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**Addendum to the
Diocese of Portland Student Handbook**

Updated: August 2023

TABLE OF CONTENTS

WELCOME

Welcome	3
Introduction	4
Mission/Vision	4

GENERAL INFORMATION

Contact Information	5
Office Hours	5
Messages	4
Administration	5
Faculty & Staff	5

CURRENT SCHOOL CALENDAR & SCHEDULE

Academic Year	6
Academic Day	6
Class/Bell Schedule	6

ACADEMIC INFORMATION

Admission/Enrollment	7
Academic Preparation	7
Academic Grading Standards	7
Academic Requirements for Advancement & Graduation	7
Academic Honors for Quarterly Grade Reports	8
Academic - Incomplete Grades	8
Academic Requirement - Physical Education	8
Academic Requirement - Summer Reading/Work	8
Community Service	8
Academic Recovery & Probation	9

ATTENDANCE

Attendance	10
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REGULATIONS & PROCEDURES

Announcements-No School/Emergency Dismissal	11
Automobiles/Parking	11
Field Trips	11
Volunteers	11
Lost & Found	12
Facilities, Building Use & Campus Regulations	12

STANDARDS OF STUDENT BEHAVIOR (Pre-K - 12)

Honor Code	13
Dress Code	14
Dress Code	15
Dress Code	16
Discipline & Behavior	17
Detrimental Conduct	17
Disciplinary Probation	17
Modification/Accountability	18

STUDENT LIFE

Student Activities	19
Personal Belongings	19
Lockers	19

DIGITAL CITIZENSHIP

Cell Phones & Electronic Equipment	20
STDOMSMAINE.ORG Email	20
Social Media Policy	20
Computer Equipment	21
Laptop Requirements	21

HEALTH & SAFETY

Liability	22
Absence of Parents/Students	22
Emergencies/Emergency Response Plan	22
Safety Drills	22
Eye & Ear Exams	23
Immunizations	23
Injuries	23
Medications	24
Communicable Diseases	24
Concussion Management Protocol	24

ATHLETICS & CO-CURRICULAR ACTIVITIES

Philosophy & Goals	25
Conduct	25
Injuries	26
Transportation	26
Captains/Club Officers	26
Fundraising	27
Spectator Conduct	27
Misuse/Loss of Equipment	27
Cancellation of Events	27
Parent/Guardian Role	28

ACKNOWLEDGEMENTS

Handbook	29
Dress Code	30

WELCOME

Welcome to Saint Dominic Academy, a vibrant Catholic learning community serving families in the greater Lewiston/Auburn region of Maine. We hope that this document will assist you in learning more about the Academy: its multi-generational past, its compelling present reality, and its promising future.



Introduction - This student handbook addendum is designed to familiarize you with the many facets of student life at Saint Dominic Academy and to help you remain current with your studies and activities.

Acceptance at Saint Dominic Academy is a privilege offered to those students who demonstrate the appropriate academic proficiency, willingness to participate in a structured and disciplined environment, and willingly embrace the many demands of a Catholic school.

When we describe ourselves as the "Saint Dom's Family", we proclaim that we are a proud community – proud of each other and proud of the rich tradition which Saint Dominic Academy has been known for during many decades. As an institution, we hold a strong belief in **integrity, community, and excellence**; and we consider service to be an integral part of the Saint Dom's experience.

Violation of any school policy jeopardizes a student's eligibility to receive school-based scholarships, financial aid, or awards. Participation in any and all school functions and/or events, including graduation, may be revoked.

Mission/Vision

Consistent with Catholic Tradition, Saint Dominic Academy teaches its students Veritas Vitae, the Truth of Life, through Study, Prayer, Community and Service.

An Education Inspired by Four Dominican Pillars:

Study - "Veritas Vitae" — "The Truth of Life" is our school motto. We seek to fully engage the truth about each area of human knowledge in the classes we offer, rather than simply preparing students to memorize answers for tests. Our classes impart to our students a thirst for knowledge, the ability to reason logically, and the capacity to think critically. These are qualities that can only be cultivated through skilled mentoring and disciplined study, qualities that will serve students well in whatever field of study or career God sets before them.

Prayer - We offer opportunities to develop greater self-reflection, to contemplate questions of purpose and meaning, to develop a strong moral compass, and to find balance in life. We help students to deepen and enrich their knowledge and experience of Jesus Christ and his Church through religious studies, prayer, Mass and the sacraments, and countless other liturgical and spiritual opportunities. Through all aspects of life at our school, we work to inspire an understanding that 'made for greatness' means 'made for holiness.'

Community - We strive to promote a tight-knit community based on the virtues of honesty, integrity, discipline, athleticism, healthy living, artistic and cultural awareness, etiquette, and practical leadership abilities. Our sports program is guided by the principles of "Play Like a Champion," the highly acclaimed program pioneered by Notre Dame University, ensuring that our teams embody true greatness on the field or ice rink. We promote dozens of extracurricular, cultural, and artistic opportunities for our students to become fully integrated, well-rounded people.

Service - Inspired by the words of Christ, we offer countless opportunities for students, staff, and families to come together for causes greater than themselves and to reach out in compassion to those in need, particularly through direct care of those who are most local to us. For us, community service is a passion and a way of life.

GENERAL INFORMATION

CONTACT INFORMATION:

Auburn Campus: Main Office: 207-782-6911
Lewiston Campus: Main Office: 207-783-9323
 Fax: 207-783-9491
Website: www.stdomsmaine.org

OFFICE HOURS

7:30 AM - 3:00 PM, Monday through Friday

MESSAGES

The office staff will assist in emergencies. However, it cannot be held responsible for messages of a trivial nature. Messages will only be relayed from parents. Only emergency type messages will be accepted.

Parents are asked not to call or text their children during school hours. All communication should be through one of the school offices and should not be sent directly to your child's cell phone or mobile device.

ADMINISTRATION & STAFF

Marianne Pelletier	Superintendent	207-782-6911
Alanna Stevenson	Principal (Auburn Campus)	207 782-6911
John-Patrick Yorkey	Principal (Lewiston Campus)	207-783-9323
Jennifer Cyr	Student Services & Registrar (Auburn Campus)	207-782-6911 x2103
Michele D'Auteuil	Receptionist (Auburn Campus)	207 782-6911 x2140
Katherine Fournier	Administrative Assistant (Lewiston Campus)	207-783-9323
Kellie Demers	Director of Advancement	207-782-6911 x1115
Dawn Theriault	Director of Enrollment Management	207-782-6911 x2110
Jeff McAdam	Director of College and Academic Advising	207-782-6911 x2142
Brandon Rogers	Athletic Director & Dean of Students	207-782-6911 x2109
TBD	Business Associate	207-795-0167
Nicole Adams	Advancement, Marketing & Alumni Relations	207 782-6911 x2108
Pam Kay	School Nurse (Auburn Campus)	207-782-6911 x2145
TBD	School Nurse (Lewiston Campus)	207-783-9323

For a complete list of Faculty and Staff, visit: [Faculty & Staff - Saint Dominic Academy \(stdomsmaine.org\)](http://Faculty & Staff - Saint Dominic Academy (stdomsmaine.org))

CURRENT SCHOOL CALENDAR & SCHEDULE

ACADEMIC YEAR

The academic year is divided into four quarters and two semesters. Quarterly grades for the four quarters will be determined by a series of tests, exams, classroom participation, homework and other such instruments as determined by the teacher. Updated grades will be available every two weeks with a final report card upon request. Reported grades are available on FACTS portal with notifications at the end of each quarter.

The printable calendar for the 2023–2024 school year can be found online. The items listed here will be entered into the [FACTS Family Portal](#) and are accessible to enrolled families with login information. More detail regarding each item can be found in this portal. Check the [FACTS Family Portal](#) to see which day's schedule to follow.

ACADEMIC DAY

The Auburn Campus school day is as follows:

7:30 AM	Building opens
7:50 AM	Academic day begins
2:15 PM	Academic day ends
3:00 PM	Academic wing closes

The Lewiston Campus school day is as follows:

7:30 AM	Building opens
7:45 AM	Academic day begins
2:30 PM	Academic day ends
3:00 PM	Building closes

Teachers are available to meet with students one half-hour before school begins and one half-hour after the dismissal bell, or by appointment.

