



***Mount St. Dominic Academy***  
**2021 - 2022**

## **STUDENT HANDBOOK**

## **MISSION STATEMENT**

**Mount St. Dominic Academy,  
established by the  
Sisters of Saint Dominic of Caldwell,  
is a Catholic, college preparatory school for young  
women. We are dedicated to the education of young  
women from a variety of ethnic, religious and economic  
backgrounds.**

**The Mount community is committed to seeking the  
truth in all aspects of life. The students are able to  
realize their individual gifts and talents in an  
atmosphere that fosters academic excellence,  
respect for diversity, appreciation for the gifts of  
creation, moral integrity and a heritage rich in  
Christ-centered values.**

# **Mount St. Dominic Academy**

## **Student Handbook**

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## **Mount St. Dominic Academy Student Handbook**

**\*All policies contained in this handbook are subject to review and change by school Administration**

### **HISTORY and ACCREDITATION**

Mount St. Dominic Academy was established in 1892 by the Sisters of St. Dominic of Caldwell to bring their Catholic and Dominican tradition of education to Essex County and the surrounding area. The first official graduation took place in 1896. The building that Mount St. Dominic Academy is housed in today was completed in 1931. The Mount had boarding students up until 1958, serving elementary through high school. On August 10, 1973 Mount St. Dominic Academy was incorporated as a not for profit institution of Secondary Education under the laws of New Jersey and empowered to grant diplomas. Throughout the years as Mount St. Dominic Academy grew, dormitory space has been gradually changed over to classrooms and offices. In 1999 a dormitory bathroom was converted to expand the DeCoursey Library facilities. The science laboratories were renovated to state of the art biology, chemistry and physics labs. Angelica Hall was configured as a World Language Center in 2002. In the spring of 2008, the Mount St. Dominic Athletic Center was completed and houses the Mary Jo Codey Gymnasium. The Doris M. Byrne Performing Arts Center opened in the spring of 2010. Our current Head of School, Mr. James MacDonald, is the fourteenth Head of School to lead Mount St. Dominic Academy.

Mount St. Dominic Academy has been accredited by the Middle States Association of College and Secondary Schools since 1934, and has been renewed through 2022. Mount St. Dominic Academy is sponsored by the Sisters of Saint Dominic of Caldwell and is a school in the Archdiocese of Newark. The school is also a member of the Dominican Association of Secondary Schools. Mount St. Dominic Academy is a member of the New Jersey Association of Independent Schools, the National Catholic Education Association, the Dominican Association of Secondary Schools, the National Coalition of Girls' Schools, and the NJSIAA.

### **PHILOSOPHY**

Mount St. Dominic Academy's preparation of young women for college and for life is rooted in the Four Pillars of Dominican Life: Prayer, Study, Community and Mission.

### **PRAYER**

Prayer is a dialogue of the heart that we strive to place at the center of all we do. Prayer prepares us for what we hope to accomplish each day

and throughout our lives. All of us in The Mount community seek to enfold our lives in prayer, and so we begin each day with a student-led prayer. Throughout the year there are retreats, prayer services and liturgies that are essential elements of life at Mount St. Dominic Academy.

### **STUDY**

Study is an ongoing, lifelong process of constant questioning in search of truth. The eminent Dominican theologian, St. Thomas Aquinas, is our example of scholarship. We strive to create an atmosphere that will nourish clear and independent thinkers who have an appreciation for knowledge and for the learning process, and who understand the necessity of discipline and hard work to achieve academic excellence. Mount St. Dominic Academy attempts to foster in each student a strong sense of identity, the ability to think critically and sensitively, and the conscience to make responsible moral and social decisions. Each student is helped to discover her sense of identity through a concerted effort to determine and foster her unique abilities.

### **COMMUNITY**

One's individual gifts and talents are meant to be shared, shared for the benefit of others. That is what a community is. Each of us is here on this earth to make the journey easier for all of us. We strive to instill this idea in our young women by instruction and by example. We expect open, honest and compassionate communication from all -- students, faculty, staff, and parents. We celebrate differences but come together as one in the classroom, in our athletics and arts activities, and in our clubs and other extracurricular programs. Yet, we remember that we are part of a larger community and that our responsibilities to others extend beyond the campus.

### **MISSION**

Mission is the call to action, the understanding that we must reach out to others by preaching and just actions. To foster each student's sense of social responsibility, we place great importance on service as a factor in her growth and development. Service is an integral part of The Mount experience, achieved through the school-wide Siena Service program. In addition, many clubs and activities provide awareness of and opportunities for service. A Mount St. Dominic Academy student is prepared to go out into the world to make a difference because she has permanently incorporated the value of service into her personal philosophy.

### **POLICY OF NON-DISCRIMINATION**

Mount St. 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 St. 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**

#### **SCHOOL COUNSELING SERVICES**

School Counseling 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.

#### **Access to School Counselors**

Students may request an appointment to see a counselor at any time by leaving a request in their office, speaking directly with her counselor or the School Counseling Office Administrative Assistant, or sending an email to her counselor. 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. If a student is considered at risk physically or emotionally or exhibits behaviors that are potentially harmful to herself or others, her parents will be contacted and appropriate referrals will be made. Parents may make appointments with the counselor by telephoning the School Counseling Office for a mutually convenient conference time. If a student is experiencing significant emotional distress during a class period, the teacher may write the student a pass to see their counselor.

#### **Access to School Counseling 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 School Counseling 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) each year. Ordinarily, students take the SAT I or ACT at least once in the spring of their junior year and may opt to take it again in the fall of their senior year. The Counseling Office will keep students abreast of information regarding standardized testing in college admissions. The College Entrance Examination number for Mount St. Dominic Academy is 310180. Information about visits from college representatives, college fairs, special programs, summer courses, and scholarships is available through the Counseling Office and on the Naviance site.

