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# **STUDENT-PARENT HANDBOOK**

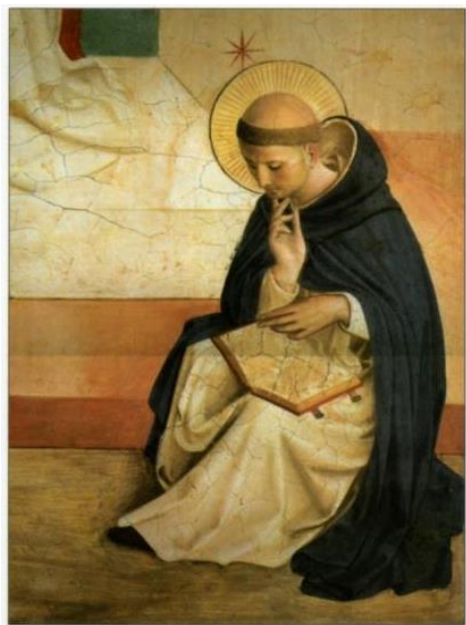
## **SY 2024-2025**

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❖ **DOMINICAN BLESSING**

May God the Father bless us.  
May God the Son heal us. May  
God the Holy Spirit enlighten  
us, and give us eyes to see  
with, ears to hear with,  
hands to do the work of God  
with, feet to walk with, a  
mouth to preach the word of  
salvation with, and the angel  
of peace to watch over us  
and lead us at last, by our  
Lord's gift, to the Kingdom.

Amen



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## ❖ SCHOOL PROFILE

### HISTORICAL BACKGROUND

“Go throughout the whole world and preach the gospel to all mankind...” (Mark 16:14). “An easy mandate?”, so it seems to 20<sup>th</sup> (or 21<sup>st</sup>) century minds but most probably, not to the faithful of the Middle Ages when only bishops were authorized to preach. Thus, Dominic de Guzman’s founding an order of friars preachers in 1215 in order to combat the Albigensian heresy in Southern France, must have “made the headlines” so to speak. Later, as Spain’s colonial empire spread, the intrepid Dominican friars of the missionary Province of the Holy Rosary took their life in their hands sailing to mission lands in the Far East.

And so in 1863, we found them in China where infanticide for newly born baby girls was then customary. The fortunate ones who were found alive by Christians were brought to orphanages built by the friars. In 1891, a group of thirteen Dominican nuns affiliated with the Province of the Holy Rosary responded to go to other missions. In time, some went to China to assist in caring for the poor cast-off girls, while others worked in the schools in Japan, the Philippines, and Taiwan.

Eventually, the sisters increased in number, and in 1934, they became a diocesan congregation - the “Congregation of the Religious Missionaries of St. Dominic”. Thirty years later, in acknowledgment of its usefulness, steadiness, and stability, the Holy See issued the congregation the decree “Decretum Laudis” in 1964, recognizing it as a congregation with pontifical rights. Today the institution has its apostolates also in Italy, Spain, Portugal, the United States, Chile, South Korea, Thailand, Myanmar, Vietnam, Cambodia, and Guam.

In 1957, the Dominican Sisters (as they are popularly called) in Taipei were requested by some Catholic U.S. Military families to set up a school so that their children could receive Catholic education. The request was honored and Dominican School, Taipei, which later on became a contract school for the Department of Defense (DOD) school system, was established. It was

in this setup that the sisters came to know Harold Jacobson, a consultant to all DOD schools. He and other friends in the system suggested that the nuns go to Guam to set up schools, too. “If you need land”, he advised, “seek the help of Elizabeth Guzman.”

Consequently, in December 1979, Sr. Loreto Almira, OP, and Sr. Remedios Ignacio, OP, flew to Guam. They first paid a courtesy call to the late Archbishop Felixberto C. Flores who told them that Guam needed daycare centers for working parents and a home for senior citizens. Accordingly, in 1979, the Sisters opened the Dominican Child Development Center in Ordot and in 1987, St. Dominic’s Senior Care Home in Barrigada. The nuns next met with Sylvia Elizabeth Perez Guzman and her brother Francis, who were most generous in letting the institute acquire a large tract of land in Yigo in which some land was donated by Sylvia Elizabeth Perez Guzman. Sylvia and Francis inherited the land from their mother, the late Isabel Perez Guzman. “Mama would have done the same,” declared Sylvia. “She loved the Church.” It is on this land that the Dominican School now stands. It was only unfortunate that Sylvia Elizabeth Perez Guzman passed away on December 23, 2004. She had been instrumental in putting DCS on the map of Yigo.

