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ST. DOMINIC SAVIO CATHOLIC HIGH SCHOOL

*Forming Servant Leaders
In the Image of Christ*



STUDENT/PARENT/ GUARDIAN HANDBOOK 2018-2019

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ORGANIZATIONAL LIST

Mrs. Misty Poe	Superintendent of Schools
Dr. Joan Wagner	President
Dr. Enrique García	Principal
Mr. Patrick Goertz	Assistant Principal for Curriculum and Instruction
Mr. Joseph Gutilla	Assistant Principal for Student Life
Mrs. Lan Nguyen	Business Manager
Mrs. Alpa Brannam	Director of Development
Mrs. Evelina Heaney	Development Assistant
Mrs. Cristina Almanza	Director of Communications
Dr. Kenneth Kohutek	Director of Guidance
Mrs. Marina Glava	College Advisor
Mrs. Holly Bologna	Director of Admission
Mr. Chris Ochoa	Director of Formation and Ministry
Mr. Orlando Florez	Director of Boys Athletics
Ms. Crystal Clark	Director of Girls Athletics
Mrs. Liz Hallberg	Director of Technology
Mr. Jonithan Pendergrass	Director of Facilities
Mrs. Barbi Guerra	Administrative Assistant to President, EIM Management
Mrs. Carmen Garza	Administrative Assistant to Principal
Mrs. Evie Cascarano	Administrative Assistant/Registrar

Student/Parent/Guardian Handbook

2018-2019

I. School Information

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

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 390 students, with 81 students graduating in the Class of 2018.

St. Dominic Savio Catholic High School - Mission Statement

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

St. Dominic Savio Catholic High School - Philosophy and Goals

St. Dominic Savio expresses the Church's educational mission through faith formation, social development and awareness, and a strong academic program.

We seek:

- to develop within the school a strong theology program based on Catholic teachings, Scripture, liturgical experiences, and service so that each student will grow and develop in the Catholic Christian way of life.
- to facilitate the spiritual, intellectual, social, emotional and physical development of each student.

- to challenge students to become Christian leaders, living as young men and women of conscience, compassion, and action

St. Dominic Savio Catholic High School - Vision Statement

Forming Servant Leaders in the Image of Christ

St. Dominic Savio Catholic High School - Core Values

We hold firm to our core values, which define our identity and serve as the fundamental beliefs that guide the daily life of the school:

- Faith
- Scholarship
- Witness

School Colors, Vision, and Crest

School Colors: Savio Navy and Gold

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 127 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 571,000 Catholics. There are 226 priests, 168 deacons, approximately 43 brothers and 86 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. While these 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 is a Diocesan high school serving all of the Catholic elementary schools of the Diocese of Austin and area families that are seeking a Catholic secondary education.

The President serves as the Chief Operating Officer of the schools and has primary responsibility for advancement, finance, facilities management, and strategic planning for the schools. The President also serves as the final point of appeal in the grievance process for students and personnel concerns. Each school has an appointed Principal, who shares the responsibility of Catholic identity and mission for their school with the President. The Principals are charged with supervising and evaluating the faculty and designated staff, implementing a comprehensive curriculum, supervising instruction, program evaluation, staff development, student management, 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 who provide specific expertise related to strategic planning and operational needs.

Accreditation

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

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. It is our expectation that our students, Servant Leaders formed in the image of Christ, honor this code in all that they say and do.

<p style="text-align: center;">Fight Song</p> <p style="text-align: center;">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!</p>	<p style="text-align: center;">Alma Mater</p> <p style="text-align: center;">Saint Dominic Savio We venerate your name. You guide us for God's glory, Our zeal we will proclaim.</p> <p style="text-align: center;">With scholarship, faith, witness We venture from the nest, To serve and lead as Christ did And conquer every quest.</p> <p style="text-align: center;">So we look to you Saint Dominic In everything we do, And to Mary our Mother As we hail the Gold and Blue!</p>
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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 at any time.

II. 2018–2019 Weekly Schedule

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

Monday/Tuesday/Thursday/Friday Schedule 80 Minute Periods	Wednesday Mass Schedule 75 Minute Periods																																				
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">7:45 a.m. - 8:15 a.m.</td><td style="width: 50%;">Zero Period Academic Help</td></tr> <tr><td>8:15 a.m.</td><td>Warning Bell</td></tr> <tr><td>8:20 a.m. – 9:45 a.m.</td><td>1st Block / Announcements</td></tr> <tr><td>9:50 a.m. – 10:30 a.m.</td><td>Family / Academic Office Hours</td></tr> <tr><td>10:35 a.m. – 11:55 a.m.</td><td>2nd Block</td></tr> <tr style="background-color: #cccccc;"><td>11:55 a.m. – 12:30 p.m.</td><td>Lunch</td></tr> <tr><td>12:35 p.m. – 1:55 p.m.</td><td>3rd Block</td></tr> <tr><td>2:00 p.m. – 3:20 p.m.</td><td>4th Block</td></tr> <tr><td>3:20 p.m.</td><td>Dismissal</td></tr> </table>	7:45 a.m. - 8:15 a.m.	Zero Period Academic Help	8:15 a.m.	Warning Bell	8:20 a.m. – 9:45 a.m.	1 st Block / Announcements	9:50 a.m. – 10:30 a.m.	Family / Academic Office Hours	10:35 a.m. – 11:55 a.m.	2 nd Block	11:55 a.m. – 12:30 p.m.	Lunch	12:35 p.m. – 1:55 p.m.	3 rd Block	2:00 p.m. – 3:20 p.m.	4 th Block	3:20 p.m.	Dismissal	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">7:45 a.m. - 8:15 a.m.</td><td style="width: 50%;">Zero Period Academic Help</td></tr> <tr><td>8:15 a.m.</td><td>Warning Bell</td></tr> <tr><td>8:20 a.m. – 9:35 a.m.</td><td>1st Block</td></tr> <tr><td>9:35 a.m. – 11:00 a.m.</td><td>Mass</td></tr> <tr><td>11:05 a.m. – 12:20 p.m.</td><td>2nd Block</td></tr> <tr style="background-color: #cccccc;"><td>12:20 p.m. – 12:50 p.m.</td><td>Lunch</td></tr> <tr><td>12:55 p.m. – 2:10 p.m.</td><td>3rd Block</td></tr> <tr><td>2:15 p.m. – 3:30 p.m.</td><td>4th Block</td></tr> <tr><td>3:30 p.m.</td><td>Dismissal</td></tr> </table>	7:45 a.m. - 8:15 a.m.	Zero Period Academic Help	8:15 a.m.	Warning Bell	8:20 a.m. – 9:35 a.m.	1 st Block	9:35 a.m. – 11:00 a.m.	Mass	11:05 a.m. – 12:20 p.m.	2 nd Block	12:20 p.m. – 12:50 p.m.	Lunch	12:55 p.m. – 2:10 p.m.	3 rd Block	2:15 p.m. – 3:30 p.m.	4 th Block	3:30 p.m.	Dismissal
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Senior Servant Leader Project Requirement: Each student concludes his/her school experience by completing at least 15 hours of service learning project of his/her design. Details are shared in the Senior Service Project Manual.

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: Freshmen, Sophomores, and Juniors must complete 15 hours each academic year. **These hours must be logged into x2Vol by the third Friday each April.** Hours entered during the summer count towards the next year’s requirements.

- For Freshman, Sophomore, and Junior students, at least 10 hours must come from service that benefits the "larger society" outside the Savio Community. This includes service that comes from volunteering time to meet the needs of local communities, parishes, and/or worldwide organizations. All service must be for a non-profit organization and must meet a social need. Students are strongly encouraged to minister and volunteer through their church or parish.
- Graduating Seniors who serve for 200 hours beyond the Diakonia requirement are honored with membership in the “200 Club”.

Diakonia hours are a graduation requirement and a central part of the Mission of the school. Students who do not have the annual quota of hours entered and approved in x2Vol by the April due date will be ineligible for participation in extracurricular activities and will not be enrolled in classes for the next school year. Students may regain eligibility and will be enrolled in classes as soon as missing hours are entered, approved, and verified by the Formation office personnel.

Chapel

The chapel is available for prayer before and after school and at other times with permission of the faculty and staff. Students are not to be in the chapel for any other reason and must display reverence at all times when in the chapel.

The House System and Family Structure

The house system assists each student in becoming an active member of the St. Dominic Savio community as it promotes excellence in school spirit, fellowship, spirituality and academic achievement. The house system has three principal goals:

- Provide an additional means for faculty to engage holistic formation of students - spiritual, intellectual, social, and emotional
- Foster deeper Christian community - especially a sense of belonging, identity, cooperation and mutual respect
- Provide a forum for each student to develop qualities of servant leadership “in the image of Christ”

Each Savio student is assigned to one of four Houses. Each Savio House is comprised of three families. The Houses are named for the Four Evangelists, using the Latin name for their traditional symbol. Each family is under the patronage of a particular Saint, chosen by faculty and staff at the inception of St. Dominic Savio.

Angelus

St. Anthony

St. Patrick

St. Teresa of Calcutta

Aquila

St. Maximilian Kolbe

St. Philomena

St. Thomas Aquinas

Bos

St. Catherine of Sienna

St. Francis of Assisi

St. Padre Pio

Leo

St. John Paul II

St. Nicholas

St. Therese

The Head Boy and the Head Girl are seniors elected by the faculty and staff to lead the House System. They are expected to be the premier servant leaders in the Image of Christ among the student body. Additionally, students from each family are elected to serve as that family's Prefect and Secondary and four students are elected to serve as leaders of each House.

Building Hours

On school days, students may access the school building at 7:15 a.m. Students may gather 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 is then closed to students not participating in an adult-monitored extra-curricular activity.

Front Office

The office is open from 8:00 a.m. to 4:00 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 or lunches for students during the school day, students will not be called to the office to retrieve the items and the office staff cannot be held responsible for securing these items for students. **Students and Parents are not to order food from outside businesses to be delivered to the office during school hours.**

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 must show up in person 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. The VOE form cannot be faxed or emailed.

School Library

Hours: On most school days, the library is open from 7:30 a.m. to 4:30 p.m.

Atmosphere: An atmosphere of quiet reading and study prevails at all times in the library. Students may use the library to read, work, study, tutor, research, and print. Students may use the school computer terminals only to read, type assignments, research and print papers and projects (there is a charge for printing). Students are not allowed to use school computers or personal devices for games or social use in the library. Food, drink and gum is not permitted in the library at any time. Reading is encouraged both for school and for pleasure. Students who do not follow library guidelines will not be permitted to use the library unless during a required class.

