

Saint Dominic Academy Addendum to the Maine Catholic School Student Handbook

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.

ACADEMIC INFORMATION

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. At the conclusion of each quarter, the report card will be available via the portal.

ACADEMIC DAY

Teachers are available to meet with students one half-hour before homeroom to one half-hour after the dismissal bell, or by appointment. The Auburn Campus school day is 7:55 am to 2:15 pm and is open from 7:00 am to 4:30 pm each day. The Lewiston Campus school day is 7:45 am to 2:35 pm and is open from 7:30 am to 3:00 pm each day. There is no expectation of supervision after the close of the school day.

Auburn Campus Library Afterschool Supervision

It is the parents responsibility to notify the school regarding their child’s afterschool placement. Middle school students must report to the library or be dismissed from school at the end of the school day.

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 specified time for this work.*

ACADEMIC GRADING STANDARDS

Grades 1 – 12 grading standards at Saint Dominic Academy indicate students’ overall performance. The following grading scale will be used:

Numerical Grade	Letter	AP / Double Honors	Honors	College Prep
98-100%	A+	5.0	4.6	4.3
95-97	A	4.7	4.3	4.0
93-94	A-	4.4	4.0	3.7
90-92	B+	4.0	3.6	3.3
87-89	B	3.7	3.3	3.0
85-86	B-	3.4	3.0	2.7
82-84	C+	3.0	2.6	2.3
79-81	C	2.7	2.3	2.0
77-78	C-	2.4	2.0	1.7
75-76	D+	2.0	1.6	1.3
72-74	D	1.7	1.3	1.0
70-71	D-	1.4	1.0	.7
70-above	P	0.0	0.0	0.0
69-below	F	0.0	0.0	0.0

Pre-kindergarten and Kindergarten 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:

Religious Studies	4 credits
English	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Modern Languages	2 credits
Fine Arts	1 credit
Physical Education	1 credit
Health	1/2 credit
<u>Electives</u>	<u>2 ½ credits</u>
Total	24 credits

High school students must pass Religion and English each year to graduate. A student who fails either or both of the above 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 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 - 8	
High Honors	All A's
Honors	All A's and B's

Grades 9 -12	
Principal's List	-Grade Point Average of 4.25 or better
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 participate on one or more of the High School's athletic teams or an approved out-of-school physical activity to receive a maximum of one physical education credit.

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

ACADEMIC REQUIREMENTS - SUMMER READING and SUMMER MATH

In order for students to expand their reading, a number of books are assigned to all students during the summer. This reading is required, and students will be assessed on their knowledge of the material. Additionally, math assignments will be assigned in order to support student needs. All assignments will be available prior to the end of each academic year and via the school website.

ACADEMIC ELIGIBILITY GRADES 6-12

Eligibility check will be run every 2 weeks or as deemed appropriate by faculty and administration.

Students who fail one course will have to meet with the principal and teacher of the failing course to develop an Action Plan (green sheet) that will lead toward the student passing that course. Once the Action Plan has been developed and parents have been contacted by the administration, the student will be eligible to participate once again.

Students who fail two or more classes will be suspended from all athletic and extracurricular activities for a period of fourteen days or until the next Progress Report report. During this suspension, the student will be required to meet with the teachers of the failing courses to come up with an Action Plan to bring their failing grades to passing while maintaining other passing grades.

Should a student fail the same class consecutively for 2 Progress Report periods, they will be ineligible to participate in sports or extracurricular activities for a period of fourteen days or until the next Progress Report report. During this suspension, the student will be required to meet with the teacher of the failing course to discuss why the initial Action Plan did not work and develop a new plan.

Should a student fail two different courses in consecutive Progress Report periods (ex. The student fails math the first report period and a different class such as english the second report period) they will be ineligible to participate in sports or extracurricular activities for a period of seven days. During this suspension, the student will be required to meet with the teacher of the failing course to develop an Action Plan to bring their failing grade to passing while maintaining other passing grades.

Should a student fail three courses in three consecutive Progress Report periods (the failing course may differ each period) they will be ineligible to participate in sports or extracurricular for a period of fourteen days or until the next Progress Report report. During this suspension, the student will be required to meet with the teacher of the failing course to develop an Action Plan to bring their current failing grade to passing while maintaining other passing grades.