CLASS/BELL SCHEDULES (Auburn Campus)

Auburn Campus (Middle School):

Start Time	End Time	Black Day	White Day
7:50 AM		First Bell	
7:55 AM	8:45 AM	Period 1	
8:45 AM	9:00 AM	Break	
9:05 AM	9:55 AM	Period 2	
10:00 AM	10:50 AM	Period 3	
10:50 AM	11:30 AM	Lunch/Recess	
11:30 AM	12:20 PM	Period 4	
12:25 PM	12:35 PM	Community Time	
12:40 PM	1:30 PM	Period 5	
1:35 PM	2:15 PM	Period 6/Specials	

Auburn Campus (High School):

Start Time	End Time	Black Day	White Day
7:50 AM		First Bell	
7:55 AM	9:10 AM	Period 1	Period 5
9:10 AM	9:25 AM	Break	
9:30 AM	10:45 AM	Period 2	Period 6
10:50 AM	12:05 PM	Period 3	Period 7
12:10 PM	12:30 PM	Community Time	
12:30 PM	12:55 PM	Lunch	
1:00 PM	2:15 PM	Period 4	Period 8

ACADEMIC INFORMATION

ADMISSION/ENROLLMENT

Students/families must complete the admission/enrollment process prior to the start of attendance.

ACADEMIC PREPARATION

Homework is an essential part of the learning process and is assigned in a manner that is supportive of and consistent with the needs of the learner to master the discipline being taught. *The main responsibility of the students' parents in the matter of homework is to see that the student has an appropriate place and a specified time for this work.*

ACADEMIC GRADING STANDARDS

Grades 3 – 12 grading standards at Saint Dominic Academy indicate students' overall performance.

The following grading scale will be used:

(Honors, High Honors and AP designations/weight apply only to grades 9-12)

Numerical Grade (%)	Letter Grade	AP/ High Honors	Honors	College Prep	Numerical Grade (%)	Letter Grade	AP/ High Honors	Honors	College Prep
98-100	A+	5.0	4.6	4.3	82-84	C+	3.0	2.6	2.3
95-97	A	4.7	4.3	4.0	79-81	C	2.7	2.3	2.0
93-94	A-	4.4	4.0	3.7	77-78	C-	2.4	2.0	1.7
90-92	B+	4.0	3.6	3.3	75-76	D+	2.0	1.6	1.3
87-89	B	3.7	3.3	3.0	72-74	D	1.7	1.3	1.0
85-86	B-	3.4	3.0	2.7	70-71	D-	1.4	1.0	0.7
					69-below	F	0.0	0.0	0.0

Pre-K, and grades K – 2 students will be evaluated on the skills learned and given an evaluation of:

E – Excellent

S – Satisfactory

N – Needs improvement

ACADEMIC REQUIREMENTS FOR ADVANCEMENT and GRADUATION

Students at all grade levels must be able to exhibit the necessary skills to advance to the next grade level based on the academic expectations of Saint Dominic Academy. Twenty-four high school credits are needed for High School graduation. The minimum requirements for graduation from Saint Dominic Academy are as follows:

English	4 credits (students must be enrolled in an English course at all times)
Mathematics	3 credits (including Algebra 1, Geometry, and Algebra 2 or beyond)
Science	3 credits (including Biology and Chemistry)
Social Studies	3 credits (including 2 credits of United States History)
Theology	4 credits (students must be enrolled in a Theology course at all times)
World Languages	2 credits
Fine Arts	1 credit
Health	0.5 credits
Physical Education	1 credit
Electives	2.5 credits

Total credits required to graduate: 24

High school students must pass English & Theology each year to graduate. A student who fails either or both of these courses must retake them. A student who fails any two courses must retake at least one of the courses during the summer months. Students who fail three or more courses for the year may not be promoted. If in the judgment of the principal the student has a commitment to change, the student will be permitted to repeat that year at Saint Dominic. Otherwise, the student will have to withdraw.

ACADEMIC INFORMATION (continued)

ACADEMIC HONORS FOR QUARTERLY REPORT CARD

At the conclusion of each quarter, students who are enrolled in a minimum of six academic courses and who have no grade/grade point average lower than 2.6 will be named to honor status. Honor Roll will be listed in alphabetical order.

Grades 3 - 5		Grades 6 -12	
High Honors	All A's	Principal's List	-Grade Point Average of 4.25 or better
Honors	All A's and B's	First Honors	-Grade Point Average of 3.80 or better
		Second Honors	-Grade Point Average of 3.25 or better
		Honorable Mention	-Grade Point Average of 3.0 or better

ACADEMIC INCOMPLETE GRADES

An incomplete (I) will only be granted in extenuating circumstances.

ACADEMIC REQUIREMENT OF PHYSICAL EDUCATION

Students in grades K – 8 will participate in a gym class each academic year.

All high school students who are physically able must enroll in one physical education class (9th grade) and participate on one or more of the High School's athletic teams or an approved out-of-school physical activity to receive a minimum of one physical education credit. All high school outside activities must be pre-approved by the Athletic Director.

Fall Sport	0.5 credit
Winter Sport	0.5 credit
Spring Sport	0.5 credit

ACADEMIC REQUIREMENTS - SUMMER READING/WORK

For students to expand their reading and maintain math literacy, a number of books and math assignments are assigned to all students during the summer. This work is required, and students will be assessed on their knowledge of the material.

COMMUNITY SERVICE

Grade Level Requirements for Middle and High School Students:

Grade 6:	N/A
Grade 7:	2 hours per semester at an approved site
Grade 7:	4 hours per semester at an approved site
Grade 9:	6 hours per semester at an approved site
Grade 10:	8 hours per semester at an approved site
Grade 11:	10 hours per semester at an approved site
Grade 12:	Senior Involvement: Students examine key concepts of the dignity of the human person, the rights of workers, the preferential option for the poor, and the principle of subsidiarity, among other themes. The semester concludes with senior involvement, a four-week immersion volunteer experience at various social service organizations in the greater Lewiston/Auburn area.

ACADEMIC INFORMATION (continued)

ACADEMIC RECOVERY & PROBATION POLICY ELIGIBILITY for CO-CURRICULAR ACTIVITIES GRADES 6-12)

Saint Dominic Academy faculty and staff believe each student can succeed academically while being involved in extra-curricular activities throughout the school year. To that end, the following policy will be used to help guide our students when achievement is not being fully realized:

- Academic grades will be pulled periodically throughout the marking period, approximately every two weeks.
- An email reminder will be sent to every parent/student in advance of each grade check so that parents are notified to check their student's grade progress.
- Email notices will be sent the following week to parents/students who are failing any classes at the time of the grade check. Students will be instructed to pick up and complete an Academic Recovery Plan form from Student Services.
- Students will complete the form with their teacher to write and review an action plan for improvement, including the specific day(s) the student will participate in after-school sessions with the teacher. Both teacher and student will sign the form.
 - Failure to successfully complete an approved recovery plan will place a student on academic probation.
 - Students who are failing two or more courses without successful recovery will be ineligible to participate in extra-curricular activities. Saint Dominic Academy is a member of the Maine Principal's Association (MPA) and adheres to their eligibility requirements.
- Students must have their plan signed by their parent(s) and an administrator.
- A copy will be made and kept on file in Student Services.
- Students will be expected to work to their full potential, both in the course in question, as well as all other courses.
- Grades will be reviewed at the next two-week period to determine extra-curricular status. When a passing grade is established, the student may return to activities, meetings, practices, and competitions at the end of the probationary period.

ATTENDANCE

Absence from school and class is detrimental to the student. **Every effort should be made to schedule all vacations, appointments, including dental and medical visits, outside of school time.** If an absence is unavoidable, it is the responsibility of the parent/guardian to contact the school:

Auburn Campus:	Phone: (207) 782-6911 x9	Email: attendance-Auburn@stdomsmaine.org
Lewiston Campus:	Phone: (207) 783-9323	Email: attendance-Lewiston@stdomsmaine.org

The Main Office/Student Services may call parents/guardians to verify the absence of any student. Unverified or unexplained absences are subject to disciplinary action. Students absent for three or more days due to illness will be required to have a doctor's note to return to school.

Planned absences should be communicated to Student Services at least one week in advance. Students should complete a **Planned Absence Form** to be signed by parents, teachers and administration.

