



SAINT DOMINIC ACADEMY
Empowering Women for Leadership Since 1878

Parent/Student Handbook

2018-2019

2572 Kennedy Blvd.
Jersey City, NJ 07304
201-434-5938
Fax: 201-434-2603
www.stdominicacad.com

TABLE OF CONTENTS

Introduction	4
Purpose/Amendments	4
Policy of Non-Discrimination	4
History	4, 5
Mission Statement	5
Philosophy	5, 6
Goals	6, 7
Parents' Association	7, 8
Administration and Staff	8
Academic Departments	9
Homerooms	10
Academic Programs:	
Graduation Requirements	10, 11
Program Planning	11
Home Instruction	12
Advanced Placement	12
Honors and AP Admission Policy	12-14
Saint Peter's University Special Program for Credit	14
Seton Hall University Project Acceleration	15
Virtual High School Courses	15
Seventh / Eighth Grade Program	15
Academic Policies and Procedures:	
Marks and Report Cards	15
Grading System	16
Explanation of Grading	16
Honors	17
Absence Policy	17
Lessons Missed Through Absence	17
Plagiarism/Cheating	17
Computer Usage	18
Technology Policy	18, 19
Examinations/Exam Protocol	20
Exemption Policy	20
Academic Progress	20
Tutoring	20
Class Rank	20
Homework	20

Virtual School Day	21
Textbooks	21
School Policies and Practices:	
Harassment Policy	21
School Records	21
Court Orders	22
Attendance	22, 23
Absence Policy	
Procedure for Reporting Absence	23-25
Lateness	24, 25
Lockers	25
Entrances and Exits – Dismissal Times	25
Cafeteria	26
Study Hall	26
Phones/Electronic Devices	26, 27
Physical Education	27-28
Interscholastic Athletic Activities Policy	28
Responsibilities of Sportsmanship	28, 29
Health Policy	29
Religious Studies Policy	30
Finance Policy	30-33
Bus Transportation	33, 34
Lost Articles	35
School Regulations:	
School Dress	35, 36
Defacement of School Property	36
Gum Chewing	36
Student Behavior	36, 37
Property Identification	37
Drug and Alcohol Policies	37
Detention	38
Suspension or the Liability of Expulsion	39
Probation	39
Expulsion	40
Services:	
Guidance Department	40
College Visits	40
Finding a Job	41
College Board Information	41
Media Center/Library	41
Cafeteria Service	41
Chapel	41
School Store	41

Miscellaneous:	
Senior Privileges	41, 42
Fire Drills	42
Crisis Prevention Drills	42
Student Activities:	
Student Government	42
Peer Ministry Program	43
Publications	43
Sports	44
Clubs & Activities	44-46
Daily Schedule	47
Alma Mater	48
Acceptable Use Policy and Agreement	49
Office of Public Relations and Recruitment Press Release Form	50
Statement of Cooperation	51

INTRODUCTION

Saint Dominic Academy has a long and proud history as a Catholic educational institution. We are equally proud of the sisterly spirit which prevails among our students. The pages which follow are intended as a guide to the traditions, policies and practices which unite us and as a resource to assure consistency in our interactions as a learning community. As a student at Saint Dominic Academy you have access to the finest quality education. Your commitment to your personal goals can assure your success. Make use of all of the many resources – spiritual, social and academic – that are here to help you.

PURPOSE / AMENDMENTS

This Handbook exists to foster the efficient operation of Saint Dominic Academy. To meet this objective, the School Administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Head of School has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

This Handbook is subject to change at any time when determined to be necessary by the School Administration. If significant changes are made to the Handbook, parents/guardians will be notified promptly.

POLICY OF NON-DISCRIMINATION

Saint Dominic Academy does not discriminate on the basis of sex, race, color and national origin in education programs and activities and employment under the applicable regulations of Title IX of the Educational Amendment of 1972.

Saint Dominic Academy admits students of any race, color, and national origin.

SINCE SAINT DOMINIC ACADEMY IS A ROMAN CATHOLIC EDUCATIONAL INSTITUTION, ALL STUDENTS, REGARDLESS OF THEIR RELIGIOUS AFFILIATION, ARE REQUIRED TO TAKE ASSIGNED RELIGION CLASSES AND PARTICIPATE IN RELIGIOUS ACTIVITIES CONDUCTED AT/BY THE SCHOOL.

HISTORY

Saint Dominic Academy is one of the oldest independent secondary schools in New Jersey. It was founded in 1878 on First Street in Jersey City, the “downtown” area which was to remain for many years a gateway for immigrants and a starting community for their life in America. Saint Dominic’s itself was founded by immigrants, Dominican Sisters originally from Bavaria who came to the New York area in the 1850’s to help meet the educational needs of the children of German immigrants.

With the success of the early school and population shifts within the city, the Academy moved to larger quarters on Bergen Avenue in 1915, then to three houses on Bentley Avenue in 1930. These years of growth were accompanied by a growth in the reputation of the school as a well-respected institution for the education of Catholic girls at the high school level and as a place for musical and artistic development. The Academy became identified with its Bergen location so when it moved again in 1942

to its present location on Kennedy Boulevard, just several blocks away, it continued its presence in this section of the city.

The new location had formerly been known as the Carteret Men's Club. The structure adapted readily to school needs and provided a charming yet functional environment for its new purposes. Growth continued during the prosperous post-war period both in numbers of students and in expansion of the curriculum. In order to accommodate spatial needs, the convent area of the school was converted during the late 1970's to more classroom and office space, with the sister-faculty moving to other convents within commuting distance.

In the mid-1980's enrollment in the business education electives began to dwindle and, after curriculum review, it was decided to eliminate these courses in favor of expanded college preparatory electives. Around this same time it became apparent that space was once more inadequate. After several years of prudent investigation, the Academy was able to purchase an abandoned property on Fairview Avenue, which was eventually cleared to make room for the school's expansion. Construction began in 1992 on the "new building" which came to be known as Alumnae Hall. The new area provides much-needed classroom space, along with two networked computer labs and excellent chemistry, physics, and biology laboratories. The library was converted into a Media Center in 2009 with the addition of twenty-four computers and a smart board.

In September 2013, Saint Dominic Academy welcomed seventh and eighth grade students as it did when the Academy opened its doors in 1878. The new program will prepare these students for the academic challenges of the rigorous high school curriculum.

In 2015, the Jersey City Woman's Club gifted their property at 375 Fairmount Avenue to Saint Dominic Academy. Now known as Siena Hall this marks the first major expansion of the school in over 20 years.

As of 2016 our wireless system was updated to accommodate the use of new technology. Eighty percent of our classrooms are equipped with Apple TVs and/or Smart Boards.

With the renewed awareness of the role of women in the twenty-first century, as well as recognition of the importance of quality education to prepare women for leadership in both the commercial and professional worlds, Saint Dominic Academy finds itself well-positioned to contribute to these developments. As its early years paralleled the origins of an immigrant city, so the growth and strengthening of the Academy today mirrors the emergence of Jersey City's renaissance at the beginning of this new millennium.

MISSION STATEMENT

Saint Dominic Academy, a community of academic excellence, empowers women for leadership in our global society. Rooted in Christian values, and the Dominican tradition of education, this Catholic institution embraces the diversity of its constituents promoting unity through understanding and education.

PHILOSOPHY

Founded in 1878, Saint Dominic Academy of Jersey City offers young women a strong intellectual and moral foundation. Sponsored by the Dominican Sisters of Caldwell, New Jersey, our

school seeks to develop in each young woman academic excellence, as well as a love for truth, justice and Christian values. Ethnically diverse, our students come from an array of cultural and religious backgrounds. In accord with the multicultural character of our institution, Saint Dominic Academy strives to prepare each student for her vital role in the world community. The following principles are acknowledged:

PERSONHOOD: Being made in the Creator's image, all persons have intrinsic worth and are entitled to just and respectful treatment.

DIVERSITY: Reflecting the make up of our global village, we encourage a profound respect for our differences and enjoyment of our varied heritages.

EDUCATION: We seek to educate the whole individual--intellectually, morally, spiritually and physically--following the traditions of the Church and our Dominican founders.

RESPONSIBILITY: We challenge each other to live responsibly by employing a curriculum that encourages our students to hold justice as a priority, to practice decision-making through the lens of contemplation and respect the sacredness of all creation.

CREATIVE ENTHUSIASM: Realizing that the excitement of the learning process is as valuable as the final outcome, we encourage healthy participation, not merely competition.

GOALS

THE DEVELOPMENT OF THE INTELLECT

- to encourage an enthusiasm for the active pursuit of truth
- to provide an appreciation for the teachings of the Catholic Church and awareness of their applications in daily life
- to affirm each student's sense of human dignity and self worth
- to nurture in each individual the gifts of creativity and originality
- to guide each student toward the mastery of critical comprehension and effective communication
- to encourage the faculty to use innovative teaching techniques which reflect current developments in educational research
- to strive to develop an understanding of the interdependent relationships that exist in the world
- to equip each student with the skills to make realistic and creative judgments and decisions that meet the demands of today's society.

THE SPIRIT OF COMMUNITY

- to guide each student to an awareness and appreciation of the dignity and rights of all individuals
- to deepen each student's sense of responsibility for her own actions in an increasingly interdependent world
- to provide opportunities for experiences in communal worship
- to strengthen avenues of communication among all members of the school community
- to sensitize each student to the harm wrought by social injustice, poverty, hunger and homelessness
- to encourage a commitment to world peace in all members of the school community.

THE CHALLENGE OF SERVICE

- to inspire students with the Christian ideals necessary to challenge the value system of a materialistic society
- to foster an appreciation of cultural differences and an awareness of conflicting values and attitudes toward poverty and the development of people
- to deepen each student's sense of concern and responsibility for the needs of people through service-oriented activities
- to provide experiences that establish and reinforce a student's awareness of her rights and responsibilities as an American citizen
- to help each student recognize the value of her contributions to the community and the importance of her active response to environmental and societal problems
- to urge students to consistently search for ways to serve the local, national, and global community
- to encourage the productive use of leisure time and a healthy perception of competition in both academics and extracurricular activities.

TEN CORNERSTONES OF PEACE

As a "Peaceable School" we expect our students to take responsibility for their own actions. To that end, we encourage our students to live out these Ten Cornerstones of Peace on a daily basis:

1. Listen and Accept Feedback
2. Be Honest
3. Use Appropriate Language
4. Respect Yourself, Others and Your Environment
5. Use Greeting Skills
6. Act Responsibly
7. Be Open to Negotiation and Compromise
8. Volunteer and Share Your Resources
9. Be Positive
10. Be a Peace Maker

PARENTS ASSOCIATION OF SAINT DOMINIC ACADEMY

OFFICERS FOR 2018-19

President	Maria Sasso	msasso@kpmg.com
Vice-President/Secretary	Jane Mattiello	
Treasurer	Kristin Martin	
Moderator	Sarah Degnan, Head of School	sdegnan@stdominicacad.com

The Parents Association of St. Dominic Academy is open to all parents or guardians of current students. Parents of Alumnae are also encouraged to be part of the association. The aims of the Association are to enhance their daughters' experience at St. Dominic Academy by sponsoring social events during the year, assisting the school administration at Back to School Night, at Open Houses, and supporting the Academy's fundraising efforts.

Announcements and information about their events are posted on the parents' page of the Academy website.

Upcoming Events:

Sept. 13	Back-to-School Night
Oct. 1	Annual Mother/Daughter Prayer Service & Brunch
January 25	Father Daughter Dance
March-May	Annual Calendar Raffle-tickets are \$20.00.
April	Designer Bag Bingo

ADMINISTRATION AND STAFF

ADMINISTRATION

Sarah Degnan, M. Ed	Head of School
Guendolyn Farrales, B.A.	Academic Dean
Sister Mary Lou Bauman, O.P., M.A.	Dean of Students/Director of Guidance
Mary Ann McLean, M.A.	Coordinator of Seventh & Eighth Grades
Andrea Apruzzese, B.A.	Director of Admissions/Financial Aid
Sharon Buge, M.B.A., C.P.A	Director of Finance
Mary Murphy, B.A.	Director of Annual Giving

ADMINISTRATIVE SUPPORT

Stephanie DeSarle, B.A.	Special Events Coordinator
Barbara Good	Registrar/Assistant to Academic Dean
Darlene Lisotta	Assistant to Head of School
Lisa Marino	Receptionist – Administrative Assistant
Cynthia Negron	Business Office Manager
Ayasser Ramirez, B.S.	Tech Support Specialist.