STANDARDS OF STUDENT BEHAVIOR Pre-K THROUGH 12

SAINT DOMINIC ACADEMY HONOR CODE

In order 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 any and 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 others’ property. There will be no cheating; no lying; no stealing; no plagiarism; and no fighting.

These standards are not all-inclusive, and Saint Dominic Academy 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 jeopardizes membership in the honor societies.

Students are expected to arrive at school on time, follow the dress code, eat and drink in the cafeteria, act in a respectful manner, and continue their commitment to the well-being of and service to others.

ATTENDANCE

Absence from school and class are 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 call the main office at (207) 782-6911 x9 (Junior/Senior High) or (207) 783-9323 (Pre-K – 6) before 7:30am on the day of the absence. The Administrative Assistant may call parents/guardians to verify the absence of any student. Unverified or un-explained 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.

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 eight (8) total absences in a course - regardless of the reason (excused or unexcused) – the teacher will inform the Administration in writing.

Saint Dominic Academy will then notify the parent/guardian of the number of absences. A conference will be arranged with the student, parent/guardian, and a school administrator to develop an Attendance Plan. Failure to abide by the terms of this plan will result in 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 will notify the appropriate agencies. All absences will be recorded on the student’s permanent record.

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

TARDY

Students will receive two (2) grace tardies per quarter. For any tardy after two not accompanied by a doctor’s note on letterhead, the student will be ineligible to participate in any extracurricular club or sporting event or attend any school sponsored event that day. Once a student has reached 5 unexcused tardies for a quarter, they will be suspended from all extracurricular activities and athletic events pending a parent/administration meeting which will be set-up to design a plan of action for the student to arrive at school on time and become eligible to participate again.

AUTOMOBILES

Auburn Campus: Students who drive to school are to 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. 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 regards 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.

BACKPACKS/HANDBAGS/PURSES/ETC

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 may be set-up to examine the reason for insubordination of school policy. Students have no expectation of privacy in regards to backpacks, handbags, purses, etc.; and Saint Dominic Academy 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.

BUILDINGS/EQUIPMENT/GROUNDS

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 justice demands payment in proportion to the damage done.

BUS CONDUCT

It is expected that Saint Dominic Academy Students will conduct themselves in a mature and courteous manner on all busses. 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.

CELL PHONE and ELECTRONICS POLICY

Refer to Diocesan policy. Specifically:

Grades Pk – 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. In addition, all cell phone calls must be made from the office.

Grades 9-12

Cell phones may be used before and after school, in the cafeteria, in study halls, . 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.

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. You also give Saint Dominic Academy and its delegates authority to confiscate your cell phone or electronic device if it is misused during the academic day.

CONDUCT DETRIMENTAL TO THE REPUTATION OF SAINT DOMINIC ACADEMY

The Principal reserves the right to take formal administrative 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: 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: extension of the probationary period, the addition of other restrictions or conditions to the probationary agreement, suspension, expulsion, with 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.

DISCIPLINE AND BEHAVIOR

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.

Restorative Practices

Restorative Practices are based on principles that emphasize the importance of positive relationships as central to building community and involve processes that restore relationships when harm has occurred. When broadly and consistently implemented, Restorative approaches proactively build a school community based on cooperation, mutual understanding, trust and respect as well as promote and strengthen positive school culture and enhance pro-social relationships within the school community.

With Restorative Practices, all members of the school community share the responsibility of building and sustaining a positive school environment based on strong relationships and recognizes their role as a positive contributing member of the school community. Restorative Practices promote building respectful and trusting relationships as the foundation for teaching and learning while providing meaningful opportunities for students to develop self-discipline and positive behaviors in a caring, supportive environment.

A restorative approach sees conflict or misbehavior as an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and experience how to make amends in such a way as to strengthen the community bonds that may have been damaged. It views conflict primarily through the lens of the harm caused to people and relationships, and emphasizes the priority to meet the needs of those affected by this harm.

Students are offered the opportunity to participate in protocols to help mediate conflicts rather than automatically receiving the consequences listed in our conduct section.

