

The logo of St. Dominick High School is a circular emblem. It features a central shield with a cross, a book, and a chalice. The shield is surrounded by a circular border containing the text "ST. DOMINICK" at the top and "High School" at the bottom. The entire logo is rendered in a light blue and yellow color scheme.

STUDENT AND PARENT
HANDBOOK
ACADEMIC YEAR 2022-2023

KNOWLEDGE

RESPECT

CREATIVITY

St. Maarten, August 2022

Dear Parents/Guardians and Students,

I hope you had a relaxing summer break, as we welcome you back to school. For the past two years, we have learned to live in what we call our “new normal.” Covid was, and still is, something we fear, but we must remember that we are resilient. During lockdown, some of us have been able to master our skills, while others have learned that they have some skills. Whether we are beginners or masters at these skills, learning must continue, in spite of what we have been through.

This academic year 2022-2023, we are aiming to foster independent learning and learners. As teachers continue teaching and students continue learning, we hope that the Approaches to Teaching and Learning (ATL) skills become second nature to all. Students will be asked to work on the following skills:

- ❖ Self-management: students will learn how to manage their time, be organized, prioritize, make informed choices, and think about their wellness, among others.
- ❖ Communication: students will learn how to actively listen, speak to peers and adults, understand (non)verbal communication.
- ❖ Research: students will learn how to collect data and analyze it, formulate research questions, and present their findings.
- ❖ Thinking: students will learn how to acquire knowledge, comprehend various texts, analyze and apply their knowledge, evaluate.
- ❖ Social: students will learn to work in groups, accept others' opinions and ideas, empathize, accept responsibility.

We are asking parents and guardians to help us on this journey, as we all know that it takes a village to raise a child. We are working on keeping the communication lines open between home and school. We have one end goal in mind, and that is to have a successful school year. We can only do that by working together in the interest of your child(ren).

I wish each and every one of you a stress-free and successful school year 2022-2023! We are called to be faithful in everything that we do.

Sincerely,

Esmeralda Sutton

Location Manager

The registration of a student at the St. Dominic High School means that the parents and students understand the philosophy, policies, rules and regulations of the school and will abide by all of them.

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HISTORY AND PHILOSOPHY

The St. Dominic High School is a Roman Catholic Secondary School with English as the language of instruction. The school was founded in 1994 in order to provide continuity in the secondary education of the students of the St. Dominic Primary School. Motives for the foundation of an English Catholic High School were:

- I. To provide quality Catholic education for the children of St. Maarten.
- II. To provide an environment where the spiritual, physical, social, intellectual and emotional needs of our children can be met with professional guidance and instruction.
- III. To prevent the early departure of our children from the island to pursue their high school studies in another country. This early departure will not only cause economic hazards, but also emotional strains on the children and the families involved.

During the last few years, more and more students from other primary schools (English and Dutch) are asking to be admitted to the St. Dominic High School.

In 1994 the school had started as an English school with an American Curriculum with 32 students in grade 7. After two years, it was decided to switch to the C.X.C exam system.

In the meantime, the school has grown considerably.

The High School years are a formative time in a young person's life. The transition is being made from late childhood to early adolescence. This young person is experiencing changes in five major areas of his/her life, i.e. intellectual, social, spiritual, emotional, and physical. Our purpose is to meet all of the students' needs. The school environment is one in which the early adolescent should feel comfortable. The Management Team and staff will seek to provide an atmosphere of nurturing and understanding. At the same time, students are encouraged to take more responsibility in the form of self-discipline and planning. The St. Dominic High School will provide the opportunity for students to achieve academic success and to mature in an atmosphere of Christian ideals and values.

PHILOSOPHY FOUNDATION CATHOLIC EDUCATION

Staff members of the Foundation Catholic Education are dedicated to the development of each individual student's potential. The student will be taught both the cognitive and the affective skills needed to become effective citizens of the world.

The school assumes this responsibility in cooperation with the child's primary educators, the parents.

Our schools aim to educate intellectually, socially, spiritually, emotionally and physically.

The child will learn to discover knowledge for himself: to solve problems, to be a critical reader, to develop a healthy curiosity and to be open minded. The child will be encouraged to give witness to his faith by his own life.

Our aim is to form pupils with a social conscience, a desire for racial justice, compassion for those who suffer, and zeal for the common goal.

Our Roman Catholic schools are committed to quality education to meet the needs of the modern child.

VISION

The St. Dominic High School stands for the development of a holistic educational program for students to become local as well as global ambassadors.

MISSION STATEMENT ST. DOMINIC HIGH SCHOOL

Through the values of the Catholic faith, the St. Dominic High school advocates for the holistic education of students who will become critical thinkers, open minded, reflective, doers, effective communicators and global ambassadors

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WHO WAS ST. DOMINIC?

St. Dominic (sometimes spelled St. Domonic) was born Dominic Guzman around 1170 in Old Castile, Spain. He was born into a family of privilege and educated in Spain where he attended university for ten years, studying the arts and theology. Education and learning were centerpieces of his life, as were kindness and charity. Saint Dominic Guzman is the patron saint of scientists and astronomy, among others.

The life of St. Dominic is very interesting, as he traveled widely and met people from every level of society. His strong belief in education was cemented in the early 13th century when he accompanied the Bishop of Osma on a diplomatic mission that crossed into the south of France.

There they encountered the Cathars, a group of educated people who were yet heretics. His attempts to preach to them failed, but he came away from the experience having seen a successful model: learning faith through schooling.

He returned to the region later and established the first Catholic nunnery at Sainte Marie de Prouille, and the nuns later became known as the Sisters of Saint Dominic. He worked very hard in the following years to spread education about Christ. One well-recounted miracle associated with the story of St. Dominic occurred when he was in Fanjeaux, participating in a theological disputation or debate. His manuscripts and those of his adversaries were compared and various points highlighted.

Someone suggested that the manuscripts of both sides be subjected to a 'trial by fire'. The manuscripts were cast into a fire, and St. Dominic's miraculously levitated from the flames three separate times, while the other manuscripts were consumed. Afterward, St. Dominic petitioned the Pope for the right to establish a new religious order dedicated to preaching. Having others besides priests being able to preach was a new idea at the time, and St. Dominic carried it farther by requesting that these new preachers be able to cross diocesan boundaries. His idea was to preach the Gospel to people wherever they needed it. He was known to travel by foot, often barefoot, living a very austere life wherever he roamed, but preaching with great fervor. In 1215 the Bishop of Toulouse offered the use of a house and church in Toulouse, and it was here that the original Dominican order was founded. By the time of his death only six years later in 1221, the Dominican order had spread widely and friaries could be found in most larger cities in western Europe. Thirteen years after his death, in 1234, he was canonized by Pope Gregory IX.

The life of Saint Dominic, works and death were marked by quiet piety and unceasing devotion to the hard work of spreading the Gospel during a turbulent time. He believed in education because an educated person could read the Bible and Dominic had no doubt would then make the informed decision to switch to Catholicism.



In the centuries since his death and canonization the Dominican friars have become renowned for their dedication to teaching as well as study of the Holy Scriptures. Their motto "To praise, to bless, to preach" sums up the core of Dominican beliefs, originating from their founder.

St. Dominic is also the patron saint of falsely accused people. There are stories of Dominic himself being falsely accused as a boy, mostly as a result of boyish pranks played by schoolmates. This may be one reason why he is so closely associated with this group. St. Dominic is the patron saint of the Dominican Republic as well. Much of St. Dominic's life was spent in Spain, his homeland, and the Dominican Republic was originally a Spanish colony. Choosing St. Dominic as the patron saint was a natural for a country where he had done so much good work.



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SCHOOL BOARD AND FACULTY

The Catholic School board is responsible for developing new and improving existing school policies for the school. It is the board's duty to set policies for the administration, faculty and student body so as to provide for a smooth operation of the school, along with high standards for quality programs.

