



Since 1860-1861

*Student/Parent
Handbook
2021-2022*



Alma Mater

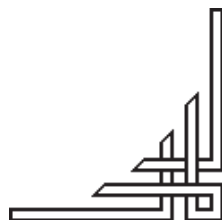
Alma Mater, home of learning!
Hear our voices loud in praise;
While our loyal hearts are yearning
To far heights thy name to raise.

Chorus

Peace and love and wisdom hoary
In thy halls our youth has found;
//Ours 'twill be to spread thy glory,
Far and near thy fame to sound.//

Proudly march we 'neath thy Standard,
Saints' and sages' names enrolled.
"Veritas" has never wandered
From thy Shield full centuries old.

Chorus



St. Mary's Dominican High School

7701 Walmsley Avenue / New Orleans, LA 70125-3494 / (504) 865-9401
www.stmarysdominican.org

Dominican Catholic Education Since 1860

Sponsored by the Dominican Sisters of Peace

Approved by

THE STATE DEPARTMENT OF EDUCATION
OF LOUISIANA

And Accredited by

AdvancED Worldwide

THE SOUTHERN ASSOCIATION OF COLLEGES
AND SCHOOLS SINCE 1927

Member of the

NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION
DOMINICAN ASSOCIATION OF SECONDARY SCHOOLS
ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT
NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS
LOUISIANA ASSOCIATION OF SCHOOL EXECUTIVES
COLLEGE BOARD
AMERICAN COUNCIL OF TEACHERS OF FOREIGN LANGUAGES
LOUISIANA LIBRARY ASSOCIATION
NATIONAL COUNCIL OF TEACHERS OF MATHEMATICS
NATIONAL SCIENCE TEACHERS ASSOCIATION
NATIONAL ASSOCIATION FOR COLLEGE ADMISSION COUNSELING
LOUISIANA COUNSELING ASSOCIATION
NATIONAL COUNCIL FOR SOCIAL STUDIES
NATIONAL ART EDUCATION ASSOCIATION
NATIONAL COUNCIL FOR TEACHERS OF ENGLISH
LOUISIANA HIGH SCHOOL ATHLETIC ASSOCIATION
LOUISIANA MUSIC EDUCATORS ASSOCIATION
COUNCIL OF CATHOLIC SCHOOLS COOPERATIVE CLUB
CITIZENS FOR EDUCATIONAL CHOICE

The rules and policies for St. Mary's Dominican High School outlined in the handbook are a condition of the student's enrollment at St. Mary's Dominican High School. In outlining its rules and policies in this handbook, St. Mary's Dominican High School has attempted to be as explicit as possible. However, during the academic year unforeseen circumstances may arise. The Principal has the authority to use her discretion in making decisions regarding unforeseen circumstances. The Principal may also amend this handbook as circumstances may warrant. Parents and students will be given written notification of any changes made to this handbook during the academic year.

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St. Mary's Dominican High School

There are many outstanding schools in New Orleans, so what makes St. Mary's Dominican High School unique? We are part of the Order of Preachers committed to Veritas and commissioned to participate in the "holy preaching" fostered by St. Dominic. Through the ministry of Dominican Catholic education, St. Mary's Dominican High School prepares students for college and recognizes students' apostolic capacity and their leadership ability to infuse Gospel values in the lifestyles and professions they later pursue. However, not only do Dominican students and graduates have apostolic capacity and leadership ability, but also St. Mary's Dominican High School itself, through its institutional commitment to religion, science, and the humanities, serves as a model for engaging the values of the Gospel while addressing the challenging questions that are posed through these academic areas. We truly believe that faith informs reason and immersion in the humanities enriches life.

Mission Statement

St. Mary's Dominican High School, sponsored by the Dominican Sisters of Peace, is a Catholic college-preparatory program for young women rooted in the tradition of prayer, study, community, and service. With Jesus at the center, the Dominican community preaches the Word, radiates joy, advocates peace, promotes justice, seeks Truth, manifests Catholic values, and ministers to others.

History

St. Mary's Dominican High School has a rich heritage. In the thirteenth century St. Dominic de Guzman founded the Order of Preachers, and his followers immediately dedicated themselves to the pursuit of Truth, "**Veritas.**" From its humble beginnings in southern France, the

Order spread throughout Europe, and with the voyages of Columbus, found its way to the New World. Dominican life in Louisiana began on November 5, 1860, with the arrival of seven Dominican Sisters (Mother Mary John Flanagan, Mother Mary Magdalen O'Farrell, Sister Mary Osanna Cahill, Sister Mary Xavier Gaynor, Sister Mary Hyacinth McQuillan, Sister Mary Ursula O'Reilly, Sister Mary Brigid Smith) from St. Mary's Convent, Cabra, in a suburb of Dublin, Ireland. These women, the founders of the Dominican Sisters, Congregation of St. Mary, were educated in the humanities and fine arts. They came to New Orleans at the request of Rev. Jeremiah Moynihan, pastor of St. John the Baptist Church, to teach the children of the Irish immigrants. Less than a month after their arrival, they opened St. John the Baptist School for Girls on December 3, 1860, with a recorded attendance of 200.

In addition to staffing the parochial school, the sisters established an academy which came under the generic heading of "select schools" in that era. Although it was housed in the community room of the sisters' small convent, on May 10, 1861, the New Orleans Female Dominican Academy, was chartered under Louisiana state laws as an "Institute for Literary, Scientific, Religious and Charitable Purposes."

In an auction three years later, the Dominican Sisters purchased the Macé Academy in the suburban village of Greenville. In April of 1865, boarding students from St. Mary's Academy on Dryades Street were transferred to the Greenville campus which accommodated them until a century later when St. Mary's Dominican High School moved to the Walmsley Avenue campus. The Dryades Street Academy and the Greenville Academy on St. Charles Avenue coexisted until 1913 when St. John's Parish purchased the downtown buildings and established the St. John the Baptist Parochial School to educate both boys and girls. In 1881, the Sisters received permission from the Archbishop to build a new academy on the property at Greenville, and the cornerstone was laid in 1882. Later, the suburban village of Greenville was incorporated into the city of New Orleans, and the designation of its location changed from Greenville to St. Charles Avenue and Broadway. In 1885, the Sisters founded a circulating library at the Academy on Dryades Street, and in 1888 the first issue of the *Salve Regina*, a literary journal was published and printed by the students at Greenville.

In 1900, Mother Mary de Ricci Hutchinson, assistant to the Prioress, called a preliminary meeting of all former pupils of Dominican Academy for the purpose of establishing an Alumnae Association. The follow-

ing year, in January 1901, the group accepted the charter and by-laws proffered by the designated committees, selected St. Catherine of Siena as its patroness, and launched the Alumnae Association to develop into a well-organized group whose effectiveness in keeping Dominican tradition alive is clearly manifest in the twenty-first century.

In 1908, classes in pedagogy were introduced into the curriculum, and graduates of 1909 who wanted to teach were equipped to do so. On December 12, 1908, St. Mary's Dominican Diocesan Training Program for Teachers was legally authorized by the state of Louisiana. Eleven members of the class of 1910 were awarded Bachelor of Arts degrees at their graduation from the Academy, and St. Mary's Dominican College was born.

To St. Mary's belongs the distinction of being the first Catholic academy for young ladies in the South to confer college degrees. This privilege was granted her by the last session of the general assembly of Louisiana, in an act passed by that body, June 17, 1910. – *Excelsa Versus*, page 26

Sister Mary de Ricci Hutchinson, O.S.D.

By 1914, a four-year program of studies became imperative, and, changing its name and structure, the Academy became St. Mary's Dominican High School. In September 1927, St. Mary's Dominican High School was accredited by the Southern Association of Colleges and Schools and has maintained that status ever since.

Increased enrollment in both the high school and the college necessitated physical expansion. In 1959, Archbishop Rummel approved the construction of a new St. Mary's Dominican High School on its current site. March 21, 1963, marked the official move of St. Mary's Dominican High School from 7214 St. Charles Avenue to 7701 Walmsley Avenue.

Today, St. Mary's Dominican High School thrives; its growth and development are rooted in its creative response to faithfully preach the Gospel through Catholic education. In 1989, Dominican High School was recognized as a school of excellence by the United States Department of Education, which also, in 1996, designated it a National Blue Ribbon School. Through the years the school has improved physically and academically. While valuing the role of teacher-student interaction in the educational process, it has also recognized the value of the world of technology and has continuously striven to provide for access to its treasures. The O'Farrell Student Complex was completed in 1993 providing expanded music, athletic, and food-service facilities. In 1997, the library was renovated and named the Erminia Wadsworth Library,

and another phase of technological advancement began.

After spending eighteen months engaged in the 2000 Southern Association of Colleges and Schools self-study and the formation of the 2001 *Case Statement* identifying areas of need, St. Mary's Dominican High School embarked on a capital campaign, "*Truth, Tradition, Tomorrow*," to construct a multipurpose facility. This resulted in the completion of the Siena Center in 2006. In 2007, Dominican established the *Sr. Mary Ann McSweeney, O.P. Faculty Endowment Fund* to assist the school in maintaining an excellent faculty to best serve students.

Although St. Mary's Dominican High School was greatly impacted by Hurricane Katrina in 2005, the spirit of the Dominican community came through in every way to make sure that students continued to be served. The campus reopened on January 17, 2006.

On April 22, 2016, with the dedication and blessing of the Gayle and Tom Benson Science and Technology Complex, St. Mary's Dominican High School celebrated and affirmed her commitment to meaningful dialogue between faith and reason in modern times. Through the STREAM™ initiative Dominican continues to articulate the Preaching Mission of the Dominican Order.

The seven Dominican women who came to New Orleans in 1860 were not only venturing into new horizons, they carried a heritage. They, like their founder, St. Dominic, possessed the spirituality, intellect, and leadership qualities to be missionaries and educators. They, too, were a joyous group eager to share the Gospel message with the New Orleans community.

The transmission of the Dominican charism, to praise, to bless, to preach, continues at St. Mary's Dominican High School. Rooted in the motto, VERITAS (TRUTH), Dominican has been and remains today a place of foundations — a place where students learn to integrate prayer and study, community and service, joy and a zest for life.

This heritage begun by St. Dominic, continued by the Dominican Sisters from Cabra, guided by the Dominican Sisters (Congregation of St. Mary, from 1860-2009 and the Dominican Sisters of Peace since 2009), and sustained through Catholic education with the succeeding generations of Dominican sisters, priests, brothers, and laity remains a "*Legacy through Generations*" leading to an "*Eternity of Truth*."

Philosophy

Sponsored by the Dominican Sisters of Peace, St. Mary's Dominican High School fosters the growth of each individual's spiritual, intellectual, social, emotional, and physical qualities through the education of the whole person. As a Catholic school, Dominican's primary goal is to instill in each student a knowledge of moral values while promoting the practice of ethical behavior based on these values. Dominican believes that actions should reflect a belief in God and a respect for the dignity of all God's creation.

As a college-preparatory school, Dominican provides an atmosphere for intellectual growth and promotes learning as a life-long process. The school endorses a curriculum which stresses exposure to various disciplines, encourages academic excellence, and prepares the student to develop leadership roles in a global society.

Dominican acknowledges that parents are the primary educators who share with the school the responsibility for their daughter's education. Furthermore, the school recognizes that the student has the responsibility to embrace the learning opportunities offered. Dominican believes that the teacher's role is to facilitate learning by challenging each student to reach her potential.

Believing that individual fulfillment lies in dedication to Truth, Dominican affirms its commitment to its motto, VERITAS.

Profile of a Dominican Graduate

A Dominican graduate is encouraged to be a woman of integrity who seeks Truth, VERITAS. Embracing the Dominican program and aspiring to its ideals, she:

- Understands the importance of prayer in her daily life.
- Appreciates and understands the teachings of the Catholic Church.
- Seeks the peace of Christ in her heart and in the world.
- Thinks critically and independently.
- Leads others with dignity and calls forth the best in them.
- Serves her community and works for justice.
- Values learning and pursues excellence.
- Communicates effectively.
- Projects self-confidence in meeting the challenges of a changing world.
- Recognizes and cherishes diversity in God's world.
- Respects life and promotes stewardship of God's creation.
- Celebrates Dominican tradition and heritage.
- Preaches the values of the Gospel through her life.

School Leadership

LEADERSHIP TEAM

President Dr. Cynthia A. Thomas, OPA

Principal, Vice-President-Instructional Area

..... Mrs. Carolyn F. Favre, OPA

Vice-President, Dominican Catholic Identity

..... Dr. Maureen Wright, OP

Vice-President, Advancement Mrs. Jamie G. Lassere

Vice-President, Chief Financial Officer

..... Mrs. Catherine V. Thomson

INSTRUCTIONAL PROGRAM

Principal Mrs. Carolyn F. Favre, OPA

Assistant Principal/Academics Ms. Shannon E. Hauler

Assistant Principal/Classroom Supervision and

Curriculum Development..... Dr. Lindsay S. Huber

Assistant Principal/Professional Development in

Technology and Student Records Mrs. Patricia W. Byrne

Assistant Principal/COVID-19: Compliance and Logistics/

Student Clubs and Organizations..... Mr. Dennis A. Panepinto

Dean of Student Services Mrs. Katey F. Alexander

Assistant Principal/Academics Ms. Shannon E. Hauler

Scheduling Coordinator/Technology Ms. Julie A. Cristina

Textbook Coordinator Mrs. Margaret Womble

Dean of Student Services Mrs. Katey F. Alexander

Class level Coordinators

Senior Ms. Charlene Ford

Junior Mrs. Robyn Miltenberger

Sophomore..... Mr. Randy Duplantis

Freshman Mrs. Denise Vo

Eighth Grade..... Ms. Casey Lefante

Athletic Director Mr. Paul T. Spitzfaden

Academic Department Chairpersons

English	Mrs. Margaret Womble
Fine Arts/Music.....	Ms. Brenda Castillo
Foreign Language	Ms. Hannah Hess
Health and Physical Education.....	Mrs. Jessica Chatellier
Math.....	Mrs. Ashley Reso
Religion.....	Mr. Theron Ferry
Science	Mr. Matthew Foss
Social Studies.....	Ms. Anne Comiskey
Counseling.....	Mrs. Julie Pitisci

Faculty Supervision Team

Ms. Shannon E. Hauler, Dr. Lindsay S. Huber, Mrs. Patricia W. Bryne, Mr. Dennis Panepinto, Mrs. Carolyn F. Favre, OPA, and Dr. Maureen Wright, OP

Area Directors/Coordinators

Admissions Director	Ms. Elyse Harrison
Counseling Chairperson.....	Mrs. Julie Pitisci
Library/Media Center Director	Ms. Kathleen Fasold
Student Recruitment Director.....	Ms. Kailyn Smith
Unity in Diversity Coordinator.....	Mrs. Katey Alexander

Counselors

College Counselor	Ms. Andrea Rye
Counselors.....	Mrs. Sarah Algu
	Ms. Sophia Estopinal
	Ms. Catherine Laughlin
	Mrs. Evelyn Maggio
	Mrs. Julie Pitisci
	Mrs. Dione Prince

DOMINICAN CATHOLIC IDENTITY

Vice-President	Dr. Maureen Wright, OP
Campus Minister/ Service Hours Coordinator	Ms. Rebecca Wallace
Chaplain.....	Fr. John Restrepo, OP

ADVANCEMENT AREA

Vice-President	Mrs. Jamie G. Lassere
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FINANCE AREA

OFFICE STAFF

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School Policies and Procedures

DOMINICAN CATHOLIC FORMATION

Mission Statement

St. Mary's Dominican High School, sponsored by the Dominican Sisters of Peace, is a Catholic college-preparatory program for young women rooted in the tradition of prayer, study, community, and service. With Jesus at the center, the Dominican community preaches the Word, radiates joy, advocates peace, promotes justice, seeks Truth, manifests Catholic values, and ministers to others.