### **HEALTH SERVICES**

Mount St. Dominic Academy has a full-time nurse who oversees student health regulations and protection, cares for the students who are ill or injured in school, and collaborates with the Counseling Department. 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, Juniors, Transfer Students, and Student Athletes:*

Current physicals and all required health documentation must be uploaded to Magnus. Registration on Magnus and forms must be completed no later than August 1st. If your child is not registered on Magnus and/or physical forms are not submitted by that day, she will not be able to attend school or participate in sports. Please email our school nurse, Jennifer Froysland, at [jfroysland@msdacademy.org](mailto:jfroysland@msdacademy.org) with any questions or concerns.

**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 St. Dominic Academy:

1. The Health Office must receive written notification of all medications the student is currently taking. For emergency purposes a three day supply should be maintained in the Health Office.
2. 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.
3. As of December 23, 1993, the law regarding the carrying and self-administration of medication (such as an epi-pen) 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.

4. 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.
5. For your child to receive Tylenol or Advil, a parent must sign the Medication Administration Form found on the Magnus App.

### **Accident or Injury**

If a student is injured on school property, the nurse or trainer 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.

*Once a student is cleared by her physician to resume participation in sports, she may no longer be given any other special privileges during the school day.*

### **ATTENDANCE POLICY**

We believe that regular attendance and participation in classes along with interaction between student and teacher, as well as the interaction among students, are a vital and integral part of the learning process. Attendance is seen as a means to serving educational needs. Students should be active and responsible learners in the school community. The classroom plays an integral role in the learning process.

Students who are absent for three (3) or more days due to illness must present a doctor's certificate verifying the reason for the absence and clearance for return to school activities. Ongoing dialogue must occur between the parents/guardians, other pertinent adults, and the School Counseling Office during the absent period.

Students who accumulate absences of more than eight days in a semester—in one or in all courses—may be in danger of losing credit for

those courses. A parent conference will ordinarily be required when a student accumulates four absences in the duration of one marking period. This will be determined by the Administration.

### **College Visits**

Seniors are allowed three days of college visitation and juniors two days of college visitation, which will be considered excused absences. **All other absences for a college visit are still considered an absence from school.** A dated note from the college admissions office **MUST** be submitted to the Main Office when the student returns. **An absence for freshmen and sophomores for a college visit is still considered an unexcused absence from school.**

### **School Hours**

Students report at 8:00 AM. Students are dismissed at 2:45 PM.

Drop off and pick-up is at the Gazebo unless the student has a note from a doctor and gets a pass from the school nurse. For those with a pass, the student must be dropped off in front of the school outside of the Admissions Office. (See Map on Page 35). Students arriving prior to 7:30am may be dropped off in front of the Athletic Center. **Students are not to be dropped off near the Motherhouse, in front of Angelica Hall, or in any marked faculty or staff parking spaces anywhere on the campus.**

### **Absence**

When a student is absent, her **parent/guardian must telephone** the Main Office, 973-226-0660, Extension 1110, **BEFORE 8:00 AM**. Emails are not accepted as notification. Students are not permitted to call in an absence or late arrival.

- Be prepared to supply the following information:
  - Name of caller
  - Name of student
  - Reason for absence
- If a student is missing a test, you must supply the following information: subject and name of teacher.
- Full credit will not be given for the test if a teacher is not advised by the Main Office. The student will only be able to receive up to 80% on the test.

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

If a student is absent due to illness for three 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 official student dismissal 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.

### **COVID-19**

See the MyMSDA page on the website ([www.msdacademy.org](http://www.msdacademy.org)) for updated information on protocols.

### **Lateness**

When a student is late, her **parent/guardian must telephone** the Main Office, 973-226-0660, Extension 1110, **BEFORE 8:00 AM**. Emails are not accepted as notification. **Students may not call in a late arrival.** Students arriving after 8:00 AM must report to the Executive Assistant in the Main Office for a Late Pass and to sign the Late Book. Unexcused lateness to school will merit an after school detention. If a student arrives after 10:30 AM, it is considered a half-day absence. Students must adhere to the policy for make-up work. ***A student who is late or absent may not participate in any school activities for that day unless given permission from the Head of School.***

### **Early Dismissal**

When a student is leaving school early, **her parent/guardian must telephone** the Main Office, 973-226-0660, Extension 1110, **BEFORE 8:00 AM**. Emails are not accepted as notification. If a student leaves school at or before 12:30 PM, it is counted as a half-day absence. A student must be present until 12:31 to be counted for a full day. **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 8:00 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
  - e. If student is missing a test, you must supply the subject and the name of the teacher
3. Meet the student at the Main Office to sign her out.

***Classes will not be interrupted to call a 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 log and time of departure.

If a student drives herself to school, she may place a form on 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.**

***A student who is late or absent may not participate in any school activities for that day unless given permission from the Head of School.***

#### **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. A student should notify her teachers and check her PlusPortal ([plusportals.com/msdacademy](http://plusportals.com/msdacademy)) for assignments. Failure to notify Mount St. Dominic Academy of a prolonged absence may result in the student not receiving full credit for work missed. All work that the student missed while absent **MUST** be submitted on the day of the student's return to school. All missed days are recorded as absences.

#### **School Notifications and Alerts**

Mount St. Dominic Academy uses a text message, email, and social media broadcast system to notify all households and parents of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. School notifications or alerts will also be reported at [www.msdacademy.org](http://www.msdacademy.org).

A **Late Start** means that we will begin classes at 10:00 AM.