CAMPUS MINISTRY

Sister Gina Scaringella, O.P.	Campus Minister
-------------------------------	-----------------

ATHLETICS

John E. Nagel	Director of Athletics
---------------	-----------------------

SCHOOL NURSE

Donna Butto, R.N.	
-------------------	--

MAINTENANCE

Damian Acosta	Cleaning / Maintenance
Gilberto Camacho	Cleaning / Maintenance
Joe Viola	Cleaning / Maintenance

FOOD SERVICE

Four Seasons Food Management

ACADEMIC DEPARTMENTS

Guidance

Jessica Gordon, M.A.

Jessica McCaig, M.A.*

English

Christopher Amnott, M.A.

Dena Arguelles, M.A.

Mary Ann McLean, M.A.

Sarah Degnan-Moje, M. Ed.*

Fine/Practical/Performing Arts

Eryn Lewis, M.F.A. (Art)

Joseph Napoli, M.A. (Music)

Kristen Mallon, B.S. (Phys Ed/Health)

Judith Elins- Palacio (Dance)

Guendolyn Farrales, B.A.*

World Languages

Dorothy Ivey, B.A.

Toni Garabete, M.A.

Violeta McKenzie, M.A.

Leslie Pretat, B.A.

Guendolyn Farrales, B.A.*

Mathematics

Caitlyn Angrosina, M.A.

Christopher Kempf, B.A.

Isagani Tubera, M.A.

Cristina Manuel, M.A.*

Religious Studies

Mahalia Armea, B.A.

Joan Simon, M.A, M.Ed.*

Science

Guendolyn Farrales, B.A.

Lorraine Palmieri, M.A.

Dr. Ronald Schreck, Ed.D.

Cristina Manuel, M.A.*

Social Studies

Andrew Currie, B.S.

Mary Ann McLean, M.A.

Joseph Napoli, M.A.

Dr. Joseph Santora, Ed.D.

Sarah Degnan-Moje, M.Ed.*

*** Denotes Chairperson**

HOMEROOMS FOR 2018 - 2019

SENIORS		MODERATORS
204		Dena Arguelles
OLP		Eryn Lewis
205		Andrew Currie
JUNIORS		
202		Violetta McKenzie
BIO		Mahalia Armea
102		Christopher Amnott
SOPHOMORES		
105		Leslie Pretat / Toni Garabete
SACH		Isagani Tubera
DOMC		Christopher Kempf
FRESHMEN		
PEMR		Kristen Mallon / Cristina Manuel
STJM		Caitlyn Angrosina
EIGHTH	AQUI	Mary Ann McLean
SEVENTH	HYAC	Mary Ann McLean

Cafeteria Duty before School 8:00-8:20 AM. All teachers on rotation schedule.

ACADEMIC PROGRAMS

GRADUATION REQUIREMENTS

Certain minimum requirements have been established by the Middle States Association of Colleges and Schools and Saint Dominic Academy for graduation. These are expressed in terms of successful completion of specific courses and credits.

Students are required to successfully complete courses in the following areas (numbers refer to years of study): Religious Studies – 4 (Includes 75 hours of Christian Service); English – 4; U.S. History – 2; Physical Education – 4; Health and Driver Education – 4; Mathematics – 4; World Language – 2; Science – 3 (3 lab sciences); World History – 1; Electives – 4; Art – ¼; Music – ¼;

Full year major courses earn 5 credits; one-semester courses earn 2.5 credits. Two one-semester courses may substitute for a full year.

The credit for Career Development is satisfied by the use of an infusion method in all subject areas and a Career Day.

Students must pass every course in which they are enrolled. A full year failure must be made up in a sixty hour summer session before the student may return to Saint Dominic Academy in the fall. The

administration reserves the right to discontinue the enrollment of any student who fails two or more courses in a year. The decision whether any student will be dismissed by reason of academic failure shall be at the discretion of the administration.

PROGRAM PLANNING

Saint Dominic Academy, a college-preparatory high school operating under a single curriculum, grants the same type of diploma to all students. Through proper planning each student should be able to develop a program of studies which relates to her abilities, interests, goals and ambitions.

We are anxious that every student make the most of her selection of courses, and we have established a counseling system for this purpose. When the student chooses a course or needs help with future plans, her counselor will guide her toward finding the answers which are best for her. Her counselor will encourage her to come to her own decisions and plan her own actions for the future so that when she leaves Saint Dominic Academy, she will be able to make wise decisions about herself and her life in an independent way.

All students must register for not less than five full year academic courses a year. Academic courses are those offered in English, Social Studies, Mathematics, Science, World Languages and Religion.

Course selection is held in the spring of each year. Course selection sheets are issued to the student after re-registration. Students are encouraged to consult with their parents in the final choice of electives. A parent or legal guardian must sign the student's course selection sheet before it is submitted to her guidance counselor.

The school reserves the right to drop any course in which a sufficient number of students are not enrolled. The Guidance Counselor reserves the right to make an adjustment of subject choice. Honors and accelerated course selections require signatures of approval from Department Chairpersons.

Course changes requested by the student, with parent permission, after scheduling has begun depend upon available space. Payment of \$25.00 change-of-course fee is required after the close of registration. Students will have one designated week in the summer to clarify any scheduling issues.

HOME INSTRUCTION

Any student with an extended illness is eligible for Home Instruction from her local Board of Education under Chapter 192/Laws of 1977 after a two-week waiting period. The form (NJDE 407-1) to apply for Home Instruction may be obtained from the guidance counselor.

In order to establish equitable standards for grading students on Home Instruction, all the criteria mentioned in the handbook on Marks must be included for the quarterly grades for each student. A student on home tutoring must also meet the academic standards as set by the Administration of Saint Dominic Academy. The final grade for a student on home tutoring will be determined in light of the following criteria:

1. Successful completion of the specified curriculum.
2. Grades from the tutor.
3. Quality of assigned work and outside work.
4. Exams may be administered by authorized personnel from Saint Dominic Academy as required.

ADVANCED PLACEMENT COURSES

Currently, college-level courses are offered within the regular curriculum. They include: AP English, AP Spanish, AP Calculus, AP United States History, AP US Government, AP Art History, AP Psychology, AP Chemistry, and AP Environmental Science. Admission to these courses, which are described in the annual Course Offerings booklet, requires departmental approval. These are college-level courses, demanding intense preparation on the part of the faculty who are selected to teach them. In order to do justice to their advance content, faculty are obliged to challenge their students to in-depth reading, research, problem-solving and creative achievement. The grade awarded is based on college-level criteria.

HONORS AND AP ADMISSION POLICY

St. Dominic Academy offers a wide variety of Honors level and Advanced Placement (AP) classes in several different subject areas, including Art History, English, Math, Science, Social Studies, and World Languages. An Honors level course is a more rigorous course than what is offered at the academic level. Teachers cover the curriculum at a faster pace while requiring a higher level of understanding and a greater degree of analysis from their students. An Advanced Placement (AP) course is a college level course that includes the administration of a national exam which may earn college credit for the student. St. Dominic Academy is dedicated to helping students to achieve and excel in their academic studies. Permission to enroll in an Honors level or AP course typically requires that the student be given administrative approval. Approval is available to all students who meet the stated requirements. There is also an appeal process for those students who have not been identified as having met the stated requirements but still feel that they would be successful. Both students and their parents are encouraged to weigh their decision to submit a appeal for admission into an Honors level or AP course only after reviewing the following information:

Students who are enrolled in Honors level or AP courses typically exhibit the following characteristics:

- High academic achievement and intellectual ability
- Self-motivation and discipline
- Good organizational skills
- Excellent written expression
- An avid interest in reading
- Good oral communication skills
- An ability to work independently and collaboratively

For a student to be granted administrative approval to enroll in an Honors level or AP course the following factors will be considered:

1. For students who are currently enrolled in an Honors level course in the same subject area and wish to be enrolled in the next years' Honors level course in the same subject area and/or wish to be enrolled in an AP course in the same subject area:
 - A) The student should have completed all prerequisite Honors classes in the same subject area with a grade of "3.5" or higher. (See Chart for Honors Level and AP Course prerequisites)
 - B) For acceptance to AP US History and AP Art History, the student should have passed a comprehensive exam in World History and English by the end of 9th grade.
 - C) Honors level and AP courses frequently require students to complete a summer assignment.

- D) Students enrolled in an AP course will also be expected to take the national AP exam administered in May, provided they meet the following grade requirements by the end of the first semester:
- AP Art History, AP English, AP Spanish, and AP US History, AP US Government: A “3.5” or better
 - AP Chemistry, AP Environmental Science, AP Calculus, and AP Psychology: A “3.0” or better
- E) Students enrolled in an AP course who will not be taking the AP exam in May will be required to take a Final Exam on the AP course in June.
2. For students who are not currently enrolled in an Honors level course in the same subject area and wish to be enrolled in an Honors level course in the same subject area and/or wish to be enrolled in an AP course in the same subject area:
- The student should have completed all prerequisite academic level classes in the same subject area with a grade of “4.0”.
 - For acceptance to AP US History and AP Art History, the student should have passed a comprehensive exam in World History and English by the end of 9th grade.
 - Honors level and AP courses frequently require students to complete a summer assignment. Failure to hand in summer homework when due will forfeit enrollment in the class.
 - Students enrolled in an AP course will also be expected to take the national AP exam administered in May.

Chart: Honors Level and AP Course Prerequisites

Subject Area & Grade Level	Grade Nine	Grade Ten	Grade Eleven
AP Art History [12]	World History [3.5]	US History I [3.5]	US History II [3.5]
English: AP Literature [12]	English 9 Honors	American Literature Honors [required]	British Literature Honors [required]
Math: AP Calculus [12]	Geometry Honors	Algebra II Honors	Pre-Calculus Honors
Science: AP Chemistry [11]	Physics	Chemistry I Honors	
Science: AP Environmental Science [12]	Physics	Chemistry I Honors	Biology I Honors
Social Studies: AP US Government [11 or 12]	World History Honors	US History	
Social Studies: AP US History [10 and 11]	World History Honors		
Social Studies: AP Psychology [11 or 12]	World History Honors	US History I	
World Languages: AP Spanish [11 or 12]	Spanish I	Spanish II	Honors Spanish III [required]

Academic Contract for Honors Level or AP Courses

St. Dominic Academy supports any student who wants to accept the challenges of an Honors Level or an AP class. However, the opportunity to be in an Honors level or an AP class carries with it certain assumptions about the commitment and dedication of the student who will be part of the class.

[name of student]

[name of course]

Students who enroll in an Honors level or an AP class and their parent/guardian must agree to the following:

1. I recognize that I have to demonstrate a greater level of independence and responsibility in order to meet the standards of performance that are needed to be successful in an Honors level or AP class. This includes but is not limited to a willingness to complete additional homework assignments, integrate outside readings and research materials, and to complete all assignments on a timely basis. A summer assignment due on or before the start of the school year, as well as assignments given during school off-days, may also be required. Failure to complete the summer assignment will void this contract.
2. I realize that I am expected to attend class regularly with a minimum of absences from class or school.
3. I realize that by enrolling in an AP course, that I am expected to take the corresponding AP exam in May, provided I meet the determining grade requirements by the end of the first semester.

[Student signature]

[date]

[Parent signature]

[date]

[Academic Dean signature]

[date]

SAINT PETER’S UNIVERSITY SPECIAL PROGRAM FOR CREDIT

Saint Dominic Academy, in partnership with Saint Peter’s University, participates in the Saint Peter’s University Program for Special Credit. This program gives SDA students the opportunity to take introductory college level courses for both high school and college credit on the Jersey City Campus of Saint Peter’s University. This campus is a short two block walk from Saint Dominic Academy. Courses are taken during normal school hours if the student schedule will allow. Students may enroll in 100 level courses in many disciplines. This opportunity is available to both juniors and seniors. A maximum of 12 college credits is allowed.

SETON HALL UNIVERSITY PROJECT ACCELERATION

Saint Dominic Academy, in partnership with Seton Hall University, offers students an opportunity to receive college credit at a greatly reduced rate while taking courses during the school day. SDA submits teacher credentials and a full curriculum for specific individual classes to Seton Hall University who then reviews and allows for participation in the program. Courses include AP Calculus, AP English, AP Psychology and AP US History.

