

# ST. DOMINIC SAVIO CATHOLIC HIGH SCHOOL

*Forming Servant Leaders  
in the Image of Christ*



Student/Parent/Guardian  
Handbook  
2024 - 2025

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# Table of Contents

<b>ORGANIZATIONAL LIST</b>	<b>7</b>
<b>I. School Information</b>	<b>8</b>
Patron Saint	8
The History of St. Dominic Savio Catholic High School	8
Mission Statement	8
Philosophy and Goals	8
Vision Statement	9
Core Values	9
School Colors, Vision, and Crest	9
The Diocese of Austin	9
Governance	9
Accreditation	9
The Savio Code	9
Fight Song	10
Alma Mater	10
Amendments to the Student Handbook	10
<b>II. 2024 - 2025 Weekly Schedule</b>	<b>10</b>
<b>III. Student Services</b>	<b>11</b>
Building Hours	11
Front Office	11
Lost and Found	12
Student Success Center (Library)	12
Telephone	12
Transportation	12
Visitors	12
Formation and Ministry	12
Chapel	13
Savio Service Program	13
The House System and Family Structure	13
<b>IV. Health and Safety</b>	<b>15</b>
Health Information Records	15
Medication/Illness/Injury at School	15
Reporting Contagious Diseases	16
Athletic Physicals	16
Campus Boundaries	16

Emergency Procedures	16
Weapon Free Zone	16
Inclement Weather	16
Release to Custody and Emergency Contacts	17
Ethics in Integrity and Ministry (EIM)	17
Reporting Child Abuse	17
<b>V. Admission and Registration</b>	<b>18</b>
Notice of Non-discriminatory Policy	18
Tuition	18
Financial Information and Obligations	18
Family Information	19
Residence	19
Married Students	19
Students Who Are Becoming Parents	19
Withdrawal from School	19
<b>VI. Academic Policies</b>	<b>21</b>
Preparation for College	21
Grade Level Classification	21
Graduation Requirements	21
Schedule Policies	22
High School Courses Taken in Middle School	23
Physical Education Credit	23
Fine Arts Credit	23
School Within a School	23
<b>Advanced Placement Courses</b>	<b>23</b>
Advanced Placement Exams	23
Honors and AP Course Placement Criteria	24
Semester Exams	24
AP and Senior Final Exams	24
Grading Scale (passing is 70)	24
Honors Credit	25
Honors Recognition	25
Graduation	25
Ranking	25
Valedictorian and Salutatorian	25
Grade Posting	25
Grade Report Schedule 2024 - 2025	25
Assignments and Grades	26
Student-Led Conferences	26
Failing Grades	26

Incompletes	26
Semester Averaging	26
<b>Credit Recovery Policy</b>	<b>26</b>
Exclusion of Courses from GPA Calculations	27
Transfer Students	27
School Records and Academic Transcripts	27
Ineligibility	27
Academic Recovery Probation	27
<b>Academic Grievance Procedure</b>	<b>28</b>
The Honor Code	28
Academic Integrity	28
Cheating	28
Plagiarism	29
Procedures Regarding Academic Integrity	29
<b>Academic Integrity Probation</b>	<b>29</b>
<b>VII. Guidance and College Advising</b>	<b>30</b>
Guidance Counseling	30
Learning Differences / Accommodations	30
Struggling Students	31
College Advising	31
<b>VIII. Athletic Policies and Procedures for Parents &amp; Athletes</b>	<b>32</b>
St. Dominic Savio Athletic Philosophy	32
Objectives of High School Athletics at St. Dominic Savio	32
Responsibility of the Student Athlete	32
Player Participation in Savio Athletics	33
Team Expenses	33
Eligibility of the Athlete	33
Competition Level Expectations	34
Team Cuts	34
Team Captains	34
<b>Team Managers</b>	<b>34</b>
Athlete Conduct	34
Absenteeism	34
Early Release and Missing Class Time	35
Travel Procedures for Student Athletes	35
Parent Transportation for Practice/Events	35
Overnight Travel	36
Athlete Pick-Up	36
Academics	36
Uniforms/Equipment	36

Athletic Forms	36
Injuries	37
Locker Room/Weight Room/Training Room	37
Parent and Coach Communication	37
Required Training/Meetings	38
Savio Athletic Booster Club	38
Expectations for all Savio Spectators	38
Varsity Letter Standards for Sports at Savio - General Criteria	39
Athletic Awards	39
Physical Education Credit	39
Collegiate Athlete Commitments	39
<b>IX. Attendance Policies and Procedures</b>	<b>40</b>
Minimum Attendance Policy	40
School-Related Class Absences	40
Excused Personal Class Absences	40
College Visits	41
Unexcused Class Absences	41
<b>Pre Arranged Absences</b>	<b>41</b>
Long Term Absences	41
Tardies	42
Early Dismissal	42
<b>Off Campus Block for Seniors</b>	<b>42</b>
Consequences of Absences	42
Verification of Enrollment and Attendance (VOE) Form	43
<b>X. Student and Parent Conduct</b>	<b>44</b>
Demerit System	44
Type I Misconduct	44
Type II Violations	45
Type III Major Violations	45
Detention	46
Suspensions	46
<b>Disciplinary Probation</b>	<b>46</b>
Expulsion	46
Appeal Process for Expulsion	46
<b>XI. Student Expectations and Responsibilities</b>	<b>47</b>
Building and Campus Security	47
<b>Reporting Procedures</b>	<b>47</b>
Reporting of Safety Concerns Using STOPit	47
Bullying/Harassment Policy	47
Campus Search and Confiscation	49

Cellular Phones and Electronic Devices	49
Conduct on Buses/Vans	50
Dances	50
Dating	50
Deliveries	50
Dress Code	50
Ladies Uniform (Required Items)	50
Ladies Miscellaneous Dress Code Policies	51
Gentlemen's Uniform (Required Items)	51
Gentlemen's Miscellaneous Dress Code Policies	52
Unisex Uniform Optional Items	52
Drugs/Alcohol/Tobacco/Vaping	53
Food/Drinks/Gum	53
Gambling	53
Hall Passes	54
Insubordination	54
Lockers	54
Lunch Procedures	54
Mass/Exposition of the Blessed Sacrament	54
Photography/Filming	54
Prayer	54
Public Displays of Affection (PDA)	54
Social Media Responsibility	55
Student Privileges	55
Student Driving and Parking Lot	55
<b>Student IDs</b>	<b>55</b>
Teacher Requested Meetings	55
Trespassing	55
Vandalism	55
<b>XII. Acceptable Use Policy for Electronic Devices and Network Resources</b>	<b>56</b>
Technology Vision	56
Acceptable Use Policy	56
Bring Your Own Device (BYOD)	56
Privileges	56
Etiquette	56
Rights of Access and Review	57
Limits of Liability	57
Security	57
Classroom Management Software	57
Vandalism	57

Wasteful Use of Educational Resources	58
Damages	58
Web Page	58
<b>XIII. Student Activities and Extracurriculars</b>	<b>59</b>
Academic Office Hours	59
Announcements and Communications	59
Assembly/Family Time/Pep Rallies	59
Competition Conduct	59
School Equipment	59
Clubs	59
Extracurricular Activities	59
Field Trips and Service Trips	59
Leadership Eligibility	60
Posters and Signs	60
<b>XIV. Volunteers and Community Involvement</b>	<b>60</b>
Alumni	60
Athletics Boosters	60
Fundraising	60
Savio Parent Association (SPA)	60
Use of School Logo	60
Volunteers	61
<b>Acknowledgement of St. Dominic Savio Catholic High School 2024-2025</b>	
<b>Student/Parent/Guardian Handbook</b>	<b>62</b>
<b>Release and Permission To Obtain and Use Photographs, Videos, and Other Images</b>	<b>63</b>

## ORGANIZATIONAL LIST

<b>Mrs. Misty Poe</b>	Superintendent of Schools
<b>Mr. Tim Cullen</b>	President
<b>Mr. Evan Psencik</b>	Principal
<b>Mr. Patrick Goertz</b>	Assistant Principal for Curriculum and Instruction

**Mr. Phong Vu**

Assistant Principal for Student Life

[Staff Directory](#)



# **Student/Parent/Guardian Handbook**

## **2024 - 2025**

### **I. School Information**

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

#### **Patron Saint**

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

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

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

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

St. Dominic Savio Catholic High School was founded in 2009 by the Roman Catholic Diocese of Austin to serve the Catholic communities of central and north Austin. The school began with 80 freshmen and sophomore students and Mr. Kevin Calkins as Principal. The school graduated its first senior class in June of 2012. The school has since grown to its current size of approximately 400 students.

#### **Mission Statement**

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

#### **Philosophy and Goals**

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

We seek:

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

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

## Vision Statement

Forming Servant Leaders in the Image of Christ

## Core Values

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

- Faith
- Scholarship
- Witness

## School Colors, Vision, and Crest

**School Colors:** Navy and Gold

**School Crest:**

***Cross:*** Represents Faith

***Lamp:*** Represents Wisdom gained from Scholarship

***Star:*** Represents Texas (Lone Star State) and Light

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

***Stripes:*** Represents Discipline



## The Diocese of Austin

The Roman Catholic Diocese of Austin includes 127 parishes, or faith communities, in 25 counties in Central Texas. The diocese stretches from West, Texas, (just north of Waco) in the north to San Marcos in the south to the Bryan/College Station area in the east to Mason in the west. Its largest metropolitan areas are Austin, Bryan/College Station, the Killeen/Temple/Belton area and Waco. Over 700,000 Catholics live in the Austin Diocese.

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

## Governance

The Diocese of Austin created a shared governance model between Holy Family Catholic School and St. Dominic Savio Catholic High School. While these schools share a common governance model that primarily involves the administrative and board structure, the two schools have not “merged” as one school. Each school still enjoys its unique traditions and particular mission, while maintaining their individual relationships with area parishes and feeder schools. St. Dominic Savio Catholic High School is a Diocesan high school serving all of the Catholic elementary schools of the Diocese of Austin and area families that are seeking a Catholic secondary education.

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

curriculum, supervising instruction, program evaluation, staff development, student management, and implementing programs that meet accreditation requirements. Savio's Board of Directors includes Diocesan personnel, the President of the school, and several appointed Directors. In addition, the board includes several advisory members who provide specific expertise related to strategic planning and operational needs.

### Accreditation

St. Dominic Savio Catholic High School is accredited through the TCCBED (Texas Catholic Conference of Bishops Education Department).

### The Savio Code

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

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

While students are expected to act in a manner aligned with the mission and values of St. Dominic Savio Catholic High School, we recognize that we are all human and we all make mistakes. We also recognize that students are in the process of learning to be responsible, self-directed, and ethical human beings. Therefore, there are certain guidelines and expectations in place to assist in that developmental process as students learn to cooperate in our Savio community. It is our expectation that our students, Servant Leaders formed in the image of Christ, honor this code in all that they say and do.

<p style="text-align: center;"><b>Fight Song</b></p> <p style="text-align: center;">Cheer, cheer for Gold and Blue Bring home a victory one tried and true Send a great big cheer on high, Shake down the thunder from the sky. Whether the odds be great or small Savio Eagles will win over all, While her loyal students are marching Onward to victory! GO BLUE!</p>	<p style="text-align: center;"><b>Alma Mater</b></p> <p style="text-align: center;">Saint Dominic Savio We venerate your name. You guide us for God's glory, Our zeal we will proclaim.</p> <p style="text-align: center;">Armed with scholarship, faith, witness We venture from the nest, To serve and lead as Christ does We conquer every quest.</p> <p style="text-align: center;">So we look to you Saint Dominic In everything we do, And to Mary our Mother As we hail the Gold and Blue!</p>
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### Amendments to the Student Handbook

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

## II. 2024 - 2025 Weekly Schedule

Monday/Tuesday/Thursday/Friday Schedule	
7:45 - 8:10	Academic Help
8:10	Warning Bell
8:15 - 9:40	1st Block
9:45 - 10:30	Academic Office Hours/Family Time
10:35 - 11:55	2nd Block
11:55 - 12:35	Lunch
12:40 - 12:50	Positivity Project in 3rd Block
12:50 - 2:10	3rd Block
2:15 - 3:35	4th Block
3:35	Dismissal

Mass/Exposition Schedule (Wednesday/One Friday a Month)	
7:45 - 8:10	Academic Help
8:10	Warning Bell
8:15 - 9:30	1st Block
9:35 - 9:40	Gather in Family Rooms
9:40 - 9:55	Walk to St. Vincent de Paul
9:55 - 11:00	Mass
11:00 - 12:20	2nd Block
12:20 - 12:55	Lunch
1:00 - 2:15	3rd Block
2:20 - 3:35	4th Block
3:35	Dismissal

[All Schedules](#)

*On occasion, the school will use alternate schedules that will be communicated to the community.*

### III. Student Services

#### Building Hours

On school days, students may access the school building at 7:15 a.m. by using the student entrance on the east side of the building. Students may gather in the commons area unless they are in a classroom or athletic area with a Savio employee. After school, the Student Success Center is open to students until 5:00 p.m. The school building is then closed to students not participating in an adult-monitored extra-curricular activity.