Borrowing Materials: 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.

Lost and Found

Stray or unclaimed materials are turned in to the front office. All clothing and school items are placed on a table near the front entrance for students to find their items. If a student has lost a calculator, phone, laptop or wallet, they should check directly with the office. The school is not responsible for lost items or for items that students misplaced. At the conclusion of each marking period, all unclaimed materials are donated to the St. Vincent de Paul Society.

Visitors

All visitors, including alumni, must sign in at the front office and wear a visitors' badge during the school day. Visitors will return the badge when signing out at the front office. Alumni visitors should arranged their visit with the Principal prior to their visit. Student visitors are allowed only for the purpose of an official visit prior to admission to St. Dominic Savio Catholic High School.

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 CHS supplies transportation to most school-sponsored activities. Participants are required to use this transportation (when provided) unless pre-excused in writing by the parent or guardian.

IV. Health and Safety

Health Information Records

St. Dominic Savio CHS requires the following be on file: a current immunization record; a record of hearing, vision, and scoliosis screening; and information indicating special medical problems. Emergency contact forms must be completed in the FamilyID system for athletic participants. Parents must keep emergency contact information updated in the RenWeb system.

Medication/Illness/Injury at School

Students who are suddenly ill at school may contact their parents after checking in at the front office. St. Dominic Savio CHS maintains records in RenWeb (input by parents) that include emergency contact information. Parents must update emergency contact information in a timely fashion.

Students are not permitted to carry pills, over the counter medication, or prescription medication with them during the school day. All medication is to be dropped off at the office with proper signed documentation, which includes the Diocese of Austin Medical Form. No teacher, staff member, coach or volunteer shall administer or distribute medication to students. Only the Principal, Assistant Principal for Student Life, or the designated school representative may help to administer all medications. No medication is administered without proper signed documentation by parents/guardians. All medication is marked with student's name and kept under lock and key. When the student needs to take the medication during the school day, they are to come to the front office; a log is kept of the medication administration.

If a student is injured while on school property during the school day, they are to immediately notify and seek assistance from a faculty or staff member. The faculty or staff member will notify the office of the injury so that the parents/guardians can be advised of the injury and the action taken. An injury report will be completed, reviewed by the Principal, and kept on file at the office.

If a student is injured during a school event or competition after school hours and /or off-campus, the parents/guardians or supervising staff members are to provide a report of the injury and the action taken immediately to the Principal.

The following guidelines are to be used in the case of student illness:

Exclusion Guidelines (Students cannot attend classes)	Return to School Guidelines
Oral temperature of 100 or above	Fever free for 24 hours without fever reduction medication
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release

Wound, skin, and soft tissue infections	Exclude until damage is contained and covered with a clean dry bandage. Swollen glands around jaws, ears or neck. Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infection
Earache	Symptom free
Pediculosis	Lice and nit free
Other symptoms suggestive of acute illness	Written physician release

Reporting Contagious Diseases

When a student is diagnosed with a potentially contagious disease (e.g. chickenpox, headlice, strep throat, flu, mononucleosis), families are requested to report the illness to the office health coordinator (Administrative Assistant to the Principal). Depending on the nature of the illness, the administration will provide a community notice so that families and staff can take the necessary precautions to avoid contracting the contagious illness.

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.

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.

Boundaries and Designated Areas

During school hours students are to remain in the vicinity of the school building. The parking lot and athletic fields are off-limits during the school day unless with an assigned class. Students needing to leave the school premise must have parent authorization on file or communicated directly to the office. Students who are in an unauthorized area will be reported to the Assistant Principal for Student Life.

Emergency Procedures

Beginning the 2018-2019 school year, St. Dominic Savio will implement Standard Response Protocol (SRP) designed by the i love u guys Foundation and the Texas School Safety Center. Accordingly, the school will conduct scheduled drills to prepare for various emergencies. Throughout the year, we will practice implementing the SRP protocols, including lockout, lockdown, evacuate, shelter, and hold. Students are expected to follow guidelines, procedures and directions from school faculty and/or staff during all safety drills. Parents will be notified if students are non-compliant during drills or actual emergencies.

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. If the school needs to enact a reunification plan, families are to follow the instructions provided by the administration in order to secure the release of their children. Children will not be released to parents without verification of identity.

Inclement Weather

In case of inclement weather, St. Dominic Savio will make a decision in the best interest of safety for all Savio families. St. Dominic Savio follows the decisions of Round Rock Independent School District. School closings or late start announcements are posted on the school website and are sent through the RenWeb Parent Alert 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 and Central morning transportation routes will be delayed 2 hours. The routes 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 and Central morning transportation routes will be cancelled. The routes will run as scheduled in the afternoon.
- 3) If Austin ISD cancels classes then the south and central routes will be cancelled for the entire day, regardless of the Round Rock ISD and Savio schedule that day.

Interviewing Students on Campus

There may be circumstances where representatives of Child Protective Services and local law enforcement may need to interview students on the school campus.

Release to Custody and Emergency Contacts

During the school day, students are only released when pickup is confirmed by a parent or guardian to family and friends who are listed as custody or emergency contacts in the RenWeb database. All visitors requesting to pick up a student from the school's care must verify their identity to the office staff before the student is permitted to leave with them. Parents are asked to make sure that these contacts are updated in the RenWeb database to ensure timely release of a student. **Students who drive themselves to and from school may only sign out from the office when a written or email permission from a parent or guardian is received by front office personnel.**

Ethics in Integrity and Ministry (EIM)

Diocese of Austin Catholic schools are committed to providing a safe learning and working environment for staff and students. Sexual harassment, sexual exploitation and misconduct in violation of the Ethics and Integrity in Ministry Policy are not tolerated. When an allegation is made regarding sexual abuse, procedures for reporting the complaint are guided by the Policies on Ethics and Integrity in Ministry *Catholic Diocese of Austin. 5th Edition Revised: July 25, 2012.*

Reporting Child Abuse

There is no tolerance for abuse of another person of any kind in any school. All personnel will comply with the Diocese of Austin Ethics and Integrity in Ministry policies and will assist in maintaining a safe, loving and positive environment for all members of the community. Teachers or staff members who suspect child abuse are required by Texas law to report such abuse. Failure to report is a Class B misdemeanor punishable by a fine or confinement in jail.

All cases of identified or suspected child abuse must be reported to Child Protective Services (CPS) of the Texas Department of Human Services, which has the responsibility for investigating reports. The person who identifies or suspects the child abuse is responsible for making the report and notifies the Principal. The Principal may assist the person filing the appropriate report.

Workers from the Child Protective Services are authorized to interview, examine, videotape, and photograph children at school, without parent/guardian permission, if in the worker's opinion, contact with the child is

necessary. In the event that the child is placed in protective custody, school officials will have the CPS worker complete the required release documentation. The Principal shall require the CPS worker to show identification, sign in at the office, and state the purpose of the visit.

V. Admission and Registration

Recognizing St. Dominic Savio Catholic High School's stated mission, vision, and goals, all interested students and families are encouraged to apply. Admission is based on a student's desire for Catholic education, past educational records, standardized test scores, recommendations from previous teachers, and the completion of the required application.

Notice of Non-discriminatory 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.

Admission Policy

It is a policy of the Austin Diocese that attendance at Savio-as at all Catholic schools- is a privilege, not a right. The Administration can, at any time, withdraw any child, subject to the applicable grievance procedure through the Superintendent of Schools for the Diocese of Austin. Any action/incident not covered in the Handbook will be handled at the discretion of the Administration.

Tuition

St. Dominic Savio establishes annual tuition in January of the preceding year. Fees are assessed at the time of application and enrollment. Tuition assistance is available each year to qualified families who demonstrate financial need. Families may apply for tuition assistance upon acceptance to St. Dominic Savio. Families must re-apply for tuition assistance each year by the indicated due date in registration materials.

Financial Information and Obligations

Considerable effort is made to make the education at St. Dominic Savio financially feasible for all families. Prompt payment of bills is expected. All families are required to set up an ACH (auto pay) FACTS Tuition Management agreement for tuition payment scheduling and incidental billing. The following are payment options for tuition through FACTS billing:

Full payment (by July 25th), quarterly, ten month (starts in July) or eleven month (starts in June). For questions regarding payment and billing options, families may contact the business manager, Mrs. Lan Nguyen, at lnguyen@saviochs.org. For questions regarding the FACTS Tuition Management account, please contact their office at (866) 441-4637.

The following steps are taken when a concern arises regarding a family meeting their financial obligations to St. Dominic Savio Catholic High School:

- 1) When a family misses a payment, the FACTS Tuition Management system sends a reminder to parents/guardians that a bill is past due. Families must address this missed payment within 30 days of the due date or contact the business manager to schedule the makeup payment.
- 2) If a family fails to correct the missed payment after 30 days, the business manager will request to meet or speak with the family in order to arrange for a payment plan. The business manager will create a payment plan document that stipulates the amounts and due dates for payment of the owed fees and/or tuition. The parents/guardians and business manager will sign and retain a copy of the agreement. If a family fails to respond

to the business manager's request for a meeting, the Principal will be notified and restrictions will be implemented (see step 4).

3) If the parents/guardians fail to meet any and all parts of the payment plan, the business manager will send a written notification to the family and to the Principal indicating the non-compliance. If a family encounters difficulty in honoring the payment plan, they are to immediately contact the business manager.

4) When a family is non-compliant in addressing missed payments or fails to honor their payment plan, the Principal will enforce any or all of the following consequences:

- The student(s) may be not be allowed to participate in or attend extra-curricular activities, including practices, games, meetings, performances, dances, and other special events
- The student may not be permitted to attend classes
- The student may not sit for semester exams
- The student will not be enrolled in courses in the following semester
- Seniors may not receive their cap or gown for graduation
- Seniors may not receive their transcripts or diplomas
- The student may be withdrawn from St. Dominic Savio.

5) The parents/guardians may meet with the Principal to discuss their missed payments after meeting with the business manager. The parents/guardians must contact the Principal within five business days of meeting with the business manager. The Principal will make a recommendation based on the situation discussed.

6) The parents/guardians may seek the decision of the President when presented with the Principal's recommendation. The parents/guardians must meet with the President within five days of meeting with the Principal. The President's decision on financial obligations and payments to the school is final.

Family Information

The school is responsible for safeguarding the privacy of a student's records in whatever process is used to collect, maintain, or secure data. Unless required by law or court order, no information from student records is released to non-educational agencies without the consent of the parents or legal guardian.

