

Mount Saint Dominic Academy

Student Handbook

Mount Saint Dominic Academy is a Catholic college preparatory day school for young women from the ninth through twelfth grade. Here are laid foundations for a spiritual, cultural, physically vigorous, and self-directing adult life. Well-selected curricula provide an excellent intellectual training. A properly integrated health program, together with an invigorating climate, promotes physical development. Student activities offer wholesome recreation, while an atmosphere of culture and refinement adds charm to the school environment. No effort is spared to mold character by the application of Christian principles and to spiritualize it by the knowledge and practice of faith.

Founded in 1892 by the Dominican Sisters of Caldwell, New Jersey, Mount Saint Dominic Academy has kept pace with the progress of education throughout the country. From modest beginnings, it has come to take its place among the leading schools in New Jersey. The Academy is accredited by the Middle States Association of Colleges and Secondary Schools, has been approved by the New Jersey State Department of Education, and is a member of the New Jersey Association of Independent Schools.

POLICY OF NON-DISCRIMINATION

Mount Saint Dominic Academy admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. Mount Saint Dominic Academy does not discriminate on the basis of race, color, religion, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

STUDENT SERVICES

GUIDANCE SERVICES

Guidance Services provide individual and group counseling, standardized academic testing, academic advisement to discover and develop academic potential, assistance in curriculum selection, preparation of transcripts (including recommendations to colleges), distribution of appropriate materials regarding college financial aid and scholarship opportunities, and career counseling through the evaluation of talents, abilities, and interests. Personal counseling is available to all upon request or referral.

Appointments

Students may request an appointment to see a counselor at any time by leaving a request in their office or speaking directly with her counselor or the Guidance Administrative assistant. An appointment with the counselor will be

scheduled as quickly as possible. The counselor may also request an appointment with the student by sending a request during her homeroom period. Matters discussed between the counselor and the student are strictly confidential, with the exception of causing harm to self or others, unless the counselor deems that the student requires outside referral. Parents may make appointments with the counselor by telephoning the Guidance Office for a mutually convenient conference time.

Access to Guidance Records

A student's individual testing and academic records may be accessed in scheduled conferences with the counselor.

Working Papers

Working papers are required by the state for anyone under 18 years of age. All forms can be obtained and the process explained in the Guidance Office.

College Planning Information

Juniors and seniors are informed of procedures for planning for college and for careers through announcements, newsletters, workshops and a Junior college-planning course. Sophomores and juniors take the PSAT (Preliminary Scholastic Assessment Test) in October of each year. Ordinarily, students take the SAT I at least once in the spring of their junior year and may opt to take it again in the fall of their senior year. Some colleges also require that those seeking admission take one to three subject tests (SAT II). The College Entrance Examination number for Mount Saint Dominic Academy is 310180. Information about visits from college representatives, college fairs, special programs, summer courses, and scholarships is available in the Guidance Resource Room.

HEALTH SERVICES

Mount Saint Dominic Academy has a full-time nurse who teaches various health courses, oversees student health regulations and protection, and cares for the students who are ill or injured in school. Parents and students must share with the nurse any medical problems or concerns that might affect a student's health, safety, or academic performance.

Health Forms

Freshmen and juniors must have a health form filled out by their physicians and returned to the school nurse by the first day of school. If this requirement has not been fulfilled, these students will not be permitted to attend school. Health forms will be distributed in June to incoming freshmen and to future juniors.

Students who are participating in team sports must have a yearly physical. Documentation for this physical is due the first day of tryouts.

By state law, no student will be permitted to attend school without proper immunizations.

Medications

The following regulations regarding the use of medication in school have been adopted by Mount Saint Dominic Academy.

The Health Office must receive written notification of all medications the student is currently taking. For emergency purpose a 3 day supply should be maintained in the Health Office.

Written orders are to be provided by the private physician outlining the diagnosis, the medication, and the time the medication should be given. The medication should be brought to school with the written order in the original container, properly labeled by the pharmacist or doctor. No medications, prescription or non-prescription may be given in school without a doctor's note. A written permission form must also be signed by the parent.

As of December 23, 1993, the law regarding the carrying and self-administration of medication for life threatening illnesses, such as asthma, bee stings, diabetes, and other acute problems, was put into effect. If there is an essential need for the student to carry insulin syringes in her possession, the Head of School and nurse must be aware of this order.

The doctor must certify in writing that the child has a life-threatening illness, stating the nature of the illness, the medication required, and the ability of the patient to self-medicate. The permission slip must be signed by doctor and parent holding the school harmless against injury or claim that might arise from the self-medication. The permission note is effective for the school year and must be renewed annually.

For your child to receive Tylenol or Advil, a parent must sign the medication administration form.

Accident or Injury

If a student is injured on school property, the nurse will provide emergency first aid care. If additional care is needed, the parent will be contacted, and if necessary, an Emergency Unit will be called. According to hospital policy, students who are taken to the hospital emergency room can be given only life-saving emergency treatment unless a parent or guardian is present. It is, therefore, essential that the school nurse and the school office have a current home and business phone number where the parent can be reached in an emergency. An official accident report form, available from the school nurse, will be provided. In any on-site, life-threatening emergency, the school nurse will follow the Standing Orders on file in the Health Office.