CALDWELL UNIVERSITY COUGAR CREDITS (DUAL ENROLLMENT PROGRAM)

Saint Dominic Academy, in partnership with Caldwell University, will allow students to satisfy requirements for high school graduation while earning college credit. A grade of at least “3” in the following AP examinations can be transferred as college credit: AP Calculus, AP Chemistry, AP English, AP US Government, AP Psychology, AP Spanish, and AP US History.

VIRTUAL HIGH SCHOOL COURSES

Saint Dominic Academy offers students the opportunity to enroll in online courses through the Virtual High School (VHS) Collaborative. All VHS courses are taught by certified teachers at various high schools throughout the United States. A student may elect to enroll in a VHS course in place of a semester-long elective. Priority is given on a first-come, first-served basis. In order to enroll in a VHS course, the student must have an overall GPA of 3.0 and receive a recommendation from the Academic Dean.

To view a list of available VHS courses, visit: www.govhs.org and click “VHS Catalog.”

SEVENTH / EIGHTH GRADES PROGRAM

Students in the seventh and eighth grade program are expected by the Academy to meet the challenge of an academically accelerated program. Admission into the program is contingent upon students’ outstanding completion of the sixth and/ or seventh grade curriculum of their current schools, a review of their standardized test scores, an entrance exam administered by Saint Dominic Academy, and an interview with the Director of Admissions.

ACADEMIC POLICIES AND PROCEDURES

MARKS AND REPORT CARDS

A student’s marks should reflect participation (including regular class attendance), outside work, level of interest and tests. If a student fails all subject tests, regardless of any other work submitted, she is subject to an automatic failure. Students must complete all required work in order to receive a passing grade. Stress is placed upon the fact that classroom presence has a great effect upon a student’s marks. This presence should have high priority in a student’s life.

Any mark which is INCOMPLETE on the student’s report card must be made up and changed in the office within one week of the close of the marking period. This is a mutual responsibility of teacher and student.

Student progress will be updated, regularly on PowerSchool. Report cards will be distributed to students in homeroom at the end of the first, second and third marking periods, and mailed home for the fourth marking period. Also they will be posted on-line at the end of each making period. Dates when report cards will be posted are available on the school calendar. Parents are asked to check days absent and lateness as well as academic progress. When a student receives a failure, the parents and student should discuss the reason for the failure with the subject teacher. In November, there is an opportunity for a scheduled parent-teacher conference. Upon request, other appointments can be made throughout the year through the Guidance office.

Failures must be made up in a sixty hour summer session before a student may return to Saint Dominic Academy in the fall. The administration reserves the right to discontinue the enrollment of any student who fails two or more courses in a year. The decision whether any student will be dismissed by reason of academic failure shall be at the discretion of the administration.

If a student is failing any subject, she will not be allowed to participate in any extracurricular activities until she has maintained a passing grade. Permission must be received from the Administration to be reinstated.

GRADING SYSTEM

The grading system for Saint Dominic Academy is:

A+	4.0	Outstanding
A	3.5	Excellent
B+	3.0	Very Good
B	2.5	Good
C+	2.0	Satisfactory
C	1.5	Passing
D	1.0	Minimum Grade for Credit
F	0.5	Failing
I		Incomplete

Grading

All courses will receive a 4.0 as the highest possible grade. The grade will then be converted to quality points according to a weighted grading scale. The following courses are not included in calculation of the overall grade point average: all levels of Physical Education, all levels of Health Education/Driver's Education, Art & Music Appreciation (9th grade elective).

EXPLANATION OF GRADING

- A+ - A
4.0 – 3.5 is an honor grade. It is not automatically given to a student who ranks highest in the class, but it is reserved for accomplishment that is truly distinctive and decidedly outstanding. It represents a high degree of attainment and is a grade that demands evidence of originality, independent work, an open and discriminating mind, completeness and accuracy of knowledge, as well as an effective use of that knowledge.
- B+ - B
3.0 – 2.5 is a grade that denotes achievement considerably above the acceptable standard. It involves excellence in many aspects of work, such as initiative, serious and determined industry, the ability to organize work, to comprehend and retain subject matter and to apply it to new problems.

- C+ - C indicates a satisfactory degree of attainment and is the acceptable standard for graduation.
2.0 - 1.5 It is the average grade that may be expected of a student of normal ability who gives a reasonable amount of time and effort to the work.
- D/1.0 denotes a limited mastery of subject matter. It signifies work which in quality or quantity falls below the acceptable standard. It is, however, of sufficient weight to be counted in the hours for graduation if balanced by superior work in other courses.
- F/0.5 indicates inadequate or unsatisfactory attainment. It signifies that the student lacks adequate understanding of the work or has made little or no effort to do so.

HONORS

First and Second Honors are given to recognize outstanding achievement in academics. Honors are announced semi-annually at the end of each semester. To achieve First Honors a student must receive an average of at least 3.75 in major subjects and without failures in all other subjects, and to achieve Second Honors a student must receive an average of at least 3.50 in major subjects and without failures in all other subjects. The following courses are not included in calculation the Honor Roll; all levels of Physical Education, Art and Music Appreciation.

ABSENCE POLICY

The Administration and Faculty of SDA share the belief that regular class attendance is essential. It is the responsibility of the student to attend all scheduled classes and to obtain class work missed as a result of absence within one week from the time the student returns to school. Such class work would include lecture notes, information papers, assignments, tests, quizzes, and other types of materials. Prolonged absence due to serious illness or hospitalization will be handled on an individual basis.

LESSONS MISSED THROUGH ABSENCE

Faculty need to make clear, measurable expectations of all assignments. **Students must make up the work missed as a result of absence within one week from the time the student returns to school.** Tests will be made up at the convenience of the instructor on the first day of return or as near to that date as is realistically possible.

For **extended** absence parents should contact their daughter's Guidance Counselor who will give the proper forms to the teachers of the student, who in turn, will assign missed work. Within two days parents may come and pick up this assigned work for their daughter.

PLAGIARISM / CHEATING

Teachers need to be vigilant to uphold the integrity of written work in their classrooms. If there is reason to suspect that a student has submitted work that is not her own, the teacher must pursue this immediately with the student. If it is ascertained that indeed the student is guilty of plagiarism or cheating, the paper in question must be graded a zero and the matter will be brought to the Academic Dean/Dean of Students for appropriate disciplinary action, which may include suspension.

COMPUTER USAGE

Students and faculty are expected to make responsible, ethical and appropriate use of the computer and information services which are available to them. Conditions governing student use of computers at school are spelled out in the Acceptable Use Policy, which is included in the Parent/Student Handbook. This agreement is signed by the parent the first year the student is enrolled in the school; any student whose parent has not signed the agreement is excluded from access to technological devices.

STUDENT USE OF TECHNOLOGY AGREEMENT

The use of computer services and personal technology devices at Saint Dominic Academy is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services, such as the Internet, at all times. Network and computer services include: use of personal and school computers and peripherals, use of Internet, use of all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

Saint Dominic Academy's Rules of Conduct apply to information services in very particular ways:

- Students may use only their own password.
- Students may not reconfigure or tamper with the network system in any way; nor attempt to access or alter files without proper authority.
- Students may not unlawfully copy software or information.
- Students may not use illegal software.
- Students must properly cite all information that is acquired from electronic sources and used in their assignments.
- Students may not access, transmit or download offensive messages or pictures, including material that is profane or obscene (pornography), or that advocates illegal acts, violence, or discrimination towards other people.
- Students may not use profanity and/or obscene language.
- Students may not harass, threaten, insult or attack others. This includes persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students may not damage the computer equipment, hardware or software programs, files, data or network. This includes any efforts to disrupt the computer system performance or destroy data by spreading computer viruses.
- Students may not access sites in which warning is given stating someone must be at least 18 years old to enter.
- Students may not trespass, delete modify, copy or attempt to log into another person's accounts, folders, work or files.
- Students may not waste limited resources (i.e. paper, ink, etc.).
- Students may not use the school computers for any unethical or illegal purposes.
- Students may not knowingly or recklessly post false or defamatory information about a person or organization.
- Students may not send chain letters or "spam".
- Students may not use the Saint Dominic Academy computer system for commercial purposes. Students may not offer, provide, or purchase products or services through the network.
- Students may not plagiarize works found on the Internet. This includes taking the writings or ideas of another and presenting them as if they were the student's own.

- Students may not disguise their identity, impersonate other users, or send anonymous e-mail messages.
- Students may not engage in "hacking" or attempt to access information that is protected by privacy laws.
- A student is held responsible for all activity conducted on her account or under her password.

**Saint Dominic Academy* holds specific expectations for students at each grade level for how they use their computer during official school hours and after school.

**Game playing is not permitted on any school-owned computer, server or network system.*

**Students may not post any images of the school or any persons in the school without written Permission.*

Failure to comply with these standards of acceptable use of Saint Dominic Academy's technology will result in the withdrawal of technology privileges, suspension, or expulsion.

In addition, all e-mail communications, including all information stored, transmitted, received or contained in the School's e-mail system, are the sole property of Saint Dominic Academy without regard to their content. The School reserves the right to access, copy, and monitor, block, remove and disclose e-mail messages, communications and transmissions, at any time, without notice. Students should have no expectation of privacy with respect to their activities on the Saint Dominic system, including their e-mail activities.

EXAMINATIONS

A student will not sit for the semester examinations unless financial obligations have been met.

Any student taking an AP course is expected to take the AP exam, provided they meet the course grade requirement by the end of the first semester.

Any student who takes the AP exam in May is exempt from taking the final exam on the subject.

If a student is absent for an exam, a doctor's note must be presented before the exam may be taken.

All exams must be completed by that exam month (i.e. January/June). The student's exam grade will be calculated as a 0.0 after that time.

EXAM PROTOCOL

DRESS: Students are to be in uniform. - NO BLAZERS OR HOODIES.

CLASSROOM: No books, backpacks or pocketbooks are to be at the student's desk. These items must be placed in the front of the classroom during the exam.

Students may leave the room only in case of emergency. The exam will be taken and completed under the Academic Dean's supervision.

Absolutely no cell phone, iPad or technological device is to be brought to the student's desk. If a cell phone or any such item is discovered, it will be confiscated and the student will be dismissed from the

exam, given a grade of 0.0 and suspended from school after a meeting with parents and the Academic Dean/Dean of Student Life. The student will not be allowed to retake the exam.

EXEMPTION POLICY

Students need the experience of being able to put together a whole body of material which has been learned over a period of time. Therefore, all students, except Seniors, will take semester exams in January and June. Seniors may be exempt from an exam in June if they have maintained a 3.5 average for the four quarters.

ACADEMIC PROGRESS

Students' academic progress is available on PowerSchool, parents may login to their account to review grades at any time and are encouraged to do so regularly. At the midpoint of each marking period, Guidance Counselors will contact family of students who have a 0.5, 1.0 or a 1.5. At the completion of each marking period, Guidance Counselors will call parents of any students who have a 0.5, 1.0, or 1.5, to schedule a conference. Any student, who has a yearly average of 1.0 or lower, at the completion of the third marking period, will receive notification in writing from the Academic Dean. Parents are also encouraged to regularly check student progress on PowerSchool. Ultimately, the responsibility for failure lies with the student. Students in danger of failing for the year will be notified in writing by the Academic Dean at the start of the fourth marking period.

TUTORING

Teachers demonstrate their concern for the individual student as well as their passion for their subject matter by making themselves available for tutoring outside of class hours. Private tutoring is not recommended, however, if a student is being tutored privately, that teacher should be in conversation with the primary teacher through the student's Guidance Counselor.

Students who are in need of extra help in any subject area should plan to come before school, remain after school or avail of the Teacher Help Hours in between, to secure assistance from the teacher. A student may secure additional help from the tutorial program of the National Honor Society. The student is responsible to avail herself of these opportunities for further help.

CLASS RANK

Due to the rigorous academic demands at Saint Dominic Academy, rank is not computed.

HOMEWORK

Each major subject teacher is entitled to give assignments consuming as much home time as the teacher feels is warranted. Long range assignments are given in order to teach the student how to budget time and to delve more deeply into the subject matter. Consistent work is encouraged. Homework includes written assignments, reading, research, review of class notes and study. Students should be engaged in homework approximately 2/12 to 3 hours each school night.

Students in grades seven and eight should be engaged in homework approximately 1 ½ to 2 hours each school night.