Parents or legal guardians have the right to inspect school records dealing with their children, including cumulative report cards, test data, and health documents. A non-custodial parent may have the right to inspect the student's school record and health history, unless a court order presented to the school states otherwise. This does not imply other rights. The school may withhold a student's academic records until all tuition, fees, and/or fines due to the school are paid.

Grandparents, other relatives, or tutors do not have any other rights to student information or consultations with faculty or school personnel unless the grandparent or other relative is the legal guardian.

Basic family contact information is available to the community through Directory link in the RenWeb ParentsWeb database system. The following information is made available to members of the St. Dominic Savio community:

- Student Name and Grade Level
- Parent Names
- Family Address, Home Phone Number, and Email Addresses

If a family would prefer for certain information to be blocked in the directory (from other Savio families), they may make adjustments by logging into their ParentsWeb account and clicking the Family Information Link. They may then set preferences for which information can be blocked.

Student information may be disclosed on an as-needed basis to school officials. Student information is not disclosed by the school to private or profit-making entities, unless directed by a parent or legal guardian. Directory information may be released to requesting private schools, public schools, colleges, universities, and military recruiting officials.

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, legal guardian, or international host family. The parent or legal guardian is ultimately responsible for ensuring attendance and compliance with school policies. Students not living with a parent or legal guardian may not attend St. Dominic Savio Catholic High School.

Married Students

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

Students Who Are Becoming Parents

In keeping with the Catholic philosophy regarding respect for human life, St. Dominic Savio CHS is a pro-life institution. Students who become pregnant, and students who are fathers during their time of study at the school, 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 St. Dominic Savio CHS. Students who do remain in school must be enrolled in a school-approved counseling program. Evidence of compliance with this requirement must be presented to the Principal. 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.

Withdrawal from School

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

VI. Academic Policies

The Honor Code

St. Dominic Savio Catholic High School requires that all students abide by the honor code for all assignments and assessments, as 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."*

Academic Integrity

Students at St. Dominic Savio CHS are expected to follow the honor code on all school assignments and assessments. When a student chooses to compromise their academic integrity, they are willfully taking someone else's work and claiming that it is their own. Furthermore, a student who aids the offending student is also guilty of violating their academic integrity. As servant leaders, all students are called to honestly represent themselves and their work as well as help others make honorable decisions. Students who fail to maintain academic integrity risk jeopardizing their standing in the community, possibly even affecting consideration in the college recommendation process. All cases of academic integrity are considered serious offenses and are part of a student's Savio discipline record. Cheating and plagiarism are the two main types of academic integrity that students need to understand and abide by in their roles as servant leaders.

Cheating

Cheating is any action a student takes to gain or provide an unfair advantage on an assignment, assessment, or a project. Cheating may include but is not limited to the following:

- bringing in an unpermitted aid or resource during an in-class assignment or assessment;
- asking for or providing answers during or after a test or assignment without permission; or

- submitting another person’s work for one’s own but changing the name on the paper.

Plagiarism

Plagiarism is academic dishonesty and the unpermitted use of intellectual property. Plagiarism includes but is not limited to the unauthorized exchange of answers on individual assignments, copying of another person’s work and submitting it as one’s own work, copying work from another student’s electronic files, and not crediting sources when submitting a paper or research project (both direct copying and paraphrasing of an un-credited source.)

Plagiarism is addressed in two ways:

- **Minor Violation:** The inappropriate use of sources which involves a string of words, forgotten citations, or not citing sources altogether. The consequence is a reassignment of the work with a proportionate deduction of credit and restitution.
- **Major Violation:** The extensive cutting and pasting of information from an outside source, copying homework answers from another student, or purchasing papers. Mandatory loss of credit for the assignment, restitution, and other consequences may be assigned by the Academic Integrity Committee.

Procedures Regarding Academic Integrity

- 1) A teacher who witnesses a possible cheating or plagiarism violation will immediately meet with the student to discuss and collect all evidence of the alleged violation of the honor code.
- 2) The teacher then contacts the parents/guardians in order to explain the alleged incident and discuss the academic consequences of the concern.
- 3) The teacher provides a written report, along with the student work and other evidence, to the Assistant Principal for Curriculum and Instruction.
- 4) The student completes the student report and delivers it to the Assistant Principal for Curriculum and Instruction.

Repeated Violation Procedure

- 5) Following steps 1 through 4, the Assistant Principal for Curriculum and Instruction submits the matter to the Academic Integrity Committee for Review.
- 6) The Academic Integrity Committee meets with the student and the Assistant Principal for Curriculum and Instruction regarding the possible violation of the honor code handbook policy.
- 7) The Academic Integrity Committee makes its recommendation to the Assistant Principal for Curriculum and Instruction.
- 8) The parents and student are contacted by the Assistant Principal for Curriculum and Instruction to discuss the violation and the consequences for the student.

There may be circumstances where a first-time offense is referred to the Academic Integrity Committee.

Preparation for College

St. Dominic Savio is a college-preparatory school with an advanced and challenging curriculum. It is the school's goal that 100% of St. Dominic Savio students matriculate into the college or university of their choice. Preparation begins the moment a student enrolls in St. Dominic Savio. The guidance department works closely with students and parents to select a balanced course load that prepares the student for college.

Grade Level Classification

Freshman	Must be promoted from 8 th grade and fees/obligations must be cleared at previous school
Sophomore	8 Credits
Junior	15 Credits
Senior	22 Credits
Graduate	30 Credits

Graduation Requirements

All St. Dominic Savio Catholic High School graduates complete the coursework for the distinguished diploma that meets the State of Texas and Texas Catholic Conference Education Department requirements. Members of the classes of 2019 and beyond graduate under the given plan. All students graduate with at least one endorsement.

DISTINGUISHED DIPLOMA GRADUATION REQUIREMENTS		
Subject	Credits	Specifics
Theology	4	Theology I, Theology II, Theology III, Theology IV.
English	4	English I, English II, English III, English IV.
Social Sciences	4	World Geography, World History, U.S. History, U.S. Government, Economics.
Math	4	Algebra I, Geometry, Algebra II and one more course; students who earn credit in 8th grade must earn four math credits in high school.
Science	4	Biology, Chemistry, Physics, and one additional course.
Foreign Language*	3	Three credits of the same language (Spanish, Latin, or Chinese). *Except for students who want to fulfill Arts and Humanities Endorsement by taking 2 credits in two different languages.
Fine Arts	1	May include visual arts or performing arts courses or participation in the Musical or Play.
Physical Education	1	In addition to Wellness Department courses, athletics qualify as athletic credit.
Freshman Servant Leader Seminar	1	All freshmen will take this formational course. It will verify health, speech, technology, study skills, research, cooperative learning, and organizational proficiencies.
Endorsement Requirements	4 Total Credits	Student must complete requirements to earn Multidisciplinary, STEM, or Arts and Humanities Endorsement. See Requirements for Endorsements Section.
Electives		Students will take additional electives from any department or course offering in the guide. Selections can be for personal interest or in preparation for college.
Diakonia Service	60 hours	Students must complete 15 hours for each year according to Diakonia Program requirements. Students complete 15 hours during Senior Service Project.

A total of 30 credits are required for graduation in this program. All students must carry a minimum course load of 7 courses per semester of attendance at St. Dominic Savio CHS (except seniors, who may carry 6 courses).

ENDORSEMENT REQUIREMENTS: In order for a student to earn at least one endorsement, they must complete all St. Dominic Savio foundation courses and endorsement requirements.

MULTIDISCIPLINARY STUDIES ENDORSEMENT REQUIREMENTS
A student must complete one of the following:
1) Four credits in each of these areas: English, science, mathematics, and social sciences.
2) Four credits in AP courses selected from English, Mathematics, science, social sciences, or world languages.

ARTS and HUMANITIES ENDORSEMENT REQUIREMENTS

A student must complete one of the following:

- 1) A total of five social sciences credits.
- 2) Four credits of the same language in a language other than English.
- 3) Two credits of the same non-English language and two credits in a second non-English language.
- 4) A coherent sequence of four credits by selecting courses from one or two categories or disciplines in fine arts.

STEM ENDORSEMENT REQUIREMENTS

A student must complete one of the following:

- 1) A total of five credits in Science (including biology, chemistry, and physics).
- 2) A total five credits in Mathematics (including Algebra I, geometry, and Algebra II).
- 3) A combination of three credits in Computer Science and or Engineering.

BUSINESS AND INDUSTRY ENDORSEMENT REQUIREMENTS

A student must complete one of the following:

- 1) A total of four credits in Technology.
- 2) A total of four credits in Yearbook and Graphic Design and Illustration.

High School Courses Taken in Middle School

Incoming students do not earn credit towards graduation for selected courses taken and passed in middle school. Proficiency will be 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 continue with four higher-level mathematics course in grades 9-12. Students who place past the first year of their language will still need to complete three credits of language studies while at Savio. Students who complete at least one year of high school math in middle school will earn credit towards the STEM endorsement.

Physical Education Credit

Students may enroll in wellness courses to earn their physical education credits or may earn one-half (.5) of a credit in physical education per semester through participation in St. Dominic Savio athletics. Only two seasons of athletics will be counted as physical education credit on a student's final transcript. Grades earned in physical education courses are 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 faculty 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) and University of Texas (UT). However, the school 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. Also, students who take the science department High School Research Initiative Course may qualify for UT elective credit. The GPA for these courses will be included in their St. Dominic Savio GPA and will count toward their 30 graduation credits.

Advanced Placement Courses

The Advanced Placement (AP) 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 must be paid for by the student. Interested students should see the Director of Guidance. For detailed information on AP courses and college credit, visit: <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. The family will be billed via FACTS in the spring for the number of exams for which a student is registered. St. Dominic Savio CHS offers the following AP courses, and students may take other AP exams upon request:

Biology	English Literature	Spanish Literature & Culture
Calculus AB	Latin	Statistics
Calculus BC	Physics C: Electricity & Magnetism	Studio Art
Chemistry	Physics C: Mechanics	US Government
Computer Science A	Psychology	US History
Computer Science Principles	Spanish Language & Culture	World History
English Language		

Pre-AP and AP Course Placement Criteria

Students are encouraged to take as challenging a course load as appropriate. Pre-AP and AP courses have a wider range and greater depth of subject matter than the academic level. They have the following general criteria which are specified by course and subject in the course guide:

- Earned a minimum grade percentage determined by the department;
- Demonstrated readiness through a minimum PSAT score;
- Teacher Recommendation

Students not meeting these criteria may only be placed in an advanced course with signed approval of the Director of Guidance, department chairperson for that subject, and a parent/guardian. In such cases, it is the primary responsibility of the student to solicit this approval. **If a student wishes to take more than 4 AP courses during a single year, a permission form must be signed by the parent and student and approved by the Director of Guidance.**

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 for Curriculum and Instruction 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.