ATTENDANCE POLICY

Students who are absent for an extended period of time must present a doctor's certificate verifying the reason for the absence and clearance for return to school activities. On-going dialogue must occur between the parents/guardians, other pertinent adults and the Guidance Department during the absent period.

College Visits

Seniors are permitted two days absence for college visits

Students who accumulate absences of more than 8 nonconsecutive days in a semester—in one or in all courses—may be in danger of losing credit for those courses. Parents will be notified by the Administration when danger of such action is indicated. If the pattern continues, a parent conference will be requested.

School Hours

Students report at 8:00 AM. Students are dismissed at 3:00 PM.

Absence

When a student is absent, her parent/guardian must telephone the Main Office, 973-226-0660, Extension 10

- Be prepared to supply the following information:
 - Name of Caller
 - Name of Student
 - Reason for absence
- If student is missing a test, you must supply the following information:
 - Subject & Name of Teacher

If a student is expected to be absent for more than one day, the Office should be advised. The school must be called each day for consecutive absences.

If a student is absent from class, she must do the following within two days of her return:

- 1) Get the notes from a classmate, read the book, and try the homework herself, consult teacher web
- 2) If she still has questions, she should make an appointment with her teacher and come prepared with questions. She must have specific questions.

When a student returns to school, she must present to her homeroom moderator—within two days—a note from her parent/guardian, listing the

date(s) of the absence, and the reason for the absence, even though a phone call has already been made. If a student is absent due to illness for four (4) or more consecutive days, a doctor's note is required for the student to be allowed back to school. In this case, the student must see the school nurse upon her return.

A student must be present from the official opening of the school day to the close in order to participate in practice, rehearsals, trips, games or any other school-related activity scheduled for that calendar day. If any student is missing from a class and/or leaves the grounds and cannot be located, her parents will be notified. If the parents cannot be located at that time, the police will be notified.

Lateness

Students arriving after 8:00 AM must report to the School Secretary in the Main Office for a Late Pass and to sign the Late Book. Lateness to school will merit an after school detention. If a student arrives after 10:30, it is considered a half-day absence.

Early Dismissal

If a student leaves school at or before 12:30 PM, it is counted as a half-day absence. Parents are expected to schedule appointments such as medical and dental checkups, driving tests, and college interviews after school hours or during vacation breaks. However, if that becomes impossible, the student who needs a future absence or an early dismissal should follow the following procedure:

1. Call or present a note to the main office **BEFORE 8 AM**.
2. Be prepared to supply the following information:
 - a. Name of student
 - b. Name of caller and relationship to student
 - c. Reason for the Early Dismissal
 - d. The name of the person who will pick up the student
3. Meet the student at the Main Office to sign her out
4. If student is missing a test, you must supply the subject and the name of the teacher

Classes will not be interrupted to call the student to the office for an early dismissal. It should be noted that these absences are recorded, according to the time they consume, as a half-day or a full-day absence.

If a student becomes ill in school, she first reports to her classroom teacher who will give her a pass to see the nurse. The nurse will determine if early dismissal is necessary. In the absence of the school nurse, the student reports directly to the Main Office. Students are permitted to leave school early only if a parent can be contacted. This contact can be made only by the school nurse or Administration. A call from the student does not constitute an

official request. The parent—or a person designated by the parent in an official call or note to the school—may pick up the ill student at the Main Office after signing the authorization notice and time of departure.

If a student drives herself to school, she may place a form in the file, signed by parent/guardian, permitting her to drive herself home when an early dismissal is in order, whether it be for an appointment or for illness. In the case of illness, the parent must still be notified and consent to the student's driving home, if the school nurse decides that the student is capable of driving.

Voluntary Absence

Family vacation trips should be scheduled during school vacation days. If a student must be absent for a reason other than illness, written notification must be given two weeks in advance to the Head of School. If approved, the student will receive an assignment form from the school secretary. This form must be completed with an assignment and signature from each subject teacher and a copy returned to the Main Office prior to the student's absence. Also, prior to leaving, the student must schedule a precise time for taking any major tests she may miss. If not taken at the scheduled time, the test cannot be made up for full credit. All missed days are recorded as absences.

Emergency School Closing Information

- CBS Channel 2 (TV)
- NBC News Channel 4 (TV)
- News 12 New Jersey (TV)
- www.msdaacademy.org
- www.CBSNewYork.com

A **Late Start** means that we will begin classes at 10:00 AM and all classes scheduled for that day will meet for shortened periods.

- Since Station Wagon Service cannot accommodate a 10 AM start, students who use that service should note that they will be picked up at the regular time.
- The school building, including the cafeteria, will be open with an administrator present for any students arriving at or after 7 AM

Student Departure Time after School Activities

Any student who attends a school dance, game, or activity must previously ascertain the closing or departure time for that event from the moderator or coach and arrange for transportation home at that time. If a student has not been picked up by thirty minutes after the officially announced departure time, a taxi will be ordered to take her home—at her parent's expense.