The preparatory phase for the construction took almost a year, after which ground-breaking for the school complex finally took place on August 28, 1993, with Most Reverend Anthony S. Apuron, OFM Cap., DD, officiating. Present at the occasion were Rev. Mother General Sr. Luisa Maria Manteca, OP, Mother Provincial Sr. Ma. Rosario Chiu, OP, and other sisters from off-island. At the subsequent laying of the cornerstone on March 12, 1994, Msgr. Zoilo Camacho presided. Throughout the construction period, two sisters in Guam were instructed to supervise and coordinate the project - Sr. Catalina Saligumba, OP, and Sr. Zenaida T. Ancheta, OP.

The beautiful cluster of ten buildings is the brainchild of Arizala, Arizala & Associates, and JB Jones Architect AIA. Asanuma Corporation did the construction. The demise of Alfredo Y. Arizala on August 17, 1996, one of the architects who designed the buildings was regrettable. He could probably contribute more to the

development and beautification of the school. The school has been awarded as 1999 Yigo's Most Beautiful

Establishment, and placed second in the same category for 2000 and 2001.

In 2001 in compliance with the instruction of the archbishop to add the word "catholic" in the name of all diocesan schools to help them in any way identified as Catholic, Dominican School was renamed to Dominican Catholic School

After seven years of operation, the administration of the Dominican Catholic School with the approval of the Mother General, Sr. Elvira Diez, O.P., and the Council decided to put up a Middle School building in response to the numerous requests/petitions coming from the teachers and staff, parents and students in the school community. The construction of the Middle School building started on October 13, 2003, with financial support from the Province of St. Vincent Ferrer through the leadership of Mother Provincial, Sr. Jacinta Pan, O.P., and Council. With the generous help and added assistance of several benefactors and sponsors, the structure (a two-story building with three classrooms, a computer room, a library, and a science laboratory) was completed after a year and was inaugurated on November 6, 2004.

The functional and well-designed building that the DCS Middle School students find most useful and enjoyable to stay in was the creation of SMD Corporation headed by Santiago M. David.

On December 8, 2015, the groundbreaking for the construction of the new school facility, the VERITAS Hall (auditorium/gymnasium) took place. Completed in June 2018, it was blessed by Most Reverend Michael J. Byrnes, Archbishop of the Archdiocese of Agaña, and was fully utilized in October 2018.

### **ACCREDITATION**

Dominican Catholic School received its initial accreditation from the Western Association of Schools and Colleges (WASC) in May 2010 and was effective until June 30, 2013. DCS had another visit by the Accrediting Team on April 21 - 24, 2013 seeking a full-term accreditation. On July 3, 2013, the Accrediting

Commission for Schools of the Western Association of Schools and Colleges (WASC) through the recommendation of the Western Catholic Educational Association (WCEA) Elementary Commission granted Dominican Catholic School (for Grades Pre-Kindergarten through 8<sup>th</sup>) a six-year accreditation effective through June 30, 2019.

In February 2019, DCS underwent another review and visit and was granted renewed accreditation for six years with a Provisional Revisit by WCEA and WASC, extending its status until June 30, 2025. Finally, in February 2023, DCS received representatives from WCEA and WASC for a Provisional Revisit. The Visiting Committee was pleased with the progress that the school had made. As a result, DCS was granted to continue its full six-year accreditation status.

The school is scheduled for another Accreditation Visit from WCEA & WASC in the Spring of 2025.

### **MISSION STATEMENT**

Dominican Catholic School, an educational ministry in the Archdiocese of Agaña, embraces its role as a beacon of Gospel values and teachings of the Catholic Church, following in the footsteps of Jesus Christ within the esteemed tradition of the Religious Missionaries of St. Dominic.

We are dedicated to educating the whole person with compassion and integrity, recognizing the importance of academic excellence and lifelong learning. Through a value-oriented curriculum, we empower our students to cultivate a personal relationship with God, rooted in VERITAS, and to embody the teachings and traditions of the Catholic faith.