Grading Scale (passing is 70)

Grade	GPA	Pre-AP & AP GPA		Grade	GPA	Pre-AP & AP GPA
100	100	108		84	84	92
99	99	107		83	83	91
98	98	106		82	82	90
97	97	105		81	81	89
96	96	104		80	80	88
95	95	103		79	79	87
94	94	102		78	78	86
93	93	101		77	77	85
92	92	100		76	76	84
91	91	99		75	75	83
90	90	98		74	74	82
89	89	97		73	73	73
88	88	96		72	72	72
87	87	95		71	71	71
86	86	94		70	70	70
85	85	93		0-69	0-69	0-69

Honors Credit

The GPA for grades earned in Pre-AP or AP courses is weighted when the student is awarded credit at the semester. For a grade of 75 or higher, 8 points of weight will be added to the semester grade.

Honors Recognition

High Honors shall include all students with an average GPA of 94 or higher at each marking period.

Honors shall include all students with an average GPA of 90 or higher at each marking period.

Diploma

A distinguished high school diploma is awarded to a student who has completed at least two semesters at St. Dominic Savio, has earned the required graduation credits, and has fulfilled all financial obligations to the school.

Graduation

Students are allowed to participate in graduation exercises after successful completion of all course requirements as stipulated by the state of Texas, the TCCBED, SACS and St. Dominic Savio CHS. 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 St. Dominic Savio CHS for four consecutive semesters. The status of Valedictorian and Salutatorian will be determined after the completion of the second semester of their senior year. In the event where multiple students have the highest GPA, they will be named co-valedictorians and there will be no salutatorian. In the event where two or more students tie for the 2nd highest GPA, they will be named co-salutatorians.

Grade Posting

Number 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. Students claiming an error in a report card grade should immediately contact their teacher. All grade change requests must take place within two weeks of the day report cards are sent to families. **Students who fail to notify their teachers until after the expiration of the two-week period may not receive a grade change.**

Grade Report Schedule 2018-2019

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Start of Quarter	August 13	October 16	January 8	March 25
Progress Reports Issued	September 12	November 14	February 6	April 24
End of Quarter	October 15	December 20	March 15	May 31
Report Cards Issued	October 19	January 9	March 27	June 4
Grade Changes Due	November 3	January 25	April 12	June 18

Homework and 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 Google Classroom. Grades are recorded in 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 reduced credit or no credit at all.

Student-led Conferences

St. Dominic Savio schedules brief student-led conferences once per year after the first quarter. These conferences are an opportunity for students to evaluate their progress with their teacher and parents present, but they are not intended to be a comprehensive discussion. Additional meetings between parents and teachers may take place when a concern arises about a student's progress and improvement. **It is essential that the student, parent,**

and teacher meet together to discuss specific expectations and responsibilities in order to create an academic improvement plan.

RenWeb Database System

Students and parents are encouraged to use the RenWeb system to update important information, follow school news, and monitor student grades. Savio faculty are asked to post their upcoming assignments and assessment due dates in the Google Classroom System by Monday morning of each week. Faculty are to regularly update their grades in RenWeb 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. Compliance with these policies is monitored by the Principal.

Failing Grades

When a student fails a course for the semester and subsequently repeats the course and earns a passing grade, the original numerical grade is recorded on the transcript and used in the calculation of the overall grade point average. The credit earned in the remedial course will be separately listed on the student's transcript.

Incompletes

In situations where a student has had a long-term absence from school due to serious injury or illness, an incomplete may be issued for the quarter in the affected classes. The student, parents, and teachers will discuss and create a makeup work schedule for the student to follow in order to recover the grades in a specific class. If a significant amount of work and assignments are missed, an administrative committee may be convened to advise on creating credit recovery plan. In order to help the student focus on making up their missed work, the school reserves the right to limit student involvement in extra-curricular activities and to assign them to mandatory tutoring sessions with individual teachers after school. Once the work is made up, the incomplete will be replaced by a number grade on the affected grade report and transcript. Students who are unable to makeup their work in the allotted time may see a reduction in their grade or loss of credit for the class.

Course Remediation Policy

A student who fails both semesters of a year-long required course must take summer school to redeem the credit before returning to St. Dominic Savio in the fall. If a student fails the second semester of a full year course, he/she must take that semester to earn credit. Summer School courses will not earn grade points but will recoup lost credit. The guidance department must approve all summer school selections before the classes are taken.

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, 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 CHS are awarded credit using St. Dominic Savio's policy guidelines. The grades are not used in the student's St. Dominic Savio GPA. The exception to this are summer courses that transfer students take after officially enrolling at St. Dominic Savio. 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

School Records and Academic Transcripts

An academic transcript is an official record that consists of the following information: personal student information, courses taken, credits earned, and grades received. The school does not, under any circumstances, release to a student or parent/guardian any copies of a teacher's recommendation or an unsealed official transcript. If the student has no outstanding financial obligations, the school provides unofficial transcripts to a parent/guardian, or, upon written request, forwards to any educational institution or scholarship agency a copy of the teacher's recommendations and official 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.

Ineligibility

Participation in extra-curricular activities requires academic eligibility; therefore, students' academic performance is reviewed a minimum of four times a year. After the end of the 1st quarter, 2nd quarter, 3rd quarter, and 4th quarter, any student who has 2 or more failing grades for the quarter 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 for Curriculum and Instruction and Director of Guidance one week after each marking period ends. Ineligibility means a student cannot participate in extra-curricular activities or in voluntary field trips.

A student who is carrying incomplete grades at the quarter in one or more classes will be declared temporarily ineligible until the work in the class is made up.

Academic Probation

At the end of each semester, all students who have 2 or more failing semester grades and/or a semester GPA below a 70 are placed on Academic Probation. These students and their parents are to discuss with appropriate administration and faculty a written Academic Action Plan for improvement. **Requirements of Academic Probation include weekly grade checks, mandatory tutoring sessions with teachers, and restrictions of other activities.**

At the end of each semester, the record of each student on Academic Probation is reviewed and recommendations for continuance at St. Dominic Savio Catholic High School are made to the Principal. Students on consecutive semesters of probation may not be offered enrollment for the next academic year.

Students who fail 2 or more semesters in a given school year must complete credit recovery for those courses in order to successfully regain eligibility for the following school year.

In addition to formal Academic Probation, students with failures in individual subjects may have extra-curricular activities restricted in order to attend tutoring or other academic services determined by the Director of Guidance.

Academic Grievance Procedure

When a student has a concern regarding a grade, assignment, or assessment in a particular course, they are to follow this procedure in order to address their concern. At all parts of this process it is essential that the student be involved in the discussion in order to advocate for themselves.

- 1) The student and parents are to promptly meet with the teacher of the course.
- 2) If the concern between the students, parent and instructor cannot be resolved, the parents and student meet with the Department Chair.
- 3) The Department Chair reviews all pertinent information regarding the concern and communicates their findings to the students and family.

4) If the concern has not been resolved with the Department Chair (or the Department Chair is the teacher of the course), the family may submit their written concern to the Assistant Principal for Curriculum and Instruction. The Assistant Principal for Curriculum and Instruction will make the final decision on academic concerns in consultations with instructors and Department Chairs.

VII. Guidance and College Advising

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 classroom visits and 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 Advising office.

Assigned Academic Office Hours

When students experience difficulty in a specific class, the administration may assign them to a regular Academic Office Hours session with the teacher of the class. Students will be required to attend these sessions on a regular basis to improve their performance in the class. The teacher will notify the parents if the student does not attend a required session and repeated absences from mandatory Academic Office Hours session results in a TYPE I Misconduct.

Learning Differences / Accommodations

St. Dominic Savio Catholic High School currently serves a wide range of academic abilities within its student population. While all enrolled must be able to meet the requirements for graduation, many students with special learning needs are served at St. Dominic Savio. The goal of the school and the Guidance Department is to work with families to create an accommodation plan that is shared with the teachers of the student in order to ensure student success.

The first step for parents of students with a learning difference diagnosis is to provide the Director of Guidance with an evaluation report from a qualified medical, educational, or psychological professional. If a report is more than three years old, then the family is required to obtain an updated evaluation. The Director of Guidance reviews the evaluation and determines which accommodations and/or recommendations can be implemented at St. Dominic Savio.

The Director of Guidance reviews the accommodations form with the student, their parents, and their teachers at the start of the school year. Students are encouraged to coordinate their accommodations with their teachers and the Director of Guidance on an as-needed basis. Teachers will keep a log of assignments and assessments for which students requested accommodations. In the event where a student or parent has concerns regarding the implementation of specific accommodations, they are to work with the Director of Guidance and the teacher(s) to find the best strategy for resolving the matter.

A reasonable accommodation is a change made to the teaching or testing procedures in order to provide a student with access to information and to create an equal opportunity to demonstrate knowledge and skills. Accommodations address how a student learns, they do not change what is learned.

Modification is defined as a change to the general education curriculum or other material being taught. Modifications are not provided with the Catholic schools of the Diocese of Austin.

An Individual Education Program (“IEP”) is a federal-funded plan for students determined eligible for services under the Individuals with Disabilities Education Improvement Act (“IDEIA”). Principals and teachers of Catholic schools do not develop IEPs; however, the administration of St. Dominic Savio can assist in the referral for evaluation to determine eligibility for special education services.

Being able to meet a child's educational needs is of paramount importance. However, reasonable accommodations do not ensure success. If a child's educational needs cannot be met at St. Dominic Savio, we will inform the parents to allow them to explore educational institutions that have the resources and expertise to meet the child's needs. (Diocesan Policy 304).

Dating

The school views dating amongst students as a family decision. Initial concerns involving two students dating should be dealt with by parents. The school advises parents to speak to their children about healthy dating relationships that incorporate Catholic values and behavior. If students or parents suspect that any form of harassment or bullying has occurred, they are to follow the harassment procedures outlined in this handbook or file a report with law enforcement.