Accordingly, each student is expected to seek Truth through growth in knowledge of her faith through Religion Courses; to preach the Word by practicing her faith through liturgies, days of recollection, and prayer services; and to radiate joy and promote justice by spreading her faith in service to the community.

Each student, whether Catholic or non-Catholic, is required to participate fully in the spiritual aspects of the school. She is expected to live up to Christian principles, to complete course requirements in Religion, to be present for all religious functions throughout the school year, and to be actively involved in Christian witness and service, both on and off campus.

A chaplain, a campus minister, and a service hour coordinator are available for student consultation, and the students are encouraged to nourish their prayer lives by participation in the Dominican Catholic Identity Program and regular visits to the Adoration Chapel.

Sacraments of Initiation-Baptism, Confirmation, Eucharist

Any student who wishes to join the Catholic Faith, prepare and receive the sacrament of Baptism, and/or First Holy Communion, should contact the Campus Ministry Office.

It is Archdiocesan policy that the preparation and celebration of the sacrament of Confirmation are the responsibility of the student's church parish. Even though our curriculum in religious education follows Archdiocesan guidelines, it does not include the added preparation for Confirmation. Students are encouraged to contact their local church parishes for requirements concerning Confirmation.

ADMISSION

Dominican High School admits students of any race, color, national

and ethnic origin to all 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 administration of its educational policies, admissions policies, scholarship and tuition grants and athletic and other school administered programs.

Dominican hosts an Open House for interested students and parents each fall. Any student wishing to attend the school should follow the prescribed application procedure. Students who have successfully completed the seventh or eighth grade are accepted on the basis of previous academic record (including standardized test scores), conduct, effort, attendance records, interviews, and recommendations of their teachers and principals.

If there are openings on the sophomore and junior levels, students are accepted on the basis of past record, provided it can be integrated with the Dominican program and students can fulfill school and state requirements for graduation. Ordinarily, transfers are not accepted on the senior level.

“The Catholic School has as its aim the critical communication of human culture and the total formation of the individual; it works toward this goal guided by its Christian vision of reality through which our cultural heritage acquires its special place in the total vocational life of the individual.

The Catholic School aims at forming in the Christian those particular virtues which will enable her to live a new life in Christ and help her to play faithfully her part in building up the kingdom of God.”

Vatican II Document on Catholic Schools, #36

ST. MARY'S DOMINICAN HIGH SCHOOL SCHOLARSHIPS

Each year, partial awards are granted to students who have exhibited academic excellence. The criteria used to determine the recipients of these awards include elementary school standardized tests, grades, conduct and effort grades, involvement in activities, and the composite score from the placement test administered at Dominican in the spring semester. Several of these awards have additional criteria designated by the donor.

Recipients are selected by the Principal and the academic scholarship award committee and are notified by the President in late April or early May. A student who has received an academic award must remain in good standing in academics, attendance, and discipline throughout her program of studies.

The funds for these awards are made available through the generosity of benefactors: families of the Dominican Sisters, the alumnae, parents, private foundations, and friends of Dominican. Because not all of these awards are fully endowed, many are awarded on a rotating basis. The funds themselves are increased through donations designated for a particular fund or toward the general scholarship fund.

Named Scholarships

Endowed Agape Scholarship in memory of Mary Truxillo Boudreaux, '51
Alumnae Association Endowed Scholarship
Marianna "Tootie" Bertucci Scholarship
Blanchard-Kevlin Memorial Endowed Scholarship
Patricia J. Blanchard Scholarship
Jay and Charlotte Mince Bourgeois '62 Scholarship Fund
The Chiappetta Family Scholarship, Dorinda '83, Shelly '85, Dawn '89
The Class of 1957 Endowed Scholarship
The Class of 1959 Scholarship
The Class of 1961 Scholarship
Audrey and John Cocchiara Scholarship
Vivian Agnes Chasez Coney Memorial Endowed Scholarship
Elaine Bernissant Conlan Scholarship Endowment Fund
Dr. and Mrs. William Dardis Scholarship
Carol Lohfink Drawe Scholarship
Dorothy Caruso Duplantier '74 Scholarship
Helen Kuehne Evans '43 Scholarship
Karen Graffagnini Favret '62 Endowed Scholarship
Ruth U. Fertel Endowed Scholarship
Julie Waltzer Flick '69 Endowed Scholarship Fund
Glenn Mary Garritty Gandolfi '46 Scholarship
Carmen Gaudet Scholarship
Gauthier Endowed Scholarship
The Father Jean Marie Germain Tuition Endowed Scholarship
Harvey-Wadsworth Scholarship
Carolyn Ann Drumm Hess Scholarship
Sr. M. Hildegard, O.P. Band Scholarship
"Irish Blessing" Scholarship
The Grandparents Tuition Assistance Fund
Margaret Groetsch Hogan Scholarship
Kathleen Louapre Howell '62 Scholarship Fund
Sid and Harry Kammer Endowed Scholarship
Carolyn Wood Kinabrew Endowed Scholarship
The Kitchen Family Endowed Scholarship

Maria (Maruja) Fernandez Leon Tuition Grant Scholarship
 Ann M. Lewis Endowed Tuition Grant Scholarship
 Joseph G. and Marguerite Ayala '35 Lier Endowed Scholarship
 Kathleen Lier Endowed Scholarship
 Milton H. Lintz, Jr. Scholarship
 Sr. Angeline Magro, O.P. Scholarship
 Lynn and Arthur Mann Family Scholarship
 The Joan Frischhertz Mascaro Endowed Scholarship
 Sr. Delia McDonald, O.P. Endowed Scholarship
 Sr. M. Veronica Miceli, OP Endowed Scholarship
 Anna Maria D. Mitchell Scholarship
 Sr. M. Teresa Mittelbronn, O.P. Endowed Scholarship
 Linda Satterlee Myers '68 Scholarship
 Joy Nesanovich Hillebrand and Laurene Nesanovich Kinberger
 Scholarship
 Joyce Saia Palermo Martin de Porres Scholarship
 Alice W. Perelli-Girls Hope Endowed Scholarship
 Lolita Fernandez de la Reguera Pittman Endowed Scholarship
 Dorothy D. Porter I Endowed Scholarship
 Dorothy D. Porter II Endowed Scholarship
 James P. Raymond, Jr. Foundation Scholarship
 Reuther Family Endowed Scholarship
 Elaine Prager Ridgley '53 Endowed Scholarship
 Denise Galatoire Schoen Endowed Scholarship
 Siena Endowed Scholarship
 The Oscar J. Tolmas Scholarship
 Karen Mary Tull Memorial Scholarship
 Veritas Endowed Scholarship
 Von Wolff I Endowed Scholarship
 Von Wolff II Endowed Scholarship
 Margaret Allen and Elmo C. Waltzer Endowed Scholarship
 Sr. Waldia Warden, O.P. Endowed Scholarship
 Leah and Jill Weis Scholarship
 Shirley "Sherps" Wiemers Endowed Scholarship
 Drs. Jewell (Lozes) and Richard Wunderlich Endowed Scholarship

SCHOLARSHIPS SPONSORED BY OTHER COMMUNITY ORGANIZATIONS

The New Orleans Hispanic Heritage Foundation Scholarship

The NOHHF is a non-profit organization that promotes the Hispanic character, culture, customs, and values in the New Orleans area. This organization provides scholarship opportunities to talented high school students who will benefit from financial assistance. Students who have an Hispanic background, financial need, and a minimum grade point average of a 3.0 may receive more information regarding this scholarship from her counselor at Dominican.

Student Assistance Funds

Anna Lu Lintz Student Assistance Fund

St. Catherine deRicci Student Assistance Fund

TUITION, FEES, and TEXTBOOKS

General Policies

- A. The school charges an all inclusive tuition of \$10,700. In the annual budget, tuition funds approximately 80% of the educational costs of Dominican students. The 20% balance is supplemented by the Dominican LEADS Drive, Parent's Club activities, donations and earnings on investments.
- B. Designated fees are charged for courses and activities that require extra supplies, e.g. AP classes, band, chorus, piano, fine arts, and athletic teams.
- C. Tuition is collected via Smart Tuition (www.parent.smarttuition.com).
- D. Three payment options are available:
 - 1. Annually (Due July)
 - 2. Semi-Annually (July/Jan.)
 - 3. Ten Month (June - February, April)
- E. Questions concerning tuition and fees are directed to the Finance Office.

Tuition

Tuition is the main source of revenue for the school. Therefore, the timely payment of tuition is critical to the school's cash flow. The following policies have been adopted to ensure the financial stability of the school.

- A. A late fee is charged for payment made after the due date.
- B. A discount of 5% of tuition is granted for the second and third students from the same family enrolled in school at the same time.

- C. **A student is not allowed to take examinations unless all financial obligations are met.**
- D. Financial aid for tuition is available through the Work Study Program. The deadline for submission of applications for assistance is on or about March 31 for the following school year.
- E. A portion of pre-paid tuition may be refundable for students who withdraw from school during the school year.

A student who withdraws in the first semester and has pre-paid tuition for the entire school year is entitled to a 100% refund of the second semester tuition.

Dominican High School students who wish to transfer from the school must provide the Registrar with a Letter of Withdrawal signed by a parent or guardian.

Deposit

- A. New and returning students are required to pay a \$1,000 deposit. This amount is subtracted from the all inclusive tuition of \$10,700.
- B. The deposit is non-refundable and is not prorated. The payment does not constitute a guarantee of enrollment if academic and disciplinary requirements are not met and/or if tuition is not paid.
- C. For returning students, the deposit is not accepted or processed for the following year until all financial obligations are paid for the current year.

Graduation Fee

Seniors are required to pay a graduation fee. This fee is non-refundable and is collected in July.

Archdiocesan Assessment Fee

The annual archdiocesan assessment required of Catholic schools is included in the all-inclusive tuition.

Textbooks

- A. Purchase of textbooks and workbooks for each class level for the school year are determined by the student's class schedule. Additional paperback books and class materials may be required for some courses.
- B. Students are expected to give proper care to all textbooks provided by the school. Each student is to write her name in ink on the book label of each text and is to have a cover on each book at all times. DHS owned textbooks are not to be marked or written in, nor are they to be marred in any way. Books lost or damaged must be paid for prior to final examinations or exemptions.

DOMINICAN LEADS DRIVE

The school conducts a drive during the fall each academic year called DOMINICAN LEADS. Proceeds from this drive supplement the operational budget and help to keep tuition affordable for parents who desire a Catholic education for their children. The success of this program depends on the generosity of parents and other benefactors. Regardless of the parents' ability to contribute, parents are required to return the pledge card.

FINANCIAL AID WORK STUDY PROGRAM

Students participating in the Financial Aid Work Study Program are commended for their willingness to assist their families in the payment of their tuition.

The Financial Aid Work Study Program provides for partial tuition reduction for students on a year to year basis. Reductions apply to tuition only. All fees must be paid in full. Tuition is reduced as students complete the required work hours. If hours are not completed, the reduction is not granted. Parents will be billed for the balance of tuition not earned.

Applications for the Financial Aid Work Study Program can be obtained at www.smartaidforparents.com. The completed application, which is returned to the Finance Office, is then submitted to a committee for approval.

While St. Mary's Dominican High School strives to inform parents by May 31 for the following school year of the amount of tuition reduction granted and the number of work hours the student is required to work, there is no guarantee that the parents will be informed by that date. Further, approval should not be assumed absent notice to that effect if past May 31. Work assignments are scheduled by the Finance Department. Application for Financial Aid must be applied for yearly.

INSURANCE

St. Mary's Dominican High School has student accident insurance which provides coverage on an excess basis for injuries caused by accidents while on school premises or while participating in school-sponsored activities. Medical expenses which are not payable by personal or family insurance are eligible for coverage under this policy up to the limits. All accidents must be reported immediately to the Dean of Student Services. Within 90 days, the required form is to be filed with the insurance company by the parents.

HEALTH AND SAFETY

DHS Health Forms must be completed and submitted in order for the student to register in August.

Accidents/illnesses must be reported to the Dean of Student Services immediately along with details of the kind of assistance needed (injury, clean-up, etc.). Office personnel will send appropriate help.

Students who become ill in class are to be sent with a pass to the Attendance Office where they will be assisted, parents contacted, etc.

DHS personnel are not to administer or to have available for students any type of medication, prescription or non-prescription. Students who bring prescription medication to school must report to the Dean of Student Services' office no later than 7:35 a.m. with a note from a physician and written permission from the parent/guardian with specific instructions for dispensation of such medication. Additionally, the school must be notified in writing of any changes in the student's prescription or in the dosage or termination of the medication. The medication will be kept in the Dean of Student Services' office in a secure place and the students will be allowed to take their medication there. Students may be allowed to carry, monitor, and take their own non-prescription medication. However, under no circumstances may students dispense any medications to any other students or staff. Violation of this rule may result in discipline, up to and including, expulsion.

Pregnancy

As a Dominican student develops in the attributes stated in the *Profile of a Dominican Graduate*, she is expected to practice the discipline of chastity appropriate for her state in life. Pre-marital sex is not in keeping with the high expectations for a Dominican student, and the school's policies and practices strive to support growth in the virtue of chastity.

St. Mary's Dominican High School is pro-life and, consistent with the *Catechism of the Catholic Church* (articles 2270-2275), vehemently opposes abortion. If a pregnancy occurs, every possible measure will be taken to encourage pastoral care, counseling, health care, continued education, and direction to help a student make mature decisions in accordance with the directives of the Roman Catholic Church. The Principal, in balancing the good of the individual student and the student body as a whole, will make the final decisions regarding continued enrollment at St. Mary's Dominican High School and involvement and/or attendance at extracurricular and other school sponsored activities.

Acquired Immune Deficiency Syndrome/HIV

In keeping with the Archdiocesan Policy, students will not be discriminated against on the basis of Acquired Immune Deficiency Syndrome.

Confidentiality

Confidential information relating to the life, health, or safety of students will be disclosed to appropriate individuals, which may include school administrators, parents/guardians, and/or law enforcement, including but not limited to as required by all laws regarding the mandatory reporting of abuse.

Weapons

Metal detectors may be used at any time for any cause. Students, unauthorized personnel, guests, and visitors are not allowed to have weapons of any type on campus. The appropriate law enforcement agencies may be contacted in the event that weapons of any type are discovered.

LIFESTYLE

Married Students

A student who is married is not allowed to enroll nor to remain at St. Mary's Dominican High School. Remaining unmarried is a condition of enrollment/continued enrollment at St. Mary's Dominican High School.

Residence/Personal Lifestyle

It is understood and agreed upon that if a student permanently absents herself from living with her parent(s) or legal guardian(s) and establishes a lifestyle apart from the family home, the school reserves the right to review the student's continued enrollment at St. Mary's Dominican High School in light of any such change in the student's living/lifestyle circumstances.