SCHOOL REQUIREMENTS

Mount Saint Dominic Academy is a Catholic institution promulgating Christian teaching and values; therefore, any student choosing to attend is required to take religious studies courses for four years and to attend all liturgical celebrations (school or class liturgies, annual retreat days, Sunday liturgies during school sponsored trips, etc.).

Each class has one retreat day per year which students are required to attend. Students who miss the retreat day will be required to make it up on a Saturday retreat day run by the Office of Campus Ministry.

The Siena Program focuses on one of the four essentials of Dominican life – **mission**. We aim to help each student “to develop a sense of commitment to the betterment of the global community” and encourage each student to be “committed to living and speaking the ideals of peace and justice in all she endeavors.”

Each student will commit to and complete a certain number of service hours each year, be led through a reflection process and complete a journal which will deepen her understanding of our Christian call to service and the role it plays in her life. **This is a requirement for graduation.**

ACADEMIC POLICIES

Academic Integrity

The Mount community is committed to seeking the Truth in all aspects of life. The fundamental values of honesty, trust, fairness, respect and responsibility must be essential elements in all work produced by students of MSDA. All work presented by a student should be an honest product of the student’s own effort, intellect and creativity. Academic integrity is a constant standard within the Mount’s overall learning process

Academic dishonesty, in any form, demonstrates a lack of integrity which is inconsistent with the philosophy and mission of MSDA.

Students will follow the above policy in completing all tests, quizzes, examinations, research projects, reports, homework assignments, lab reports, electronic presentations, computer assignments and any other graded assignments. No assignment is exempt from the Academic Integrity Policy of MSDA.

Academic Requirements

Mount Saint Dominic Academy's minimum requirements for graduation include courses required by Mount Saint Dominic Academy in addition to those established by the New Jersey Department of Education.

All students register for at least six major courses each year. Full-year major courses can earn 5 credits, laboratory courses in science earn 6 credits, and one-semester courses earn 2.5 credits. Two one-semester courses are equivalent to one full year course.

Certain minimum requirements for graduation have been established by Mount Saint Dominic Academy. Students are required to earn at least the following 145.5 credits in order to graduate:

- 20 credits in English
- 10 credits in the same World Language or completion of the second year of French or Spanish
- 15 credits in Mathematics
- 8.5 credits in Health, Safety and Physical Education
- 20 credits in Religious Studies
- 12 credits in Science (Biology and a second Lab Science)
- 10 credits in US History
- 5 credits in World History and Cultures
- 5 credits in Fine Arts
- 5 credits in Computer Applications
- The remaining credits must be earned in major courses.
 - Major courses are all courses that meet 4 or 5 times per week for a semester or for a full year.
 - Full year major courses earn 5 credits, lab courses in Science earn 6 credits, and one-semester courses earn 2.5 credits.
 - Two one-semester courses may substitute for one full year course.
 - All students must register for at least 6 major courses per year plus the Phys Ed cycle.
 - The Phys Ed cycle includes Physical Education, Health, Driver Education, Computer Applications, and Guidance.
- A fourth year of Mathematics, a third year of Science and a third year of World Language are highly recommended to give the student a strong college preparation.
- All students participate in a mandatory Siena Service project.
- All students in grades 9, 10 and 11 take non-credit courses in SAT Preparation in both the Verbal and Math areas.
- All students in grade 9 participate in the mandatory non-credit course Peer Leadership.

Grading Policy

Value	Category
26-100 points	Tests (always announced) and papers. No extra credit or bonus points are ever allotted.
5-25 points	Quizzes (announced, unannounced)
5-100 points	Worksheets, homework assignments, take-home assignments, projects, presentations, notebook

- Point values are always announced with the assignment or test and are indicated as the denominator in the grade, e.g., 10 in 9/10, 100 in 84/100, 25 in 19/25.
- The average is determined by dividing the number of points earned by the number of points available in that marking period. No extra credit assignments will be given.
- If notebooks are graded on a particular day and the student does not have her notebook with her that day, she will receive a grade of 0.
- Help/Tutoring: If a student needs additional help outside of class, she should follow these steps:
 - 1) Set up an appointment with a teacher for a free period or after school on Tuesday, Wednesday, or Thursday.
 - 2) Ask for a peer tutor.
 - 3) Hire an outside private tutor.

Assignment Standards

- Students are expected to spend at least one half-hour each night in preparation for each major subject.
- All written assignments must be handed in to the teacher who gave them by the period that the class meets on the day the paper is due. If the paper is not handed in at the beginning of the period that the class meets, it is considered one day late. This is also true for papers that are e-mailed or faxed.
- All assignments must be written or typed accurately and neatly on standard paper.
- Mistakes that cannot be erased may be "whited out" or crossed out once with a thin line.
- Papers that do not meet the above standards may be returned to the student to be done over in a specified time.
- Announced assignments, in the case of student absence, must be turned in by 8 a.m. on the day of her return to school or it will be considered late.