In partnership with parents, who are recognized as the primary educators, we foster a family-oriented, co-educational environment from PreK to 8th grade. Our community is inclusive and welcoming to all, reflecting our commitment to serve God, families, and the wider community with humility and love.

With service and mission at its core, Dominican Catholic School strives to prepare compassionate leaders who embrace their responsibility to positively



# DOMINICAN CATHOLIC SCHOOL

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impact the world, guided by the principles of justice, solidarity, and love.

## **GOALS**

- To promote the harmonious development of the student's physical, moral, spiritual, aesthetic, and intellectual endowments
- To guide students to profess and live a Christian value system
- To cultivate a sense of responsibility and accountability, and of justice and love
- To develop appreciation and respect for people of diverse cultures and religions
- To promote civic consciousness and participation in activities that enhance social growth

## **PHILOSOPHY OF CATHOLIC EDUCATION**

Vatican II Declaration on Christian Education states:

*“Since every man of whatever race, condition, and age is endowed with the dignity of a person, he has an inalienable right to an education corresponding to his proper destiny and suited to his native talents, his sex, his cultural background, and his ancestral heritage. At the same time, this education should pave the way to brotherly association with other people so that genuine unity and peace on earth may be promoted, for a true education aims at the formation of a human person with respect to his ultimate goal, and simultaneously with respect to the good of those societies of which, as man, he is a member and whose responsibilities, as an adult, he will share.”*

## **DOMINICAN CATHOLIC SCHOOL PHILOSOPHY**

Dominican Catholic School, cognizant of the temporal life and eternal destiny of every person, seeks to educate young children to work toward the achievement of their full potential in all areas of human development. Dominican Catholic School is conducted with the belief that God is the center of our

lives that all students should strive to be a witness to Jesus Christ so that everyone will finally achieve man's primordial end - union with his creator. DCS acknowledges that parents are the first and foremost educators of their children and wholeheartedly values their support.

## **SCHOOL-WIDE LEARNING EXPECTATIONS (SLES)**

Upon completion of the required studies, the Dominican Catholic School envisions its graduates to be:

### **V - VALUE-oriented individuals who:**

- center their lives on God's teachings
- maintain a moral and ethical life
- foster the culture of a strong Christian family

### **E - EMPOWERED individuals who:**

- are motivated to embrace new opportunities, challenges, and innovations in an ever-changing society
- are willing to take risks and graciously accept the results

### **R - RESPONSIBLE individuals who:**

- promote and respect the sanctity and dignity of life
- value and respect the culture, race, and beliefs of the people around them
- recognize and appreciate the need for conservation and protection of the environment

### **I - INTELLECTUAL individuals who:**

- respond to academic challenges and aspire for lifelong learning
- demonstrate effective skills in oral and written communication
- use critical thinking in problem-solving
- use technology in a disciplined manner to enrich life, creativity, and productivity

### **T - TRUTHFUL individuals who:**

- live and stand for justice and peace

### **A - ACTIVE individuals who:**

- are motivated to live a healthy physical, emotional and mental lifestyle
- contribute to diminishing and solving problems in the society

#### S - SERVICE - oriented individuals who:

- manifest the act of selfless love of family, community, and country
- are involved in programs and activities to assist those in need

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## ❖ ADMISSION AND REGISTRATION

Dominican Catholic School admits students of any race, religion, color, national or ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. The school does not discriminate based on race, religion, color, national or ethnic origin in administering educational policies, admission policies, and athletic and other school-administered programs. All new families will have a pre-admission interview.

### REGISTRATION PERIOD

The school registration period begins in March every year.

### ADMISSIONS

#### **Pre-school Age Requirement**

Children seeking admission to Pre-Kindergarten II must be 4 years old by December 31 of the academic year. They must be fully potty-trained at the beginning of the school year. Students entering Kindergarten must be 5 years old correspondingly.

#### **Placement Test**

Any student applying for kindergarten, elementary, and middle school grade levels must take the school's entrance examination. This helps the administrator evaluate the student's academic skills and determine

grade-level placement. For students who require additional support due to poor exam performance, parents are advised to provide assistance or seek tutoring to ensure they are prepared for the school year.

