is limited to those with a legitimate need as determined by the Administration.

LOCKS: Students will be given locks their freshmen year, or at the time of their transfer. Students are expected to use that lock for the duration of high school. Students may use only school-issued combination locks. Locks must remain on hallway lockers and PE lockers, meaning some students may have two school locks. Students may have their signature card signed, given a detention or suspended for not having a lock on their assigned locker, or tampering with other students' locks. Students are strongly encouraged to keep the combination private for their own protection. Replacement locks are available in the Dean of Student Services office or in the Main Office for \$6.00.

LOCKERS: All freshmen students will have the opportunity to request a locker. Any sophomore, junior, or senior that requests a locker from the Dean of Student Services will be issued one. Lockers are to be locked at all times. Students may have their signature card signed, given a detention or suspended for not having a lock on their assigned locker, or tampering with other students' locks. Students are expected to keep their lockers clean. Any items or signs hanging on the inside or outside of a locker that are inappropriate will be removed immediately and a disciplinary sanction may be issued. Students taking Physical Education will be assigned another locker for their personal use. Athletic teams are to use the designated team locker rooms. Since all lockers are the property of St. Dominic High School, the school Administration reserves the right to search lockers upon reasonable suspicion that the locker may contain dangerous or illegal items or substances. Searches will be conducted by school Administration or by law enforcement officers acting at the request of St. Dominic High School.

LOST AND FOUND: Lost and found items will be placed in a designated area. After school, janitors will clear any items left in the hallways and take the items to the lost and found which is located in the Main Office.

LUNCH: Students may bring lunch from home or purchase food served in the cafeteria only. No food or drinks from outside restaurants or birthday cakes may be delivered to students. Students may not leave campus for lunch. Seniors may eat lunch outdoors on the picnic tables in the front of the school and are responsible for keeping the area clean. All areas that are available for students to eat are outlined in the Empower Hour section. All students are expected to behave appropriately and keep their places clean. Students are expected to dispose of all of their trash.

MESSAGES: Only phone messages received directly from parents or guardians will be relayed to students. The student is not called from class for such messages unless the situation is an extreme

emergency. Students must relay directly their own messages to other students. The phones in the office may be used only in case of illness or emergency.

PARKING GUIDELINES: Parking permits for reserved parking on the school lots are \$30.00 per year per space; \$20 after March 1st of the current school year. Students and their parents/guardians must complete and sign the current school year “Parking Agreement” before a permit will be issued. The agreement is available for electronic completion through the SDHS website. Students must have a valid driver’s license before applying for a parking permit. Students must comply with all aspects of the agreement in order to retain their assigned parking spots.

Parking spaces will be chosen by the student at a time set by the Dean of Student Services with the order of selection being seniors, juniors, etc. Additionally, parking spots may be secured at any time during the school year from the Dean of Student Services.

As per the Parking Agreement, failure to display the parking permit and/or park in the designated space will result in a \$10.00 fine for each offense. Students must possess a valid driver's license when driving on school property. Careless and irresponsible driving on the lot or in the surrounding neighborhood will result in a \$25.00 fine for each offense. Repeated offenses may result in a loss of parking privileges. (Careless and irresponsible driving in this instance is based on the discretion and judgment of the teacher who observes the infraction, or based on a complaint from neighbors.) Students are not to remain in their cars after arriving at school or congregate on the parking lot after school. To ease congestion after school end and for safety reasons, students should remain in their assigned spots for all after school activities. By parking on SDHS property, the person in charge of any vehicle consents to search of the entire vehicle and its contents with or without cause by school officials or police officers. Any student who is tardy 15 or more times in a given semester may forfeit their reserved parking spot. At the end of their school year, seniors will forfeit their parking permit to the Dean of Student Services.

PARENT SPONSORED PARTIES: Parents put themselves at risk when sponsoring parties, especially where alcohol is present. Taking students’ car keys and allowing them to use alcohol in personal homes or on personal property is not a wise choice. Not withholding the moral and ethical problems, parents put themselves at risk of lawsuit or criminal prosecution.