VIRTUAL SCHOOL DAY

Overview:

In the event that Saint Dominic Academy is closed for more than ONE consecutive school day, the following implementation plan will go into place, so that students/teachers do not lose a day of instruction.

Possible Types of Assignments:

In the event we are out of school for 2 consecutive days consider some of the following assignments for work MAY BE GIVEN:

1. Type I or Type II Writing (all content areas) responding to a question, statement, or quote posed by the teacher.
2. Type I or Type II Writing (all content areas) responding to a media clip, video, or article reading sent by the teacher.
3. SAT Review questions, problems, readings (English and Math areas)
4. Practice or sample AP tests via website links sent by the teacher. The College Board has links to sample tests that can be taken by students.
5. Continued reading, writing, questions and answers as would have taken place within the day's classroom setting, provided students have the necessary textbooks/materials at home.

Duration of Assignment:

1. Each assignment should take students between 25-30 minutes to complete, thus ensuring that the student is engaged for most of the day.
2. Assignments will be, approximately, 30 minutes long as students will be getting assignments in each class area.

TEXTBOOKS

Students are held responsible for all textbooks issued to them and they are responsible for keeping textbooks in good condition. All books must be returned at the end of the year. If a student loses a book she will be charged the full cost of the book to replace it. The student's name and book number must be printed on the inside cover. Textbooks are to be neatly covered at all times. Spot checks will be made during the year. If a second book (or books) is necessary for home use, for medical reasons or other reason they will be provided by the school, if available, or purchased online from sources such as amazon.com. or barnesandnoble.com. Textbooks (new and used) from these providers can generally be purchased less expensively, with prompt delivery.

SCHOOL POLICIES AND PRACTICES

HARASSMENT POLICY

All members of the Saint Dominic Academy community – both students and staff – have the right to feel safe and respected and to work, learn and teach in an environment that is free from sexual and other types of harassment. Accordingly, Saint Dominic Academy is committed to providing a safe and

non-discriminatory school environment, free of threats, intimidation, bullying, hostility, or harassment. We expect and require our students to cooperate in maintaining that environment at all times.

Students are prohibited from making statements and/or threatening through verbal, written, technological or any other means that physical or emotional harm may come to another person or to the institution, whether consciously intended or not, whether during, or outside, school hours.

In addition, Saint Dominic Academy strictly forbids the harassment or bullying of any student by another student (or employee) for any reason whatsoever. This prohibition applies specifically to harassment or bullying based on race, sex, disability, religion, national origin, citizenship, or sexual orientation. Such harassment consists of words or conduct that would not have occurred but for the particular characteristic or status and is severe or pervasive enough to make a reasonable person with the same protected characteristic as the student subjected to such harassment (i.e., the same race, religion, sexual orientation, etc.) believe that the school environment is hostile or abusive. This includes words, signs, jokes, pranks, intimidation, physical contact, or violence based on race, disability, religion, national origin, citizenship, or sexual orientation.

Sexual harassment is also prohibited. This can consist of unwelcome flirtations or sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. It can take many forms, including foul or obscene language; unwelcome sexually-oriented comments, “kidding” or “practical jokes”; or showing, displaying or circulating sexually explicit objects, signs, pictures, or e-mails. Sexual harassment, however, is not necessarily sexual in nature. Comments that demean a person because of his or her gender can also be harassing. Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite sex or same-sex harassment.

All students have a duty to keep Saint Dominic Academy free of threats, intimidation, bullying and harassment. Any student who becomes aware of such conduct, whether by witnessing the incident, being told of it, or being subjected to it, must report it to a teacher or school administrator. Any complaint or suspected incident will be investigated in as confidential a manner as possible, and without retaliation against the student making the complaint. The Administration will take appropriate disciplinary action against any persons who violates the policy, up to and including immediate suspension or expulsion.

PARENTAL RIGHTS TO SCHOOL RECORDS

Saint Dominic Academy abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student’s essential academic records.

COURT ORDERS

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Head of School with the “Custody Section” of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

ATTENDANCE

The teachers work to develop characteristics necessary for the student’s educational growth. Proper work habits are important to student development. Punctuality is one of the basic principles of good work habits. Good attendance is another. Since excessive tardiness and absences are not conducive

to good work habits and good learning, one should make every effort to be in school on time every day. A good attendance record becomes a vital statistic in the student's permanent file.

ABSENCE

Students and their parents are reminded that only serious reason justifies an absence from class and that excessive absenteeism raises the question of whether a student has the stamina to continue at Saint Dominic Academy.

ABSENCE POLICY

In extreme cases of absences the Administration will review the case, and where deemed advisable, will recommend that a student be dismissed. Since attendance is of prime importance to enable a student to successfully complete the academic requirements, the Administration of Saint Dominic Academy establishes the following policy concerning

Absences:

1. If student has seven (7) absences in a semester (4 in a quarter-course), she will receive a warning indicating that she is in jeopardy of suspension/dismissal. If a student exceeds this number credit will not be given for that course.
2. If the student does not improve in attendance after receiving the warning, the Administration will request her dismissal from SDA.
3. If in her Senior Year, a student accrues twelve absences, at the determination of the Administration, the student may not be permitted to participate in the Graduation ceremonies.
4. Students will be required to "give back time" in excess of 10 days absent during the school year before that year can be considered completed.

* Individual cases with extenuating circumstances will be reviewed by the Administration.

Clarifications regarding absence:

1. Legitimate or excused student absences are those due to illness, death in the family and subpoena. An unexcused absence is one for which there is no legitimate reason, i.e.: truancy, time to prepare for a prom, financial suspension, etc.
2. Every absence must be verified by a written note from a parent or legal guardian immediately upon returning to school.
3. The school has the right to designate an absence excusable if it is in the best interest of the student. In such cases, and where such absences are anticipated, a written request signed by a parent or legal guardian must be presented to the Homeroom Moderator and the Dean of Students prior to the absence.
4. Every absence affects the attendance record of the student. All absences are recorded as days out of school.

5. It is urged that students arrange medical and dental appointments, job interviews and applications for driver's licenses, etc. either after school hours, on Saturdays, or during vacation periods. Students should check the school calendar for holidays before arranging appointments.
6. Family vacations while school is in session are not considered valid absences and are strongly discouraged. Written request for such consideration must be submitted to the Dean of Students at least two weeks prior to the dates involved.
7. Teachers are under no obligation to provide extra time to those students who take extended vacations.
8. When a student is absent from school, or misses any given class due to absence or lateness, she will not be permitted to participate in practice, rehearsal, contests, trips or any other school activity scheduled on that day unless granted permission by the Dean of Students.

PROCEDURE FOR REPORTING ABSENCE

When an absence is necessary:

1. Either a parent or legal guardian must phone in daily, and/or the evening before, at 201-434-5938 Ext. 10, before 8:30 A.M through voice mail and supply the following information:
 - a. Name of caller
 - b. Student name and homeroom
 - c. Specific reason for absence.
2. If a parent or legal guardian neglects to call in an absence, the Dean of Students will be responsible for phoning the home to ensure the student's safety.
3. On return to school after any absence, each student must bring in an excuse note containing:
 - a. Family name and address
 - b. Student's name and address
 - c. Days and dates of absence
 - d. Specific cause of absence

The note must be presented to the Homeroom Moderator who will read and initial it and, in turn, forward it to the Dean of Students.

4. Any serious illness which warrants more than three consecutive days absent requires a doctor's note to return to school, which must accompany the regular excuse note.
5. Although medical and dental appointments should be made after school or on Saturdays, when it is absolutely necessary to schedule these appointments during school hours, a doctor's note must accompany the regular excuse note.

LATENESS

Students who are late to school are to report to the School Office for a late pass. Students will not be admitted to class without a pass. The Dean of Students will make a distinction between an excused

and unexcused lateness. It is the student's responsibility to see that class work missed as a result of lateness is made up. Students will receive detention for unexcused lateness.

Policy for Lateness:

The following policy will be administered concerning lateness:

- If a student is late ten (10) times parents will be contacted by the Dean of Students.
- Students who are late more than three times will NOT be eligible for Perfect Attendance at the end of the school year.

LOCKERS

Each student will be assigned a locker. The locker remains the property of Saint Dominic Academy and the Administration reserves the right to periodically inspect lockers. The students should have no expectation of privacy in their lockers.

- Upon entering the Academy, each student will be given a school lock for which she is responsible until graduation.
- No student may change or switch her locker.
- Students may not share lockers or combinations with fellow students.
- Lockers must be locked at all times. A school issued padlock is to be properly attached to lockers at all times. This padlock is not to be used for any other purpose.
- Students may go to their lockers before their first class, at book exchange break, at lunch and at the end of the school day.
- Students are not permitted to go to their lockers at any other time unless they have written permission from a faculty member.
- Each student is responsible for her own locker, reporting any difficulties to the Dean of Students.

Valuables and money should never be left in lockers. **The school will not assume responsibility for any valuables, including money, jewelry, books, cell phones and iPods left lockers at Saint Dominic Academy, Saint Peter's University, or any other activity site.**

ENTRANCES AND EXITS – DISMISSAL TIMES

The school building will open at 7:15 A.M. for students. Students coming by car should be dropped off on Kennedy Boulevard or Duncan Avenue. At no time should cars stop on Duncan Avenue and block the entrance to the parking lot. No parent/student cars are permitted to enter the parking lot during opening/dismissal times.

All students should enter school through the front door Main Entrance entrance before 8:25 A.M.

No student is to walk through the parking lot to enter or leave school. Students are to enter from Kennedy Boulevard only. Students who use unauthorized entrances/exits will receive a detention.

All students should be out of the school building by 3:30 P.M. unless they are working with a faculty moderator. No student is to be in the basement area after 3:00 P.M, unless they are with a faculty moderator, or coach. Students who are waiting to be picked up must wait in Sacred Heart Homeroom.

No student should return to the school building for forgotten articles when school is not in session.

No student is permitted to leave the school building from the time she arrives in the morning, until she is dismissed at the end of the school day. Any exceptions to this policy must be approved by the Dean of Students.

All students involved in a moderated extracurricular activity or tutoring session must be out of the building by 4:00 P.M. unless the moderator of the activity has received permission from the Academic Dean or Dean of Students for the moderator and students to stay beyond this time.

CAFETERIA

All lunches are to be eaten in the cafeteria. **No food is to be brought to any other part of the building at any time.** Consideration for others and table manners dictate that:

- All tables and floor areas must be left clean.
- All students should speak quietly and maintain an atmosphere that is relaxing in the cafeteria.

ANY EXCEPTION TO THIS POLICY MUST BE APPROVED BY THE ACADEMIC DEAN.

Students who are at lunch should only use the bathroom facilities in the basement area. They are not to use facilities in other parts of the buildings during this time. Students who do so will receive a detention.

Students may have access to their lockers during their lunch periods.

Students may not leave the cafeteria area during lunch period without the permission of the moderator. A student may leave the cafeteria area during lunch period if she has a pass to meet with a teacher or other staff member.

Students are only permitted to take bottles of water out of the cafeteria for consumption.

STUDY HALL

A study period is time for focused individualized study. Students are expected to plan for the study as they would plan for a class; that is, they are expected to bring to the study hall the book or books they need to prepare for a class assignment or for research.

PHONES

Cell phones may not be used in school between the hours of 8:25 a.m. and 2:30 p.m. to send or receive phone calls, emails or text messages. This includes lunch periods, studies, in between classes or other free time. No student at SDA needs to carry a cell phone. Parents may always call the front desk (201) 434-5938 ext. 10 during school hours with important messages and be assured that these messages will be promptly delivered to the student.

A teacher reserves the right to notify students in advance that cell phone usage is permitted in the classroom for a specific date and period. Once that period concludes, students are expected to follow the regular rules pertaining to cell phones for the remainder of the school day.

First Offense: 3 detentions

Second Offense: 3 detentions plus \$ 5.00 fine

Third Offense: 3 detentions plus \$ 10.00 fine and call to parent or guardian.

After a third offense, detentions and fines will incrementally increase.

PHYSICAL EDUCATION

Most Physical Education classes are held in Elan or the Dance Studio at Saint Dominic Academy. On occasion, Physical Education class may be held in the Yanitelli Recreational Life Center at Saint Peter's University or in Lincoln Park. Students are required to walk to these locations and comply with the procedures set up by the Physical Education Department.

A student will be excused from active participation in a single Physical Education class by a parent's request. This note should be a formal one and list the student's name, reason for exemption from class and be dated and signed by a parent. A written assignment will be assigned in lieu of her active participation grade for that particular class.