Items Forgotten at Home

If a student forgets books, money, assignments, etc., the administration will not interrupt the instructional process in order to deliver such items to the

students; however, properly identified items may be left in the Main Office where it will be the responsibility of the student to obtain such items between classes or at the end of the day.

Make-Up Work

- A student who is absent for less than four days is responsible for getting all the assignments and notes from Teacher Web or a classmate and submitting those assignments upon her return.
- A student who misses a movie should see the teacher about an arrangement to view the material.
- A student who has been absent 4 or more days consecutively should make up the work within two weeks of her day of return to school.

Test/Exam Make-Up Obligations

If any student is absent for a previously announced major test, she is required to meet with the teacher within two days of her return to school to schedule the make-up test. The teacher will determine when a make-up test will be taken. The make-up test's grade can be worth only 80% of its numerical value. Dispensation from this grading policy can be granted by the Main Office only and will be made on a case-by-case basis when a parent can confirm that the reason that the student missed the scheduled test was due to a justifiable reason. Parents may describe this reason to the school secretary when calling in the absence, but should always include the subject and teacher of the missed test. The need for this dispensation applies only to major tests, not quizzes. No dispensation will be given after the student's return to school.

Marking Period Assignment Make-Up

All assignments for a marking period must be handed in by the last day of the marking period. However, if the reason for not completing the assignment is extraordinary as determined by the teacher in consultation with the administration, that student may be issued a grade of Incomplete and given two weeks from the last day of the marking period to complete the assignment. If the extraordinary circumstance has ceased and the student still fails to complete the assignment in the two weeks, a mark of 60 will be given in that course for the entire marking period.

Course Registration

Course registration for the following year takes place in February. Parental consent and signature are required on the final course selection sheet. All electives must be approved by the Academic Deans.

Mount Saint Dominic Academy offers Honors and/or Advanced Placement courses in English, History, Mathematics, Science, World Language, and Studio Art. Placement in an Honors or AP course is determined by the

approval of the Academic Deans, based on testing, past performance, and teacher recommendation.

A student may change a scheduled course prior to the last week of August by contacting the Guidance Department or the Director of Scheduling. Once the semester begins, any changes in schedule must be made at the conclusion of the second full week of classes. The student must consult with her counselor and complete the forms required for changing a class. The same procedure applies to a one semester course that runs in the second semester; any changes must be made at the conclusion of the second full week of classes.

Project Excel

The numerical equivalent of marks earned by a student in an approved course in the Caldwell College Excel Program will be recorded and averaged into the student's current semester average at MSDA, one of six required courses.

Exams

Semester exams will be given to all students in all major subject areas in January and June. The exam counts for 25% of the semester average. The other 75% is based on marking period grades. Seniors who have achieved a 90 average before rounding in any course in a semester will be exempt from the semester exam in that course.

Any student taking an AP course is required to take the AP exam.

No student may take any exams if she has any unfulfilled obligations in tuition, library books, fines, unserved detentions, or equipment belonging to the school.

Grade Point Average

Cumulative grade point average is calculated by averaging the weighted semester grades in all major courses.

Honors courses will be weighted +3 and AP and Project Excel (taken as a required core course) courses will be weighted +5 in determining GPA.

Cumulative averages are calculated at the end of each semester.

Honors

Academic Honors are awarded four times in the academic year. First and Second Honors are awarded at the end of each of the four marking periods. Additional first and second honor Academic Achievement Certificates will be given at the end of each of the two semesters. These semester certificates

will be based on a compilation of the marks of the previous two marking periods plus the semester's exam marks.

To Qualify for First Honors:

- Any student who has been suspended during a marking period and/or semester is not eligible to receive honors.
- The total weighted average for major courses must be 92 or higher.
- All grades for major courses in the marking period must be 85 or higher, including all exam marks in the second and fourth marking periods. A passing grade is necessary in all other courses.

To Qualify for Second Honors:

- Any student who has been suspended during a marking period and/or semester is not eligible to receive honors.
- The total weighted average for major courses must be 87 or higher.
- All grades for major courses in the marking period must be 80 or higher, including all exam marks in the second and fourth marking periods. A passing grade is necessary in all other courses.

National Honor Society

The National Honor Society is an organization of students selected for membership based on scholarship, character, leadership and service.

Selection to NHS is a privilege, not a right. Students do not apply for membership in NHS; instead, they provide information to support their candidacy for membership.

This is not an election, nor is membership automatically conferred simply because a student achieved a specified level of academic performance.

Excessive absences/lateness or a negative discipline record may disqualify a candidate for membership in NHS.

The selection criterion for MSDA National Honor Society is:

1. Cumulative average of 90
2. A minimum of 60 points for juniors and 70 points for seniors
 - Juniors: Scholarship – 20 points
 - Activities – 20 points (minimum)
 - Service – 20 hours (minimum)

(A student may receive no more than a total of 4 points for involvement in any outside club, sport or activity.)