### **Required Documents**

1. Duly accomplished DCS Registration Form
2. Any new student entering the elementary and middle school grade levels (must present a copy of their latest report card, and current transcript of the past school attended before registration. Enrollment of any transfer student is conditional until all of his/her medical records, cumulative from previous school have been received, reviewed, and evaluated.
3. Birth Certificate (photocopy)
4. Baptismal Certificate (photocopy)
5. Updated Medical Clearance (submitted annually)
6. Updated Immunization Record (photocopy)

### **Admission up to 7<sup>th</sup> grade only**

Admission of incoming new students is up to 7th grade only. A student must establish at least two years of residency to graduate in the Middle School.

### **Class Size**

Based on the recommendation of the Catholic Schools Office of the Archdiocese of Agana, the maximum number of students that may be accommodated in one classroom is 28 for kindergarten and 30 for elementary and middle school. DCS also accommodates up to 25 for Pre-Kindergarten II (4 years old) per classroom.

### **Waiting List**

A waiting list is kept for grades that have reached maximum enrollment.

Priority for admission will be given to those who already have a sibling enrolled in school.

### **Probation Period**

All new students will be placed on academic and conduct probation for at least one school year.



## Individual Guidance and Remedial Services

Dominican Catholic School is not geared to meet the needs of students who demonstrate severe grade-level deficiencies or behavioral problems. Thus, parents/guardians must disclose if their child has special needs before registration to enable the school administration to address it accordingly. The Child Study Team (CST) for each department of DCS refers their observations to the school counselor who coordinates with the Guam Department of Education (GDOE) Special Education for assistance regarding children with special needs. If and when appropriate services may not be provided by the school to address the child's needs, the school administration proposes action/s to take that will be more beneficial to the child through the recommendation of the GDOE Sped. Since DCS does not offer tutorial services, a student who needs one may avail of outside help.

## RETURNING STUDENTS

All returning students must confirm their class space by the end of each school year and must register before the first day of school in order to attend classes.

In as much as Dominican Catholic School is maintained and operated only through tuition and other fees, parents/guardians of children applying for re-admission must be able to meet satisfactorily and on time all financial obligations. The school reserves the right to refuse admission to any child with a delinquent account.

## OFFICIALLY ENROLLED

In order for the registration to be complete, all students, parents/guardians must have the following obligations completed:

- Registration, instructional, technology and the first-month tuition fees must be **paid** on or before the first day of school.
- The student's registration card and health forms must be submitted and complete information reflected on the submitted forms.

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## ❖ DAILY SCHEDULE

### BELL SCHEDULES

#### **First Bell - Mondays only**

The first bell rings at 7:50 A.M. in preparation for the flag ceremony held at the stage and the second bell rings at 8:00 A.M. to start it. The first class starts at 8:20 A.M.

#### **First Bell - Tuesday to Friday**

The first bell rings at 8:00 A.M. and ends at 3:00 P.M. The 8:00 A.M. is usually for homeroom preparation. This includes flag ceremony, morning prayer, roll call, announcements, and daily preparation (sharpening of pencils, etc.). The first class starts at 8:20 A.M.

### **SNACK BREAK**

There is a 20-minute break for a snack in the morning.

- Preparatory Levels - 9:20 - 9:40 A.M.
- Elementary and Middle School - 9:40 - 10:00 A.M

### **Lunch Break**

- Preparatory Level - 11:00 A.M. followed by nap time. After the nap, the children will engage in supervised activities up to dismissal at 3:00 P.M.
  - Grades 1 to 8 - 12:00- 1:00 P.M.
- Classes resume at 1:00 P.M.

### **Dismissal and Pick up time**

Dismissal time is at 3:00 P.M. in all grade levels.

Parents/guardians must pick up their children promptly by 3:00 P.M. All students can be picked up at a designated waiting area in the Kiosk.

It is the parents/guardian's responsibility to make their children safe once dismissed.

The school is not liable for any untoward incident that may happen to a child/student after he/she is released.

Students who are not picked up by 3:00 PM will be brought to the Extended Care and will be charged accordingly. *(See rate below)*

## **\*\*Late pick-up Fees**

- 3:00 - 4:00 P.M. \$10.00/day/child
- 4:01 - 5:00 P.M. \$20.00/day/child

Parents are requested to inform the Administration Office of the other persons who may pick up their child/children.