A request for more than a single class is considered a medical excuse and must be accompanied by a doctor's note. It is the student's responsibility to obtain the assignment(s) from her P.E. teacher prior to class. A medical note must be submitted to the school nurse to be filed and should be written by a medical professional. The note should contain the following information: student's name, time period to be exempt from P.E. classes, any specific limitations, and physician's name/address/phone number.

Physical Education Rules and Regulations

- Students are to take an active role in each activity offered.
- Students are expected to demonstrate proficiency in a minimum amount of tasks set forth by the instructor in each activity. The daily excused student will be required to stay with the class and do her assignment.
- Students are required to wear the SDA Physical Education uniform: shorts, shirt, and sneakers. SDA sweat suits may be worn as directed by the P.E. Department. Only the approved P.E. uniform can be worn for students in grades 7-11 and the uniform must not be altered. Failure to comply will result in a school detention. Students are expected to be dressed in the full P.E. uniform unless directed to dress otherwise by their P.E. teacher. Senior privilege: Seniors may wear athletic attire according to the guidelines set forth by the Administration and the Physical Education Department. The guidelines will be discussed in Physical Education class.
- Students must change in a bathroom, in the dance studio, by the senior lockers or in Elan with all doors closed. Students are not allowed to change in the cafeteria during the school day. Five minutes are permitted to get dressed for P.E. before and after class.
- Only a doctor's note or a formal note from a parent will excuse any student from active participation in class. Any student excused medically from class is to report to the assigned room where she must stay for the entire Physical Education period.
- If walking to another location such as St. Peter's University, students must walk together with the teacher at all times. Students must cross only at the intersection, observing traffic lights and the directions of the crossing guards and teacher.

- Grades are based on the following:
 - a. Attendance and preparedness
 - b. Participation in class including effort and attitude
 - c. Performance on both skill and written assessments
 - d. Written work assigned in lieu of active participation
- For each activity, tasks are to be attempted and performed to the best of the student’s ability. Any student who does not attend and actively participate in a least 60% of her Physical Education classes will not receive credit for the classes.
- Students must not wear jewelry during class that can harm themselves or another student.
- Any student who is on an interscholastic sport team must actively participation in Physical Education or she may not play in the game or participate in practice that day.

INTERSCHOLASTIC ATHLETIC ACTIVITIES – POLICY

The New Jersey Interscholastic Athletic Association has issued the following guidelines: “Good physical condition, freedom from injury and full recovery from illness shall be prerequisites to participation in athletics, whether in practice or in competition. Each candidate for a place on a school athletic squad or team shall be given a (complete) comprehensive physical examination by the family doctor. no more than 30 days prior to the first practice session. If a pupil participates in more than one sport, the initial physical examination must be comprehensive. If a pupil has not sustained any serious injuries or illnesses prior to participation in another sport, the succeeding physical assessment may be of a more general nature. Each candidate must undergo at least one comprehensive physical examination per year.”

We are concerned for the health and safety of all students participating in interscholastic sports. Therefore, any girl who qualifies for an interscholastic team (at present these are Track, Tennis, Dance, Basketball, Volleyball, Soccer, Swimming, and Softball) may not practice or compete unless she has had a (complete) comprehensive physical examination no more than 30 days prior to the opening of school for that year certifying that she is in good health and is able to participate in interscholastic sports. The school must also have on file a permission slip from her parent/guardian allowing her to play.

If a student is failing any subject, she will not be allowed to participate in practices or games/meets until she has maintained a passing grade. Permission must be received from the Administration to be reinstated.

Players and spectators are reminded that they represent Saint Dominic Academy before, during and after all sporting events. Below are “The Responsibilities of Sportsmanship” as stated by the New Jersey State Interscholastic Athletic Association.

RESPONSIBILITIES OF SPORTSMANSHIP

THE PLAYER...

- (1) Treats opponents with respect.
- (2) Plays hard but plays within the rules.
- (3) Exercises self-control at all times, setting the example for others to follow.
- (4) Respects officials and accepts their decisions without gesture to argument.
- (5) Wins without boasting, loses without excuses, and never quits.
- (6) Always remembers that it is a privilege to represent school and community.

THE SPECTATOR...

- (1) Attempts to understand and be informed of the playing rules.
- (2) Appreciates a good play no matter who makes it.
- (3) Cooperates with and responds enthusiastically to cheerleaders.
- (4) Shows compassion for an injured player; applauds positive performances; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behavior
- (5) Respects the judgment and strategy of the coach, and does not criticize players or coaches for loss of a game.
- (6) Respects property of others and authority of those who administer the competition.
- (7) Censures those whose behavior is unbecoming.

HEALTH POLICY

The school does not assume responsibility for the medical care of students who incur injuries while engaging in either classroom work or co-curricular activities. First Aid is given by the School Nurse only in emergencies. All students are covered by student and sports insurance which is an excess coverage policy.

If the Nurse is not in her office any student who is ill should report to the Dean of Students or Registrar. No student is to remain in the Nurse's office without supervision.

When a student is too ill to remain in school, the parents will be contacted. It is the policy of Saint Dominic Academy that an ill student who is sent home should be accompanied by an adult. It is imperative that another adult be appointed if a parent cannot leave his/her place of employment in the event of student illness.

The State required physical examination and scoliosis screening for ninth and eleventh grade students is to be completed by the family physician and results must be on file in the health office by September 1st.

Any girl who qualifies for an interscholastic team may not practice or compete unless she has had a (complete) comprehensive physical examination done no earlier than July 1st of the current school year for that year certifying that she is in good health and is able to participate in interscholastic sports. The report of this physical examination and the permission from her parent/guardian allowing her to play must be on file in the Nurse's and Coaches' office. No student may try out, practice or compete without these completed forms on file.

Any student, who is taking prescription or over the counter medications, prescribed or otherwise, must register that fact with the School Nurse. All medication, including prescription, must be taken in the presence of the School Nurse or adult designee. No medication of any kind, either prescribed or over the counter will be dispersed by the School Nurse without written consent by a parent/guardian and a written Doctor's order.

Students must submit to the Health Office the following information:

Complete medical records
Home phone number
Emergency phone numbers.

If this information is not submitted by September 30th of the current school year, a student will be excluded from class. If any change in a student's health status occurs at any time, the parent/guardian should call the School Nurse or Front Office as soon as possible.

RELIGIOUS STUDIES POLICY

Saint Dominic Academy is a Catholic institution promulgating Christian teaching and values. Therefore, any student choosing to attend Saint Dominic Academy is required to take religious studies courses for four years and to attend all liturgical celebrations (school liturgies, annual day of recollection, Sunday liturgies during school-sponsored trips, etc.). She is also obliged to do 75 hours of Community Service as a requirement for graduation. Service Hours are broken down as follows: Senior Year: 15 hours, Junior Year: 30 hours plus and in depth reflection paper based on the *Corporal Works of Mercy* and the *Ten Building Blocks of Catholic Social Teaching*. Sophomore Year: 20 hours and Freshman Year: 10 hours. Seventh and Eighth graders will be asked to participate in various in-school service activities such as making sandwiches for the homeless, collecting goodies for the needy, etc. (These may vary from year to year).

FINANCE POLICY

Saint Dominic Academy costs and regulations under which school bills must be paid are established by the Board of Trustees and enforced by the Director of Finance. A student's class registration is provisional until she has satisfied her obligations with the Director of Finance. All parents/guardians responsible for tuition payments must sign a tuition contract upon registration and enroll in the tuition management service provided by FACTS Management. All tuition payments are to be made directly to FACTS Management.

The Administration of the School reserves the right to change the regulations of the school, including those concerning tuition, fees and the manner of payment, as they deem advisable. Such changes are effective for all students from the date they are promulgated.

Past Due Accounts

The financial stability of Saint Dominic Academy is directly related to tuition and fee income. Your past due balance will include tuition as billed to date and any other fees that have been posted to your FACTS account. Failure to meet financial obligations will result in fiscal suspension. Students on fiscal suspension will be excluded from class and not permitted to take exams including midterm exams, final exams, or AP exams. Fiscal suspension days are counted as unexcused absences, and could result in loss of credit, if total unexcused absences exceed 14 days. It is school policy that students with past due accounts may not participate in extracurricular activities, examples include, but are not limited to: the senior prom; the Glee Club trip; graduation activities; or, athletic team events or trips; or the summer school or trip abroad. This policy will be strictly enforced. Your tuition account must be brought current, and maintained in its current status, up until ten school days before the date of the event or trip. At this time if your account is not current your reservation will be cancelled. Any deposits or payments made to date for the event or trip will be forfeited if you are not permitted to participate. No refunds will be issued.

The school will not release student records, including transcripts, until such time as all required payments have been made. Financial Aid and/or scholarships awarded may be withdrawn if your account is over 30 days past due at any time. Your payment history will be considered in future applications for assistance. The tuition of all students must be paid in full by April 15th. Payments after this date must be by certified check or money order only.

Late Charges

Late charges of \$50 are assessed monthly by FACTS Management on any past due tuition or fee balances.

Returned Checks/Payments

NSF fee of \$30 will be assessed by FACTS Management for returned payments in accordance with their policy. If the payment is made to Saint Dominic Academy a NSF fee of \$35 will be assessed. When a payer has two NSF payments within the school year you will be required to remit payments in the form of certified check or money order.

Student Withdrawal

If a current student, who has re-registered, withdraws after June 15th, the tuition contract requires the responsible party to pay the full amount of tuition and fees for the fall semester, or 50% of the annual amounts, and the total FACTS enrollment fee. If the student withdraws voluntarily or is dismissed during the academic year, the responsible party is required to pay the balance of tuition for the full semester in accordance with the tuition contract.

TUITION INFORMATION FOR GRADES 9-12

Tuition for the 2018-2019 school year is \$ 10,900 + Fees \$900 = \$11,800

Fees include: all textbooks, related classroom and laboratory fees, testing fees (excl. AP), Parents' Association Membership, Student Accident Insurance and Student ID

REGISTRATION

At time of registration a non-refundable registration fee of \$400 is collected.

Accepted payment methods: Check, Money Order, Debit or Credit Card

A tuition contract with Saint Dominic Academy must be signed at registration.

We offer the following payment plan options for the payment of tuition and fees.

PLAN A - 1 ANNUAL PAYMENT IN FULL OF \$11,800 DUE BY JULY 1

- You save the \$300 management fee
- Paid through our online tuition billing company FACTS Management
- No account setup fee for your FACTS Management tuition account
- Avoid the possibility of late charges

PLAN B - 2 PAYMENTS OF \$5,950 DUE BY JULY 1 AND DECEMBER 1

- Paid through our online tuition billing company FACTS Management
- A one-time \$41 fee is charged by FACTS for account setup and tuition payer life insurance
- A \$100 management fee is included in the payment amounts
- A \$50 late charge will be applied by FACTS to any past due balances

PLAN C - 11 MONTHLY PAYMENTS OF \$1,100 DUE JUNE THROUGH APRIL

- Payment is due on the 15th of each month
- Paid through our online tuition billing company FACTS Management
- A one-time \$66 fee is charged by FACTS for account setup and tuition payer life insurance
- A \$300 management fee is included in the payment amounts
- A \$50 late charge will be applied by FACTS to any past due balances

TUITION PAYMENT PLANS GRADES 7-8

Tuition for the 2018-2019 school year is \$7,540 + Fees \$150 = \$7,690

Fees include: all textbooks, classroom and laboratory fees, testing fees, Parents' Association Membership, Student Accident Insurance and Student ID. Three different payment plan options are available for your convenience:

PLAN A - 1 ANNUAL PAYMENT IN FULL OF \$7,540 DUE BY JULY 1

- You save the \$300 management fee
- Paid through our online tuition billing company FACTS Management
- No account setup fee for your FACTS Management tuition account
- Avoid the possibility of late charges

PLAN B - 2 PAYMENTS OF \$3,895 DUE BY JULY 1 AND DECEMBER 1

- Paid through our online tuition billing company FACTS Management
- A one-time \$41 fee is charged by FACTS for account setup and tuition payer life insurance
- A \$100 management fee is included in the payment amounts
- A \$50 late charge will be applied by FACTS to any past due balances

PLAN C - 11 MONTHLY PAYMENTS OF \$726.36 DUE JUNE THROUGH APRIL

- Payment is due on the 15th of each month
- Paid through our online tuition billing company FACTS Management
- A one-time \$66 fee is charged by FACTS for account setup and tuition payer life insurance
- A \$300 management fee is included in the payment amounts
- A \$50 late charge will be applied by FACTS to any past due balances

TUITION ADJUSTMENTS

SISTERS DISCOUNT

When there are two or more sisters enrolled at Saint Dominic Academy, there is a \$500 reduction in tuition for each sister. Sisters are students living in the same household and sharing a custodial parent or guardian. For two sisters the total tuition reduction is \$1,000 and for three sisters the total tuition reduction is \$1,500, etc.