The school board consists of:

Board members of Foundation Catholic Education St. Maarten

Mr. M. Halley	President
Ms. A. Bute	Vice President
Mrs. M. de Weever-Lopez	Secretary
Ms. I. Hodge	Treasurer
Mr. P. Gumbs	Member
Mr. C. Peterson	Member
Mrs. N. Hodge	Member
Mrs. G. Nicolaas-Richardson	Member
Mrs. L. Aventurin-Hodge	Executive Director of the Board
Mrs. J. Greene-Eleonora	Superintendent

B. St. Dominic High School Staff

Ms. E. Sutton	Location Manager
Mrs. M. de Groot	Coordinator / Assistant Location Manager
Ms. M. Richardson	IB Coordinator
Mrs. G. Wilson-de Weever	Career Counselor
Ms. W. Mentar	Student Counselor
Ms. S. Herbert	Secretary
Mr. R. Verschueren	Sycamore Administrator
Mrs. D. Moses-Williams	Lab Technician
Mr. B. Singh	Security / Caretaker
Ms. S. Rouse	Internationalization Coordinator
Ms. S. Bigor	Community Based Learning Coordinator

Faculty	Subjects:	Abbrev.
Ms. A. Halley	Dance	AHA
Mr. D. Amajan	Music	AMA
Ms. D. Arrindell	Social Sciences / Soc. Studies / Guidance	ARR
Ms. P. Thames-Baker	Mathematics	BAK
Ms. C. Belzer	Physical Education	BEL
Ms. S. Bigor	French	BIG
Ms. L. Constant	Integrated Science / HSB / ESS	CON
Mrs. S. Daryani	Principles of Business / Business Management	DAR
Mr. F. Habiboelah	Physics	HAB
Mr. H. Davis	Biology	HDA
Mrs. P. Davis	Mathematics	PDA
Ms. R. Ferrance	Spanish	FER
Ms. S. Givans	Information Technology	GIV
Mrs. M. de Groot	Dutch	GRO
Ms. J. James	Mathematics	JAM
Mrs. K. Jeffrey	Religion	JFR
Mr. E. Johnson	Mathematics	JOH
Ms. G. Lambert	English	LAM
Mr. K. McNamara	History	MCN
Ms. S. Meijnaar	English	MEI
Ms. T. Mighten	Chemistry	MIG
Mr. P. Pereppadan	Information Technology	PER
Ms. A. Plein	Spanish / CAS	PLE
Ms. M. Raghoe	Dutch	RAG
Ms. S. Pusey	Social Science / Geography / ESS	SPU
Mr. C. Sikkas	Visual Arts	SIK
Mr. G. Tolud	Integrated Science	TLD
Mr. J. de Vroom	Principles of Accounts	VRO
Mr. G. Young	Drama / Economics / TOK	YOU
Mrs. C. Zaalman	Dutch	ZAA

ADMISSION, REGISTRATION AND PARENTAL CONTRIBUTION

Admissions policy Form 1-4

Decisions on admissions into Form 1 will be made by the School Board appointed Entrance Committee. The following criteria will be used to determine admission to the St. Dominic High School:

- ✓ Educational report and FBE Exit exam for students entering Form 1
- ✓ Placement exams for students entering Form 2, 3 and 4.
- ✓ Report cards from the last school attended.
- ✓ Record of standardized testing, if any.
- ✓ Recommendation of the School Manager/Admittance advice form of the school last attended.
- ✓ Record of good behavior at the previous school signed by the School Manager
- ✓ Age:
 - Form 1: not older than 14 years before January 2023
 - Form 2: not older than 15 years before January 2023
 - Form 3: not older than 16 years before January 2023
 - Form 4: not older than 17 years before January 2023

Admittance priorities:

- ✓ First priority will be given to students of the Catholic Primary Schools.
- ✓ Then to Catholics from other schools. Verification of Baptism Certificate is required.
- ✓ Non-Catholics can also be admitted on the conditions mentioned in Chapter 2 of the handbook.

Admissions policy International Baccalaureate – Diploma Programme (Pre-University)

Orientation sessions and applications will be made available to interested prospective students and their parents throughout the year during information sessions, the website and via the school.

Students from throughout St. Maarten are eligible to apply for the International Baccalaureate Diploma Programme at St. Dominic High School. Students must submit a completed application packet by April. Selection will be based on the following criteria for all students:

- Overall average of 73 on the transcript for Form 4 and Form 5
- Overall average of 75 for English in Form 4 and Form 5
- Competences and skills assessment
- An interview

More information can be obtained from Ms. Marie Richardson, IB Diploma Coordinator.

General Registration

Upon registration, parents/guardians are responsible for the following:

- a. Parental contributions
- b. Health records: at the time of registration, copies of immunization records must be submitted to the school. These records are periodically reviewed by the Department of Health and must be kept up to date.

- c. Medication: Parents/guardians of students whose children require medication during the school day are requested to inform the school when registration takes place and send the medication and its use to the school office for proper distribution. The school office should be notified of any possible side effects that may be caused by such medication. Over-the-counter (OTC) medications such as aspirin, cough drops, eye drops are available in the office. If your child is not permitted to request and receive OTC medication, you must inform the office in writing.
- d. Allergies/illnesses: the school should be notified at the registration if the student is allergic to certain things or has chronic illnesses, e.g. asthma, severe food allergies. A doctor's letter has to be submitted indicating the health protocol should an emergency arise.
- e. Transcript/ Report cards of the school last attended with at least the grades of the last academic year, preferably the last two years.
- f. Name, address, telephone number, school profile, recommendation letter of the previous school signed by School Manager (only for students coming from other islands/countries than St. Maarten).
- g. Census Office registration form, Immigration/residency permit, copy of birth certificate, copy of passport
- h. Active Parenting Program: all parents/guardians (of form 1 and new students) are required to partake in the workshop given by the school. The workshop consists of three sessions that will be held during the first half of the school year.

Parental contribution

Parental contributions have to be made via the St. Dominic High School bank accounts:

- Windward Islands Bank Ltd. (ANG) 21259904
- Windward Islands Bank Ltd. (US\$) 21260001

Include the name of the child on the deposit. Upon registration please make sure to bring along a copy of the bank deposit slip to the school with your child's name on it.

A. For students from Forms 1 to 5 (BSE and CXC-CSEC)

Parental contribution: Naf. 900.00 / \$ 500.00

The Fifth Form students have to pay an additional fee when they have an eighth CXC subject, they will have to pay this themselves to the school, since the Government only pays for seven subjects. The cost is Naf. 75.00.

B. International Baccalaureate – Diploma Program – Years 1 and 2

Parental contribution: Naf. 1500.00

These contributions include the year book and transportation fees for field trips. They are established by the School board for the school year. One of the school's objectives is to provide the students with textbooks and other materials for a reasonable price. The book fee is a rent that parents pay for the use of textbooks and related materials (software, videos, audio tapes etc.). Books that are damaged or lost will have to be paid for. The book fee must be paid at the beginning of the school year in order for the student to receive his/her books. All other school fees have to be paid before November 30, 2022.

Transcripts, school certificates, recommendation letters and administration letters

Transcripts of grades and sometimes recommendation letters are provided whenever a student transfers to another school. However, no transcript and other information will be sent unless all financial obligations to the school have been met. A fee of \$ 5.00 or Naf. 9.00 will be charged for the transcript, school certificates (proof of enrollment) and other administration letters e.g. Immigration and SZV etc.



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EDUCATIONAL PROGRAM

School Hours and Timetable

All subjects given at school will be taught throughout the whole school year for a number of periods per week. One period is 45 minutes. School starts at 7:30 sharp and finishes at 15:45 the latest.

Monday to Friday

Period 1: 7:30 - 8.15
Period 2: 8:15 - 9:00
Period 3: 9:00 - 9.45
Period 4: 9:45 - 10.30

RECESS: 10:30 – 11:00

Period 5: 11:00 - 11:45
Period 6: 11:45 - 12:30
Period 7: 12:30 - 13.15

RECESS: 13.15 - 13.30

Period 8: 13:30 - 14:15
Period 9: 14:15 - 15.00
Period 10: 15:00 - 15:45

General

The St. Dominic High School is an academic college/university preparatory school with English as the language of instruction. It will take a student five years to complete the Secondary Education programme, which can be followed by the two-year Diploma Programme from the International Baccalaureate Organization. The compulsory subjects are: English, Mathematics, Dutch, Information Technology, Religion and Physical Education.

