

# ST. DOMINIC SAVIO CATHOLIC HIGH SCHOOL

*Forming Servant Leaders  
In the Image of Christ*



## STUDENT/PARENT/ GUARDIAN HANDBOOK 2014-2015

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# ST. DOMINIC SAVIO CATHOLIC HIGH SCHOOL ORGANIZATIONAL CHART

<b>Dr. Ned Vanders</b>	Superintendent of Schools
<b>Dr. Joan Wagner</b>	President
<b>Mr. Morgan Daniels</b>	Principal
<b>Mr. Joseph Gutilla</b>	Assistant Principal (Discipline, Student Activities, Transportation)
<b>Mrs. Lan Nguyen</b>	Business Manager
<b>Mrs. Alpa Brannam</b>	Director of Development
<b>Mrs. Evelina Heaney</b>	Accounting/Development Support
<b>Ms. Christine Holmes</b>	Director of Communications
<b>Mrs. Ann Marie Kohutek</b>	Director of Guidance & College Counseling
<b>Dr. Kenneth Kohutek</b>	Guidance Counselor
<b>Mrs. Holly Bologna</b>	Director of Admission
<b>Mr. Chris Ochoa</b>	Director of Formation and Ministry
<b>Mr. Orlando Florez</b>	Director of Boys Athletics
<b>Ms. Crystal Clark</b>	Director of Girls Athletics
<b>Mrs. Liz Hallberg</b>	Director of Technology
<b>Mr. Jonithan Pendergrass</b>	Director of Facilities
<b>Mrs. Barbi Guerra</b>	Administrative Assistant, EIM Management
<b>Mrs. Carmen Garza</b>	Administrative Assistant to Principal
<b>Mrs. Evie Cascarano</b>	Administrative Assistant to Assistant Principal

*Revised 7/31/2014*

# Student/Parent/Guardian Handbook 2014-2015

**ST. DOMINIC SAVIO CATHOLIC HIGH SCHOOL**  
**9300 Neenah Ave. Austin, Texas 78717**

This handbook contains the philosophy and guidelines of St. Dominic Savio Catholic High School. It is the responsibility of all students and parents/guardians to read and abide by the policies and procedures of the Student/Parent/Guardian Handbook. All students and parents/guardians must sign the handbook agreement found on the last page and return it to the Assistant Principal.

## Patron Saint

Dominic Savio was born on April 2, 1842 at San Giovanni di Riva, near Turin, Italy. Dominic was one of ten children born to Carlo and Birgitta Savio. A promising student of St. John Bosco, Dominic was a young person with an extraordinary love of God. Dominic once said, "I can't do big things, but I want everything to be for the glory of God."

Dominic was an example of childhood holiness. He was nourished by the sacraments and held firm to his Marian devotion. On a visit to Turin, John Bosco's mother commented to her son: "You have many good boys, but none can match the good heart and soul of Dominic Savio. I see him so often at prayer, staying at church after the others; every day he slips out of the playground to make a visit to the Blessed Sacrament. When he is in church, he is like an Angel living in paradise."

Unfortunately, Dominic died from tuberculosis on March 9, 1857. Pope Pius XI described Dominic Savio as "small in size, but a towering giant in spirit." Dominic Savio was canonized on June 12, 1954.

## The History of St. Dominic Savio Catholic High School

St. Dominic Savio Catholic High School was founded in 2009 by the Roman Catholic Diocese of Austin to serve the Catholic communities of central and north Austin. The school began in the fall of 2009 with 80 freshmen and sophomore students with Mr. Kevin Calkins as Principal. The school graduated its first senior class in June of 2012. The school has grown to its current size of 360 students, with 73 students graduating in the class of 2014.

## The Mission of St. Dominic Savio Catholic High School

St. Dominic Savio Catholic High School is a co-educational, college preparatory school founded by the Diocese of the Austin to prepare young men and women to become faith-filled, visionary and inspirational leaders in service to the Church and the world.

**School Colors:** Navy and Vegas Gold

**School Vision:** Forming Servant Leaders in the Image of Christ

**School Crest:**

Cross: Represents Faith

Lamp: Represents Wisdom gained from Scholarship

Star: Represents Texas (Lone Star State) and Light

In order to witness Faith, Scholarship, Service, we need light.

Stripes: Represents Discipline



## **The Diocese of Austin**

The Roman Catholic Diocese of Austin includes 125 parishes, or faith communities, in 25 counties in Central Texas. The diocese stretches from West, Texas, (just north of Waco) in the north to San Marcos in the south to the Bryan/College Station area in the east to Mason in the west. Its largest metropolitan areas are Austin, Bryan/College Station, the Killeen/Temple/Belton area and Waco. Nearly 108,000 Catholic families live in the diocese, approximately 450,000 Catholics. There are almost 200 priests, 180 deacons, approximately 40 brothers and 110 sisters serving in the diocese. Bishop Joe S. Vásquez is the head of the diocese.

**Mission Statement:** We, the Diocese of Austin, the Catholic Church of Central Texas through the Word and Eucharist, prayer, formation and education, social ministries and advocacy, embrace diverse cultures throughout the diocese so that together, as the Catholic Church, we may continue the mission of Christ in the world today.

## **Governance**

The Diocese of Austin created a shared governance model between Holy Family Catholic School and St. Dominic Savio Catholic High School. We believe that in the long run this will ensure two strong schools that work collaboratively to provide a positive Catholic school presence in the North Austin area. While the two schools share a common governance model that primarily involves the administrative and board structure, the two schools have not “merged” as one school. Each school still enjoys its unique traditions and particular mission, while maintaining their individual relationships with area parishes and feeder schools. For example, Holy Family remains a Diocesan regional school serving primarily the seven supporting parishes of St. Albert the Great, St. John Vianney, St. Margaret Mary, St. Mary, Our Lady of the Lake, St. Thomas More, St. Vincent de Paul and St. Williams. St. Dominic Savio Catholic High School continues as a Diocesan high school serving the Catholic elementary schools of the Diocese of Austin and area families that are seeking a Catholic secondary education.

There are several changes that will take place as a result of this governance change including the addition of the President’s position that serves as the Chief Executive Officer of the schools and has primary responsibility for advancement, finance, facilities management, and strategic planning for the schools. Each school has an appointed Principal, who will share the responsibility of Catholic identity and mission for their school with the President. The Principals are charged with hiring and evaluating the faculty and designated staff, implementing a comprehensive curriculum, supervising instruction, program evaluation, staff development, and implementing programs that meet accreditation requirements. Savio’s Board of Directors includes Diocesan personnel, the President of the school, and several appointed Directors. In addition, the board includes several advisory members that provide specific expertise related to strategic planning and operational needs.

## **Notice of Nondiscriminatory Policy**

St. Dominic Savio Catholic High School admits students of any race, color, nationality or ethnic origin to the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship or financial aid.

## **School Fight Song**

Cheer, cheer for Gold and Blue  
Bring home a victory one tried and true  
Send a great big cheer on high,  
Shake down the thunder from the sky.  
Whether the odds be great or small  
Savio Eagles will win over all,  
While her loyal students are marching  
Onward to victory!  
GO BLUE!

## **Amendments to the Student Handbook**

St. Dominic Savio Catholic High School reserves the right to make amendments to the Student/Parent/Guardian Handbook as needed.

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## 2014–2015 Weekly Schedules

Day 1 – A Day	Day 2 – E Day
A Block	E Block
B Block	F Block
C Block	G Block
D Block	H Block

Tuesday/Thursday Schedule 80 Minute Periods	Wednesday Mass Schedule 80 Minute Periods
8:15 a.m.                      Warning Bell	8:15 a.m.                      Warning Bell
8:20 a.m. – 9:40 a.m.      1 <sup>st</sup> Block	8:20 a.m. – 9:40 a.m.      1 <sup>st</sup> Block
9:45 a.m. – 10:15 a.m.    Family/Assembly	9:45 a.m. – 10:50 a.m.    Mass
10:20 a.m. – 11:40 a.m.   2 <sup>nd</sup> Block	10:55 a.m. – 12:15 p.m.   2 <sup>nd</sup> Block
11:40 a.m. – 12:20 p.m.   Lunch	12:15 p.m. – 12:50 p.m.   Lunch
12:25 p.m. – 1:45 p.m.    3 <sup>rd</sup> Block	12:55 p.m. – 2:15 p.m.    3 <sup>rd</sup> Block
1:50 p.m. – 3:10 p.m.    4 <sup>th</sup> Block	2:20 p.m. – 3:40 p.m.    4 <sup>th</sup> Block
3:10 p.m.                      Dismissal	3:40 p.m.                      Dismissal

Monday/Friday Schedule 80 Minute Periods	Exposition (Adoration) Schedule - Special Fridays 75 Minute Periods
8:15 a.m.                      Warning Bell	8:15 a.m.                      Warning Bell
8:20 a.m. – 9:40 a.m.      1 <sup>st</sup> Block	8:20 a.m. – 9:35 a.m.      1 <sup>st</sup> Block
9:45 a.m. – 11:05 a.m.    2 <sup>nd</sup> Block	9:40 a.m. – 10:30 a.m.    Exposition
11:05 a.m. – 11:45 a.m.   Lunch	10:35 a.m. – 11:50 a.m.   2 <sup>nd</sup> Block
11:50 a.m. – 1:10 p.m.    3 <sup>rd</sup> Block	11:50 a.m. – 12:30 p.m.   Lunch
1:15 p.m. – 2:35 p.m.    4 <sup>th</sup> Block	12:35 p.m. - 1:50 p.m.    3 <sup>rd</sup> Block
2:40 p.m. – 3:10 p.m.    Tutoring / Pep Rally	1:55 p.m. - 3:10 p.m.    4 <sup>th</sup> Block
3:10 p.m.                      Dismissal	3:10 p.m.                      Dismissal