LEGACY GRANTS

Legacy grants are awarded to academically qualified students who are daughters or granddaughters of a Saint Dominic Academy graduate.

TUITION ASSISTANCE AND ACADEMIC SCHOLARSHIPS

Funds for tuition assistance are limited and are awarded on a need basis. To be considered for tuition assistance, families must complete an application and submit the necessary supporting documents to FACTS Grant and Aid Assistance at www.factstuitionaid.com. Please adhere to all deadlines. **Anyone who applies for tuition assistance through FACTS must also apply for the Scholarship Fund for Inner City Children.**

St. Dominic Academy Academic Scholarships

St. Dominic Academy offers a limited number of academic scholarships to Incoming Freshmen based on a variety of criteria related to elementary school records and COOP score.

If a student is awarded any financial aid or scholarship funds, the monthly payments will be reduced by the amount awarded, divided over 11 payments.

SCHEDULE OF ADDITIONAL FEES

All Fees are Non-refundable

ADVANCED PLACEMENT COURSES

- Charge is for testing fees paid by the school
- Charge is \$93 per course
- Charged to your account in February

GRADUATION FEE

- Senior Year (12th grade) Only: \$400
- Charged to your tuition account in July
- Charge covers: cap and gown, flowers, diploma and student's baccalaureate dinner

ATHLETIC FEE

- Charges to your tuition account: \$100 per season of participation in a sport
- Charged in October for soccer, volleyball, fall track, tennis
- Charged in January for basketball, swimming, indoor track, dance
- Charged in March for softball and spring track

MOVING UP FEE

- 8th Grade moving up activities fee \$100
- Charged to your account in March

OTHER FEES

- Registration fee for all students \$400 before March 31st
- Late re-registration fee after March 31st, additional \$100
- A \$50 fee will be incurred for all late tuition or fee payments
- A \$100 fee will be incurred for changes to payment Plan A or Plan B (annual or semi-annual) to Plan C (monthly)
- A \$100 fee will be incurred to change payment method from automatic payment (ACH) to invoice, or the reverse.

BUS TRANSPORTATION

Bus transportation is provided as a courtesy for the convenience of our students and parents. Our bus routes operate at a substantial financial loss. Bus routes are developed based on the needs of the students and parents. We attempt to provide the best service possible; however, door - to- door service cannot be guaranteed. We have established a maximum bus route time of 90 minutes. If you are interested in bus transportation, but do not see your town listed, please contact the Business office at ext. 28. We will try to accommodate your request.

Bus fees are non-refundable and are charged on a semester basis. Payment for the fall semester for bus transportation is charged to your FACTS tuition account in June. The spring semester is charged to your account in November. Transportation Request Forms are due by April 30th. Reservation priority will be given to students who request round trip service. One-way reservations will not be confirmed until June 15th. When you reserve a one-way seat on the bus you must select either morning (AM) or afternoon (PM). You will not be permitted to take the bus in the other direction unless you are approved by the Business Office to change to round trip. Students who have not made the required payments will not be permitted on the bus.

Policies to Ensure You Get to School Safely and On Time:

- **Students must be at their bus stop 10 minutes before the scheduled pick up time in the morning. The student should be outside waiting before the bus arrives. The bus will not wait for any student in the morning past the bus schedule time. This will result in inconvenience to everyone else on the bus route. Just a few minutes delay in the morning will result in the bus encountering more traffic as it completes the bus route, and cause the entire bus to arrive late to school.**
- The bus driver is not permitted to check for text or voicemail messages once the bus route begins at 5:15am. This would be illegal and dangerous to the bus driver and students.
- **The afternoon bus will generally leave the school at 2:50pm. If a student needs an extra few minutes, she should inform the bus driver, or have a friend notify the bus driver. The bus will wait only until 3pm before leaving school. The bus will not return to school for anyone who missed the bus.**
- If a student is signed up for one-way AM bus service, you are permitted to take the bus only in the morning. If you signed up for PM bus service you are permitted to take the bus only in the afternoon.
- If possible, as a courtesy, please let the bus driver know that your daughter will not be on the bus the **next** day.
- There are no reserved or assigned seats on the bus. Students should enter the bus and quickly take a seat and remain in that seat until the bus arrives at school.
- The bus driver will remind students to put on their seat belts. All students must wear seat belts on the bus.
- Whenever students must cross the street, they must cross in front of the bus, not in the rear of the bus.
- Behavior on the bus must be courteous and respectful of other students and the bus driver at all times.
- Any problems should be reported to the Ms. Negron in the business office at ext. 28, and if the problem is not resolved, please contact Ms. Buge in the business office at ext. 36. If the matter involves student discipline, the issue will be referred to the Dean of Students, Sr. Mary Lou. Bauman. In situations where the student's behavior on the bus is dangerous or distracting to the bus driver, the school reserves the right to revoke bus privileges for the remainder of the school year.
- Bus fees are non-refundable and will be charged to tuition accounts in June (starting in 2016) and November (starting in 2015).

BUS ROUTE #1: ESSEX/PASSAIC/BERGEN (INCLUDING: BELLEVILLE, NUTLEY, N. ARLINGTON, LYNDHURST, HASBROUCK HEIGHTS, PASSAIC)

ROUND TRIP PER SEMESTER COST: \$1,400
ONE-WAY PER SEMESTER COST: \$1,050

BUS ROUTE #2: JERSEY CITY, KEARNY, BAYONNE

ROUND TRIP PER SEMESTER COST: \$1,300
ONE-WAY PER SEMESTER COST: \$1,000

BUS ROUTE #3: DOWNTOWN JERSEY CITY, HOBOKEN (INCLUDING HOBOKEN TERMINAL)

ROUND TRIP PER SEMESTER COST: \$1,300
ONE-WAY PER SEMESTER COST: \$1,000

BUS ROUTE #4: NORTH HUDSON (INCLUDING: NORTH BERGEN, UNION CITY, WEEHAWKEN, GUTTENBERG, FAIRVIEW, WEST NEW YORK)

ROUND TRIP PER SEMESTER COST: \$1,400
ONE-WAY PER SEMESTER COST: \$1,050

LOST ARTICLES

Students are to have identification on all items of clothing, notebooks, text books, calculators and book bags. The school will assist a student in locating money or articles mislaid or lost. The school will not take responsibility for replacement of articles or money lost or mislaid by the students.

SCHOOL REGULATIONS SCHOOL DRESS

A uniform policy lowers clothing expenditure, discourages competition, and eliminates the need for a non-uniform dress code. Saint Dominic Academy uniform supplier is:

Lobel's
Bergenline Avenue at 59th Street
West New York, NJ 07093
201-864-1700
www.LOBELS.NET Login: **stdominic** Password: **BlueDevils**

Students are to be in uniform at all times including traveling to and from school. Students may wear grey, black, or navy warm-up pants under their skirt to and from school. No jeans or pajama bottoms may be worn under their skirt. Uniforms should be clean and free from any graffiti. The uniform skirt will be worn at a moderate length, no more than 2 inches above the knee. **Students who violate this policy will be sent home after parents are contacted until proper length clothing is obtained.** The dress code is strictly enforced and detentions are to be served by those who violate it. School uniform shoes must be worn to and from school. No other substitution footwear is to be worn to and from school.

All students must wear the school blazer on formal occasions with the exception of seniors who must wear their senior sweater.

Fall/Spring Uniform

Khaki skirt or navy/khaki slacks
Blue Golf Shirt
Navy blue sweater with crest (optional)
Navy knee socks/ tights (no leggings)
Uniform shoes

Winter Uniform

Navy herringbone skirt or navy/khaki slacks
White long or short sleeve oxford shirt
Navy blue sweater with crest (optional)
Navy blazer with school crest
Navy knee socks /tights (no leggings)
Uniform shoes

SENIOR PRIVILEGES

- Seniors must wear either the senior letter sweater or their school blazer as part of their winter uniform.
- Seniors must wear either the white SDA turtleneck or the white/navy golf shirt as part of their winter uniform.
- Seniors may wear either white or navy blue knee socks/tights (no leggings) throughout the year.
- Seniors may wear either the navy blue or white golf shirt in place of the short sleeve blue blouse as part of their fall/spring uniform.

ALL STUDENTS

- Sweaters are NOT worn in place of the school blazer, except seniors.

- No extraneous apparel and ornaments including belts, hats and bandanas will be permitted during school hours.
- If T-shirts are worn, they may only be white or blue to blend with the uniform. No printing or designs on T-shirts should be visible.
- No backless shoes or slippers of any kind will be worn either in or out of uniform while on school premises without a written and detailed Doctor's order. No other substitution of school shoes will be made without a Doctor's order. School shoes will be worn completely on the foot with laces tied.
- Make-up, if worn, should appear natural and becoming. No extreme hair styles or colors will be allowed. This will be determined by the Administration. Students are permitted to wear a reasonable display of jewelry (example: watch, ring, earrings). Any ostentatious display of jewelry, as deemed such by the administration, will be subject to disciplinary measures.

DRESS CODE FOR CIVIES DAYS/FIELD TRIPS, ETC.

On a day when students are permitted to wear their own clothes, the following is a list of prohibited clothing:

- Shoes without a secure back, i.e. flip-flops, slippers, mules, etc.
- Tube tops, short shirts, halter tops, backless tops, or any shirt which reveals the stomach, back or lower chest area, and off-shoulder shirts.
- Pants which are cut below the hips.
- Ripped pants, jeans, etc.
- Skirts, dresses, or shorts shorter than three inches above the knee.
- Skin-tight clothing.
- Clothing, buttons, or badges advertising controversial or inappropriate phrases
- Pants containing words or slogans across the buttocks.

DEFACEMENT OF SCHOOL PROPERTY

The school provides an attractive and a comfortable learning environment for its students and makes every effort to maintain the building and its facilities in excellent condition. For this and other reasons, the damaging or defacing of school property, including writing on desks, state books, classroom or other school walls, and damaging lockers is at all times regarded as a serious breach of school discipline and may result in detention/suspension as well as financial remuneration.

GUM CHEWING

Because of the maintenance problems involved, gum may not be chewed in any area of the school building at any time. Gum chewing is subject to detention and a one dollar fine per offense.

STUDENT BEHAVIOR

As members of the Saint Dominic Academy school community, students are always expected to act as self-controlled young adults, respecting themselves and respecting the rights of others. Their actions, manner, and language should clearly reflect the Christian principles on which the school operates. The types of behavior listed below are prohibited since they are clearly unacceptable at Saint Dominic Academy. Failure to do so shall raise serious questions regarding the student's continued attendance at

the school and will necessitate a conversation/meeting of the student and her parents with the school administration.

- Open defiance of the authority of any teacher or person having authority over the students.
- Theft of any property belonging to another student, a member of the faculty, or the school.
- Use of profanity or obscene language.
- Misbehavior or unbecoming conduct of any type during, or to and from school including vaping, smoking, drinking or fighting. Whether you are in or out of uniform, student actions reflect the school.
- Physical/verbal abuse or threat to another student, including bullying (see Harassment Policy).
- Possession and or use of any object that could be used to inflict bodily harm.

PROPERTY IDENTIFICATION

All items belonging to students (uniforms, gym suits, books, calculators, umbrellas, etc.) must have identification on the article.

DRUG AND ALCOHOL USE

The use or possession of drugs, unless prescribed by a physician, is prohibited at school, on school property and at any school function or event. The use or possession of alcohol is prohibited at school, on school property and at any school function or event. The use of controlled substances, unless they are prescribed by a medical doctor, is in violation of New Jersey State Law and the Policy of Saint Dominic Academy, and will be dealt with in the manner set forth below.

In the event that a student is involved in the sale, purchase, transfer, possession or use of drugs or alcohol, a report will be made to the Dean of Students; the items will be seized; and the parents will be notified. The police will be involved where appropriate, and treatment may be recommended. In addition, conferences with an outside Counselor may be required.