Liturgies / Assemblies

As part of the school's curriculum, Religion classes and Liturgies/assemblies are planned in order to teach Religious Education according to the philosophy of the school and also to celebrate major feasts of the Catholic Church. Individual and class liturgies are also encouraged. All students are required to attend all Religion classes and liturgies planned for the student body. Respectful and reverent behavior is required of all students during any religious service.

The week openings will be held on Monday from 7.30-8.15 am. These will be held every first Monday of the month and mass will be held every last Monday of the month.

ACADEMIC PROGRAMS

Form 1 and 2

When a student comes to our school, he/she starts in the Basic Secondary Education (BSE) program. All students will follow classes in the same subjects.

The St. Dominic High School offers: English, Dutch, Spanish, French, Mathematics, Integrated Science, Social Science, Information Technology, Arts & Craft, Music, Drama & Theatre, Physical Education, Religion and Guidance. The subject Religion is added to the program, based on the denomination of the School.

If students do not meet the promotion rules and successfully complete BSE within three years they will be referred to another type of education at the end of Form 2.

Form 3

After two years of general Basic Secondary Education, students go to the third form, which is a transition year. Students follow classes in at least ten exam subjects.

After Form 2, they can choose between two profile areas:

1. General Liberal Arts / Business
2. Science

Form 4 and 5

After the third form, students choose their final academic courses of at least eight subjects which they will keep during their last two years at St. Dominic.

At the end of Form 5, students must sit at least seven (7) Caribbean Examinations Council (CXC) exams and the Dutch NT2 exam in order to qualify for a St. Dominic High School diploma.

EARLY CSEC EXAMS

Early exams for the foreign languages:

1. After Form 3, all students must continue with a subject package of 8 subjects through Form 5.
2. If a student would like to sit early exams in form 4, it would mean that the student will sit more than 7 CSEC subjects. They would then be able to decrease their load in form 5 by doing an early exam(s) in form 4.
3. French and Spanish: Native French / Spanish speakers or Advanced French / Spanish students will be permitted to sit exams in Form 4, once it is their 8th or 9th subject.

CARIBBEAN EXAMINATIONS COUNCIL (CXC)

The St. Dominic High School is an official registered CXC center and has offered exams since 1998.

As a result, all exams are only offered at the General level. The exams are graded from I to VI; I being the highest and VI being the lowest.

CXC aims to cover a large group of candidates with a wide range of skills. Besides the exams, part of the final CXC grades consist of practical work done at school and at home, called the School Based Assessments (SBAs). These SBAs require independent work from the students.

The teachers will guide the students through the process of writing their SBAs and doing their lab work.

It is necessary that students plan this work well and strictly adhere to the deadlines set by teachers. Failing to do so might result in exclusion from the final CXC examinations.

Most U.S., British, Canadian and Dutch colleges with English programs require students to have five CXC General Subjects with Grades I, II or III. The Island Study Financing Department requires SIX General passes with a I, II and/or III.

A grade IV is still a passing grade and is accepted by employers as a “working pass”.

INTERNATIONAL BACCALAUREATE – DIPLOMA PROGRAMME

Years 1 and 2

The IB Diploma Programme is designed as an academically challenging and balanced programme of education with final examinations that prepares students, normally aged 16 to 19, for success at university and life beyond. The programme is normally taught over two years and has gained recognition and respect from the world's leading universities.

IB Diploma Programme students study six courses at higher level or standard level. Students must choose one subject from each of groups 1 to 6, thus ensuring breadth of experience in languages, social sciences, the experimental sciences, mathematics, and the arts.

In addition, the programme has three core requirements that are included to broaden the educational experience and challenge students to apply their knowledge and understanding.

The Extended Essay is a requirement for students to engage in independent research through an in-depth study of a question relating to one of the subjects they are studying.

Theory of Knowledge is a course designed to encourage each student to reflect on the nature of knowledge by critically examining different ways of knowing (perception, emotion, language and reason) and different kinds of knowledge (scientific, artistic, mathematical and historical).

Creativity, Activity, Service requires that students actively learn from the experience of doing real-life tasks beyond the classroom. Students can combine all three components or initiate experiences related to each one of them separately.



Programme model

The IB curriculum model shows six academic areas surrounding the three core requirements.

Over the course of the two-year programme, students:

- study six subjects chosen from the six subject groups
- complete an extended essay of 4000 words
- follow a theory of knowledge course (TOK)
- participate in creativity, activity, service (CAS).

Normally:

- three of the six subjects are studied at higher level (courses representing 240 teaching hours)
- the remaining three subjects are studied at standard level (courses representing 150 teaching hours)



The St. Dominic High School offers the following subjects:

Group 1: English Literature	SL/HL
Group 2: Second Language	
o Dutch B	SL/HL
o Spanish B	SL/HL
o Spanish B ab initio	SL
Group 3: Individuals and Societies	
o Business Management	SL/HL
o ESS	SL/HL
o History	SL/HL
Group 4: Experimental Sciences	
o Biology	SL/HL
o Chemistry	SL/HL
o ESS	SL/HL
o Physics	SL/HL
o Computer Science	SL/HL
Group 5: Mathematics	
o Mathematics AA	SL/HL
o Mathematics AI	SL/HL
Group 6: The Arts	
o Visual Arts	SL/HL

Students take written examinations at the end of the programme, which are marked by external IB examiners. Students also complete assessment tasks in the school, which are either initially marked by teachers and then moderated by external moderators or sent directly to external examiners. The diploma is awarded to students who gain at least 24 points, subject to certain minimum levels of performance across the whole programme and to satisfactory participation in the creativity, action, service requirement. The highest total that a Diploma Programme student can be awarded is 45 points.

Homework and assignments

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All students, regardless of the academic year group, are assigned homework. Homework is considered an integral part of the day's lessons. Therefore, it plays an important role in the student's success at school. Usually a student in the first Form will have to do homework and assignments for about 1.5 to 2 hours a day. In Forms 1 and 2, the completion of homework is monitored. As the student reaches higher forms, the amount of study time will increase.

Students are required to work on independent and collaborative projects and do research. These school based assessments, which are part of the final CXC exam results, demand a responsible and independent attitude from the student. The Approaches to Teaching and Learning skills (communication, research, self-management, thinking, and social) will have to be developed in the five years at St. Dominic High School in order to be successful at the examinations.



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SERVICE LEARNING PROGRAM REQUIREMENT

As a Catholic school, students are called to serve others. Moreover, St. Dominic High School believes that learning should not only take place in the formal classroom setting. A learning concept that is based on interactive learning with the community is an important and interesting part of secondary school innovations; a part that will challenge students to experience the deep and enduring satisfaction that comes from helping others.

Through this program, students will develop a sense of social awareness as they experience how they can help and contribute to the St. Maarten community. It also gives the students an opportunity for orientation in a professional environment. The program is also intended to boost self-esteem and to help students accept social and civic responsibility. These service learning goals complement and support academic goals. Many colleges and universities are looking for strong community service participation.

The service learning program requires each student to:

- Participate in service learning for a total amount of 60 hours, spread out over three years and starting in third form. It is highly recommended to complete as many hours as possible in third form.
- Dedicate a minimum of 40 hours to a long-term project and a maximum of 20 hours to short-term projects. Third formers are given priority over others to participate in short-term projects.
- Complete four assignments that conform to the learning experience. These include: a contract in which the learning objectives are stated, an interview with the coach, a self-evaluation/reflective essay, and a final evaluation by the supervisor.

The program is a graduation requirement for all St. Dominic High School students. All involved parties from School Board to faculty and staff, parents and the organizations are asked to support the students as they engage in meaningful activities for their personal development and for the benefit of the St. Maarten community.