The school building will be open with school personnel present for any students arriving at or after 8 am.

### **Inclement Weather Policy – Remote Learning Days**

MSDA will follow a late start schedule during inclement weather days. Assignments will be posted on PlusPortals ([plusportals.com/msdacademy](http://plusportals.com/msdacademy)) for classes that meet that day. Students should check by the start of the school day to see if a class is meeting synchronously. Classes may meet either synchronously or asynchronously as decided upon by the teacher. Assignments are due the next time the school is in session and the class is scheduled to meet unless otherwise indicated. Teachers will be available for questions online until 3:00 PM.

### **SCHOOL REQUIREMENTS**

Mount St. 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 designated 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. Each student will be responsible to sign up for service opportunities, document service and service learning hours. (Freshman must complete 12 hours; Sophomores complete 15 hours; Juniors complete 20 hours and Seniors must complete 25 hours.) **This is a requirement for graduation.**

### **HONOR CODE AND ACADEMIC POLICIES**

#### **Honor Code**

The Academic Integrity section of the Student Handbook states, “The Mount Community is committed to seeking the Truth in all aspects of life.” This requires us to live and act honestly with respect for ourselves, for others, and for our environment. Dishonesty in any form, academic or personal, violates this commitment and prohibits the growth of individuals and the community. Although dishonest or disrespectful actions are sometimes committed intentionally, they are sometimes committed unintentionally, due to a lack of knowledge of what constitutes right and

wrong. Therefore, the Mount St. Dominic Academy Honor Code is an ever evolving set of guidelines intended to assist students, parents, teachers, and staff members in seeking the Truth.

Living a life of integrity and honor is being honest, truthful, and respectful of self, others, and the communal environment. It requires us to focus on these three Principles of Integrity to guide our behavior:

1. Do my words, actions, or inactions try to deceive anyone or allow someone to be deceived?
2. Do my words, actions, or inactions gain or allow me to gain privilege or advantage that I would not otherwise receive?
3. Would I be unhappy by the outcome if I were on the receiving end of my words, actions, or inactions?

(Adapted from: United States. Department of Defense. Department of the Army. United States Military Academy. *New Cadet Handbook, CBT.*)

Integrity encompasses fundamental values of honesty, truth, and fairness. It defines who we are and how we act. Integrity requires us to respect ourselves, others, and our environment. It requires us to live our lives conscientiously, to be fully aware that our actions and words matter and affect our community. When we lie, cheat, or plagiarize we are being dishonest. We diminish our integrity and growth as a person. We lose honor, dignity, and respect.

### **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 Mount St. Dominic Academy. All work presented by a student, whether in person or remotely, 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 Mount St. Dominic Academy.

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 Mount St. Dominic Academy.

## **Definitions**

**Lying** is deliberately giving false information with the intent to deceive. It can be done through written, oral, or any other form of communication. Lying is morally wrong and undermines the search for Truth. It inhibits our personal development and is inconsistent with the philosophy and mission of Mount St. Dominic Academy.

**Cheating** is a form of academic dishonesty. It is another form of lying. Cheating subverts the educational goals of accumulating knowledge and mastering skills. It promotes a dishonest evaluation of our academic achievement by interfering with our ability to assess our strengths and weaknesses. Cheating harms not only our intellectual growth and personal integrity, but damages the academic experience for everyone by devaluing the honest efforts of other students. This includes the use of online apps and content specific to academics.

**Plagiarism** is a serious form of academic dishonesty. It is using the words, ideas, images, and creations of someone else without giving them credit and presenting it as your own work. Plagiarism consists not only of verbatim copying of someone else's work, but also closely imitating it or making slight alterations to it such as changing a few words without the proper citation. Proper citation pays respect to the efforts of others. Plagiarism is a specific form of lying and cheating which compromises your academic and personal integrity. If you have any doubts as to what constitutes plagiarism or the use of proper citation, you should consult your teacher.

## **Violation of Honor Code and Consequences**

It is important that all members of the community including administrators, faculty, staff, students, and parents are familiar with and uphold the Honor Code. The Administration will review the Honor Code with students at the beginning of every academic year. They will also communicate it to prospective and newly registered students. Faculty and staff will reinforce the Principles of Integrity by reviewing examples of honorable as well as dishonorable behavior.

It is important that all students realize that violations of the Honor Code, whether intentional or unintentional, may occur. Students must recognize that each violation may be subject to consequences. Possible consequences include, but are not limited to:

- A warning
- Parents' notification of the violation
- Detention
- A failing grade
- Ineligibility for Honor Roll
- Removal from athletics or all co-curricular activity listed in the Student Handbook

- In-School Suspension
- Disciplinary probation for a specified period of time
- Suspension from school
- Dismissal from school

Infractions could be reviewed by the Head of School, Director of Discipline, Principal, and/or the School Counseling Department.

### **Academic Requirements**

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

All freshman and sophomore students register for six courses each year. All juniors and seniors register for seven courses. Major courses can earn five credits.

Certain minimum requirements for graduation have been established by Mount St. Dominic Academy. Students are required to earn at least 150 credits in order to graduate. (Please see the Curriculum Guide on PlusPortals for requirements.)

### **Grading Policy**

- 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.
- If a student does not have her homework with her in class, she can receive a grade of 0, based upon the individual teacher's homework policy.
- Teachers are available to work with students needing extra help during CAP, after school from 2:45 PM to 3:30 PM on Tuesdays, Wednesdays, and Thursdays and students may arrange to meet with teachers at other mutually agreed upon times. This does not take the place of individual tutoring or remedial support. The School Counselors can recommend outside professionals whom parents can arrange to have work with their students to provide these services. If the student requires academic remediation, support or psychological counseling, the School Counselors will make the appropriate referrals to outside professionals.
- Late assignments are penalized 10% of the value of the total points of the assignment for each day the assignment is late.