Disciplinary action will be taken as follows:

	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>
Possession/Use	Suspension and student placed on probation. Family conference following suspension; Conferences with Student’s Counselor. Expulsion	Expulsion

Sale/Transfer

In the event that a student is suspected of being under the influence of drugs or alcohol and requiring medical attention, she will be sent to the School Nurse or her designee for evaluation and aid if necessary. Thereafter, if it is determined that the student was under the influence of drugs or alcohol, the steps set forth above will be taken.

DETENTION

A system of detention is used to deter students from repeating a violation of school regulations and to encourage them to strive for self-discipline.

Detention is held Monday through Thursday afternoon for a half hour after dismissal. A student must report to the detention room in full uniform, sign in, and sit in silence for the time allotted. Students will not be allowed to read, write, talk or sleep during this time.

Saturday detention will be held periodically during the school year.

School Detention Offenses include:

- Being out of uniform or part of the uniform, and not wearing uniform in the appropriate manner.
- Coming to school or leaving school or St. Peter's University out of uniform.
- Failure to have a parent or legal guardian call in to report an absence
- Failure to bring in an absence note upon the return to school.
- Failure to return signed required administrative forms and other school materials/property on the assigned date.
- Failure to comply with any school regulations or policy.
- Walking through the parking lot to enter/exit the building.
- Neglecting to lock lockers.
- Neglecting to clear and clean cafeteria tables.
- Eating outside the cafeteria.
- Failure to report to an assigned detention.
- Gum chewing in any area of the school building at anytime (detention plus \$1.00 fine)
- Using cell phones between the hours of 8:25 a.m. and 2:30 p.m. First offense-3 detentions. Second offense-3 detentions and \$ 5.00 fine. Third offense -3 detentions plus a \$ 10.00 fine and a phone call to parent/guardian. (However, a teacher reserves the right to notify students in advance that cell phone usage is permitted in the classroom for a specific date and period. Once that period concludes, students are expected to follow the regular rules pertaining to cell phones for the remainder of the day.)
- The use of profanity.
- Failure to report to class prepared with notebooks, textbooks, supplies and/or homework completed.
- Use of any electronic equipment, unless requested by a teacher.

Faculty Issued Detention

Each faculty member has the right to hold his/her own detentions for classroom infractions. Twenty-four hour notice should be given to the student. A class detention given by an individual faculty member should be moderated by that teacher.

SUSPENSION

Because of their serious nature, the following infractions will result in suspension from class:

- Failure to report to class, study, etc.
- Smoking, including vaping, on school premises, or coming to and going from school, whether in or out of uniform.
- Truancy
- Excessive absenteeism and/or lateness
- Possessing, using or dispensing illegal drugs (including marijuana) or alcohol on school premises or coming to and going from school, whether in or out of uniform. This includes all school functions.
- Defacing or destroying school property
- Forging notes, altering report cards or other school documents
- Violation of any civil or penal law (ex. maliciously tampering with a fire alarm, theft)
- Any cheating on tests, exams, major paper including plagiarism from print or Internet sources (will receive 0.0 for a grade).
- Leaving the school building. No student is permitted to leave the school building from the time she arrives in the morning, until she is dismissed at the end of the school day. (This does not apply to students taking college courses at Saint Peter's). There may be exceptions, but only with the Academic Dean or Dean of Student's approval.
- Lack of respect for administration, faculty, staff or another student or themselves.
- Theft of any property belonging to another student, a member of the faculty, or the school.
- Physical fighting of any kind on school premises, or coming to and going from school, whether in or out of uniform
- Violation of the Harassment Policy (including threats or bullying).
- Possession of any type of weapon.
- A student's family fails to meet its financial responsibilities to the School.

When the foregoing infractions are egregious, the student may face expulsion rather than suspension. (See "Expulsion" below).

PROBATION

A student who persistently violates the policies and regulations of Saint Dominic Academy and does not seem to respond in a positive way to normal disciplinary measures may be placed on disciplinary probation. Probation describes a condition rather than a penalty and is a step short of dismissal from Saint Dominic Academy. Any student placed on probation must meet with the administration, members of faculty, and her parents to discuss her status in the school. The probation period provides the student with an opportunity to prove that she can meet the requirements of the school and continue to grow in the atmosphere provided.

Probation will be reviewed by members of the administration at the end of each semester.

EXPULSION

Expulsion procedures will begin in the following circumstances:

- A student receives three suspensions other than suspension for lateness.
- It is determined during a probation period or within 6 months of the expiration of such period, that a student has not attempted to cooperate in meeting the standards of Saint Dominic Academy.
- It is determined that a student's continued attendance at Saint Dominic Academy will be a source of harm to herself, to other students and/or to the common good
- A student commits a serious violation of the standards of Saint Dominic Academy (regardless of whether the violation takes place on or off school premises, or within or outside the school community), including but not limited to situations in which a student's violation of the behavioral standards is egregious circumstances or conduct; a student is involved in a second incident relating to the possession or use of drugs or alcohol; a student has sold or transferred drugs or alcohol; a student exhibits apathy towards learning through extended school absences; a student shows or threatens severe aggression towards another member of the Saint Dominic Academy community.

An Expulsion Committee consisting of the Academic Dean, Dean of Students, Coordinator of the Seventh and Eighth grade and the Guidance Counselors will convene a meeting with the student and her parents or guardians to hear the case. At this time, the student may make a statement about why she believes she should remain a student at Saint Dominic Academy. Parents/guardians are also permitted to make a statement on the student's behalf. All members of the Committee will deliberate and make a recommendation to the Head of School, who will make the final determination.

SERVICES

GUIDANCE DEPARTMENT

The Guidance Department is a student facility aimed at helping the girls with respect to their present and future goals. The department, offering its services to the entire student body, helps the individual to develop her abilities, interests, and attitudes to her fullest potential. Counseling encourages the student to select her own goals and establishes follow-up programs whereby those goals may be achieved.

There are two full-time Guidance Counselors at Saint Dominic Academy. Each counselor sees each of her counselees periodically. A student may, however, request an interview with her guidance counselor at any time.

VISITS TO COLLEGES

Seniors are permitted two days absence (from October to April 15th) to visit colleges. To qualify for an excused absence, the student should obtain a College Visitation Form from her guidance counselor. **After the form has been completed and parental permission procured it must then be presented to each major subject teacher four days in advance.** The teacher may recommend that the visit be postponed if there is a conflict with a test or if class work is below standard. The completed form must be returned for approval by the guidance counselor.

FINDING A JOB

Part-time and summer jobs are sometimes made available to students through the school. These jobs are posted on the Guidance bulletin board. Working papers should be obtained through the Guidance Department.

COLLEGE BOARD INFORMATION

Group guidance meetings are held to keep students informed on procedures for planning for college or careers. Deadlines for applications, scholarships and college board registration are announced regularly, and printed material is issued regularly to Juniors and Seniors. Normally, Freshman, Sophomores and Juniors take the Preliminary Scholastic Aptitude Test in October; Juniors take the Scholastic Aptitude Test in March, April-June. Seniors may take the Scholastic Aptitude Test in October, November or December as well as their SAT Subject Tests if needed for particular Colleges and Achievement Tests in January.

MEDIA CENTER

The Media Center is available to all students during the school day hours. It should be used for research, reference and enrichment.

CAFETERIA SERVICE

The Cafeteria staff serves breakfast and lunch. Cafeteria provides a variety of sandwiches, salads, milk, juice, cookies and hot items which may be purchased daily. Students may also elect to bring a bag lunch from home. All food will be eaten in the cafeteria.

CHAPEL

The Chapel is located on the main floor and is accessible to all students before, during or after school hours. An intention book is available in which students may place their prayer intentions. Throughout the school year, Mass is celebrated weekly. All members of the SDA community are welcome and encouraged to participate.

SCHOOL STORE

A school store is located across from the Student Council Office. Hours when it will be open are posted. School supplies, SDA memorabilia, sweaters, shirts, etc., will be available for purchase. The school store is also open online to make purchases. Options are available to have items picked up or shipped.

SENIOR PRIVILEGES

As the oldest class in the school, Seniors set the tone and spirit of the school. They help motivate underclass students to become involved, responsible members of the school community. As an effort to

set the Seniors apart from the rest of the classes in acknowledgement of their position, the following privileges are reserved for Seniors by the Administration:

- Leaving at the first bell for dismissal after announcements.
- Having permission for two excused absences in order to visit colleges when required with approval of guidance counselor.
- Wearing the letter sweater in place of the blazer
- **Winter Uniform:** Wearing the SDA turtleneck shirt or SDA white or navy polo shirt in place of the white oxford blouse with senior sweater or blazer.
- **Fall/Spring Uniform:** Wearing the SDA white or navy polo shirt in place of the short sleeve blue oxford blouse.
- Having unassigned studies.
- Use of the senior lounge.

FIRE DRILLS

Fire drills are conducted periodically and are extremely important. When the fire bell rings each person must stop immediately. The teacher should leave the room with the class roll and the students should pass quickly and quietly in single file to the nearest exit. The teacher should be the last person to leave the classroom and **CLOSE THE DOOR**. Silence is to be maintained during the fire drill. Once outside the building, students are to go to their assigned homeroom station and line up in alphabetical order to one side of the sidewalk, allowing access to pedestrians. Homeroom moderators will take attendance and submit to the Main Office personnel.

CRISIS PREVENTION DRILLS

Crisis Prevention Drills are conducted periodically under the direction of the Administration. These include both Lockdown and Evacuation measures prescribed in the Saint Dominic Academy Crisis Plan. In the event that evacuation requires relocation, students will be disbursed (with faculty supervision) to one of the following alternate sites:

St. Peter's University
2641 Kennedy Boulevard
Jersey City, N.J. 07306
201-761-6000

St. Paul's Episcopal Church
38 Duncan Avenue
Jersey City, N.J. 07306

STUDENT ACTIVITIES

There are activities for every talent and temperament in Saint Dominic Academy. Each girl is urged to look over the available extra-curricular activities and then join those to which she can contribute her time and abilities, and thus, grow as a well-rounded individual. Any activity should offer each member an opportunity to work with others toward a desirable goal. The fringe benefits should be: a growth in leadership, responsibility, and organizational skills.

STUDENT GOVERNMENT **STUDENT COUNCIL**

The Student Council's main purpose is to represent the student body, thereby creating a better understanding between faculty and students. The Council consists of an Executive Board, and representatives from the Senior, Junior, Sophomore, Freshman and 7th and 8th Homerooms. Meetings are held several times a month.

The Student Council is responsible for:

- **The Spirit Committee**
The Spirit Committee/Social Committee is a committee with a two-fold purpose: to keep the students informed of all extra-curricular activities and to keep the spirit of SDA alive. All senior students are encouraged to join the Spirit Committee.
- **Announcements**
Announcements are read over the PA during homeroom. All announcements to be made must be in the announcement folder by 7:50 A.M. and must be signed by the faculty moderator of that event. Announcements usually pertain to special events or changes in posted activities. Club meetings and athletic events will be posted on bulletin boards.
- **Student Elections**
The Student Council implements and supervises all student elections for both Student Council Representatives and Executive Board nominations/officers according to a prescribed and impartial process.

PEER MINISTRY PROGRAM

This youth-to-youth ministry enables young people to share their creativity, vision, vitality and generosity with other young people. This form of ministry has as its end the mutual building up of a faith community in which young people foster within each other spiritual and emotional growth. Learned skills help students to be effective witnesses, leaders, and carriers of the message of Jesus.

PUBLICATIONS

DOMINICA (Yearbook)

Seniors and Juniors work to prepare *Dominica*. Various staffs such as Literary, Layout, Photography, Business, and Public Relations contribute toward making our yearbook a viable history of Saint Dominic Academy.

ELAN (Literary Magazine)

The Elan is representative of all class years and allows individuals to creatively express their thoughts and ideas through writing, art, and photography. It enables students to critique literary and artistic pieces and gain an appreciation for the artistic potential of their fellow students.

SPORTS

The following Varsity Sports are offered in the program:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cross Country	Basketball - Varsity	Softball -Varsity
Soccer - Varsity	Basketball - JV	Softball - JV
Soccer - JV	Dance Team	Track & Field
Tennis	Indoor Track	
Volleyball - Varsity	Swimming	
Volleyball - JV		

CLUBS & ACTIVITIES

ANIME

The Anime Club watches anime, reads manga and holds discussion session afterwards. We hold drawing session for people who like to draw in the anime style, play a role in the yearly Multicultural show, take field trips to Japanese art/culture-related areas and exhibits, attend anime conventions, eat Japanese food, and discuss the latest Japanese fashions and music groups.