SCHOOL WEBSITE AND SYCAMORE

The school's website address is www.stdominichigh.com. It offers general information about the school and updates parents and students on activities going on. The St. Dominic High School is also offering an online student information management service where students can keep track of their grades and parents can monitor the academic progress, attendance and homework of their child as well. The website for this program is www.sycamoreeducation.com/index.php?schoollid=2226 You can access Sycamore via the school's website. This service includes personal information like name, birth date, address, name of parents, and so forth. You are asked to check this information. If something is incorrect or needs to be updated, please let the school secretary know.

Any important notes and letters to parents will be posted on Sycamore Education. It is important that you provide the school with a valid email address. Parents/ Guardians and students will receive a login name and password at the start of the academic year. Parents are expected to stay updated with school's matters via Sycamore.



ASSESSMENT, GRADING, REPORT CARDS, PROMOTION, AND GRADUATION

a) Course Outlines and Assessment

For each course taught at St. Dominic High School, a course outline is made. In this course outline, which can be found on the school's website, a short overview is given of objectives, material to be covered in class, textbooks used, homework assignments, a time planning, Bloom's Taxonomy, and how teachers will assess the learning outcomes. Its purpose is to improve the Approaches to Teaching and Learning skills, which are students' competences in planning, time management, taking responsibility for learning, independent, active learning and so forth. The course outline is the students' first resource in determining what was missed if he/she should be absent from class. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of one percent for the assignment.

b) Grading

The students are graded on a scale between 1 and 100. The passing grade for each subject is 60. The un-weighted overall average per academic year is usually between 65 and 70. Students who have an unrounded overall average of between 80 and 89 achieve Second Honors. Students, who score an unrounded average of 90 or higher, achieve First Honors. The academic school year is divided in three terms for Forms 1-5 and two terms for IB. (See chapter on important dates for the dates and length of each term). A final exam for each subject is given at the end of the academic year. Formative and summative assessment weeks are scheduled throughout the terms.

c) Report cards

Report cards are distributed three times during the school year. See page 22 for dates.

d) Promotion

For each academic year group, the school has a set of promotion criteria. A student is promoted when he/she meets the criteria. The promotion requirements are based on the final grade at the end of the school year. These can also be found on the website.

GENERAL PROMOTION REQUIREMENTS

- A STUDENT CAN ONLY BE PROMOTED IF HE/SHE HAS ATTENDED AT LEAST 80% FULL SCHOOL DAYS.
- THE PASSING GRADE FOR EACH SUBJECT IS 60%.
- A STUDENT IN FORMS 1, 2, OR 3 CANNOT REPEAT THE SAME YEAR TWICE OR REPEAT TWO CONSECUTIVE YEARS.

PROMOTION IN BASIC SECONDARY EDUCATION

From Form 1 to Form 2:

Form 1 and Form 2 are the years of Basic Secondary Education. Students are allowed to repeat once, either in Form 1 or in Form 2. Students who do not successfully complete BSE within three years and/or students who do not meet the requirements below will be referred to PSVE/VSBO (vocational level of education).

A student is promoted, when he/she:

- Has an overall average of at least 60 AND
- Has no more than 4 failing grades overall AND
- Has no more than 3 failing grades in academic subjects

From Form 2 to Form 3:

A student is promoted, when he/she:

- Has an overall average of at least 60 AND
- Has no more than 4 failing grades overall AND
- Has no more than 3 failing grades in academic subjects AND
- Has an average of at least 70% in Integrated Science and 70% in Mathematics. This rule only applies to students who want to choose the Science package with Biology, Chemistry and Physics.

Students being promoted to **Forms 2 and 3** are solely promoted based on the criteria. No discussion takes place!

When a student does not meet the promotional requirements for **Form 4 and/or Form 5**, he/she will be discussed during the report card meeting. Based on the outcome of the discussion, the student may be promoted, may repeat or may be referred to another type of education. All discussion cases are reviewed on an individual basis with consideration given to the distinct merits of each case.

From Form 3 to Form 4:

A student is promoted, when he/she:

- Has an overall average of at least 60 AND
- Has at least 10 overall passing grades and 7 academic passing grades AND
- Has no grades lower than 40.

A student is a discussion case, when he/she:

- Has 9 overall passing grades and/or 6 academic passing grades OR
- Has 1 or 2 grades lower than 40

In all other cases a student will repeat.

From Form 4 to Form 5:

A student is promoted, when he/she:

- Has an overall average of at least 60 AND
- Has at least an overall of 8 passing grades out of all subjects AND
- Has at least 6 passing grades for subjects for which he/she will sit the exams.

A student is a discussion case, when he/she:

- Has an overall of 7 passing grades
- Has 5 passing grades for subjects for which he/she will sit the exams.

In all other cases a student will repeat.

e) *Graduation Requirements*

A student receives a St. Dominic High School diploma, if he/she:

- Takes at least 8 examination subjects, including Dutch
- Has taken examinations in the compulsory subjects Mathematics, English, Information Technology and Dutch
- Has met the requirements of the subject Physical Education and the Service Learning requirement.
- Scores at least 5 General I-IV scores
- Has attended at least 80% of all classes. Students who do not meet this requirement cannot sit the official CXC/ Cambridge examinations.

IMPORTANT DATES

Vacation Schedule 2022-2023

Made by Government of St. Maarten:

Summer Vacation	1 Aug. – 5 Aug.
Midterm Break	3 Oct. – 7 Oct.
Constitution Day	10 Oct.
St. Maarten Day	11 Nov.
Christmas Vacation	19 Dec. – 2 Jan.
Midterm Break	20 Feb. – 21 Feb.
Easter Break	6 Apr. – 10 Apr.
Carnival Vacation	24 Apr. – 5 May
Ascension Day	18 May – 19 May
Emancipation Day	1 July
Summer Vacation	3 Jul. – 31 Jul.



*The first school day of academic year 2022-2023 will be: **Monday, August 08, 2022***

Please make note: days and dates are subject to change

Terms and Assessment Periods Forms 1-5

Form 1 – Form 5	Start date	End date	Report card distribution	To Whom:
Term 1	08 Aug. 2022	10 Nov. 2022	24 Nov. 2022	Parents
Formative assessment period 1	22 Aug. 2022	15 Sept. 2022	19 Sept. 2022 (midterm)	Students/Parents
Formative assessment period 2	20 Sept. 2022	30 Sept. 2022		
Summative assessment week	17 Oct. 2022	28 Oct. 2022		

Form 1 – Form 5	Start date	End date	Report card distribution	To Whom:
Term 2	14 Nov. 2022	24 Feb. 2023	9 Mar. 2023	Parents
Formative assessment period	21 Nov. 2022	19 Jan. 2023	20 Jan. 2023 (midterm)	Students/Parents
Summative assessment week (F1-F4)	30 Jan. 2023	3 Feb. 2023		
Summative assessment week (continuation F4)	13 Feb. 2023	15 Feb. 2023		
Mock Exams Form 5	27 Feb 2023 (tentative)	15 Mar. 2023 (tentative)	21 Apr. 2023 (tentative)	Students/Parents

Form 1 – Form 4	Start date	End date	Report card distribution	To Whom:
Term 3	27 Feb. 2023	26 May 2023	26 Jun. 2023	Parents
Formative assessment period	6 Mar. 2023	21 Apr. 2023	11 Apr. 2023 (midterm)	Students/Parents
Projects	8 May 2023	17 May 2023		
Final exams	29 May 2023	9 Jun. 2023		

Terms and Assessment periods IB Year 1 and 2

KNOWLEDGE

RESPECT

CREATIVITY

	Start date	End date	Report card distribution	To Whom:
Term 1 IB1 and IB2	08 Aug. 2022	9 Dec. 2022	12 Jan. 2023 (tentative)	Students/Parents
Comprehensive exam week	5 Dec. 2022	9 Dec. 2022		
Term 2 IB1	12 Dec. 2022	26 May 2023	26 Jun. 2023	Students/Parents
Final exams IB1	29 May 2023	9 Jun. 2023		
Term 2 IB2	12 Dec. 2022	14 Apr. 2023 (tentative)	20 Apr. 2023 (tentative)	Students/Parents
Mock Exams IB2	30 Jan. 2023	3 Feb. 2023		
Mock Exams IB2 (continuation)	13 Feb. 2023	14 Feb. 2023		

KNOWLEDGE

RESPECT

CREATIVITY

STUDENT GUIDANCE

A school is more than just a learning institution. With this in mind, the school has designed a comprehensive guidance program that attempts to create a well-rounded individual. Traditional educational instruction is not viewed as separate from the guidance program. The two are integrated and complement each other. Therefore, the Guidance program, which starts at orientation and continues even after graduation, is seen as an integral part of the school curriculum.