Relational Aggression

Relational Aggression is behavior that is focused on damaging an individual's social connections within a peer group and usually involves the use of relationships to hurt another person (Crick et. al., 2002). This behavior may include social exclusion, gossiping, rumors, cliques and social rejection. Since St. Dominic Savio is a Catholic community that promotes acceptance and the recognition that every person is made in God's image, this behavior is disruptive to the social and learning environment of the school. When this type of behavior is reported to a faculty or staff member, a member of the Restorative Justice Council (RJC) will meet with the involved students to examine the situation and recommend strategies for resolution of the aggression. RJC members host structured meetings with the involved students that focus on communication, acknowledgement of harm, and plans for restoring harmony and respect. The goal of the council is to provide students with tools and a safe support network to resolve their differences, rather than to establish punitive judgement. Should the behavior continue after the RJC intervention, the school's bullying and harassment policies may be applied to the student(s) involved.

Schedule Policies

The guidance office works with students, parents, and faculty to select the most appropriate schedule based on a student's strengths and interests. Students are not guaranteed their first choices in a schedule, as the course availability is affected by number of requests, number of sections offered, course prerequisites, and other factors.

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.
- 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.
- Students are randomly assigned teachers through a computer-generated scheduling process.
- Students must have at least 3 classes in their schedule on A and E days.

Student schedules may be withheld for several reasons, including owed fees and tuition, non-completion of formation requirements, failure to fulfill behavior consequences, and academic ineligibility.

Struggling Students

When a student experiences academic difficulty, the Director Guidance may meet with them and their parents to create an Academic Action Plan. This Academic Action Plan may include strategies for the teacher and the student to employ to improve academic achievement in specific subjects. The Academic Action Plan will designate responsibilities of the student, parents, and teacher in order to address the academic concerns.

VIII. 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. Texas state education law and TCCBED policies mandate a minimum number of days in which students are to be in classes. This does not imply that students are free to take a certain number of days off. The Assistant Principal for Student Life is in charge of tracking and reviewing absences and tardies.

Aside from attending scheduled classes, students are also required to attend Mass, Exposition, assemblies, house advisory, pep rallies, mandatory athletic meetings, orientation (new students), retreats, Imago Christi Day, assigned tutoring when on academic probation, and other special school-wide events. **Parents are strongly encouraged to check the school calendar and coordinate trips with the school's scheduled holidays.**

The administration will make the determination whether an absence is excused or unexcused, parent permission does not necessarily determine the excused or unexcused status of an absence.

Minimum Attendance Policy

Students may not be absent more than 9 times (both excused and unexcused) from a particular class or the entire school day during a semester. If a student exceeds the minimum attendance policy, the school reserves the right to withhold credit(s) in the affected class(es).

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 are excused class absences, though all work must be made up. Students must meet with their teachers prior to the absence to make arrangements for the missed work to avoid any late work penalties.

As mandated by state education agencies, the school reserves the right to limit school-related absences for students who exceeded the number of permitted class and/or school day absences.

School Activities/ Athletics

A student must be in school on the same day for at least two full class periods in order to attend or participate in any school or athletic activities (especially TAPPS activities), both during school hours and after school hours; families with extenuating circumstances must contact the Assistant Principal for Student Life of Student Life for clarification.

Excused Personal Class Absences

Absences (both anticipated and/or unanticipated) due to illness, injuries, planned doctors' appointments, approved visits to colleges, planned surgeries, funerals, weddings, religious events, and family emergencies are considered legitimate "personal absences" and excused as long as proper documentation is provided. However, once student semester absences **exceed 9 class periods and/or 9 class days the student is in jeopardy of not receiving course credit (see attendance review process, page 20).**

Parents/guardians are to first notify the office of absences in the following ways:

- A phone call from the parent/guardian to the front office assistant by 9:00 a.m. (512-388-8846); AND/OR
- Direct email to the Assistant Principal for Student Life or the Front Office Assistant by 9:00 a.m. AND/OR
- In-person notification on the school premises

Families are to provide absence documentation on the day the student returns to school that includes the dates of and reasons for the absence(s) in the following formats:

- Signed letter of explanation from the parent delivered to the office;
- Signed notes or letters from an office or official either hand-delivered or faxed (512-388-1355) to the office.

Proper absence documentation should be received by the school within 2 full school days of the student's return.

It is the responsibility of students to secure an anticipated absence form and obtain signed approval from their teachers. Students are required to submit their anticipated absences form **ONE WEEK** prior to the dates of the absence or the absence may not be excused. The **ONE WEEK** requirement may be waived by the Assistant Principal for Student Life of Student Life in the case of unanticipated emergencies. This process permits students to coordinate a plan to complete all missed work from the classes. The student returns the form to the Assistant Principal for Student Life of Student Life, who verifies the approved absence with the teachers.

In order to receive full credit, tests, papers, projects, and other large assessments are to be made up within one week of the excused absence at a due date convenient for the teacher and student. In general, students have one day per absence to complete and turn in missed assignments. Students who fail to make up work from absences may have a reduction or total loss in credit for the missing work at the discretion of the teacher.

College Visits

Only Juniors (only 2 days permitted) and Seniors are allowed excused personal absences to visit colleges. In addition to advance notice and completion of the college visit form, the student must bring a signed and dated note from the Admissions Office of the college(s) acknowledging the student's presence on campus in order to confirm the absence as excused.

Long Term Absences

In the instance of long-term absences due to serious injuries, severe illnesses or special circumstances, the Assistant Principal for Student Life of Student Life and the Director of Guidance meet with the parents and student to construct a makeup work plan and schedule. Teachers are consulted to help devise this plan and provide the student with necessary support. The makeup work plan should include tasks and deadlines agreed upon by the Director of Guidance, student, parents and teachers. The student will have incomplete grades in each affected class until their work is completed.

Tardies

When students are tardy to class or to school, they must go to the front office and request a tardy pass to class. A tardy without approved documentation (medical note, emergency) is considered unexcused. A classroom tardy occurs when a student is not present in the classroom when the bell rings. Students who arrive in the room without a pass after this time are considered tardy. Tardies may be excused by a note from a doctor or medical office. Tardies due to extreme weather or confirmed traffic issues may also be excused. Students with excessive tardies to the same class risk losing credit for that particular class. **Three unexcused tardies for the same class results in one unexcused absence.**

Parents/guardians may notify the office of early morning tardiness by 9:00 a.m. of the same day in the following ways:

- A phone call from the parent/guardian to the front office (512-388-8846); AND/OR

- Direct email to the Assistant Principal for Student Life or the Front Office Assistant AND/OR
- In-person notification on the school premises

Families are to provide tardiness documentation to the office within two school days of the day of the tardy:

- Signed letter of explanation from the parent delivered to the office;
- Signed notes or letters from an office or official either hand-delivered or faxed (512-388-1355) to the office

Early Dismissal/Off Blocks

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 by 8:15 a.m. If a student does not have a note, it is the responsibility of the parent to email the front office with advance notice of the student's need to leave school for an appointment. This advance notice will ensure that the student is able to sign out at the front office at the requested time. 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. Under no circumstances may a student leave campus without parent and front office permission as outlined above. Excused early dismissals are handled in the same manner as anticipated absences.

A senior with a first period off-block must arrive at school office no later than 9:30 a.m. on a regular school day or they will receive an unexcused tardy. A student with a first period off-block is still required to attend Mass on Wednesdays. Seniors with a last period off-block must sign out at the school office before leaving the school campus.

IX. Consequences of Absences

Personal Absences

Students may not be absent more than 9 times (both excused and unexcused) from a particular class during a semester. When a student has accumulated 5 absences in a specific class, the Assistant Principal for Student Life notifies the family and advises them that the student is in jeopardy of reaching the maximum number of permitted absences.

Unexcused Class Absences

Absences for which there is no parental or medical timely follow-up 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 is also considered an unexcused absence.

Unexcused absence consequences: 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 assessments, the student will not receive a grade higher than 70%.
- It is the duty of the student to research and learn about the material they missed during their absence.

Three unexcused absences for the same class: If a student has three or more unexcused absences for the same class during one semester, course credit will be withheld. To recover this credit, the student must make up the missed time AND finish the missed academic work with passing grades by the end of the semester.

Attendance Review Process

Once a student's total number of absences (excused and unexcused) exceeds 9 classes in an individual course or 9 days overall for the semester, the student and their parents must discuss the matter with the Assistant Principal for Student Life. After discussing the issue with the student and parents, the Assistant Principal for Student Life and Principal determine a course of action according to each individual case. Possible recommendations available to the Assistant Principal for Student Life, including, but are not limited to the following:

- The student may be required to make up the time missed in each course by a date designated by the Assistant Principal for Student Life.
- The student may receive an Incomplete in their course until time and work requirements are met.
- The student may have limited involvement in extracurricular trips or activities that may involve missing class (including athletics, fine arts, and other competitions).
- 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
- The student may not be issued a Verification of Enrollment (VOE) form to obtain a driver's license
- The student may not be invited to return the following school year.
- The student may not be permitted to participate in graduation activities.

X. 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 interpret school rules and regulations in a manner that preserves the mission of the school and to withhold the privilege of attendance of classes and school sponsored events..

The Principal is the final recourse in all disciplinary situations and may waive any and all disciplinary regulations for just cause. This applies to student behavior on and off campus and any offense that is public record may result in disciplinary action. 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. When a student withdraws or is dismissed from the school under unfavorable conditions, they must seek permission from the administration to attend any school activities.

St. Dominic Savio Catholic High School 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 or procedures in the Student/Parent/Guardian Handbook and other Savio handbooks. 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 individual 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. **Parents and guardians who do not comply with expectations for proper behavior may face sanctions from the Principal and/or President.**

Demerit System

St. Dominic Savio uses the demerit system for the purposes of tracking and communication concerns regarding student conduct. If a student receives a demerit or demerits it is recorded in the school's internal data management system (RenWeb), but the demerit record is not shared with outside organizations and agencies. The disciplinary record is for Savio use only and is not included as part of a student's college application transcript. Demerits are issued for TYPE I Misconducts and other infractions as deemed necessary. Parents have electronic access to this information and are notified when a demerit or demerits are issued.

The objective of the demerit system is to remind students of their responsibilities and to encourage behavior consistent with the Savio Code. The Assistant Principal for Student Life meets with students to discuss all disciplinary infractions.

After-School Detention

Students are assigned after-school detentions for various misconduct by the Assistant Principal for Student Life. Students are required to attend the after-school detention on the next scheduled day. Each detention lasts 40 minutes and begins immediately after the last bell. This discipline obligation takes priority over all school requirements (sports practices, games, competitions, club meetings). Detentions include school service as part of the detention. Failure to meet a detention assignment may result in two makeup detentions depending on the frequency of missed detentions.