### **Assignment Standards**

- All written assignments must be handed in to the teacher who gave them by the period that the class meets on the day the work is due. If the work 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 assignments that are emailed. Students will lose 10% of the indicated point value of the assignment for each day the assignment is late.
- Homework and announced assignments deadlines, in the case of student absence or late to school, will be determined with a dialogue between the student and her teacher.

### **Make-Up Work**

Late make-up work is penalized 10% of the value of the total points of the assignment for each day the assignment is late.

A student who is absent assumes the responsibility to make up the work she missed. It is her responsibility to see her teachers on the day of her return to school and schedule the make-up work.

### **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.** Parents must alert the Executive Assistant of a student's absence for a test when a test is occurring. Parents may describe the reason for absence to the Executive Assistant when calling in the absence, and 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 grade of zero will be recorded for each missing assignment or assessment.

### **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 course placements must be approved by the Principal.

Mount St. Dominic Academy offers Honors and/or Advanced Placement courses in English, History, Mathematics, Psychology, Science, World Language, Computer Science, and Studio Art. Placement in an Honors or AP course is determined by the approval of the Principal, based on testing, past performance, and teacher recommendation. See the Curriculum Guide for a listing of all classes on PlusPortals.

A student may change a scheduled course prior to the last week of June by contacting the School Counseling Office and the Principal. Once the semester begins, any changes in schedule must be made no later than the conclusion of the first seven day cycle of classes. The student must consult with her counselor and the Director of Scheduling and submit written parental permission to change her course.

### **Exams**

All students will take a semester one assessment (midterm). All English courses will have a culminating writing assignment in lieu of an in-seat exam each semester. The exam counts for 15% of the semester average. The other 85% is based on marking period grades. Seniors (and all others in a senior course) who have achieved a 94% average in any course for each marking period and on the midterm examination will be exempt from the final exam in that course, provided they have not accumulated more than eight absences in the class for each semester.

AP students will not be exempt from midterm examinations, regardless of grades. AP students will have the opportunity to sit for the AP exam in May; if they choose not to, a final exam will take the place of the AP exam, regardless of grade.

### **Student Obligations**

No student may take any exams if she has any academic obligations and/or unfulfilled obligations in tuition, library books, fines, unserved detentions, textbooks 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 courses will be weighted +5 in determining GPA.

Cumulative grade point 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 or placed on disciplinary probation during a marking period and/or semester is not eligible to receive honors.
- The total weighted average for major courses must be 93 or higher.
- All grades for courses in the marking period must be 90 or higher, including all exam marks in the second and fourth marking periods.

**To Qualify for Second Honors:**

- Any student who has been suspended or placed on disciplinary probation during a marking period and/or semester is not eligible to receive honors.
- The total weighted average for major courses must be 90 or higher.
- All grades for courses in the marking period must be 85 or higher, including all exam marks in the second and fourth marking periods.

**Report Cards**

Report cards may be obtained on PlusPortals at the end of each marking period. The dates of these reports are listed on the school calendar.

**National Honor Society**

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

Selection to the NHS is a privilege, not a right. Students do not apply for membership in the 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.

More than eight (8) absences and fifteen (15) lates along with violations of the school's Honor Code may disqualify a candidate from membership in the NHS.

The selection criterion for the Mount St. Dominic Academy National Honor Society is:

1. Cumulative average of 90.0 or higher
2. A minimum of 60 points for juniors and 70 points for seniors
  - Juniors: Scholarship – 20 points
  - Activities – 20 points (minimum)
  - Service – 20 hours - Siena Service Hours ½ completed by December

Seniors: Scholarship – 20 points  
Activities – 25 points (minimum)  
Service – 25 hours - Siena Service Hours ½  
completed by December

3. Required Essay
4. Recommendations – 2 total  
(2 faculty members or 1 faculty member plus 1 coach or  
moderator/ or service coordinator)

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. Missing required recommendations.
4. Missing required essay(s).
5. Violating a school policy.
6. Eight (8) or more absences or fifteen (15) lates at the time the application process begins
7. Violations of the school's Honor Code

Student must be qualified for admission into the National Honor Society by the end of the sixth semester (end of Junior year).

Membership is retained by maintaining a GPA of 90.0 and adherence to the attendance and participation policies.

### **Siena Scholarships**

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

### **Academic Probation**

Academic Probation is under the supervision of the Principal and School Counseling Office. Students and parents must be aware that academics have priority over student activities. A failure of one or more subjects 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. The student must meet with her school counselor to devise a plan for academic success which will be monitored by the counselor.

### **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 School Counseling Office. Subject teachers can

request a conference at any time. Parents of students who have multiple failures will be contacted by a School Counselor to meet with 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. Freshman and sophomore students who have failed more than two major subjects may be asked to withdraw from school. Juniors 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 for the failure. Any student requiring summer school must attend a program that is approved by Mount St. Dominic Academy.

### **THE DECOURSEY LIBRARY MEDIA AND INNOVATION CENTER**

The DeCoursey Library Media Center is open Monday through Thursday, from 7:30 AM until 3:30 PM. Friday, the Library will close at 3:00 PM. The Library and the innovation center are available during students' studies, lunch periods and CAP. If a student wishes to use the Library or innovation center 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 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.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

The following policy includes, but is not limited to:

#### **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 St. Dominic Academy has the right to place reasonable restrictions on the material the students' access or post through the system. A student is also expected to follow the rules set forth in the Student Handbook and Federal law in use of the school's internet access.