Every week, students in Forms 1 and 2 have guidance lessons. During these lessons, students learn about how to study, how to organize, and how to think about themselves. They discuss topics like study skills, self-esteem, responsibility, decision-making, drugs, sexuality and so on. Form 3 and Form 4 students will have one career guidance lesson per week. During this class students will focus on decision making concerning further studies and careers, living on your own, living abroad, budgeting etc.

Mentorship

Each student will be mentored by a teacher, school leader or staff member. Each mentor serves as the first person in the line of direct guidance, and they will meet each week to discuss academic and personal matters relevant to the student's success here at St. Dominic High School.

In addition to mentors, there are other staff members in the school who play an important role in guidance:

1. **Coordinators:** The school has two coordinators – one for Forms 1-5 and one for the Diploma Programme. The Coordinators are responsible for monitoring student conduct, attendance and academic performance. They organize and facilitate all guidance matters in cooperation with the homeroom teacher of the specific academic year.
2. **Career Counselor:** This is the person who guides the student in his/her career and college choices. This starts in Form 2 with information on careers, guiding students in career interest testing, and choosing the package for third form. The career counselor will coordinate a career exploration program for Form 3. During their last two years in CXC and IB, students also receive assistance with their college research and planning (SAT courses, the admission process, and scholarships.)
3. **Student Counselor:** The school has a full-time student counselor who addresses the various developmental, social-emotional and/or personal problems of students in order to improve their integration and progress in school. For matters outside the competencies of the student counselor, the school can oblige parents and/or their child to take professional help/counseling when it deems necessary for the social and academic well-being of the child in school.

EXTRA-CURRICULAR ACTIVITIES AND FIELD TRIPS

Extra-Curricular Activities and Student Clubs

The St. Dominic High School offers a range of co-curricular activities for its students. Participation in these activities is seen as important since it enables students to explore their hobbies and develop their diverse interests. Active involvement by students in such activities is a healthy means of broadening their life experiences, developing social skills, and providing interactions in activities with people in ways that may not otherwise occur. This supports the development of the values espoused by the school. The school encourages students' involvement in extracurricular activities such as the school choir, the Student Government

Association, Interact, Debate club, Chess club, and any other club they might be interested in (forming). The school promotes students' involvement in community-sponsored extracurricular activities such as: interscholastic cultural competitions, the Science Fair, annual debating competitions, speech competitions, and sporting activities.

Field Trips

Field trips are planned by the school or by individual teachers related to a particular subject area. Students are permitted to participate in field trips only if they have turned in a permission slip signed by a parent/guardian prior to the scheduled trip. Please note that teachers may deny a student's participation in a field trip because of inappropriate behavior. Uniforms or other appropriate dress are required on all field trips.

Field trips related to the subject matter of a specific class are compulsory.

Fundraising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. All fundraising activities must have prior approval from the School Manager.

PARENT REPRESENTATION IN SCHOOL-RELATED FOUNDATIONS

Parents'-Teachers' Association (P.T.A.)

The Parents'-Teachers' Association (P.T.A.) is a foundation of active and interested parents who work together with the school and the community to provide essential resources to enhance the learning process of the students of St Dominic High School. Parents share their time and talents through volunteering, service or philanthropy. The organization has established contacts with the P.T.A.-organizations of the other secondary schools on the island and strives to assist in improving the educational environment of our young people. The organization of the annual Bingo is the major fundraising activity of the P.T.A.

The 2022-2023 executive P.T.A. Board members are:

Mrs. J. Peterson	President
Mrs. E. Playfair	Secretary
Mrs. D. Muller-John	Treasurer
Mrs. S. Natram	Member
Mr. S. Lalwani	Member

CODE OF CONDUCT

A school can be described as a small community. In order for this community to function well and provide a good working atmosphere for its students, we have set rules and regulations.

A code of conduct in the Catholic School is to be considered an aspect of moral guidance that supports one of the school's values - respect. The purpose of the code of conduct is to promote genuine respect for authority, to develop self-discipline, and to provide a classroom situation conducive to learning. Courtesy, good manners and respect for the personal property of others (teachers and students alike) are expected norms of behavior.

Attendance Guidelines

When students are absent from school, they must present a note from parent/guardian upon return, explaining the reason for their absence. This note should be presented to the coordinator. Students without a note carry an "unexcused absence". Notes signed by the student, even with the parent's permission, will be considered forgery, and the student will be disciplined.

If an extended absence is anticipated, parents must notify the coordinator in advance, and arrangements should be made through the coordinator for assignments in all subjects. All absences are counted against the student's attendance record. If a student is absent for an exam, a doctor's letter must be submitted to the office on the day the student returns to school. All makeups exam/tests will take place on a specified Friday afternoon.

a) Arrival

At 7:30 a.m. sharp, the second bell rings and students have to be in class by this time. Students must remain on the school grounds until the official dismissal. We expect that all students, once they are in school, will attend all scheduled classes.

b) Dismissal

Dismissal of students takes place according to their timetable. Parents are not allowed to go to the classes before the dismissal bell has rang. No students are permitted to remain in any room of the school after dismissal, unless they are under supervision of a teacher or activity moderator. The school is not liable for any accident, which may occur after school hours unless sustained during an activity supervised by school personnel.

Parents should pick up their child(ren) on time, no later than 15 minutes after the last class. After 3:00 pm there is no supervision.

c) Tardiness

Students are considered late if they arrive after the second bell has rung. Students who are late for classes will not be admitted without a school stamp from the security guard in their agenda. A record of lateness is kept in the Sycamore program and can be viewed by parents. When a student's absenteeism or tardiness is excessive, the school will send a letter to the student's parents/guardians. If the student's attendance does not improve, the school will make a referral to the Inspection of Education Division Truancy.

d) Recess

Students are not permitted to leave the school grounds during lunch period. No students are allowed to be in any classroom or on the corridors during break unless the teacher is there with the student(s). Students are not permitted to loiter on the stairwells, first and second floors of the corridors (A and B-building) or in the bathroom.

Students must make sure that the area is clean after their lunch break. If this is not the case the students will have to take turns cleaning up.

e) Leaving school grounds

Students are never permitted to leave the school grounds without permission of the school manager or assistant school manager, once they have reported to school. Students who become ill must be signed out by a parent or legal guardian at the office of the secretary.

f) Student sent out of class

A student who has been sent out of the class has to report to the office of their coordinator. Together with the teacher/coordinator disciplinary actions will be taken. When a student is given a time-out (usually not more than 10 minutes), he/she remains in or just outside the classroom and stays at the place assigned by the teacher.

g) Dental or doctor appointments

The school encourages parents to schedule appointments after school hours.

h) School activities

Students representing the school in a variety of activities that may cause them to miss class are not considered absent. Students are responsible for making up any missed assignments.

i) Requests to leave school

As part of the law on Compulsory Education, students must attend classes during regularly scheduled school days. Parents are informed that students are permitted to travel during the authorized school vacation times. Request forms can be picked up at the secretary's office.

ILLNESS AND INJURY**Excused participation from dance or physical education classes**

If your child is to be excused from participation in dance or physical education classes for health reasons, a doctor's note is required. Students will be required to attend the classes for theory lessons and complete an alternative assignment.

Medical Emergencies

If a student has a medical emergency at school or a school-related activity, the parent will be notified. If the parent cannot be reached, the school will have the student transported to the hospital to get emergency medical treatment. Therefore, parents are asked each year to keep emergency care information up-to-date (name of doctor, emergency phone numbers, and allergies).