Seniors: Scholarship – 20 points
Activities – 25 points (minimum)
Service – 25 hours (minimum)

3. Write 2 essays
4. Recommendations – 2
1 faculty member and 1 coach or service

Selection of members is by a majority vote of a 5 member Faculty Selection Committee.

Once the application process has begun students may be denied membership in the NHS for the following reasons:

1. Handing in application after the designated deadline.
2. Omitting sections of the application.
3. Having no phone numbers and/or verifying signatures.
4. Missing required recommendations
5. Missing required essay(s)
6. Violating a school policy.

Beginning with the class of 2008, NHS members will be required to perform 20 service hours above and beyond the Siena hours.

Membership is retained by maintaining a 90 average.

By exhibiting character qualifications at the same level as when selected, and by participating in NHS meetings and projects and by undertaking individual service projects.

Interim Academic Reports

Interim Academic Reports relating to student performance are mailed in the middle of each marking period. On this report, the teacher can request a conference with both parent and student. At this conference, all parties will explore the reasons for the student's non-achievement and develop an action plan to improve performance and to avoid a failure.

Students are expected to return the Interim Academic Report by the third day after receiving them, signed by their parents, to the Subject Teacher. If the Interim Academic Report is not returned as requested, a parental contact will be made by the subject teacher.

Student Help

Teachers are available after dismissal until 3:30, Tuesday through Thursday, to help individual students in a given subject. It is the responsibility of the student to make an appointment with a teacher. If any student fails or receives an unfavorable Interim Academic Report, she should report to the subject teacher for assistance and direction.

Academic Probation

Students and parents must be aware that academics have priority over student activities. Two or more failures in a marking period and /or a semester shall incur an academic probation from the date of issuance of the report card effective to the issuance of the next report card. During the probation period the student shall be required to attend study session three times each week (Tuesday, Wednesday and Thursday) from 3:15 - 4:00 PM. The student will meet at least once a week with a tutor and at other times be prepared to work on homework or related studies. The student will meet every other week with her Guidance Counselor.

A student will be excused from a study session for a scheduled school athletic event or a school performance. A student will not be excused for a practice, club or activity meeting.

Report Cards

Report cards are distributed to the students and mailed home at the end of each quarter. The dates of these mailings are listed on the school calendar.

Parent-Teacher Conferences

Parents who have a concern about their daughter's progress in a particular subject should contact the teacher directly by phone or email. If a parent wishes a conference with several teachers, this can be arranged through the Guidance Office. Subject teachers can request a conference at any time. Parents of freshmen students who have multiple failures should meet with the subject teachers.

Failures

The minimum passing grade is 70. A student failing any subject for the year must make up the failure in a summer program approved by the administration. First and second-year students who have failed more than two major subjects may be asked to withdraw from school. Third year students who fail more than one major subject will be asked to withdraw. A senior who fails any subject may not be awarded a diploma until she has successfully made up the failure.

Siena Scholarships

A student who has received a Siena Academic Scholarship must maintain a semester average of 90 in order to renew her scholarship at the end of each semester.

USE OF IN-SCHOOL COMPUTERS & THE DE COURSEY LIBRARY

The De Coursey Library is open from 7:45 AM until 4:00 PM each day from Monday through Thursday. On Friday, the Library will close at 3:00 PM. The

Computer Labs are open from 7:30 AM until 4:30 PM Monday through Friday. The Library and the Computer Labs are all available during students' studies and lunch periods. If a student wishes to use the Library or Computer Lab during a Study period, she must obtain a pass from her subject teacher stating the course, date, period, and purpose. Adherence to Library and Computer Use regulations are expected at all times.

Students who use in-school computers must adhere to the Computer Use Contract that they and their parents sign at the beginning of each school year. This contract is posted in all areas with computers for student use. If any student fails to adhere to these guidelines, her computer use privileges will be suspended for a period of time. If any student damages the computers or software, she will replace the damaged parts at her own expense and may lose the privilege to use in-school computers.

Students with internet access at home can utilize all of the Library's online research subscriptions by securing log-on information from the Director of the Library. These online services are available 24 hours a day, 12 months of the year.

INTERNET ACCEPTABLE USE POLICY

A. Educational Purpose

1. The school's internet access has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, academic research, and career development/college placement activities.

2. The school's internet access has not been established as a public access service or a public forum. Mount Saint Dominic Academy has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the Student Handbook and Federal law in your use of the school's internet access.

3. You may not use the school's internet access for commercial purposes. This means you may not offer, provide, or purchase products or services through the school's internet access.

4. You may not use the school's internet access for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

5. All internet access is filtered to eliminate inappropriate information and websites.

B. Student Internet Access

1. All students will have access to internet information resources through the school computers.

2. Students will be provided with an email address @msdacademy.org, which is to be used for educational purposes, including communicating with teachers and coaches. Students email may be monitored. Students will not be allowed to use any other email account while in school.