Students shall have double the number of school days absent (up to 6 consecutive school days) to make-up any missed assignments. Failure to complete any missed work in this time frame will result in the student receiving a failing grade for said assignments not completed.

It is the responsibility of the student, upon his/her return, to make arrangements with the teacher for any missed work.

Maine State Law: Title 20A, Section 50001-A, states that a person's absence is excused when the absence is for any of the reasons below:

1. Documented personal illness,
2. Appointments with health professionals that cannot be made outside the regular school day,
3. Observance of recognized holidays when it is required during the regular school day,
4. Emergency family situations, and
5. Planned absence for personal or educational purposes that has prior administrative approval.

When a student reaches seven (7) consecutive absences or ten (10) total absences - regardless of the reason (excused or unexcused) – the teacher will inform the Administration in writing.

The Administration will then notify the parent/guardian of the number of absences. A conference will be arranged with the student, parent/guardian, and Administration to develop an Attendance Plan. Failure to abide by the terms of this plan will result in a loss of credit for the course.

A student is habitually truant if that student is required by Maine State Law to attend school, and that student has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year. An unexcused tardy is equal to ½ an absence. Efforts to address a student's truancy shall be made by the school; however, if the results are unsatisfactory, the school is legally obligated to report the truancy to the Maine Department of Health and Human Services. All absences will be recorded on the student's permanent record.

Students who have an unexcused absence from school are prohibited from participating in and/or attending any extracurricular activity. Students who are absent unexcused will receive a failing grade for missed assignments.

REGULATIONS AND PROCEDURES

ANNOUNCEMENTS-NO SCHOOL/EMERGENCY DISMISSAL

The Academy may dismiss students at other than normal times in the event of potential emergencies or inclement weather. When school is canceled, delayed, or dismissed, Saint Dominic Academy will make the call and post the information on the following stations: WCSH Channel 6; WMTW Channel 8; WGME Channel 13. An announcement will also be sent via phone/text through our notification system.

AUTOMOBILES/PARKING

Auburn Campus: Students are required to apply for approval to drive to school and use the main parking lot in front of the school or the lot beside the gymnasium. Upon arrival at school, students are not to loiter in cars in the parking lot. Once students have arrived at school they may not return to their car until the school day is completed unless they have received special permission from the administration. If a student receives special permission to return to their vehicle during the school day, a faculty or staff member will escort them. Parking must always allow for clearance for emergency vehicle access.

Automobiles and their contents are subject to inspection with reasonable cause by school authorities. There is no expectation of privacy in regard to vehicles once they arrive on campus. The campus speed limit is 5 mph. Pedestrians shall always have the right of way. All vehicles must be operated in a careful manner on school grounds and adjacent roadways. **Any student who violates automotive use policy will lose their parking privileges and will be subject to further disciplinary action.**

Lewiston campus: Parking is allowed in the parking lot before school only. Parents are asked to utilize this space or the parking area along St. Croix Street before school. Parents are asked to avoid parking and/or dropping off students on Baird Avenue as this space is used for bus departures.

FIELD TRIPS

All field trips must be approved by administration. Permission slips signed by the parent/legal guardian for field trips are required in advance of the scheduled trip.

The school requires that students conform to the dress code when on school-sponsored field trips or events. Exceptions will be considered by the administration when the trip may make the dress code awkward or impractical.

Students should be aware that they are always ambassadors of the school, and such should conduct themselves in a manner that reflects positively on themselves and their school.

VOLUNTEERS

If an individual wishes to volunteer in a particular class, athletic program/event, activity, field trip or school sponsored event, and that volunteer work involves any interaction with the students, s/he must speak with the teacher/coach/moderator and then with the administration in advance of the event or the athletic season. If all are satisfied, the applicant will complete the Diocesan application form and agree to all background checks. When that is completed, the applicant must participate in the training session of Protecting God's Children. When this is completed, the applicant will meet with the principal. Only after these steps are taken may the applicant become a volunteer. All paperwork must be completed prior to the event.

REGULATIONS AND PROCEDURES (continued)

LOST & FOUND

For the purposes of this policy, "lost property" means any unattended, abandoned, misplaced, or forgotten item — which is found within/inside the premises/boundaries of the school. We recognize that it is inevitable that items will be misplaced by students and visitors to the school. Students are encouraged to write/print their names on all personal belongings. Students are strongly discouraged from bringing large amounts of money or personal valuables to school. The school cannot assume responsibility for loss or damage to personal property brought to school. Lost items will be kept in the "Lost and Found" Area located outside the Main Office. Students may check the lost and found for missing items. Parents can also request to check for missing items in the lost and found area with prior appointment. Any cash, jewelry found will be submitted to the Main Office which can be retrieved on providing supporting evidence. Unclaimed items will be donated to a local charitable organization or discarded at the end of every semester.

SCHOOL FACILITIES, BUILDING USE, and CAMPUS REGULATIONS

Students are expected to exercise reasonable care in the use of school buildings, property, equipment, and grounds. Any destruction or defacing of school property (including lockers, locker locks, locker walls, locker doors, etc.) be it intentional or unintentional, makes a student liable to suspension, and payment in proportion to the damage done.

SCHOOL BUILDING: Students are not to be in the school building without the supervision of a faculty member on a school day or on a weekend or holiday.

GROUND: Students should not loiter outdoors in close proximity to the school outside of school hours.

CLASSROOMS: Students are not to be in a classroom during the school day without the supervision of a member of the faculty or staff. Food and beverages are to be consumed ONLY in The Commons.

LIBRARY: The library is a quiet study space for individual and group work. Meetings and activities should be scheduled with Student Services.

HALLWAYS/STAIRWELLS: Students are not to congregate in the hallways or the stairwells. Lockers should not be accessed during class periods without expressed permission.

ATHLETIC FACILITIES: The gymnasium and locker rooms are closed to all students from 8:00 a.m. until 2:15 p.m. Students should only access athletic fields with coach/staff supervision.

TRANSPORTATION/BUSSES: Students will conduct themselves in a mature and courteous manner on all buses. Transportation officials will receive the full cooperation of the school in dealing with any student whose conduct is out of order and all Maine laws will be supported. It is the responsibility of the coach and/or moderator along with the students to make sure the buses are left neat and clean following every event.

STANDARDS OF STUDENT BEHAVIOR Pre-K THROUGH 12

SAINT DOMINIC ACADEMY HONOR CODE

To promote integrity, community, and excellence while fostering Catholic Christian values, Saint Dominic Academy establishes this Honor Code. It is the responsibility of all students, parents, faculty, and staff (collectively "member") to uphold Catholic Christian morals and to nurture a caring community. It is also the responsibility of every member of Saint Dominic Academy to ensure that Catholic Christian morals and this code of honor are carried into the community. It is the responsibility of every member of Saint Dominic Academy to abide by this code of honor and to report all violations both on and off-campus. **This honor code applies to behavior both on and off-campus.** There will be honesty among all members and respect for All (self, students, faculty, staff, administration, and guests) and respect for others' property. The following is a non-inclusive list of honor code violations which, when broken, would merit disciplinary action:

- Tardiness/truancy/attendance violation (unexcused)
- Inappropriate displays of affection
- Horseplay/non-aggressive physical contact
- Leaving school grounds without permission and sign-out
- Unauthorized access to vehicle or parking lot
- Unauthorized consumption of food/beverage outside of The Commons
- Unauthorized/improper use of cell phones/electronic devices
- Violation of Dress Code
- Dishonesty
- Disrespect to a member of the school community, including use of inappropriate language/gestures.
- Theft, destruction, or defacing school property or the property of others
- Physical violence
- Possession/use of weapons, drugs, tobacco, alcohol
- Academic Dishonesty
 - **Cheating:** Using or attempting to use unauthorized materials in any academic exercise or having someone else do work for you.
 - **Fabrication:** Inventing or falsifying information.
 - **Facilitating Academic Dishonesty:** Helping someone else to commit an act of academic dishonesty.
 - **Plagiarism:** Using words or ideas of another writer without attribution, so that they seem as if they are your own.
 - **Abuse of Academic Materials:** Harming, appropriating, or disabling academic resources so that others cannot use them.
 - **Deception and Misrepresentations:** Lying about or misrepresenting your work or academic records.
 - **Electronic Dishonesty:** Using network access inappropriately in a way that affects a class or other students' academic work.
 - **Unauthorized Use of Technology:** Using calculator, programs and/or data in a manner not approved by the teacher.
- Conduct unbecoming of a Saint Dominic Academy Student

These standards are not all-inclusive, and the Administration reserves the right to declare a student in violation of the code for any conduct that is inconsistent with Catholic Christian morals. Discipline up to or including expulsion may be administered for violation of this code. Self-dignity and self-control are expected of each member. Violation of this code may jeopardize membership and participation in co-curricular activities.