The school reserves the right to review any change in residence or personal lifestyle to ascertain whether it is contrary to: the principles and policies of St. Mary's Dominican High School, established Christian principles of morality and decency, the teachings of the Roman Catholic Church as explained in Church documents, the documents and teachings of the National Conference of Catholic Bishops, or the teachings of the local Ordinary. If the student's lifestyle, conduct, or change of residence violates these principles to the extent that it becomes a source of scandal to the school or its students or reflects discredit upon Dominican High School's policies and philosophy, the school can require that student to withdraw from Dominican or to change her residential status or behavior to what is in conformity with the school's principles and policies. If such a student fails to comply with the school's requirements, the school reserves the right to sus-

pend or expel the student, which decision shall remain within the sole discretion of the Principal.

EMERGENCY PROCEDURES

Crisis Plan

St. Mary's Dominican High School is committed to the safety of students and personnel. The DHS Crisis Plan addresses procedures for School Community Crisis, including lock down, evacuation, fire drills, and tornado drills. Students are expected to obey the directions of faculty members and personnel in the event of crisis or emergency in order to ensure their safety. In the implementation of practice drills or in the event of a real crisis, students will evacuate the campus on foot to a safe predetermined destination.

Asbestos Management Plan

In accordance with the Asbestos Hazardous Emergency Response Act, a Management Plan for Dominican has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for parents to review in the school's administration office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of 5¢ per page (the cost of printing).

Emergency Closure of School

In the event of severe weather or other conditions which could affect the safety of students, the following listening posts are official Archdiocesan news stations which will relate news of the school's cancellation of classes:

WWL-AM 870

WWL-TV CBS Channel 4

WDSU-TV NBC Channel 6

WVUE-TV Fox 8

WGNO-TV ABC 26

PLEASE LISTEN TO RADIO OR TELEVISION FOR SUCH INFORMATION. DO NOT CALL THE SCHOOL.

The school also uses a messaging service that when necessary provides emergency information from the administration via phone calls, texts, and emails on file in the school data base. Additionally, please refer to our website (www.stmarysdominican.org) for informational updates in the event of extended school closure.

Academics

“Catholic School: [A] synthesis between faith, culture and life... reached by integrating all the different aspects of human knowledge through the subjects taught, in the light of the Gospel, an atmosphere characterized by the search for truth.”

SACRED CONGREGATION FOR CATHOLIC EDUCATION,
“Educating Together in Catholic Schools: A Shared Mission between
Consecrated Persons and the Lay Faithful.”

No. 24 (9/08/07)

St. Mary's Dominican High School offers a five year program of studies. “...Dominican provides an atmosphere for intellectual growth and promotes learning as a life-long process. The school endorses a curriculum which stresses exposure to various disciplines, encourages academic excellence, and prepares the student to develop leadership roles in a global society.”

Five-Year Program of Studies

Eighth Grade

Required	Credit	Courses Offered
Religion		Revelation of Jesus Christ in Scripture
English	1	English 8 and Literature 8 English I or English I Honors
Mathematics	1	Pre-Algebra Algebra I or Algebra I Honors
Science	1	Science 8 Physical Science or Physical Science Honors
Foreign Language	1	Latin I Honors or Spanish I or Spanish I Honors French I or French I Honors
Social Studies	1	World Geography
Physical Education		Physical Education

5 Credits*

*Students are eligible for 5 Carnegie units based on placement and academic performance. A student's placement is determined by the High School Placement Test, standardized test scores, and her elementary school record.

Band classes are scheduled in place of study periods/PE or after school.
Choir classes are scheduled only in place of study periods/PE.

Freshman Year

Required	Credit	Courses Offered
Religion	1	Christology/Paschal Mystery
English	1	English I or English I Honors English II or English II Honors
Mathematics	1	Algebra I or Algebra I Honors Geometry or Geometry Honors
Science	1	Physical Science or Physical Science Honors Biology I or Biology I Honors
Foreign Language	1	Latin I Honors Latin II Honors Spanish I or Spanish I Honors Spanish II or Spanish II Honors French I or French I Honors French II or French II Honors
Health & P.E.	1/2	Health & P.E.
Fine Arts Elective	1	Fine Arts Survey

6 1/2 total credits required

Band classes are scheduled during study periods or after school. Choir classes are scheduled only during study periods. Music classes scheduled outside of the 6 1/2 required credits are not included in the GPA.

Sophomore Year

Required	Credit	Courses Offered
Religion	1	New Testament; Sacraments
English	1	English II or English II Honors English III, English III Honors or AP
Mathematics	1	Geometry or Geometry Honors Algebra II or Algebra II Honors
Science	1	Biology I or Biology I Honors Chemistry I or Chemistry I Honors
Social Studies	1	World History, World History Honors, or AP
Foreign Language	1	
Health & P.E.	1/2	Health & P.E.

6 1/2 total credits required

Band classes are scheduled during study periods or after school. Choir classes are scheduled only during study periods. Music classes scheduled outside of the 6 1/2 required credits are not included in the GPA.

Junior Year

Required	Credit	Courses Offered
Religion	1	Personal Morality; Social Morality
English	1	English III, English III Honors or AP English IV, English IV Honors or AP
Mathematics	1	Algebra II or Algebra II Honors Advanced Math or Advanced Math Honors
Science	1	Chemistry I or Chemistry I Honors *Science Elective or Elective
Social Studies	1	US History, US History Honors/Dual Enrollment, US History AP
Health & P.E.	1/2	Health & P.E.
Elective	<u>1</u>	

6 1/2 total credits required

*A science elective is required during the junior or senior year. If you have completed Chemistry during your sophomore year, a science elective must be taken either junior or senior year.

Band classes are scheduled during study periods or after school. Choir classes are scheduled only during study periods. Music classes scheduled outside of the 6 1/2 required credits are not included in the GPA.

Senior Year

Required	Credit	Courses Offered
Religion	1	Catholic Vocations; Sacred Scripture
English	1	English IV, English IV Honors or AP English V or English V Honors
Mathematics	1	Advanced Math or Advanced Math Honors Calculus, Calculus Honors or AP Advanced Math II (Dual Enrollment)
Science	1	*Science Elective or Elective
Social Studies	1	Civics, Civics Honors or US Government AP
Health & P.E.	1/2	Health & P.E.
Elective	<u>1</u>	

6 1/2 total credits required

* A science elective is required during the junior or senior year.

Band classes are scheduled during study periods or after school. Choir classes are scheduled only during study periods. Music classes scheduled outside of the 6 1/2 required credits are not included in the GPA.

Students enrolled in the five year program must successfully complete all of the above course requirements and the required service hours to receive a St. Mary's Dominican High School diploma. The G.P.A. is calculated beginning with the 8th year; however, TOPS calculations begin with the eighth grade year.

Graduation Requirements

Students in the Five-Year Accelerated Program of Studies must successfully complete the following Carnegie unit courses: Religion (4), English (5), Math (5), Science (4), Social Studies (4), Foreign Language (2)*, Fine Arts (1), Health and PE (2) and Electives (4). Students in this program must also successfully complete Eighth Grade Religion and P.E. 8.

Students in the other Five-Year Programs must successfully complete the following courses: If a student begins the eighth grade in a Carnegie unit course for English or Math, then the student must complete five years of high school credit courses in those subjects. If the student begins the eighth grade program in English 8, Literature 8, Pre-Algebra, or Science 8, then the student must complete four Carnegie courses in those subjects. In addition, all students will be required to successfully complete the following Carnegie courses: Religion (4), Science (4), Social Studies (4), Foreign Language (2)*, Fine Arts (1), Health and P.E. (2) and Electives. Students in these programs must also successfully complete Eighth Grade Religion and PE 8.

*Dominican requires two consecutive years of the same foreign language.

Between freshman and senior year every student must be enrolled in 6 1/2 credits each year. Each student must successfully complete all courses and service hours required to receive a St. Mary's Dominican High School diploma. The Principal will make the final decisions in the event of unusual circumstances.

Electives

Elective courses may vary from year to year and may be restricted to a certain class level. The DHS Elective Booklet distributed each year to students contains specific information regarding elective courses.

One Credit Electives

Advanced Math II (Dual Enrollment)
Anatomy and Physiology (Regular or Honors)
Art I
Art II (Regular or Honors)
Art III (Regular or AP)
Biology II (Regular or Honors)
Calculus (Regular, Honors or AP)
Chemistry II AP
Computer Science
Earth Science
Intro to Engineering (Dual Enrollment)
French I, II, III, IV AP
(Honors available on all levels except IV)
Greek I (Honors)
Latin I, II, III, IV AP
(Honors available on all levels except IV)
Physics (Regular or AP)
Psychology (Honors or AP)
Publications I, II (Yearbook)
Spanish I, II, III, IV AP
(Honors available on all levels except IV)
World Geography

Half Credit Electives

Beginning Band I, II
Intermediate Band I, II
Advanced Band I
Beginning Choir I, II
Intermediate Choir I, II
Advanced Choir I
Creative Writing
Digital Graphics
Law Studies
Athletic P.E.
Psychology
Women Writers

Course Selection

Course Selection for the next school year begins in January. Students and parents are encouraged to do academic planning together and to consult the Academic Assistant Principal, the Scheduling Coordinator, the Counselors, and/or faculty to answer questions and offer suggestions when deciding on courses. Any course request (elective, honors, etc.) is simply a request and not a guarantee for placement in a specific course.

If a student wishes to request a change in a course, her parents must submit the change in course request in writing with a \$25.00 processing charge. **Students and parents may not request changes based on course instructors.** All change requests are subject to the approval of the Academic Assistant Principal. The Counselor, the Scheduling Coordinator, and the Academic Assistant Principal coordinate all schedule changes, which must be made within a specified time limit.

On-line Courses

Credit for on-line courses taken from institutions other than Dominican that are also offered at Dominican will not be accepted if the credits are earned while enrolled as a student at Dominican.

Honors and AP Placement

To better meet the individual needs of advanced students, honors and AP courses are offered in several subject areas. Due to the rigorous and in-depth study of the subject matter, honors and AP classes merit additional quality points towards the student's grade point average.

Placement in an honors and/or AP class is dependent on:

1. the student's request of the honors and/or AP class along with parental permission
2. faculty and counselor recommendations
3. excellent grades each nine weeks in previous courses in the subject area
4. previous placement in honors classes
5. high standardized test scores
6. available space in honors and/or AP classes.

The Academic Assistant Principal makes the final placement decision in consultation with the counselor, the academic department chairperson, and the Scheduling Committee. Students enrolled in an AP course are required to take the AP exam.

Dual Enrollment

Dominican offers a limited number of dual enrollment courses in which students follow a college syllabus and are instructed by a university instructor in addition to their Dominican teacher for either a semester or a full year. The university instructor will set syllabus requirements and deadlines for course work including but not limited to posting homework assignments, taking on-line assessments, and monitoring grade/administrative websites. The university instructor will assign and assess work. Students are not eligible for final exam exemptions in dual enrollment courses. Grades given by the univer-

sity are independent of the Dominican grading procedures. In these classes students receive both high school and college credit. Based on a student's work two grades will be given: one from the university using its grading scale and policies and one from Dominican using the grading scale and policies stated in this handbook. The Dominican grade will be used to calculate the Dominican cumulative grade point average.

Transfer Credit and Concurrent Enrollment

As part of the application/acceptance procedure, transfer students must submit detailed transcripts and grade reports for consideration. If the student is accepted at Dominican, a program of studies will be determined and a base grade point average will be calculated. Course work and grades previously earned by the transfer student at another school may be accepted by Dominican.

Honors credit will be granted for those honors courses that were available to Dominican students on the same class level. Dominican reserves the right to interpret prior course work, grades, and credits in conformity with course work at Dominican.

Only courses requiring remediation (failed courses) are allowed to be taken in Dominican's Credit Recovery program.

Individual Learner Needs

St. Mary's Dominican High School does not provide special education services or facilities. The Individual Needs Committee processes information received from educational evaluation specialists or psychologists and advises parents, teachers, and Principal concerning academic needs of tested students. Evaluations should be submitted directly to the student's counselor. Evaluations should include results from both Cognitive Ability Test and an Academic Achievement Test. Minor adjustments that can be made are:

1. extended time on tests and exams,
2. preferential seating, and
3. SCANTRON adjustments.

Other minor adjustments consistent with the school's policies and program of studies may be made to support the individual needs of the student. Should the Principal determine that the adjustments have not resulted in satisfactory modification and that it is in the best interest of both the school and the student that she be placed in a more appropriate learning environment, the Principal may ask the parent/guardian to withdraw the student, or the student will be removed from the rolls of the school and not allowed to re-enroll.

Dominican will use the criteria that the College Board outlines to determine eligibility for extended time. The presence of a professional evaluation does not necessarily mean that a student is eligible for testing adjustments. Documentation to support the need for requested adjustments on PSAT, SAT, or ACT must

1. State the specific disability
2. Be current (within 3 yrs.)
3. Provide relevant educational, developmental, and medical history
4. Describe the comprehensive testing and techniques used to arrive at the diagnosis, include a Cognitive Ability Test, and an Academic Achievement Test
5. Describe the functional limitations
6. Describe the specific adjustments being requested
7. Establish the professional credentials of the evaluator.

St. Mary's Dominican High School does not participate in IDEA funded programs for children with disabilities voluntarily enrolled at DHS.

Service Hours

Since service is an essential element of the Dominican charism, students are afforded the opportunity to engage in service and reflection. Honoring the importance of service in Dominican life, participation in and successful completion of the service hour program is a requirement for receiving a Dominican diploma. The service program is coordinated by the Campus Minister.

In order to maintain continued enrollment as a student at St. Mary's Dominican High School, a student must a) complete 100 hours of service at a PRE-APPROVED organization and b) participate in a group seminar. The required number of hours must be submitted by the first Monday in January that classes are in session the junior year. All service hours are to be submitted through the Helper-Helper online tracking program for approval from their onsite supervisor and the Campus Minister. Students may begin performing service during their eighth grade year at pre-approved locations. Any student who does not meet the service hour requirements will be placed on suspension and not allowed to return to school until the service hour requirement is satisfied. (Transfer students' requirements will be handled on an individual basis.) As a component of completing the service requirement, St. Mary's Dominican students will participate in both a large group and small group seminar reflection. The seminars will take place during the Spring semester of the junior year. Seminars are designed to promote collaborative learning among peers and to engage students in the Dominican tradition of contemplation in action. Students who do not meet all requirements may not continue

their enrollment at St. Mary's Dominican High School.

Retreats

Each class is offered the opportunity of spending some time apart from others to grow closer to God through a Retreat/Day of Reflection Program. Required one day retreats for eighth, ninth, and tenth grades take place on campus during school hours. Juniors are required to attend an off-campus, overnight retreat, and an optional overnight retreat is offered senior year.

A student who misses a required retreat for any reason will be expected to make-up the Retreat/Day of Reflection in a manner to be determined by the Campus Minister.

Grading

1. Quarter Grades

Teachers will determine quarter grades using the policies set forth at the beginning of the school year. Individual course policy statements will be distributed, reviewed with students, and posted to the *Rediker PlusPortals*.

Teachers will assign numerical grades when assessing course work and determining quarter averages. Regardless of what is shown on a student's test/project that is *taken/turned in on time*, nothing lower than a 50% is used in averaging a student's grade *provided that the student has completed the work*.

Rediker PlusPortals for teachers, students, and parents will be utilized for tracking academic progress. Teachers will post grades to the portal once a week for parents and students to review. The numerical and corresponding letter grades for each quarter will be visible for parents and students. Dates and times for Parent/Teacher Conferences will be posted on the school calendar available on the *PlusPortals*. Also, available on the *PlusPortals* is a staff directory with teacher voice mail and email contact information. Parents are encouraged to communicate with their daughter's teachers concerning grades.