C. Unacceptable Use

The following uses of the school's internet access are considered unacceptable:

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your home address, telephone, and school address.
- b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the school's internet access or to any other computer system through the school's internet access or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the school's internet access to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- d. You may not download files not approved by the school while using the school's internet connection such as music, games, videos, etc.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your

account. Under no conditions should you provide your password to another person.

- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public and private messages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits

- a. You will use the system only for educational and career development/college placement activities.
- b. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- c. You will delete e-mail from unknown sources, since the material may be objectionable and/or carry viruses.
- d. You will not enter any chat room.
- e. You will not use any inappropriate blogging website.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies

appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8. Inappropriate Access to Material

- a. You will not use the school's internet access to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If you mistakenly access inappropriate information, you should immediately tell your teachers or proctor. This protects you against a claim that you have intentionally violated this policy.

D. Your Rights

1. Your right to free speech applies to your communication on the internet. The school's internet access is considered a limited forum, similar to the school newspaper, and therefore Mount Saint Dominic Academy may restrict your speech for valid educational reasons.
2. Search and Seizure
 - a. You should expect only limited privacy in the contents of your personal files on the school system. The situation is similar to the rights you have in the privacy of your locker.
 - b. Routine maintenance and monitoring of the school's internet/network access may lead to discovery that you have violated this policy or Federal law.
 - c. Proctors will be able to see what is displayed on the screen and have the right to request students to display any browsers that might be open.
 - d. An individual search will be conducted if there is reasonable suspicion that you have violated this policy or the law. The investigation will be reasonable and related to the suspected violation.
 - e. Your parents have the right at any time to request to see the contents of your email files.
3. Due Process
 - a. Mount Saint Dominic Academy will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's internet access.
 - b. In the event there is a claim that you have violated this policy in the use of the school's internet access, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator.

- c. Violation of the policy will result in restrictions on the use of the school computers and/or other disciplinary action.

E. Limitation of Liability

Mount Saint Dominic Academy makes no guarantee that the functions or the services provided by or through the school will be error-free or without defect. The school will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

FINANCIAL AID/TUITION

Financial Aid Renewal

Financial aid must be applied for annually. All students currently receiving aid will be given a re-application form by the Treasurer during the month of November. Anyone who wishes to apply for financial aid for the first time must contact the Treasurer during the same month. All application forms--both for renewal and for initial aid--must be completed and submitted to the Treasurer's office by December 15th for the following academic year.

Family Reduction in Tuition

If two or more members of the family attend Mount Saint Dominic Academy simultaneously, they each receive a 10% discount on their total tuition. A 10% discount is also extended to the daughter of anyone employed by an institution sponsored by the Sisters of Saint Dominic.

Books and Fees

The annual charge for books/fees/consumable materials covers all books, fees and first time purchases such as one ID card, 2 locks, and a basic gym suit (shorts and tee shirt.) However, if any student misplaces or damages these first time purchases and needs a duplicate or wishes an additional piece, that student will have to purchase the replacement, duplication, or addition.

If a tuition account is sixty days in arrears, the school may not allow the student to attend classes or complete examinations or participate in school activities as may be scheduled. The student will not be permitted to take June examinations unless all accounts are paid in full. The school may refuse to release student records including transcripts until such time as payments have been made.

SCHOOL REGULATIONS

Mount Saint Dominic Academy shares its grounds and building with Caldwell College and the Motherhouse of the Sisters of Saint Dominic. The campus is

defined by the geographic boundaries of the property. Students are asked to be considerate of the shared use and care for the grounds and buildings by doing the following:

- Use these entrances/exits to Aquinas Hall: staircase leading to the Science Labs, doors leading up to Room 208 or to the Main Office, door to the Gym, and the entrance from the Saint Dominic court yard.
- Angelica Hall may be accessed by the doors on the left and right side of the porch.
- The main front door and foyer of Rosary Hall are off-limits.
- College areas are off-limits at all times.
- Only **seniors** may use any entrance to the buildings **prior** to 8 AM.

I.D. CARDS

A Mount Saint Dominic Academy student identification card will be issued annually through the Main Office. The first card is issued free of charge. Lost or stolen cards will be replaced for a \$10 fee. I.D. cards must be worn at all times while students are present on campus.

LOCKERS

"Under the Constitution, all citizens are protected from unreasonable search and seizures; however, this does not mean that you are legally protected from search and seizure of any materials in your locker, which is school property."

(U.S.C.A. Const. Amend IV)

Periodic random inspection of lockers will be performed.

Students have full responsibility for the contents of their lockers and will make certain that their lockers are locked at all times and that the combination is not given to others. A detention will be issued for unlocked lockers.

Locker Regulations

- Each student is assigned a school locker which may not be changed.
- All items are to be stored in lockers. Nothing may be left on top of, underneath or in the area of lockers.
- Only school-issued locks are to be used.
- Students may have access to lockers only before and after school or during assigned lunch or locker break.