Student Discipline Behavior Modification & Accountability Rubric 6-12

	Example Behaviors	Tier 1 Addressed by staff witness to behavior	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 or gestures directed or not directed to others • Horseplay/non-aggressive physical contact (participants are willing) • Improper use of cell phones/electronic devices • Dress code violations • Other as determined by staff 	<ul style="list-style-type: none"> • Documentation and email home via renweb • Communication to parent • Restorative Conference with student • Other as deemed appropriate by staff • Possible probation 	<ul style="list-style-type: none"> • Repeated offenses of tier 1 	<ul style="list-style-type: none"> • Repeated offenses of tier 2
Moderate	<ul style="list-style-type: none"> • previous category) • Intellectual Dishonesty (Cheating / Copying / Plagiarism) • Property Damage / Theft • Aggressive physical contact • Name calling (sexual/ racial/disability/ethnic) • Cutting class/Mass • Leaving campus without permission • (Plus, repeated infractions from previous category) • Other as determined by staff 		<ul style="list-style-type: none"> • Administration involved • Parent notified • Restorative circle with all involved • 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 • Specific threats of violence • Severe and/or escalating physical contact / aggression • False alarms • Harassment: sexual / racial / disability • (Plus, repeated infractions from previous category) • Other as determined by staff 			<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	Any additional items which require specific responses per school / Diocesan Policy / or Maine State Law.	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 Dean of Student Affairs office on each student who has a referral. These records are 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 Dom's.

Auburn Campus Dress Code 2019-2020

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 administration.

Where to purchase: All dress options that are offered through the St. Dom's Spirit Shop and/or Dennis Uniform are the standards to which all students must dress. The Dennis School Code is WB00DA. Any clothes bought elsewhere must adhere to these standards.

SHIRTS:

- White, black, grey polo shirts with school logo or white polo shirt without the school logo. Any logos aside from the school logo should be small (upper chest – on white polos only!)
- Young women may wear a scarf with their polo shirt to add color
- Young men and women 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 white, grey or black tee shirts under polo and oxford shirts.

PANTS/SKIRTS

- Khaki style pants, shorts, skorts, and capris must be solid khaki, white, black, or grey
- Pants and shorts must move freely on the thigh
(NO SKINNY/RIDER/LEGGING STYLE PANTS)
- The only approved plaid shorts are "Dickies" brand (black, white & grey)
- Females may wear black, khaki, or grey skirts which **extend to the knee**
Tightly form fitted skirts are not allowed
- Black, white, grey or natural leggings and tights may be worn under appropriate skirts

The following styles of bottoms are NOT allowed as part of the dress code:

- Pants/shorts with cargo pockets
- Jogger pants (elastic bands on the ankles)
- Jeggings, jeans or denim of any color (including khaki, black or grey denim)
- Yoga style, spandex, or legging style pants worn without skirts (including dress down days)

SWEATSHIRTS/JACKETS/SWEATERS

- St. Dom's crewneck sweatshirts and St. Dom's warm up jackets are acceptable. **No hooded sweatshirts.**
- Black, white, or grey sweaters (or any combination) may be worn
- **All non-St. Dom's logos (Nike, Under Armour, etc...) must be kept to a minimum (upper left chest only)**

FOOTWEAR

- Footwear must be safe and securely fastened to the foot with a heel strap
- Heels must be 2 inches or less
- Moccasins, flip-flops, athletic sandals, crocs, slippers, or slipper like footwear is not allowed
- Footwear requirements apply during dress down days.

GYM ATTIRE – Grades Pre-K - 5

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.

GYM ATTIRE—Grades 6-8

- T-shirts with sleeves (no tank tops or muscle shirts) – school appropriate t-shirts only
- Shorts (past mid-thigh) or sweatpants (No leggings)
- Sneakers
- **Students must remember to have a change of clothes on gym days**

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 (***Nose rings/piercings are NOT permitted***)
- Earrings are allowed for young women only
- Any ear gages must be minimal
- Hair must be neat, clean, of a natural color and out of the face
- Facial hair must be trimmed and neat for young men
- 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

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.