#### Front Office

The office is open from 8:00 a.m. to 4:00 p.m. during the school year. The staff who monitor the office will assist families with forms, questions, and the collection of requested items. Although families may drop off items or lunches for students during the school day, students will not be called to the office to retrieve the items and the office staff cannot be held responsible for securing these items for students. **Students and parents are not to order food from outside businesses to be delivered to the office during school hours.**

#### Lost and Found

Stray or unclaimed clothing and items are taken to the front office where they will be placed in the lost and found. For all lost items, students should check directly with the front office. The school is not responsible for lost items or for items that students misplaced. At the conclusion of each month, all unclaimed materials are donated.

#### Student Success Center (Library)

**Hours:** Unless otherwise noted, the SSC is open from 7:45 a.m. to 5:00 p.m.

**Rationale:** In addition to housing the Library, the SSC also houses the offices of the Assistant Principal for Curriculum and Instruction, the Guidance Counselor, the Director for College and Career Advising, the Director of Technology, and the Director of Formation and Ministry, providing students with a one-stop-shop location for support. The SSC also houses Savio's *School within a School*, a program that provides students to take online classes that are not offered at Savio.

**Atmosphere:** An atmosphere of quiet reading and study prevails at all times in the SSC. Students may use the SSC to read, work, study, tutor, research, and print. Students are not allowed to use school computers or personal devices for games or social use in the SSC. Reading is encouraged both for school and for pleasure. Students who do not follow SSC guidelines will not be permitted to use the SSC unless it is during a required class.

**Borrowing Materials:** Students will be charged a replacement fee for all lost, unreturned, or damaged SSC materials. School records, including diploma and transcripts may be held until financial obligations are met.

#### Telephone

Students may use personal phones before and after school, as well as during lunch. At other times, telephones in the school office may be used in the event of an emergency. Students must be granted permission by front office personnel prior to using a designated front office telephone.

#### Transportation

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

#### Visitors

All visitors, including alumni, must check in at the front office and wear a visitors' badge during the school day. When leaving, visitors should check out at the front office. Student visitors are allowed only for the purpose of an official visit prior to admission to St. Dominic Savio Catholic High School. Visitors (e.g., parents and alumni) must make an appointment to visit faculty or staff.

## Formation and Ministry

The Formation and Ministry (FAM) office exists to help and challenge members of the Savio community to become the best versions of themselves, Servant Leaders in the Image of Christ. The FAM office encourages students, faculty, staff, and parents to deepen their relationship with God through the rich heritage of our Catholic faith.

Worship and prayer, building community through retreats, and service to others are central components of Formation and Ministry. We celebrate weekly Mass as a school community at our neighboring parish, St. Vincent de Paul. Other religious activities include monthly Eucharistic Adoration, Advent and Lent penance services, and opportunities for individual confession and faith direction. School begins each morning with prayer led by one of our students.

**Class Retreats:** An annual class retreat is an essential part of their formation. The senior retreat is an overnight retreat.

Retreat attendance is mandatory and is a graduation requirement. Students with exceptional circumstances that prevent them from attending their required class retreat must speak directly with the Director of Formation and Ministry at least three weeks before the retreat. In case of illness or another emergency, the student must speak with the Director of FAM within one week of returning to school. If the absence is approved by the Assistant Principal for Student Life, the student will need to fulfill this requirement by attending an off-campus retreat, approved by the Director of FAM.

During *Imago Christi*, an annual mandatory school-wide service event during the Spring, we reflect on the person of Jesus Christ, discipleship, and servant leadership.

## Chapel

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

## Savio Service Program

### *Christian Service in the Image of Christ*

The life of a Christian is one of loving service to those in need. The Savio Service Program works to form “Servant Leaders in the Image of Christ,” as an opportunity to explore the many service and ministry opportunities of the Church and of the students’ local communities. Full requirements and explanations of the Savio Service Program are found in the [Savio Service Program Website](#) which is given to students in theology classes and posted on the school website.

**Service Hour Requirements and Due Dates:** Starting with the Class of 2028, students are required to complete 20 hours of service each academic year. Graduating classes prior to 2028 must complete 15 hours each academic year. It is the responsibility of the student to log their service hours within 30 days of completion. These hours must be completed and entered into MobileServe by the end of April each school year. Hours entered during the summer count towards the following year's requirements.

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

The Savio Service Program is a graduation requirement and a central part of the mission of the school. Students who do not have the annual quota of hours entered and approved in MobileServe by the April due date may be ineligible for participation in extracurricular activities until the missing hours are entered, approved, and verified and will not be enrolled in classes for the next school year. Students may regain eligibility and will be enrolled in classes as soon as missing hours are entered, approved, and verified by the Director of FAM.

**Senior Servant Leader Project Requirement:** Each student concludes his/her school experience by completing a senior service learning project of his/her design. Details are shared in the Senior Service Project Manual.

## The House System and Family Structure

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

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

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

<b>Angelus</b>	<b>Aquila</b>	<b>Bos</b>	<b>Leo</b>
St. Anthony	St. Maximilian Kolbe	St. Catherine of Sienna	St. John Paul II
St. Patrick	St. Philomena	St. Francis of Assisi	St. Nicholas
St. Teresa of Calcutta	St. Thomas Aquinas	St. Padre Pio	St. Therese
St. Joan of Arc	St. Lawrence	St. Blaise	St. Sebastian

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

## IV. Health and Safety

### Health Information Records

St. Dominic Savio Catholic High School requires the following documents to be on file: a current immunization record; a record of hearing, vision, and scoliosis screening; and information indicating special medical conditions. Parents must keep emergency contact information updated in the FACTS system. Additionally, emergency contact forms must be completed in the RankOne system for athletic participants.

### Medication/Illness/Injury at School

Students are not permitted to carry pills, over the counter medication, or prescription medication with them during the school day (unless medication is an inhaler, epinephrine pen, or insulin pump and is approved by the school nurse). All medication is to be dropped off at the office with proper signed documentation, which includes the Diocese of Austin Medical Form. No teacher, staff member, coach, or volunteer shall administer or distribute medication to students. Only the nurse or a designated school representative may help to administer all medications. No medication is administered without proper signed documentation by parents/guardians. All medication is marked with the student's name and secured. When the student needs to take the medication during the school day, they are to come to the front office; a log is kept of the medication administration.

- Field trip medications: only emergency medications (epipens, inhalers, diabetic or seizure meds) will be taken on field trips. Any additional medications (student specific medications kept in the office) will require a written request by the parent 2 weeks prior to the field trip.
- Overnight retreats: medications need to be submitted a week prior to field trip (if they are not medications currently held in the office) and must follow all diocesan guidelines (above guidelines apply as well)

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

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

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

<b>Exclusion Guidelines (Students cannot attend classes)</b>	<b>Return to School Guidelines</b>
Oral temperature of 100 or above	Fever free for 24 hours without fever reduction medication
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Wound, skin, and soft tissue infections	Exclude until damage is contained and covered with a clean dry bandage. Swollen glands around jaws, ears or neck require written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice and nit free



## Reporting Contagious Diseases

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

## Athletic Physicals

If a student is involved in school athletics, or any other extracurricular activity requiring an annual physical, the physical must be signed by a licensed physician or other medical professional working under the direction of a licensed physician. The student may not practice or participate in any athletic activity until the physical has been submitted to RankOne and the student does not have any restrictions.

## Campus Boundaries

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

## Emergency Procedures

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

**Communication:** While communication with families is important, in the event of an emergency, the administration will focus on the safety of students, faculty, and staff. After the safety of the campus is ensured, proper communications will be sent out via email and text alerts using the FACTS notification system. Parents are asked NOT to phone the school office until the school has been able to send out communications regarding the emergency and procedures for release of students. If the school needs to enact a reunification plan, families are to follow the instructions provided by the administration in order to secure the release of their children. Students will not be released to parents without verification of identity.

## Weapon Free Zone

It is a crime for any person, student, or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus, or at a school-sponsored athletic, social, or extracurricular activity. A student found with a weapon faces TYPE III consequences. Any person found with a weapon will be immediately reported to the police. (18 U.S. Code 922(q)(2)(A))

## Inclement Weather

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

## Release to Custody and Emergency Contacts

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

## Ethics in Integrity and Ministry (EIM)

Diocese of Austin Catholic schools are committed to providing a safe learning and working environment for staff and students. Sexual harassment, sexual exploitation and misconduct in violation of the Ethics and Integrity in Ministry Policy are not tolerated. When an allegation is made regarding sexual abuse, procedures for reporting the complaint are guided by the Policies on Ethics and Integrity in Ministry [\*Catholic Diocese of Austin\*](#).

## Reporting Child Abuse

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

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

The Principal shall require the CPS worker to show identification, sign in at the office, and state the purpose of the visit. CPS workers are authorized to interview, examine, videotape, and photograph children at school, without parent/guardian permission, if in the worker's opinion, contact with the child is necessary. In the event that the child is placed in protective custody, school officials will have the CPS worker complete the required release documentation.

## **V. Admission and Registration**

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

### **Notice of Non-discriminatory Policy**

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

### **Tuition**

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

### **Financial Information and Obligations**

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

Full payment (by July 25<sup>th</sup>), quarterly, ten-month (starts in July), eleven-month or twelve-month (starts in June).. For questions regarding payment and billing options, families may contact the business manager, Mrs. Lan Nguyen, at [lnguyen@savio.org](mailto:lnguyen@savio.org). For questions regarding the FACTS Tuition Management account, please contact the FACTS office at (866) 441-4637.

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

- 1) When a family misses a payment, the FACTS Tuition Management system sends a reminder to parents/guardians that a bill is past due. Families must address this missed payment within 30 days of the due date or contact the business manager to schedule the makeup payment.
- 2) If a family fails to correct the missed payment after 30 days, the business manager will request to meet or speak with the family in order to arrange for a payment plan. The business manager will create a payment plan document that stipulates the amounts and due dates for payment of the owed fees and/or tuition. The parents/guardians and business manager will sign and retain a copy of the agreement.
- 3) If the parents/guardians fail to meet any and all parts of the payment plan, the business manager will send a written notification to the family indicating the non-compliance. If a family encounters difficulty in honoring the payment plan, they are to immediately contact the business manager.
- 4) When a family is non-compliant or unresponsive in addressing missed payments or fails to honor their payment plan, the student will be withdrawn from St. Dominic Savio Catholic High School and Seniors will not receive their transcripts or diplomas.

## **Family Information**

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

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

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

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

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

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

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

## **Residence**

St. Dominic Savio Catholic High School recognizes only parents and legal guardians as custodians of St. Dominic Savio students, and as such students must reside with a parent, legal guardian, or international host family. The parent or legal guardian is ultimately responsible for ensuring attendance and compliance with school policies. Students not living with a parent or legal guardian may not attend St. Dominic Savio Catholic High School.

## **Married Students**

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

## **Students Who Are Becoming Parents**

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

## **Withdrawal from School**

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



## VI. Academic Policies

### Preparation for College

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

### Grade Level Classification

<b>Freshman</b>	Must be promoted from 8 <sup>th</sup> grade
<b>Sophomore</b>	At least 8 Credits
<b>Junior</b>	At least 15 Credits
<b>Senior</b>	At least 22 Credits
<b>Graduate</b>	At least 30 Credits

### Graduation Requirements

All St. Dominic Savio Catholic High School graduates complete the coursework for the distinguished level of achievement that meets the State of Texas and Texas Catholic Conference Education Department requirements.

GRADUATION REQUIREMENTS		
Subject	Credits	Specifics
Theology	4	Theology I, Theology II, Theology III, Theology IV.
English	4	English I, English II, English III, English IV.
Social Sciences	4	World Geography, World History, U.S. History, Economics, Government
Math	4	4 courses in sequence
Science	4	Biology, Chemistry, Physics, and one additional course.
Foreign Language	3	Three consecutive credits of the same language (Spanish, Latin, or French) or two credits of one language and two of another
Fine Arts	1	May include visual arts or performing arts courses or participation in the Musical or Play.
Physical Education	1	In addition to Wellness Department courses, athletics qualify as athletic credit. Outside participation in sports may be approved. See Athletic Directors for approval.
Freshman Servant Leader Seminar	1	All freshmen will take this formational course. It will verify health, speech, technology, study skills, research, cooperative learning, and organizational proficiencies.
Electives	4 Total Credits	Students will take additional electives from any department or course offering in the guide. Selections can be for personal interest or in preparation for college.
Savio Service Program Service Hours Program	60 hours	Students must complete 15 hours for each year according to Savio Service Program Service Hours Program requirements. Students complete the final 15 hours during the Senior Service Project. Beginning with the class of 2028, students will be required to complete 20 service hours per year.