8 Period Day Schedule 40 Minute Periods	Early Dismissal Schedule 55 Minute Periods
8:15 a.m.                      Warning Bell	8:15 a.m.                      Warning Bell
8:20 a.m. – 9:00 a.m.      1 <sup>st</sup> Block	8:20 a.m. – 9:15 a.m.      1 <sup>st</sup> Block
9:05 a.m. – 10:00 a.m.    2 <sup>nd</sup> Block/Announce	9:20 a.m. – 10:15 a.m.    2 <sup>nd</sup> Block/Announcements
10:05 a.m. – 10:45 a.m.   3 <sup>rd</sup> Block	10:15 a.m. – 10:30 a.m.   Break – No Lunch Provided
10:50 a.m. – 11:30 a.m.   4 <sup>th</sup> Block	10:35 a.m. – 11:30 a.m.   3 <sup>rd</sup> Block
11:35 a.m. – 12:15 p.m.   5 <sup>th</sup> Block	11:35 a.m. – 12:30 p.m.   4 <sup>th</sup> Period
12:15 p.m. – 12:55 p.m.   Lunch	12:30 p.m.                      Dismissal
1:00 p.m. – 1:40 p.m.      6 <sup>th</sup> Block	
1:45 p.m. – 2:25 p.m.      7 <sup>th</sup> Block	
2:30 p.m. – 3:10 p.m.      8 <sup>th</sup> Block	
3:10 p.m.                      Dismissal	
	<b>Late Start Schedule      60 Minute Periods</b>
	10:15 a.m.                      Warning Bell
	10:20 a.m. – 11:20 a.m.    1 <sup>st</sup> Block
	11:25 a.m. – 12:25 p.m.    2 <sup>nd</sup> Block/Announcements
	12:25 p.m. – 1:00 p.m.      Lunch
	1:05 p.m. – 2:05 p.m.      3 <sup>rd</sup> Block
	2:10 p.m. – 3:10 p.m.      4 <sup>th</sup> Block
	3:10 p.m.                      Dismissal

## Accreditation

St. Dominic Savio Catholic High School is accredited through the State of Texas, the Southern Association of Colleges and Schools (SACS) and the Texas Catholic Conference Education Department (TCCED).

## Campus Ministry

The Campus Ministry program exists to help and challenge the students to deepen their relationship with God through the rich heritage of our Catholic faith. Worship and prayer, building community through retreats, and service to others are central components of the Campus Ministry program. We celebrate weekly Mass as an entire student body. Other religious activities include monthly Eucharistic adoration, Advent and Lent penance services, opportunities for individual confession, and morning prayer in our chapel. School begins each morning with prayer shortly after the first bell.

Each class takes one retreat per year. The freshmen and sophomore retreats are one day long and the junior and senior retreats are two day, overnight retreats. Retreat attendance is mandatory and is a graduation requirement. If a student is unable to attend a class retreat for a rare exception, he/she will need to make up that experience through a school approved retreat program. At *Imago Christi*, an annual mandatory school-wide event during January's Catholic Schools Week, we reflect on the person of Jesus Christ, discipleship, and servant leadership.

**Senior Servant Leader Project Requirement:** Each student concludes his/her secondary school experience by completing a service learning project of his/her design.

## The Diakonia Program *Christian Service in the Image of Christ*

The life of a Christian is one of loving service to those in need. The Diakonia Program of St. Dominic Savio Catholic High School works to form "Servant Leaders in the Image of Christ," as an opportunity to explore the many service and ministry opportunities of the Church and of the students' local communities. Full requirements and explanations of the Diakonia program are found in the *Diakonia Handbook* which is given to students and posted on the school website.

### Service Hour Requirements and Due Dates:

- Once students perform service, they must submit their forms within 30 days
- Summer Hours should be turned in by September 2, 2014
- Freshmen: 15 hours due April 16, 2015
- Sophomores: 15 hours due April 16, 2015
- Juniors: 15 hours due April 16, 2015
- Seniors: 15 hours completed during the Senior Service Project

Diakonia hours are a graduation requirement; therefore, deficiency in hours count as one course failure. Once a student fulfills the hours requirement, the deficiency is remedied and the student's "failure" is considered corrected. Therefore, a student with two or more course failures or one course failure and a deficiency in the Diakonia hours requirement is ineligible for participation in extracurricular activities.

## Guidance and College Counseling

St. Dominic Savio Catholic High School provides confidential assistance to students who need or desire help with personal/academic difficulties or in preparation for the college application process. A program of group and individual meetings with students is used to fashion the most appropriate schedule of courses and testing to meet the individual needs of each student. All students should feel free to take advantage of the many services provided through the Guidance and College Counseling office.

## Savio Parent Association (SPA)

The Savio Parent Association is composed of parent members and volunteers from the SDSCHS community. Families pay an annual membership fee of \$35 to support the activities of the SPA, which foster community building among the families, students, and faculty of SDSCHS. The Principal works with the SPA leadership to accomplish its goals.

## School Library

**Hours:** On most school days, the library is open from 7:45 a.m. to 4:45 p.m.

**Atmosphere:** An atmosphere of quiet study prevails at all times in the library. Quiet games (ex. Chess and Scrabble) are only permitted before/after school and during lunch. Students are not allowed to eat or drink in the library. Students are not allowed to use school computers or personal devices for games or social use in the library. Reading is encouraged both for school and for pleasure.

## Academic Policies

### High School Courses Taken in Middle School

Incoming students receive credit for selected courses taken and passed in the 8<sup>th</sup> grade. Credits are reflected on the student's high school transcript; grades for these courses are not averaged in the high school GPA. Students who complete Algebra I and/or Geometry in middle school should plan to continue with four higher-level mathematics courses in grades 9-12. Students who successfully complete the 1-year program for foreign language in the 8<sup>th</sup> grade may use this unit to satisfy **one credit** of the Foreign Language requirement. Only health and speech taken at the middle school level count toward the total credits needed for graduation.

### Grade Level Classification

**Freshmen:** Must have been promoted from the 8<sup>th</sup> grade and all fees/obligations must be cleared at previous school

**Sophomore:** Must have earned 7 credits and completed one year of high school

**Junior:** Must have earned 14 credits and completed two years of high school

**Senior:** Must have earned 21 credits and completed three years of high school

**Graduate:** Must have earned 28 credits and completed four years of high school

### Grading Scale

Grade	Letter	GPA	Pre-AP GPA	AP GPA	Grade	Letter	GPA	Pre-AP GPA	AP GPA
96-100	A	4.0	4.25	4.50	82	B-	2.7	2.95	3.20
95	A	3.9	4.15	4.40	81	B-	2.6	2.85	3.10
94	A	3.8	4.05	4.30	80	B-	2.5	2.75	3.00
93	A-	3.7	3.95	4.20	79	C+	2.4	2.65	2.90
92	A-	3.6	3.85	4.10	78	C+	2.3	2.55	2.80
91	A-	3.5	3.75	4.00	77	C+	2.2	2.45	2.70
90	A-	3.4	3.65	3.90	76	C	2.1	2.35	2.60
89	B+	3.3	3.55	3.80	75	C	2.0	2.25	2.50
88	B+	3.2	3.45	3.70	74	C	2.0	2.25	2.50
87	B+	3.1	3.35	3.60	73	C-	1.8	2.15	2.40
86	B	3.0	3.25	3.50	72	C-	1.6	2.05	2.30
85	B	3.0	3.25	3.50	71	C-	1.4	1.95	2.20
84	B	2.9	3.15	3.40	70	C-	1.0	1.85	2.10
83	B-	2.8	3.05	3.30	0-69	F	0.0	0.00	0.00

### Graduation Requirements

Subject	Credits	Subject	Credits
Theology	4	Foreign Language*	3
English	4	Fine Arts	1
Social Sciences	4	Physical Education	1
Math	4	Health	.5
Science	4	Speech	.5
Service Hours	15 hours per year	Electives	2

\*Three credits must be in the same language.

28 credits are required for graduation. All students must carry a minimum course load of 6 courses per semester of attendance at SDSCHS.

## Physical Education

Students may enroll in a maximum of two credits in physical education courses and may earn one-half (.5) of a credit in physical education per semester through participation in SDSCHS athletics. Only two seasons of athletics will be counted as physical education credit on a student's final transcript. Grades in physical education courses are not factored into the student's GPA.

## Independent Study Courses

Independent Study is an individualized course where a junior or senior student and teacher collaborate to create a semester course of specialized study of an advanced topic. All students interested in independent study are to complete the paperwork required by the guidance office. This class is an opportunity for a student to work closely with a teacher who acts as the student's advisor throughout the semester. Independent Study is not permitted to replace a required course. With the guidance of the advisor, the student works their way through research, reading, writing, discussions, and projects on their way to discovering more about their designated area of study.

## Dual Credit Policy

St. Dominic Savio Catholic High School is a participant in the Dual Credit (Early College Start) Program through Austin Community College (ACC). However, SDSCHS does not recognize any credit for a course taken at ACC or any other school with the exception of incoming transfer students who may use summer credits to address a requirement deficiency in the year they enroll at St. Dominic Savio.

## Pre-AP & AP Course Criteria

Students are encouraged to take as challenging a course load as appropriate at SDSCHS. Pre-AP and AP courses have a wider range and greater depth of subject matter than the college prep level. General criteria for entry may include:

- Meets the prerequisites for the course as listed in the Course Guide
- Earned a grade percentage to meet the department standards in the previous course
- PSAT Score, standardized test scores, or scores on proficiency exams
- Teacher Recommendation

Students not meeting these criteria may only be placed in an advanced course with signed approval of the Guidance Counselor, department chairperson for that subject matter, the student, and a parent/guardian.

## Advanced Placement Courses

The Advanced Placement Program, sponsored by the College Board, offers students an opportunity to take college-level courses in high school. AP courses are designed for those students who demonstrate high levels of aptitude for, interest in, and a commitment to a specific course topic. If students take AP exams and score in an acceptable range, advanced placement, credit, or both **may** be awarded upon college entrance. Students should contact directors of admissions at colleges of their choice to ask about specific advanced placement and credit policies. Costs of the exams are paid for by the student prior to sitting for the exam. Interested students should see the Guidance Counselor. For detailed information on AP courses and college credit, visit: [www.collegeboard.com/ap/creditpolicy](http://www.collegeboard.com/ap/creditpolicy).