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

4. A student may not use the school's internet access for political lobbying, but may use the system to communicate with elected representatives and to express an opinion on political issues when part of a school assignment.

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

#### **Student Internet Access**

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

2. Students will be provided with a Mount St. Dominic Academy email address, xxx@msdacademy.org, which is to be used for educational purposes, including all communication with teachers and coaches, for which only school email, not personal, should be used. Students' email may be monitored. Students are not allowed to use any other email account while in school.

#### **Unacceptable Use**

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

##### **1. Personal Safety**

- a. A student will not post personal contact information about herself or other people. Personal contact information includes home address, telephone, and school email address.
- b. A student will not agree to meet with someone she has met online without her parent's approval. The student's parent should accompany her to this meeting.
- c. A student will promptly disclose to her teacher or other school employee any message she receives that is inappropriate or makes her feel uncomfortable.

##### **2. Illegal Activities**

- a. A student will not attempt to gain unauthorized access to the school's computer or go beyond her 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. A student 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. A student will not use the 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, bullying, etc.
  - d. A student 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. A student is responsible for her individual account and should take all reasonable precautions to prevent others from being able to use the account. Under no conditions should the student provide a password to another person.
  - b. A student will immediately notify a teacher or the system administrator if she has 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. A student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - c. A student will not post information that could cause damage or the danger of disruption.
  - d. A student will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. A student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
  - f. A student will not knowingly or recklessly post false or defamatory information about a person or organization.
- 5. Respect for Privacy
  - a. A student will not repost a message that was sent to her privately without permission of the person who sent her the message.
  - b. A student will not post private information about another person.
- 6. Respecting Resource Limits
  - a. A student will use the system only for educational and career development/college placement activities.
  - b. A student will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
  - c. A student will delete email from unknown sources, since the material may be objectionable and/or carry viruses.
  - d. A student will use only school approved blogging websites.

- e. A student should be aware of environmental issues and print only what is essential.
  - f. If a student experiences any difficulty with a school computer, she will report the problem to the faculty member present immediately. A student will not try to fix it herself.
  - g. A student will not change any school computer settings, including but not limited to wallpaper, screen saver, icons, etc. A student will not attempt to install any software.
7. Plagiarism and Copyright Infringement
- a. A student will not plagiarize works that she finds on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were her own.
  - b. A student will respect the rights of copyright owners. Copyright infringement occurs when a student inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, she should follow the expressed requirements. If a student is unsure whether or not she can use a work, she should request permission from the copyright owner. Copyright law can be very confusing. If a student has questions, ask a teacher.
8. Inappropriate Access to Material
- a. A student will not use 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 a student mistakenly accesses inappropriate information, she should immediately tell her teachers or proctor. This protects the student against a claim that she has intentionally violated this policy.

### **Your Rights**

#### **Due Process**

- a. Mount St. 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 a student has violated this policy in the use of the school's internet access, she 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 any electronic devices and/or other disciplinary action.

### **Use of Personal Electronic Devices (PED)**

Mount St. Dominic Academy recognizes that the current state of technology permits access to networks other than the MSDA student



network while physically on the grounds of MSDA. The PED usage policy will follow the school computer use policy with the following additions:

Electronic Devices (PED's) uses:

- All PEDs will use MSDA wireless network and need updated antivirus software
- Charging (only acceptable locations) stations located in 202 and the Library Media Center. **Classrooms are not charging stations.**
- Used in class at the discretion of the teacher. Laptops are to be used only for academic purposes.
- Use of one device only on the school Wi-Fi
- Academic use of cell phones and all other PEDs only, no personal calls or texting during school day
- No video or voice recording or photos without permission
- No devices during testing (phones and SMART watches will be collected)
- NO PHONE ZONES, second and third floors during CAP, in the PAC
- Earbuds not allowed unless with permission from the teacher
- During any remote/synchronous learning sessions, cameras should be "on". A generic MSDA background is available through Portals.
- Seniors, see Senior Privileges listing

Use of PED is a privilege. Violation of appropriate PED use will result in negative consequences such as detentions and loss of PED privileges up to and including loss for the academic year.

#### **Limitation of Liability**

Mount St. 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 the student 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.

#### **Video and Photography Policy:**

It is the policy of Mount St. Dominic Academy that students and staff have a reasonable expectation of privacy regarding their performance in extra-curricular events. Specifically, students, while receiving instruction from teachers and coaches, must feel free to respond to a question, to participate in group activities, and to develop their athletic, vocational, artistic, or other skills in an environment conducive to learning and free from outside pressures. Persons, parents or organizations should not

record, video, take photos, or audio-record instructional activities that occur in school, or outside of school, including extra-curricular activities which include but is not limited to athletic, drama, or other events which are school sponsored, without the prior consent of Mount St. Dominic Academy. If an individual or staff member is photographed and/or recorded in video while in a public space and is recognizable in the photograph or video, consent should be obtained. It is important to obtain consent from all individuals that are clearly depicted in any video or photo.

### **Electronic Devices**

Any device which disrupts a class or is used in a NO PHONE ZONE will be confiscated. Once confiscated, at the discretion of the Administration, material may be viewed. Such devices will only be returned upon receipt of a school issued form signed by a parent and student.

- 1<sup>st</sup> infraction – school detention
- 2<sup>nd</sup> infraction – school detention and surrendering of device to the main office each morning for a period of time determined by the administration.

## **FINANCIAL AID/TUITION**

### **Financial Aid Renewal**

All requests for financial aid are considered; however, the school has limited resources available. Financial aid must be applied for annually and is awarded to students who exhibit financial need. Applications for financial aid must be submitted online. The applications and instructions are available on-line at [www.msdacademy.org/forms](http://www.msdacademy.org/forms) and also online at PlusPortals.