The Administration of St. Dominic High School will confront all rumors of such parties, inform parents of rumors, and take appropriate action as deemed necessary in a given situation. If the school becomes aware, in any way, of students using or possessing alcohol or drugs, or being present at an outside of school event where drugs and alcohol are being used, the school will investigate and consequences may follow.

PARENTAL/GUARDIAN CUSTODY: Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. It is the responsibility of the divorced or separated parents to update the school of any changes in guardianship and provide necessary documentation.

PETS: No pets are allowed on the campus.

PREGNANCY: A student who becomes pregnant may continue in school. A conference will occur with the Administration. A doctor’s note is required indicating the student’s ability to continue in school and to participate in school activities. When a student cannot continue in school, according to the judgment of the Administration, arrangements will be made for the student to continue courses outside the regular school setting. No parties or baby showers are to take place on school premises.

PRIVACY/PERSONAL BELONGINGS AND SPACE: All students are expected to show respect for the personal belongings of all members of our St. Dominic community. Private offices and classrooms are off limits to students unless a faculty member is with them. Also teachers' desks, cabinets, personal workspace and other designated faculty-use areas, such as faculty lounge, mailroom, faculty lunchroom and storage areas are off limits to students at all times. Consequences for noncompliance may include detention, suspension, or withdrawal for cause.

PUBLIC DISPLAY OF AFFECTION: Inappropriate displays of affection, such as embracing, hand holding or similar conduct, is not appropriate in the educational setting. All students are expected to refrain from this type of conduct.

QUESTIONING OF STUDENTS: No student will be questioned by law enforcement authorities or officials of other public agencies unless a school Administrator and/or parent is present.

RELIGIOUS OBSERVANCE POLICY: SUNDAY: *Keep Holy the Lord's Day:* In accordance with the Catholic tradition to keep Sunday as a day for God and family, no practices (sports or otherwise) or work should be scheduled. This would also include Christmas Day and the Easter Triduum (beginning at 4 p.m. on Holy Thursday through Easter Sunday). Individual moderators or coaches must ask the President to make an exception.

SHADOWING: Shadowing is a great way for prospective students to experience a day in the life of a SDHS student. We welcome and encourage students and parents to visit St. Dominic High School. Students are encouraged to visit in the spring of their 7th grade school year or fall of their 8th grade school year. Transfer students may shadow as their schedule permits. Shadowing is allowed on most normal school days. Preferred times of the year are September - November and February - April.

STUDENT RECORDS: Parent/guardians have the right to inspect and review the official active file of their children. Requests should be made to Administration.

TEXTBOOK/EQUIPMENT USAGE: Students are provided their books by St. Dominic High School. The book cost is included in tuition. The books must be returned in the same condition in which they were received. Students are required to pay for lost or damaged books. In addition, students will have access to additional supplies/equipment for certain courses (i.e. Physical Education, Science, etc.). Students are required to pay for damaged or lost equipment.

VISITORS: All visitors must report to the office and obtain a visitor tag.

CO-CURRICULAR ACTIVITIES

Many extra-curricular activities are available at St. Dominic High School to help meet this goal outside of the formal classroom environment. We encourage our students to become involved in activities of their interest. These activities build character, confidence and promote mental, physical and moral development. Students from diverse backgrounds are offered a means to learn positive life skills needed to be valuable members in society. Participation promotes teamwork, dedication, commitment, self-discipline, unity and school pride.

Participation is a privilege; students represent not only themselves but also St. Dominic High School. As such, they are expected to behave in a manner, both on and off campus that is consistent with the Catholic philosophy and principles of St. Dominic High School. It is also an expectation that parents/guardians of each student follow the same standards of conduct. When a student does not meet these standards, the student may be suspended for a time and/or removed from the activity, per review of the Principal and/or Dean of Student Services. When a parent does not meet these standards, the parent may be prohibited from attending future events.