Saturday Detention

Saturday Detention is held once per month and students must pay a \$25 fee to St. Dominic Savio upon arriving to Saturday Detention. A student who misses Saturday Detention will be reassigned on the next scheduled Saturday, or serves 4 equivalent hours at the discretion of the Assistant Principal for Student Life. Failure to complete an assigned Saturday Detention will result in further consequences.

Suspensions

A suspension is a warning to students and parents that the behavior exhibited is not in keeping with the mission of St. Dominic Savio CHS and if the behavior continues, may lead to expulsion. Suspension is used for specific behavior as cited in this handbook, or when an administrator determines it to be necessary. Parents are notified of suspensions and conferences with administrators may be held if necessary. Classes missed during a suspension do not count towards the three unexcused absences provision for loss of credit.

Depending on the incident and types of conduct, students may be assigned in-school or out-of-school suspension or may be placed on non-privilege suspension at the determination of the Assistant Principal for Student Life and the Principal. When serving an in-school suspension, the student will report to the Assistant Principal for Student Life by 8:15. Cellphones are not permitted to be used during an in-school suspension.

The Principal and the Assistant Principal for Student Life reserve the right to assess additional consequences depending on the severity of behavior. Additional consequences may include probation or other restrictions.

Disciplinary Probation

The Assistant Principal for Student Life, in consultation with the Principal may place a student on probation. The purpose of the probation is to have the student accept responsibility for their actions and to demonstrate that they can modify and improve their behavior on a probationary status. The probation will specifically list the behavior expectations, requirements, and consequences for the student and the duration of probation. If the student fails to comply with the requirements of the probation, the Assistant Principal for Student Life brings the matter to the Principal.

Expulsion

St. Dominic Savio Catholic High School retains the right to expel students. Expelled students may not attend St. Dominic Savio Catholic High School sponsored events. Expulsion is recommended by the Administrative team with the approval of the Principal. Before a student is expelled, the student and parents meet with the Assistant Principal for Student Life and Principal. The Principal communicates the decision for expulsion in writing to parents/guardians.

The student and their parents/guardians have the right to appeal the decision. This request must be made in writing to the President within five business days of the Principal's letter. Parents/guardians forfeit the right to an appeal if the written appeal is not made within this time frame.

The President reviews the expulsion decision within five business days of the parents/guardians written request. The President retains the right to accept or decline the decision. The Principal's decision will be documented and placed in the student's file with copies mailed to the parents/guardians and the Superintendent of Catholic Schools. The President's decision in the case of expulsion is considered final.

Type I Misconduct

Type I Misconduct results in one demerit. The following are examples of Type I Misconduct:

- Violation of the uniform/dress code or not shaving
- Unexcused tardiness or unexcused absences to class or school
- Violation of the cellphone policy (see Page 29 for full consequences)
- Behavior that disrupts class, assemblies, Mass or Exposition
- Use of cursing, profanity, or obscene gestures
- Lying to faculty, staff and other personnel
- Missing assigned Academic Office Hours or tutorial without prior approval
- Littering on campus property
- Public Display of Affection
- Violation of the school medication policy (Page 4)
- Misconduct on school buses or vans
- Parking lot/driving misconduct
- Running or shouting in the school hallways
- Chewing gum in classrooms, during Mass, during Exposition, during assemblies
- Failure to remain within the designated boundaries
- Eating and drinking outside of the designated areas
- Opening or "propping" doors during the school day

CONSEQUENCES: One Demerit = Parent Phone Call; Two Demerits = After-school Detention; Six Demerits = Saturday Detention

Type II Violations

The following are examples of conduct unbecoming of a Savio student, which are Type II Violations. The school views these violations as more serious than a Type I Misconduct.

- Verbal abuse to others/Repetitive teasing
- Harassment and bullying
- Misuse of cellphones and electronic devices (including Savio email accounts)
- Disrespect/Insubordination in action or words
- Forgery
- Petty Theft
- Skipping class or other required school activities (Mass, Exposition, assemblies, pep rallies, tutoring)
- Leaving school without permission (including not signing out at the front office)

CONSEQUENCES: Restitution/Required Service, Two Demerits, AND After-school Detention OR Saturday Detention, dependent upon the number of demerits and nature and severity of the violation.

Type III Major Violations

The following are examples of Action harmful to the school's reputation, which are Type III Major Violations. The school views these violations as harmful to the entire school community.

- Stealing (Major Theft)
- Hazing
- Possession/Use of tobacco products (including e-cigarettes – "vapes") on campus, at school events, or in school vehicles
- Vandalism/Damage to school, student, faculty, staff, community property

- Possession/Use of pornographic material or Sexting on campus, at school events, or in school vehicles
- Possession/Use/Under the Influence of drugs or alcohol on campus, at school events, or in school vehicles
- Possession/Use of incendiary devices (fireworks, fire-starters, lighters) on campus
- Unauthorized entry into restricted school property and facilities
- Fighting

CONSEQUENCES: Restitution / Required Service, Suspension, AND Probation

Type IV Dismissible Offenses

The following are examples of Type IV Dismissible Offenses:

- Failure to correct a TYPE III Major Infraction
- Threats of violence, injury or death against the school, students, and/or school personnel
- Assault and/or battery of school personnel, student, or any visitor
- Selling, giving, or otherwise transferring (delivering) any illegal drug, alcohol, or controlled substance
- Possession of weapons (knives, guns, clubs, etc.) at school, at school activities, or in school vehicles
- Extortion, coercion, blackmail
- Unlawful trespassing
- Arrest by civil authorities for crime against persons or property

CONSEQUENCES: These offenses are considered dismissible offenses and are subject to Expulsion/Dismissal/Withdrawal of offending student from St. Dominic Savio Catholic High School.

Grievance Process for Conduct Consequences

All questions and concerns regarding discipline and behavior consequences (excluding expulsion) that may arise throughout the course of the school year are addressed through the following process:

- 1) The student and their parents/guardians are to contact and meet with the particular faculty or staff member who originally dealt with the discipline issue.
- 2) The student and parents/guardians have the opportunity to appeal the conduct consequences to the Assistant Principal for Student Life.
- 3) The Assistant Principal for Student Life will review the consequence and provide a decision on the appeal in writing to the family within five business days.
- 4) The student and parents/guardians may submit a written appeal of the Assistant Principal for Student Life's decision to the Principal, who will review their appeal.
- 5) The Principal will provide a decision on the appeal within five business days of receiving the written appeal from the family. The Principal's decision on non-expulsion behavior consequences will be final.

XI. Student Expectations and Responsibilities

Building and Campus Security

All faculty, staff, parents, and students are responsible for the safety and security of the St. Dominic Savio campus. Neither students, faculty, or staff are not to open doors or "prop open" doors to any individual during the school day for any reason unless given explicit permission by a faculty/staff member.

St. Dominic Savio CHS employs a security guard who patrols the campus and building in order to maintain a safe environment. Students and visitors are required to follow the guard's instructions in order to comply with campus safety and security policies.

Reporting of Safety Concerns Using STOPit

Students and families are obligated to immediately report any suspicious or threatening persons, actions, comments, or social media notifications to a faculty or staff member so that they can be investigated and addressed. St. Dominic Savio subscribes to the STOPit web program, where students can anonymously report the following via mobile apps, web forms, or by phone calls: bullying, cyberbullying, inappropriate teacher/student relationships, violence/threats, hazing, weapons possession, drugs/alcohol, substance abuse, and intolerance/discrimination. As soon as a report is filed, it is shared with the school administration and an investigation is conducted.

Any student whose actions pose a clear threat to a member of the Savio community will be immediately suspended while an investigation is conducted. Students who endanger themselves or others may not be allowed to continue attending St. Dominic Savio CHS.

Bullying/Harassment Policy

Bullying

All students at St. Dominic Savio Catholic High School have the right to a safe, secure learning environment, that is free from intimidating behavior from other students and emphasizes 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. The goal of the school is to work with students to address minor conflicts and issues in a constructive manner. **Students have the option of participating in the restorative justice program to alleviate relational aggression (see Page 17) issues before they become continuous.**

For the purposes of this policy, “bullying” means:

- Continuous expressions whether written, oral, or physical conduct, that is determined to have the effect of physically harming another, damaging another’s property, or placing another in reasonable fear of harm to another’s person or property; or
- continuous conduct that is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive environment for another; or
- repeated conduct that is designed or likely to result in causing physical, emotional, or psychological harm to another.

“Cyber-bullying” means bullying through the use of any electronic means, including, but not limited to, Internet social media sites, text messages, email, telephones, or computer misconduct.

Examples of bullying include, but are not limited to the following types of conduct:

- derogatory name-calling of an insulting or personal nature intended to offend another;
- deliberate exclusion or isolation of an individual or group by other students.
- ridiculing an individual because of physical, economic, sexual, intellectual, cultural or racial difference;
- verbal abuse or abuse through social media;
- comments that are intended to intimidate another;
- graffiti, malicious rumors, or anonymous notes designed to intimidate or embarrass;
- using language that is intended to insult or discriminate against another based on a protected class; or
- extortion (demanding money, material goods or favors by means of threat or force);

Administrators, teachers, staff, coaches, volunteers, parents, and students are asked to actively participate in paying attention and being aware when such behaviors are taking place.

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.

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:

- continuous threats or intimidation;
- continuous unwanted romantic and/or sexual attention or contact;
- repeated obscene comments or actions in person or through any form of electronic communication; or
- repeated gestures or body language that cause emotional distress in another person.

Hazing

St. Dominic Savio Catholic High School does not permit hazing, any form of student initiation or assault of another student. Hazing is considered a TYPE III Violation and may be subject to school dismissal.

Reporting Procedures

When an individual believes that he/she feels uncomfortable with the actions or comments of another, or observes similar treatment of another person, the individual must report his/her concerns immediately in writing as follows:

- Alleged or believed cases of harassment, or bullying are to be reported immediately in person and in writing by the affected student(s) to any of the following adult personnel: the Principal, Assistant Principal for Student Life, the Guidance Counselor, or any teacher, staff member, or coach. All allegations will be investigated by the Assistant Principal for Student Life. Persons who allege harassment by others should, to the extent possible, maintain evidence of the alleged harassment (including witnesses, emails, texts, electronic messaging of any kind, or phone messages).
- If any individual student is uncomfortable reporting to the above persons, the report may be made anonymously by using the STOPit! application and an investigation will be conducted on their behalf. Students must complete all requested information in the report in order for the concern to be properly addressed.
- This procedure may also be used to report hazing.