DRESS CODE

Saint Dominic Academy has a dress standard to ensure modesty, safety, and school cohesiveness. Enforcement of the standard falls on the students, parents, faculty, and staff

DAILY UNIFORM STANDARD GRADES PK-12

SHIRTS:

- White, black, grey polo shirts with school logo or white polo shirt without the school logo.
Shirt collars must be visible at all times.
- Students may choose to wear a black, white, or grey oxford shirt/blouse with a collar, with or without a scarf or a tie as an alternative to the polo shirt.

PANTS/SKIRTS:

- Khaki/chino style pants, shorts, skirts (girls only) which extend to the knee, and capris must be solid khaki, white, black, grey, or navy
- Black, white, grey or natural leggings and tights may be worn under skirts

SWEATSHIRTS/JACKETS/SWEATERS

- St. Dom's crewneck sweatshirts, warm up jackets and vests are acceptable.
The St. Dom's logo or crest must be present and visible.
- Black, white, or grey solid-colored sweaters may be worn

FOOTWEAR

- Footwear must be safe and securely fastened to the foot with a heel strap
- Footwear requirements apply during dress down days

GYM ATTIRE – Grades 6, 7 & 8 (A proper change of clothing is required for the rest of the school day)

- T-shirts with sleeves (no tank tops or muscle shirts) – school appropriate t-shirts only
- Shorts (past mid-thigh) or sweatpants (No leggings)
- Sneakers

Pre-K Uniform Option:

- Students in Pre-K may choose to wear the standard uniform OR the gym uniform every day. Students should be able to button and zip if wearing uniform pants with buttons and zippers.

ADDITIONAL REQUIREMENTS:

- All clothing must be kept neat, clean and in good repair
- Jewelry must be kept to a minimum and is subject to approval by administration
- No visible tattoos or body piercings
- Hair must be neat, clean, and of a natural color.
- Exposed backs, stomachs, or shoulders are not allowed
- Undergarments (bras, boxers, briefs, camisoles, etc.) are not to be visible
- Hats must be removed inside any school building (*unless permission granted by administration*)

It is the family's responsibility to ensure their student comes to school dressed accordingly and prepared to learn. Students should be dressed for success!

Where to purchase: All dress options are offered through the St. Dom's Spirit Shop (Lewiston Campus) and/or Tommy Hilfiger – www.globalschoolwear.com. Any clothes bought elsewhere must adhere to these standards.

If students arrive at school and do not meet the dress standards:

Student dress will be addressed if they are out of dress code and appropriate discipline measure will be taken to ensure that the standards of dress are adhered to by all students. Repeated violations will be addressed by administration.

Final determination of an item's appropriateness is at the discretion of the faculty and administration.

Lewiston Campus Dress Code 2023-2024

Grades Pre-K-5

Saint Dominic Academy has a dress standard to ensure modesty, safety, and school cohesiveness. Enforcement of the standard falls on the students, parents, faculty, and staff. Students who are found in violation of the dress standard will be addressed. **Final determination of an item's appropriateness is at the discretion of the faculty and administration.**

Where to purchase: All dress options are offered through the St. Dom's Spirit Shop (Lewiston Campus) and/or Tommy Hilfiger – www.globalschoolwear.com. Any clothes bought elsewhere must adhere to these standards.

MONDAY-FRIDAY

SHIRTS (see examples attached)

- White, black, grey polo shirts with school logo or white polo shirt without the school logo.
Shirt collar must be visible at all times.
- Students may choose to wear a black, white, or grey oxford shirt/blouse with a collar, with or without a scarf or a tie as an alternative to the polo shirt.
- Students may only wear plain white, grey, or black tee shirts under polo and oxford shirts.



SWEATSHIRTS/JACKETS/SWEATERS

- St. Dom's crewneck sweatshirts and St. Dom's warm up jackets and vests are acceptable.
The St. Dom's logo or crest must be present and visible.
- Black, white, or grey solid-colored sweaters may be worn



FOOTWEAR

- Footwear must be safe and securely fastened to the foot with a heel strap
- Footwear requirements apply during dress down days

GYM ATTIRE

- T-shirts with sleeves (no tank tops or muscle shirts) – school appropriate t-shirts only
- Shorts (past mid-thigh) or sweatpants (No leggings)
- Sneakers
- Grey, black, or white t-shirt with school logo or plain grey, black, or white t-shirt without school logo
- Saint Dominic Academy shorts or sweatpants – available in the spirit shop

Pre-K Uniform Option:

- Students in Pre-K may choose to wear the standard uniform **OR** the gym uniform every day. Students should be able to button and zip if wearing uniform pants with buttons and zippers.

PANTS/SKIRTS

- Khaki/chino style pants, shorts, skirts which **extend to the knee**, and capris must be solid khaki, white, black, or grey
- Black, white, grey or natural leggings and tights may be worn under skirts



ADDITIONAL REQUIREMENTS

- All clothing must be kept neat, clean and in good repair
- Jewelry must be kept to a minimum and is subject to approval by Administration
- No visible tattoos or body piercings
- Hair must be neat, clean, of a natural color and out of the face
- Exposed backs, stomachs, or shoulders are not allowed
- Undergarments (bras, boxers, briefs, camisoles, etc.) are not to be visible
- Hats must be removed when inside any school building unless permission has been granted by the administration

Auburn Campus Dress Code 2023-2024

Grades 6 – 12

Saint Dominic Academy has a dress standard to ensure modesty, safety, and school cohesiveness. Enforcement of the standard falls on the students, parents, faculty, and staff. Students who are found in violation of the dress standard will be addressed. **Final determination of an item's appropriateness is at the discretion of the faculty and administration.**

Where to purchase: All dress options that are offered through Tommy Hilfiger www.globalschoolwear.com. Any clothes bought elsewhere must adhere to these standards.

MONDAY-FRIDAY

SHIRTS (see examples attached)

- White, black, grey polo shirts with school logo or white polo shirt without the school logo.
Shirt collar must be visible at all times.
- Students may choose to wear a black, white, or grey oxford shirt/blouse with a collar, with or without a scarf or a tie as an alternative to the polo shirt.
- Students may only wear plain white, grey, or black tee shirts under polo and oxford shirts.



PANTS/SKIRTS S (see examples attached)

- Khaki/chino style pants, shorts, skirts must be at a modest length, and capris must be solid khaki, black, or grey
- Solid black, white, grey or natural leggings and tights may be worn under skirts
- Solid black, white, grey, or natural leggings and tights may be worn under skirts



ADDITIONAL REQUIREMENTS

- All clothing must be kept neat, clean and in good repair
- Jewelry must be kept to a minimum and is subject to approval by Administration
- No visible tattoos or body piercings
- Hair must be neat, clean, of a natural color and out of the face
- Exposed backs, stomachs, or shoulders are not allowed
- Undergarments (bras, boxers, briefs, camisoles, etc.) are not to be visible
- Hats must be removed when inside any school building unless permission has been granted by the administration

SWEATSHIRTS/JACKETS/SWEATERS

- St. Dom's crewneck sweatshirts, warm up jackets and vests are acceptable.
The St. Dom's logo or crest must be present and visible.
- Black, white, or grey solid-colored sweaters may be worn. No patterns are permitted.
- St. Dom's branded hoodies are acceptable.
The hood cannot be worn on the head in school.



FOOTWEAR

- Footwear must be safe and securely fastened to the foot with a heel strap
- Footwear requirements apply during dress down days

GYM ATTIRE – 6, 7, 8 & 9

- T-shirts with sleeves (no tank tops or muscle shirts) – school appropriate t-shirts only
- Shorts (past mid-thigh) or sweatpants (No leggings)
- Sneakers

A proper change of clothing is required for the rest of the school day.