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

**ENDORSEMENT REQUIREMENTS:** To earn the distinguished level of achievement on their diploma, all students must gain at least one endorsement as identified by the Texas

**Education Association (TEA). All Savio students automatically receive the Multidisciplinary Endorsement. Students may additionally gain other endorsements as outlined below.**

<b>ARTS and HUMANITIES ENDORSEMENT REQUIREMENTS</b>
<b>A student must complete one of the following:</b>
1) A total of five social sciences credits.
2) Four credits of the same language in a language other than English.
3) Two credits of the same non-English language and two credits in a second non-English language.
4) A coherent sequence of four credits by selecting courses from one or two categories or disciplines in fine arts.

<b>STEM ENDORSEMENT REQUIREMENTS</b>
<b>A student must complete one of the following:</b>
1) A total of five credits in Science (including biology, chemistry, and physics).
2) A total of five credits in Mathematics (including Algebra I, geometry, and Algebra II).
3) A combination of three credits in Computer Science and or Engineering.

<b>BUSINESS AND INDUSTRY ENDORSEMENT REQUIREMENTS</b>
<b>A student must complete one of the following:</b>
1) A total of four credits in Technology.
2) A total of four credits in Yearbook

## **Schedule Policies**

The Assistant Principal for Curriculum and Instruction works with students, parents, and faculty to select the most appropriate schedule based on a student's strengths and interests. Students are not guaranteed their first choices in a schedule, as the course availability is affected by number of requests, number of sections offered, course prerequisites, and other factors. Students are randomly assigned sections and teachers through a computer-generated scheduling process. Students must have at least 3 classes in their schedule on A and E days.

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

- Students may be permitted to make schedule changes during the assigned four-week add/drop period in the first semester.
- Students are permitted to make schedule changes in the second semester during the assigned one-week add/drop period.
- Students are given an opportunity to make schedule changes at the end of the first semester if they are failing a class in which they cannot recover. These changes are handled on an individual basis and can only occur if space is available in the course(s) impacted.
- Students who request schedule changes outside of these periods may be allowed under the following conditions:
  - To be considered for a transfer from a Honors or AP course, the student must show a documented effort to succeed by attending tutoring with the teacher, completing his/her assignments, and by attending a conference with his/her teacher and parent. The parent must conference with the teacher before a course level change will be considered. If these conditions are met and the student is earning less than a grade of 75, then the student will be considered for a schedule change. Space availability in the receiving course will be a consideration for a course level change.

- o In addition, students wanting to change their schedule because they “overloaded” by enrolling in four or more honors classes may drop one of his/her honor courses if deemed necessary for academic reasons.
- o The family (student and parents/guardians) must schedule a meeting with the administration to discuss the proposed transfer. In some cases, additional faculty or staff may be invited to the meeting including department chair or Guidance Counselor.
- Schedule changes due to medical reasons will be addressed on a case by case basis.

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

## **High School Courses Taken in Middle School**

Incoming students may receive limited credit towards graduation for selected courses taken and passed in middle school. Proficiency will be reflected on the student’s high school transcript; grades for these courses are not averaged in the high school GPA. Students who complete Algebra I or above in middle school and pass their readiness exam, receive 1.0 math credit. Students who place past the first year of their language on their readiness exam receive 1.0 World Language credit. Students are still encouraged to take four years of Math and three of World Language while at Savio, but may use this flexibility to focus in other areas if desired.

## **Physical Education Credit**

Students may enroll in wellness courses to earn their physical education credits or may earn 0.5 credit in physical education per season through participation in St. Dominic Savio athletics. Grades earned in physical education courses are factored into the student’s GPA. Students who participate in an athletic activity outside of school (OCPE) may submit documentation to the Athletic Directors to earn 0.5 of PE for each semester of participation (up to 1.0 credit). See the athletic director for more information.

## **Fine Arts Credit**

Students who participate in the Fall Play and/or the Spring Musical will receive 0.5 credit for each semester in which they participate. Students in either the Fall Play or the Spring Musical must participate in the production through the final performance in order to be awarded credit. The director of the play will submit the final list of their players/participants to the Assistant Principal for Curriculum and Instruction.

## **School Within a School**

Students have the opportunity to study a wide variety of subjects not offered in the usual course offerings at St. Dominic Savio Catholic High School. Please see the [Course Guide](#) for details.

## **Advanced Placement Courses**

The Advanced Placement (AP) Program, sponsored by the College Board, offers students an opportunity to take college-level courses in high school. AP courses are designed for those students who demonstrate high levels of aptitude for, interest in, and a commitment to a specific course topic. If students take AP exams and score in an acceptable range, credit may be awarded upon college entrance. Students should contact the Director of College Advising to ask about specific university credit policies. Costs of the exams are paid for by the student. Interested students should see the Assistant Principal for Curriculum and Instruction. For detailed information on AP courses and college credit, visit: <http://www.collegeboard.com/ap/creditpolicy>.

## **Advanced Placement Exams**

**Students who enroll in an Advanced Placement course are required to take the associated AP exam in May.** The family is billed via FACTS for the exams for which a student is enrolled in the corresponding course. Students may seek approval to take other AP exams through the Assistant Principal for Curriculum and Instruction. The following AP Exams are regularly offered at Savio:



Biology  
Calculus AB  
Calculus BC  
Chemistry  
Comparative Government  
Computer Science A  
Computer Science Principles  
Cybersecurity I

Cybersecurity II  
English Language  
English Literature  
European History  
Human Geography  
Physics C: Electricity & Magnetism  
Physics C: Mechanics  
PreCalculus

Psychology  
Spanish Language & Culture  
Statistics  
US Government  
US History  
World History

## Honors and AP Course Placement Criteria

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

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

Students not meeting these criteria may only be placed in an advanced course with completion of a waiver meeting involving the department chair of the subject. In such cases, it is the primary responsibility of the student to request this meeting.

## Semester Exams

Students take exams at the end of each semester. Students experiencing an exam conflict must meet with the Assistant Principal for Student Life and their teachers to reschedule an affected exam. Students who miss exams due to excused illness or emergencies receive incompletes until the exams are completed.. If a course does not have a semester exam, then students are not required to be present at school during the scheduled exam period.

## AP and Senior Final Exams

AP instructors are not required to give final exams in the spring semester. Seniors may be allowed to exempt spring exams if they are eligible.

## Grading Scale (passing is 70)

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

## Honors Credit

The GPA for grades earned in Honors, AP courses, or other courses as defined by the course guide is applied when the student is awarded credit at the semester. For a grade of 74 or higher, 8 points of weight will be added to the semester grade.

## Honors Recognition

*High Honors* shall include all students with an average GPA of 94 or higher at each marking period. The GPA in all classes must be a 90 or above.

*Honors* shall include all students with an average GPA of 90 or higher at each marking period. The GPA in all classes must be an 80 or above.

***Students with 3 or more demerits in a quarter are disqualified from honors recognition that quarter.***

## Graduation

Students are allowed to participate in graduation exercises after completion of senior year. The student's diploma and final transcript are held until the student has completed all graduation requirements, including completion of all financial obligations to the school. Baccalaureate Mass is a required part of graduation exercises and student attendance is required at both.

## Ranking

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

## Valedictorian and Salutatorian

The Valedictorian and Salutatorian are the students with the highest and second highest grade point averages, respectively, among graduating seniors. The status of Valedictorian and Salutatorian will be determined after the completion of the second semester of their senior year. In the event where multiple students have the highest GPA, they will be named co-valedictorians and there will be no salutatorian. In the event where two or more students tie for the 2<sup>nd</sup> highest GPA, they will be named co-salutatorians. Students who transfer to St. Dominic Savio Catholic High School after the end of their sophomore year are not eligible for these recognitions.

## Grade Posting

Report cards are emailed to families at the end of each quarter and semester. Each course semester GPA is recorded onto the student's permanent transcript. Students claiming an error in a report card grade should immediately contact their teacher. All grade change requests must take place within two weeks of the day report cards are sent to families. **Students who fail to notify their teachers until after the expiration of the two-week period may not receive a grade change.**

## Grade Report Schedule 2024 - 2025

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
<b>Start of Quarter</b>	August 12	October 14	January 7	March 10
<b>Progress Reports Issued</b>	September 11	November 13	February 5	April 16
<b>End of Quarter</b>	October 11	December 20	March 7	May 23
<b>Report Cards Issued</b>	October 16	January 8	March 12	May 28
<b>Grade Changes Due</b>	October 30	January 22	March 26	June 11

## **Assignments and Grades**

Faculty members provide students with exact assignment guidelines and due dates in class and via Google Classroom. Homework assignments will be posted no later than 24 hours before they are due. Exam dates will be posted no later than a week before the date of the exam. Students are encouraged to add these dates to their physical planner. If a student is having difficulty keeping up with assignments, it is recommended that parents/guardians request that students log in to their Google Classroom account in order to demonstrate their completion of work.

Assignment grades are recorded in the FACTS system. Students and parents are encouraged to use the FACTS system to update important information and, and monitor student grades. Faculty regularly update their grades in FACTS within two weeks of an assessment or assignment due date. Compliance with these policies is monitored by the administration. Questions about grades and assignments should be directed to the class teacher. Students who turn in assignments late are subject to late work consequences outlined in the course syllabus. These consequences may include reduced credit or no credit at all.

## **Student-Led Conferences**

St. Dominic Savio provides opportunities for brief student-led conferences twice per year after the first and third quarters. These conferences are an opportunity for students to evaluate their progress with their teacher and parents present, but they are not intended to be a comprehensive discussion. Additional meetings between parents and teachers may take place when a concern arises about a student's progress and improvement. It is essential that the student, parent, and teacher meet together to discuss specific expectations and responsibilities in order to create an academic plan.

## **Failing Grades**

When a student fails a course for the semester and subsequently repeats the course and earns a passing grade, the original numerical grade is recorded on the transcript and used in the calculation of the overall grade point average. The credit earned in the remedial course will be separately listed on the student's transcript but will not be calculated into the student's GPA.

## **Incompletes**

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

## **Semester Averaging**

Credit for courses is awarded on a per semester basis. In year-long courses, students who fail the first semester, but pass the second semester with a grade high enough that the average of the two is passing (above a 69), may earn credit for the entire year.

## **Credit Recovery Policy**

A student who fails both semesters of a year-long required course must complete credit recovery over the summer before returning to St. Dominic Savio in the fall. If a student fails the second semester of a full year course, he/she must take that semester to earn credit. Summer School courses will not earn grade points but will

recover lost credit. The Assistant Principal for Curriculum and Instruction must approve all credit recovery selections before the classes are taken. For credit loss due to attendance, see [Section IX](#).

### Exclusion of Courses from GPA Calculations

Credit recovery, credit by examination, and grades from high school courses taken while the student is in middle school are not used in GPA calculations.

At the end of the semester, students with a cumulative GPA of over 100 may request that certain elective courses not be counted towards their GPA. Please see a list of eligible courses [here](#).

### Transfer Students

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

### School Records and Academic Transcripts

An academic transcript is an official record that consists of the following information: personal student information, courses taken, credits earned, and grades received. The school does not, under any circumstances, release to a student or parent/guardian any copies of a teacher's recommendation or an unsealed official transcript. If the student has no outstanding financial obligations, the school provides unofficial transcripts to a parent/guardian, or, upon written request, forwards to any educational institution or scholarship agency a copy of the teacher's recommendations and official transcript. Any person or agency receiving a student's recommendations and transcripts must be bound by the Family Education Rights and Privacy Act in the subsequent release of this information to any third party to include the parents or the student.

### Ineligibility

Participation in extracurricular activities requires academic eligibility; therefore, students' academic performance is reviewed a minimum of four times a year. After the end of the 1<sup>st</sup> quarter, 2<sup>nd</sup> quarter, and 3<sup>rd</sup> quarter, any student who has 2 or more failing grades for the quarter is considered ineligible. After being ineligible for 4 weeks, students become eligible by passing *all* classes at the progress report point. The academic ineligibility list is finalized by the Assistant Principal for Curriculum and Instruction after each marking period ends. **Ineligibility means a student cannot participate in extracurricular activities (including practices or rehearsals) or voluntary field trips. Extracurricular activities include athletics, fine arts, or after school activities.**

A student who has an incomplete on their academic record, including from the previous school year, will be ineligible until the incomplete has been cleared.

### Academic Recovery Probation

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

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

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

At the end of the academic year, the Principal may meet with families of students who are not demonstrating satisfactory progress toward graduation to revise/initiate an Academic Performance Plan (see [Section VII](#)). Students who do not demonstrate satisfactory progress toward graduation may not be offered enrollment for the next academic year. In addition to formal Academic Recovery Probation, students with failures in individual subjects may have extracurricular activities restricted in order to attend tutoring or other academic services determined by the Director of Guidance.