Investigating Procedures

1) Once a report of harassment or bullying is received, it will be promptly and carefully investigated. Proper outcomes take time; therefore, cooperation by all individuals involved in a complaint is necessary to conduct the investigation equitably. The preceding section on “Reporting Procedures” provides information as to how the initial report is presented for investigation.

2) The confidentiality of each individual involved with the investigation or complaint will be observed, provided it does not interfere with the ability to investigate the allegations or take corrective action.

3) If St. Dominic Savio determines that a student has engaged in behavior which violates school policy, the student is subject to disciplinary action (see violations Page 37).

- 4) Individuals should recognize that knowingly and willfully bringing false accusations of harassment or discrimination can have serious effects on innocent individuals and may also subject individuals to consequences for school violations.
- 5) If a harassment episode has occurred between Savio students, or a Savio student has harassed others, teachers and administrators work together with the people involved to rebuilding trust and respect if possible. This is best achieved and resolved through direct meetings and constructive dialogue.
- 6) Retaliation against individuals who in good faith file a complaint of harassment or participate in the complaint is prohibited. Any person who feels he/she has been subjected to retaliation should report such conduct as outlined above in the "Reporting Procedures."

These procedures may also be used to report hazing.

Campus Search and Confiscation

To safeguard the property of our students at 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 faculty and staff reserve the right to question students and to randomly inspect any vehicles, packages, parcels, book-bags, books, purses or any other possessions or articles carried to and from school property. Trained search dogs will be used to inspect areas of the Savio campus. If the dog identifies a backpack, bag, vehicle or other receptacles as holding chemicals, that item/area will be thoroughly searched. If the school conducts a search and discovers that a student possesses weapons, illegal drugs or stolen property or any other items the school believes may jeopardize the safety of its students or cause disruption of the orderly environment of the school, St. Dominic Savio reserves the right to confiscate these items. If chemicals are found in or on a student's personal property, the Savio drug and alcohol policy will be enforced. 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 remain on 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 are referred immediately to the Assistant Principal for Student Life and are subject to disciplinary action.

Cellular Phones and Electronic Devices

St. Dominic Savio encourages its students to dialogue face to face with one another as much as possible. While attending St. Dominic Savio, students will focus on their academic abilities and learn how to develop their interpersonal communication skills without relying on social media site communications. Cellphones are not integral to success in the classroom and often inhibit it. **Cellular phones and non-academic electronic devices may not be visible, heard, or used in any classroom at any time during the school day.** The school requires students to have their cellphones silenced and stored out of sight before the start of the school day. Students will be permitted to have and use their cellphones before school, during lunch, and after school (and during breaks on early dismissal days).

If a student is ill or has an emergency and needs to contact a parent/guardian, they are welcome to use the phone in the front office. Parents/guardians who need to contact their child for an emergency are to phone the front office or email their student. **Violation of this cell phone policy results in confiscation and a fine of \$25;** a parent or guardian must come to campus and retrieve the item directly from the Assistant Principal for Student Life or the front office. Refusal to surrender a cellphone to a staff or faculty member is considered insubordination and a TYPE II violation.

Students are to use their laptops appropriately throughout the school day. If a student misuses their laptop during class instruction, the teacher has the right to confiscate their device for the remainder of the day and write a referral to the Assistant Principal for Student Life. Confiscation of a laptop may result in a student not being

prepared for subsequent classes, assignments, and assessments for that class day. It will be the responsibility of the student to make up all work missed on their own time.

Conduct on Buses/Vans

Students must have permission to ride buses and vans. Unauthorized use of school transportation by students is forbidden. Responsible behavior is expected on buses and vans. All school rules and regulations are in effect while riding on school buses and vans. The driver will report uncooperative riders to the Assistant Principal for Student Life.

Dances

The Student Activities Board sponsors 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 for Student Life. 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 non-Savio guest to provide him or her with information 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. Students who show up in violation of the dress code will not be admitted to the Dance.
- Lewd or inappropriate behavior (including dance grinding or placement of hands), is not acceptable. After a warning, a student will lose their dancing privileges for 30 minutes for the second infraction. A third infraction will result in the student remaining off of the dance floor for the rest of the dance and a parent will be contacted.
- 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 aged 21 or older is allowed to attend the dance.
- Students who act inappropriately at school dances will be asked to leave the dance or to be picked up by a parent. A meeting will be scheduled with the student and parent to address the concern the next week at school.

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
 - Skirt must be neatly hemmed and worn at a modest length at the **top of the knee**.
- Uniform shirts can either be a Savio monogrammed polo shirt (white, navy, grey) or a Savio monogrammed white oxford overblouse with a matching undergarment.
 - 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.
 - Socks must be visible above shoe line.
- Navy blue blazer monogrammed with Savio crest.

Ladies Shoe Policy: All female students are to wear black dress shoes with no heels

- o Shoes are to be worn in the manner intended (i.e. no stepping on the heel and free of markings).
- o No open-toed, open-heel, or sandal shoes are permitted at any time.
- o Athletic shoes may not be worn
- o If a student needs to wear “non-regulation” uniform shoes for medical reasons or injury, the shoes **MUST** still be all black. **A note from a medical doctor with a starting and ending date must be provided to the Assistant Principal for Student Life.**

Ladies Mass Day Formal Uniform: Ladies must wear their plaid skirt, Savio white oxford overblouse with a matching undergarment, navy blue or white knee-high socks or tights in solid navy or white color, black flat shoes and navy blue blazer with Savio crest. **All female students must be in full Mass dress at the beginning of first period.** Blazer sleeves are not to be rolled up at **any time.** 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.

Ladies Miscellaneous Dress Code Policies

- Hair must be kept in a neat style. Unnatural colors, radical colors, or distracting hair styles are not permitted.
- No piercings other than ears with a maximum of two earrings in each ear. Dangling earrings and nose rings are not permitted.
- 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 or bandanas in the building during the school day.

Gentlemen’s Uniform (Required Items)

- Flynn O’Hara regulation navy pants or dark heather grey dress slacks.
- Smooth black leather belt with a simple buckle.
- Uniform shirt can be either the monogrammed Savio polo shirt (white, navy, grey) or monogrammed Savio white oxford dress shirt.
 - o ALL shirts are to be neatly tucked in.
- Required shoes are black dress shoes or black shoes with flat soles
 - o Shoes are to be worn in the manner intended (i.e. no stepping on the heel and free of markings)
 - o Athletic shoes may not be worn.
 - o 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 with a starting and ending date must be submitted to the Assistant Principal for Student Life.**
- Regulation Savio uniform tie or bowtie.
- Navy blue blazer monogrammed with Savio crest.
- Black, gray or navy blue crew socks only.
 - o Socks must be visible above shoe line.

Gentlemen’s Mass Day Formal Uniform: Gentlemen must wear the dark heather grey pleated dress pants, monogrammed Savio white oxford dress shirt, regulation Savio uniform tie/bowtie, navy blue blazer monogrammed with Savio 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.** Blazer sleeves are not to be rolled up at **any time.** 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.

Gentlemen’s Miscellaneous Dress Code Policies

- When wearing the oxford dress shirt during Mass, all shirt buttons must be buttoned, tie cinched, 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 not cover the entire ear. Severe, bizarre and extreme styles and colors are not acceptable. Hair may extend no further than the top of

the shirt collar. Excessive sideburns are not acceptable. “Man buns” or tails of any sort are not permitted. Unnatural colors, radical colors, or distracting hair styles are not permitted.

- Facial hair is not permitted. Gentlemen should arrive to school clean shaven. (An exception may be given for “No Shave November.”)
- 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, bandanas, or hair/head bands in the school building during school hours.

Unisex Uniform Optional Items

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

Unisex Cold Weather Uniform Policy: Students are to only wear approved items with the official school logos or school name on them. The following are approved outdoor:

- School blazers purchased from Uniform Vendor
- Official school sweaters, sweatshirts, hoodie sweatshirts, and ¾ zip sweaters from Uniform Vendor
- Official school sweatshirts from the school spirit store (Rocksports)
- Official team sweatshirts and jackets issued through the athletic, robotics, and fine arts programs
- Official school letterman jackets purchased through the athletic department vendor

Athletic T-shirts, short or long-sleeved are not permitted to be worn over polo shirts as outerwear. The exception would be for official “spirit wear” days only. Students will be asked to remove them.

Non-Uniform Day Policy: Students are permitted on “spirit wear” days to wear the following modest clothing:

- Appropriate t-shirts, including Savio spirit wear
- Un-tattered jeans or clothing that does not have any holes
- Athletic shoes or boots
- Dress permitted on special theme days

The following are not permitted at any time in the school building during school hours:

- Hats or bandanas
- Sweatpants, pajama bottoms, onesies, overalls, shorts, or workout pants
- Non-approved athletic wear (drawstring or elastic-waist slacks or shorts)
- Baggy or oversize pants
- Fatigue-style (camouflage) pants or cargo pants
- Sleeveless shirts
- T-shirts or shirts with inappropriate language and/or graphics
- Boots with steel toes
- Open-toed or open-heeled shoes (sandals or flip-flops of any kind) or five-toed shoes

Drugs/Alcohol/Tobacco/Vaping

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. **For the first offense, the student is immediately suspended from school for one full day, they receive a one-week non-privilege suspension, and parents are contacted. For a second offense, a two-day suspension is enacted and the student must enroll in a licensed chemical dependency program. For a third offense, the matter will be referred to the Principal to discuss the student’s ability to continue attending St. Dominic Savio.** In extreme cases, students will be expelled from school.

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 meet with the Principal. The student may be subject to dismissal.

In order to maintain the safety and well-being of all students, St. Dominic Savio collaborates with local and state law enforcement agencies to ensure 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 will result in immediate consequences. 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. **In the event where a student is caught dealing or selling on campus or any school event, the police will be notified immediately.** 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 the school 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.

The school reserves the right to have students at school functions take a breathalyzer test if they are suspected of being under the influence. School administrators will administer the test and inform the parents of the concern immediately.

Fighting

Fighting is not tolerated at St. Dominic Savio Catholic High School.

Fireworks

The use or possession of fireworks or incendiary devices 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.

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, the library, 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.

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.

Hall Passes

All students in the hall during a class period must have an official school hall pass issued by a faculty or staff member.

Insubordination

Willful disobedience or defiance of authority directed toward a school employee or supervisor is not permitted. Insubordination includes failure to comply with a request or directive made by a school employee.