As a member of the Missouri State High School Activities Association (MSHSAA), St. Dominic High School follows the guidelines and policies outlined in the handbook as it pertains to athletics and certain activities. In many cases, the St. Dominic High School policies are more stringent; holding our students to a higher standard, and these policies will be upheld in addition to the MSHSAA guidelines.

AD CLUB: AD is a coed group who is committed to taking back this year for our Lord. The club meets every week to discuss the upcoming Sunday readings and learn about all kinds of awesome Catholic prayers which in turn are shared with the school body as a whole.

AMBASSADORS: The Ambassadors are a group of students selected to serve as representatives of the school. They host prospective students in our Shadowing program, provide tours at Open House, assist local grade schools when needed and perform other activities of a public relations nature throughout the school year.

BOOK CLUB: Members discuss and share good books, hear about new books which are being added to the school Learning Commons and are encouraged to suggest books for purchase.

BOWLING CLUB: Members travel to a local bowling alley twice a month to bowl. This club builds community and provides a physical activity for students.

CODING CLUB: Coding club is an opportunity for beginners or more experienced coders to gather and learn more about coding by working together on projects or playing coding games.

COUNTRY LINE DANCING: Members will learn how to country line dance and swing dance. This club will allow students to express themselves outside of academics in a fun and active way.

CRU (Christ Renews Us): CRU is an all-girls student lead prayer group that meets monthly to strengthen fellowship and faith.

CULTURE CLUB: Culture Club's goal is to educate and build empathy about different cultures from around the world so that people may embrace and understand them. We hope to expand people's horizons and help them experience and enjoy a culture unfamiliar to them.

FELLOWSHIP OF CHRISTIAN ATHLETES: For athletes and those interested in athletics, to gather for Christian fellowship around the common bond of sports and Jesus Christ.

FRENCH CLUB: *Le Cercle Français* promotes an understanding of the French culture. It is open to all French students, past and present, as well as students who are interested in learning about everything French. Members enjoy making crêpes and other specialties, sharing facts about France and the Francophone countries, watching movies and animated films, singing along in French, showing photos and PowerPoint presentations from trips, playing typically French games, designing T-shirts, and especially celebrating *à la française* all the French holidays. Outings can include a visit to the French Bakery, to the International Festival, to museums or to a French play.

FUTURE BUSINESS LEADERS OF AMERICA: FBLA is a national organization for high school students interested in business. Membership is open to students in grades 9–12 who are enrolled in or have completed a business or computer class. Club members learn about business and compete in district, state, and national competitions.

GAMING CLUB: The purpose of this club is to provide an after school gathering for students to do any kind of games including, but not limited to, chess, board games, card games and video games.

GLAMOUR GALS: The Glamour Gals club provides companionship to elderly women by making monthly visits to senior living centers to offer manicures and makeovers.

iSQUAD TEAM: The iSquad Team is a group of students selected to provide iPad support to students and teachers at St. Dominic. The team is responsible for helping answer questions and offering solutions for iPad issues. The iSquad Team will also plan, coordinate and deliver all technological literacy lessons to the student body.

MATH TEAM: This team is for students who like math and are interested in learning about topics not studied in regular math classes. Emphasis is on problem solving and preparation for math contests during the year. The team sponsors the St. Dominic High School Math Festival for elementary schools.

MOCK TRIAL: This team will spend time studying the judicial system through the assistance of teacher moderator and local attorneys. The students will work together with their teammates, a teacher moderator and an attorney-coaches on a hypothetical case. At the competitions, the team will argue a case before a 3-judge panel comprised of attorneys and educators or other community representatives.

MODEL UN: Through the Model United Nations Club, the activities in which participants will be involved include stepping into the shoes of ambassadors of countries that are members of the United Nations, from Argentina to Zimbabwe. The students, or delegates, will debate current issues on the organizations vast agenda. At Conferences, they will prepare draft resolutions, plot strategy, negotiate with supporters and adversaries, resolve conflicts, and navigate the United Nations rules of procedure – all in the interest of resolving problems that affect the world.

MUSIC INC (In the Name of Christ): These singers and musicians meet regularly to prepare praise and worship music for all school Masses, and Graduation. The group is open to students of all grade levels and we welcome abilities of all types among our vocalists.