DISCIPLINE

Expectations of Student Behavior: As a Catholic School, Saint Dominic Academy sets high standards of student behavior. We expect that all students will act in an appropriate and courteous manner at all times while in school, on school grounds, at school functions, and in their outside lives.

CONDUCT DETRIMENTAL TO THE REPUTATION OF SAINT DOMINIC ACADEMY

The administration reserves the right to take formal action up to and including expulsion against any student whose conduct violates the standards of the Academy, either on or off-campus – before, during, or after the school year, as reflected in this Handbook or who brings discredit on the school. Saint Dominic Academy will be working cooperatively with local police agencies to ensure the safety of our student body.

DISCIPLINARY PROBATION

Disciplinary Probation is a written reprimand for violation of Saint Dominic Academy's regulations or local, state, and/or federal laws. Students placed on disciplinary probation are deemed "not in good standing" with the school. The duration of the probationary period, and conditions imposed, shall be in proportion to the seriousness of the misconduct. Duration will be at least 30 days but may be extended indefinitely. Stipulations of disciplinary probation may be but are not limited to a notation on the student's permanent record; suspension of rights and privileges; suspension of eligibility to participate in extracurricular activities; restriction of motor vehicle use on school grounds; restitution for damages incurred by the school; referral for counseling and/or participation in an educational program.

During the probationary period, reported violations of the Standards of Student Behavior or conditions of the probation will result in further action. This action may include but is not limited to an extension of the probationary period, the addition of other restrictions or conditions to the probationary agreement, suspension, expulsion, with a possible notation on the student's transcript. Additionally, if a student should have a previous discipline record, these records may be considered in determining appropriate sanctioning for any future Standards of Student Behavior violations. A student may return to a status of "in good standing" with the school at the conclusion of the probationary period, assuming all conditions have been satisfied.

STUDENT DISCIPLINE

BEHAVIOR MODIFICATION & ACCOUNTABILITY RUBRIC: Grades 6-12

	Behavior, including but not limited to the following:	Tier 1 Staff Responses	Tier 2 Staff Responses	Tier 3 Staff Responses
LOW	<ul style="list-style-type: none"> • Tardiness • Inappropriate displays of affection • Eating/drinking outside designated areas • disrespect towards faculty/staff • Inappropriate language/gestures • Horseplay/non-aggressive physical contact (participants are willing) • Improper use of cell phones/electronic devices • Dress code violations 	<ul style="list-style-type: none"> • Discussion with student • Documentation • Other as deemed appropriate by staff • Possible contact home • Possible probation 	Repeated offenses <ul style="list-style-type: none"> • Administration involved • Student sent to the office • Parent notified • Restorative circle with all involved • Other as deemed appropriate by staff • Possible probation/suspension 	Repeated offenses <ul style="list-style-type: none"> • Administration involved • Student sent home • conference with parent(s) • Possible probation/suspension/expulsion • Other as deemed appropriate by staff • Possible notification of law enforcement
MODERATE	<ul style="list-style-type: none"> • Academic Dishonesty • Property Damage/Theft • Aggressive physical contact • Cutting class/Mass • Leaving campus without permission • Repeated infractions in previous category 		<ul style="list-style-type: none"> • Administration involved • Student sent to the office • Parent notified • Other as deemed appropriate by staff • Possible probation/suspension 	
SEVERE	<ul style="list-style-type: none"> • Vandalism • Possession/use of weapons, drugs, tobacco, alcohol • Hazing • Bullying, Harassment, Discrimination • Specific threats of violence • Severe and/or escalating physical contact/aggression • False alarms • Harassment: sexual / racial / disability • Repeated infractions in previous category 			<ul style="list-style-type: none"> • Administration involved • Student sent home • conference with parent(s) • Possible probation/suspension/expulsion • Other as deemed appropriate by staff • Possible notification of law enforcement
OTHER	<ul style="list-style-type: none"> • Any additional items which require specific responses per school / Diocesan Policy / or Maine State Law. 	<ul style="list-style-type: none"> • Response by policy and/or administrative discretion. 		

Note: In all instances where a violation of law has taken place on school grounds, the police or appropriate authorities will be notified.

Disciplinary files are kept in the Student Services office on each student who has a referral. These records are retained for seven (7) years for internal use and will only be shared with outside agencies in extreme circumstances. Discipline records may be requested under certain circumstances from legal agencies, courts, schools a student may be transferring to, or colleges a student is applying to. Saint Dominic Academy will comply with such requests. Saint Dominic Academy will also request discipline records or concerns from a student's previous school when transferring or entering Saint Dominic Academy.

STUDENT LIFE

STUDENT ACTIVITIES

Saint Dominic Academy provides a wide range of co-curricular programming, and all students are urged to participate in at least one of these activities each year.

INTERSCHOLASTIC ATHLETICS

- Alpine Skiing (co-op with GNG)
- Baseball
- Basketball
- Cheer (co-op with Lisbon HS)
- Cross Country
- Field Hockey
- Football (co-op Oak Hill HS)
- Golf
- Ice Hockey (Boys)
- Ice Hockey (Girls) (co-op with Winthrop HS)
- Ice Hockey (Middle School co-ed)
- Lacrosse
(Girls co-op with Oxford Hills HS)
(Boys co-op with Oak Hill HS)
- Soccer
- Softball
- Swimming (co-op Edward Little HS)
- Tennis
- Track (Indoor) (co-op with Lisbon HS)
- Track & Field

EXTRACURRICULARS

- Art Club
- Bird Watching Club
- Campus Ministry
- Chemistry Club
- Cribbage Crew (MS)
- Drama
- Film Club
- Improv Club
- Key Club
- Math Team
- Mission Trip
- Mock Trial
- Model UN
- Music Ministry
- Outing Club
- Poetry Out Loud
- Recycling Club
- Robotics Club
- St. Francis Garden
- Service Club
- Student Ambassadors
- Student Senate
- Student Senate Junior (MS)
- World Language Club

PERSONAL BELONGINGS

All forms of backpacks, handbags, purses, fanny packs or any other carrying device larger than a pencil case are to be kept in the student's locker, hook, shelf, or vehicle for the duration of the academic day. Failure to have these items secured during the school day will result in confiscation of the item and a meeting with an administrator may be set up to examine the reason for insubordination of school policy. Students have no expectation of privacy regarding backpacks, handbags, purses, etc.; and the administration reserves the right to search these at any time. Students may carry a computer case if they are transporting their laptop to or from class. Computers should not be carried in backpacks, purses, or other carrying devices.

LOCKERS

All students will be assigned a locker and combination for the storage and security of personal belongings. It is the responsibility of the student to care for and lock his/her locker(s). The school will not be responsible for the loss of valuables left in the locker(s), including gym lockers. The school has a right to inspect/search students and/or personal properties, lockers, and automobiles to protect the health, safety, and welfare of its students.

DIGITAL CITIZENSHIP POLICY

The Saint Dominic Academy Digital Citizenship Policy encourages students to behave with the same respect for others, respect for self and respect for the school community during online and electronic interactions with the same standards set for face-to-face interactions elsewhere in this handbook.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES (Refer to Diocesan policy.)

Specifically:

Grades Pk – 5: Cell phones are not permitted for use during the school day and must be kept out of sight. Phones are available in the office for student use.

Grades 6-8: Cell phones are not permitted for use during the school day and must be kept out of sight. Phones are available in the office for student use.

Grades 9-12: Cell phones may be used before and after school, during breaks and during lunch and study halls ONLY. They are not permitted while passing from class to class, during bathroom breaks, or in the classroom without explicit permission from the instructor for instructional purposes only.

All students should be aware of the following: Cell phones and electronic devices are not considered private property if used by students on the Saint Dominic Academy campuses. By using your cell phone or electronic device you give Saint Dominic Academy and its delegates permission to look at communications and files which may be accessed during the school day. Faculty and staff are authorized to confiscate cell phones/electronic devices if misused during the academic day.

STDOMSMAINE.ORG EMAIL

Students are all assigned a school email account (lastname.firstname@stdomsmaine.org) which includes Google Apps for Education. Students must use this account to correspond with teachers and coaches. Students are responsible for checking their @stdomsmaine.org email accounts on a regular basis. Students should not use another student's account. Information stored in the @stdomsmaine.org accounts is school property and may be viewed by network and school administrators when administrators deem it necessary. Abuse of email – including, but not limited to, using another student's account, or sending inappropriate or abusive messages – can result in disciplinary action, loss of email privileges, suspension, or expulsion.