## Advanced Placement Exams

It is required that students who enroll in an AP course take the associated AP exam in May. SDSCHS offers the following AP courses, and students may take other AP exams upon request:

Biology  
Calculus AB  
Calculus BC  
Chemistry  
English Language

English Literature  
Music Theory  
Physics B (1 & 2)  
Physics C  
Psychology

Spanish Language  
Statistics  
US Government  
US History  
World History

## Schedule Change Policy

Each year students register individually and have ample opportunities to make scheduling choices and changes. Students are expected to remain committed to their course selections throughout the year. Schedule changes are considered based on inappropriate placement, error in enrollment, or a scheduling conflict. In the efforts to ensure that school begins smoothly and progresses with minimal classroom disruption, the following schedule change policy applies:

- Students may be permitted to make schedule changes during the assigned two-week drop/add period in the first semester. Students are permitted to make schedule changes in the second semester during the assigned one-week drop/add period. **Schedule changes are not made in a year-long course, with the exception of AP level sections or occasions of serious injuries or illnesses.**
- Students are given an opportunity to make schedule changes at the end of the first semester if they are failing a class in which they cannot recover. These changes are handled on an individual basis and can only occur if space is available in the course(s) impacted. **The course will remain listed on the student's transcript as a withdrawal failure and the GPA value will be a zero.**
- Students are randomly assigned teachers through a computer generated scheduling process.

## Semester Exams

Students sit for exams at the end of each semester. Each department determines the length and content for exams depending on grade level and course level. Students experiencing an exam conflict must meet with the Assistant Principal and their teachers to reschedule an affected exam. Students who miss exams due to excused illness or emergencies receive incompletes until the exams are completed. Students are not permitted to move exam dates and times for any other reason. If a course does not have a semester exam, then students are not required to be present at school during the scheduled exam period.

## AP and Senior Final Exams

AP and senior level course instructors are not required to give final exams in the spring semester.

## Honors Recognition

*High Honors* shall include all students with a GPA of 3.75 or above at each marking period and no grades below 90.

*Honors* shall include all students with a GPA of 3.5 to 3.74 at each marking period and no grades below 80.

## Honors Credit

The GPA for grades earned in Pre-AP or AP courses are enhanced by a factor of .25 for Pre-AP and .5 for AP when the student is awarded credit at the semester.

## Diploma

St. Dominic Savio Catholic High School grants a high school diploma to a student who has completed two semesters at SDSCHS and has earned the required graduation credits.

## Graduation

Students are allowed to participate in graduation exercises after successful completion of all course requirements as stipulated by the state of Texas, the TCCED, SACS and St. Dominic Savio Catholic High School. The student's diploma and final transcript are held until the student has completed all graduation requirements, including completion of all financial obligations to the school.

## Ranking

St. Dominic Savio Catholic High School ranks only the top 10% of the senior class so students are not disadvantaged by Section 51.803 of the Texas Education Code providing for automatic admission to all Texas public universities. Students are informed if they are in the top 10% of their class but are not given their exact ranking in their class.

## Valedictorian and Salutatorian

The Valedictorian and Salutatorian are the students with the highest and second highest grade point averages, respectively, among those graduating. To be eligible for Valedictorian and Salutatorian honors, a student must have attended SDSCHS for four consecutive semesters. The status of Valedictorian and Salutatorian will be determined after the completion of the third quarter of their senior year. In the event of a tie, the student who has the greatest number of quality points, which represent the number of credits earned multiplied by the student's GPA for each course, is awarded the distinction.

## Grade Posting

Grades are posted electronically at the end of each quarter and semester. Each course semester grade is issued as the final grade for the course and is recorded onto the student's permanent transcript. No grade over 100 is awarded. Students claiming an error in a report card grade should immediately contact their teacher or the subject Department Chair. All grade change requests must take place within two weeks of the day grades are posted. **Students who fail to notify their teachers until after the expiration of the two-week period will not receive a grade change.**

## Failing Grades

When a student fails a course for the semester and subsequently repeats the course and earns a passing grade, both numerical grades are recorded on the transcript and used in the calculation of the overall grade point average.

## Course Remediation Policy

A student **must** make up all required graduation credits through an administration-approved summer school program in order to return to St. Dominic Savio Catholic High School in the fall.

## Semester Averaging

Credit for courses is awarded on a per semester basis, with one exception. In year-long courses, students who fail the first semester, but pass the second semester with a high enough grade to yield an average of 70 overall for the year receive one full credit. The reverse does not apply. Students who pass the first semester, but fail the second semester have to recover the second semester credit regardless of the final average.

## Exclusion of Courses from GPA Calculations

Grades earned through correspondence, summer school at other institutions, credit by examination, physical education, and grades from high school courses taken while the student is in middle school are not used in GPA calculations.

## Transfer Students

Students who have earned credits toward graduation from an accredited school other than St. Dominic Savio Catholic High School are awarded credit using St. Dominic Savio's policy guidelines. The grades are not used in the student's St. Dominic Savio GPA. Students transferring from another school shall be placed in as comparable a course as possible. Students enrolling after the first nine weeks of a semester who have no grades from a sending district receive no semester credit for the course.

## Withdrawal from School

Parent withdrawal of a student is done in the front office with the Admissions Director. Before a student's records are forwarded to another school, fees and obligations must be cleared at St. Dominic Savio Catholic High School. All families who transfer from SDSCHS to another school must complete an exit interview with the Admissions Director.

## School Records and Academic Transcripts

An academic transcript is an official record of courses taken, credits earned, and grades received. The school does not, under any circumstances, deliver to a student or parent any copies of the school's or a teacher's recommendation or an official transcript. If the student has no outstanding financial obligations, the school provides transcript information to a parent in an unofficial format, or, upon written request, forwards to any educational institution or scholarship agency a

copy of the student's recommendations and transcript. Any person or agency receiving a student's recommendations and transcript must be bound by the Family Education Rights and Privacy Act in the subsequent release of this information to any third party to include the parents or the student.

## **Academic Probation and Ineligibility**

Participation in extra-curricular activities requires academic eligibility; therefore, students' academic performance is reviewed a minimum of three times a year. After the end of the 1<sup>st</sup> quarter, 1<sup>st</sup> semester and 3<sup>rd</sup> quarter, any student who has 2 or more failing grades for the quarter/semester is considered ineligible. After being ineligible for 4 weeks, students become eligible by passing all classes at the progress report point. The academic ineligibility list is finalized by the Assistant Principal and Guidance Counselor one week after each marking period ends. Additionally, all students who have a semester GPA below a 2.0 at the semester are also considered ineligible. Ineligibility means a student cannot participate in extra-curricular activities.

At the end of each semester, all students who have 2 or more failing grades and/or a semester GPA below a 2.0 is placed on academic probation. These students and their parents are to meet with appropriate administration and faculty to formulate a plan for improvement.

At the end of each semester, the record of each student on probation is reviewed and recommendations for continuance at St. Dominic Savio Catholic High School is made to the Principal. Two consecutive semesters on academic probation normally warrant required transfer from St. Dominic Savio Catholic High School. Students on consecutive semesters of probation may not be offered a contract for the next academic year.

- To advance to sophomore year, a student must have at least 7 graduation credits, and at least a 1.6 GPA.
- To advance to junior year, a student must have at least 14 graduation credits, and at least a 1.8 GPA.
- To advance to senior year, a student must have at least 21 graduation credits, and at least a 2.0 GPA.

In addition to formal academic probation, students with low performance in individual subjects may have extra-curricular activities restricted in order to attend tutoring or other academic services determined by the Guidance Counselor.

## **Students with Special Learning Needs**

St. Dominic Savio Catholic High School recognizes that some students need learning accommodations for identified learning needs. Families work with the Guidance Counselor to create an accommodation plan that is shared with the teachers of the student in order to ensure student success. Students are encouraged to coordinate their accommodations with their teachers and the Guidance Counselor on an as-needed basis. The school reserves the right to formulate an academic plan for individual students based on accommodation recommendations.

## **Academic Grievance Procedure**

All concerns regarding a class should be addressed to the instructor first. If the concern between the student/parent and instructor cannot be resolved, the concern should be brought to the Department Chair. The Department Chair determines if class regulations have been followed, and the integrity of the academic discipline has been maintained. If the concern has not been resolved with the Department Chair, the concern should be brought to the Principal. The Principal makes the final decision on academic concerns in consultations with instructors and Department Chairs.

## **Attendance Policies and Procedures**

St. Dominic Savio Catholic High School's attendance system reinforces the importance of the classroom experience. Given the nature of the St. Dominic Savio mission, the value of school-sponsored activities extends far beyond the grades given on a transcript. Failure to meet attendance obligations could result in academic and disciplinary consequences up to and including loss of academic credit or dismissal from school. The Assistant Principal is in charge of tracking and reviewing absences and tardies.

## School Related Class Absences

Absences due to school-related activities (e.g., athletics, TAPPS competitions, band and/or choir concerts, field trips, retreats, visits during class to meet with college representatives, meetings with the counselor, visits to colleges (maximum of 2 days per year are allowed, etc.) are excused absences, though they are not without consequence. All work must be made up, but the experience of being in class under the tutelage of the teacher can never be “made up.” Therefore, students need to consider very carefully the number of absences they are willing to take, no matter how important the out-of-class activity might be. A student must be in school for one half of the day in order to attend or participate in any school-sponsored activities that take place outside of the school hours (including events on the weekend); exceptions must be cleared with the Assistant Principal by 9:00 a.m. the day of the event. A student who goes home sick after lunch is not permitted to participate in a school-sponsored activity on the same day.

## Personal Class Absences

Absences due to illness, doctors’ appointments, religious holidays, visits to colleges (maximum of 2 days), planned surgeries, funerals, weddings, and family emergencies are considered “personal absences” and excused unless they number in excess of 5 absences per class during any one semester. **In order for absences to be excused, proper documentation must be received by the office within 48 hours of the absence.** Once the Assistant Principal verifies the excused absence, students will be permitted to contact their teachers about making up the missing work and assessments. When a student has accumulated five or more personal and/or unexcused absences in a specific class, students and parents are contacted by the Assistant Principal, who evaluates the attendance situation. Upon review, the Assistant Principal, in their discretion, may impose disciplinary sanctions and/or may refer to the student and parents to the Guidance Counselor.