Fever

If your child has a temperature of 37.5° C. or above (taken by mouth) in the morning, it is recommended that he/she remains at home. If your child develops a fever higher than 38°C during school hours, he/she will be excused from school. The student will not be allowed to return to the classroom, as fevers are generally a sign of infection. You will be called to pick up your child. Students should remain home for 24 hours after a fever has subsided. This is recommended for everyone's health and safety and helps prevent relapses and extended absenteeism.

DRESS CODE

a) School dress code

The St. Dominic High School dress code was instituted to promote the following:

1. neatness;
2. a sense of pride in the Catholic school image;
3. a positive climate of discipline and responsibility;
4. an attitude of moderation and modesty.

All students have to wear a uniform. We hope that you as the parent/guardian help us to maintain standards by ensuring that your son/daughter understands the importance of conforming to the dress code policy.

General dress code:

- Green short-sleeved polo shirt with collar (Forms 1-5). Maroon short-sleeved polo shirt with collar (IB). Shirts must be tucked into pants; strings in the shirt hems are not permitted). Only a white t-shirt can be worn under the polo, if necessary.
- Long, navy blue pants / Bermuda shorts must be properly worn to the waist (no low-slung pants, no jeans, and no other colors). **These are available at 0-14 Kids.**
- Only the SDHS sweater is allowed.
- All clothing must be the appropriate size, not too large or small/tight fitting.
- Only all-black sneakers are permitted. However, black sneakers with limited white accents are allowed.
- White/Black (ankle) socks only.
- Belts are to be buckled and have to be black.
- (Facial) hair must be the student's natural color. If colored, it can only be **black** or **brown**.
- Caps, hats, head scarves, and sunglasses are prohibited on campus.
- Any facial (nose, lip, eyebrows, cheeks) piercings and high, ear piercings are prohibited.
- Tattoos, if any, must be covered at all times, whether with clothing/sleeve or concealer.
- Jewelry must be safe for all school activities and not distracting. Excessive, sharp, pointed, and/or studded jewelry is strictly prohibited.

Specifics for boys:

- Hair must be worn short (2 inches or less) or faded. No ponytails allowed.
- Excessive facial hair is prohibited.
- Nails must be cut short.
- Earrings are strictly prohibited.

Specifics for girls:

- Plaid, pleated skirts allowed, besides the navy-blue pants. Skirts and Bermuda shorts have to be at a decent length (maximum 3 inches above the knee).
- Only one pair of stud or small hoop earrings is allowed.
- Make-up is strictly prohibited.
- Nails must be cut short and free of any bold and/or brightly colored nail polish. Clear and nude colors allowed.
- Any hair extensions (human or non-human) must not exceed the length of the midsection of your back.

Gym/Dance/Drama dress code:

- SDHS gym t-shirt.
- SDHS gym shorts / black yoga or jogging pants for dance.
- Sneakers and socks. Students will not be allowed to do gym without sneakers.
- All students must change into their school uniform right after these classes.

Beach day, Jeans Day, Birthdays, and Special Events:

- On days designated as beach days, students are not required to wear the school uniform.
- On students' birthdays and special events, students are permitted to wear clothing that is not the school uniform. However, appropriate and respectable attire is expected on these occasions. Students who wear outfits that do not promote an attitude of modesty and moderation or jeans with holes or rips, will be required to change.

CARE OF PROPERTY

Students must take care and respect all property including books, equipment and materials belonging to the school, other students or teachers. They also have to be careful with their own personal belongings. Any items found on the school premises that do not belong to the student must be brought to the office. Sloppiness and carelessness often lead to confusion and problems within the school.

a) School building, furniture and materials.

Students should note the following about the appropriate use of the building and furniture:

- No writing on buildings and furniture (fine of US\$ 100).
- Sit properly on the chairs
- Use the bathroom only for its purpose and keep it clean
- Use science lab equipment responsibly
- Keep the yard clean
- Chewing gum in school is prohibited
- Parents will be liable for any damage to school property caused by their children and will have to pay for damaged and or lost materials.
- All students share in the responsibility of keeping the classrooms and school premises neat and clean.

b) Books

The school rents the books and certain learning materials to the students. These books are the property of the school and students must take care of them. The students are not allowed to write or draw in the books. The books must be covered and they have to be transported in a strong, waterproof school bag.

When books are damaged or students have written in books or books are in very bad shape, parents will have to pay for these books. Students must have a school bag that can at least accommodate a letter-sized binder.

c) Use of digital devices

All students will be issued a BYOD (Bring Your Own Device) User Contract that outlines the terms and conditions for using digital devices. This contract will be signed by the student, parent, SKOS Applications Manager and School Manager. The BYOD User Contract is complemented by the BYOD Policy Protocol which will be issued to every student at the commencement of each academic year.

The use of mobile devices during the school day for non-educational purposes is disruptive to the daily routine of the school. For this reason, students are not permitted to have mobile devices or any electronic device in the classroom, without the explicit consent of a teacher (**7:30 am-15.00 pm**). For emergency situations to call their parents, students may request to use a telephone in the secretary's office.

Students who do not adhere to this regulation will have their mobile device confiscated for two weeks and parents will be notified.

Forms 1, 2 and 3

Students are usually not allowed to bring a cell phone or any electronic device to school. However, if they do, the phone has to be turned off and has to remain in the student's bag all day. If seen or heard, the device will be confiscated for two weeks. The "no hear, no see" policy of the Catholic School board is in place. In the event of special assignments, a teacher can give a class permission to bring (other) electronic devices to school.

Form 4, 5 and IB

Students can bring electronic devices to school, but they should only be used for educational purposes. When not needed for educational purposes, they have to be turned off / on silent and placed in the student's bag. Electronic devices may be part of the class when allowed by the teacher for educational purposes. Students can use their laptops, e-readers, I-pads during study periods (free periods). Students who do not adhere to this regulation will have their cell phone confiscated for two weeks.

In all cases: the school is not responsible for theft and/or damage.

The school is not responsible for any damages users may suffer from use of the school's computers, computer network and/or internet. This includes, but is not limited to, loss of data, deleted files, damage to or corruption of storage devices.

d) Teacher's property

Students are not permitted to use a teacher's desk or any materials in/on the teacher's desk without the explicit permission of the teacher. All such material is considered the teacher's personal property and must not be used as common property.

ALCOHOL, DRUGS, AND WEAPONS

It is strictly forbidden for any student to:

- a) possess, prepare, manufacture, sell or distribute any illegal drugs or alcohol on the school premises or during school related activities.
- b) carry weapons on the school premises or during school related activities.
- c) use and/or be under the influence of any mind-altering substance at any time while on the school premises or during school related activities.

Points a and b will automatically lead to expulsion from school and legal authorities will be notified.

Any student who shows signs of being influenced by the use of drugs or alcohol (point c) will be confronted with his/her behavior. In cooperation with the parents, a student is required to undergo testing and follow a counseling program at a professional rehabilitation center.

A student, who is tested positive for the first time, can stay in school with the condition that he/she does not have a negative influence on other students, has a good record of attendance and a positive working attitude towards school. In case a student or parent is not willing to cooperate, then the student will be expelled from school.

SCHOOL SAFETY

Safety

The safety of all students presents a serious responsibility for the school. Once in a while, the security and management will carry out spot checks on students. The following is prohibited in order to protect the wellbeing of all students and school personnel:

Not allowed:

- ** Rough play on the school grounds or stairs at any time;
- ** Fighting with other students;
- ** Cursing, serious teasing, bullying and/or threatening others;
- ** Racist or, in general, disrespectful behavior towards other students and staff members;
- ** Skateboards/ roller skates/blades and bikes on the school grounds;
- ** Smoking by students in any area of the school;
- ** Hanging on or around the gate before/during/after classes;
- ** Sitting on the balcony railings and stairs;
- ** Remaining in the classroom without a teacher;
- ** Lighting firecrackers;
- ** Running with glass bottles in the hand;
- ** Throwing rocks, cans or other potentially dangerous items.

Insurance

All students are enrolled in the school's personal accident insurance policy in the name of the Country St. Maarten. Guardian Group outlays the coverage as follows:

- o Naf. 5,000.00 for death

- Naf. 80,000.00 for permanent disablement i.c.w. an accident. These figures are per student per accident.
- Naf. 4,000.00 for medical bills pertaining to an accident.