ELECTRONIC DEVICES

Students may not use the phone during school hours, except in case of emergency. If an emergency arises, the student may receive permission to use the phone in the main office only. Phones, beepers, ipods and other forms of electronic equipment should be turned off during school hours. No photos may be taken without permission. Any device not turned off will be

confiscated. Once confiscated, at the discretion of the Administration, materials may be viewed. Such devices will only be returned upon receipt of a school issued form signed by a parent and a detention will be issued. A second infraction may result in the loss of the privilege of having such a device on campus.

CARS ON CAMPUS

Students who bring cars to school must register their cars in the Main Office. Parking is permitted, on a first come first serve basis, in the assigned parking area only. Upon arrival at school, cars are to be locked and students are to come immediately into the building. The parking lot is off limits during the school day. All campus driving regulations must be obeyed. Violations of these regulations will result in the revocation of on-campus car privileges.

STUDENT CONDUCT

Students are expected to act in accord with the stated philosophy of Mount Saint Dominic Academy at all times. The following violations are considered serious offenses during school hours, on school grounds, and at all school functions. Commission of these major offenses is subject to disciplinary procedures determined by the Administration

- Disrespect to anyone and/or disobedience to anyone in authority
- Wearing of any clothing or jewelry or the posting or displaying of emblems, symbols, signs, graffiti, etc., indicative of membership in an exclusive group
- Possession, use, purchase, or sale of alcohol or other unauthorized chemical substance or drug paraphernalia
- Cutting school and/or cutting classes
- Stealing
- Vandalism
- Smoking
- Plagiarism - Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Cheating - A student who provides information or materials to another student shares the same responsibility and consequences as the student who uses the information or material.
- Use of foul/inappropriate language
- Inappropriate use of Mount Saint Dominic Academy name

Substance abuse

First and foremost, we want our students to be aware that anyone who initiates the need for help from the administration or staff regarding a substance abuse problem will receive assistance from Mount Saint Dominic Academy to obtain the appropriate intervention and/or treatment.

Definitions:

Controlled Dangerous Substances are defined in Section I through V of the NJ Criminal Code as including, but not limited to: marijuana, heroin, and anabolic steroids. The term controlled dangerous substance shall also include alcohol.

Under the influence: A student is determined to be under the influence when she exhibits physical or psychological symptoms which are commonly associated with the use of controlled dangerous substances.

Possession is defined as “knowingly or purposely obtaining a controlled dangerous substance or drug paraphernalia.”

1. on or off school property
2. on the person
3. in an accessory such as a back pack
4. in a locker or desk
5. in a privately owned or school-owned vehicle
6. *constructive possession* refers to a student who intends or has the capacity to exercise control over the drug even if she does not have physical possession of the item, such as someone who hides the drug on school property.

Distribution is defined as sharing, selling, or dispensing a controlled dangerous substance

1. on or off school property
2. with or without payment
3. to students enrolled or not enrolled in the school

Policy

In order to maintain discipline and to protect the safety and welfare of the student body, Mount Saint Dominic Academy has adopted the following procedures related to substance abuse issues:

- Mount Saint Dominic Academy maintains the right to perform unannounced searches of student lockers, desks, backpacks and other personal property if there is a reasonable suspicion of possession or use of an illegal substance
- Mount Saint Dominic Academy maintains the right to request a random drug test if there is a reasonable suspicion of the use of an illegal substance
- As a member school of the Archdiocese of Newark, Mount Saint Dominic Academy will abide by the laws of the Drug-Free School Zone Agreement
- A student of Mount Saint Dominic Academy shall be considered in violation of the school substance abuse policy if the following actions occur:
 1. Being under the influence
 2. In possession

3. Engaged in distribution or selling a controlled dangerous substance
- Any student found to be **distributing or selling** a controlled dangerous substance shall be immediately expelled with no recourse
 - If any student is identified being “under the influence or in possession” of a controlled dangerous substance, the Head of School may do the following:
 1. notify the appropriate authorities
 2. suspend the student from school until she has been drug-tested and enrolled in an appropriate substance abuse counseling setting
 3. request weekly updates on the student's compliance and progress with the counseling directives
 4. expel the student from school if she is non-compliant with the above criteria

Bullying

Bullying is defined as “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attack on the property of another. It may include, but not be limited to, physical aggression, restraining, taking or harming belongings, taunts, name-calling, put-downs, including ethnically-based or gender based put-downs, spreading rumors, malicious secret-telling, shunning or intentional exclusion from a group or pressuring someone to enter into or continue a relationship.” Such conduct is disrespectful of the person and disruptive to the educational process and, therefore, bullying is not acceptable behavior at Mount Saint Dominic Academy, and is prohibited. Students who engage in any act of bullying are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

Dismissal

The school retains the right to dismiss a student for any serious offense or repeated violation of school philosophy and procedures.

Suspension

Suspension is the loss of a student's right to participate in any school-related activities. Any student who has been suspended during a marking period and/or semester is not eligible to receive honors. A student suspended during a given academic year will lose the privilege of serving in a school leadership position. During the period of suspension, the student will remain after school or report on a holiday for a period of time to be determined by the administration. This period provides the student with an opportunity to prove that she can meet the requirements of the school and continue to grow in the environment provided by Mount Saint Dominic Academy. A conference

with the parents, Administration, and student may be required before the student is reinstated.