Quarter and semester exams count as 25% of the quarter grade and are not listed separately on the report card. Number grades for course work, exams, and quarter averages will be assigned a letter grade according to the school's grading scale, as follows. Quarter and semester averages will **not** be rounded up. Numerical quarter grades will be visible on *PlusPortals*. Quarter report cards will be emailed to **all** parent email addresses on file in the school data base **and to the student's Dominican email address**. End of the year report cards will also be mailed via the US Postal Service to the student's home address on file in the school data base.

The Dominican cumulative grade point average is calculated using the quality point value for each of the four quarter letter grades. This cumulative grade point average is provided on each quarter report card. Students have up to two weeks after the quarter ends to address questions concerning that quarter's grade with their teacher. Quarter grades will not be changed after this two week period.

	Numerical Grade	Academic Courses Quality Points	AP & Honor Courses Quality Points
A=Exceptionally Fine Work	90-100	4.0	5.0
B=Above Average Work	82-89.99	3.0	4.0
C=Average Work	75-81.99	2.0	3.0
D=Poor Work	70-74.99	1.0	2.0
F=Non-Credit Work	0-69.99	0	0

2. Semester Averages

The numerical average for each quarter will count for 50% of the semester average. A student must merit at least 70% without rounding to receive a semester grade of “D.” The semester letter grade averages are shown on the report card and transcript and are submitted to the Louisiana Department of Education for TOPS each year. **Semester letter grade averages are not used to calculate the Dominican cumulative grade point average.**

3. Final Course Averages

Final course averages are computed by averaging the numerical grade for each of the four quarters. Final course letter grade averages are shown on the report card and transcript and are submitted to the Louisiana Department of Education for TOPS. **Final course averages are not used to calculate the Dominican cumulative grade point average.**

4. Dominican Cumulative Grade Point Average

The Dominican cumulative grade point average is calculated using the quality point value for each of the four quarter letter grades. This cumulative grade point average is provided on each quarter report card. Quarter grades for Health & P.E., Band, Choir, and courses taken at universities are not included in the cumulative grade point average. Letter grades for Dominican assigned grades in dual enrollment courses will be used in the calculation of the Dominican cumulative grade point average. For the Classes of 2021 - 2024, the report card shows the cumulative Dominican grade point average for high school credit courses taken at Dominican beginning with the student’s freshman year and Dominican assigned grades in dual enrollment courses. Beginning with the Class of 2025, the report card shows the cumulative Dominican grade point average for courses taken at Dominican beginning in the student’s eighth grade year and Dominican assigned grades in dual enrollment courses.

5. Taylor Opportunity Program for Students (TOPS)

Students begin TOPS grade point average calculation in the eighth-grade year. The Louisiana Department of Education calculates the TOPS grade point average using the course semester and/or final letter grades. Each year students receive a statement of their TOPS credits and grade point average from their counselor. Parents are responsible for monitoring these reports and the requirements needed for their daughter to be eligible for TOPS.

6. Exam Exemptions

All students enrolled in one-semester courses, *except* dual enrollment courses, are required to take final exams. Final exam *exemptions in full year courses are awarded to students with a quarter grade of “A” for the first three quarters and a fourth quarter average of “A.” Exemptions in religion courses are awarded to students with a grade of “A” for the two quarters of her first semester religion course, a grade of “A” in the first quarter of her second semester religion course and an average of “A” in the second quarter of her second semester Religion course.* Only students attending Dominican during all four quarters are eligible for exam exemptions. Honor certificates are awarded in each subject to students with an “A” average in all quarters.

7. Incomplete Quarter Grades

If a student has an incomplete grade (an “I”) for the first, second, or third quarters, the incomplete remains on the report card until the student completes the work/assessments required by the teacher. A student with incompletes is required to work with her counselor. The Academic Assistant Principal will monitor all incomplete grades and set deadlines for the completion of the necessary work. Failure to meet these deadlines will result in a grade of “F” for the quarter. Incomplete work for the fourth quarter will result in a grade of “F” on the report card if the student’s work is not successfully completed within two weeks.

8. Honor Roll

Students who merit above-average grades for a quarter at Dominican are recognized by placement on one of the two following honor rolls:

- A. Alpha Honor Roll: Quarter Dominican GPA of 4.0, without rounding, or higher with no more than one “B” in a GPA course and all “A’s” in non-GPA courses.
- B. Beta Honor Roll: Quarter Dominican GPA between a 3.0 and a 3.9999, without rounding and with no “C’s” in any course.

A student will not be named to any honor roll if her Health and P.E. grade is a “C” or below or if she has any incomplete quarter grades.

Students who merit Alpha Honor Roll for the first three quarters will receive an Alpha Honor Roll pin distributed in the fourth quarter. Students who merit Alpha Honor Roll for less than three quarters and Beta Honor Roll for the remaining quarters or Beta Honor Roll for the first three quarters will receive a Beta Honor Roll pin distributed in the fourth quarter.

9. Make-Up Tests/ Late Work

If a student misses a test, she must follow the policy for make-up tests stated in this handbook. Regardless of what is shown on a student’s make-up test that is *taken within the designated time*, nothing lower than a 50% will be used in averaging a student’s grade *provided that the student’s work on the test demonstrates full effort to complete the test*. Late projects will be assessed using the teacher’s rubric for the project. In the event that the project or work is not completed within two-weeks of the due date, 0% will be used in averaging the student’s grade. *A student with an excused absence on the day a project/paper is due will not be penalized; however, if a student is present at school any time on the day a project or paper is due, she must turn in the assignment or the assignment is subject to the late penalty stated in the rubric.* Final decisions are determined by the Academic Assistant Principal.

10. Failures

If a student fails more than four semesters of course work for the year, whether these failures are in two or more courses, she will be asked to withdraw from Dominican.

A. First Semester Failures

If a student earns less than a 70% for the first semester average, an “F” is listed on the report card as the first semester average. This deficiency may be removed under the following conditions:

- a. the student receives a passing grade of at least 70% for the second semester
and
- b. the average of the numerical grades for the four quarters is at least a 70% without rounding.

Failure to meet BOTH of the above requirements will necessitate the student attending credit recovery for the first semester to remove the deficiency.

B. Second Semester Failures

If a student’s second semester average in a subject results in less

than a 70%, the student must attend credit recovery to remove the deficiency regardless of the first semester grades or average.

C. Credit Recovery

Credit recovery for students returning to Dominican is a competency-based remediation program that takes the place of summer school. If a student fails no more than four semesters, in all courses, for the year, she will be permitted to return to Dominican provided she removes the deficiencies in credit recovery. All failures, including one-semester courses, must be remediated in Dominican's credit recovery program, unless the student is not returning to Dominican.

Eighth-grade students earning an "F" for the year in Algebra I or English I must repeat the entire course at Dominican in lieu of attending credit recovery. Eighth-grade students earning a "D" for the year in Algebra I or English I have the option of repeating the course at Dominican or continuing their program of studies.

A student required to attend the credit recovery program will receive an "I" on her fourth quarter report card for the semester(s) that she has merited an "F". Once she has completed credit recovery, the "I" will be replaced with a grade based on both her school-year grade and her credit recovery grade. Quarter averages will remain the same; however, semester grades will reflect her new average based on her school-year grades and her credit recovery grades. The post credit recovery semester grades are the ones that will be reported to the Louisiana Department of Education for TOPS grade point average calculation. Students recovering credits in grades 8, 9, 10, and 11 must complete and pass all credit recovery classes in order to return to St. Mary's Dominican High School in the fall. Students recovering credits in twelfth grade must complete and pass all credit recovery classes in order to receive her St. Mary's Dominican High School diploma.

The credit recovery program targets skills and content necessary for competency in a course. As a result, a student will concentrate on material she has not mastered in a class. To determine her grade after the completion of credit recovery, grades from material specific to a failed semester will be averaged and assigned a letter grade. This new grade will be averaged with the grade of the failed semester to calculate the new semester grade. Any student who successfully completes her credit recovery course will pass the course.

D. 8th Grade Non-Carnegie

Any student who is enrolled in the non-Carnegie program and fails more than one semester of these courses -- Pre-Algebra, Science 8, English 8, or Literature 8 -- may not return to Dominican. Furthermore, any student enrolled in the non-Carnegie program who fails one semester of a non-Carnegie course -- Pre-Algebra, Science 8, English 8, or Literature 8 -- in addition to failing a semester of Religion or any other course earning high school credit will not be able to return to Dominican.

Any student who is enrolled in the non-Carnegie program and has successfully completed every class except one semester of one of the following -- Pre-Algebra, Science 8, English 8, or Literature 8 -- must successfully complete the course in Dominican's credit recovery program in order to return to Dominican in the fall.

Averages for all courses taken in the 8th grade year are calculated according to policies for grading stated in this section.

11. Academic Dishonesty

Academic dishonesty is a major infraction. Any student guilty of academic dishonesty on a test, project, class assignment, homework, or exam is to be reported to the Dean of Student Services. The student automatically receives a 0% on her work and is subject to but not limited to a suspension.

Examples of academic dishonesty include:

- Giving or receiving answers on any assignment or assessment without explicit consent of the teacher
- Plagiarism – taking someone else's ideas or work and presenting them as your own
- Unauthorized sharing of information on or about tests, quizzes, projects, or class assignments with another student
- Writing or copying any type of quiz/test/exam information or answers on:
 1. any part of the uniform or body
 2. desks or walls
 3. any extra assessment materials, utensils, or items – including pens/pencils, liquid paper bottles, “cheat” sheets, calculators, electronic devices, or any other unauthorized paper, books, or notebooks within the vicinity of the student(s).
- Any form of unauthorized electronic communication or inappropriate use of technology and/or violation of the Acceptable Use Policy.

12. Dominican Diploma

In order to receive a Dominican diploma a senior must have successfully completed all Dominican requirements, including but not limited to the service hours program requirements, retreats, and all courses enrolled in during senior year: English IV or English V, Civics or U.S. Government AP; Health & Physical Education; Advanced Math I, Calculus or Advanced Math II; Religious Studies IV and electives.

In order to receive a Dominican diploma, a student who has successfully completed all Dominican requirements must participate in commencement exercises unless she has received written permission from the Principal.

In the case of seniors whose course work is incomplete, the transcript is not finalized, a diploma is not obtained, and the student does not graduate. When all work is successfully completed, a diploma may be applied for, and the senior will be notified.

13. Honor Graduates and Class Placement

The official class placement is not determined until the completion of the student's senior year. Seniors meriting a cumulative grade point average of 3.500 and above, without rounding and with no incomplete course work, are designated as honor graduates. Honor graduates may wear honor stoles at the commencement exercises.

Summa Cum Laude	4.0 or higher
Magna Cum Laude	3.750-3.999
Cum Laude	3.500-3.749

The Valedictory Award is presented to any honor graduate who has achieved the highest cumulative grade point average in courses taken at Dominican beginning with her freshman year and who is in good standing. The Salutatory Award is presented to any honor graduate who has achieved the second highest cumulative grade point average beginning with her freshman year and who is in good standing.

Any senior who earns the highest cumulative grade point average will be designated as Valedictorian. Any senior who earns the second highest cumulative grade point average will be designated as Salutatorian.

Any Valedictorian or Salutatorian must have been a full-time student at Dominican throughout her specific program of studies. Valedictorian(s) and Salutatorian(s) must participate in graduation exercises. The delivery of speeches by Valedictorians and Salutatorians will be designated and approved by administration.

Failure to comply with graduation ceremony requirements may result in loss of honor designation.

14. Transcript of Credits

A transcript of credits will be issued upon written request from a student and her parent/guardian. Transcripts for currently enrolled students may be ordered through the Counseling Department. Ordinarily, transcripts will be provided within two weeks of the initial request. No transcript will be issued for a student unless all financial obligations to the school have been fulfilled. A charge of \$3.00 will be required for each transcript. One final transcript will be sent free of charge to the student's college of choice, provided that all financial obligations to the school have been met.

Student Services

Counseling

The counseling program of Dominican High School is designed to assist each student in evaluating her abilities and interests, to provide her with the information concerning future educational opportunities, to help her to make realistic choices regarding her future, and to assist her in working out effective solutions to personal difficulties.

The counseling program is carried out -

- in homeroom
- in study periods
- in student assemblies
- in religion classes
- through test sessions
- through personal counseling interviews
- through group guidance sessions
- through student/parent/teacher interviews.

Each student is assigned a counselor upon entry into Dominican. The college advisor is available to all students but works most closely with the juniors and seniors to facilitate the college search and application process. The counselors and college advisor work together to prepare students for the transition to college.

Students and parents are encouraged to consult the counseling staff concerning:

- academic potential/achievement
- course selection
- college and higher educational opportunities information
- career information
- personal and social problems
- extended absences.

Counselors are available from 7:15 a.m. until 3:45 p.m. on regular school days.

Gayle and Tom Benson Science and Technology Complex The Erminia Wadsworth/The Azby Fund Technology Center

1. The technology center is open from 7:15 a.m. until 4:30 p.m. On exam days, the technology center will be closed one hour after the last exam on that day.
2. Students may quietly study in the common areas of the Science Complex during free period or during any other free time.

3. Students are not allowed to eat or drink in the technology center or in any of the common areas of the Science Complex including the Holy Family Foyer, the Disputatio Room, the open area near the Disputatio Room, or in the downstairs hallway near the entrance to the technology center.

Erminia Wadsworth Library

The Erminia Wadsworth Library at St. Mary's Dominican High School provides resources that support and complement the academic program.

The library is open from 7:15 a.m. until 4:30 p.m. on regular school days. On exam days, the library closes one hour after the last exam ends. The library is closed before school during faculty meetings.

Students using the library are expected to use their time working quietly or reading and are to refrain from disturbing others.

Neither food nor beverages are allowed in the library.

Check out

1. All materials leaving the library are to be checked out at the circulation desk. Removing materials from a library without authorization is a serious offense and may result in disciplinary action.
2. To borrow items from the library the student presents the items and her school ID card to the librarian at the circulation desk. If a student doesn't have her card at the time, the librarian will assist her.
3. Each student is responsible for any materials checked out on her card and must never lend her ID card to another.

Borrowing Periods

1. The borrowing period for library books, videos, and equipment is two weeks, and they are renewable unless someone else has requested them.
2. Faculty members may put books on Reserve for a particular class. These books may be limited to in-library use or a stated borrowing period.
3. Equipment owned by the library can be checked out for school related activities with a teacher's or club moderator's permission.

Fines

1. Overdue items are assessed a fine of 5 cents per school day; fines will not be charged unless they exceed \$1.00.
2. Students may not have overdue books or outstanding fines on their records by Exam Review Day of each quarter. It is a goal of the librarians to help students avoid large fines and to account for misplaced books.

3. Students who have caused damage to a book or library item or lost a checked out item must pay for the replacement cost and any accumulated fines.

Student Lockers

Each student is assigned a locker and padlock in St. Mary's Hall and in the Siena Center or in the O'Farrell Student Complex. Students must pay \$10.00 for duplicate padlocks in the event they are lost. In order to eliminate congestion in the halls, students usually go to their lockers before and after school, before and after lunch periods, and during locker period. The student is responsible for the contents and orderliness of her locker. Students are never to switch or share lockers at any time. According to fire and safety codes, lockers must be locked at all times.

Lockers and locks are the property of the school. The Administration or other designated employees have the right to inspect a student's locker at any time without notice.