## Unexcused Class Absences

Absences for which no legitimate or timely excuse is presented are unexcused. Unexcused absences include absence from school without the knowledge and approval of parents (skipping class) and personal absences not supported by proper and timely documentation. Truancy also results in disciplinary action.

# Consequences of Absences

## School-Related and Personal Absences

Absences due to school-related activities and personal absences that are not beyond the five absences per class rule stated earlier are considered to be excused and students are allowed to make up all work. If the absence was anticipated, any assignments (e.g., projects and homework) that were due during the absence must be turned in **before** the student leaves school. If students are absent because of illness or another unforeseen event requiring an absence, they are given an opportunity to make-up missed assignments and assessments. Students are responsible for asking the teacher or consulting the teacher’s course syllabus about missed work and making arrangements for its timely completion. Tests are to be made up as soon as possible and convenient for the teacher. In general, students have one day per absence to complete and turn in missed assignments. All make-up work (projects, tests, homework, etc.) **must** be completed by a date determined by the instructor.

**Unexcused absences:** For all academic classes, unexcused absences are treated as follows:

- No credit is given for homework, quizzes or other daily assignments missed.
- For major assignments and examinations, the student will not receive a grade higher than 70%.
- It is the duty of the individual student to research and learn about the material they missed during their absence.



## Attendance Review Process

Once a student's total number of absences (excused and unexcused) is more than 9 classes in an individual course for the semester, the student and their parents are asked to discuss the matter with the Assistant Principal. After meeting with the student and parents, the Assistant Principal makes a recommendation to the Principal, who has the ultimate authority to impose sanctions. The Assistant Principal and Principal reserve the right to deal with each individual student on a case-by-case basis and make recommendations based on the unique circumstances of each individual student's attendance record. There are a number of possible recommendations available to the Assistant Principal, including, but not limited to the following:

- The student may receive an NC (no credit) in their course.
- The student may limit involvement in extracurricular trips or activities that may involve missing class.
- The student may be required to make up the time with additional assignments.
- The student may not receive academic credit for his/her course work in courses in which absences have been greater than 10% of their individual class during the semester and may not be issued a Verification of Enrollment (VOE) form to obtain a driver's license.
- The student may be dismissed from school and/or not invited to return the following school year.

## Unanticipated Absences

When a student is absent, the parent must notify the front office by 9:00 a.m. on the day of the absence. To report an absence, please email Evie Cascarano at [ecascarano@saviochs.org](mailto:ecascarano@saviochs.org) or call the front office at (512) 388-8846. In the event the front office has not been notified in a timely manner, a phone call is made to the parent noting the student's absence from class. Upon return to school from such an absence, the student must provide a written note to the front office from a doctor written on the doctor's letterhead (if the absence was due to an appointment) or a note from the parent if the absence was due to illness or other reasons outlined in the personal absences section herein. Absence notes also may be faxed to the school before 9:00 a.m. on the date of the return from absence. The fax should be addressed to the attention of the front office at (512) 388-1335. The note, whether delivered by the student or faxed must contain the date(s) of the absence, reason for absence and a signature. If a note is not received within 48 hours of the student's return to school, the absence becomes an unexcused absence with academic consequences listed below in the section on makeup work during an absence.

## Anticipated Absences

When students are absent for reasons that are known in advance (weddings, religious holidays, extracurricular activities, college visits, planned surgeries, etc.) parents/guardians must notify the Assistant Principal **one week** prior to the absence and explain the reason and duration of the requested absence. Then, the student must obtain an "Excused Absence Notification" form from the front office and have his/her teachers sign the form and return the completed form to the front office before the absence is taken. Failure to meet these requirements results in the absence being unexcused.

## Long Term Absences

In the instance of long-term absences due to serious injuries or severe illnesses, the Assistant Principal and Guidance Counselor will meet with the parents and student to construct a makeup work plan and schedule. Teachers will be consulted to help devise this plan and provide the student with the necessary support. The makeup work plan should include tasks and deadlines agreed upon by the Guidance Counselor, student, parents and teachers. The student will have incomplete grade until their work is completed.

## Tardies

When students are late to class (tardy) or to school, they must go to the front office and request a tardy pass to class. A tardy without an approved excuse (medical, emergency) results in a demerit. Tardies may be excused by a note from a doctor in the same manner as an absence is excused. Skipping class results in at least five demerits. Students with excessive tardies to the same class risk losing credit for that particular class.

## **Early Dismissal/Late Arrival**

Parents are encouraged to make medical and dental appointments after school or on school holidays. In cases where a student must leave school early, a written note from the parent stating the date, time and reason for the absence must be given to the attendance office before 9:00 a.m. If a student does not have a note, it is the responsibility of the parent to call the front office with advance notice of the student's need to leave school for an appointment. A phone call from a parent on a student's cell phone is not accepted. The student must sign in/out at the front office. Upon return to school after a medical or dental appointment, the student must provide a written note from the doctor/dentist. Under no circumstances may a student leave campus without parent and front office permission as outlined above.

## **College Visits**

Only Juniors and Seniors are allowed excused personal absences (**a total of two days per year for college visits are allowed**) to visit colleges. In addition to advance notice of the college visit (see Anticipated Absences section), the student must bring a signed and dated note from the Admissions Office of the college(s) acknowledging the student's presence on campus.

# **Acceptable Use Policy for Electronic Devices and Network Resources**

## **Technology Vision**

St. Dominic Savio Catholic High School provides internet access to promote educational excellence by facilitating resource sharing, innovation, and communication. With this access comes the availability of material that may not be considered of educational value. Access to such material is actively discouraged, but on a global network it is impossible to control all materials. It is the responsibility of each user to access only materials consistent with Catholic doctrine and the educational goals of the school. Violators of the school's Acceptable Use Policy are subject to disciplinary action which may include suspension, probation, and/or dismissal from St. Dominic Savio Catholic High School.

## **Acceptable Use Policy**

Use of the internet and the St. Dominic Savio Catholic High School network must be in support of education and research, and consistent with the educational objectives of SDSCHS. Transmission of material in violation of any U.S. or states regulations is prohibited. This includes, but is not limited to: copyright material, threatening or obscene material or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is prohibited.

## **Bring Your Own Device (BYOD)**

Student devices are required to:

- a. Have an active, up to date, anti-virus software installed.
- b. Have the SDSCHS designated classroom management software(s) installed.

Students may only access the internet via the designated SDSCHS wireless (wifi) network. Use of the SDSCHS wired (LAN) network is strictly prohibited for non-SDSCHS owned devices. Utilizing 3G or 4G service or a Hotspot from another device is prohibited during school hours.

## **Privileges**

USE OF INTERNET IS A PRIVILEGE, NOT A RIGHT, AND INAPPROPRIATE USE OR UNAUTHORIZED ACCESS RESULTS IN A CANCELLATION OF THOSE PRIVILEGES. The system administrator may deny access privileges at any time as required. The administration, faculty and staff of SDSCHS may request the system administrator to deny or suspend specific user access.

## **Etiquette**

All users are expected to follow general rules of network etiquette. These include, but are not limited to the following:

- a. Be polite. Do not become abusive in your messages to others. Use appropriate language. Swearing, use of vulgarity or any other foul language is strictly prohibited.
- b. Do not reveal your personal information (home address, phone number, credit card or checking account numbers) or that of others.
- c. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all accounts on the SDSCHS domain and retain the right to obtain access to personal accounts utilized on the SDSCHS network if warranted and deemed necessary by the administration. Messages relating to or in support of illegal activities may be reported to the authorities. Students, who, through the use of the school's computers, their personal device, or through the use of their assigned SDSCHS Google account, personal e-mail accounts or web pages, violate SDSCHS's school policies, is subject to disciplinary action which may include probation, suspension and/or dismissal from SDSCHS.
- d. Do not use the network in such a way that you would disrupt the use of the network by other users.
- e. SDSCHS reserves the right to access, modify and/or delete any and all content residing on or transmitted across, accounts accessed on its network or residing on SDSCHS owned websites or servers.
- f. Do not use anyone else's log-in information when logging in on electronic devices.
- g. Postings to the school's Facebook and Twitter pages should reflect the values and Catholic identity of St. Dominic Savio. Inappropriate comments will be removed and may invoke disciplinary actions.

## **Rights of Access and Review**

All material that is electronically stored on the school's computers is the property of SDSCHS. The school retains the right to access, review, edit and delete all user files and any material stored on any system provided by the school. This right of access and review includes e-mail.

## **Limits of Liability**

SDSCHS makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school is not responsible for any damages, such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via on-line service is at the user's risk. SDSCHS specifically denies any responsibility for the accuracy or quality of information obtained through these services.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. Any security problems with the school's computer systems or on-line services must be reported to the system administrator. Attempts to log-in as a system administrator results in cancellation of user privileges. An attempt to access the school's wired or wireless networks on personal computing devices without permission from the network administrator is prohibited. Accessing or circumventing sites using a secure connection on port 443 and gaining access to sites using a SSL connection otherwise blocked (through port 80), i.e. using proxies, may be seen as malicious and is a violation of the school's internet policy. Various non-academic websites have been blocked for safety purposes. Any user identified as a security risk or having a history of problems with other computer systems is subject to disciplinary action which may include probation, suspension and/or dismissal from SDSCHS.

## **LanSchool**

St. Dominic Savio Catholic High School utilizes a classroom management software called LanSchool which provides an interactive interface between teachers and students. It provides teachers with a means to observe and control student computer activities from the teacher's device in order to maximize student engagement and ensure that students are actively participating in lessons and focusing their use of applications and websites appropriately.

Cameras and microphones on student devices will only be utilized in the LanSchool software with permission from students and for educational purposes.

The use of LanSchool requires the LanSchool student software to be installed on the student's device. Installation of the software is mandatory.

## **Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Any acts of vandalism are subject to disciplinary action which may include probation, suspension and/or dismissal from SDSCHS.