NATIONAL ART HONOR SOCIETY: The NAHS is a local chapter of a national organization that recognizes students who excel in art and have personal qualities of good citizenship, leadership, service, and character. Minimum eligibility requirements are: students must be in grade 10-12, currently enrolled in an art class or have successfully completed at least one year of art at St. Dominic High School. Transfer

students must have a letter from their art teacher and must fulfill requirements of this chapter. Eligible students are asked to complete an application form. Enrollment is limited.

NATIONAL HONOR SOCIETY: The purpose of the National Honor Society (NHS) is to give recognition to outstanding students. Membership is open in the fall of each school year to qualified juniors and seniors. The following qualifications for membership are carefully considered and evaluated by the Faculty Council:

- Each candidate must have completed one full academic year at St. Dominic and 3.7 cumulative unweighted GPA.
- Students who transfer into St. Dominic and were members of the National Honor Society at their previous school will have their membership honored.
- Each candidate must display involvement in the activities which reflect a high level of commitment to scholarship, leadership, character, and service above and beyond the normal requirements of the school. This commitment is catalogued on a personal profile application.
- Each candidate's behavior and integrity will be reviewed per semester.

At the start of each school year, Junior and Senior students who have met the cumulative GPA requirement will receive an invitation (via mail) to apply for admittance to the St. Dominic Chapter of the National Honor Society. Once the official invitation is received, students must download the application packet. The application deadline will be posted.

Membership decisions are determined by a five-member Faculty Council based on a thorough review of all three application documents. It is important to note that this is a selective process and cumulative GPA alone does not guarantee membership. Once students have been extended and accepted membership, it is expected they will maintain a cumulative non-weighted GPA of at least 3.7 as well as complete seven hours of approved school-sponsored service during each year of membership.

The NHS Faculty Council consists of five teachers, chosen by the principal. The Faculty Council read each individual completed application. The Faculty Council votes on each applicant. The faculty advisors have no input into the selection process and cannot override the Faculty Council. Applicants who are not accepted may appeal to the Principal, whose only responsibility will be to make sure the selection process was not conducted in an arbitrary or capricious manner and that the student's materials were reviewed and voted upon.

OUTREACH: Members organize and participate in service projects to benefit the local and greater community. Students also sponsor the weekly mission collections for organizations that help those in need. The club is open to all students who are interested in helping others.

PEER MINISTERS: Peer Ministers are role models of dynamic faith development throughout the SDHS community. Their commitment to deepening their own faith serves to foster the spiritual journey of all students by way of their service oriented witness. Throughout the school year, Peer Ministers are faith leaders in daily prayer and adoration, at Masses and Reconciliation, and during prayer services. Formal training prepares them to confidently guide and serve their peers through the challenges of young adult faith development during days of prayer and retreats. Peer Ministers are chosen through an application process conducted in the spring of the junior year.

PHOTOGRAPHY CLUB: Members express themselves through photography. To be a part of the club, members need to provide their own camera and are responsible for their own printing costs. The club may enter photo contests or other photo shoot activities.

PING PONG CLUB: The Ping Pong Club provides an opportunity for students to socialize and play ping pong during Empower Hour. All equipment is provided and all skill levels are welcome.

PRO-LIFE CLUB: The basic goal is to promote respect for life from conception to natural death. All students are welcome to be members. The highlights of the club include education as well as efforts both locally and nationally to stand up for the dignity of all life. Under the leadership of the Pro-life Club Moderator, the Pro-life March in Washington DC is incorporated every other year. The pilgrimage is budgeted, planned and executed in collaboration with the Archdiocese of St. Louis on the “odd” calendar years; that is January 2017, January 2019... The criteria for the trip include:

- In September (of school years that include the trip), students in the Pro-life Club will be invited to make the pilgrimage and therein offered the requirements involvement in the upcoming trip. Priority of attendance, as space allows, will be given to juniors and seniors.
- The criteria for attending the Pro-life March will include additional tasks and commitments to be completed between the start of the school year and November. These stipulations/criteria will be shared with student at the start of the school year. The criteria will be the responsibility of the Moderator and administration to establish.