School Name/Logo/Shield/Photographs

The school name, logo, or shield may not be used in any printed or digital manner or distributed without the expressed written permission of the President or Principal.

Dominican uses information, photographs, and videos of its students in its publicity and marketing materials. These marketing materials may be distributed either in print or digital media. By signing the handbook form, the parent and the student agree to the release of her image or information for marketing or publicity purposes. It is the parents' responsibility to notify the Principal in writing if they do not want their daughter's and/or family members' names or pictures in publicity or marketing materials or on the Dominican website.

Lost and Found

The Lost and Found is located in the attendance office. All items including purses, jewelry, eye glasses, books, pencil cases, etc. are brought there. Lost devices or device styluses will be collected and held by the Assistant Principal – Technology. To prevent loss of personal property, students should not leave their valuables unattended anywhere on campus. Please put your name on all uniform items, books, pencil cases, electronic devices, etc. Items not claimed by the end of each week will be either donated or discarded.

Campus

Chapels

Our Lady Queen of the Rosary Chapel

The Donum Dei Adoration Chapel in honor of St. Martin de Porres

Our campus offers peace and serenity in the Adoration Chapel and in Our Lady Queen of the Rosary Chapel. The chapels are places of worship, Eucharistic celebrations, and other religious activities; therefore, an atmosphere of reverence and quiet is observed in these areas. Students are encouraged to spend time in quiet reflection and prayer. The Adoration Chapel, located in the center of our school, represents our belief that Jesus, VERITAS, is at the center of Dominican Catholic Education. Our Lady Queen of the Rosary Chapel is located on the second floor.

The adoration chapel was moved to the Gayle and Tom Benson Science and Technology Complex in 2016 and designated in memory of Katherine Raphael McKay '37.

Elevators

The elevators located in Aquinas Hall, the Toast of Praise Hall, and the Siena Center are available to students, personnel, visitors, or parents whose physical condition limits their use of the stairs. Students that need to use the elevator due to their physical condition should obtain an elevator pass from the attendance office.

Stewardship

Stewardship for the school requires that the campus be kept clean and free of litter. A student who defaces, marks, or damages school property, including technology equipment, will pay repair/replacement costs and/or clean the damaged property and may be subject to further disciplinary action.

Security

In the interest of safety, security guards are on duty during the school day and at all major school functions. Since they are hired for the protection of the students and their property, students are to adhere to their requests and follow their instructions.

All visitors and guests must report to the foyer office or to the security officer on duty to receive a visitor's pass. Any person appearing on campus before, during, or after school without apparent good reason is to be reported to the main office immediately.

The campus gates are unlocked at 6:45 a.m. Students arriving on

campus before 7:15 a.m. are to report to and remain in Alumnae Hall until St. Mary's Hall is opened at 7:15 a.m.

Except for school sponsored activities and events, all students are to be off campus by 5:30 p.m. or one hour after dismissal on early dismissal days and exam days. Any student remaining on campus after the designated pick-up time must sign in with the after school proctor on duty. All cars must be removed from the parking lot since the gates are secured at that time.

Parking

By the signature of parents and students on this handbook, the parents and the students consent to the search of the vehicle registered with the school and parked on school property by students when the search is based upon reasonable cause to believe that a violation of the law or school rules or policies have occurred or are occurring.

All students must register and purchase an official Dominican parking sticker in order to park on campus. Parking decal request forms are available in the Dean of Student Services office. The only reserved parking area in the student lot is the designated senior area. Seniors must purchase a blue parking tag. Failure to register a vehicle will result in a disciplinary action.

All cars are to be kept locked at all times. The school assumes no responsibility for missing items left in cars. Students parking off-campus are reminded to be courteous and considerate of the residents of the neighborhood. It is illegal to block driveways, intersections, or loading zones as well as to park within ten feet of a fire hydrant. NOTE: The private parking lots of the Archdiocese, The Chateau de Notre Dame, and The Pine Streets Apartments are NOT AVAILABLE FOR STUDENT USE. "No Parking" signs are posted on Burdette Street.

A student is not to go to her car during the school day without the expressed permission of the Dean of Student Services; neither is she to remain in a parked car once she has arrived at school.

Any car parked on campus must be registered with the Dean of Student Services.

Drop-Off/Pick-Up

Parents dropping off and picking up students are asked to pull to the side of the street, not blocking the regular flow of traffic. After school, students wait for rides in the school yard or near the Pine Street entrance by the Siena Center gate. Cars are not to block driveways since this creates congestion and a safety problem. After 4:00 p.m. all students **must** be picked up on campus in the school yard via the Burdette

Street entrance. Students are not allowed to be picked up on Walmsley Avenue, Burdette Street, on Pine Street between the Administrative parking lot and Walmsley Avenue, on Pine Street past Fig Street, or in the surrounding neighborhood. Except for school sponsored activities and events, all students are to be off campus by 5:30 p.m. or one hour after dismissal on early dismissal days and exam days.

Dining Hall & Lunch Guidelines

Students may eat in the dining hall, Alumnae Hall, on the lawn near the fountain, on the covered walkway near the lawn, or in the peace garden. Food items may not be delivered to campus for individuals and/or groups.

Students are not allowed to congregate behind the science and technology complex near the administration parking lot without permission from the Dean of Student Services.

Students are expected to be courteous and to follow the rules set for orderly conduct and procedures in the dining hall. The dining hall is not available for storage of food items for individual or group use. The dining hall is an eating area, and health regulations will be observed. For example, the following activities are not allowed:

- Combing or brushing of hair (this applies to free periods and study periods as well as lunch periods.)
- Application of make-up or finger nail polish
- Sitting on the tables or standing on dining hall chairs
- Loud or disruptive behavior

Books, bookbags, and electronic devices are not allowed in the dining hall or Alumnae Hall during lunch periods.

Campus Guidelines

Each student is to clean her own place whether she eats in the dining hall or on campus. Students must

- deposit trash in containers.
- wipe up spills and ask for table wipes or mops when spills occur.
- clean microwaves after use if spills occur.

Club Day Guidelines

- 1) No one may eat in classroom areas without permission from administration.
- 2) Students are allowed in club meeting rooms, the counselors' offices, the library, and in the Erminia Wadsworth/Azby Fund Technology Center.
- 3) Students are allowed to go to lockers or homeroom to retrieve an item during the lunch hour; however, students may not congregate in the homerooms or halls.

- 4) The Siena Center, the Sr. Ambrose Reggio Gym, the Dramatics Assembly, Robotics Lab, Disputatio, and Holy Family Foyer may not be used as eating areas.

Free Period Guidelines

- 1) Juniors and seniors who are scheduled for free period may use that time on campus to study or meet with their counselors, administrators, teachers, moderators, or coaches. Students may go to their lockers in St. Mary's Hall, the Library, Learning Center, Dining Hall, Alumnae Hall, Dominican Catholic Identity Office, Technology Center/Science Complex common areas, outside courtyard, and/or green space.
- 2) Students may never leave campus during free period without permission and may not congregate in the locker rooms, restrooms, hallways, the Siena Center, or the Sr. Ambrose Reggio, O.P. Gym. Students under the direct supervision of the athletic trainer or coach may use the weight room or running track during free period.
- 3) Students scheduled for free period at first hour or last hour of the day must sign in or out with the Attendance Secretary before the second bell in the morning and no earlier than 5 minutes before the dismissal bell in the afternoon. When free period falls at other times, students are assumed to be on campus and are not required to sign in.
- 4) In the event that free period occurs before an afternoon assembly, students may store their book bags in the attendance office and sign out of free period *after* the assembly.
- 5) Free period students are never allowed to use their cellphones or other unauthorized electronic devices and are not permitted to disturb or interrupt other classes while on free period.
- 6) Students who violate the privilege of having a free period are subject to loss of their free period and other disciplinary consequences.

Deliveries to Students

Students may not receive gift deliveries of any kind at school. Gifts, cards, flowers, balloon bouquets, food, birthday cakes, etc. are not accepted by the school for individual students, clubs, or lunch groups. Food items (lunch) may not be delivered to campus for individuals and/or groups.

School-related items may be left in the foyer office for student pickup. Students are responsible for picking up items as they will not be delivered by school personnel. Parents may not bring items to class-

rooms or other campus areas.

Emergency phone messages for students will be delivered by the Dean of Student Services or her designee. Non-emergency phone messages may not be able to be delivered in a timely manner.

Erminia Wadsworth/The Azby Fund Technology Center

The purpose of Technology Center located on the first floor of the Gayle and Tom Benson Science and Technology Complex is to provide students space and resources for collaboration, synthesis of information, production, and/or completion of academic assignments, experiments, and/or assessments. The center will open at 7:15 a.m. each school day and close at 4:30 p.m. Monday through Thursday. The center is closed on Friday after school. Students may use the center before school, during free/study periods, during lunch, and after school. Food and/or drinks are not permitted in the center. Students may store lunch bags and water bottles in the wooden shelving at the entrance to the center. Students are to follow all policies for the use of technology as stated in this handbook under “Conduct of Students,” in the “Acceptable Use Policy,” and posted in the technology center.

Conduct of Students

The tradition and high standards of St. Mary's Dominican High School have been passed down for more than a century and a half. The school has always been proud of its heritage and much of the credit for keeping "Dominican Spirit" alive today belongs to the student body. As a Dominicanite, a student is expected to be filled with pride for her school and should conduct herself at all times according to the accepted rules of courtesy and Christian respect for herself and others. She is a representative of the school both on and off campus. As a Dominicanite, she strives to develop the attributes stated in the Profile of a Dominican Graduate, and she accepts the privilege and responsibility of preaching the Gospel with her life.

The school accepts a student's registration as her intention to abide by the rules and regulations. Each student and her parents (guardians) are expected to read, understand, and model the contents of this handbook, then to sign and return the accountability form contained in the book. This, then, becomes the formal agreement of both the student and her parents to uphold standards of good conduct, to live by Christian values, and to support the school by adhering to the policies and regulations stated in this handbook.

Attendance

Our classroom instruction is designed to ensure that each student has the opportunity to achieve maximum success and to realize her optimum academic potential. Dominican students are being prepared for life outside Dominican; it is, therefore, imperative that good habits be formed regarding attendance. Students are expected to be present and punctual for all classes, exams, and school Masses/Assemblies throughout the year. **Parents are asked to cooperate with the school by scheduling doctors' and other appointments - including festivals, concerts, family trips, etc. outside of school time.**

Absences

If a student is sick or will miss school for any reason, her parent or guardian must call the Attendance Office before 9:00 a.m. at 504-861-8026 or 504-865-9401, ext. 8026. Parents/guardians must continue to call each day the student is absent. When a student returns to school from an absence, she must present a note to the Dean of Student Services from her parent or guardian, before 7:30 a.m., stating the reason for the absence and the days that she was absent. An attendance

form template with the necessary information can be found on the student/parent portal and on the school website for convenience. The student will be given a detention if she fails to submit a note to the Dean of Student Services upon her return. Forging a note or misrepresenting a phone call is considered a major offense and disciplinary action will be taken. Disciplinary action will be taken for any type of “skip day” orchestrated, promoted, or supported by students and/or parents. If it is discovered that the reason for stated absence has been misrepresented to the school, disciplinary action will be taken.

Checking Out During the School Day

If a student becomes ill during the school day and must leave campus, she must request permission from her teacher to go to the Attendance Office where the Dean of Student Services or her assistant will attempt to notify the student’s parent or guardian. Students are not to call, text or email their parent from their personal device as it is essential that the school knows when a student is ill.

If the student knows in advance that she will be leaving school early, a note from the student’s parent or guardian must be presented to the Dean of Student Services before 7:30 a.m. that morning for approval. At the time of departure, the student will present the approved note to her classroom teacher who will then allow the student to report to the Attendance Office to sign out. Students are not paged via the telephone or PA system to come to the office for parent pick-up. It is the student’s responsibility to present herself to the Attendance Office at the appropriate time. Any student who wishes to leave school to attend non-required extra-curricular or athletic events must also bring a note from her parent or guardian. Phone calls, faxes or emails will not be accepted for student checkout to attend these events. Students may not leave and return to campus between nine weeks test/exam sessions.

If a student must be checked out of school unexpectedly for an emergency during the school day, a parent or guardian must call the Attendance Office before arriving on campus so that someone from the attendance office can retrieve her from class, otherwise be prepared to wait until she can be retrieved from class or found during the lunch period. Please do not text or call your daughter on her personal cell phone. Any cell phone usage or texting by the student during the school day will result in a Saturday detention.

Extended Absence

When a student is absent for more than three days, please contact her Counselor regarding make-up work. The counselor will contact individual teachers and secure assignments from them.

A student who is absent for five consecutive school days must present a doctor's note to the Dean of Student Services before she will be allowed to return to class. Dominican follows state requirements for non-public schools in regard to student attendance. Bulletin 741 section 901 C states, "In order to be eligible to receive grades, high school students shall be in attendance a minimum of 80 days per course each semester." Section 901 E states, "Exception to the attendance policy can be made only in the event of extended personal illness, verified by a physician, or at the discretion of the principal." Any student who falls below the minimum number of days per course will be required to make up 1 hour of work for each class period missed at a time appointed by the Dean of Student Services.

If a student requires long-term hospitalization or is not able to attend classes because of medical reasons, she must enroll in an approved educational program in order to be eligible to earn credit. This program must be accepted and approved by both the student's Counselor and the Academic Assistant Principal.

Excessive Absences

A student who in the judgement of the Dean of Student Services has excessive absences (excused or unexcused) may be placed on attendance probation. This means that the student may not be able to receive credit for courses in which she has excessive absences.

Excused Absence

When a student is absent from her classes for legitimate reasons as determined by the Dean of Student Services, the student is allowed to make up work missed. This absence is recorded on the student's cumulative record. Students with an excused absence on the day a project/paper is due will not be penalized. However, if a student is present at school any time on the day a project or paper is due, she must turn in the assignment or the assignment is subject to the late penalty stated in the rubric. When a student is absent from class because she is representing DHS, the student is required to make up work missed. This absence does not count on the student's cumulative record.

Unexcused Absence

If an absence is deemed unexcused by the Dean of Student Services, the student is responsible for all work missed; however, she receives 0% in those classes missed and is not allowed to make up tests or quizzes. Questions regarding absences should be directed to the Dean of Student Services. When a student is absent any portion of the school day (excused or unexcused absence), she may not be allowed to par-

ticipate in any Dominican extracurricular activity or athletic events on that day. Permission to participate must be received from the Dean of Student Services.

Tardiness

Students must be punctual in reporting to school and to each class or assigned activity. A student is considered tardy if she is not seated in the assigned room when the second bell rings. If a student misses at least half of her scheduled class or assigned activity, she is marked absent.

In the event that she is late for school, she must sign the tardy book in the Attendance Office and bring a note from her parents or guardian (that day or the next) explaining the delay. A detention is issued for every five tardies acquired throughout the academic day (not necessarily acquired in one class period). Tardies are cumulative from August through May. An accumulation of three tardy detentions (15 tardies) will result in a suspension. Tardiness is a violation of school discipline, and continued disregard of this regulation may warrant further disciplinary action.