## Academic Grievance Procedure

In keeping with Catholic social teaching on subsidiarity ([CCC 1883](#)) and the concept of fraternal correction ([Matthew 18:15](#)), students and parents are expected to address all concerns with the parties most directly affected.

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

- 1) The student and parents are to promptly meet with the teacher of the course.
- 2) If the concern between the students, parents, and instructor cannot be resolved, the parents and student meet with the Department Chair (see [Staff Directory](#)).
- 3) The Department Chair reviews all pertinent information regarding the concern and communicates their findings to the students and family.
- 4) If the concern has not been resolved with the Department Chair (or if the Department Chair is the teacher of the course), the family may submit their concern to the Assistant Principal for Curriculum and Instruction. The Assistant Principal for Curriculum and Instruction will make the final decision on academic concerns.

## The Honor Code

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

## Academic Integrity

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

## Cheating

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

- bringing in an unpermitted aid or resource during an assignment or assessment
- asking for or providing answers during or after a test or assignment without permission
- submitting another person’s work for one’s own but changing the name on the paper
- using AI (such as ChatGPT) to complete an assignment without teacher permission

## **Plagiarism**

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

Plagiarism is addressed in two ways:

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

## **Procedures Regarding Academic Integrity**

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

## **Academic Integrity Probation**

Students with two or more documented academic integrity issues will be subject to Academic Integrity Probation. The purpose of the probation is to have the student accept responsibility for their actions and to demonstrate that they can modify and improve their behavior on a probationary status. Students on Academic Integrity Probation:

- Are suspended from honor society participation for one year
- Cannot join new honor societies for a period of one year

Further academic integrity issues will result in further consequences, up to dismissal from St. Dominic Savio.

## **VII. Guidance and College Advising**

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

### **Guidance Counseling**

Counseling services at St. Dominic Savio Catholic High School are available to all students and are designed to meet the educational, social, and emotional needs of students at each grade level (i.e. career planning, educational planning, and personal and social/emotional development issues). The counselor acts as a resource person, a coordinator among teachers, parents, and students, and as an advisor to the student. The counselor will seek to understand the expectations and concerns of both students and parents and work together closely to empower both so the student may enjoy a prosperous and gratifying high school experience.

### **Learning Differences / Accommodations**

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

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

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

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

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

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

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

## **Struggling Students**

When a student experiences academic difficulty, the Guidance Counselor may meet with the student and their parents to create an Academic Performance Plan. This Academic Performance Plan may include strategies for the teacher and the student to employ to improve academic achievement in specific subjects. The plan may limit students' honors level courses and participation in some extracurricular activities. The Academic Performance Plan will designate responsibilities of the student, parents, and teacher in order to address the academic concerns. Students who enter into their Savio education with particularly low MAPS/PSAT scores may be placed on an Academic Performance Plan during their first year.

## **College Advising**

The Savio College and Career Center assists students in pursuing their college, career, and military goals. As a college preparatory high school, it is the goal of the College Advising Department to support students and families in their journey of self-reflection and discovery, culminating in finding the best "fit" college or university - a place where students may be challenged, happy, and healthy as they continue their journeys after high school. Throughout a student's four years at Savio, it is our goal to assist each student as a valued individual and provide the personal attention that our students deserve. Students are expected to take an active role in the process and participate in all college planning activities, and we will be available to offer strong support every step of the way. Resources can be found on the [College and Career Center website](#).



## **VIII. Athletic Policies and Procedures for Parents & Athletes**

### **St. Dominic Savio Athletic Philosophy**

Our athletic philosophy at St. Dominic Savio Catholic High School is structured intentionally with specific goals in mind for athletes at each level. We firmly believe a team can and should compete at the highest level, giving maximum effort in a way that honors Christ and the team on which they compete.

St Dominic Savio has partnered with Notre Dame and adopted the Play Like a Champion Today philosophy. Athletes and coaches strive to promote moral and character development along with fostering their spiritual self on and off the field.

Participation in athletics is an important part of the educational process. Athletics provides the opportunity for student athletes to obtain valuable lessons in citizenship, sportsmanship, and the understanding of responsibility. In addition, our athletes ascertain collaborative skills, allowing them to succeed as a team, and bestow commitment to their team and school. Our athletes will also gain perspective into distinguishing team above self, embrace the concept of constructive criticism, assert the highest respect for others, exhibit self-control, assume responsibility for their actions, and enable them to be modest in victory and gracious in defeat.

Our athletic philosophy is designed to support and affirm the philosophy and mission statement of St. Dominic Savio Catholic High School.

### **Objectives of High School Athletics at St. Dominic Savio**

1. To promote standards, character and conduct which contribute to a credible citizen.
2. To develop leadership, sportsmanship, camaraderie, and a respectful rivalry with other schools.
3. To create a desire to succeed and excel.
4. To instill pride in one's ability to contribute to a team or group goal.
5. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
6. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
7. To promote cooperative thinking and unification of interest and effort among the athletic programs of St. Dominic Savio Catholic High School.
8. To focus on developing the whole student and promote competitive activity as a portion of the total educational program.

### **Responsibility of the Student Athlete**

Education for a student-athlete must be their first responsibility. St. Dominic Savio Catholic High School athletics plays a significant part in a student's overall educational development. With this decision, an athlete must assume certain responsibilities to achieve the educational and athletic values, including:

1. Striving to achieve sound citizenship and desirable social traits, including emotional control (verbally and physically), honesty, cooperation, dependability, and respect for others and their abilities.
2. Maintaining academic and eligibility standards established by St. Dominic Savio Catholic High School and the Texas Association of Private and Parochial Schools.
3. Showing respect for authority and property while learning the value of hard work and sacrifice.
4. Learning the attainment of physical fitness through good health habits.
5. To have the desire to excel to full potential.
6. To be willing to accept leadership roles instilled in the athletic programs.
7. To follow guidelines and regulations established by Savio and the TAPPS.

8. To not participate in hazing/bullying that poses a significant risk of any kind. Hazing/bullying of students, on or off campus property, is prohibited and may result in suspension from school and from activity/athletic participation.

Athletes are remembered for what their actions were in competition. They are in the public eye and their personal conduct must be above reproach. Athletes have a personal obligation to create a favorable image, and to gain the respect of teammates, the student body, and their community. Good sportsmanship is a must; this concept is far more valuable than winning an event. If a Savio athlete is ejected from a game or competition, the athlete will be required to pay a \$50 fine to TAPPS. If the game or competition is a playoff situation, the athlete will be required to pay TAPPS a \$150 fine. Further consequences will follow the guidance of TAPPS bylaws for the particular sport.

Every athlete will be coached to win; this is the primary objective of competition, and there will be spirited play, but it must be fair play. At all times, athletes are expected to uphold the integrity of the Catholic identity of the school. Through participation in Savio Athletics, students will become a better person on and off the court/field and learn to love like Christ in all that they do.

### **Player Participation in Savio Athletics**

Participation requires athletes and their families to fully commit to their Savio athletic team during the sport's season. Athletes are required to pledge their time and effort to the team and the season in question and the excuse that they cannot attend games or practices because it conflicts with their club team's schedule or other Savio co-curricular activities (attendance during practice means a full practice session from start to finish) is not acceptable.

Athletes are required to participate in tryouts or practices on the scheduled date/s assigned, at the beginning of each sport season. It is the discretion of the head coach, with consent from the Athletic Director, to determine other arrangements.

It is understood and encouraged that athletes participate in co-curricular activities at Savio. The athlete must make every effort to avoid conflicts between the two.

### **Team Expenses**

Prior to the beginning of the season, the head coach will provide information outlining the anticipated expenses each athlete will encounter during the season including mandatory items as well as optional items. Such expenses must be paid for before athletes receive merchandise. Every effort will be made to keep costs at a minimum.

### **Eligibility of the Athlete**

Participation in extracurricular activities requires academic eligibility. At the end of each quarter, any student who has 2 or more failing grades for the quarter is considered ineligible. After being ineligible for 4 weeks, students become eligible by passing all classes at the progress report point. Ineligibility means a student cannot participate in extra-curricular activities, including practices. At specific times a student may be assigned an incomplete in one or more courses. A student will be declared ineligible for extra-curricular activities until they have rectified their incomplete grades. Please refer to the academic section of this handbook for more information.

Grade checks will be conducted every two weeks. Students failing a class at the time of the grade check will be asked to have a conversation with their coach and athletic director to help ensure academic success.

As stated in this handbook, the administration may place a student/athlete on "non-privilege suspension" at times. This suspension may apply to participation in and attendance at athletic practices and competitions.

## Competition Level Expectations

Each level of competition has varying factors and expectations. As the level of competition rises, so do the expectations. Depending upon numbers, some sports will have more than just Varsity teams.

- **Freshmen Teams:** At the Freshmen level, you can expect a developmental level of play in which athletes will experience equal playing time and the emphasis will be on learning the sport, working on teamwork and the basic fundamentals.
- **Junior Varsity Teams:** At the JV level, while fundamentals are still a big focus, you will see a shift to a little bit more of a competitive level of playing. Some players may see more playing time than others.
- **Varsity Teams:** At the Varsity level of play, the emphasis will be on competition and the coach will be expected to play his/her best players. This will be especially true once teams enter into District play. Not all players will see equal playing time. It is important to note that just because an athlete played at the Freshmen and/or JV level, that does not guarantee them a position on the Varsity team.

## Team Cuts

Head coaches of each sport reserve the right to cut his/her team down to a workable number. This process will be completed as objectively as possible. Prior to cuts, a tryout period will be announced and the coach will provide the athletes with the criteria used to select the team. Coaches will discuss alternative possibilities if available for participation in the sport in order to keep the athlete engaged in athletics possibly as a manager, member of a practice team, etc.

## Team Captains

The head coach reserves the right to select team captains. Team captains must be in good standing academically and behaviorally. The coach will provide criteria for the selection process as well as specific duties/expectations of the captain. Being a team captain is a privilege.. The team captain also serves as the chaplain and is charged with promoting servant leadership within the team.

## Team Managers

The athletic director and head coach reserve the right to select team managers. Team managers support athletic team by assisting coaches with off-the-field activities, including organizing/managing equipment, game-day set-up, providing basic first-aid, and keeping stats.

Team manager must be in good standing academically and behaviorally. They must also attend all practices and competitions in order to obtain 0.5 elective (not PE) credit. The athletic director and coach will provide criteria for the selection process as well as specific duties/expectations of the manager. Being a team manager is a privilege.

## Athlete Conduct

Unacceptable conduct (see [Section X](#)) by Savio athletes will be addressed according to the Savio Student/Parent/Guardian Handbook.

All athletes must abide by team rules, as delineated by the coaching staff. Coaches have the authority to assign consequences to athletes who do not meet the expectations during practices, games, and other team activities.

## Absenteeism

If a student is absent from school for more than two blocks of a school day, he/she is ineligible to participate in an athletic contest/practice that day. He/she should neither report for practice nor dress for the game. Doctor appointments (with a note) and college visits (documented) constitute an excused absence, but should not be scheduled for the day of games/events.

In the event of an early release for an event/game, the athlete is required to be present (see [Section IX](#)) in class prior to the departure of the team. Students who are not in attendance in class prior to departure will not be allowed to make the trip with the team. Exception: Seniors with an A/E off campus block.

Students who are absent on a game day due to illness may not compete on that day nor may they attend practice/events. If the athlete is out due to doctor's orders, then a doctor's release form is needed in order for the athlete to continue participation. All doctor notes should be turned into the front office.

### **Early Release and Missing Class Time**

In the event that athletes are released early from class for a competition, they will be given advance notice by their coach. The athlete should communicate with their teacher(s) to let them know about their upcoming absence. They are responsible for any work missed after the early release as classwork is not excused because of athletic events. As a reminder, athletes are expected to be at school prior to the departure if the team is leaving during the instructional day.

If an assignment is due on the date an athlete will be gone, it is expected that the athlete will have it completed and submitted prior to leaving for the competition. Athletes should communicate with teachers regarding classwork that was missed during a trip and submit immediately upon their return to campus.

### **Travel Procedures for Student Athletes**

It is the goal of St. Dominic Savio Catholic High School to provide transportation for students to all practices and contests which take place away from the Savio campus. All athletes are required to use school-provided transportation when available (the only exception is the occasional situation where parents need to provide transportation for their child). This requires compliance with the specific policies outlined below. The following guidelines are applicable to all transportation situations:

- All participants must travel to and from the competition with the team. See [Parent Transportation for Practice/Events](#) below regarding parent transportation.
- Report and check in at the time designated by coaches.
- Coaches will instruct participants as to the appropriate dress on all trips.
- It is the responsibility of all athletes to ensure that all vehicles are clean at the end of the trip.
- Participants are representing their school, coaches, parents and the St. Dominic Savio Catholic High School community.