ROBOTICS: Students apply real-world science and math concepts to design, build, and program robots to compete in an alliance against other teams in the game. In addition to competing in the challenge matches, students also participate in outreach efforts to mentor younger robotics teams.

SPANISH CLUB: This club promotes an understanding of the cultures of Spanish-speaking countries. Both Spanish and English are used while students participate in activities including games, bringing in authentic Hispanic food, watching movies, taking field trips, and writing to Spanish pen pals.

STUDENT COUNCIL: The purpose of the Student Council is to provide a forum for student expression; promote school spirit, morale, and unity; provide direction and implementation of various school activities as assigned; encourage school service and involvement; promote student leadership and representation. The Student Council consists of an Executive Board and Class Cabinets. The Executive Board includes the three Student Council Officers, the three Senior Class Officers, the three Junior Class Officers, the three Sophomore Class Officers, and the three Freshman Class Officers. Class Cabinets are assembled with students who are interested in being part of Student Council. The Executive Board and the Class Cabinets serve as the planning/implementation committee for school activities throughout the school year.

THEATRE: Open to all students, four yearly productions are calendared showcasing student acting, musical, and artistic talents. The fall and spring shows include only current students from St. Dominic. The summer and winter shows are open to all area elementary school students and St. Dominic students.

VIRI DEI AS “MEN OF GOD”: Viri dei consists of senior boys who discuss and focus on the intersection of theology, culture, and masculine spirituality.

WRITER’S GUILD: Guild members meet regularly to work on prompts, workshop over writing challenges and share their work to encourage consistent and improved writing of all different styles.

YOUTH IN GOVERNMENT (YAG): Youth in Government is a student-driven simulation of state government, which involves 1,100 Missouri youth in grades 8-12. Beginning in the fall of each year, students come together in their local delegations to choose their roles, register and prepare for the State Convention. At the State Convention, students create their version of state government under the guidelines of the Missouri Constitution. All participants in Missouri come together for this three-day event at the State Capitol. Legislators meet in committees and in the House and Senate chambers to debate legislation. Attorneys try their cases before student judges and engage in a trial competition. The entire event is covered

by a student newspaper, published multiple times in three days, and by a student television news program that airs several times. Participants also engage in campaigns and elections for officers who will serve during the following year.

TUITION POLICIES AND PROCEDURES

TUITION—2020-2021: St. Dominic High School believes that tuition payments are an investment in each student's future. They also provide the resources which enable the school to offer an exceptional Catholic secondary education.

1st Student: \$10,150
2nd Student: \$8,950
3rd and 4th Student: \$300

OTHER FEES: Paid separately

\$ 300 Registration Fee, (all students) due in February, or registration time

\$ 125 Participation Fee for each sport

\$ 50 SMART Fee for family using one bank account

TUITION PAYMENT OPTIONS: All families are expected to make tuition payments according to one of the four options offered:

Option 1: Full payment of tuition paid directly to the school by June 30, with a 2.5% discount. (No discount after June 30).

Option 2: A two-payment (semester) option with 50% of the tuition due June 30, and the remaining amount due December 1, paid directly to the school. There will be a 1% discount of the tuition deducted from the second payment.

Option 3: Ten-month payment plan (July 5 or 20, through April 5 or 20) through an automatic cash withdrawal from a checking/savings account through the SMART Tuition Management Company. **One SMART agreement form must be filled out online through the St. Dominic High School website. There is a \$50 annual fee per family.** Families who chose the ten (10) monthly payment plan and miss a monthly payment due to insufficient funds will be automatically charged a \$30 missed payment fee by SMART and may incur a similar penalty from their own banking institution.

Option 4: Four quarterly payments due June 30, September 30, December 30, and March 30 with no discount given.

A family must notify the finance office of their choice of option for payment by May 1. A student will not receive his/her course schedule for the following year until this is resolved.