Lockers and Desks

Lockers and desks are school property and are for students' use. All new students will be issued a locker assignment at the start of the school year. Returning students who desire a locker are to see the Assistant Principal for Student Life upon return to school. 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.

Lunch Procedures

Food and drinks may be consumed only in the designated areas that are supervised by faculty and staff. Students are not allowed to eat lunch in the parking lot, athletic fields or in front of the school building. **Students are not permitted to leave campus for lunch.** Alumni and immediate family members only may have lunch on campus with students with advance notification and permission from the Assistant Principal for Student Life or Principal. All lunch visitors must sign in the front office to obtain a pass and must be escorted by a Savio student. It is the responsibility of the students to clear tables after eating, putting waste food and trash in containers provided, and cleaning up an accidental mess. During extreme cold weather, students may be permitted to eat in supervised classrooms on the first floor. The office staff is not able to call students to the office to pick up lunches dropped off by parents. **Students and Parents are not permitted to order delivery food from off-campus businesses.**

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 should go to the restroom before or after Mass and Exposition. Students are to walk respectfully to and from Mass and Exposition of the Blessed Sacrament.

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 school website or through the school social media sites. If a student or family does not want to be included in an image that will be displayed via the school, they must make a formal request to the Director of Admission. Families who take pictures during school events and share with others in the community should contact the school office to ask about the proper procedures.

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.

Student Privileges

The Principal and Assistant Principal for Student Life may permit privileges to the members of a class. Privileges may include free dress, and other rewards. Students who choose not to comply with behavioral or academic expectations may lose their privileges.

Social Media Responsibility

Students are expected to act responsibly and respectfully on social media sites at all times. It is a known fact that what students post online has a significant impact on their daily interactions at school, on their emotional well-being, and on their public profiles monitored by colleges, universities, and prospective employers. In essence, what students post on social media is their resume to the world. Parents are expected to monitor what their students post on social media sites in order to help them conduct themselves in a proper manner. Students are encouraged to report social media concerns to the Assistant Principal for Student Life or the STOPit app for further investigation. **Student postings that demonstrate conduct unbecoming of a Savio student will be investigated.**

Spectator Sportsmanship

Spectators should show courtesy and control in speech and action, especially toward game officials, cheerleaders, supporters, 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.

Student Driving and Parking Lot

Driving to school is a privilege, not a right. Students and parents driving to and from school must obey all traffic laws and avoid reckless driving on all roads and in the parking lot. Students must exhibit proper conduct in the school parking lot at all times. Upon arrival to school, students are to lock their cars and enter the school building immediately. “Hanging out” (loitering) in the parking lot before or after school is not permitted. All student vehicles are registered with the Assistant Principal for Student Life before the student begins driving to school. All students must have and display a Savio-issued parking permit in their vehicle when they are on campus. School administration and campus security will enforce all parking regulations and restrictions. As a safety precaution, unknown vehicles will be towed.

Teacher Requested Meetings

Teachers may request prompt meetings with students outside of class time in order to resolve academic or behavior concerns. Students are required to attend these meetings unless in case of emergency, at which they will arrange another meeting time with the teacher.

Trespassing

It is considered trespassing if a student is on the campus after the end of the last school activity of the day without supervision by a faculty/staff member.

Vandalism

Vandalism is the defacing or willful destruction of school, community, or private property. Vandalism is a TYPE III major infraction and those involved must pay for the assessed damages. If a student accidentally damages school property, they should immediately report the matter to the Assistant Principal for Student Life in order to discuss the responsibility for repairs.

Weapons

Possession of weapons or other dangerous instruments of a threatening or harmful nature is not permitted on campus or at any school function. A student found with a weapon faces TYPE IV consequences.

XII. 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 the school. 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)

Students are required to:

1. Have a personal device available for classroom use that meets the requirements outlined in the St. Dominic Savio Acceptable Device Requirements document (available on the Savio website)
2. Only access the internet via the designated school wireless (wifi) network.
 - a. Use of the school wired (LAN) network is strictly prohibited for non-school owned devices.
 - b. Attempts to access the internet by circumventing the designated student school wireless network is strictly prohibited. This includes, but is not limited to, the use of 3G or 4G mobile hotspots, tethering to/from a device, or using VPN (Virtual Private Network) or other services to bypass the School's security and filtering measures or for any other non-school approved purpose.

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 St. Dominic Savio 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 school domain and retain the right to obtain access to personal accounts utilized on the school 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 school Google account, personal e-mail accounts or web pages, violate school's school policies, are subject to disciplinary action which may include probation, suspension and/or dismissal from St. Dominic Savio.

- d. Do not use the network in such a way that you would disrupt the use of the network by other users.
- e. St. Dominic Savio 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 school 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

St. Dominic Savio 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. The school 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 St. Dominic Savio.

Mobile Device Management (MDM)

In order to access the St. Dominic Savio designated wireless network, students are required to enroll their device with the St. Dominic Savio Mobile Device Management (MDM) product.

Classroom Management Software

St. Dominic Savio Catholic High School reserves the right to utilize classroom management software 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 with student permission and for educational purposes.

Students may be required to install the software management device on their computers.

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 online materials without permission. Any acts of vandalism are subject to disciplinary action which may include probation, suspension and/or dismissal from St. Dominic Savio.

Wasteful Use of Educational Resources

Using St. Dominic Savio'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 St. Dominic Savio

Damages

The user specifically agrees to reimburse St. Dominic Savio and the system administrators for any losses, costs or damages, including reasonable attorney's fees, incurred by the school 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 St. Dominic Savio's web page through the address <http://www.saviochs.org>. The website provides information to students and parents relevant to the life of the school. All subject matter posted on the website of the school must be appropriate and of interest to the school community. The publication of personal student, faculty or staff homepages or home pages for other individuals or other organizations not affiliated with the school 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 the school.

XIII. Student Activities and Extra-curriculars

Academic Office Hours

During Academic Office Hours all students must report to a classroom supervised by a faculty member or to the library. Students in the library are expected to work quietly. Students must sign in upon arriving at a classroom or the library. The commons/courtyard are no longer available during this time.

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 (including the Eagle Weekly). Announcements must be submitted to the front office the day before they are to be read or distributed. The announcement form must be approved and signed by the organization's faculty sponsor. Posting of announcement to community communications is subject to approval of the President and/or the Principal. Any announcement that misses this deadline will not be included. Clubs and teams are encouraged to work with the Assistant Principal for Student Life to develop proper communication methods for group meetings and events.

Assembly/Family Time/Pep Rallies

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

Athletic / Competition Conduct

As a participant in St. Dominic Savio Catholic High School competitive activities, it is anticipated that students will act appropriately when representing the school. Expectations are clearly outlined in the Athletic Handbook.

Athletic and Fine Arts 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.

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 CHS. 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 for Student Life by the end of September. 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 CHS official club, it is anticipated that students will act appropriately when representing said club. In the event that a student behaves in an unbecoming manner, consequences are in line with the by-laws of the club and/or the St. Dominic Savio CHS discipline code. Questions about the procedures for starting or modifying a club are to be directed to the Assistant Principal for Student Life.

Extra-curricular Activities

Extra-curricular activities at St. Dominic Savio CHS are a vital part of the educational program. They assist students in growing and maturing into responsible members of the school community. Since extra-curricular activities are an integral part of our school curriculum, the school strives 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 St. Dominic Savio administration as official representatives of the school. Students in clubs, activities, and athletics are extra-curricular participants. As representatives of the school 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.

Field Trips and Service Trips

St. Dominic Savio CHS 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 attendance, academic eligibility, and behavior. All forms must be turned in before a student is permitted to attend the field trip. All school expectations and regulations apply to students while on a school-sponsored with some exceptions (uniform, electronics).

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 (Savio coach or teacher) is on duty.

Leadership Eligibility

Students in leadership positions in the school community are required to maintain in good academic and behavioral standing. The school administration reserves the right to suspend or remove a student from a leadership position. Students may earn back their leadership positions after a specified amount of time.

Posters and Signs

Posters, notices, signs, etc., are not to be posted in the building without signed approval of the Assistant Principal for Student Life. 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.

XIV. Volunteers and Community Involvement

Alumni

St. Dominic Savio welcomes its alumni to visit the school during lunch hours, after school, at school events, and at specific times when invited for an official capacity. All alumni are asked to sign in at the front office.

Athletics Boosters

The leadership of the Boosters organization works with the school administration to support the athletic programs of the school. Fundraising and expenditures by the boosters is done with the pre-approval of the Principal and the President. Families are encouraged to purchase membership in the boosters and to volunteer at Booster events.

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.

Savio Parent Association (SPA)

The Savio Parent Association is composed of parent members and volunteers from the St. Dominic Savio CHS community. Families pay an annual membership fee of \$40 to support the activities of the SPA, which foster community building among the families, students, and faculty of St. Dominic Savio CHS. The Principal works with the SPA leadership to accomplish its goals.

Use of School Logo

The St. Dominic Savio Catholic High School logo, name, and crest, in part or entirety, may be used in written or electronic correspondence, marketing, gifting, or any other purpose only with the expressed permission of the Development Director.

Volunteers

Parents and other supporters of the mission of Catholic education are welcome to volunteer at St. Dominic Savio CHS. 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. All volunteers are expected to conduct themselves in

a manner that supports the Mission of the school and ensures the safety and success of the students and school personnel. Volunteers work under the guidance of the faculty, staff, and coaches. Volunteers are not permitted to make decisions on behalf of programs or students unless it is in close consultation with the school administration. The school administration reserves the right to deny a person from future volunteering opportunities if their actions violate school policy, procedures or decisions.

Acknowledgement of St. Dominic Savio Catholic High School

2018-2019 Student/Parent/Guardian Handbook

Student Name: _____ Year of Graduation: _____

Home Address _____
Street City Zip

Phone Information: PLEASE INCLUDE AREA CODE

Home: Father: _____ Mother: _____

Work: Father: _____ Mother: _____

Cell: Father: _____ Mother: _____

Email: Family: _____

Email: Father: _____ Mother: _____

Parish: _____ Town: _____

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 or guardian has read and accepts **all** 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 front office on Monday, August 13, 2018 but no later than August 17th. Any student who has an incomplete acknowledgment form by August 17th will not be allowed to attend classes and/or participate in extra-curricular activities.

 Printed Student Name Student Signature Date

 Printed Parent/Guardian Name Parent/Guardian Signature Date

 Printed Parent/Guardian Name Parent/Guardian Signature Date