Make-Up Tests

1. A student will be allowed to make up tests if her absence was an excused absence as determined by the Dean of Student Services.
2. If a student encounters an emergency on the morning of her make-up test that prevents her from attending her make-up test session, she is to send a TEAMS message to either the Dean of Student Services or the Academic Assistant Principal before 8:30 AM.
3. No test may be made up during the school day, except with special permission from the Academic Assistant Principal.
4. All make-up tests, with the exception of tests missed due to a Dominican event, will be made up on Saturday mornings. Three make-up test sessions will be held each Saturday: 8:00-8:55 a.m., 9:00-9:55 a.m., and 10:00-10:55 a.m. Each student is to report to the designated testing room no later than 7:45 a.m. wearing her complete uniform. No matter how many tests a student is making up, she must report to the first testing session.
5. A student must make up tests within one week of her return to school.
6. If a student misses her scheduled make-up test session, she receives a 0% for the untaken test.
7. In the event of extraordinary circumstances, the student must consult with the Academic Assistant Principal to arrange make-up work.

School Uniform

The purpose of a school uniform and regulations regarding dress and appearance is not to stifle individual freedom but to identify one as a student of Dominican. The student's appearance reflects on the school as well as herself and her family. Students are to wear the uniform with pride and dignity.

The official school dress uniform is to be worn whenever a student represents the school off campus or is involved in any formal function or Mass on campus.

The official uniform consists of:

1. The black and white Glen plaid kilt skirt sold exclusively by Schiro's School Time. The skirt is to be worn around the waist with hemline falling **no shorter than 2 inches above the knee**, all the way around the skirt. The waistband of the skirt is not to be rolled.
2. Blouse
 - Oxford blouse, short or long sleeve, with plain sport collar and a pocket on the left side. Round, button-down or initial collars are not allowed. This blouse is sold in the Black & White Shop.

3. Outer garments

The following items will continue to be a part of the official school uniform:

All students

- Black Dominican 1/4 Zip Pullover Sweatshirt.
- Black v-neck pullover sweater with the school emblem on the left side.
- The Dominican *Veritas* sweatshirt.
- Any Dominican imprinted or letterman jacket which has been earned by participation in a DHS organization or athletic team and approved by the Administration.
- Skin-tone pantyhose or black tights with a foot or loop worn underneath the sock; leggings, sweat pants, and pajama pants are NOT allowed.
- Juniors Only – Red v-neck pullover sweater with the school emblem on the left side.
- Seniors Only – Navy blue v-neck pullover sweater of the graduating class with the school emblem on the left side.

In cold weather, non-uniform coats or heavy jackets may be worn over the school uniform to and from school and on campus but not in the classrooms. Sweatpants may only be worn in PE.

Other Dominican imprinted garments may be purchased through the Black & White Shop but may NOT be worn as part of the school uniform.

4. Shoes/Socks

Black and white saddle oxfords with white or red soles may be purchased at any store that sells that shoe. The official D-socks must be worn and purchased in the Black & White Shop.

5. Nametag

A student nametag will be issued to new students on orientation day. New and returning students may purchase additional nametags on registration day or before school each morning in the attendance office for \$5.00. The official nametag must be worn on the right side of the outer most garment. It is to be in plain view with the appropriate class color dot sticker. Other stickers or defacement of the nametag are not allowed. Student Council nametags may be worn only in the year that they are earned.

6. PE Uniform

- PE uniform consists of the Dominican class color PE shirt and black Dominican PE shorts
 - Basic athletic shoes
- Neither the gym T-shirt nor any other T-shirt may be worn under the school blouse. The gym uniform may not be worn in the classroom or to and from school.

7. A picture school ID is issued to every student on registration day. Each student must have her official and current ID in her possession at all times and at all school events. There is a \$10.00 fee to replace lost student ID's.

Uniform regulations

- Uniforms must be worn to and from school.
- White or skin-tone undergarments must be worn under the school blouse. Other colors are not allowed.
- Sweatshirts, sweaters, jackets, or blazers are not to be worn tied around the waist, neck, or shoulders.
- Jewelry must be simple, and only DHS school pins may be worn.
- Piercings are not permitted in any part of the ear except the earlobe. Students are permitted to wear **one** earring of a plain, simple type. Overly large earrings or gauges are not allowed.
- Ankle bracelets are not allowed.

- Simple ribbons and barrettes may be worn. Narrow hair bands (two inches) may be worn to hold hair back but may not be worn on the forehead.
- Moderation in hair color and style is expected. Hair styles which involve extreme/faddish colors or cuts are prohibited. The interpretation of hair style, cut, or color will be made at the discretion and interpretation of the administration. Students are expected to correct any hair infractions immediately and will not be allowed to return to school until the infraction is rectified. Please do not dye or hi-light hair with unnatural red, eggplant, or purple tones nor tones that are not a natural hair color.
- School shoes must be clean and in good condition at all times. When school shoes need repair, students are to request special permission from the Dean of Student Services to wear other appropriate shoes. AN OUT-OF-UNIFORM PERMIT MUST BE OBTAINED BEFORE 7:30 a.m.
- Students are never allowed to wear short shorts; cut-offs; halter/strapless/midriff tops; torn clothing; or clothing which is imprinted with profanity or alcohol, drug, sexual, rock or rap group, political, subversive, demonic, or other inappropriate messages.

NOTE: Students are reminded that they are to keep the spirit as well as the letter of the law regarding the above regulations. Final determination of appropriateness will be made by the Dean of Student Services or her designated representative.

General Decorum

1. Students are to report to all scheduled classes and activities on time; to arrive with necessary books, notebooks, and materials and to be seated and settled before the second bell rings.
2. At the beginning of school or whenever announcements are being made over the P.A., all students must be quiet and attentive. Any student in the hall, etc. must stop to listen to the announcements.
3. Safety, courtesy, and consideration for others require that there be no running or shouting in halls/stairways at any time.
4. Respect and pride in the school dictate that the buildings and campus be kept orderly and free of litter.
5. Students are expected to conduct themselves in a cooperative and mature manner at all times-in the halls, in the dining hall, in assemblies, and in all classes.
6. Smoking or vaping is not permitted within a two block radius of the school. Students are not permitted to smoke or vape in pub-

- lic while wearing any part of the school uniform or be pictured online participating in these activities whether in uniform or not.
7. Tattoos, body markings, or piercings, except for pierced ears as allowed in this handbook, may not be visibly exposed.
 8. Ordinarily eating is only permitted in the dining hall, Alumnae Hall, courtyard, and outside green space. However, special permission may be obtained from the Administration to eat in a classroom or other areas when requested. Students are allowed to have water bottles in the classrooms with sealed/closeable lids. No coffee, juice, soda, or energy drinks are allowed in St. Mary's Hall. Gum chewing is not allowed on campus.
 9. Students may not have political buttons or other political paraphernalia on campus. Political discussions are encouraged to take place in the classroom under the supervision and guidance of the teacher in an academic setting.
 10. In the event that a teacher is detained and not present at the beginning of a class period, students are expected to say the prayer and sit quietly while *one member of the class reports to the Principal's Office for instructions.*
 11. Students are to obtain permission from the Dean of Student Services to post or display any sign or information in the school. Permission is indicated by the stamp "Approved by Administration."
 12. Proper manners dictate that personal grooming (combing hair, etc.) be limited to the dressing room areas.

Technology

Advancements in technology provide tools which may be utilized by students and faculty to enhance the learning environment and increase opportunities for learning. With the privilege of using technology comes the responsibility to use technology to promote authentic student learning within the mission and philosophy of St. Mary's Dominican High School. Failure to use technology in appropriate ways may warrant a major offense and disciplinary action. Please refer to the protocols for email and the authorized use policy near the end of the handbook for more detail. Unauthorized school or personal technology usage may result in serious disciplinary consequences.

1. All Dominican students and their parents must sign the Acceptable Use Policy (AUP) each year. The AUP is included at the end of this handbook.
2. Students are expected to bring their personal computing device, that meets the following specifications, to school each day.

Required Specifications

Windows 10 Pro Operating System
Keyboard
USB Port
Touch Screen with Stylus
No 3G or 4G capability

Minimum Specifications

At least 128 GB Solid State Drive (SSD) Standard
At least 4 GB Random Access Memory (RAM)
11-inch Diagonal Screen

Not Acceptable

Windows S or Windows Home Operating System

3. **Students are required to register their personal computing device with the Technology Department and maintain the registration sticker on the device.** Unauthorized devices or devices not displaying the sticker will be confiscated, a detention issued, and if needed parents notified. Stickers which are imprinted with images or language that is profane, racist, sexually inappropriate or in any way contrary to the teachings and mission of St. Mary's Dominican High School are not allowed on devices.
4. Students are also expected to maintain their device by charging and restarting it nightly and installing updates as notified. Students may seek limited help with or advice about their device in the Erminia Wadsworth/AZBY Fund Technology Center.
5. St. Mary's Dominican High School does not repair or replace student devices. St. Mary's Dominican High School maintains a limited number of computing devices for students to check out for a specified amount of time. If a student does not have access to her device due to repair, malfunction, or misplacement, she may check out a device at the help desk in the Technology Center. Students are responsible for maintaining the school device while it is in their possession. If the device is returned with damage, a \$100.00 fee will be assessed. Damage includes, but is not limited to, a cracked screen, scratched screen, missing keys on keyboard, dented shell, or damaged ports. Students will be required to sign an agreement at the time of check out. Devices must be returned to the help desk in the Technology Center.
6. St. Mary's Dominican High School will provide each student with: a license for *Office 365* including *Microsoft Office* productivity tools and cloud storage, antivirus and malware protection while using the Dominican network on campus, a Dominican email account, an on-line account for monitoring grades and the school calendar, and licenses for academic software required for course work.

7. Students must use their own assigned or created passwords and may not share passwords in order to use school technology.
8. Technology may not be used for inappropriate or illegal purposes. Usage must be consistent with the mission and purpose of St. Mary's Dominican High School.
9. School sponsored events, assemblies, programs, activities, celebrations, Masses, and/or day- to- day operations are the proprietary property of the school. Images posted on the internet of participants in these events or activities are prohibited.
10. Students are not permitted to "friend" or follow teachers or other school employees on the internet or social media while enrolled at Dominican. Students are not allowed to post pictures or images of teachers or other school employees on their personal social media.
11. Social Media – participating and posting in online sites, including but not limited to Snapchat, Twitter, Facebook, Instagram, TikTok, Sendit, YouTube, Tumblr, etc., may result in serious disciplinary action if the content on the site includes **images** or **language** that is profane, sexually inappropriate, racist, or in any way contrary to the teachings and mission of St. Mary's Dominican High School and/ or the Doctrines of the Roman Catholic Church, and/or the rules and principles outlined in this handbook. Participation includes, but is not limited to, posting, liking, commenting, reposting, retweeting, etc.
12. Cyber-bullying is written, or verbal threats made against the physical or emotional wellbeing of another person. Students making such threats electronically (seriously or in jest) may be subject to detention, suspension, and/ or expulsion. Tormenting, name calling, and/or profanity or racist laced language to or about another person are all considered cyber-bullying behavior.
13. Sexting – students involved in the possession or transmission of sexually inappropriate images and/or texts on their cell phones or other electronic devices or other media platforms may be subject to suspension and/or expulsion. And, the appropriate law enforcement agency may be called.
14. Personal electronic devices such as voice/video recorders, cd/ dvd players, laser pointers, smart pens, and/or beepers are not allowed on campus.
15. Use of personal electronic devices, other than personal computing devices registered with the school, including smartwatches, wireless earbuds/AirPods, Google glasses, cell phones, digital music devices, e-readers, etc. must be kept in the student's locker during

the school day and may only be used before or after school. Upon arrival or departure from school, these items must be contained in a bookbag or purse before entering St. Mary's Hall or the Science Complex and may never be carried openly in those areas.

16. Unauthorized personal electronic devices in a student's possession during the school day or in St. Mary's Hall will be confiscated and turned in to the Dean of Student Services. Students may retrieve their device at the end of the school day. A Saturday detention will be issued.
17. Authorized electronic devices (laptops, tablets, etc.) are to be used for legitimate educational purposes. Unauthorized usage includes, but is not limited, to copying, transferring, or posting information or work involving academic dishonesty, as well as the production, possession, or transference of images or recordings without permission.
18. Additionally, communicating without permission via email, text, video chat or social media is strictly prohibited. The school reserves the right to confiscate any electronic device used by the student on campus and examine all data stored on the device for as long as the Administration deem necessary in accord with applicable law.
19. In the event that virtual learning is called for by national, state, or local governing authorities, the Archdiocese of New Orleans, or St. Mary's Dominican High School, students are to follow the instructions of their teachers to access, complete, and submit assignments and complete assessments using *Microsoft Office 365* programs and/or specific course software sanctioned by St. Mary's Dominican High School.
20. During virtual learning students may participate in virtual lessons, and/or discussions using *Microsoft Teams* or other software/website approved by St. Mary's Dominican High School. Students are to be modestly dressed and to meet/video with an appropriate background.

Further, by signing the AUP and/or this handbook, the student and her parents/guardians agree that the student, not St. Mary's Dominican High School, is responsible for her actions while using electronic communication devices, including the internet, and the student and parents/guardians agree to release, defend, indemnify, and hold harmless St. Mary's Dominican High School, its teachers and staff, and/or administration for any claims arising from the student's illegal and/or improper use of email, and/or the internet, and/or social media, and/or any electronic device.

Disciplinary Action

Since learning cannot be accomplished without order, cooperation, and attention, failure to adhere to the rules and regulations of the school will result in disciplinary action. Listed below are the steps which will be taken depending upon the seriousness of the infraction.

1. Detention-A detention of one hour may be given for the following:

- a) Failure to bring a note from parents (or guardians) to the Dean of Student Services explaining any absences or the necessity of leaving the school during the day
- b) Five tardies acquired throughout the academic day (not necessarily acquired in one class period).
- c) Any violation of the dress code or general decorum
- d) Bringing books in the dining hall or Alumnae Hall during lunch period. Bookbags must be left in designated classrooms and areas during lunchtime.
- e) Littering the campus or buildings
- f) Misbehavior at any assembly or Mass
- g) Chewing gum on the premises at any time
- h) Failure to keep state textbooks properly covered
- i) Eating in the school building without permission
- j) Running or shouting in the halls or stairways
- k) Having drinks, besides water, in the classrooms, hallways, or science and technology complex.
- l) Any other inappropriate behavior inconsistent with the rules and principles outlined in this handbook.
- m) Parking violations on campus
- n) Any misbehavior

Detention Procedures:

- a) Detentions received during the week must be served on the following Tuesday.
- c) If there is an **emergency** which prevents the student from fulfilling her obligation, she **MUST** bring a note from her parents to the Dean of Student Services **before** 7:30 a.m. No notes will be accepted during the day.
- c) If a student fails to report to her scheduled detention without permission from the Dean of Student Services, the student automatically receives a two-hour Saturday detention.
- d) A student who receives five detentions within the academic year will automatically receive a two-hour Saturday detention.
- e) A student who receives three tardy detentions will automatically be suspended.

Saturday Detention Procedures:

- a) A Saturday detention may be issued for:
 - i) cell phone usage during school hours or in St. Mary's Hall.
 - ii) inappropriate use of an approved electronic device.
- b) Any student issued a Saturday detention must serve it on the next scheduled Saturday detention after the infraction.
- c) Saturday detentions will begin at 8:00 a.m.
- d) Students must arrive on time and be dressed in the complete school uniform or PE uniform as designated by the Dean of Student Services.
- e) A student may be suspended for failing to report to Saturday detention.
- f) If a student is issued a third Saturday detention, in addition to serving the detention, she will also serve an in-school suspension.