Parents/students must properly check their things before leaving the classroom to avoid inconvenience. After 4:30 p.m. parents/students must not come/ call the office to request that the classroom be opened to retrieve belongings.

## **ATTENDANCE**

Regular attendance is vital to a student's academic progress. All students are expected to meet regular and punctual attendance requirements.

### **Reporting Absences**

Parents/Guardians are requested to notify the school by telephone between the hours of 8:00 - 8:30 on the day if the child will be absent. Teachers have no authority to excuse a student.

### **Returning to School**

All students' absences must be excused in writing by the parent/guardian and the nature of the absence is stated to be re-admitted in his/her class.

### **Qualify for Excused Absences**

For a student to qualify for excused absences such as:

- A. Absences due to emergency reasons (or if the student needs to be off-island)
  - The parents/guardians must notify the Office of the Principal and seek permission to do so.
  - It is the student's responsibility to obtain make-up work for his/her absences.
- B. Absences due to illness
  - The parents/guardians must inform the Office of the Principal about the child's illness.
  - If the absence lasts for more than two days, a doctor's certificate has to be presented.
  - It is the student's responsibility to coordinate with the teacher to make up for missed lessons.

## **Maximum number of absences per quarter**

A student may only incur 20 total school days for the whole school year or 5 absences (excused or unexcused) per quarter. If one exceeds the maximum allowable number of days, such will be dealt with accordingly.

## **TARDINESS**

A student who arrives at the school after the roll call is considered tardy and he/she must report to the office and get a tardy slip before going to class. A total of three (3) tardies per marking period will be converted to one (1) day absence and a time-out slip will be issued accordingly. Please note that we feel that persistent tardiness is harmful to the child's academic achievement for many reasons:

- It is a poor training.
- It starts the student's day with an embarrassing beginning of the school day.
- He/She misses the beginning of the school day.
- It distracts the other students in his/her classroom.

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## **❖ HEALTH POLICIES**

### **ILLNESS/ACCIDENT**

A student who becomes ill during school hours is sent to the office. The parents are contacted immediately and requested to take the child home.

In case of extreme emergencies (e.g. accident/injury), the school health coordinator calls 911 if needed and parents are notified immediately.

Diagnosed communicable diseases should be made known to the Principal by parents/guardians.

Students who at the start of the day have a fever already must stay at home. They will not be admitted to school to prevent possible spread.

Students are required to bring a written note informing the office of medical/dental appointments. Indicate on the note the time the student will be picked up.

## **SPECIAL HEALTH PROBLEMS**

It is the responsibility of the parents/guardians to inform the school and the teacher of a student who has special health problems. If a medication is required regularly during the school day, it is the responsibility of the parent/guardian to inform the school. A medication consent form is to be completed stating the name of the medication, why, and time to be given. However, prescribed medicines by the doctor will be administered by school personnel on one dosage/day basis only. Succeeding dosages will be given by the parents/guardians themselves.

## **FIRST AID**

First Aid will be provided at the school for minor injuries (cuts, scratches, bruises, etc.) requiring immediate attention. No medication for headaches or other discomforts will be administered to a student unless consented to in writing by parents or guardians.

## **MEDICATION**

Prescribed medicines by the doctor will be administered by school personnel on **one dosage/day basis only** upon signing of the Medication Consent Form by the parents/guardians. Succeeding dosages will be given by the parents/guardians themselves.

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## **❖ DRESS CODE POLICY**

### **UNIFORM FOR PREPARATORY AND ELEMENTARY**

#### **Boys School Uniform**

- long dark blue trousers/pants
- white, short-sleeved button-down shirt with a school patch
- plain white undershirt
- plain above-the-ankle white socks

- Velcro-strapped shoes for preschool and solid black leather for elementary

#### **Girls School Uniform**

- white dress with navy blue sailor-type collar, belt, and necktie with school logo
- long-sleeved for elementary
- short-sleeved for preschool
- plain chemise
- plain shorts/pantalets
- plain above-the-ankle white socks
- Velcro-strapped shoes for preschool and solid black for elementary

#### **Girls and Boys P.E. Uniform**

(to be worn on PE days)