## **Wasteful Use of Educational Resources**

Using SDSCHS's computers for such uses as game playing or participating in recreational internet chat rooms, social networking sites and instant messaging is wasteful use of a valuable resource during times when others might want to use those computers for educational purposes. Participation in these activities is subject to disciplinary action which may include probation, suspension and/or dismissal from SDSCHS.

## **Damages**

The user specifically agrees to reimburse SDSCHS and the system administrators for any losses, costs or damages, including reasonable attorney's fees, incurred by SDSCHS and the system administrators relating to or arising out of any breach of this Internet Use Policy by the user.

## **Web Page**

Students and parents/guardians may access SDSCHS's web page through the address <http://www.saviochs.org>. The website provides information to students and parents relevant to the life of SDSCHS. All subject matter posted on the website of SDSCHS must be appropriate and of interest to the school community. The publication of personal student, faculty or staff home pages or home pages for other individuals or other organizations not affiliated with SDSCHS is strictly prohibited. The school administration, in consultation with the Director of Technology, makes the final determination as to the content that is published on the website of SDSCHS.

## **Student and Parent Conduct**

When you become a St. Dominic Savio student, you are agreeing that your personal decisions and actions are in alignment with its mission statement. You are entering a college-preparatory school, which means you understand that you are entering a rigorous academic environment which prepares you for success in college. You are part of a diverse student body, which means your unique talents and abilities are cultivated and celebrated. Academic excellence, faith formation, and extracurricular activities are balanced to provide you the well-rounded education that prepares you for a successful life. Learning to be a leader, learning to serve others, and learning to make good ethical and moral decisions are all critical components of a St. Dominic Savio Catholic High School education.

St. Dominic Savio Catholic High School reserves the right, at any time, to withhold the privilege of attendance at school and school sponsored events or to bring a student to the Discipline Review Board for violation of these expectations.

The Principal is the final recourse in all disciplinary situations and may waive any and all disciplinary regulations for just cause. When the conduct of a student is detrimental to the reputation of the school or the moral good of the student body, the Principal reserves the right to dismiss the student. This applies to student behavior on and off campus and any offense that is public record may result in disciplinary action.

St. Dominic Savio Catholic High School also requires the parents/guardians of a student to conform themselves to the standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to, any policies, principles, or procedures in the Student/Parent/Guardian Handbook. Parents/Guardians are expected to work courteously and cooperatively with the school and its staff to assist the students in meeting the academic, moral and behavioral expectations of the school. Students and parents/guardians may respectfully express their concerns about school policies and personnel, but must refrain from doing so in a manner that is discourteous, disruptive, threatening or divisive. These expectations of following Christian principles apply to, but are not limited to, all school sponsored events and programs.

## The Savio Code

The Savio Code is designed to help students, faculty, parents and administrators turn the mission statement into practical, day-to-day actions.

**As a Savio student, I promise to always strive to make God, my family and friends, and the Savio community proud. I will conduct myself with honor and integrity at all times. My word is my bond. My faith is unwavering in the knowledge that all things are possible through Christ, who strengthens me.**

While students are expected to act in a manner aligned with the mission and values of St. Dominic Savio Catholic High School, we recognize that we are all human and we all make mistakes. We also recognize that students are in the process of learning to be responsible, self-directed, and ethical human beings. Therefore, there are certain guidelines and expectations in place to assist in that developmental process as students learn to cooperate in community. These are outlined below.

### Discipline Review Board

The Discipline Review Board is a standing committee of the faculty/administration appointed annually by the Assistant Principal to review violations of conduct by students and to recommend action to the Principal.

### Cumulative Demerit System

**Demerits:** A demerit is defined as “a mark against a student’s record for misconduct.” If a student receives a demerit it is noted in the school’s data management system. Parents have electronic access to this information and are notified when a demerit is issued. Consequences for demerits are awarded on a progressive scale of severity, beginning with a warning, then a Saturday Detention, then Suspension.

The objective of the discipline system is not to purely punish students, but to encourage behavior consistent with the Savio Code. All disciplinary infractions require a meeting with the Assistant Principal to discuss the student’s conduct.

The minimum consequences for demerits (awarded upon receiving the number indicated below) are listed below:

Demerit Number / Amounts	Consequence
5	Saturday Detention
10	Suspension/Meeting with Assistant Principal
15	Suspension/Discipline Review Board
20	Suspension/Meeting with Principal to discuss continued enrollment at SDSCHS.

**Saturday Detention:** Saturday Detention is held once per month and students must pay a \$25 fee upon arriving to Saturday Detention. A student who does not pay the \$25 fee is not allowed to serve their Saturday Detention and additional consequences are administered. Failure to complete an assigned Saturday Detention will result in further consequences.

The Assistant Principal reserves the right to assess additional consequences depending on the severity of the infraction. For example, a student who receives his or her 15<sup>th</sup> demerit must go before the Disciplinary Review Board to determine if additional consequences should be given. Additional consequences may include, suspension, a behavior contract, or other penalty as the situation requires.

### Type I Misconduct/Consequences

The following are examples of Type I Misconduct.

- Chewing gum in classrooms, during Mass, during Exposition, during assemblies
- Use of cursing, profanity, or obscene gestures
- Littering on campus property
- Violation of the dress code or not shaving
- Unexcused tardiness to class or school

- Talking that disrupts class or assemblies
- Talking, walking or other behaviors during prayer, Mass or Exposition
- Running or shouting in the school building
- Improper use of cellphones and electronic devices
- Eating and drinking outside of the designated areas
- Parking in an unassigned parking space
- Classroom disturbance
- Failure to follow absentee procedures

**Consequences:** Infractions of the rule are referred to the Assistant Principal. Up to five demerits are assigned to the student, along with any other consequences that the Assistant Principal deems appropriate, including after school detention.

STEP-UP RULE: In Type I misconducts, additional demerits are assigned for repeated offenses.

## **Type II Misconduct/Consequences**

The following are examples of Type II Misconduct.

- Disrespect or verbal abuse to school personnel or students
- Teasing behavior
- Misconduct on school buses or vans
- Reckless driving on or near the school campus
- Failure to comply with Public Display of Affection guidelines
- Action harmful to the school's reputation
- Failure to remain within the designated boundaries
- Damage to school property
- Possession of inappropriate print or digital materials
- Failure to correct a Type I violation
- Inappropriate use of research sources

**Consequences:** A disciplinary referral slip is turned in to the Assistant Principal and up to 10 demerits are assigned to the student, along with any other consequences that the Assistant Principal deems appropriate, including after school detention.

## **Type III Misconduct/Consequences**

The following are examples of Type III Misconduct.

- Forgery
- Lying
- Insubordination to school personnel
- Bullying behavior
- Cyber bullying
- Gambling
- Truancy
- Possession or use of fireworks
- Conduct unbecoming of St. Dominic Savio student
- Leaving school grounds without permission
- Skipping class/required school activity (i.e. family time, assemblies, pep rallies, etc.)

**Consequences:** A disciplinary referral slip is turned in to the Assistant Principal and up to 15 demerits are assigned to the student, along with any other consequences the Assistant Principal deems appropriate, including after school detention.

## **Type IV Misconduct/Consequences**

The following are examples of Type IV Misconduct.

- Cheating
- Plagiarism
- Vandalism
- Stealing
- Involvement in a fight
- Injury to another member of the community
- Possession of pornographic material
- Sexting
- Unauthorized entry into a computer system
- Trespassing/Student Pranks

**Consequences:** A student who exhibits Type IV Misconduct is assigned up to 20 demerits.

Possible Additional Consequences of Type IV Misconduct:

- Probation
- Loss of privileges
- Immediate suspension from school for a designated time
- Monetary restitution
- Possibility of dismissal

## **Type V Misconduct/Consequences**

The following are examples of Type V Misconduct.

- Destruction of property: personal, school, neighborhood
- Assault and/or battery of school personnel or another student
- Selling, giving, or otherwise transferring (delivering) any illegal drug or controlled substance
- Possession of weapons (knives, guns, clubs, etc.) at school or at school activities
- Extortion, coercion, blackmail
- Unauthorized forced entry into any school building
- Arrest by civil authorities for crime against persons or property
- Unauthorized manipulation/changing of computer system/documents
- Illegal possession, use, or being under the influence of alcohol, tobacco, or any drug/controlled substance at school or school activities
- Harassment (including hazing of students)

**Consequences:** A student who exhibits Type V Misconduct is assigned up to 25 demerits and must appear before the Discipline Review Board with parents and/or guardians. Type V Misconduct may result in expulsion.

## **Grievance Process for Conduct**

All questions and concerns regarding discipline and behavior that may arise throughout the course of the school year should be addressed first to the particular faculty or staff member who originally dealt with the discipline issue. If a classroom concern cannot be resolved, it should be brought to the department chair. If it is a school regulations concern, it should be discussed with the Assistant Principal. If the concern cannot be resolved through these avenues, then the matter is taken either by the Discipline Review Board and/or the Principal. The Principal and finally the President determine if due process was given in conjunction with course regulations and school procedures.

# **General Information and Procedures**

## **Announcements and Communications**

Savio clubs, teams, and other organizations may submit notices for school-wide events to be included in daily announcements, assemblies, and/or school communications. Announcements must be submitted to the Assistant Principal and the front office the day before they are to be read or distributed. Any announcement that misses this deadline will not be included. Clubs and teams are encouraged to work with the Assistant Principal to develop proper communication methods for group meetings and events.

## **Assembly / Family Time**

Attendance at school assemblies and family time is mandatory, unless student is absent, or on a school related trip.

## **Athletic Participation**

As a participant in St. Dominic Savio Catholic High School athletics, it is anticipated that students will act appropriately when representing the school. In the event that a student acts in an unbecoming manner, consequences are in line with the policies of the athletic department and/or the St. Dominic Savio Catholic High School discipline code.

## **Building Hours**

On school days, students may access the school building at 7:00 a.m. Students may only be present in the commons area unless they are in a classroom or athletic area with a Savio employee. After school, the commons area is open to students until 5:00 p.m. The school building will then be closed to all students not participating in an adult-monitored extra-curricular activity. Parents will be contacted in regards to students who are still present in the building without permission or proper supervision.