LATE REGISTRATION: Families registering after June 30 shall be expected to fulfill their tuition obligation according to the tuition policy stated above.

LATE PAYMENTS: It shall be the responsibility of each school family to keep the President/tuition coordinator informed of the need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Penalties for not paying on time are outlined in the payment options above and later in this section.

TUITION ASSISTANCE: A limited amount of tuition assistance is available for school families with financial need. Normally, requests for such assistance should be made in March for the following year. However, since some circumstances are unpredictable, families should not hesitate to inform the President of their need whenever it may arise during the year. For the sake of a family's security and peace of mind, and for the general financial stability of the school, parents or guardians are encouraged to contact the school as soon as possible when they are experiencing economic difficulties.

NON-ADMISSION OF STUDENT DUE TO TUITION DELIQUENCY: Families failing to pay tuition according to the agreement which they have made or who have been unwilling to make suitable alternative arrangements will be informed that their child/children will not be readmitted. All families must be current in their payment of tuition:

- By August 1: If not, students will not be admitted on the first day of school.
- By December 1: If not, students will not be eligible for semester examinations and will not be readmitted on the first day of class of the new semester. No grades/report cards will be released.
- By May 1: If not, students will not be eligible for semester examinations. Also, they will not receive report cards and permanent records/transcripts will not be released by the Administration. Seniors may not participate in graduation and related activities.

DELINQUENT TUITION FROM PREVIOUS YEAR(S): All previously unpaid tuition must be paid by August 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the President.

TUITION REFUNDS: Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition which has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance according to an established formula. Registration fees are not refundable.

NON-PAYMENT OF OTHER FEES: Families need to pay fees for various activities in the school (athletics, athletic equipment musical participation, etc.) Fees must be paid or arrangements made with appropriate person prior to participation.

CONSEQUENCES OF NON-PAYMENT: Transcripts will not be sent unless tuition and fees are current. Students will also not be able to take exams if tuition payment is delinquent. Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the President has the right to require a specific method of payment. Students who do not meet these requirements may not participate in the graduation ceremony.

EMPOWER HOUR POLICIES – St. Dominic High School

What is it?

Empower Hour offers an opportunity each day for students to get extra help in their classes, extend their learning, participate in clubs and activities, study, attend college presentations, collaborate with peers, work out, and eat lunch. The goal of Empower Hour is to “empower” students to make their own decisions of how to use their time effectively. With these increased opportunities come increased responsibilities. Students will be held accountable for using this time in a beneficial manner.

Empower Hour is a privilege at St. Dominic High School. It is not a right. Failure to uphold the policies set forth for Empower Hour may result in a loss of this privilege.

Advantages

- Eat lunch in a variety of different places
- Attend Mass
- Receive the Sacrament of Reconciliation
- Meet with teachers during office hours for academic help
- Work collaboratively with peers and others on group projects
- Participate in club meetings
- Attend college presentations
- Utilize the Fitness Center and Fallon Family Center, when available

Schedule

- Each day a bell will ring indicating that Empower Hour has started.
- Empower Hour is divided into two halves, with a bell to ring at the halfway mark. Activities are scheduled for 25 minute periods.
- The schedule of daily activities will be listed in the daily bulletin.
- A bell will ring to indicate the end of Empower Hour. Students have 5 minutes to transition to their 3rd period class. Students should not leave Empower Hour early for their 3rd period class, nor should students wait in the hallway outside that teacher’s door.

Eating Lunch

- Students may eat lunch in the cafeteria, classrooms (with teacher approval), Cathy Fetter Connecting Commons, connector, small gymnasium, senior picnic tables in front of school (weather permitting), and Oak Grove (weather permitting). Only the front door will be used for re-entry.
- Food is not allowed in the large gym, hallways, bathrooms, chemistry lab, art room, Learning Commons, computer labs, PAC, or other designated areas.
- Lunch may be eaten during an activity where food is allowed.
- Students may bring lunch from home or purchase food served in the cafeteria. No food from outside vendors may be delivered to students.
- Students may not leave campus for lunch.