This limited policy (maximum of Naf. 2000.-) covers accidents, which occur to and from school, on the school premises, or during an activity on St. Maarten supervised by school personnel.

In case of a school related accident or injury, an insurance claim form will be filled out. Parents can take the child to their family doctor.

Telephone calls

The telephone in the secretary's office is for school business only. Students should not request the use of the phone except in case of an emergency. Parents should not call their child on their phone.

Visiting the school

Parents or other visitors who enter the school premises are required first to report to the security guard or secretary. Unannounced visitors cannot speak to a teacher during class time. The teacher's attention must be devoted to the class and should not be interrupted by unannounced visitors. No one will be permitted to go to the classrooms without permission from the office.

Social Behavior

The school strives to maintain an educational atmosphere conducive to responsible and appropriate behavior. Public display of affection is not appropriate to the environment we promote at school. Such behavior is not permitted. If a student fails to comply with a staff's or an administrator's request, their parents will be notified and the student will be subject to disciplinary action.

Anti-Bullying

St. Dominic High is an anti-bullying school. Every student has the right to feel safe and respected.

Cancellation of classes and Emergency Closing

When the school is closed or cancelled due to inclement weather or an emergency situation, an official announcement will be issued through the news media, Sycamore or the school's website. Parents should monitor the local media outlets to determine if school has been cancelled or closed early.

THE STUDENT'S BILL OF RIGHTS

Students have the right:

- To receive an education that allows for his/her own maximum personal growth and offers the opportunity to prepare for a meaningful role as an adult.
- To be guaranteed equal treatment in every aspect of the educational system.
- To be informed about the guidance services and curricular activities available in the school.
- To have a safe, clean, well-lit, and inviting classroom with an intellectually, stimulating teacher each school day.
- To receive clear directions or assignments.
- To be informed of assessments that require a lot of studying time, at least one week in advance.
- To take only two summative assessments that require a lot of studying per day (summative assessment week).
- To receive the results of graded assessments within two weeks. In case of large projects, this period can be extended to four weeks. Results have to be put in the Sycamore within two weeks after the assessment.
- To receive an explanation with criteria of the basis for any grade given by the teacher.
- To express their feelings and opinions as long as it is done in an appropriate and respectful manner.
- To have no assessment, project or other large assignment on the first day after a one or more week(s) vacation (extenuating circumstances have to be discussed with the School Manager in advance).
- To a report card grade based on at least three marks for assessments. In Form, 1 and 2, a report card grade in Term 1 cannot be lower than a 30%.
- To be informed of the learning outcomes and the grading policies via the course outlines for all the subjects he/she takes.
- To be informed of academic support programs available in the schools.
- To be informed of the promotion rules.
- To be notified if he/she is in danger of not passing.
- To participate in any curricular or extra-curricular activities available in the school, if eligible.
- To organize fundraisings, activities and trips with their class or school after approval by the School Manager.

ACADEMIC INTEGRITY

Integrity is at the heart of a sound academic policy. The integrity of a school course and program depends on the honest completion of student work. Cheating and plagiarism violate the most basic understanding between a student and a teacher – that a student's work is his/her own. The school expects that all students will complete their assignments and examinations honestly. All students and their parents will receive and must sign a copy of the school's Academic Honesty Contract, which will be distributed on the day of registration.

Cheating

Cheating occurs when a student:

- Copies someone else's work.
- Allows someone else to copy his/her work.
- Assists someone in the completion of a formal assessment.
- Allows someone to complete his/her work.
- Copies work from previous written notes or electronic devices
- Manipulates his work after receiving a grade in order to get a higher grade later on.

If a student is caught cheating, he/she:

- Will receive a 1% and fail the assignment without opportunity for retake.
- Is subject to disciplinary action.

All incidents will be documented and included in the student's personal school file.

Plagiarism

Plagiarism is the representation of someone else's ideas, statements, or words as one's own without giving credit. Any material used in a completed assignment that includes the words, ideas, and statements from a traditional or electronic source must be documented using a standard format. This includes interviews, television shows, movies, computer media, and Internet sources. Plagiarism is universally recognized as a serious academic offense.

Students found to have plagiarized are subject to:

- Receiving additional counseling and instruction on how to avoid plagiarism.
- Receiving a 1% and fail the assignment or be required to redo the assignment for reduced credit.

Teachers may refer the student for additional disciplinary action depending on the individual circumstances.



INFORMATION COMMUNICATION TECHNOLOGY CODE OF ETHICS

The school's information technology resources, including email, internet access and its network, are provided for educational purposes. The students are responsible for appropriate behavior on the school computer network just as they are in a classroom or on the school grounds. General school rules for behavior and communications apply; consequences for inappropriate behavior also apply. Access to these electronic resources is provided in order for the students to conduct research and communicate with others. Technology users are expected to act in a considerate and responsible manner. All users of technology are informed of expectations and responsibilities related to computers prior to gaining access, as indicated in this handbook, and highlighted in the BYOD Policy Protocol.

Adherence to the following areas of the BYOD Policy Protocol is necessary for continued access to the school's technological resources:

Students must

1. Respect and protect their own privacy (in and outside school)
 - Be very careful in social network places and do not give all your personal information to others
 - Only share appropriate information via social networks, which excludes any profane, derogatory or abusive material.
 - Your online behavior should reflect the same standards of honesty, respect, and consideration that you are expected to use in face-to-face situations.
2. Respect and protect the privacy of others (in and outside school).
 - Use only assigned accounts.
 - Never discredit the name of the school, your teachers and classmates in an appropriate way while chatting on messenger or other online social network media.
 - Do not put pictures of school personnel on your Facebook or social media without approval from the school and/or person involved.
 - Do not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Do not distribute private information about others or themselves.
3. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report suspected computer viruses, security risks or violations to a teacher or the network administrator.
 - Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources (e.g. file storage space, online time, toner, paper) with other students and Internet users.
4. Respect and protect the intellectual property of others.
 - Not plagiarize.
5. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomforting materials to a teacher.

- Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, offensive or meant to harass).
- Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, or stolen materials).
- Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above

1. Use direct communications such as online chat or instant messaging with a teacher's permission.
2. Install or download software, if also in conformity with laws and licenses and under the supervision of a teacher or the system administrator.
3. Use the resources for any educational purpose.

The following rules are established concerning the use of electronic devices in the school:

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. In extreme cases, it may lead to expulsion.

Supervision and Monitoring. Teachers, the ICT Education and IT Manager monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The ICT Education/ Manager reserves the right to examine, use, and disclose any data found on the school's information network in order to further the health, safety, discipline, or security of any student or other person, or to protect property. He may also use this information in disciplinary actions, and will furnish evidence of such to the School Manager. The St. Dominic High School is not responsible for student use of technology resources outside of school. However, students may be disciplined for any technology use whatsoever that negatively affects St Dominic or that negatively affects the ability or fitness of any staff or person to effectively serve the school.

Students who are posting themselves or other students in their school uniforms on the internet and damage the reputation of the school will be corrected. Students bullying other students or students demeaning their teachers and/or other staff members via social network sites will be called in the office. Depending on the type and weight of the violation, students will be punished accordingly.

A detailed account of the above guidelines is available in the St. Dominic High School BYOD Policy Protocol which can be found on the St. Dominic High School BYOD Webpage, <https://sites.google.com/view/sdhsbyod/home>.

DISCIPLINE STEPS

Depending on the circumstances and the severity of the case, students who do not follow the rules and regulations will be dealt with accordingly.

The line in disciplined measures is as follows:

- 1. Disciplinary “talk” by the subject teacher and/or homeroom teacher**
- 2. Disciplinary “talk” by the coordinator/School Manager/Assistant School Manager**
- 3. Detention with assignment by the teacher.**
- 4. Detention by the coordinator:**

It may be given for violation of any school regulation, including tardiness, incomplete or no homework, not having books or materials at school, disturbance of class, violation of dress code, using obscene language, chewing gum, failure to return answer slips, violation of ICT code of ethics.