## **Chapel**

The chapel is available for prayer before and after school and at other times with permission of the faculty and staff. Mass is offered weekly in the gymnasium.

## **Clubs**

Clubs are open to all qualified students. Each club must operate under a constitution or set of by-laws that do not conflict with the policies of St. Dominic Savio Catholic High School. All activities and meetings of the club must be conducted under the supervision of the approved moderator. All Savio clubs are expected to hold at least one community-wide or service event each year. All clubs are permitted to charge dues and must present an accurate roster to the Assistant Principal. Clubs are not to hold fundraisers but may accept donations through coordination with the St. Dominic Savio development office. Savio clubs should plan to have representatives present at important school-wide events, which include the activities fair and open house. As a member of a St. Dominic Savio Catholic High School official club, it is anticipated that students will act appropriately when representing said club. In the event that a student acts in an unbecoming manner, consequences are in line with the by-laws of the club and/or the St. Dominic Savio Catholic High School discipline code. St. Dominic Savio Catholic High School's academic eligibility requirements apply to club membership. Questions about the procedures for starting or modifying a club are to be directed to the Assistant Principal.

## **Dress Code**

The purpose of the dress code at St. Dominic Savio Catholic High School is to encourage self-respect, school pride, and professionalism in personal appearance. Whatever we wear must be modest in appearance and generally acceptable in professional settings. Therefore, the following norms for student dress and appearance are expected:



### **Ladies Uniform (Required Items)**

- St. Dominic Savio plaid skirt or slacks
  - Skirt must be neatly hemmed and worn at a modest length (**no more than 2 inches above the kneecap**).
  - Optional navy slacks must be purchased from Parker Uniforms and be properly fitting
- Uniform shirts can either be SDSCHS monogrammed polo shirt (white, navy, grey, Bridget Miksch polo) or SDSCHS monogrammed white oxford overblouse.
  - Only the top button may be unbuttoned on all shirts.
  - ALL shirts are to be neatly tucked in except for the oxford overblouse.
- Knee-high socks or tights in solid navy or white color **ONLY** are allowed.
  - No ankle socks, socks with logos or tights with designs/patterns/sequins are allowed.
- Navy blue blazer monogrammed with SDSCHS crest.

**Ladies Shoe Policy:** All female students are to choose from approved black shoe options provided by Parker School Uniforms, SDSCHS's official uniform supplier.

- Shoes are to be worn in the manner intended (i.e. no stepping on the heel and free of markings)
- If a student is required to wear "non-regulation" uniform shoes for medical reasons or injury, the shoes **MUST** still be all black. A note from a medical doctor is required.

**Ladies Mass Day Formal Uniform:** Ladies must wear their plaid skirt, SDSCHS white oxford overblouse, navy blue or white knee-high socks or tights in solid navy or white color, black flat shoes and navy blue blazer with SDSCHS crest. All female students must be in full Mass dress at the beginning of first period. Students may remove blazers when Mass is completed. Students without blazers at the beginning of first period are considered in violation of the dress code and will be awarded demerits.

### **Ladies Miscellaneous Dress Code Policies**

- Hair must be kept in a neat style. No unnatural coloring or radical styling is permitted.
- No piercings other than ears with a maximum of two earrings in each ear. Earrings should not extend more than 1 inch below the earlobes.
- Tattoos must be covered during school, while attending a school function, or when representing the school during an extracurricular event.
- Students may not wear hats in the building during the school day.

### **Gentlemen's Uniform (Required Items)**

- Navy pants or dark heather grey dress slacks.
- Smooth black leather belt with a simple buckle.
- Uniform shirt can be either the monogrammed SDSCHS polo shirt (white, navy, grey, Bridget Miksch polo) or monogrammed SDSCHS white oxford dress shirt.
  - ALL shirts are to be neatly tucked in.
- Shoes are solid black non-marking soled dress shoes either loafer style or lace up.
  - NO tennis shoes or canvas style shoes are allowed.
  - Shoes are to be worn in the manner intended (i.e. no stepping on the heel and free of markings)
  - If a student is required to wear "non-regulation" uniform shoes for medical reasons or injury, the shoes **MUST** still be all black. A note from a medical doctor is required.
- Regulation SDSCHS uniform tie or bowtie.
- Navy blue blazer monogrammed with SDSCHS crest.
- Black crew socks only
  - No ankle socks or socks with logos are allowed

**Gentlemen's Mass Day Formal Uniform:** Gentlemen must wear the dark heather grey pleated dress pants, monogrammed SDSCHS white oxford dress shirt, regulation SDSCHS uniform tie/bowtie, navy blue blazer monogrammed with SDSCHS crest, black belt, black crew socks, and black uniform shoes. All male students must be in full Mass dress at the beginning of first period. Students may remove blazers and ties when Mass is completed.

Students without blazers and ties at the beginning of first period are considered in violation of the dress code and will be awarded demerits.

### **Gentlemen's Miscellaneous Dress Code Policies**

- When wearing the oxford dress shirt during Mass, all shirt buttons must be buttoned and sleeves may not be rolled on the long sleeve shirts.
- If an undershirt is worn it must be solid white with no graphics.
- Hair must be neat, clean and well groomed. Hair must be off one's face and severe, bizarre and extreme styles and colors are not acceptable. Hair may extend to the top of the shirt collar. Excessive side burns are not acceptable. Ponytails of any sort are not permitted.
- Facial hair is not permitted. Gentlemen should arrive to school clean shaven.
- Visible piercing of any part of the body (i.e. ear-piercing) is not permitted even if concealed with a covering (i.e. a band-aid).
- Tattoos must be covered during school, while attending a school function, or when representing the school at any extracurricular event.
- Students may not wear hats in the school building during school hours.
- If a student is required to wear "non-regulation" uniform shoes for medical reasons or injury, the shoes MUST still be all black. A note from a medical doctor is required.

### **Unisex Uniform Optional Items**

- SDSCHS monogrammed polo shirts can be either short sleeve or long sleeve
- SDSCHS monogrammed v-neck cardigan in navy or grey
- SDSCHS monogrammed v-neck vest in navy or grey

**Unisex Cold Weather Uniform Policy:** Students are permitted to wear St. Dominic Savio outerwear or plain navy or gray jackets or sweaters. Jackets, hoodies, or pullovers of other colors or with logos are not permitted.

## **Emergency Procedures**

**Fire Drill Instructions:** State law requires that schools conduct periodic fire drills. Evacuation plans are posted in each classroom.

- When the fire alarm sounds, all stand immediately and proceed in single file into the hall and out the nearest exit door as indicated in the classroom.
- Students are to walk to the building exit quickly and without talking. They will proceed to the athletic field.
- Students remain outdoors until instructed by the Principal or Assistant Principal to return to their classroom.

**Tornado Emergency:** Faculty and students are notified if there is a tornado emergency over the public address system. Students will proceed to the athletic dressing rooms, first floor restrooms, faculty restrooms and two offices in the main office. The Principal or the Assistant Principal will notify the faculty and students when the emergency is over.

**Lockdown or Partial Lockdown:** Faculty and students are notified if there is an emergency over the public address system. Faculty will proceed with lockdown and partial lockdown procedures as instructed. The Principal or Assistant Principal will notify the faculty and students when the emergency is over.

**Communication:** In the event of an emergency, the administration will coordinate with the Diocese about notification of families. After the safety of students is ensured, proper communications will be sent out via email and text alerts using the RenWeb notification system. Parents are asked not to phone the school office until the school has been able to send out communications regarding the emergency and procedures for release of students.

## **Field Trips and Service Trips**

St. Dominic Savio Catholic High School provides students with the privilege to travel on administration approved field trips and service trips with faculty chaperones. Students must have a parent and/or guardian sign a field trip request form, and be in good standing with regards to academic eligibility and behavior. All forms must be turned in before a student is permitted to attend the field trip. Students who violate school rules or exhibit inappropriate conduct while on a school sponsored trip will lose the privilege of participating in future trips.

## **Financial Policy**

When fees and tuition payments are not paid, students may be restricted from participation in extracurricular activities, school events, and/or classes. Students with outstanding balances may not continue enrollment for the following semester. Grade reports and/or transcripts will not be available, nor may students participate in graduation ceremonies, unless financial obligations have been met. Families with financial questions are to contact the business manager.

## **Front Office**

The office is open from 8:00 a.m. to 5:00 p.m. during the school year. The assistants who monitor the office will assist families with forms, questions, and collection of requested items. Although families may drop off items for students during the school day, students will not be called to the office to retrieve the items. Students are not to order food from outside businesses to be delivered to the office during school hours.

## **Gym and Weight Room Use**

Students may use the gymnasium for non-scheduled practices or games or the weight room for conditioning only when a designated athletic supervisor (coach or teacher) is on duty.

## **Health Information**

St. Dominic Savio Catholic High School requires that the following be on file: a current immunization record; a record of hearing, vision, and scoliosis screening; and information indicating special medical problems. Emergency forms must be completed and kept on file for all participants in athletics. Parents must keep emergency contact information updates in the RenWeb system.

## **Inclement Weather**

In case of inclement weather, St. Dominic Savio Catholic High School will make a decision in the best interest of safety for all Savio families. St. Dominic Savio follows the decisions of the Round Rock Independent School District. School closings or late start announcements are posted on the school website and are sent through the RenWeb notification system. Families are encouraged to follow the news and websites of their local school districts in order to monitor the safety of local conditions. Families are permitted to make individual decisions that best assure the safety of their children regarding road conditions.

**The following are St. Dominic Savio's transportation procedures in the event of severe weather:**

- 1) If Round Rock ISD and Austin ISD are on a 2-hour delay, the South morning transportation route will be delayed 2 hours. The route will run as scheduled in the afternoon.
- 2) If Round Rock ISD is on a regular schedule and Austin ISD is on a 2-hour delay the South morning transportation route will be cancelled. The route will run as scheduled in the afternoon.
- 3) If Austin ISD cancels classes then the south route will be cancelled for the entire day, regardless of the Round Rock ISD and Savio schedule that day.