SOCIAL NETWORKING POLICY

Social networking, although significantly valuable in some settings, can unnecessarily monopolize time as well as computers in a school setting. In the spirit of community, we encourage our students to engage with each other during the school day in a personal, face-to-face manner. Therefore, Saint Dominic Academy prohibits the use of social networking sites on school computers. Students shall not electronically disseminate or publish any material which jeopardizes the good name of the school, which is detrimental to the common good, or which is harmful or abusive to individuals or specific groups. This includes the posting of inappropriate material on any blog, app, or website. Such behavior will result in disciplinary action including suspension. Users should understand that their electronic correspondence, including the propriety of language and content, will be treated as the legal equivalent of publicly spoken or written words.

DIGITAL CITIZENSHIP POLICY (continued)

COMPUTER EQUIPMENT

Students must respect the school's computer equipment – including computers, printers, peripherals, etc. – and the devices of others by not damaging, moving, or vandalizing equipment. All students are assigned a unique login and password for the FACTS Portal and email and must use their own login to access school computers in the classrooms. Students must not share passwords or alter another student's password, background, or files. Abuse of computer equipment or peripherals belonging to Saint Dominic Academy or vandalism or theft of another's computer equipment or electronic device may result in loss of computer privileges, suspension, or expulsion.

When using Saint Dominic Academy resources, students should give priority to academic endeavors. Students may not play games on school issued computers. Files stored on the school's network are school property and may be reviewed by network and school administrators when administrators deem it necessary.

LAPTOP REQUIREMENTS & RECOMMENDATIONS

Saint Dominic Academy is equipped to provide one-to-one student/device Chromebooks for grades 1-8. Students in grades 9-12 have access to classroom-based Chromebooks.

For computer needs at home, students should have their own device.

Everyday Needs: If your student mostly uses email, social media, and web surfing, a used or low-end MacBook Air (\$500-\$1000), a Chromebook (\$150-\$400), or a Windows laptop (\$300-\$600) will work in the classroom.

Advanced Needs: If your student already programs computers, edits pictures or video, or pushes their computer to the limit, then consider a MacBook Pro or a Surface Pro with extra RAM. These devices cost over \$1,200.

Other things to consider:

- **Don't buy for future needs.** Technology devices change rapidly; buy for your needs now. A Surface Pro is a spectacular machine, but if you only use it for research and writing and social media, a Chromebook suffices. Purchase a laptop with the expectation that the device will last midway through senior year, at which point you should think about a replacement device to enter college.
- **Protect your device.** A good case for the laptop is a necessity. Get a strong, padded case and carry it separately from all your books. Laptops stored in a backpack with 20 lbs of books will lead to damage.
- **Battery life is important.** We expect the device to be used about four hours each day for writing or research. There are insufficient outlets in our classrooms to support charging for all students at once.
- **A screen no larger than 13" is recommended.** Larger screens are heavy and consume a lot of power.
- **Insure your device(s).** Many places offer insurance for your child's devices, both laptop and cell phone. Cell phone insurance typically runs \$12/month when purchased through your carrier, but third-party insurance will cover both the laptop and cell phone for \$9/month.

HEALTH AND SAFETY

LIABILITY

Saint Dominic Academy, as a constituent entity of the Roman Catholic Diocese of Portland, Maine, assumes no liabilities for injuries to pupils or others in the school building, on school grounds or on any athletic premises during regular classroom sessions, field trips, athletic contests or other school-community events.

ABSENCE OF PARENTS

Whenever parents find it necessary to be away from home, they should contact the Main Office and give the name and number of the adult who will be the temporary caretaker.

Auburn Campus:	Phone: (207) 782-6911 x9	Email: attendance-Auburn@stdomsmaine.org
Lewiston Campus:	Phone: (207) 783-9323	Email: attendance-Lewiston@stdomsmaine.org

ABSENCE OF STUDENT

If a student is ill, parents are asked to call the school before 7:30 in the morning and follow with a note the first day the student returns to school. If a student is out for three consecutive days due to illness, the student will be required to bring in a physician's note to be readmitted to school.

EMERGENCIES

In case of an emergency, parents will be contacted using the residence and business telephone numbers listed in Ren Web. It is very important that the school have daytime and cell phone numbers for both parents. Parents must log in to the portal within the first week of school to update contact information. If parents cannot be reached and the emergency is of a grave nature, the student will be transported at the parent's expense to Saint Mary's Emergency Room, unless the student notifies us that his/her medical records are at C.M.M.C.

EMERGENCY RESPONSE PLAN

Each classroom is equipped with an emergency response plan which outlines proper procedures in case of disaster.

SAFETY DRILLS

Fire and other emergency disaster drills will be held throughout the year following the guidance of the Department of Education regarding requisite drills for each campus.

Drills must occur in silence. Each area in the school has an evacuation map posted near the exit of each room. When entering a new area please familiarize yourself with the evacuation route. When the fire alarm sounds, students will immediately stand and leave the room silently. All windows should be closed. Running is not permitted. *Students are not to talk during a fire drill and are to remain in the designated area until the signal to reenter is given.* All persons in the school must leave the building during the fire drill. False Alarms pose a serious threat to the safety of the firefighters who will respond to that call as well as to those who will evacuate the building because of such an alarm. The family of a student who is found to have pulled an alarm will be responsible for the fine levied by the city. For the first offense, the student will be suspended. All class time lost because of false alarms will be made up at the rate of one day per false alarm.

A Reunification Plan is required to be maintained in writing at all times. No drills are required.

HEALTH AND SAFETY (continued)

EYE AND EAR EXAMS

Saint Dominic Academy will provide annual eye exams for grades K, 1, 3, 5, 7, & 9 and annual ear exams for grades K, 1, 3, 5, & 7.

IMMUNIZATIONS

All students who enroll in a school operated by Maine Catholic Schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against Diphtheria, Measles, Meningococcal meningitis, Mumps, Pertussis, Poliomyelitis, Tetanus, Rubella, and Varicella.

Enrollment or Attendance Without Immunization Information

A child who does not provide a certificate of immunization or proof of immunity against a disease listed in this rule is not permitted to enroll in or attend school unless one or more of the following circumstances apply:

1. Written Assurance from Parent of Private Effort to Immunize Child: The parent provides the school with a written assurance that the child will be immunized by private effort within 90 days of enrollment or of the child first attending, whichever date is the earliest, in accordance with 20-A MRS § 6355(1). The granting of this 90-day period is a one-time provision. If, after 90 days have passed, the parent fails to provide the required certificate of immunization or proof of immunity against each of the diseases listed in this rule, then the superintendent must exclude the student from school and may permit the student's return upon receipt of evidence of the required immunizations, immunity, or exemption under law.
2. Written Consent to Immunize Child: The parent grants written consent for the child's immunization by a public health officer, physician, nurse, or other authorized person in their employ, or acting as an agent of the school, where such immunization programs are in effect.
3. Medical exemption in accordance with 20-A MRS § 6355(2).
4. Individualized Education Plan: In accordance with 20-A MRS § 6355(4), a student covered by an individualized education plan on September 1, 2021 who elected a philosophical or religious exemption from immunization requirements on or before September 1, 2021 pursuant to the law in effect prior to that date, may continue to attend school under that student's existing exemption as long as:
 - a. The parent or guardian of the student provides a statement from a licensed physician, nurse practitioner or physician assistant that the physician, nurse practitioner or physician assistant has consulted with that parent or guardian and has made that parent or guardian aware of the risks and benefits associated with the choice to immunize; or 210-144 CMR Chapter 261
 - b. If the student is 18 years of age or older, the student provides a statement from a licensed physician, nurse practitioner or physician assistant that the physician, nurse practitioner or physician assistant has consulted with that student and has made that student aware of the risks and benefits associated with the choice to immunize.

If a student has an immunization exemption in accordance with this section, the student will be able to maintain that exemption after dismissal from special education services and will be considered exempt until the child is no longer eligible for free, appropriate public education (FAPE).

MINOR INJURIES

Unless parents or guardians request that no treatment be offered, school personnel will treat students for minor injuries. This will be limited to minor cuts or bruises.