When teams travel to away events, they are expected to treat the host school's facilities with the utmost respect. At no time should an athlete attempt to open a locker, or enter any part of the facility that is off limits. Athletes are expected to pick up their trash and personal belongings.

### **Parent Transportation for Practice/Events**

When parents have a particular need to provide transportation to and/or from an event, the following requirements must be met:

- Parents must notify the coach (in writing) at least 24 hours in advance in order to obtain approval.
- Coaches will have a list of students approved to leave with their parents. Students not on the list must return with the team.
- The head coach will allow the athlete to leave the event only with his/her parents/guardian.

There may be circumstances under which school transportation to a competition or practice will not be available (e.g. practice for swim, golf, tennis, track or games). On these occasions, parents and students can use a personal vehicle to travel to the competition or practice. Parents and students must adhere to the following guidelines:

- All efforts to secure school-sponsored transportation must have been made and exhausted.
- Parents will be notified when transportation will not be provided by the school.
- Parents must notify the head coach (in writing) at least 24 hours in advance in order to obtain approval.

- A student may drive themselves to an event only with the appropriate coach's consent under the following circumstances: Doctor's appointment, work schedule, student living near the game site. St. Dominic Savio Catholic High School is not legally responsible for that student in case of an accident. Team conduct rules apply.
- In such cases, the school is not liable for the actions of the driver. The student and family take full responsibility for the actions of the student driver.

## Overnight Travel

Sometimes it is necessary for teams to travel out of town and stay the night. Prior to leaving, the coach will provide the team with expectations and an itinerary. Athletes are expected to abide by these guidelines and follow the directions of the coach at all times. At no time is an athlete allowed to go off on their own on such trips. The coach will be responsible for making a rooming list and monitoring the athletes at all times. In the event additional chaperones are needed, an EIM certified parent may be asked to help. Athletes and families will represent themselves and Savio well by following the handbook at all times on such trips. Respect will be given to the accommodations and all involved with their travel.

## Athlete Pick-Up

For their safety, student-athletes are not allowed to remain on campus unsupervised following practice or competition. Athletes are expected to be picked-up from practice/games no later than 10 minutes from the time of dismissal. Coaches will do their best to communicate expected pick-up times, as well as be consistent with those times throughout the season. Please be respectful of the coach's time and ensure you pick-up your student athlete within the designated time-frame. The inability to follow this expectation could result in a meeting and action plan with the coach. If the problem remains unresolved, this could lead to the dismissal of the athlete from the team.

If a student athlete must remain on campus after school while waiting on a game/practice to begin, the student must remain in a supervised area at Savio.

## Academics

As stated before, athletes are students **FIRST**. Athletes must remain in good academic standing as outlined by Savio and TAPPS guidelines in order to participate in sports. Athletes are expected to utilize the morning tutoring time as well as Academic Office Hours for tutorials in an effort to avoid missing after school practices/events. If it is necessary for an athlete to attend tutorials, thus missing a practice, they must let their coach know that they will miss practice ahead of time. They are expected to provide a note from the teacher to their coach prior to or upon their return. Coaches will not punish athletes for missing practice due to verified tutorials when the athlete provides a note from the teacher. Athletes should expect a coach to verify his/her absence with said teacher. Athletics is **NEVER** an excuse to not complete assignments, nor is it an excuse to not attend mandatory tutoring sessions with a teacher.

## Uniforms/Equipment

Uniforms and equipment purchased by the school and assigned to the player must be cared for and returned at the end of the season in the condition in which they were issued. Items must be returned within one week of the end of the season. Any items that are missing or damaged (beyond expected wear and tear) that need to be replaced will be paid for by the athlete. The school reserves the right to withhold grades and/or diploma until outstanding obligations are cleared.

## Athletic Forms

Each athlete must have the following forms complete and on file with Rank One prior to participation:

- Physical Examination
- Medical History
- Student Acknowledgement of Rules
- Student Profile

- ImPACT Concussion Test
- PLACT Athlete/PLACT Parent

If an athlete is missing any form, or their physical has expired, they will be ineligible.

## **Injuries**

If an athlete sustains an injury during practice/event, it is the athlete's responsibility to make the coach aware of what has happened if they do not already know so that the appropriate actions can be taken. If an athlete has injured themselves outside of a practice/event and the injury will prohibit them from participating in athletics, they must contact the coach immediately. A doctor's release is required for a student with an extended absence to regain clearance to participate after an injury. In addition, a student who was exempted from a practice/event due to a doctor's order, must have a note clearing them to play again. These notes need to be submitted to the head coach and front office.

## **Locker Room/Weight Room/Training Room**

Personal belongings should be locked in the lockers provided. The school is not responsible for lost/stolen items. Locker combinations should not be shared with anyone and are changed yearly. Students should not prop open the back doors. Athletes should remove and clean their shoes before entering the locker room and should never wear cleats on the gym floor. Athletes are expected to keep the athletic areas clean and sanitary. There should be no food or trash left in the locker room. Personal shower items need to be kept in lockers. Locker rooms will only be available to athletes in season. Locker rooms will be monitored and supervised by coaches and staff.

The weight room is off limits unless there is adult supervision. All equipment used in the weight room should be returned to its original place. Expectations for the locker room apply to the weight room as well.

The athletic training room is off limits to athletes unless they have permission from the Athletic Director. Supplies should not be removed without permission.

## **Parent and Coach Communication**

### **Communication parents/guardians should expect from coaches:**

1. Coaching philosophy and team expectations
2. Locations and times of all practices, games and events
3. Team requirements, i.e. special events, special equipment, out-of-season conditioning, etc.
4. Discipline that may result in the denial of an athlete's participation

### **Communication coaches expect from parents:**

1. Concerns expressed directly to the coach in regards to expectations, etc.
2. Notification of any schedule conflicts well in advance (e.g., missing practice or a game)
3. Any transportation changes for travel to/from events

### **Appropriate concerns to discuss with coaches:**

1. The treatment of an athlete spiritually, emotionally, mentally and physically
2. Ways to help an athlete improve his/her skill level
3. Concerns about an athlete's behavior

### **Issues NOT appropriate to discuss with coaches:**

1. Playing time
2. Team strategy
3. Play calling
4. Other athletes

There are situations that may require a conference between the coach and the parent; these are encouraged. A phone call or in person conversation is most beneficial so that nothing is misinterpreted. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following protocol should be followed to help promote a resolution for the issue or concern:

1. The student should first meet the coach in an attempt to resolve the issue.
2. If this is unsuccessful, the parent may call or email to set up an appointment with the coach.
  - a. **Please do not attempt to confront a coach before, during, or after a contest or practice.**
  - b. Allow 24 hours to pass before contacting the coach.
3. If the coach cannot be reached, call the Athletic Administrative Assistant. A meeting will be set up for you.

If the meeting with the coach does not provide satisfactory resolution, the following steps should be followed (in order):

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. If a meeting with the Athletic Director does not bring resolution, a parent may call and set up an appointment with the Principal.

### **Required Training/Meetings**

Each year, all new parents will be required to attend the Play Like A Champion Today (PLACT) training. They must also attend yearly general athletic meetings in which the Athletic Director will cover important guidelines and expectations of the Savio athletic program. Parents will meet with team coaches prior to the season. Dates of the meetings will be provided to parents as soon as possible and parents will have plenty of notice as to the set dates. Parents are expected to make every effort possible to attend these meetings. Attendance of at least one parent is required at both meetings. Failure to attend may result in your child not being able to participate.

### **Savio Athletic Booster Club**

All families are encouraged to join the Savio Athletic Booster Club. The boosters are essential in the financial support of Savio athletics. It is through parent memberships and volunteering that Savio can run successful programs. The Booster Club helps fund the athletic budget which includes, but is not limited to: coaching stipends, facility rental fees, officials, equipment, etc.

### **Expectations for all Savio Spectators**

- Support and cheer for the Savio team, and enjoy the skill and competition
- Praise student athletes in their attempt to improve themselves as students, as athletes, and as a person
- Represent the best of our school community.
- Learn the rules of the game, in order to understand and appreciate the game. Please note that rules do change over time.
- Show respect for the opposing players, coaches, spectators, officials, and support groups.
- Respect the integrity and judgment of game officials.
- Recognize and show appreciation for an outstanding play by either team.
- Use cheers that support and uplift the teams involved.
- Be a positive role model at events through your own actions and by censoring those around you whose behavior is unbecoming.

### **Unacceptable Behavior of Spectators**

- Intimidation or ridicule the other team, fans, or officials.
- Disrespectful or derogatory cheers, chants, songs, or gestures
- Booming or heckling an official's decision
- Criticizing officials in any way; displays of temper with an official's call
- Blaming loss of a game on officials, coaches, or participants
- Use of profanity or displays of anger
- Criticizing the coach in any way
- Approaching a coach/player during the competition
- Confronting a coach/player before, during, or after the competition

## **Consequences for NOT Following Spectator Rules**

- **First offense:** Spectator will receive a verbal warning by the admin on duty..
- **Second offense:** Spectator will be asked to leave and escorted from the contest.
- A pattern of inappropriate behavior at Savio competitions may result in being banned from attending competitions up to and including the entire season.
- Severe infractions may result in automatic removal from the contest and/or being banned from future events.
- Please note that an official can request a spectator to be removed at any time and without a warning.

## **Varsity Letter Standards for Sports at Savio - General Criteria**

1. A student athlete must complete the season, unless an injury in the sport keeps the student athlete from the season's completion.
2. A student athlete must complete the season in good standing with the St. Dominic Savio Catholic High School and TAPPS regulations and guidelines.
3. The head coach will have final authority to determine whether a student athlete has met the requirements for a varsity letter.
4. Student athletes must compete at the Varsity level for a minimum of 90% of Varsity competitions in order to be considered eligible and receive a varsity letter.

## **Athletic Awards**

Athletes who participate in Varsity sports will have the opportunity to earn District and State honors in accordance with TAPPS policies and guidelines. In addition to TAPPS awards, athletes may earn special honors such as Outstanding Male/Female Athlete and Athlete of the Year. These awards will follow the guidelines set forth by the Savio Athletic Department and Administration.

## **Physical Education Credit**

An athlete that fully participates (attends at least 90% of practices/events) in a single sport season shall receive 0.5 PE credit. If a student does not complete the season for any reason other than because of a serious injury, they will not get credit.

## **Collegiate Athlete Commitments**

An athlete that has represented Savio and has been offered an athletic scholarship and/or has signed an official letter of intent to play their sport at the collegiate level, may participate in an athletic signing event. Signing dates will be set by the Athletic Office. Athletes that do not participate in Savio sports, but will play at the collegiate level will still be recognized with a Signing Day. It is the responsibility of the athlete and their family to inform the Athletic Director of athletic scholarship offers.

Savio administration reserves the right to amend the Athletic Policies and Procedures for just cause. Athletes and parents will be notified of any changes.



## IX. Attendance Policies and Procedures

St. Dominic Savio Catholic High School's attendance system reinforces the importance of the classroom experience. Given the nature of the St. Dominic Savio mission, the value of school-sponsored activities extends far beyond the grades given on a transcript. Texas state education law and TCCBED policies mandate a minimum number of days in which students are to be in classes. This does not imply that students are free to take a certain number of days off. The Assistant Principal for Student Life is in charge of tracking and reviewing absences and tardies.

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

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

### Minimum Attendance Policy

*Students are expected to be present in class for at least 90% (no more than 4 absences per class during the semester).* If a student exceeds 25% absences in any class, the school reserves the right to withhold credit in the affected class.

### School-Related Class Absences

Absences due to school-related activities (e.g., athletics, TAPPS competitions, band and/or choir concerts, field trips, retreats, visits during class to meet with college representatives, meetings with the counselor) are not counted against a student's attendance, though all work must be made up. **Students must meet with their teachers prior to the absence to make arrangements for the missed work (including lists of assignments and deadlines) to avoid any [late work penalties](#).**

**As mandated by state education agencies, the school reserves the right to limit school-related absences for students who exceed the number of permitted class and/or school day absences. If a student is struggling academically, a meeting will be held to determine if it is best for the student to travel on a school related trip.**

### School Activities/Athletics

A student must be in school on the day of the activity/game/competition or the day of departure for an activity in order to attend or participate in any school or athletic activities (especially TAPPS activities), both during school hours and after school hours. For example, a student leaving for a game or field trip during C Block, must be in attendance during A and B Block. Please do not schedule appointments (doctors visits, college visits) on the day of departure. Families with extenuating circumstances must contact the Assistant Principal for Student Life ahead of time to discuss their situation. A decision will be made by administration as to whether or not the student can participate in the activity if there is an extenuating circumstance under consideration.

### Excused Personal Class Absences

Absences (both anticipated and/or unanticipated) due to illness, injuries, planned doctors' appointments, approved visits to colleges, planned surgeries, funerals, weddings, religious events, and family emergencies are considered legitimate "personal absences" and excused as long as proper documentation is provided.