It is the family's responsibility to ensure their student comes to school dressed accordingly and prepared to learn. If students arrive at the Auburn Campus and do not meet the dress standards (i.e. not clean shaven, wearing a non-St. Dom's polo, cargo pants/shorts, etc.) the student's parents will be contacted and asked to bring in appropriate clothing and/or have the student correct the offense.. The student will remain in in-school suspension until the student's attire is in compliance with the standard dress. If appropriate clothing can not be delivered, the student shall remain in in-school suspension for the remainder of the day. During the waiting/suspension time, the student will be responsible for any missed work and will need to meet with any teachers necessary to obtain missing notes, reschedule evaluations, etc. At the Lewiston Campus the student's parents will be contacted and appropriate arrangements will be made to get the student into the dress standard. Repeated violations will be addressed by administration.

DISTRIBUTION OF PRINTED MATERIAL

Students are not allowed to distribute or post any type of printed material on campus without the approval of the administration.

FIELD TRIPS

By signing the handbook acknowledgement form, parents give their child permission to attend off campus day/field trips in the greater Lewiston/Auburn area for educational purposes. Trips beyond the greater L/A area will require a specific field trip form. Transportation for these trips will be provided by the school. Teachers will notify parents in advance of any such trips.

The school requires that students conform to the dress code when on school-sponsored field trips or events. Exceptions will be considered 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.

HEALTH AND SAFETY

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.

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.

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.

EMERGENCIES

In case of an emergency, parents will be contacted using the residence and business telephone numbers listed in RenWeb. It is very important that the school have daytime and cell phone numbers for both parents. Parents must login 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.

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 poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chicken pox).

Non-immunized students shall not be permitted to attend school or school activities unless one of the following conditions is met:

- A. The parents/guardians provide to the school written assurance that the child will be immunized with 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or
- B. The parents/guardians provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation); or
- C. The parents/guardians state in writing each year that immunization is contrary to their sincere religious belief or for philosophical reasons.

The Superintendent shall exclude any non-immunized student when there is a clear danger to the health of others as provided by law.

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.

GENERAL INFORMATION

ANNOUNCEMENTS-NO SCHOOL/EMERGENCY DISMISSAL

The Academy may dismiss students at other than normal times in the event of potential emergencies or inclement weather. While the school cannot take the responsibility to bring students home, all who need assistance will be helped to contact family or kept at school. Parents who wish another course of action should contact the Main Office. When school is cancelled, 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- WMME 92 Moose- WMGX 93.1 (FM)- WPOR 101.9 (FM)- WYNZ 100.9 (FM)- WGAN 560 (AM). You will also be able to check our website at: <http://www.stdomsmaine.org>

DANCES

Dances and dance like events are school sponsored activities and thus are open to Saint Dominic Academy students and their dates. Guests from other high schools must have a signed form by their administration by 12:30 on the day of the dance. No other students will be admitted. Casual dress is allowed for all informal dances. The usual dress code prohibitions will be enforced. Sexually suggestive dancing, such as “grinding”, is prohibited. The school reserves the right to refuse admission to anyone. Drugs, alcohol and tobacco use is prohibited. Students who are suspected of being under the influence of a drug or alcohol will be removed from the dance floor and have their parents called. The student will be suspended pending an investigation. A student who does not cooperate may be expelled. If leaving the dance prior to its completion, students must sign-out with the teacher moderator and parents will be notified. Once a person leaves the dance, s/he may not return. The chaperones of the dance have the duty to monitor language, behavior and dress. Students are subject to the same penalties at a school-sponsored activity as they are in school. Teacher and Staff chaperones may establish rules and regulations that they feel are warranted for any specific dance or event. Attendance is limited to:

1. Current Saint Dominic students.
 2. Guests of our students who have been previously registered
 3. Dance attendees must be of the appropriate grade level.
- The registration form for guests must be filled out by the Saint Dominic student and the sending school.

ANNUAL FUND

The commitment of members of the Saint Dominic family to the mission and programs of the school is demonstrated in part by the financial support donated annually by current and past parents, grandparents, graduates and other friends. This is a very important source of support as tuition alone does not cover the cost of educating a student at Saint Dominic. These gifts are crucial to helping the Academy maintain the fine staffing, facility and programs that make Saint Dominic Academy unique.

FINANCES

Saint Dominic Academy Tuition Collection policy

The process of tuition collection is an essential component of business operations of the Saint Dominic Academy. All efforts at tuition collection must be consonant with the mission of the Academy and undertaken in a pastoral manner.