2. Behavior Report

Any faculty or staff member may write a behavior report for the following:

- a) disruption of class activities
- b) disrespect or harassment of anyone on campus
- c) obscenity in speech or behavior
- d) leaving class without permission
- e) refusing to follow instructions
- f) academic dishonesty
- g) any other inappropriate behavior inconsistent with the rules and principles outlined in this handbook.

This report is submitted to the Dean of Student Services for further disciplinary action. The behavior report becomes part of the student's disciplinary record.

3. Suspension

When a student is given an on-campus suspension, she is prohibited from class attendance for a one, two, or three day period but remains on campus and reports to the Dean of Student Services. When a student is given an off-campus suspension, she is off campus. For any suspension, she may not participate in extracurricular activities nor attend homeroom nor other activities with her class. She receives "0%" in those class assignments missed, is considered absent, and is not allowed to make up tests or quizzes taken during this time. Projects or papers due on the date of suspension may be submitted the next day of class attendance and will be graded according to the classroom teacher's normal policy

for late submission. If a student receives a second suspension, she is automatically placed on probation. A letter of suspension is placed in the student's file and is part of her disciplinary record.

4. Probation

Placement on disciplinary probation jeopardizes the student's continued enrollment at Dominican. A student is placed on disciplinary probation for three marking periods. If during this time the student receives a detention, behavior report, or suspension, she is subject to immediate dismissal from school. Parents will be notified when a student is placed on probation or suspended. After the third marking period, the student's status is reviewed, and she may either be removed from probation or asked to withdraw from Dominican. Registration and course selection sheets for the following school year may not be accepted from students on probation.

5. Major Offenses

The following offenses occurring during the school day or at any Dominican sponsored activity on or off campus are considered major offenses and may warrant expulsion. The Principal shall be the sole decision maker as to the extent of discipline imposed on the student.

These offenses include, but are not limited, to behavior or activities involving:

- **Alcohol** - Possession, consumption, exhibiting effects of, transference, sale
- **Drugs or unauthorized medications** - Possession, consumption, unauthorized use of, exhibiting effects of, transference, sale
- **Weapons or items used as weapons** - Possession, use, transference, sale
- **Violence or threats of violence** - Verbal or physical altercations, actions causing harm to anyone, or inciting violence
- **Derogatory language** - language or microaggressions meant to assault, insult, and/or invalidate an individual or specific group of people - these may include, but are not limited to, the N-word or any other derogatory remark referring to race, skin color, religion, ethnicity, and/or disability.

In any of the above, if the situation warrants, the appropriate law enforcement agencies will be contacted. **Other offenses** punishable by suspension, probation, or expulsion include but are not limited to:

- **Harassment/bullying/cyberbullying** - “Bullying is a repeated aggressive behavior where one person (or group of people) in a position of power deliberately intimidates, abuses, or coerces an individual with the intent to hurt that person physically or emotionally. Acts of bullying can be physical or verbal.

Many young people can be unkind to each other during adolescence as they refine social skills and grow into adults. While these interactions are unpleasant, there is a clear line between conflict and bullying. Incidents of bullying must include all three of these characteristics:

- 1) Intentional- the behavior was aggressive and a deliberate attempt to hurt another person
- 2) Repeated- these aggressive actions occur repeatedly over time to the same person or group of people
- 3) Power imbalance- the person bullying has more physical or social power than the child or children being bullied.”

<http://preventingbullying.org> **Students who believe they have witnessed or been the victim of harassment should immediately report the incident to the Dean of Student Services.**

- **Sexting** – sending sexually explicit digital images, videos, text messages, or emails – usually a photo of oneself via means of an electronic device.
- **Theft**
- **Forgery**
- **Academic Dishonesty**
- **Hazing** – any student behavior (whether by commission or omission) that encourages, directs, orders, or requires participation in any activity which subjects another student to **potential or actual** physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by current students of any group, organization, or extracurricular activity whether such behavior is planned or occurs on or off school property is strictly forbidden. In addition, off-campus **scavenger hunts** are considered a form of hazing and are not allowed.
- **School pranks** – seemingly harmless acts can be a safety hazard causing personal harm or damage to property. Some students may interpret a school prank in one year as an invitation or a competition for more dangerous and costly acts by students seeking to up the ante in subsequent years. A climate of safety is of utmost importance therefore school pranks are prohibited.

- **Insolence**, willful disobedience, refusing to follow instructions
- **Refusal** of a student upon request to provide reasonable information to the Principal or an administrator
- **Leaving the school premises** or the group representing D.H.S. without permission
- **Leaving class** without permission, not reporting to class or any scheduled activity/event without permission from the Dean of Student Services
- **Disruption** of class activities or school-wide activities
- **Obscenity** in speech or behavior
- **Disrespect** of anyone at anytime
- **Defacement or damage of school property** (students are responsible for cleaning and/or paying for all damages).
- **Smoking/Vaping**
- **15 tardies**
- **Any other egregious activity** in violation of the principles of St. Mary's Dominican High School and/or the moral or religious doctrines or teachings of the Roman Catholic Church.

It is expected that a Dominican student will remove herself from any activity or wrongdoing that is not in accordance with the mission, philosophy, and disciplinary guidelines of the school. The student has the responsibility of reporting the activity or wrongdoing to the school administration.

In the case of other major offenses, the Principal or her designee with the non-binding advice of the Dean of Student Services shall be the sole decision-maker as to the extent of discipline to be imposed on the student, including but not limited to expulsion.

6. Restorative Justice Program

St. Mary's Dominican High School embraces a restorative approach to resolving conflict, preventing harm, and restoring positive relationships. Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and to take steps to positively resolve the conflict. Restorative approaches refer to a range of methods and strategies which can be used both to prevent relationship-damaging incidents from happening and to resolve them if they do occur. Benefits of this Restorative Justice Program include improved achievement and reduced exclusion while creating a more Gospel centered environment which supports the development of the Profile of a Dominican

Graduate. The program is an optional tool implemented in an effort to promote a healthy resolution to conflict. The use of this tool will be determined by Administration on an as needed basis.

7. Criminal Charges and Other Allegations

Any student accused of a serious wrong that falls within the scope of the disciplinary rules and principles of St. Mary's Dominican High School may be removed from school until a determination can be made.

DHS may provide educational materials for student use during the period of determination. The determination of discipline to be imposed on any student of St. Mary's Dominican High School accused of a serious wrong or charged criminally will be in the sole discretion of the Principal and will not be dependent on or necessarily coincide with the outcome of any formal legal action instituted against the student. Instead, the disciplinary rules as set forth herein shall guide the Principal as to the imposition of any discipline, up to and including expulsion.

Additionally, even though a student is not charged criminally, if the school learns of a serious wrong that falls within the scope of disciplinary rules of St. Mary's Dominican High School, the school reserves the right to impose whatever discipline it deems necessary, within the sole discretion of the Principal as guided by the disciplinary rules and principles as set forth herein.

8. Drug/Alcohol Testing

The school reserves the right to require drug and/or alcohol testing at any time by testing agencies approved by the school. This includes, but is not limited to, activities during the school day, any extracurricular or other school-sponsored activity on or off campus or any activity at which the individual is representing the school. Refusal to comply with the school's request for drug and/or alcohol testing will result in the student's immediate dismissal from St. Mary's Dominican High School. If the student's test results are positive, the student may be dismissed. Fees for such testing are the sole responsibility of the student and her parent/guardian.

St. Mary's Dominican High School has in no way undertaken a duty and disclaims any responsibility to detect, prevent, or treat drug or alcohol use by students, even where such use becomes apparent as a result of this drug/alcohol testing policy.

9. Polygraph/Other Test

The school is not required to and shall not accept the results of any polygraph or similar test in determining credibility of students accused of disciplinary infractions.

10. Search and Seizure Policy

The school reserves the right to search any student, her possessions, or vehicle during the school day or at any extracurricular activities sponsored by the school when the search is based upon reasonable cause to believe that a violation of the law or school rules or policies have occurred or are occurring.

Student Activities

St. Mary's Dominican High School Parents Board Statement Regarding Student Behavior (adopted 2007-2008)

We, the members of the Parents' Club Board, are dedicated to a sincere and honorable partnership with the administration of St. Mary's Dominican High School. We acknowledge that we share the same Christian values and that we have chosen Dominican as a place of learning for our daughters, but equally, as a place of character formation. With this partnership in mind, we are committed to raising our daughters in a family environment that is consistent with our Christian values and the lessons in character formation that they receive at Dominican.

Therefore, we oppose any activity that would lead to behavior that contradicts these shared values, such as under-age drinking. We also oppose any other activity or behavior that diminishes the dignity and integrity of any Dominican student, such as coed sleep-overs.

We implore all parents of Dominican students to stand together and hold our daughters to high standards of integrity and self-esteem, knowing that this will surely foster their growth into mature, confident adults who exemplify the attributes stated in the Profile of a Dominican graduate, to which we all aspire for our daughters.

DANCES

Socials are provided for Dominican students periodically during the school year.

Normally the following dances are scheduled:

Sponsored by the Student Council

Back to School Dance (Fall Semester)

Neat-N-Sweet Dance (December) for grades 9 through 12

Sponsored by classes-

Ring Dance (for seniors only)

Junior Prom (for juniors only)

Senior Prom (for seniors only)

General dance regulations:

- Admission to a dance requires school I.D. and dance ticket.
- Dance regulation reminders are provided on the back of dance tickets.
- Students are required to sign in when they arrive and sign out when they leave.
- DHS dances are restricted to Dominican students and their male dates.

- A student and her date are expected to be modestly and tastefully dressed according to the specific guidelines for the occasion and may be refused admission if she or her date is not properly dressed. Dress and behavior codes are printed on the reverse of all dance tickets.
- Once a student or her date leaves a dance, neither she nor he may return.
- A student is responsible for her behavior and that of her date. Anyone who violates the rules of good conduct, brings alcoholic beverages or drugs to a dance, or exhibits behavior showing the effects of alcohol or drugs will be dismissed from the dance after her parents have been notified. She may be subject to further disciplinary action, and the appropriate law enforcement agency may be contacted.
- No smoking, vaping, or juuling are allowed.
- No student nor her date is allowed on the stage or bandstand.
- The maximum number of persons allowed in any group picture is ten.
- Chaperons will be on duty during dances and will include members of the DHS faculty/staff. DHS security guards and/or designated police personnel will also be on duty. Students and their guests are required to cooperate with all chaperons in maintaining orderly behavior at dances.
- All dances and proms are to meet the standards set by the Administration.

Advertisement/Fund Raisers

Permission for any student-related fund raisers must be obtained from the Principal. Permission for posters and/or advertisements to be displayed on the school premises must be obtained from the Dean of Student Services.

Student Organizations

Clubs, organizations, and activities offer students a variety of ways to share and develop their talents. Dominican offers a club/activity period incorporated within the school day each Monday and Friday. The following clubs/organizations are offered to students:

1. Honor Organizations

Mu Alpha Theta (Math Honor Society)
National Art Honor Society
National English Honor Society
National Honor Society
NJCL Latin Honor Society
Sociedad Honoraria Hispánica (Spanish National Honor Society)
Société Honoraire de Français (French National Honor Society)
Tri-M (Music Honor Society)

2. Elected Organization - Student Council

3. General Organizations

Academic Games	Junior Classical League
Biotechnology Club	Laudare (Liturgical Music Ministers)
Bowling	Multicultural Club
Cheerleaders	Pro-Life Club
Christian Leadership Council	Retreat Team
Color Guard/Flag Line	Robotics Club
Craft Club	Spanish Club
Debs (Dance Team)	Speech/Debate Club
Drama Club	Star (Newspaper)
Dominican Preachers	Student Ambassadors
Ecology Club	Students for Human Dignity and Diversity in Action
Eucharistic Ministers	Yearbook (<i>Regina Rosarii</i>)
French Club	
Intramurals	
JETS	

4. Inter-Club Council

The purpose of this council is to aid in the inter-communication between organizations, to provide communication between the Director of Student Government and Organizations and the various Club officers, and to coordinate school-wide projects.

5. Athletic Teams

Dominican is a member of the LHSAA and participates in the following sports:

Basketball	Tennis	Swimming
Cross-Country	Track and Field	Volleyball
Golf	Soccer	
Gymnastics	Softball	

The DHS Athletic Handbook outlines guidelines and requirements related to athletic participation. All students and their parents must attend required meeting(s) and sign the athletic handbook in order for the student to participate in DHS athletics.

Permission Forms

An official Dominican permission form must be properly completed and submitted for each extracurricular activity or field trip in which a student is representing Dominican. Telephone calls will NOT be accepted in lieu of the proper permission form.

Volunteers/Chaperones

Parents or volunteers assisting with activities involving Dominican students will be required to complete the necessary school forms regarding the supervision of minors. Volunteer chaperones must be approved by the Principal or her designee and must receive training/orientation before acting as a chaperone for the event.

St. Mary's Dominican High School

Student Email Protocol

St. Mary's Dominican High School recognizes that electronic mail (email) is a valuable communication tool that is widely used in personal daily life. Dominican email accounts are assigned to improve the efficiency and effectiveness of communication within the school organization and in order to further the Mission of St Mary's Dominican High School. The school reserves the right to access, block, read, and/or filter email and any other files transmitted through or stored on the school's equipment and/or resources.

Students using email to correspond with teachers, moderators or coaches must adhere to the following.

1. Students must use the school provided email account for all official DHS extracurricular or academic correspondence.
2. Email messages should be consistent with formal practices for other correspondence. This includes proper salutation, grammar, and format.
3. Email must never be used to discuss contentious, emotional, or highly confidential issues. These issues should be dealt with face-to-face or through the counselor.

Acceptable Use of Student Email

Email may be used to

1. correspond with teachers and administration concerning academic progress.
2. correspond with Dominican moderators or coaches or with local, state, or national organizations affiliated with Dominican extra-curricular organizations.
3. send or receive electronic mail to transfer their own legitimate academic work between home and school unless specified by the teacher.
4. use academic software required by the school (TurnItIn, Naviance, ACT, College Board, etc.).

Unacceptable Use of Student Email

Email **may not** be used to

1. submit assignments (homework, projects, paper, lab reports, etc.) electronically to a teacher's email. Dominican provided network

and/or cloud services should be used to submit assignments to teachers following specific teacher instructions.

2. set-up or utilize social media or third party subscriptions or sites.
3. send personal information about anyone, including other students or personnel at DHS or any other school.
4. initiate or participate in any discussion about anyone, and in particular, but not limited to, discussions related to other students at DHS or any other school.
5. initiate or participate in any discussion about anyone, and in particular, but not limited to, discussions related to teachers or staff at DHS or any other school.
6. notify teachers regarding attendance or make up tests. Parents are required to call the Attendance Office as per this current Student/Parent Handbook.
7. initiate or participate in any personal communications, and in particular, but not limited to, any communications that expresses personal political, religious, social opinions or endorses or promotes products or services.
8. organize or promote personal events or activities.
9. send chain letters or mass mailings via a Dominican email account.

Emails will be responded to within 24 hours of receipt during the school week.

St. Mary's Dominican High School

Parent Email Protocol

St. Mary's Dominican High School recognizes that electronic communication (email) is a valuable tool that is widely used in professional and personal daily life. Email communication with St. Mary's Dominican High School personnel (teachers, staff, moderators or coaches) is intended to improve the efficiency and effectiveness of communication both within the school organization and the broader community in order to further the Mission of the school. The school reserves the right to access, block, read, and/or filter email and any other files transmitted through or stored on the school's equipment and/or resources.