- 5. Suspension and official warning letter:**

The School Manager or Assistant School Manager is authorized to issue suspensions. Suspension of a student will be used as a disciplinary measure in the case of a serious offense by a student or when, in the opinion of the administration, a continuum of offenses requires that the student be suspended from classes. Suspension is used to modify behavior by giving the student time to reflect upon his/her actions. The duration of each suspension will be at the discretion of the administration. It is impossible to specify each behavior that might result in a student's suspension and / or expulsion from school.

The following behaviors are provided as a guide:

- Leaving school premises without permission of the School Manager
- Destruction of school property
- Serious violation of the ICT policy
- Threatening students or staff members (first offense)
- Disobeying the dress code on a regular basis
- Fighting, discriminatory or derogatory behavior towards others
- Repeatedly cutting classes (tardiness/truancy)
- Habitual discipline problems

During the time of the suspension, the student may either not be present on school grounds or at any school-sponsored or school-related function, or can get a school suspension, meaning that the student comes to school, but cannot follow classes. Instead, he will carry out school duties.

In addition, the student may not attend or participate in any extracurricular activities or trips. However, the student is responsible for any work, assignments or tests he/she missed as a result of the suspension. The academic grade of a suspended student will not be affected when class assignments are completed satisfactorily, in keeping with standards applicable to all students set by the student's teacher.

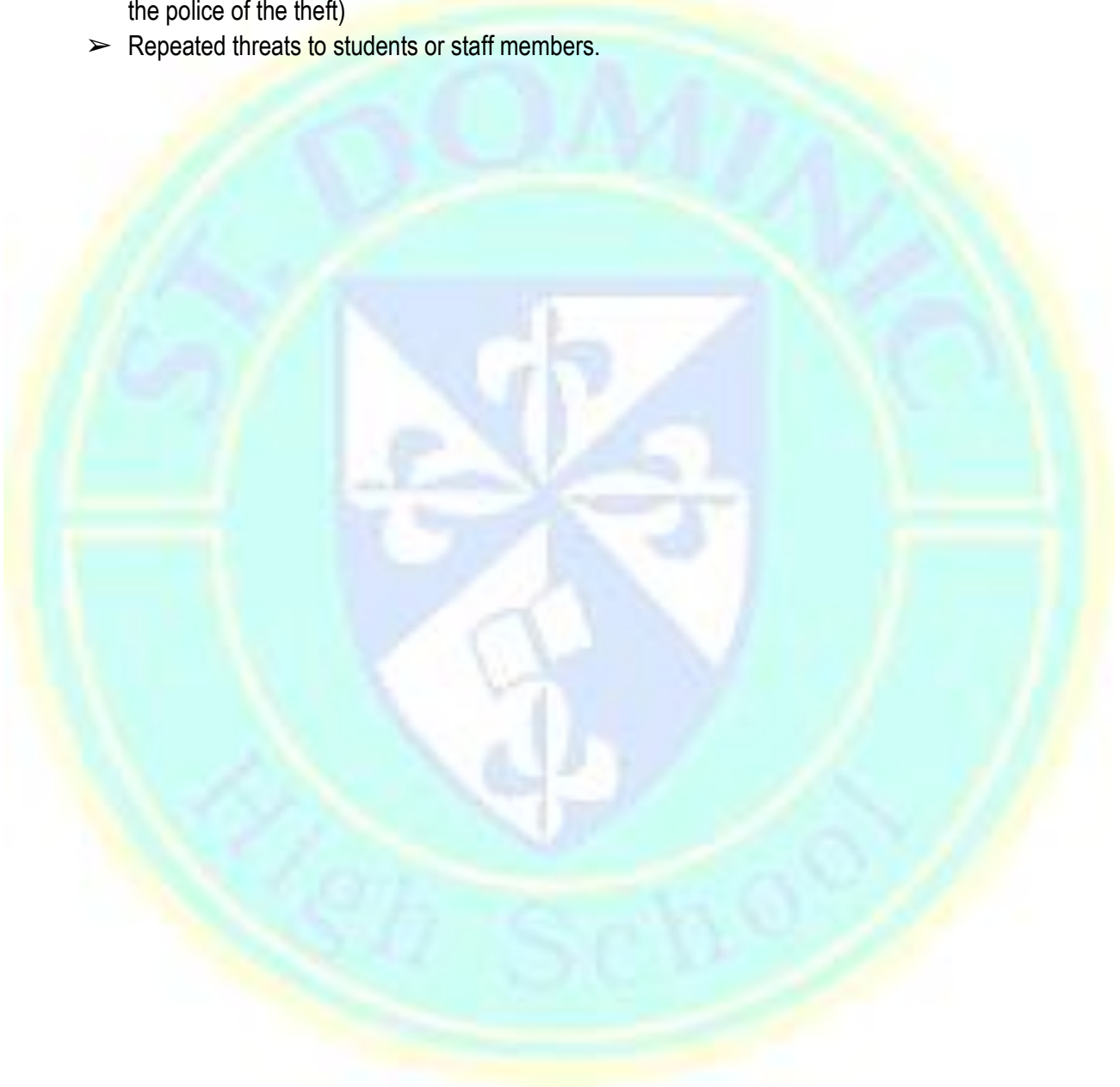
- 6. Expulsion:**

At the time of expulsion, the student and parent will be notified in writing of the charges including details of the circumstances involved within 5 to 10 days. The student will have the right to request a formal hearing before the school team. The Inspector of Secondary Education will be consulted, but the ultimate decision rests with the School board.

Let it be noted that a student who receives three official warning letters within one year will automatically be expelled.

Examples of reasons for expulsion are:

- Possession, distribution and/or use of drugs, alcohol and weapons.
- Repeated fighting; physically aggressive or violent behavior that compromises the safety of the school and its students.
- Stealing, which includes the possession of stolen property from another student, staff member or from St Dominic High School. (Full restitution must be made and the school has the right to notify the police of the theft)
- Repeated threats to students or staff members.



CONTACT BETWEEN PARENTS AND THE SCHOOL

The high school years are often mentioned as the most special years in a young person's life, since he/she is making a transition from late childhood into early adolescence.

In a high school, students often change classes and they have many teachers who teach different subjects.

Like in real life, students will have to learn to deal with many persons in different situations.

If your son/ daughter is coming home with stories about school and you get worried, please contact the school to verify what is going on. We will also contact you if we have concerns about your child.

This early contact between school and parents can prevent a lot of problems and misunderstandings.

Communication on a regular basis is necessary if we (parents, teachers and management) want to achieve the best for your son/ daughter. We need you, parents!

Parental Responsibilities

- To review the discipline and dress code with your child on a regular basis.
- To discuss the school activities and expected behavior with your child.
- To know your child's friends.
- To cooperate with the school in carrying out disciplinary actions taken in response to your child's behavior.
- To seek support services and resources if your child is experiencing difficulty in school.
- To encourage respect for school rules and regulations, including the rights of others.
- To review the learning outcomes for all subjects your child is taking and to review his/her progress in school.
- To respond promptly to requests for conferences by the teacher or School Manager.
- To be familiar with the homework policy and individual subject homework expectations.
- To help your child plan and carry out a routine for doing homework by regularly checking his/her agenda.
- To provide a quiet time for ensuring completion of all homework assignments.
- To pick up your child's report card at the end of the first and second terms.
- To request appointments with the teachers at times that do not interfere with class sessions.
- To inform the school of (health, family etc.) problems your child has that may interfere with the completion of assignments.
- To notify the school when your child is going to be absent.
- To send the school a dated and signed note by you (or a doctor,) whenever your child is absent. Your child will only be able to make up any missed formative or summative assessments with a doctor's note/letter.
- To promptly review and sign reports of your child's absences and/or tardiness.
- To assume responsibility for your child's compliance with the attendance policy.
- To work with the school, in the best interest of the students, through the PTA, and other school organizations and to participate in volunteer activities.
- To pay your child's fees.
- To see that your child has the necessary supplies needed for school.

THANK YOU VERY MUCH FOR YOUR COOPERATION.

Notes:



THINK GLOBALLY, ACT LOCALLY

KNOWLEDGE

RESPECT

CREATIVITY