Tuition Collection with FACTS Management

Saint Dominic Academy contracts with FACTS Management to administer all billing and tuition collection. Cash receipts for tuition payments will be received by FACTS. Families with students entering grades K-12 must complete an enrollment contract by April 30th. The business office will then establish a FACTS account for new families and re-activate accounts of current families. All new families must activate their FACTS account by May 25th.

Families choosing to pay in two equal installments will receive a 1% discount for payment received by June 1st and for the payment received by December 1st. Families choosing to pay full tuition or the full cost of education will receive a 2% discount if full payment is received by June 1st.

FACTS will receive all tuition payments and begin pulling funds from checking/saving accounts by July 5th or 20th, depending on the chosen pull date. The business office collaborates with FACTS to monitor tuition payment according to the schedule chosen. The business office will be the primary liaison with FACTS. The business office will reconcile FACTS disbursements on a biweekly basis.

Delinquent Tuition Accounts

The Business Manager, Director of Admissions/Tuition Assistance and the Principal will meet on a monthly basis to monitor delinquent accounts and develop strategies to collect outstanding balances. The frequency of meetings will increase to biweekly during the months of February – May. In the event an account has not been activated by May 25th for the upcoming school year, reminders are sent to the responsible parent/guardian.

Saint Dominic Academy understands that unforeseen circumstances may occur resulting in late tuition payments and requests that timely notice is made to the school so that a mutually beneficial solution can be determined.

Saint Dominic Academy seeks to identify tuition collection issues early, communicate with families via phone, email and letters and work with families in a fair and equitable manner to collect tuition.

Saint Dominic Academy has established the following sanctions for delinquent tuition accounts:

Prior to the beginning of classes:

- Late as of August 5th: student is not permitted to attend classes.

After the beginning of the school year:

- 30 days late: phone call and letter from the business office.
- 45 days late: letter sent to family regarding delinquency
- 60 days late: student is not permitted to participate in extra-curricular activities and interscholastic athletics and will not be permitted to sit for first semester exams.

Additionally after the beginning of the second semester:

- 90 days late: students not permitted to attend classes.
- After April 30: student not permitted to sit for final exams

Exceptions to the above tuition collection policy are made at the sole discretion of the Principal.

FIRE DRILLS

Fire and other emergency disaster drills will be held at least 10 times throughout the year. 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.

FRIENDS OF SAINT DOMINIC ACADEMY

The Friends of Saint Dominic Academy is a group of women and men who give generously of their time and talent to support the activities of the school. During the course of the year, this group will sponsor various activities. Each family is asked to support the Friends of Saint Dominic Academy either by donating time, talent or treasure. The main activities are the Grande Auction, Holiday Festival, as well as the snack shack and gate at home athletic events.

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.

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.***

PARENT-TEACHER NIGHTS

Parent nights will be held to offer parents an opportunity to meet with teachers.

WITHDRAWAL POLICY

Students must follow procedures set by the Guidance & Business offices regarding withdrawal from a class or school. Records will be sent when procedures and obligations have been met. Refunds will be issued using the following schedule.

Before July 31 st	100% of tuition minus non-refundable deposit
Before end of first quarter	50% of tuition minus non-refundable deposit

Before end of the first semester
After the start of second semester

25% of tuition minus non-refundable deposit
0% of tuition

ATHLETICS

ATHLETIC AND EXTRACURRICULAR PHILOSOPHY AND GOALS

Participation on a Saint Dominic Academy athletic team or extracurricular club 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.**

Our athletic and extracurricular programs are considered an integral part of the school's educational program. As such all coaches, moderators, and volunteers are considered to be 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.

The Bishop, Superintendent of Catholic Schools and the School Board recognize the value of an interscholastic athletic programs and extracurricular activities that embraces the values of Saint Dominic Academy and wholeheartedly endorse and support as broad a program as possible for the students of the school.

The Saint Dominic Academy co-curricular program strives toward the development of:

- Moral values in interpersonal relationships
- Physical and mental health
- Respect for others coupled with understanding and a spirit of cooperation
- Athletic interests, skills and an appreciation of sport
- Wholesome competitive spirit
- Self-discipline and team unity
- Appreciation for the responsibilities of organized athletics 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.