- navy blue jogging pants with school logo/name
- white t-shirt with blue piping and school logo
- rubber/tennis shoes (**no wheelies**)
- plain above-the-ankle white socks

### **UNIFORM FOR MIDDLE SCHOOL**

#### **Boys School Uniform**

- long dark blue trousers
- white long-sleeved button-down shirt w/ school logo
- necktie (the same color as the pants)
- plain white undershirt
- black leather shoes and plain ankle white socks

#### **Girls School Uniform**

- White long-sleeved blouse w/sailor-type collar
- Plain chemise
- Plain shorts/pantalets
- Navy Blue pleated skirt
- (Length should be 2 inches below the knee)
- Black Leather Shoes, plain above-the-ankle white socks

#### **Girls and Boys PE Uniform**

(to be worn only on PE days)

- navy blue jogging pants with school logo/name
- white t-shirt with blue piping and school logo
- rubber/tennis shoes (**no wheelies**)
- plain above-the-ankle white socks

## **SCHOOL ID**

School ID is part of the school's uniform and should always be worn at the school campus at all times. Random inspection is conducted and there is a fine of \$0.50 for not wearing the school ID. The amount collected will go to the class fund. (**Grades One to Eight Only**) Lost or stolen ID should be reported and must be replaced immediately.

## **DRESS-DOWN FRIDAYS**

Dress-down Fridays is a fundraising project of the DCS Student Council. Students who opt not to wear the prescribed uniform for the day and wear freestyle dress must pay \$1.00 which will go to the Student Council fund.

Students should dress following the standards of Christian modesty and neatness on this day or whenever dress down (out of school uniform) day is granted.

## **GOOD GROOMING**

Every student is expected to be neat and clean in their appearance at all times. How we present ourselves to others is a part of our Christian training. Personal hygiene is also essential for good health and the prevention of the spread of disease.

**For boys only:** haircut must be short at the back and side and hairstyle is expected to be modest

Students with lice/nits will not be accepted in class until their hair has been checked "clean" by school personnel.

**For girls only:** Wearing long, dangling adult earrings, nail polish, and make-up is prohibited. Hair must be properly combed; long hair may be tied "ponytail" style or clipped appropriately.

All students are prohibited from wearing fashionable hairstyles, hair dye, and earrings.

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## **❖ SCHOOL ENVIRONMENT**

### **HOUSE RULES**

1. There shall be no eating or drinking in the classroom at any time. Class parties will require prior clearance from the Principal
2. Chewing gum or bringing gum to school is not allowed.
3. Smoking cigarettes or e-cigarettes, vaping and the like, marijuana or any type of controlled substances, and drinking alcoholic beverages are forbidden in the school buildings or on the school grounds, adjacent public areas, and in any off-campus school activity.
4. Stealing of personal or school property is forbidden.
5. Students are not allowed in the classroom before school, during recess, noon hours, or after school unless accompanied by his/her teacher. Likewise, student's use of the connecting doors between classrooms is strictly prohibited.
6. No running inside any school buildings including in the classrooms and hallways.
7. Toys, sports gadgets or equipment, and electronics (like cell phones, cameras, iPads, laptops, etc..) are not allowed to be brought to school. If brought without permission, they will be confiscated and only parents will be able to retrieve them.\*
8. No food/drink is allowed inside the classroom.
9. No P.E. activity will be done/held inside the classrooms.
10. During the school day, no student may leave the school grounds without permission from the principal or administrative office.
11. All students must collect all their personal belongings before leaving the classroom and the school building. Students who are in the Extended Care (EC) Program must go directly to the E.C. room.
12. Students not involved in the after-school activities and not enrolled in the extended care program should leave the campus immediately upon dismissal.

\*\*The use of cell phones during school hours is prohibited. Students are advised to use the school phone to contact parents/guardians while classes are in session. Cell phones may be taken away by teachers and staff, and only parents may get them back after paying a \$50 fine for the offense.

## **CARE OF PROPERTY**

Any school property that is destroyed including vandalism, damaged or broken (broken windows, books, desks, wall, etc.) must be paid by the person(s) responsible.

## **Lost and Found Items**

All unclaimed lost and found items at the end of the school year will be donated to charitable institutions.