## **Lost and Found**

Stray or unclaimed materials are to be turned in to the front office. At the conclusion of marking period, all unclaimed materials are donated to the St. Vincent de Paul Society.

## **Medication/Illness at School**

Students who are suddenly ill at school may contact their parents after checking in at the front office. St. Dominic Savio Catholic High School maintains records in RenWeb (input by parents) that include emergency contact information.

Students are not permitted to carry pills or medication with them during the school day. All medication is to be dropped off at the office with proper signed documentation. No teacher or staff member shall administer or distribute medication to students. Only the Principal or the designated administrative assistant may help to administer all medications. No medication is administered without proper signed documentation by parents/guardians and the student's physician.

## **Residence**

St. Dominic Savio Catholic High School recognizes only parents and legal guardians as custodians of St. Dominic Savio students, and as such students must reside with a parent or legal guardian. The parent or legal guardian is ultimately responsible for ensuring attendance and compliance with school policies.

## **Student Accident Insurance**

St. Dominic Savio Catholic High School's accident insurance is a secondary coverage for injuries occurring during the school day, or in using school transportation to field trips or to/from participation in scheduled athletic events. All registered students are covered.

## **Verifications of Enrollment and Attendance (VOE) Form**

The school office issues Verification of Enrollment and Attendance (VOE) forms that are used for driver license purposes. Students are to pick up and sign the form in person at the front office during regular office hours. Forms obtained during the school year expire thirty days from issuance while forms issued during the last five days of school year expire the first day of the following school year.

## **Expectations and Responsibilities**

### **AIDS Policy**

No student is excluded from attending St. Dominic Savio Catholic High School until it is determined that this person can no longer function well because of AIDS or an AIDS-related illness. Instruction in religion, science and health classes emphasizes the Church's teaching regarding abstinence and an all-encompassing approach with respect to members of the human family touched by AIDS.

### **Athletic Equipment**

School equipment/property that is issued must be returned or paid for before a student/participant may participate in his/her next activity, receive any awards, or receive a diploma or transcript.

### **Boundaries**

During school hours students are to remain in the vicinity of the school building. The parking lot and athletic fields are off-limits during lunch and when classes are in session.

### **Bullying Policy**

All students at St. Dominic Savio Catholic High School have the right to a safe, secure learning environment, free from threatening or intimidating behavior from other students. Threatening statements, aggressive behavior, belittling comments, racial or ethnic insults, and harassing activities have no place in a community based on mutual respect and Gospel teachings. The ability to create positive relationships and to settle differences in a respectful way are valuable skills essential to the development of the whole student. Our goal is to create a culture of caring, tolerance, empathy and respect, and bullying is in direct violation of that goal. Therefore, any form of bullying is not tolerated.

Examples of bullying include, but are not limited to, name-calling, taunting, belittling, cruel criticism, racist slurs, personal defamation, malicious rumors, anonymous notes, poking, pinching, scratching, destroying or stealing property, ignoring, isolating, excluding, shunning, or harassing through means of text messages or online communications. Administrators, teachers, staff, parents, and students are asked to actively participate in paying attention and being aware when such behaviors are taking place. Bullying may be reported in confidence to the Principal, Assistant Principal, the Guidance Counselor, or any teacher or staff member. If a bullying episode has occurred, on or off campus, teachers and administrators work together with the person bullying, the person being bullied, and the students who observed the bullying in order to heal the incident and insure that further incidents do not occur. Depending on circumstances, persons involved in the bullying face consequences, while every effort is made to leave everyone's dignity intact.

Preventing bullying is a community effort, and we encourage all members of the community to actively participate in eliminating this behavior rather than joining in or just standing by. Together, we can create the type of school environment in which all students feel safe, secure, and free to pursue their full learning potential.

## **Campus Search and Confiscation**

To safeguard the property of our student and St. Dominic Savio Catholic High School, and to help prevent the possession, sale, and use of weapons, illegal drugs, or stolen property on St. Dominic Savio's premises, St. Dominic Savio Catholic High School reserves the right to question students and to inspect any packages, parcels, book-bags, books, purses or any other possessions or articles carried to and from SDSCHS's property. In addition, SDSCHS reserves the right to search any locker, desk, vehicle, or any other article on our premises. Inspections may be conducted at any time at the discretion of the Principal or Assistant Principal, or in their absence at athletic events, the Athletic Director. If SDSCHS conducts a search and discovers that a student possess weapons, illegal drugs or stolen property or any other items SDSCHS believes may jeopardize the safety of its students or SDSCHS or cause disruption of the orderly environment of the school, SDSCHS reserves the right to confiscate these items. The administrator who conducts any search or confiscation will notify the parents/guardians and proper authorities of involved students.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy are not permitted to enter the premises. Students entering or leaving the premises who refuse to cooperate in an inspection or students who after the inspection are believed to be in possession of weapons, illegal drugs or stolen property is sent immediately to the Assistant Principal and is subject to disciplinary action for refusing to cooperate up to and including dismissal if, as a result of a discipline review board hearing, they are also found to be in possession of weapons, illegal drugs or stolen property.

## **Cellular Phones and Electronic Devices**

Cellular phones and non-academic electronic devices may not be used in the classroom. All cellular phones, handheld music devices, and headphones must be stored away at all times, including passing periods. Unauthorized use or display of these items results in confiscation and disciplinary action. All confiscated items are not returned directly to the student; a parent or guardian must come to campus and retrieve the item directly from the Assistant Principal. Consequences include demerits. Cellular phones may ONLY be used before and after school, during free periods in the commons, and lunch.

## **Conduct on Buses/Vans**

Students must have permission to ride buses/vans. Unauthorized use of school transportation by students is forbidden. Responsible behavior is expected on buses/vans. The driver must be obeyed and may report uncooperative riders for suspension of riding privileges and/or disciplinary action.

## **Dances**

Classes, organizations, and clubs sponsor dances and other activities throughout the school year. The scheduling of dances, including time and place and a list of chaperones, must be approved by the Assistant Principal. The following guidelines govern these dances:

- All guests are expected to abide by school regulations; it is the responsibility of the student who brings a guest to inform him or her about the requirements of dress and behavior.
- Students are to follow the appropriate published Dance dress code, which will be distributed to families and students several weeks prior to the scheduled dance.
- Lewd or inappropriate behavior (including dance grinding or placement of hands), is not acceptable and can result in disciplinary action.
- No students may leave any school dance before it ends without written permission from a parent or guardian. Written permission must be submitted to the dance administrator prior to the dance beginning. No phone calls or emails are accepted at the dance.
- Students who bring a non-Savio guest to dances must pick up a permission form from the front office. The permission form is to be filled out by the non-Savio student's school administrator and returned to the front

office prior to the day of the dance. If the non-Savio student is no longer in high school, his or her parent may fill out the permission form. No guest over the age of 21 is allowed to enter the dance.

## **Detentions and Teacher Requested Meetings**

Students who commit certain misconduct may be assessed an after school detention by the Assistant Principal. Detentions are to be served the same day they are assigned. Teachers may request meetings with students outside of class time in order to resolve academic or behavior concerns. Students who fail to serve detentions or attend teacher meetings may face further disciplinary consequences.

## **Drugs/Alcohol/Tobacco**

Any student who in the course of a school day or in attendance at a school-sponsored activity (on or off campus) has been found in possession of or under the influence of any drug, alcohol, or tobacco-based substances shall have parents notified. The student is immediately suspended from school until given an assessment by a substance-abuse counselor. If a student or parent/guardian refuses to receive a substance-abuse assessment, the student is presumed to be in violation of this policy and subject to dismissal from SDSCHS. The substance-abuse counselor notifies the school of the finding after which re-instatement, treatment, and/or disciplinary action is decided. Any student who is found to have sold or offered for sale any of the prohibited or controlled substances listed in this policy to another person on school grounds or off school grounds at a school activity, or event is subject to appear before the Discipline Review Board to represent his or her actions. The student may be subject to dismissal.

In order to maintain the safety and well-being of all students, SDSCHS collaborates with local and state law enforcement agencies to insure that our campus remains drug-free. Measures include the use of drug detection dogs on school premises, including the parking lots. Any illegal substances found in lockers, backpacks, vehicles or other personal items may result in immediate dismissal. Students should take care that no unauthorized persons have access to their lockers, vehicles, or personal possessions; students are advised to keep lockers and vehicles locked at all times. Strict enforcement of the no-drug, no-alcohol policy extends to all school-related functions. These measures are part of our ongoing commitment to keep SDSCHS a safe, secure environment for all students.

State statute requires that offences against the Alcohol Beverages Code or the Texas Controlled Substances Act taking place on school grounds are reported to the sheriff's department.

## **Ethics in Integrity and Ministry (EIM)**

In accordance with Diocese of Austin Policy, all faculty, staff, and volunteers who come into contact with youth during the school day or at school events are to be EIM certified. All questions regarding EIM status are to be directed to Mrs. Barbi Guerra at [bguerra@saviochs.org](mailto:bguerra@saviochs.org).

## **Extra-Curricular Activities**

Extra-curricular activities at St. Dominic Savio Catholic High School are a vital part of the educational program. They assist students in growing and maturing into responsible members of the school and community. Since extra-curricular activities are an integral part of our school curriculum, it is the goal of SDSCHS to offer opportunities for students to learn skills, goal setting, good sportsmanship, teamwork, responsible leadership, and the importance of motivation in a Christian environment.

Extra-curricular activities include all groups sanctioned by the SDSCHS administration as official representatives of the school. Students in clubs, activities, and athletics are extra-curricular participants. As representatives of SDSCHS in leadership, performance, or competition roles, students are to be responsible and accountable for their actions.

Participation in all extra-curricular activities involves a year-round commitment. Students' responsibilities, to themselves and to their fellow participants, do not end with the season of performance/participation schedule.

## **Fighting**

All students participating in a fight or inciting a fight by word or action are subject to disciplinary action including possible dismissal.

## **Fireworks**

The use or possession of fireworks of any kind in the building or on the St. Dominic Savio Catholic High School campus at any time during the day or night is forbidden. This is a violation of city and state law and is subject to appropriate disciplinary and/or legal action.