ATHLETIC AND EXTRACURRICULAR CONDUCT

It is a privilege to represent Saint Dominic Academy. Students who participate in athletics or other extracurricular 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 (7:55am) to participate in practices, activities, or games on that day. On Mass days, attendance at Mass is required. Once a student receives five tardies (excused or unexcused) for a quarter they will be suspended from all extracurricular activities and athletic 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 and decided by at least two conferring administrators

Student-athletes and members of extracurricular activities are expected to attend all practices, scrimmages, games, meets or matches. Acceptable absences are limited to: teacher requesting a student's presence, illness, college visitations, doctor's appointments and school sponsored activities approved by the administration.

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 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.

Student-athletes and members of extracurricular activities will follow all school dress code policies before home and away games, matches, or meets.

If students do not use transportation provided by Saint Dominic Academy, they must get specific permission from the Athletic Administrator for athletic events and the administration for all other events.

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 as determined by the administration.

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.

Any student or parent who has a legitimate concern related to the athletic program or extracurricular 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 Athletic Director. The decision of the school will be final.

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 athletic 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, athletes, 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.

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.

All activity that involves the collection of funds must be approved by the principal and sanctioned by a member of the staff.

GENERAL

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.
- Parent permission form must be signed.
- All other information required by the Athletic Director or coach must be handed in.

Students are subject to disciplinary action, including loss of participation in athletic or extracurricular activities, for any behavior in violation of school policy.

Students must comply with school regulations and policies during vacation periods especially if they are participating in the school's athletic or extracurricular programs.

The following behaviors will be considered serious violations of the school's policies which may result in suspension from the team or club as well as additional school sanctions:

- Civil law infractions
- Theft or malicious destruction of individual, private, public or school property
- Infraction of school rules requiring administrative action
- Misconduct that is actually or potentially detrimental to the school, the athletic program or the Church
- Profanity from an athlete while representing Saint Dominic Academy
- Hazing or any type of initiation or bullying.

SPECTATOR CONDUCT- MPA GUIDE

Saint Dominic Academy's students, either as spectators or participants in any school activity, are expected to show a Christian attitude, good will, 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 N O T

- 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 students, 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 to pay for all lost equipment.

CANCELLATION OF PRACTICES

Athletic games are not usually cancelled until 1:00 p.m. Whenever there is a question about practice, parents are advised to call the Auburn Campus (grades 7 -12) at 795-8932 or the Lewiston Campus (grades 5 and 6) at 783-9323.

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

PARENTS' ROLE IN REGARDS TO CONTACT WITH COACHES AND MODERATORS

Athletic coaches are required to meet with student-athletes and parents prior to the beginning of each sport season. If you wish to speak with a coach or moderator, please leave a message with the administration. The administrator will contact the coach or moderator and ask them to contact you. It is inappropriate to speak to a coach or moderator immediately before, during, or after a game, match, or 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 play a sport or 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 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 dmust 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.

INSURANCE

All students who participate in any way in the athletic or recreational programs of Saint Dominic Academy must carry health/accident insurance. School insurance is available at the beginning of the year. For more information, please contact the main office. If you wish, you may write directly to:

Lefebvre Insurance
 850 Franklin Street
 Wrentham, MA 02093
 800-451-9668 mail@lefebvreinsurance.com

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

In order for any student to not use transportation provided by Saint Dominic Academy to and from games or competitions, they must get specific permission from the administration. It is expected that all students will travel to a contest in the transportation provided by Saint Dominic Academy unless prior approval to travel separately is approved by the administration.. If parents wish to take their children home after a contest, the school will honor that request. For one reason or another, a parent may wish to designate another parent or a relative to drive their child home after a contest. If this is the case, the name of that person must be clearly marked on the transportation form. Exceptions will be made for emergency situations and when parents have given specific permission. When students are on the school bus, their behavior must be marked by consideration for one another, the bus driver and for the property of the bus.

VOLUNTEERS

If an individual wishes to volunteer in a particular sport or activity, and that volunteer work involves any interaction with the students, s/he must speak with the coach/moderator and then with the administration before the season begins. 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 first countable game or meet.