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

- A phone call from the parent/guardian to the front office administrative assistant by 9:00 a.m. (512-388-8846)

- Direct email to [attendance@saviochs.org](mailto:attendance@saviochs.org) by 9:00 a.m.
- In-person notification on the school premises.

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

- Email of explanation from the parent sent to [attendance@saviochs.org](mailto:attendance@saviochs.org);

**Proper absence documentation (email) should be received by the school within 2 full school days of the student's return. Documentation received after the 2 day window may result in an unexcused absence.**

## College Visits

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

## Unexcused Class Absences

Absences for which there is no parental or medical timely follow-up are unexcused. Unexcused absences include absences from school without the knowledge and approval of parents (skipping class) and personal absences not supported by proper and timely documentation (emails). "Senior skip days" are not an approved school activity and will be treated as unexcused absences.

**Consequences of skipping** Skipping a class incurs the following academic penalties

- No credit is given for homework, quizzes or other daily assignments missed.
- For major assignments and assessments, the student will not receive a grade higher than 70%.
- It is the duty of the student to learn about the material they missed during their absence.
- In addition, skipping a class is a [Type II Violation](#) of the conduct code.

## Pre Arranged Absences

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

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

## Long Term Absences

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

## Tardies

When students are tardy to school, they must go to the front office and request a tardy pass in order to enter class. A tardy without approved documentation (medical note, emergency) is considered unexcused. Tardies may be excused by a note from a doctor or medical office. Tardiness due to extreme weather or confirmed traffic issues as determined by the school administration may also be excused. Students with excessive tardies to the same class risk losing credit for that particular class. A classroom tardy occurs when a student is not present in the classroom when the bell rings. Teachers will record the tardy in FACTS without a pass from the office. **Unexcused tardies are a Type I Misconduct.**

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

- A phone call from the parent/guardian to the front office (512-388-8846)
- Direct email to [attendance@saviochs.org](mailto:attendance@saviochs.org)
- In-person notification on the school premises.

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

- Email to [attendance@saviochs.org](mailto:attendance@saviochs.org)

Students who are more than 30 minutes late for a class will be counted absent for that class.

Students who drive to school and accumulate excessive tardies for the first block (12 or more) are at risk of losing their parking privileges and spot (without receiving a refund).

## Early Dismissal

Parents are encouraged to make medical and dental appointments after school or on school holidays. In cases where a student must leave school early, a written note from the parent stating the date, time and reason for the absence must be given to the attendance office. If a student does not have a note, it is the responsibility of the parent to email the front office with advance notice of the student's need to leave school for an appointment. This advance notice will ensure that the student is able to sign out at the front office at the requested time. A phone call from a parent on a student's cell phone is not acceptable. The student must sign in/out at the front office. **Under no circumstances may a student leave campus without parent and front office permission as outlined above.** Excused early dismissals are handled in the same manner as anticipated absences.

## Off Campus Block for Seniors

A senior with a first period off campus block must sign in at the school office no later than 9:30 a.m., or they will receive an unexcused tardy. **A student with a first period off campus block is still required to attend Mass on Wednesdays.** Seniors with a last period off campus block **must** leave campus (including the parking lot) and **must** sign out at the front office. Only students with a scheduled appointment may remain on campus during an off campus block. On days with special events (pep rallies, assembly, etc), students must remain on campus during their off campus block. Students who leave campus during this time will receive an unexcused absence. Students who leave campus for off campus block, may not return to campus until the school day has ended.

**Seniors who are academically ineligible or have excessive absences/tardies may lose their off campus privilege.**

## Consequences of Absences

Once a student's total number of absences (excused and unexcused) exceeds 4 classes in an individual course, the student and their parents may discuss the matter with the Assistant Principal for Student Life. After discussing the issue with the student and parents, the Assistant Principal for Student Life and Principal will determine a course of action according to each individual case. Possible recommendations available to the Assistant Principal for Student Life include the following:

- The student may be required to make up the time missed in each course by a date designated by the Assistant Principal for Student Life.
- The student may be required to attend detention.
- The student may receive an Incomplete in the class with excessive absences.
- The student may have limited involvement in extracurricular trips or activities that may involve missing class (including athletics, fine arts, and other competitions).
- The student may not receive academic credit for his/her course work in courses in which absences have been greater than 25% of their individual class during the semester.
- The student may not be issued a Verification of Enrollment (VOE) form to obtain a driver's license.
- The student may not be invited to return the following school year.

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

The school office issues Verification of Enrollment and Attendance (VOE) forms that are used for driver's license purposes. Students must show up in person to pick up and sign the form in person at the front office during regular office hours. Forms obtained during the school year expire thirty days from issuance while forms issued during the last five days of the school year expire the first day of the following school year. The VOE form cannot be faxed or emailed.

## X. Student and Parent Conduct

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

St. Dominic Savio Catholic High School reserves the right, at any time, to interpret school rules and regulations in a manner that preserves the mission of the school and to withhold the privilege of attendance of classes and school sponsored events..

The Principal is the final recourse in all disciplinary situations and may waive any and all disciplinary regulations for just cause. This applies to student behavior on and off campus and any offense that is public record may result in disciplinary action. When the conduct of a student is detrimental to the reputation of the school or the moral good of the student body, the Principal reserves the right to dismiss the student. When a student withdraws or is dismissed from the school under unfavorable conditions, they may not attend school activities without prior permission from the administration.

St. Dominic Savio Catholic High School requires the parents/guardians of a student to conform themselves to the standards of conduct that are consistent with the Christian principles of the school. Parents/guardians are expected to work courteously and cooperatively with the school and its staff to assist the students in meeting the academic, moral and behavioral expectations of the school. Student/parent behavior contrary to the teachings of the Catholic church will be addressed on a case by case basis. Students and parents/guardians may respectfully express their individual concerns about school policies and personnel, but must refrain from doing so in a manner that is discourteous, disruptive, threatening or divisive. These expectations of following Christian principles apply to, but are not limited to, all school sponsored events and programs. **Parents and guardians who do not comply with expectations for proper behavior are subject to sanctions from the Principal and/or President.**

### Demerit System

St. Dominic Savio uses the demerit system for the purposes of tracking and communicating concerns regarding student conduct. If a student receives a demerit from a staff or faculty member, it is recorded in the school's internal data management system (FACTS). Demerits are issued for TYPE I Misconducts and other infractions as deemed necessary. Parents have electronic access to this information and are notified when a demerit is issued either through email notification or a phone call. Disciplinary records may be shared with colleges at the discretion of the school administration.

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

### Type I Misconduct

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

- Three unexcused tardies
- Three violations of the uniform/dress code
- Wearing/using earbuds/headphones during the school day (excluding lunch time) for non-academic use.
- Violation of the [cell phone policy](#), including not placing cell phones in the classroom pockets
- Behavior that disrupts class, assemblies, Mass, or Exposition

- Use of cursing, profanity, or obscene gestures
- Disrespect towards faculty/staff
- Lying to faculty, staff, and other personnel
- Littering on campus property
- Public Display of Affection
- Violation of the school [medication policy](#) (non-prescription)
- Misconduct on school buses or vans
- Parking lot/driving misconduct
- Running or shouting in the school hallways
- Failure to remain within the designated boundaries of the school
- Opening or propping outer doors during the school day
- Possession/use of water guns/gel guns on campus

**CONSEQUENCES: Parents will be contacted via FACTS for each demerit. Students will receive lunch detention for each demerit. After the 3rd dress code demerit, the student is subject to receive a detention for each violation issued and a meeting may be arranged with the student, parents and Assistant Principal for Student Life.**

## Type II Violations

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

- Verbal abuse to others/Repetitive teasing
- Misuse of cell phones and electronic devices (including Savio email accounts)
- Insubordination towards faculty/staff
- Forgery
- Cheating
- Petty Theft
- Skipping class or other required school activities (Mass, Exposition, assemblies, pep rallies, etc)
- Leaving school without permission (including not signing out at the front office)
- Violation of school [medication policy](#) (prescription)

**CONSEQUENCES: Restitution/required service, at least two demerits, AND/OR lunch detentions, dependent upon the number of demerits and nature and severity of the violation. Repeat violations of the same offense will result in additional consequences.**

## Type III Major Violations

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

- Stealing (Major Theft)
- Harassment and bullying
- Hazing
- Possession/Use of tobacco products or vapes on campus, at school events, or in school vehicles
- Possession/Use/Under the Influence of drugs or alcohol on campus, at school events, or in school vehicles
- Selling, giving, or otherwise transferring (delivering) any illegal drug, alcohol, or controlled substance
- Vandalism/Damage to school, student, faculty, staff, community property
- Possession of pornographic material or sexting on campus, at school events, or in school vehicles
- Possession/Use of incendiary devices (fireworks, fire-starters, lighters) on campus
- Unauthorized entry into restricted school property and facilities
- Threats of violence, injury or death against the school, students, and/or school personnel
- Fighting
- Assault and/or battery of school personnel, students, or any visitor
- Possession of weapons (knives, guns, clubs, etc.) at school, at school activities, or in school vehicles
- Extortion, coercion, blackmail
- Arrest by civil authorities for crimes against persons or property

- Any student whose actions pose a clear threat to a member of the Savio community will be immediately suspended while an investigation is conducted.

**CONSEQUENCES: Restitution/required service, suspension, probation. These offenses are considered dismissible offenses and are subject to [Expulsion/Dismissal/Withdrawal](#) of offending student from St. Dominic Savio Catholic High School**

## **Detention**

Students may be assigned to lunch detentions for various misconduct by the Assistant Principal for Student Life. Students are required to attend the detention on the next scheduled day. This discipline obligation takes priority over all school requirements (sports practices, games, competitions, club meetings). Detentions may include school service as part of the detention. Failure to meet a detention assignment will result in additional consequences which may impact extracurricular activities. All school rules and expectations (including dress code and electronic devices) are in effect during detention.

## **Suspensions**

A suspension is a warning to students and parents that the behavior exhibited is not in keeping with the mission of St. Dominic Savio Catholic High School and if the behavior continues, may lead to expulsion. Suspension is used for specific behaviors as cited in this handbook, or when an administrator determines it to be necessary. Parents are notified of suspensions and conferences with administrators will be held.

Depending on the incident and types of conduct, students may be assigned out-of-school suspension and/or may be placed on non-privilege suspension at the determination of the Assistant Principal for Student Life and the Principal. The Principal and the Assistant Principal for Student Life reserve the right to assess additional consequences depending on the severity of the noted behavior. Additional consequences may include probation or other restrictions. During a suspension, a student may not attend or participate in any St. Dominic Savio Catholic High School sponsored events (on or off campus). Suspended students are also responsible for keeping up with classroom assignments and content that is missed during their suspension.

## **Disciplinary Probation**

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

## **Expulsion**

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

## **Appeal Process for Expulsion**

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

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

## **XI. Student Expectations and Responsibilities**

### **Building and Campus Security**

All faculty, staff, parents, and students are responsible for the safety and security of the St. Dominic Savio campus. Students and families are obligated to immediately report any suspicious or threatening persons, actions, comments, or social media notifications to a faculty or staff member so that they can be investigated and addressed. Students, faculty, and/or staff are not to open or prop open doors to any individual during the school day for any reason unless given explicit permission by a faculty/staff member.

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

### **Reporting Procedures**

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

- Alleged or believed cases of harassment, or bullying are to be reported immediately in person and in writing by the affected student(s) to any of the following adult personnel: the Principal, Assistant Principal for Student Life, or any other faculty/staff member.
- All allegations will be investigated by the Assistant Principal for Student Life.
- Persons who allege harassment by others should, to the extent possible, maintain evidence of the alleged harassment (including witnesses, emails, texts, screenshots, electronic messaging of any kind, or phone messages).

### **Reporting of Safety Concerns Using STOPit**

St. Dominic Savio encourages students to report suspected cases of bullying, cyberbullying, inappropriate teacher/student relationships, violence/threats, hazing, weapons possession, drugs/alcohol, substance abuse, and intolerance/discrimination. If a student prefers to remain anonymous, St. Dominic Savio Catholic High School subscribes to the STOPit web program, where students can anonymously report the following via mobile apps, web forms, or by phone calls. As soon as a report is filed, it is shared with the school administration and an investigation is conducted.

## **Bullying/Harassment Policy**

### **Bullying**

All students at St. Dominic Savio Catholic High School have the right to a safe, secure learning environment that is free from intimidating behavior from other students and emphasizes mutual respect and Gospel teachings. The ability to create positive relationships and to settle differences in a respectful way are valuable skills essential to the development of the whole student. Our goal is to create a culture of caring, tolerance, empathy and respect, and bullying is in direct violation of that goal. Therefore, any form of bullying is not tolerated. The goal of the school is to work with students to address minor conflicts and issues in a constructive manner.