MEDICATIONS

All prescribed medications must be left with Student Services and include physician instructions as to dosage and times of administration. School staff is trained to administer medication by a Registered Nurse. All prescribed medications must be in their original prescription packaging. Please do not send in any medication in unmarked bottles or anything other than the actual medication package. Please be certain that the student's name appears on the bottle to assist with verification when a student requires their medication while at school. Students should not have any medications on their person, in their lockers or in any other place while at school. This would include all medications, including over-the-counter medications. If your child must have medication while at school, the office staff must be made aware.

COMMUNICABLE DISEASES

Parents are asked to notify the academy at once as to the nature of any contracted contagious disease. After recovery from such a disease, students are required to have the permission of a licensed physician before returning to school.

CONCUSSION MANAGEMENT PROTOCOL

- All high school student-athletes will be administered a baseline neurocognitive exam.
- Any athlete suspected of sustaining a concussion will not return to play that day.
- Parents of any student suspected of sustaining a concussion will be notified by attending athletic trainer, coach, or school nurse.
- Any student suspected of sustaining a concussion will be referred to an approved healthcare professional.
- Call EMS/911 immediately if any loss of consciousness, decreased level of consciousness, drowsiness, irregular breathing, worsening headache, persistent vomiting, or seizures are noted.
- If physical or academic accommodation is needed, the student will be responsible for notifying the athletic trainer, the school nurse, and the guidance department.
- If academic accommodation is required, documentation must be provided by a physician. The student must meet with their Guidance Counselor to discuss an academic plan.
- If academic accommodations are needed, the student may not participate in athletics or extracurricular activities to promote healing until full studies can be resumed.
- Once asymptomatic and neurocognitive scores return to normal, the athlete will begin a graduated return-to-play protocol.
- Athletes will require clearance by an approved healthcare professional as well as the school's athletic trainer to return to full athletic participation.
- Any student seeing an approved healthcare professional will be required to bring documentation from each visit to the athletic trainer and the school nurse.

Graduated Return-to-Play Protocol

1. **No activity**
2. **Light aerobic exercise:** Intensity below 70%; no resistance training
3. **Sport-specific exercise:** Running, skating drills; no head impact drills
4. **Non-contact training drills:** Progression to more complex training drills, may start resistance training
5. **Full-contact practice:** Following physician clearance, participate in normal training
6. **Return to play:** Normal game play

ATHLETICS/CO-CURRICULAR ACTIVITIES

PHILOSOPHY AND GOALS

The Bishop, Superintendent of Catholic Schools and the School Board recognize the value of interscholastic athletic programs and co-curricular activities that embrace the values of Saint Dominic Academy and wholeheartedly endorse and support as broad a program as possible for the students of the school. Our co-curricular program strives toward the development of:

- Moral values in interpersonal relationships
- Respect for others coupled with understanding and a spirit of cooperation
- Physical and mental health
- Interests, skills, and an appreciation of the activity
- Wholesome competitive spirit, self-discipline, and team unity
- Appreciation for the responsibilities of organized activities and working in a team environment
- A source of fun and healthy recreation
- An awareness of the importance of spirit in the entire school community.

Our co-curricular activities are considered an integral part of the school's educational program. As such all coaches, moderators, and volunteers are teachers in their respective sports and/or activity and will conduct themselves in a professional and ethical manner that reflects the ideals of the Academy. Similarly, the students will understand that they must conduct themselves in a courteous and respectful manner before and after all practices, games, or competitions.

All students of Saint Dominic Academy are eligible to try out for and participate in any sport or club if they meet the eligibility requirements of the school and the overseeing organization. It is expected that all students who try out for a team or participate in extracurricular activities will recognize the time commitment and discuss with their parents the reasonableness of this participation.

Participation in Saint Dominic Academy co-curricular activities is a privilege and can be a rewarding experience. However, it is most important that students realize the time demands, commitment, dedication, and sacrifices that will be required before trying out for a team or signing up for a club.

Each student who makes a team or participates in a club will have a reasonable expectation of participation. The Athletic Director will assign each athletic team a maximum number of players and moderators will determine the number of members for extracurricular clubs.

No student-athlete may begin practice with a team or receive any uniform or equipment until:

- Proof of physical examination. The school recommends a physical given by a medical doctor every year, however, the student must have an exam at least every other year.
- Submission of a signed parent permission form.
- Submission of ALL other information required by the Athletic Director or coach.

CONDUCT

It is a privilege to represent Saint Dominic Academy. Students who participate in co-curricular activities are ambassadors of the school and thus are held to the highest standards of the school. Students are allowed two unexcused tardies per quarter with no recompense. Following two unexcused tardies in a quarter, students must be present in school no later than the start of school (7:55 am) to participate in practices, activities, or games on that day. On Mass days, attendance at Mass is required. If a student is in violation of regular attendance policy, they shall be suspended from all co-curricular activity events pending a meeting with administration and parents. There are four exceptions:

1. Medical Emergency with a signed doctor's note
2. Medical Appointment with a signed doctor's note
3. Pre-planned college visit with a signed parent/guardian's note
4. Any other possible exception will be examined by school administration

ATHLETICS/CO-CURRICULAR ACTIVITIES (continued)

CONDUCT (continued)

Members of co-curricular activities are expected to attend all practices, scrimmages, games, meets or matches. Acceptable absences are limited to teachers requesting a student's presence, illness, college visitations, doctor's appointments, and school-sponsored activities approved by the administration.

Members of co-curricular activities will follow all school dress code policies before home and away games, matches, or meets.

A student who is ejected from a game or competition for unsportsmanlike conduct will not participate in the next scheduled contest. If a student receives a second game or match disqualification s/he is subject to being disallowed from participation for the remainder of the season. If it is the last game of the season, the consequence will carry over to the next season. Students who are ejected from any game or event are also subject to further disciplinary action. The decision of the administration shall be final.

If a student is disqualified from a game or competition for fighting or their behavior during the game or competition results in the injury of another person, there will be no contact with the team or club, pending review of continued eligibility.

Students are subject to disciplinary action, including loss of participation in athletic/co-curricular activities, for any behavior in violation of the Saint Dominic Academy Honor Code. Any student or parent who has a legitimate concern related to a athletic/co-curricular program/activity should first contact the appropriate coach or moderator. If the student and/or parent is not satisfied with the decision of the coach or moderator, s/he or the parent should contact the administration. The decision of the administration will be final.

INJURIES

All injuries involving athletic participation must be reported to the Athletic Director as quickly as possible. In the event that a student-athlete or coach is taken to the hospital, or an ambulance is summoned, the Athletic Director and principal are to be contacted at the earliest possible moment.

TRANSPORTATION

It is expected that all students will travel to a contest/event in the transportation provided by Saint Dominic Academy unless prior approval to travel separately is approved by the administration. Requests by parents to take their student home after an event will be honored. A parent may also designate another parent/relative to drive their student home after an event with approved permission noted on the transportation form. Exceptions will be made for emergency situations and when parents have given specific permission. Students are expected to uphold the Honor Code while riding school sponsored transportation.

CAPTAINS/CLUB OFFICERS

All Saint Dominic captains and officers are expected to be leaders on their teams and clubs in the school community, foster team and program spirit and pride, set examples of academic integrity in the classroom, follow policy and procedures as outlined in the Saint Dominic Student Handbook and be a positive role model to the young people of our community.

The role of a team captain or a club officer is a prestigious honor. This position must be viewed in the light that the individual is a mature leader who is looked upon by students, coaches, and administrators to set a positive example of pride, fair play, dedication, and school spirit. We expect Saint Dominic team captains and officers to exhibit integrity, community, and excellence at all times.

Captains and officers or other team members are never allowed to hold practices or training sessions without the presence of their coach.

ATHLETICS/CO-CURRICULAR ACTIVITIES (continued)

FUNDRAISING

Per MPA guidelines, high school teams may fundraise during the summer months or during the season (maximum of two fundraisers per team per year). All requests for fundraising shall be in writing to the Director of Advancement. The request shall include the name of the organization, a description of the fund-raising project, duration of the activity, and what is the intended use for the money that is raised.

SPECTATOR CONDUCT

Saint Dominic Academy's students, either as spectators or participants in any school activity, are expected to show a Christian attitude, goodwill, sportsmanship, and courtesy toward other teams, spectators, visitors, and officials.