### **Books and Fees**

The annual charge for books/fees/consumable materials covers all books, fees and first time purchases such as one ID card per year, one lock, and a basic gym uniform (shorts and tee shirt.) However, if any student misplaces, damages or forgets 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, complete examinations or participate in school activities as may be scheduled. The student will not be permitted to take final 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 St. Dominic Academy shares its grounds and buildings with Caldwell University and the Motherhouse of the Sisters of St. 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: doors leading up to Room 208 or to the Main Office, and the entrance from the St. Dominic courtyard.
- Angelica Hall may be accessed by the doors on the left and right side of the porch.
- University areas are off-limits at all times.
- **Seniors** may use any entrance to the buildings **prior** to 8:00 AM only.

### **COMMON ACADEMIC PERIOD (CAP)**

CAP will be held each day of the seven day cycle for a specified time period except during homeroom periods. Students may utilize any of the following spaces during the CAP period:

- 2<sup>nd</sup> and 3<sup>rd</sup> Floor - Moderate talking (partner/group work)
- Library – Silent Study

For the safety of the students, the following areas may only be utilized with faculty supervision during the CAP period:

- Basement
- Athletic Center
- Angelica Hall
- PAC

The following areas are off limits during CAP period:

- Arcade
- Chapel may be used, but only for silent reflection
- Cafeteria

National Honor Society will provide drop-in peer tutoring time with a time and place to be announced.

### **Basic Guidelines for CAP**

- All normal school rules **STILL** apply during CAP.
- Co-curricular activities/meetings are not permitted during CAP.
- Students will be encouraged to speak with teachers before CAP begins each day if they wish to meet during that time.

### **I.D. CARDS**

A Mount St. Dominic Academy student identification card will be issued annually through the Main Office. The first card is issued free of charge. I.D. cards must be worn at all times while students are present on

campus. Defacing any part of the ID card with writing/decoration is not permitted. There is a fee of \$10.00 each time the card must be replaced. A detention will be issued for failure to pay for a replaced I.D.

### **LOCKERS**

Under the Fourth Amendment of 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. Periodic random inspection of lockers may 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.
- Only school-issued locks are to be used.
- Students may have access to lockers only before and after school or during assigned lunch, locker break, or periods determined by the Administration.

### **CARS ON CAMPUS**

**Driving on campus is a privilege.** Students who bring cars to school must complete a parking application and hand it in at the Main Office where they will be issued a parking sticker. Parking is permitted, on a first come first serve basis, in the Mount St. Dominic Academy 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 unless the student is given a pass from the Main Office. All campus driving regulations must be obeyed. In case of an accident on campus, the student must contact the Caldwell Police and the Main Office to report the accident. **If any parking or driving regulation is violated, the individual may lose on campus car privileges.**

### **TRANSPORTATION**

App-based transportation accounts (Uber, Lyft, etc.) explicitly state that minors under the age of 18 are not permitted to engage or to utilize services unless they are riding with an adult. As a result, Mount St. Dominic Academy students may not use app-based transportation accounts for transportation to and from school. This includes during regular school days, for illnesses, early dismissal days, special events and activities including sports.

### SCHOOL UNIFORMS

Spring/Fall Uniforms	
All Students	Options for Seniors <u>ONLY</u>
Navy uniform skirt	Khaki uniform skirt
Polo with MSDA logo Only a plain white T-shirt may be worn under polo shirt. Long sleeve white turtle neck with MSDA logo.	
White Socks	
Standard Flynn O'Hara school shoe, or tan or brown plain boat shoes	Black, brown, gray or navy penny loafers, boat shoes or standard school shoe
Uniform Sweater or Junior Sweater	Senior sweater

Winter Uniform	
All Students	Options for Seniors <u>ONLY</u>
Navy blazer – Freshmen and Sophomores Sweater - Juniors	Senior sweater with logo and class year
Plaid kilt	
Polo with MSDA logo Only a plain white T-shirt may be worn under polo shirt. Long sleeve white turtle neck with MSDA logo.	
Navy knee high socks/tights	Knee high gray socks/tights
Standard Flynn O'Hara school shoe, or Tan or brown plain boat shoes	Black, brown, gray or navy penny loafers, boat shoes or standard school shoe
Optional uniform sweater	
Navy, white, grey, or black scarf (except during assemblies)	Any color scarf (except during assemblies)

### **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 three inches above the knee. Defacing any part of the uniform with writing or decoration is not permitted. The dress code will be strictly enforced. Students out of uniform will receive a detention for each offense. All students **MUST** be in full uniform before the first period regardless of what class meets during the first period.

Simple jewelry may be worn. Light make-up, if desired, may be used. No extreme hairstyles, including non-traditional hair color dyes or unnatural hair color or color combinations will be allowed. Plain headbands are permitted, as are protective hairstyles. For special occasions, an alternate dress code will be specified by the Administration.

### **BEHAVIORAL EXPECTATIONS AND DISCIPLINARY GUIDELINES**

Students are expected to act in accordance with the stated philosophy of Mount Saint Dominic Academy at all times. We believe that all members of the community have a right to be treated with courtesy and respect at all times. Students and adults are expected to be honest, considerate, polite, respectful of people and property, and responsible for their own actions. If violations of school policies occur, individuals will be held accountable for their actions with appropriate consequences.

#### **BULLYING, HARASSMENT, AND INTIMIDATION**

Bullying, harassment, and intimidation are disrespectful to individuals and disruptive to the educational process. As such, no instances of bullying, harassment, or intimidation will be tolerated at Mount St. Dominic Academy. Mount St. Dominic Academy has been and is committed to providing an educational atmosphere that is free of any conduct that can be considered harassing, abusive, disorderly, or disruptive. The school recognizes and will endeavor to protect the rights of all students, faculty, and staff members to be treated with respect, courtesy, and tact. Students who engage in any act of bullying, harassment, or intimidation are subject to appropriate disciplinary action up to and including suspension and a request for withdrawal.