For the purposes of this policy, "bullying" means:

- Continuous expressions whether written, oral, electronic, or physical conduct, that is determined to have the effect of physically harming another, damaging another's property, or placing another in reasonable fear of harm to another's person or property; or



- Continuous conduct that is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive environment for another; or
- Repeated conduct that is designed or likely to result in causing physical, emotional, or psychological harm to another.

Cyber-bullying means bullying through the use of any electronic means, including, but not limited to, internet, social media sites, text messages, email, or other electronic means.

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

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

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

## **Harassment**

St. Dominic Savio Catholic High School expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law. Harassment is defined as “a course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.” (18 USC § 1514(b))

Examples of harassment include, but are not limited to:

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

## **Investigation of Bullying/Harassment**

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

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

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

4) Individuals should recognize that knowingly and willfully bringing false accusations of harassment or discrimination can have serious effects on innocent individuals and may also subject individuals to consequences for school violations.

5) If a harassment episode has occurred between Savio students, or a Savio student has harassed others, teachers and administrators work together with the people involved to rebuild trust and respect if possible. This is best achieved and resolved through direct meetings and constructive dialogue.

6) Retaliation against individuals who in good faith file a complaint of harassment or participate in the complaint is prohibited. Any person who feels he/she has been subjected to retaliation should report such conduct as outlined above in the "Reporting Procedures."

## Hazing

St. Dominic Savio Catholic High School does not permit hazing, any form of student initiation or assault of another student. Hazing is considered a TYPE III Violation and offenders may be subject to suspension or expulsion if found in noncompliance of this policy.

## Campus Search and Confiscation

To safeguard the property of our students at St. Dominic Savio Catholic High School, and to help prevent the possession, sale, and use of weapons, illegal drugs, or stolen property on St. Dominic Savio's premises, St. Dominic Savio Catholic High School faculty and staff reserve the right to question students and to inspect any vehicles, packages, parcels, backpacks, books, purses or any other possessions or articles carried to and from school property. Trained search dogs may be used to inspect areas of the Savio campus. If the dog identifies a backpack, bag, vehicle or other receptacles as holding controlled chemicals, that item/area will be thoroughly searched. If the school conducts a search and discovers that a student possesses weapons, illegal drugs or stolen property or any other items the school believes may jeopardize the safety of its students or cause disruption of the orderly environment of the school, St. Dominic Savio reserves the right to confiscate these items. If controlled chemicals are found in or on a student's personal property, the Savio drug and alcohol policy will be enforced. The administration will notify the parents/guardians and proper authorities of involved students.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy are not permitted to remain on the premises. Students entering or leaving the premises who refuse to cooperate in an inspection are referred immediately to the Assistant Principal for Student Life and are subject to disciplinary action.

## Cellular Phones and Electronic Devices

St. Dominic Savio encourages its students to dialogue face to face with one another as much as possible. While attending St. Dominic Savio, students will focus on their academic abilities and learn how to develop their interpersonal communication skills without relying on social media site communication. **Upon arriving in a classroom, students are to place their phone in the cell phone pockets provided. Failure to do so will result in a [Type I Misconduct](#).** Students who use their cell phones during class (or other electronic devices such as smartwatches and headphones) without the permission of the teacher (and only for educational purposes) will have their device confiscated (see below). St. Dominic Savio is not responsible for lost, damaged, stolen, or misplaced electronic devices.

**Students will be permitted to have and use their cell phones before school, during lunch, and after school. Violation of this cell phone policy will result in confiscation of the device and a fine of \$25 for each offense. Students may pay the fine and retrieve their cell phone from the Assistant Principal for Student Life or from the main office at the conclusion of the school day .**

If a student is ill or has an emergency and needs to contact a parent/guardian, they are welcome to use the phone in the front office; students may not use their phone to contact parents/guardians during class. Parents/guardians who need to contact their child for an emergency are to phone the front office or email their student. Refusal to surrender a cell phone to a staff or faculty member is considered insubordination and a TYPE II violation. Continual misuse will result in further disciplinary action.

Students are to use their laptops appropriately throughout the school day. If a student misuses their laptop during class instruction, the teacher has the right to confiscate their device for the remainder of the day and write a referral to the Assistant Principal for Student Life. Confiscation of a laptop may result in a student not being prepared for subsequent classes, assignments, and assessments for that class day. It will be the responsibility of the student to make up all work missed on their own time.

## **Conduct on Buses/Vans**

Students must have permission to ride buses and vans. Unauthorized use of school transportation by students is forbidden. Responsible behavior is expected on buses and vans. Students must adhere to the requirements of the handbook while riding on school buses and vans. The driver will report uncooperative riders to the Assistant Principal for Student Life. Students who do not comply will be asked to arrange their own transportation.

## **Dances**

The Student Activities Board sponsors dances and other activities throughout the school year. The scheduling of dances, including time and place, must be approved by the Assistant Principal for Student Life. The following guidelines govern these dances:

- Students are to follow the appropriate published dance dress code, which will be distributed to families and students several weeks prior to the scheduled dance.
- Lewd or inappropriate behavior (including dance grinding or placement of hands) is not acceptable.
- No student may leave any school dance before the scheduled departure time without written permission from a parent or guardian. Written permission must be submitted to the administration prior to the dance beginning.
- Students who want to bring a non-Savio guest to dances must submit a permission form which can be picked up from the front office. The permission form is to be filled out by the non-Savio student's school administrator and returned to the front office by the designated deadline. Non-Savio guests who miss the deadline will not be admitted. If the non-Savio student is no longer in high school, his or her parents may fill out the permission form. No guests aged 21 or older are allowed to attend the dance. All guests are expected to abide by school regulations; it is the responsibility of the student who brings a non-Savio guest to provide him or her with information about the requirements of dress and behavior.
- Students who do not comply with expectations at school dances will be asked to leave the dance (no refunds). The Assistant Principal for Student Life will contact the student's parents and a meeting will be scheduled with the student and parent to address the concerns from the dance.

## **Dating**

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

## **Deliveries**

In order to maintain the integrity of the academic environment (including Academic Office Hours and Family), students will not be called to the office to pick up dropped off items. On rare occasions when parents need to drop off items for their students, the items must be delivered to the main office. The parent will need to communicate this drop off to their student via text or email and then the student can pick up the item during lunch or after school.

## **Dress Code**

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

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

- St. Dominic Savio plaid skirt:
  - All ladies are required to wear the Flynn O'Hara skirt or slacks (see below).

- When the individual is standing straight with their arms straight down on the sides, skirt must have a length that extends beyond the fingertips of their hands.
- Students whose skirts currently do not meet this expectation **MUST** adjust the length of the skirt or purchase a skirt that meets this expectation.
- Flynn O'Hara regulation dress pants.
- Smooth black leather belt with a simple buckle (if wearing pants).
- Flynn O'Hara monogrammed Savio polo shirt (white, navy, gray) or a Savio monogrammed white oxford overblouse with a matching undergarment.
  - Only the top button may be unbuttoned on all shirts.
  - ALL shirts are to be neatly tucked in except for the oxford overblouse.
- Socks or tights in solid black, navy, or white color.
  - No socks or tights with designs/patterns/sequins are allowed.
  - Socks must be visible above the shoe line.
- Navy blue blazer monogrammed with Savio crest is required for Mass.

#### **Shoe Policy:**

- All students are required to wear all black shoes with flat soles; no heels (*for example*: Sperry Topsiders, all black including the sole and those found on the Flynn O'Hara website).
- Shoes are to be worn in the manner intended (i.e. no stepping on the heel or having proper shoe laces).
- No open-toed, open-heel, slipper, or sandal shoes are permitted,
- Socks must be visible above the shoe line and must be black, navy or white.
- If a student has concerns about whether a shoe falls within the dress code guidelines, please send an email with a picture of the shoe to the Assistant Principal for Student Life to gain approval.

#### **Ladies Mass Day Formal Uniform:**

Ladies must wear their uniform plaid skirt or navy/gray pants, Savio white oxford overblouse with a matching undergarment, navy blue blazer monogrammed with Savio crest, and black uniform shoes. All students must be in full Mass dress at the beginning of the first period. Blazer sleeves are not to be rolled up at any time. Students may remove blazers when Mass is completed and they are out of the church/gym. Students without blazers at the beginning of the first period are considered in violation of the dress code.

#### **Optional Uniform Shorts:**

[Flynn O'Hara approved shorts](#) will be allowed on any day other than Mass days. Students wearing shorts **MUST** wear the uniform shoes (except on Spirit Wear days).

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

- Hair must be kept in a neat style. Radical/unnatural colors or distracting hair styles are not permitted.
- No piercings other than ears (e.g. nose, eyebrow, lip, etc.). Earrings must not be distracting.
- Tattoos must be covered during school, while attending a school function, or when representing the school during an extracurricular event.
- Students may not wear hats in the school building during school hours.
- Pins/buttons/accessories on clothing are subject to approval by the school administration.

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

- Flynn O'Hara regulation dress slacks.
- Smooth black leather belt with a simple buckle.
- Flynn O'Hara monogrammed Savio polo shirt (white, navy, gray) or monogrammed Savio white oxford dress shirt. ALL shirts are to be neatly tucked in.

- Regulation Savio uniform tie or bow tie.
- Navy blue blazer monogrammed with Savio crest.

### Shoe Policy:

- All students are required to wear all black shoes with flat soles; no heels (*for example*: Sperry Topsiders, all black including the sole and those found on the Flynn O'Hara website).
- Shoes are to be worn in the manner intended (i.e. no stepping on the heel or having proper shoe laces).
- No open-toed, open-heel, slipper, or sandal shoes are permitted.
- Socks must be visible above the shoe line and must be black, navy or white.
- If a student has concerns about whether a shoe falls within the dress code guidelines, please send an email with a picture of the shoe to the Assistant Principal for Student Life to gain approval.

**Gentlemen's Mass Day Formal Uniform:** Gentlemen must wear the uniform dress pants, monogrammed Savio white oxford dress shirt, regulation Savio uniform tie/bowtie, navy blue blazer monogrammed with Savio crest, black belt, and black uniform shoes. All students must be in full Mass dress at the beginning of the first period. Blazer sleeves are not to be rolled up at any time. Students may remove blazers and ties when Mass is completed and they are out of the church/gym. Students without blazers and ties at the beginning of the first period are considered in violation of the dress code.

### Optional Uniform Shorts:

[Flynn O'Hara approved shorts](#) will be allowed on any day other than Mass days. Students wearing shorts **MUST** wear the uniform shoes (except on Spirit Wear days)

### Gentlemen's Miscellaneous Dress Code Policies

- When wearing the oxford dress shirt during Mass, all shirt buttons must be buttoned, tie cinched, and sleeves may not be rolled on the long sleeve shirts.
- If an undershirt is worn it must be solid white with no graphics.
- Hair must be neat, clean and well groomed. Radical/unnatural colors or distracting hair styles are not permitted. Hair may extend no further than the top of the shoulder. Excessive sideburns are not acceptable.
- **Facial hair is not permitted.** Gentlemen should arrive at school clean shaven. (An exception may be given for "No Shave November.").
- Visible piercing of any part of the body (i.e. ear-piercing) is not permitted even if concealed with a covering (i.e. a band-aid).
- Tattoos must be covered during school or while attending a school function.
- Students may not wear hats or bandanas in the school building during school hours.
- Makeup and nail polish are not permitted.
- Pins/buttons/accessories on clothing are subject to approval by the school administration.

### Unisex Uniform Optional Items

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

**Outerwear Policy:** Students are to only wear approved items with the official school logos or school name on them. The following are approved outerwear:

- School blazers purchased from Flynn O'Hara
- Official school sweaters, sweatshirts, hoodie sweatshirts, and ¾ zip sweaters from Flynn O'Hara
- Official school sweatshirts from the school spirit store

- Official team sweatshirts and jackets issued through the athletic, robotics, Savio clubs and fine arts programs

**Athletic T-shirts, short or long-sleeved, are not permitted to be worn over polo shirts as outerwear. The exception would be for official spirit wear days only.**

**Spirit Wear Policy:** Students are permitted on spirit wear days to wear the following modest clothing:

- Savio t-shirts
- Un-tattered jeans that does not have any holes (no “shredded” jeans or jeans with excessive wear and tear)
- Athletic shoes

Students who do not follow the Spirit Wear guidelines may not be permitted to participate in future Spirit Wear days.

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

- Hoods covering head while inside the building
- Sleeveless shirts
- T-shirts, shirts or outerwear with inappropriate language and/or graphics
- Clothing/accessories that displays anything that is contrary to the teachings of the Catholic Church

## **Drugs/Alcohol/Tobacco/Vaping**

Any student who in the course of a school day or in attendance at a school-sponsored activity (on or off campus) is found in possession of or under the influence of any drug, alcohol, or tobacco-based substances will have parents notified and receive [Type III consequences](#).