ASIAN INTERESTS CLUB

Asian Interest Club is a venue for students to learn more and appreciate Asian culture, discover the heritage of the eastern traditions and deliberate on issues concerning Asian Americans. Everyone is welcome to join - Asian and non-Asian alike.

BOOK CLUB

Book club is a group of young women who meet every 8 weeks to discuss a book of their choosing. Meetings/membership are open to any student in grades 7-12 who wants to discuss the particular selected title. Meetings are held in the Media Center and, as in the fashion of all book clubs, snacks are served at the meetings. Ms. Degnan, Head of School, serves as the moderator.

DOMINICAN YOUTH IN ACTION

In keeping with the charisma of our Dominican tradition, this club seeks to preach the Gospel through social action and prayer. Students engage in collecting food and clothing for the needy, preparing sandwiches, addressing social injustice through letter writing and holding prayer vigils.

THE "DOMINOES"

The Dominoes, Saint Dominic Academy's elite choir, are chosen by special audition from among the Glee Club's most advanced and committed singers. Membership in the Dominoes is limited to 35 and maintenance of membership is enforced by a strict attendance policy. The Dominoes perform at all Glee Club concerts, school fun functions, community events and in famous venues such as Carnegie Hall, Lincoln Center, the United Nations and most recently at the Nassau Coliseum. Members are required to attend all performances.

SDA DRAMA

The Drama production, which is staged in the spring of each year is a coordinated effort on behalf of the 11th and 12th grade Drama elective. The show is selected, cast, and student directed from the Drama class. Rehearsals are daily within the given class period's meeting time. In order to participate as an actress in the Drama production, a young lady has to elect to register for the Drama I or Drama II elective at Saint Dominic Academy.

FRENCH CLUB

Students will explore the culture of France and Francophone. This would include the country's language, cuisine, art, music, dance, dress and customs.

FRENCH NATIONAL HONOR SOCIETY

Comprised of students who manifest an enthusiasm for scholarship, having a **3.5 average or higher in the language** as well as a **minimum 3.0 overall GPA (grade point average)**. Students must also be in the third year or **Level 3** of the language to be eligible. Students must also render service at SDA, exercise and promote worthy leadership, and demonstrate good character. Students who demonstrate these characteristics are eligible and will be contacted to apply for membership. The French National Honor Society renders special service to SDA students through its participation in a tutorial program within the school.

THE "GLEE" CLUB

The "Glee" Club is Saint Dominic Academy's concert choir and welcomes all students who demonstrate some talent for singing along with dedication and commitment. At 100 members, the Glee Club is the largest club in the school. Its major performances are the Christmas Concert, Spring Concert and annual competition, usually in Myrtle Beach or some other southern destination. The Glee Club holds weekly practices and members must maintain acceptable attendance to remain in the choir.

INTERNATIONAL THESPIAN SOCIETY

The Saint Dominic Academy Chapter of this Honor Society, a division of the Educational Theatre Association was established in 2017. The mission of the ITS is to recognize and reward excellence amongst participants in the Theater Arts program. Thespians who demonstrate high academic success in addition to participation in the program earn the distinction of Thespian Scholars.

LINK CREW

Link Crew is a leadership program open to Juniors and Seniors. The purpose of this club is to train leaders to be positive role models, motivators and mentors who guide the Freshmen in a year long transition program. Orientation and Frost 101 are part of the activities that will be student led. Link Crew has an intensive 3 day training program and meets bi-weekly to prepare activities.

MATH CLUB

The Math Club aims to engage in activities that will lessen student anxiety in Mathematics and expand young women's mathematical power through exciting, challenging, and useful activities such as card tricks, magic squares, dice, boxes and fun with numbers, line and curves.

MULTICULTURAL / WORLD LANGUAGES CLUB

The purpose of the club is to present a time, place, and channel for students from varied cultural backgrounds to share the richness of their inheritance with one another. SDA is blessed with representatives of many races, creeds, and ethnic origins. Through participation in this club a greater appreciation, understanding, and reverence for one another's individuality and differences is sought so as to bring about a strong sense of communion.

SDA MUSICAL

Our fall musical production is open to all students in grades 7-12. Students may participate as actresses and/or members of the stage crew. Students interested in the artistic side of the production can also coordinate with our Fine Arts program in order to work on backgrounds and set design. Rehearsals take place on fall afternoons and evenings with some weekend rehearsals as well. The production, which

is preceded by two evening receptions, is scheduled for December or January of each year. Past productions include Once on This Island, Annie, The Sound of Music and The King and I.

NATIONAL HONOR SOCIETY

The National Honor Society is comprised of students who manifest an enthusiasm for scholarship, render service at SDA and in their local communities, exercise and promote worthy leadership, and demonstrate good character. Students who believe they reflect these characteristics are eligible to apply for NHS membership. The NHS renders special service to SDA students through its sponsorship of a tutorial program within the school.

PAWS - STUDENT ORGANIZATION FOR ANIMAL RIGHTS

Following the Christian tradition for reverencing all God's creation, the members of SOFAR seek to educate others regarding animal abuses, and to motivate people to take actions that will correct these behaviors and alter attitudes of indifference. Through the use of videos, presentations and discussions, and handouts, SO FAR will raise an awareness of the injustices being done to animals. Meetings will be held twice each month, and the club will network with other animal rights groups. We will address issues through letter writing and enlisting public support for ending violence, torture, and inhumane testing of animals. Our efforts will also support PETA (People for the Ethical Treatment of Animals), HSUS (The Humane Society of the United States) and FOA (Friends of Animals). Members of SO FAR do not have to be people who are already animal rights activists. Persons who are interested in animals, have a concern about them, and want to make a difference in the lives of animals are ideal candidates for this club.

STEM CLUB

Science Club is for any student who has great interest and passion for Science, Technology, Engineering, and Math. This club will help students better understand what STEM is all about. Members will do a variety of challenging hands-on experiments and they will also do both academic and social events throughout the year.

SPANISH CLUB

Students will explore the culture of Hispanic Countries. This would include the countries' language, cuisine, art, music, dance, dress and customs.

SPANISH NATIONAL HONOR SOCIETY

Comprised of students who manifest an enthusiasm for scholarship, having a **3.5 average or higher in the language** as well as a **minimum 3.0 overall GPA (grade point average)**. Students must also be in the third year or **Level 3** of the language to be eligible. Students must also render service at SDA, exercise and promote worthy leadership, and demonstrate good character. Students who demonstrate these characteristics are eligible and will be contacted to apply for membership. The Spanish National Honor Society renders special service to SDA students through its participation in a tutorial program within the school.

STUDENT AMBASSADOR CLUB

Students are invited to contribute to SDA's recruitment and public relations efforts by joining the Student Ambassador Club and serving as SDA's 'ambassadors'. Members volunteer at the Fall and January Open Houses. Members also run the Annual Accepted Student Day held in January for 8th grade students and parents accepted into SDA. Students may also represent SDA at High School Information nights and different events during the school year. Freshman members of this club will be particularly well suited to serve as Freshman For a Day hostesses to 7th and 8th grade girls. Members are also expected to inform the moderator of "Good News" at SDA for public relations purposes. This is a great way for students to demonstrate their pride in SDA!

	SCHEDULE <u>A</u> Regular 46 Minute Classes	SCHEDULE <u>B</u> Early Dismissal 27 Minute Classes	SCHEDULE <u>D</u> Delayed Opening 30 Minute Classes
	1st Bell 8:15 2nd Bell 8:20	1st Bell 8:15 2nd Bell 8:20	1st Bell 9:50 2nd Bell 9:55
PERIOD 1	8:25-9:11	8:25-8:52	10:00-10:30
Homeroom	9:14-9:26	8:55-9:07	10:33-10:45
2	9:29-10:15	9:10-9:37	10:48-11:22
Book Break Senior/Soph	10:15-10:20	9:37-9:42	11:22-11:27
3	10:20-11:06	9:42-10:08	11:27-11:57
Book Break Junior/Frosh	11:06-11:11	10:11-10:16	11:57-12:02
4	11:11-11:57	10:16-10:44	12:02-12:32
5	12:00-12:46	10:47-11:12	12:35-1:05
6	12:49-1:35	11:15-11:42	1:08-1:38
7	1:38-2:24	11:45-12:12	1:41-2:11
Announcements	2:25	12:13	2:12
<u>Dismissal</u> Seniors	Will be announced	Will be announced	Will be announced
Juniors Sophomores	1st Bell	1st Bell	1st Bell
Freshmen 7th & 8th Grade	2nd Bell	2nd Bell	2nd Bell

ALMA MATER

*Lift your voices
Lift your spirits
Sing with zest and love and glee
Boast of courage, truth, and honor
Taught at this Academy.*

*Raise her banner
Wear her emblem
Pledge to God and Country too
Keep her Spirit
Keep her counsel
She will ever follow through.*

*SAINT DOMINIC ACADEMY
We pledge our hearts in loyalty,
Our Alma Mater, here's to you
We love our school devotedly
May all our efforts during life
In all our triumphs and in strife
By the patron of our school blessed be
SAINT DOMINIC ACADEMY.*

**SAINT DOMINIC ACADEMY
ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY**

I, _____, have read and understand the **ACCEPTABLE USE POLICY** (Name of Student)

for *Saint Dominic Academy* and agree to abide by its terms.

Signed _____ Homeroom _____ Date _____
(Student Signature)

**SAINT DOMINIC ACADEMY
ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY**

As the parent or guardian of _____, _____,
(Name of Student) (Homeroom)

I have read the **ACCEPTABLE USE POLICY** for computer network at *Saint Dominic Academy*, and understand that this access is designed for educational purposes. I recognize that it is impossible for *Saint Dominic Academy* to restrict controversial materials, and I will not hold the school or its agents responsible for any such materials acquired on the network.

I hereby give my permission for *Saint Dominic Academy* to issue an account for my child.

Signature of Parent _____

Please return this form by October 1st, 2018 to your homeroom teacher. This agreement is valid for your entire time at Saint Dominic Academy. You will be notified of any change in policy.

**Public Relations and Recruitment
Parent's Permission Slip**

Dear Parents:

The office of Public Relations at SDA is responsible for publicizing the “good news” of SDA students (awards, accomplishments, participation in noteworthy activities, and so on). Permission is assumed unless you indicate below. Please note: for security reasons, students in photographs will not be identified on the website.

In an effort to assure that your daughter’s good news is recognized, you are asked to confirm with her that she submits the “good news”. Thank You!

STUDENT NAME: _____

CLASS (Circle One) 2019 2020 2021 2022 2023 2024

ADDRESS: _____

_____ I do not wish information about my daughter to be published

Parent’s Signature: _____

Date: _____

Please check the local newspapers that members of your family read, so that press releases describing your daughter’s accomplishments, etc. can be sent to those papers.

- | | |
|---|--------------------------------------|
| _____ <i>The Jersey Journal</i> | _____ <i>Secaucus Home News</i> |
| _____ <i>The Bayonne Community News</i> | _____ <i>The Leader</i> |
| _____ <i>The Catholic Advocate</i> | _____ <i>South Bergenite</i> |
| _____ <i>Observer</i> | _____ <i>Hudson Reporter</i> |
| _____ <i>Belleville Times</i> | _____ <i>Bloomfield Life</i> |
| _____ <i>Clifton Journal</i> | _____ <i>Jersey City Independent</i> |
| _____ <i>Leader Newspaper</i> | _____ <i>Little Ferry Local</i> |
| _____ <i>Montclair Times</i> | _____ <i>Nutley Journal</i> |
| _____ <i>Nutley Sun</i> | _____ <i>Other (please specify)</i> |

Please return this form by October 15, 2018 to your homeroom teacher. This agreement is valid for your entire time at Saint Dominic Academy. You will be notified of any change in policy.

SAINT DOMINIC ACADEMY

STATEMENT OF COOPERATION

I / We have read the Parent-Student Handbook for Saint Dominic Academy for 2018-2019 and we agree to observe the school policies and regulations.

Student's Signature _____ Homeroom _____

Parent's Signature _____ Date _____

Please return this form to your homeroom on or before: October 15, 2018.