Parents using email to correspond with teachers, moderators or coaches must adhere to the following.

1. Parents wishing email communication with teachers, staff, moderators, or coaches are required to activate their *Rediker Parent PlusPortal* account and provide one email address that will serve as the primary address that Dominican personnel will use to respond.
2. Parents are encouraged to check *Parent PlusPortal* frequently for the school calendar and information regarding activities and athletics.

Acceptable Use of Parent/Teacher Communication via Email

Email may be used to

1. correspond with Dominican teachers about student academic performance or behavior.
2. arrange a meeting/telephone call regarding student issues including a general description of the issue. (e.g. I would like to speak with you regarding my daughter's performance on her last test. The best time to reach me during the day is ____).
3. follow-up on an issue that has previously been discussed.
4. correspond with a moderator or coach to clarify information regarding an activity or sporting event.

Unacceptable Use of Parent/Teacher Communication via Email

Email **may not** be used to

1. discuss contentious, emotional, or highly confidential issues. These issues should be dealt with face-to-face, on the phone, or

through the Counselor.

2. initiate or participate in any discussion about anyone and in particular, but not limited to, any discussion related to other students at DHS or any other school.
3. initiate or participate in any discussion about anyone and in particular, but not limited to, any discussion related to personnel at DHS or personnel of another school.
4. send personal information about anyone and in particular, but not limited to, about other students or personnel at DHS or any other school.
5. send any sensitive student information that would normally be discussed face-to-face or by phone.
6. initiate or participate in any personal communication and in particular, but not limited to, communication that expresses personal political, religious, social opinions or endorses or promotes any products or services.
7. notify a teacher or the school of absence and/or make-up work. The parent must call the school to report any absence as per this current Student/Parent Handbook.

Communication

St. Mary's Dominican High School considers communication with students, parents, and the larger community to be an important component for the success of each student. The school publishes two calendars, one for those who are more closely associated with Dominican and the other for the general public. The first calendar available through *Rediker Plus-Portals* is prepared specifically for students and parents. The second calendar is prepared for the general public and is available through the school's website, www.stmarysdominican.org.

Rediker PlusPortals, <https://Plusportals.com/StMarysDominican>, is the primary source used by the school to communicate with students and parents. Students and their parents are each given access to *Plus-Portals* to: check the student's progress in her courses; communicate with teachers, moderators, and/or coaches via voice or email; monitor the detailed school calendar; and receive information from the school administration. The school maintains a staff directory of voicemail numbers and email addresses for student and parent use. Teachers will post test dates to class web pages at least one week prior to the test date and will post grades to *PlusPortals* every week. Parents are expected to activate their *PlusPortals* account and verify their current email address that may be used by teachers, moderators, and/or coaches. Students are expected to activate their *PlusPortals* account using their Dominican email address, issued by the school, for the same purposes. Parents and students are responsible for the use of their *PlusPortals* account, including updating the email address and reviewing grades when notification is sent that grades have been posted. When notifying a teacher via voice or email, parents and students are asked to give the teacher twenty-four hours to respond. Students and their parents are responsible for reading and following the Acceptable Use Policy (AUP) and email protocol as stated in this handbook.

The school administration also maintains a database of important student information that is used to contact parents (phone, US Postal Service, and email); track students' academic progress; maintain important information such as but not limited to emergency medical information, student schedule, attendance, automobile information, and numbers for the emergency notification system; and submit information to the Louisiana Department of Education for TOPS (Taylor Opportunity Program for Students). Parents are responsible for notifying the school registrar, registrar@stmarysdominican.org, in writing of any changes to database contact information including change of address, change of phone numbers, and/or change of email address.

St. Mary's Dominican High School

Acceptable Use Policy (AUP)

Mission Statement: St. Mary's Dominican High School, sponsored by the Dominican Sisters of Peace, is a Catholic college preparatory program for young women rooted in the tradition of prayer, study, community, and service. With Jesus at the center, the Dominican community preaches the Word, radiates joy, advocates peace, promotes justice, seeks Truth, manifests Catholic values, and ministers to others.

Computer Access:

Computing, data storage, information retrieval systems and communication tools are designed to serve the students, parents, faculty and staff of the St. Mary's Dominican High School Community. All technology resources including, but not limited to, network access, internet access, voicemail, e-mail, *Rediker PlusPortals*, *Microsoft Office 365 (including Outlook, Teams and all productivity tools and applications)*, academic software and research data bases are provided to further the legitimate educational goals of the school. In keeping with its philosophy and goals, St. Mary's Dominican High School also provides computing and network hardware resources for the use of students, employees and others affiliated with the school.

Students are required to register their personal computing device with the Technology Department and maintain the registration sticker on the device. Students are required to use **only** the Dominican network and virtual desktop when on campus. No 3G or 4G capability on **computing devices** will be allowed on campus. **Cellular devices** with 3G or 4G capability may be used before or after school in specified areas but must be stored in student lockers during the school day.

St. Mary's Dominican High School has taken reasonable precautions to restrict access to materials which are inappropriate to our school setting. However, these precautions do not in any way diminish each user's responsibility to act ethically and in a manner fully consistent with the philosophy and values of St. Mary's Dominican High School when using the school's electronic resources.

Furthermore, it is expected that all use of technology, including social media, at school and at home and whether using DHS provided resources or personal resources, is to be consistent with the Mission of St. Mary's Dominican High School and the rules and principles outlined in this Student/Parent Handbook.

Appropriate and Acceptable use of Technology Resources

Appropriate or acceptable educational uses of **student personal devices** or **school provided devices and resources** include, but are not limited to:

- Accessing the Dominican network or authorized resources, including but not limited to the internet to retrieve information from libraries, databases and appropriate web sites, newsgroups, and list servers in order to complete homework or class assignments to enrich and expand the curriculum.
- Using e-mail in accord with protocols for students and/or parents set forth in this handbook for communication within the St. Mary's Dominican High School community.
- Using school provided cloud servers and/or network capabilities to facilitate learning projects, to save and/or print academic work, and/or to collaborate with peers.

Acceptable Use Guidelines:

These guidelines are provided to ensure efficient, moral, ethical, legal and proper utilization of electronic resources in accordance with the Mission and educational goals of St. Mary's Dominican High School. Violators may be subject to disciplinary and/or legal action including but not limited to confiscation of a personal computing or phone device until after school hours and/or barring the student from further use of any personal computing device at St. Mary's Dominican High School, penalties, suspension and/or dismissal from school.

1. Systems accounts are used by the authorized owners for the purposes defined in this policy. Users are not to share their user identification or passwords with another person. Ultimately, each user is responsible for all activity under his/her account.
2. All use of electronic resources, either hosted on a campus server, cloud servers, or accessed via the world wide web, must be in support of education and research consistent with the Mission of St. Mary's Dominican High School. Dominican reserves the right to prioritize use and access to these resources and the right to access and read e-mail and any other files transmitted through or stored on the school's equipment or provided resources. Any student using a personal computing device on campus also consents to any review of programs or materials on such device, in accord with applicable law, by any St. Mary's Dominican High School administrator or teacher.

3. The use of the internet is a privilege, not a right, of the user. Equipment, software, hardware and network capabilities provided through the school are and remain the property of the school and may be monitored at any time by school authorities. Any inappropriate use will result in disciplinary action including possible cancellation of those privileges, confiscation of a student's personal computing device until after school hours and/or barring the student from further use of any personal computing device at St. Mary's Dominican High School, and other disciplinary action. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted, threatening, obscene, or racist material. Should a user accidentally access any inappropriate site or material, he or she should report this to the attending teacher or supervisor.
4. Any attempt to by-pass the school firewall is not acceptable. Use of unauthorized software or hardware, including but not limited to personal virtual private networks (VPN) and proxy servers, personal wireless access point (hotspot), or personal cloud access will result in disciplinary action including a detention and/or possible cancellation of computing privileges, confiscation of a student's personal computing device until after school hours, and/or barring the student from further use of any personal computing device at St. Mary's Dominican High School, or other disciplinary action as warranted.
5. In using electronic resources and in posting information on web pages approved by the President or Principal of the school, users shall abide by generally accepted rules of network etiquette and behave in an ethical and legal manner that is fully consistent with the mission, philosophy and values of St. Mary's Dominican High School. The school name, logo or shield may not be used in any printed or electronic material without the express, written permission of the President or Principal. No web page or electronic link should be made to the St. Mary's Dominican High School web page without the express, written permission of the President or Principal of the school.
6. Users shall fully comply with all licensing and copyright laws regarding software, technology and printed materials. No user is allowed to install or download any software to a Dominican-owned device without express, written permission of the President or Principal.

7. Any student or employee use of the school's network or communication tools for personal or financial gain, product endorsement or advertisement, political lobbying, unauthorized social media or visiting "chat rooms" or similar sites is strictly prohibited.
8. Vandalism, which includes, but is not limited to, any attempt to "hack" into the school's network, any malicious attempt to harm or destroy any data, hardware, or software, including the uploading or creation of a computer virus or loading unauthorized data or programs on Dominican owned machines or another student's device, will result in disciplinary action which could include financial remuneration for damage, confiscation of a student's device, suspension, dismissal, and/or other consequences as applicable.
9. Teachers will make discretionary decisions that may impact tablets, laptops, iPads, computers, written documents, calculators, personal notes, audio and video files, and electronic data of students in the interest of viable learning environment for legitimate pedagogical purposes.
10. Nothing in this policy is intended to preclude the supervised use of the digital or system resources while under the direction of a teacher or other approved user acting in conformity with St. Mary's Dominican High School's mission, philosophy, policies or procedures.
11. Violations of any e-mail protocols stated in this handbook for students may be cause for disciplinary action.

In accord with applicable law, St. Mary's Dominican High School reserves the right to monitor, review, confiscate and/or delete all material accessed, created, or transmitted on the network, any tablet, PC, laptop, CD, DVD, iPads, iPods, USB drive or any other hand held technology including, but not limited to, cell phones and calculators owned either by the school or student. The school reserves the right to determine, in its sole discretion, whether specific uses of technology are appropriate and in conformity with the mission of St. Mary's Dominican High School and the rules and principles outlined in this Student/Parent Handbook. Violation of any part of this policy is cause for disciplinary and/or legal action such as, but not limited to, confiscation of a student's device until after-school hours and/or barring the student from further use of any personal computing device at St. Mary's Dominican High School, revocation of user privileges, suspension or expulsion and restitution of any monetary expenses incurred either through damage of software or hardware, or through legal or other fees. Decisions by the Principal on disciplinary action in these matters are **final**.

St. Mary's Dominican High School

Agreement for the Use of Computers and Telecommunication

PARENT/STUDENT CONSENT FORM

St. Mary's Dominican High School has chosen to permit students access to digital and telecommunication resources using a personal computing device to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through Dominican's network and resources, educational software and telecommunications. All use of technology is to be in accordance with the Mission and Philosophy of St. Mary's Dominican High School. However, parents and guardians are warned that St. Mary's Dominican High School does not have total control of the information on the Internet. Parents or guardians are the primary authorities responsible for imparting the standards of ethical and legal conduct that their child or ward should follow.

1. I/We am/are the parent(s)/guardian(s) of the below-named student. I/We have read the **Acceptable Use Policy** for Computers and Telecommunications ("AUP"), and I/we have either explained it to my/our child/student or I/we have assured myself/ourselves that my/our child/ student understands it.
2. I/We request that my/our daughter have access to and use of the Dominican network, virtual desktop, cloud storage, telecommunications, and/or internet resources at St. Mary's Dominican High School.
3. I/We agree to allow our daughter to participate in virtual learning including live video education with school personnel.
4. I/We also hereby agree to defend, indemnify and hold harmless St. Mary's Dominican High School from any claim or loss resulting from an infraction of the AUP by the student or resulting from a violation of any applicable law by the student.

Signature of Parent/Guardian

Date

Name of Parent/Guardian (Please Print)

STUDENT FORM

5. I have received, read and understand the Acceptable Use Policy. I also understand its significance, and I agree to abide by all terms and conditions. I further understand that violation of this agreement would be unethical and might constitute a criminal offense and/or disciplinary offense as a student at St. Mary's Dominican High School. Should I choose to violate this agreement, my privileges may be revoked, my device confiscated in accord with this policy and disciplinary action and/or appropriate legal action may be taken against me.

Student Signature

Date

Name of Student (Please Print)

Grade Level

ST. MARY'S DOMINICAN HIGH SCHOOL CORPORATION
PARENTAL/GUARDIAN COVID-19
CONSENT FORM AND LIABILITY WAIVER

(Please Print)

Student's name: _____

Birth date: _____

Parent/Guardian's name: _____

Home address: _____

Home phone: _____ Business phone: _____

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and as a result, social distancing is recommended. St. Mary's Dominican High School Corporation d/b/a St. Mary's Dominican High School will follow state and local standards of conduct and has put in place reasonable preventive measures to reduce the spread of COVID-19 at St. Mary's Dominican High School. However, even though such standards will be followed and reasonable measures put into place, St. Mary's Dominican High School cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending St. Mary's Dominican High School or any of its related activities could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I/we acknowledge the contagious nature of COVID-19 and that my/our child(ren) and I may be exposed to or infected by COVID-19 by participating in the St. Mary's Dominican High School or related activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at St. Mary's Dominican High School may result from the actions, omissions, or negligence of myself and others, including, but not limited to, St. Mary's Dominican High School employees, volunteers, and related activity participants and their families.

Considering the foregoing, however, I, (Print) _____, grant permission for my child, _____, to attend St. Mary's Dominican High School and participate in any of its activities, notwithstanding the risks associated with the COVID-19 virus and group activities.

I further agree on behalf of myself/ourselves, my/our child(ren) named herein, and my spouse, our heirs, successors, and assigns, to release, indemnify, hold harmless, and defend St. Mary's Dominican High School Corporation d/b/a St. Mary's Dominican High School, its members, directors, officers, employees, agents and representatives ("indemnitees") arising from or in connection with the negligent acts or omissions of the indemnitees' in relation to prevention of the spread of the COVID-19 virus. I SPECIFICALLY ACKNOWLEDGE AND AGREE TO THE FOREGOING.

Signature of Parent/Guardian

Date

St. Mary's Dominican High School

Student/Parent Handbook 2021-2022

The rules and policies for St. Mary's Dominican High School outlined in this handbook are a condition of the Student's enrollment at St. Mary's Dominican High School. In outlining its rules and policies in this handbook, St. Mary's Dominican High School has attempted to be as explicit as possible. However, during the academic year unforeseen circumstances may arise. The Principal has the authority to use her discretion in making decisions regarding unforeseen circumstances. The Principal may also amend this handbook as circumstances may warrant. Parents and students will be given written notification of any changes made to this handbook during the academic year.

We hereby acknowledge that we have read and understand this Student/Parent Handbook. We agree to be accountable for, to abide by, and to support all of the rules and regulations contained therein.

Student Name (Please Print)

Student Signature

Date

Parent/Guardian Signature

Date

NOTE: The student must return this form, the DHS Health Form and the AUP Form properly signed before she may register. The Acceptable Use Policy is also signed each school year.

Grade Level _____

Toast of Praise

Here's a toast of praise to the school we love —

Dominicans are we!

To the school that keeps our spirits high . . .

It's known for loyalty

It makes the players what they ought to be.

Dominican's the only school for me! So . . .

Here's a toast of praise to the school we love —

To you, Dominican!

To praise
To bless
To preach