## **Food/Drinks/Gum**

Students are allowed to consume food or drink in the student commons and with teacher permission in the classroom. Students are not permitted to chew gum in their classrooms or during school-day events (Mass, assemblies, Exposition of the Blessed Sacrament). Students are not permitted to order food to be delivered to the front office by businesses.

## **Fundraising**

Families are required to work with the established organizations to support the mission and activities of the school. The Development Office manages the Annual Appeal, targeted donations, and the Soiree. Families wishing to support Savio should contact the organizer of the relevant organization, whether it is the Athletic Boosters, the Fine Arts Department Chair, the head of the Savio Parent Organization, the Director of Formation and Ministry, or the Director of Development. Cooperation with designated Savio personnel is essential to ensure the financial well-being of the school and its programs.

## **Gambling**

Gambling on the St. Dominic Savio Catholic High School campus is prohibited.

## **Gangs**

Membership in a gang, defined as an association of three or more persons, one of the primary purposes of which is the commission of crime, is prohibited at St. Dominic Savio Catholic High School.

## **Harassment**

St. Dominic Savio Catholic High School expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law. Harassment is defined as “a course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.” Examples of harassment include, but are not limited to, threats or intimidation, unwanted romantic attention, obscene comments in person or through electronic communication, or gestures or body language that cause emotional distress in another person. If you experience any harassment or believe you have been treated in an unlawful, discriminatory or inappropriate manner, promptly report the incident. Report the incident to a teacher. If you are uncomfortable for any reason with discussing the matter with a teacher, contact the Assistant Principal.

Allegations of harassment are investigated in a prompt manner. Complaints are kept confidential except as necessary to perform an investigation and take appropriate action. At the conclusion of the investigation, St. Dominic Savio Catholic High School will take appropriate corrective action. If SDSCHS determines that a student has violated this policy, the student is subject to dismissal.

St. Dominic Savio Catholic High School prohibits any form of retaliation against any student for filing a complaint under this policy or for assisting in a complaint investigation. Retaliation itself is grounds for appropriate disciplinary action.

## **Hazing**

St. Dominic Savio Catholic High School does not permit hazing, any form of student initiation or assault of another student. Hazing is treated as harassment and subject to the above stated regulations.

## **Homework & Late-Work Policy**

The St. Dominic Savio Catholic High School faculty requires students to complete daily homework assignments as part of the educational process. Faculty provides students with exact homework guidelines and due dates in class and via the RenWeb system. Students who have questions about homework are to make appointments with their instructors. Students who turn in assignments late are subject to late work consequences determined by individual departments. These consequences may include a loss of credit or no credit at all.

## **Honor Code**

St. Dominic Savio Catholic High School requires that all students abide by the honor code set forth by the faculty and staff. *“On my honor, I have neither given nor received aid on this exam or assignment, and I will not reveal information about it to anyone after leaving the room.”*

## **Insubordination**

Willful disobedience or defiance of authority directed toward a school employee or supervisor leads to disciplinary action. Insubordination includes failure to comply with a repeated request or directive made by a school employee.

## **Library**

Students are charged a replacement fee at the end of the academic year for all lost, unreturned, or damaged library books. All school records, including diploma and transcripts are held until the obligation is met.

## **Lockers and Desks**

Lockers and desks are school property and are for students' use. Students are to care for their lockers and to respect the property belonging to another. Damaged lockers are repaired at the expense of the one responsible for the damage. The school does not assume liability for items lost or stolen from school property. The school reserves the right to inspect student lockers, with or without announcement. Students who place inappropriate material inside lockers are subject to disciplinary action.

## **Lunch Procedures**

Food and drinks may be consumed only in the designated areas. Students are not allowed to eat lunch in the parking lot, athletic fields or in front of the school building. Students are to clear tables after eating, putting waste food and trash in containers provided. Throwing any unapproved object (especially food) will result in disciplinary action.

## **Married Students**

Married students are not allowed to attend St. Dominic Savio Catholic High School.

## **Mass / Exposition of the Blessed Sacrament**

Attendance at weekly Mass, monthly Exposition of the Blessed Sacrament, and Imago Christi Day is required and families should refrain from scheduling appointments where students miss Mass. Students are expected to display quiet and reverent behavior at all school Masses and Expositions. Students who are disruptive, continue talking or display disrespectful behavior at Mass may receive demerits. Students should go to the restroom before or after Mass and Exposition.

## **Photography/Filming**

Unauthorized filming or photography is not allowed on school grounds. Any authorized St. Dominic Savio Catholic High School photo or video may be used in a publication, on the SDSCHS website or through the SDSCHS social media sites.



## **Plagiarism**

Plagiarism is academic dishonesty and theft of intellectual property. Plagiarism is addressed in two ways.

1. **Minor Infraction:** The appropriate use of sources which involves a string of words or a forgotten citation. The consequence is a reduction in the student's grade at the teacher's discretion and referral to the Assistant Principal for disciplinary action.
2. **Major Infraction:** The extensive cutting and pasting of information, purchasing papers or not citing sources. Major infractions of plagiarism are immediately referred to the Assistant Principal for disciplinary action. A mandatory zero on the entire assignment is the consequence at the classroom level and 15 demerits from the Assistant Principal, which requires a meeting with parents and a permanent notation in a student's record. A second infraction during a student's academic career may result in a Disciplinary Review Board hearing with a consequence of possible expulsion.

## **Posters and Signs**

Posters, notices, signs, etc., are not to be posted in the building without signed approval of the Assistant Principal. They should be posted with materials and tape that does not permanently mark or damage any parts of the building. The student or organization is also responsible for removing their notices when they are no longer needed.

## **Prayer**

During all-school prayer, all those present on campus are to stop any activity, pause wherever they are standing or sitting, and listen silently to the prayer.

## **Public Displays of Affection (PDA)**

St. Dominic Savio requires students to demonstrate proper etiquette regarding physical contact with other students. St. Dominic Savio recognizes the importance of friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including demerits and other consequences. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

## **RenWeb Database System**

Students and parents are encouraged to use the RenWeb system to keep important information up to date, follow school news, and monitor student classes and grades. Savio faculty are required to post their upcoming assignment and assessment due dates in the RenWeb system by Monday morning of each week. Faculty also must regularly update their grades within two weeks of an assessment or assignment due date. Questions about RenWeb grades and assignments should be directed to the class teacher and/or Department Chair.

## **Senior Privileges**

The Principal and Assistant Principal may permit privileges to the members of the senior class. Privileges may include early dismissal during the school day, free dress, and other rewards. Seniors who do not comply with behavioral or academic expectations may lose their privileges.

## **Spectator Sportsmanship**

Spectators should show courtesy and control in speech and action, especially toward game officials, cheerleaders, and members of opposing teams. All members of the Savio community are to embrace and emulate the spirit of the Play Like a Champion Program. St. Dominic Savio Catholic High School subscribes to and enforces guidelines articulated by the Athletic Department. Any student or fan whose behavior is deemed inappropriate is subject to disciplinary action, including loss of the privilege of participating in or attending sports events.

## **Student Parking and Parking Lot**

Driving to school is a privilege, not a right. Students and parents driving to and from school must obey the rules of the road, the speed limit, all other signs and avoid reckless driving on Neenah Avenue and in the parking lot. In addition, students must exhibit proper conduct in the school parking lot at all times. All student vehicles are registered with the Assistant Principal before the student begins driving to school. Students who violate the above guidelines will forfeit their driving privilege and be subject to disciplinary action.

## **Students Who Are Becoming Parents**

In keeping with the Catholic philosophy regarding respect for human life, St. Dominic Savio Catholic High School is a pro-life institution. Students who become pregnant, and students who are fathers during their time of study at SDSCHS, are treated with dignity, compassion and concern. In consultation with parents/guardians and the student, the Principal decides the appropriate manner for continuing or not continuing the education of the student at SDSCHS. Students who do remain in school must be enrolled in a school-approved counseling program. Evidence of a student's compliance with this requirement must be presented to school officials. The student must also present the attending physician's indication of limitation(s) on the students' activities. The privacy of the student and family is respected at all times.

## **Telephone**

Telephones in the school office may be used in the event of an emergency. Students must be granted permission by front office personnel prior to using a designated front office telephone.

## **Transportation**

St. Dominic Savio Catholic High School supplies transportation to most school-sponsored activities. Participants are required to use this transportation (when provided) unless pre-excused in writing by the parent/guardian.

## **Trespassing**

The campus is closed from 5:00 p.m. - 7:00 a.m., unless there is a school-sponsored activity. It is considered trespassing if a student is on the campus during those hours without supervision by a faculty/staff member. Any student who is found in violation of this policy will receive disciplinary action.

## **Vandalism**

Vandalism is the defacing or destruction of community or private property, from writing on desks or walls to defacing school buildings or destroying private property. Any acts of vandalism will result in disciplinary action, and those involved must pay for the assessed damages.

## **Visitors**

All visitors, including alumni, must sign in at the front office and wear a visitors' badge. Visitors will return the badge when signing out at the front office. Student visitors are allowed only for the purpose of a visit to classes prior to admission to St. Dominic Savio Catholic High School.

## **Weapons**

Weapons or replicas of weapons of any kind (including toy and water guns) are not permitted on campus or at school activities. Such objects are confiscated by school authorities who will take appropriate disciplinary action with the student.

**Acknowledgement of St. Dominic Savio Catholic High School  
2014-2015 Student/Parent/Guardian Handbook**

I acknowledge that I have completely read and agree to abide by the entire contents contained in the St. Dominic Savio Catholic High School Student/Parent/Guardian Handbook. A parent or guardian is also required to sign the acknowledgement form indicating the parent/guardian has read and accepts the rules contained in this handbook. I am aware that St. Dominic Savio Catholic High School has the right to amend this handbook at any time.

This acknowledgement form must be completed and returned to the Assistant Principal by Friday, August 15, 2014. Any student who has an incomplete acknowledgment form by this date will not be allowed to attend classes until the obligation has been fulfilled.

\_\_\_\_\_  
Printed Student Name Year of Graduation

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date