Detention

- Detention will be held every Tuesday from 3:15 – 4:00 PM
- Complete uniform is necessary.
- Students may read or study. No writing is permitted.
- Gum fines must be paid at the time a student sits for detention.
- Failure to appear merits an additional detention.
- Students acquiring 5 detentions in one quarter may be required to serve a three-hour detention on a Saturday or school holiday.
- Teachers have the right to assign a personal detention to students. This detention must be served with the assigning teacher at a time mutually agreed upon.
- After school jobs and/or sports practice or other school activities do not excuse students from detention.

School Detention Offenses

- Disruptive behavior
- Incomplete uniform or uniform not in suitable condition
- No absence note within two days of return
- Gum chewing (plus \$5 fine)
- Lateness (school or class)
- Presence in off-limits areas
- Use of unauthorized electronic equipment
- Unlocked Locker
- Missing Detention

DRESS CODE

Unless otherwise advised, students are expected to be in uniform from the opening day of school to the closing of the school year. Complete uniform must be worn during school hours. Uniforms must be clean and in good repair at all times. If any part of the uniform is irreversibly damaged, soiled, or in severe disrepair, it must be immediately replaced. The uniform skirt is to be worn no more than four inches above knee. Headwear (hats, kerchiefs, bandanas, etc.) are not permitted. Body writing/decoration (Body Art) or defacing any part of the uniform with writing/decoration is not permitted. The dress code will be strictly enforced. Students out of uniform will receive a detention for each offense.

Simple jewelry may be worn. No visible body parts, other than ears, may be pierced. Light make-up, if desired, may be used. No extreme hairstyles, including non-traditional hair color dyes, will be allowed. For special occasions, an alternate dress code will be specified by the Administration

Spring/Fall Uniforms	
All Students	Options for Seniors <u>ONLY</u>
Navy uniform skirt	Khaki uniform skirt
Short sleeve uniform banded polo with MSD logo Short sleeve plain white T-shirt may be worn under Polo shirt	Long-sleeved uniform polo
White Socks	
Brown Uniform Shoes	Mostly white sneaker (closed back and fastened) Black, brown, burgundy, navy or grey penny loafers
Uniform Sweater or Vest (navy, grey, wine)	Senior sweater

Winter Uniform	
All Students	Options for Seniors <u>ONLY</u>
Navy blazer	Senior sweater
Plaid kilt	Navy/khaki uniform slacks
Long sleeve uniform banded polo with MSD logo Plain white T-shirt may be worn under polo shirt	Short or long sleeve uniform polo shirt or turtleneck
Brown uniform shoes	Black, brown, burgundy, navy or grey penny loafers
Uniform sweater or vest (navy, grey, wine) IN ADDITION TO blazer	

PHYSICAL EDUCATION

Uniform:

- The official gray or white MSDA tee-shirt and blue mesh shorts,
- sneakers, and athletic socks
- Blue or gray MSDA sweatshirt and sweatpants
- Flip-flops and flannels are not acceptable attire

Medical Excuse

Long term: four days or more. A written excuse from a doctor is necessary. The student will be assigned written work to fulfill the Physical Education requirement.

CO-CURRICULAR PROGRAMS

Students are urged to participate in activities to develop their skills, to expand their interests, to form additional relationships, to acquire a sense of teamwork, and to expand their sense of service. The following clubs, sports and activities are available for student participation:

School Organizations/Programs

The Student Council: Membership by Election
 The National Honor Society: Membership by Qualification
 The French Honor Society
 Peer Leadership: Membership by Qualification
 Big Sister/Little Sister: Membership by Qualification

Publications

Argosy (School Newspaper)
Golden Fleece (Literary Magazine)
Lumen (School Yearbook)

Athletics

Varsity and JV Basketball	Varsity Track and Field
Freshmen Basketball	Varsity Indoor Track Team
Varsity and JV Softball	Varsity Cross Country
Varsity and JV Soccer	Varsity Swim Team
Varsity and JV Tennis	Varsity Golf Team
Varsity and JV Volleyball	Varsity Lacrosse
Freshmen Volleyball	Cheerleading

Performing Arts

Chorus	Forensics: Membership (audition)
Dance Team: Membership (audition)	Hip-Hop Team: Membership (audition)
Fall Drama: Membership (audition)	Spring Musical: Membership (audition)
Instrumental Ensemble	

Clubs/Activities

Adopt-a-Grandparent	G.A.P.
Anime	Italian Club
Ambassadors' Club	Key Club
Art Club	Lab Assistant Club
Book Club	Mount Announcers
Campus Ministry Team	Pan African Club
Christian Concerns	REBEL (Reaching Everyone by Exposing Lies)
Dominican Preaching Team	Ski Trip
Environmental Club	Social Justice Committee
Film Buffs Club	Spanish Club
French Club	