It is essential that Mount St. Dominic Academy provide a safe and civil environment in which its students can flourish academically and socially. Bullying, harassment, and intimidation disrupt a student's ability to learn and the school's ability to educate its students and will not be tolerated. According to New Jersey State Law "harassment, intimidation or bullying"

means “any gesture, any written, verbal or physical act, or any electronic communication whether it be a single incident or a series of incidents that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of the other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing the student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in or interference with the orderly operation of the school; or creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.” (N.J.S.A. 18A:37-1)

The Mount St. Dominic Academy Harassment, Intimidation, and Bullying Prevention Policy is intended to encourage and enable students and adults to raise concerns about incidents of harassment, intimidation, and bullying that may affect a Mount St. Dominic Academy student. With this in mind, no student or adult who has in good faith reported an incident of harassment, intimidation, or bullying shall be threatened, discriminated against, or otherwise subject to retaliation as a result of such report. Furthermore, a student or students who retaliate against someone who has reported a concern in good faith is subject to disciplinary action.

Anyone reporting an incident of harassment, intimidation, or bullying must act in good faith and have reasonable grounds for believing the matter raises a serious violation of policy. The act of making false allegations maliciously, recklessly, and/or with the knowledge that the accusation is false will be viewed as a serious disciplinary offense and will be dealt with accordingly. Students who make false accusations about incidents of harassment, intimidation, or bullying will be subject to disciplinary action.

The Mount St. Dominic Academy Harassment, Intimidation, and Bullying Prevention Policy apply to **ALL** Mount St. Dominic Academy sponsored events both on and off campus.

## **SUBSTANCE USE**

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 St. Dominic Academy to obtain the appropriate intervention and/or treatment.

In accordance with law, no smoking is allowed in any school building or on Mount St. Dominic Academy property. Notification of such is indicated at each door entrance. Any Mount St. Dominic Academy student who uses tobacco on the school property, during the school day or at any Mount St. Dominic Academy sponsored function will be subject to disciplinary action as determined by the Administration.

### **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.”

- On or off school property.
- On the person.
- In an accessory such as a backpack.  
In a locker or desk.
- In a privately-owned or school-owned vehicle.
- *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

- On or off school property.
- With or without payment.
- 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 St. Dominic Academy has adopted the following procedures related to substance abuse issues:



- Mount St. 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 St. 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 school located in the Archdiocese of Newark, Mount St. Dominic Academy will abide by the laws of the Drug-Free School Zone Agreement.
- A student of Mount St. 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.

## **DETENTION**

### **Students will be issued detentions for the following offenses:**

- Disruptive behavior.
- Incomplete uniform or uniform not in suitable condition.
- Failure to wear student ID.
- Unexcused lateness (school or class).
- Presence in areas off-limits.
- Use of unauthorized electronic equipment.
- Missing detention.
- Failure to meet school deadline.
- Use of inappropriate/foul language.
- Failure to return, by the end of the school day, Chromebook borrowed from Technology Lab

Detention will be held every Tuesday afternoon from 3:00 – 3:45 PM in the school library.

- Complete uniform is necessary.
- Reading, written work, use of any PEDs, sleeping, and eating are all prohibited.
- Failure to appear merits an additional detention.
- Students acquiring 3 detentions in a marking period will be placed on disciplinary probation for a time period determined by the administration.
- **A detention cannot be removed by anyone other than the Director of Discipline. If a student has a conflict and is unable to serve a detention, she must discuss the circumstances with the Director of Discipline no later than the day before the date of the detention.**
- 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.
- Sports practice or other school activities do not excuse students from detention.

#### **DISCIPLINARY PROBATION, IN-SCHOOL SUSPENSION, SUSPENSION, AND EXPULSION**

The following violations are considered serious offenses. Commission of these major offenses is subject to disciplinary procedures determined by the Administration.

- Habitual 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, including use of vapes and all e-cigarette devices.
- Cutting school and/or cutting classes.
- Stealing
- Vandalism/defacing school or personal property.
- Smoking
- Plagiarism
- Cheating
- Use of foul/inappropriate language.
- Violation of the school's technology acceptable use and social media policies (**insert page # here when complete**)

#### **DISCIPLINARY PROBATION**

A student is placed on disciplinary probation when she commits an infraction that is inconsistent with acceptable student conduct at Mount St. Dominic Academy. Students may be placed on Disciplinary Probation for infractions including, but not limited to, cheating, plagiarism, theft, forgery, bullying, harassment, etc. Disciplinary Probation serves as a warning to the student that should she commit another serious infraction, she may be suspended. Any student on Disciplinary Probation will not be permitted to participate in any school related activities and will be ineligible to receive honors during the Marking Period/Semester in which they are on probation. Additionally, if a student is placed on Disciplinary Probation, she will sign a Disciplinary Contract stipulating what criteria must be met to prove that she can meet the requirements of Mount St. Dominic Academy's behavioral policies.

#### **IN-SCHOOL SUSPENSION**

In-school suspension is the loss of a student's right to participate in any school-related activities. It is for a period of time determined by the administration. The student will report to a specified classroom and remain in the room for an entire day. No PEDs will be allowed. The student will be issued a school chromebook to work on their assignments for the day.

#### **SUSPENSION**

Suspension is the loss of a student's right to participate in any school-related activities and will be recorded on a student's transcript. 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 at home 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 St. Dominic Academy. A conference with the parents, Administration, and student may be required before the student is reinstated.