Building Use

- St. Dominic High School is a closed campus during the school day. Students are required to remain on campus for Empower Hour.
- Hallways are for transitioning; students should not sit or loiter in the hallways during the Empower Hour.
- Club meetings will be hosted in a variety of locations including the moderator’s classroom.

- Restrooms should be used for the intended purpose. Students will not be allowed to loiter in the restrooms.

Make-up Tests/Quizzes

Tests/quizzes should be taken during Empower Hour or at a designated time in the classroom of the specific course, administered by the teacher of the course. No makeup tests or quizzes will be administered in the Learning Commons.

Club and Organization Meetings

The schedule for club and organization meetings will be posted in the bulletin. Students are strongly encouraged to be active in their clubs or organizations' membership. Meetings will be scheduled at the discretion of the Dean of Students Services.

Office Hours

All teachers will maintain weekly scheduled office hours to be available for student tutoring, reviews, makeup test/quizzes, ACT / PSAT prep, conferences, and additional help as needed.

College Presentations

On certain days, college presentations will take place in a specified room in the Learning Commons or in the front lobby. The schedule for college presentations will be posted in the bulletin and throughout the school building. Students can attend these sessions to learn about prospective colleges.

Electronics

- During Empower Hour only, students are allowed to use cell phones.
- Students may use text messaging but are not to make voice calls.
- Headphones must be in at all times when using electronics with sound.
- Electronic devices (cell phones, Apple watches, and other devices) may not be used before the start of Empower Hour, including breakfast bar, and all devices must be put away by the end of Empower Hour each day.
- Students in violation of the electronics procedures will be subject to loss of privileges and disciplinary action.

Fitness Center

On designated days, the Fitness Center will be open. Students who choose to occupy the Fitness Center must be active participants. There are no spectators allowed. The Fitness Center capacity may be limited according to the supervisor's discretion.

Learning Commons

Students may use the Learning Commons for studying, reading, or group work. There is no eating or socializing allowed in the Learning Commons. The Learning Commons capacity is determined by the supervisor on duty.

Locker Room Access

There is no locker room access during Empower Hour. The doors will remain locked.

Books, iPads, and Personal Belongings

Books, iPads, and personal belongs must be kept with the student or placed in the student's assigned locker during Empower Hour.

Clean-up and Trash

- Lunchroom trays must be returned to the cafeteria.

- All students are expected to behave appropriately and keep their designated locations clean.
- Students are expected to dispose of all trash in the designated receptacles. Food items are not to be placed in classroom trash cans. Trash cans will be in prominent places in the hallways and outside.
- Tables in the cafeteria, connector, small gymnasium, and the Cathy Fetter Connecting Corridor will be wiped by Food Service personnel. Students eating in other locations are asked to wipe their table area before leaving.
- Failure to properly clean up lunch locations may result in consequences.

PARENT/ALUMNI AFFILIATED ORGANIZATIONS

ST. DOMINIC HIGH SCHOOL ATHLETIC ASSOCIATION (SDAA): St. Dominic Athletic Association (SDAA) is a parent organization that promotes and supports St. Dominic High School's athletic programs and facilities. The organization works with the administration to provide for athletic needs beyond the school's budget. Please visit the "Parent Involvement" tab of the parent portal to view meeting dates.

ST. DOMINIC HIGH SCHOOL PERFORMING ARTS LOVERS (PALS): Performing Art Lovers (PALS) is a parent organization that promotes and supports St. Dominic High School's performing arts programs, facilities and extracurricular activities. The organization works with the administration to provide for performing arts needs beyond the school's budget. Please visit the "Parent Involvement" tab of the parent portal to view meeting dates.

PARENT NETWORK OF CATHOLIC HIGH SCHOOLS (PNCHS): Parent Network of Catholic High Schools (PNCHS) is available to help parents with challenges of raising Catholic teens in today's world. Parent Network offers programs to inform and educate parents about current social issues and pressures children face during their adolescent year.

This Student/Parent Handbook contains established policies and procedures for the 2020-2021 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the 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.

(July 2020)