In order to maintain the safety and well-being of all students, St. Dominic Savio collaborates with local and state law enforcement agencies to ensure that our campus remains drug-free. Measures include the use of drug detection dogs on school premises, including the parking lots. Any illegal substances found in lockers, backpacks, vehicles or other personal items will result in immediate consequences. Students should take care that no unauthorized persons have access to their lockers, vehicles, or personal possessions; students are advised to keep lockers and vehicles locked at all times. **In the event where a student is caught dealing or selling on campus or any school event, the police will be notified immediately.** Strict enforcement of the no-drug, no-alcohol policy extends to all school-related functions. These measures are part of our ongoing commitment to keep the school a safe, secure environment for all students.

State statute requires that offenses against the Alcohol Beverages Code or the Texas Controlled Substances Act taking place on school grounds are reported to the law enforcement.

The school reserves the right to have students at school functions take a breathalyzer test.

## **Food/Drinks/Gum**

Students are allowed to consume food or drink in the student commons, courtyard, and with teacher permission, in the classroom. Students are not permitted to chew gum in Mass, Exposition of the Blessed Sacrament, or the Student Services Center. Students are not permitted to order food to be delivered to the front office by businesses.

## **Gambling**

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

## Hall Passes

All students in the hall during a class period must have an official school hall pass issued by a faculty or staff member. Students must sign out when they leave the classroom during instruction. Failure to do so could result in disciplinary action.

## Insubordination

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

## Lockers

Lockers are school property and are for students' use. Students will be assigned a locker by the Assistant Principal for Student Life. Students are to care for their lockers and to respect the property belonging to another. Damaged lockers are repaired at the expense of the one responsible for the damage. The school does not assume liability for items lost or stolen from school property. The school reserves the right to inspect student lockers, with or without announcement or permission.

## Lunch Procedures

Food and drinks may be consumed only in the designated areas that are supervised by faculty and staff. Students are allowed to eat in the Commons, courtyard, or other approved areas. For safety and security, **students are not permitted to leave campus for lunch. Additionally, students are not allowed to have visitors eat lunch with them, including alumni and family members.**

It is the responsibility of the students to clear tables after eating, putting waste food and trash in containers provided, and cleaning up an accidental mess. The office staff is not able to call students to the office to pick up lunches dropped off by parents. **Students and Parents are not permitted to order delivery food from off-campus businesses.**

## Mass/Exposition of the Blessed Sacrament

Attendance at Mass and Exposition of the Blessed Sacrament is required and families should refrain from scheduling appointments where students miss Mass. Students are expected to display quiet and reverent behavior at all school Masses and Expositions. Students should go to the restroom before or after Mass and Exposition. Students are to walk respectfully to and from Mass and Exposition of the Blessed Sacrament.

## Photography/Filming

Unauthorized filming or photography is not allowed on school grounds. Any authorized St. Dominic Savio Catholic High School photo or video may be used in a publication, on the school website or through the school social media sites. If a student or family does not want to be included in an image that will be displayed via the school, they must make a formal request to the Director of Communications. Families who take pictures during school events and share with others in the community should contact the school office to ask about the proper procedures.

## Prayer

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

## Public Displays of Affection (PDA)

St. Dominic Savio requires students to demonstrate proper etiquette regarding physical contact with other students. St. Dominic Savio recognizes the importance of friendship, charity, kindness, love and respect for self

and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event.

### **Social Media Responsibility**

Students are expected to act responsibly and respectfully on social media sites at all times. Any inappropriate conduct or speech on these sites is unacceptable and reflects poorly on the student, their family, and the school. Parents are expected to monitor what their students post on social media sites in order to help them conduct themselves in an appropriate manner. Students are encouraged to report social media concerns to the Assistant Principal for Student Life or the STOPit app for further investigation. **Student postings that demonstrate conduct unbecoming of a Savio student will be investigated.**

### **Student Privileges**

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

### **Student Driving and Parking Lot**

Driving to and from school is a privilege, not a right. Students and parents driving to and from school must obey all traffic laws and avoid reckless driving on all roads and in the parking lot. Students must exhibit proper conduct in the school parking lot at all times. Upon arrival at school, students are to lock their cars and enter the school building immediately. Hanging out (loitering) in the parking lot before or after school is not permitted. All student vehicles are registered with the Assistant Principal for Student Life before the student begins driving to school. School administration and campus security will enforce all parking regulations and restrictions. As a safety precaution, vehicles that are not registered with the school will be towed. **Students may not access their vehicles at any point during the school day** without permission from the administration.

### **Student IDs**

Students are expected to have their ID cards with them at all times. Students without IDs may receive temporary IDs from the AP for Student Life.

### **Teacher Requested Meetings**

Teachers may request prompt meetings with students outside of class time in order to resolve academic or behavior concerns. Students are required to attend these meetings unless they have a previous engagement. If they have a previous engagement and can not meet at the requested time, it is the student's responsibility to arrange another meeting time with the teacher.

### **Trespassing**

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

### **Vandalism**

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



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

### **Technology Vision**

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

### **Acceptable Use Policy**

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

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

Students are required to:

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

### **Privileges**

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

### **Etiquette**

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

- a. Be polite. Do not become abusive in your messages to others. Use appropriate language. Swearing, use of vulgarity or any other foul language is strictly prohibited.
- b. Do not reveal your personal information (home address, phone number, credit card or checking account numbers) or that of others.
- c. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all accounts on the school domain and retain the right to obtain access to personal accounts utilized on the school network if warranted and deemed necessary by the administration. Messages relating to or in support of illegal activities may be reported to the authorities. Students, who,

through the use of the school's computers, their personal device, or through the use of their assigned school Google account, personal email accounts or web pages, violate school's school policies, are subject to disciplinary action which may include probation, suspension and/or dismissal from St. Dominic Savio.

- d. Do not use the network in such a way that you would disrupt the use of the network by other users.
- e. St. Dominic Savio reserves the right to access, modify and/or delete any and all content residing on or transmitted across, accounts accessed on its network or residing on school owned websites or servers.
- f. Do not use anyone else's log-in information when logging in on electronic devices.
- g. Postings to the school's Facebook, Instagram, Savio Website and Twitter pages should reflect the values and Catholic identity of St. Dominic Savio. Inappropriate comments will be removed and may invoke disciplinary actions.

## **Rights of Access and Review**

All material that is electronically stored on the school's computers is the property of St. Dominic Savio Catholic High School. The school retains the right to access, review, edit and delete all user files and any material stored on any system provided by the school. This right of access and review includes email.

## **Limits of Liability**

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

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. St. Dominic Savio provides a safe space on the Internet for our students and staff and actively monitors all network traffic for internal and external security vulnerabilities. Attempts to access restricted content will be reported. Any security problems with the school's computer systems or on-line services must be reported to the Director of Technology (system administrator). Attempts to log-in as a system administrator results in cancellation of user privileges. An attempt to access the school's wired or wireless networks on personal computing devices without permission from the network administrator is prohibited. Any attempt to circumvent security measures through the use of VPN clients, Proxies, or Tor Browser may be seen as malicious and is a violation of the school's internet policy. Various non-academic websites have been blocked for safety purposes and accessing blocked sites or content is forbidden. Any user identified as a security risk or having a history of problems with other computer systems is subject to disciplinary action which may include probation, suspension and/or dismissal from St. Dominic Savio.

## **Classroom Management Software**

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

Cameras and microphones on student devices will only be utilized with student permission and for educational purposes.

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

## **Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creation of

computer viruses, attempts at gaining unauthorized access, or changing online materials without permission. Any acts of vandalism are subject to disciplinary action which may include probation, suspension and/or dismissal from St. Dominic Savio.

### **Wasteful Use of Educational Resources**

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

### **Damages**

The user specifically agrees to reimburse St. Dominic Savio and the Director of Technology (system administrator) for any losses, costs or damages, including reasonable attorney's fees, incurred by the school and the system administrators relating to or arising out of any breach of this Internet Use Policy by the user.

### **Web Page**

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

## **XIII. Student Activities and Extracurriculars**

### **Academic Office Hours**

During Academic Office Hours all students must report to a supervised area.. Students in the SSC are expected to work quietly. [Cell phone expectations](#) are in effect during this time.

### **Announcements and Communications**

The sponsor of Savio clubs, teams, and other organizations may submit notices for school-wide events to be included in daily announcements, assemblies, and/or school communications (including the Eagle Update). Posting of announcements to community communications is subject to approval of the Principal. Clubs and teams are encouraged to work with the Assistant Principal for Student Life to develop proper communication methods for group meetings and events.

### **Assembly/Family Time/Pep Rallies**

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

### **Competition Conduct**

As a participant in St. Dominic Savio Catholic High School competitive activities, it is anticipated that students will act appropriately when representing the school. [Expectations](#) are clearly outlined in this handbook.

### **School Equipment**

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

### **Clubs**

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

### **Extracurricular Activities**

Extracurricular activities include all groups sanctioned by the St. Dominic Savio administration as official representatives of the school. Students in clubs, activities, and athletics are extracurricular participants. As representatives of the school in leadership, performance, or competition roles, students are to be responsible and accountable for their actions.

### **Field Trips and Service Trips**

St. Dominic Savio Catholic High School provides students with the privilege to travel on administration approved field trips and service trips with faculty chaperones. Students must have a parent and/or guardian sign a field trip

request form, and be in good standing with regards to attendance, academic eligibility, and behavior. All forms must be turned in before a student is permitted to attend the field trip. All school expectations and regulations apply to students while on a school-sponsored with some exceptions (uniform, electronics, etc).

### **Leadership Eligibility**

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

### **Posters and Signs**

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

## **XIV. Volunteers and Community Involvement**

### **Alumni**

St. Dominic Savio welcomes its alumni to visit the school after school, at school events, by appointment, or at specific times when invited for an official event. All alumni are expected to sign in at the front office when on campus.

### **Athletics Boosters**

The leadership of the [Savio Booster Club](#) works with the school administration to support the athletic programs of the school. Fundraising and expenditures by the boosters is done with the pre-approval of the Principal and the President. Families are encouraged to purchase membership in the booster club and to volunteer at Booster events.

### **Fundraising**

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

### **Savio Parent Association (SPA)**

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

### **Use of School Logo**

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

## **Volunteers**

Parents and other supporters of the mission of Catholic education are welcome to volunteer at St. Dominic Savio Catholic High School. In accordance with Diocese of Austin Policy, all faculty, staff, and volunteers who come into contact with youth during the school day or at school events are to be EIM certified. All questions regarding EIM status are to be directed to Dr. Danna Kelemen at [dkeleman@saviochs.org](mailto:dkeleman@saviochs.org). All volunteers are expected to conduct themselves in a manner that supports the Mission of the school and ensures the safety and success of the students and school personnel. Volunteers work under the guidance of the faculty, staff, and coaches. Volunteers are not permitted to make decisions on behalf of programs or students unless it is in close consultation with the school administration. The school administration reserves the right to deny a person from future volunteering opportunities if their actions violate school policy, procedures or decisions.

# Acknowledgement of St. Dominic Savio Catholic High School 2024-2025 Student/Parent/Guardian Handbook

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

Printed Student Name	Student Signature	Date
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Printed Parent/Guardian Name	Parent/Guardian Signature	Date
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Printed Parent/Guardian Name	Parent/Guardian Signature	Date
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## Release and Permission To Obtain and Use Photographs, Videos, and Other Images

Date: \_\_\_\_\_

School: \_\_\_\_\_

Student(s): \_\_\_\_\_

Publications and Materials: School develops or arranges for the development of brochures, videos, educational materials, books, reports, newsletters, correspondence, lists, compilations, surveys, websites, advertisements, and promotional materials, all made for the purpose of promoting the School, reporting information about the School, or documenting School events (the “Materials”). The same information and images contained in the Materials may also be placed in other publications or advertisements that promote the School, including but not limited to other organizations’ websites or newspapers.

Authorization: The undersigned ☐ authorize ☐ do not authorize the School, its employees, and contractors to:

- (1) take photographs and videos of the undersigned and the Students named above; and
- (2) place or permit others to place the photographs and videos authorized by this document in: (a) the Materials; (b) the *Catholic Spirit*; (c) the School’s websites; (d) the websites of the Catholic Diocese of Austin; (e) any advertisement featuring the School; and (f) in any other media that promotes the School, reports information about the School, or reports School events (including but not limited, to television, newsletters, signs, and Internet websites or applications).

This authorization remains in effect until revoked by a written revocation delivered to the School by the undersigned.

Assignment and Release: The undersigned perpetually convey, assign, and release all rights, copyrights, and property interests to the School that each of the undersigned may now or later claim in the photographs or videos authorized by this document. The undersigned release and agree to hold the School, its employees, and its contractors harmless from all claims with respect to the use of the photographs and videos as authorized by this document.

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_