#### **EXPULSION**

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

#### **BEHAVIOR OFF SCHOOL PREMISES**

Rules regarding serious offenses also apply to student conduct off school grounds. Because students represent Mount St. Dominic Academy, they are expected to behave in a manner that is consistent with the school's philosophy and policies. Offenses that may, or do, result in causing serious harm to the reputation of the school, or hinder the ability of the

school to attract students and families, or affect the school, students, or employees, or disrupt normal operations of the school, may result in disciplinary action. A determination of what constitutes serious damage to the school, its community members, or functioning will be left to the discretion of the administration.

## **PHYSICAL EDUCATION**

### **Uniform**

The official gray Mount St. Dominic Academy t-shirt and blue mesh shorts, sneakers, and athletic socks comprise the gym uniform. At the discretion of the Physical Education teacher, the official Mount St. Dominic winter warm-up jacket may be worn.

### **Medical Excuse**

Long term absence from Physical Education class (four days or more) requires a written excuse from a doctor. 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**

Big Sister/Little Sister: Membership by qualification

Dominican Preaching Team: Membership by qualification

Peer Leadership: Membership by qualification

The Student Council: Membership by election

The National Honor Society: Membership by qualification

The Science Honor Society: Membership by qualification

The French Honor Society: Membership by qualification

The Spanish Honor Society: Membership by qualification

The Art National Honor Society: Membership by qualification

International Thespian Society: Membership by qualification

### **Publications**

*Argosy* (Online Newspaper)

*Golden Fleece* (Literary Magazine)

*Lumen* (School Yearbook)

**Athletics**

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Varsity and JV Cross Country	Varsity and JV Basketball	Varsity Golf
Varsity Field Hockey	Freshmen Basketball	Varsity and JV Lacrosse
Varsity and JV Soccer	Varsity and JV Bowling	Varsity and JV Softball
Varsity and JV Tennis		Varsity and JV Track and Field
Varsity and JV Volleyball	Varsity/JV Indoor Track	
Freshmen Volleyball	Varsity Swim	

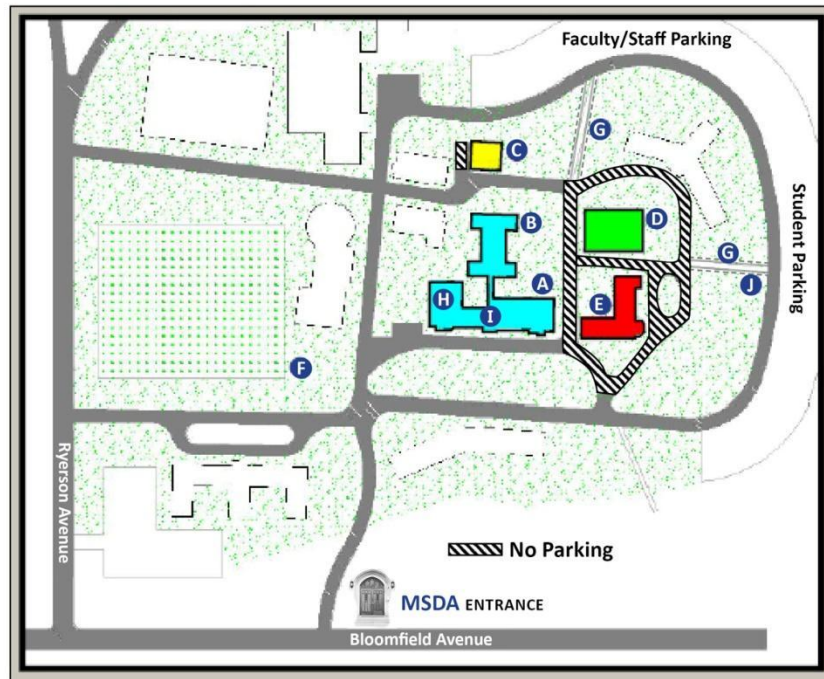
**Performing Arts**

Concert Choir	Forensics: Membership (audition)
Dance Team: Membership (audition)	Tech Club
Drama & Musical: Performance (audition)	

**Clubs/Activities**

Ambassadors' Club	Lectors & Eucharistic Ministers
Anime Club	Lord's Chords
Argosy	<i>Lumen</i> (Yearbook)
Art Club	Math Club
Chinese Club	Mount Allies
CyberPatriot Club	Nature Observation Club
Debate Club	Poetry Club
Diversity Club	Robotics Club
Environmental/Animal Club	Ski Club
Forensics	Spanish Club
Forensic Science Club	Veteran's Club
<i>Golden Fleece</i>	
Italian Club	
Justice Club	
Key Club	
Kind Hearts	

## MSDA Parking Map and Guide



### MSDA PARKING GUIDE

- The Bloomfield Avenue entrance is the main entrance to Mount St. Dominic Academy. Ryerson Avenue Entry may be used from Essex Fells. It is illegal to make a left turn from The Mount onto Ryerson Avenue when leaving the campus.
- Enter at the Bloomfield Avenue Entrance and turn right at the stop sign. Stay right and proceed on the lower road to the parking areas.
- After 4pm, students may be picked up on the inner road between the school and the athletic center.
- Absolutely NO PARKING anywhere near the Motherhouse/Convent or St. Catherine of Siena Infirmary.

### MAP KEY

- A Rosary Hall
- B Aquinas Hall
- C Angelica Hall
- D Athletic Center
- E Motherhouse
- F Athletic Field
- G Walkway to/from Parking
- H Doris M. Byrne  
Performing Arts Center
- I Admissions/Main Entrance
- J Gazebo