A Saint Dominic spectator must:

- Remember that his or her conduct reflects upon the good name of Saint Dominic Academy.
- Be courteous and respectful at all times.
- Control his or her temper.
- Accept, without comment, the decisions of the officials.
- Treat officials and an opposing school's players, coaches, cheerleaders, and fans with respect, consideration, and courtesy at the scene of the game or elsewhere, and at home games make all visitors welcome. Be gracious in victory to the loser; be sportsmanlike in defeat.
- Recognize and be willing to applaud the achievements and competitive spirit of the opposing teams.

In view of the preceding, a spectator must NOT

- Use profane language or indecent gestures toward officials or opposing players, coaches, cheerleaders, or fans.
- "Boo" or razz anyone at any time.
- Attempt to distract an opposing player during the game.
- Enter the playing field or court during contest.
- Drown out an opponent's cheering section (especially when the cheering section is small) by yelling when the cheer begins.
- Damage, deface, or litter the property of an opposing school.
- Display posters or signs which are offensive to others.
- Fans may be asked to leave.

Any violation of the above may result in the dismissal of the student, parent, or fan from the event.

MISUSE/LOSS OF EQUIPMENT

Each student is responsible for the equipment issued to him/her. The student to whom the equipment was issued is responsible for paying for all lost equipment.

CANCELLATION OF EVENTS

Athletic games are not usually canceled until 1:00 p.m. Whenever there is a question about practice, parents are advised to call 207-795-8932 or check the website.

In the event of an official school closing, all practices, games, scrimmages, meets, or matches are canceled unless there is an official notification to the contrary.

ATHLETICS/CO-CURRICULAR ACTIVITIES (continued)

PARENTS' ROLE IN REGARD TO CONTACT WITH COACHES AND MODERATORS

Coaches are required to meet with student-athletes and parents prior to the beginning of each season.

If you wish to speak with a coach or moderator, please leave a message with the administration. The administrator will contact the coach/moderator and ask them to contact you. It is inappropriate to speak to a coach or moderator immediately before/during/after a game/match/meet or at their home.

Recognizing that parental involvement strengthens the school's programs, Saint Dominic Academy encourages parents to:

- Read the handbook with their daughters and sons
- Attend as many games and competitions as possible and encourage other parents to attend
- Support the student's well-informed decision to be involved in extracurricular activities
- Encourage the son/daughter to attend all practices and team/club events and to be on time
- Communicate with the coach/moderator about any questions you may have about the rules of the games, the goals of the team, and how the coach/moderator thinks that parents can help at the concession stand and/or gate
- Volunteer to help with scorekeeping, compiling statistics, transportation, etc.
- Communicate through proper school channels
- Support the coaching and moderator staff in the eyes of students

COMMUNICATIONS YOU SHOULD EXPECT FROM YOUR CHILD'S COACH OR MODERATOR

- Philosophy of the school and the coach/moderator
- Expectations and goals that the coach/moderator has for your child and the team/club
- Locations and times of all practices, games, and/or competitions.
- Procedure if your child is injured during a game, practice, or match
- Team rules, guidelines, and consequences (Handbook)
- Eligibility requirements including attendance
- Care and responsibility for equipment issued by the school as well as locker room upkeep.

COMMUNICATION COACHES AND MODERATORS EXPECT FROM STUDENTS AND PARENTS:

- Concerns expressed directly to the coach/moderator at appropriate times or through appropriate channels
- Early notification of schedule conflicts
- Notification of illness or injury as soon as possible
- Questions regarding a coach/moderator's philosophy and/or expectations

THE FOLLOWING GENERAL TOPICS ARE APPROPRIATE FOR DISCUSSION WITH A COACH OR MODERATOR:

- The mental and physical welfare of your child
- Ways to help your child improve his/her skills
- Concerns about your child's behavior

THE FOLLOWING GENERAL TOPICS ARE NOT APPROPRIATE FOR DISCUSSION WITH A COACH OR MODERATOR:

- Amount of playing/participation time
- Team/club strategy
- Play calling
- Other students

All coaches and moderators must have an open-door policy for conferences with student(s). Students must have confidence that their concerns will be heard and addressed. Coaches and moderators have an open must be open to meeting a parent(s) so long as they are courteous and respectful, and their timing is appropriate. Parents are encouraged to make an appointment with coaches and moderators to discuss their child.



STUDENT HANDBOOK ADDENDUM ACKNOWLEDGEMENT FORM

Please read and sign this acknowledgement and return it to Homeroom OR Student Services on or before **Friday, September 8, 2023**. Failure to submit your signed acknowledgement could result in removal from sports teams/extracurricular activities and/or suspension from school until the form is received.

ACKNOWLEDGEMENT: My signature on this form indicates that I have read and understand the **Addendum to the Diocese of Portland Student Handbook**.

- I (Student/Parent/Guardian) understand that it is my responsibility to review the contents of the student handbook and be familiar with the rules, procedures, and consequences of any misbehavior as presented in the student handbook.
- I (Student/Parent/Guardian) understand that my signature on this form indicates that I have read and understand the rules, penalties, and user responsibilities in the Saint Dominic Academy's Policy for the Use of Computers, Internet, E-mail, and Software as they apply to my child and me.
- My (Parent/Guardian) signature also grants permission for my child to participate in school field trips within the greater Lewiston/Auburn area as deemed appropriate by the school's administration. I reserve the right to contact the school prior to any field trip and ask that my child not participate in the activity.
- Furthermore, my (Parent/Guardian) signature demonstrates that I will abide by the policies and procedures set forth in all endeavors that may pertain to such; and in this light, I also grant my child permission to participate in school sanctioned athletics and/or extracurricular activities.

Violation of any school policy jeopardizes a student's eligibility to receive school-based scholarships, financial aid, or awards. Participation in all school functions and/or events, including graduation, may be revoked as well.

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date



DRESS CODE ACKNOWLEDGEMENT FORM

Please read and sign this acknowledgement and return it to your classroom teacher (PK-5), homeroom teacher (6-12) on or before **Friday, September 8, 2023.**

It is the family's responsibility to ensure their student comes to school dressed accordingly and prepared to learn. Students should be dressed for success!

If students arrive at school and do not meet the dress standards:

The student's parents will be contacted and asked to bring in appropriate clothing and/or have the student correct the offense. We will have skirts/pants/polos available for families who are unable to provide an appropriate replacement for students out of dress code. Repeated violations will be addressed by administration.

ACKNOWLEDGEMENT

I have read and understand the Saint Dominic Academy Auburn Campus Dress Code. I agree to abide by these dress standards during the academic school year. I understand that I will be held accountable by Administration if I do not adhere to the dress standards stated in the Addendum to the Diocese of Portland Student Handbook

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date



TECHNOLOGY ACKNOWLEDGEMENT FORM

Please read and sign this acknowledgement and return it to your classroom teacher (PK-5), homeroom teacher (6-12) on or before **Friday, September 8, 2023.**

We have worked hard to be able to provide students the opportunity to use Saint Dominic Academy issued Chromebooks to enhance their academic experience.

The computers that students have access to are educational tools and should be used in that capacity. Failure to comply with the Student Computer Acceptable Use Policy and these guidelines will result in loss of privileges.

Before a student is granted permission to use a technology device, he/she and his/her parent or guardian must sign the attached permission form and the parents or guardians must assume financial responsibility for the equipment by signing the Technology Agreement Form. The approximate replacement cost of the technology is \$400. If the technology used by a student is lost, stolen, or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement.

All technology is the property of Saint Dominic Academy. Saint Dominic reserves the right to demand the immediate return of the equipment at any time. The technology should only be used by the student who has signed the agreement. Food and drink should not be allowed near technology.

ACKNOWLEDGEMENT

I have read and understand the Saint Dominic Academy Digital Citizenship and Technology Use Policy. I agree with the guidelines and procedures outlined on this form and agree to take full responsibility (including financial) for any device while in use by me/my student.

_____ Student Name (Print)	_____ Student Signature	_____ Date
_____ Parent/Guardian Name (Print)	_____ Parent/Guardian Signature	_____ Date
_____ Parent/Guardian Name (Print)	_____ Parent/Guardian Signature	_____ Date