## **LIBRARY RULES**

DCS maintains a small and limited library collection. Therefore, books may be checked out for short periods only by individual students under the direction and supervision of the school's librarian on a scheduled library day. A regular lending and fine system is in place:

1. A book may be kept for one (1) week and may be renewed once for the same period. However, if after the due date, the book/s remains unreturned, the borrower will be fined \$0.50/day for each book that has been borrowed.
2. All fines overdue should only be paid to the librarian or at the treasurer's office. Bring the library notice when paying the fine.
3. Individual borrowers are held responsible for the books he/she draws his/her card and for all fines accruing on the same card.

All students using the library must observe SILENCE at all times. All books, magazines, and newspapers borrowed from the library shelves must be put back in their proper places.

The library should be kept clean and orderly. The waste paper should be put in trash cans. Chairs should be put back properly. Eating and drinking is prohibited.

Any class that has to use the library during its regular period must be accompanied by the subject/homeroom teacher.

## **SCHOOL TRAFFIC RULES**

### **Car Decals**

Parents must secure a car decal/sticker for their vehicles from the administrative office for identification and security purposes.

A no-car sticker/decal no-entry policy will be strictly implemented.

### **No Parking Areas**

The RED ZONES indicate "No Parking Areas".

The RIGHT LANE in front of the office and cafeteria is designated for ACTIVE LOADING AND UNLOADING ONLY. This means the driver can assist the children in and out of the vehicle, and unload/load bags only. The driver must not leave the vehicle to walk to the classroom or office.

The LEFT LANE is strictly for thru traffic only. These two areas are a NO PARKING ZONE AREA.

### **Parking Areas**

Please use the available and assigned parking spaces (WHITE ZONES for parents & visitors; YELLOW ZONES for teachers and staff; and BLUE ZONES for handicapped) in the main and middle school building. Parking areas for handicapped may be used only when the disabled person is in the vehicle. Please drive slowly to the school campus (5m/h). Children could run out and get hurt. When backing up out of a space, use extra caution. Be mindful of small children who might be walking behind your vehicle.

### **Staff Parking Areas**

All staff must utilize the available parking spaces designated for employee parking at the back of the cafeteria, back of the Conference Room, and the Kiosk near the Conference Room to provide more spaces for the parents/guardians.



## **Fine/Penalty**

The safety of everyone, especially the students, is more important than the convenience of parking close to the building. A \$100.00 fine/penalty will be imposed on those who will fail to comply with these rules. A violation ticket will be issued and should be paid within 10 days at the Treasurer's Office.

## **EXTENDED CARE PROGRAM (AFTER SCHOOL CARE)**

Supervised outdoor/indoor play and services are available for any student enrolled at Dominican Catholic School Monday through Friday from 3:00 -5:30 p.m. at an additional cost. The program is not an extension of the school day. Coordination is done by the staff and billing is handled separately through the office.

## **Registration and Fees**

A registration fee and the first month's program fee are due upon registration. Hereafter, program fees are due on or before the 7<sup>th</sup> of each month. Monthly rates are due even when extended care services are not used. Hence, parents who wish to withdraw their child from the service will forward a letter of withdrawal advisory to our office two weeks prior withdrawal date.

## **Late pick-up Fees**

- 3:01 - 4:00 P.M. \$10.00/day/child
- 4:01 - 5:00 P.M. \$20.00/day/child

## **Hours and Operation**

Extended care will be offered only on regular school days from 3:30 - 5:00 P.M. If you are unable to pick up your child by 5:00 P.M., arrangements must be made with a relative, friend or neighbor who must be properly identified to pick up your child.

## **Check-Out Policy**

Students are supervised from the Extended Care Classroom. Parent/Authorized person must come into the Extended Care room and sign the child out of the program. Written notice must be given if another person other than the one previously designated picks

up the child. Any authorized person must also have proof of identification.

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## **❖ TECHNOLOGY GUIDELINES**

### **CYBER BULLYING**

Cyberbullying is the use of any electronic communication devices and machines to intentionally harm a person or a group of people through the use of texts, photos, videos, and new technologies and services. Examples of this behavior but are not limited to the following:

- Intentionally posting or sending harmful messages.
- Posting/sending edited and or original photo(s) and video(s) to cause harm to someone or a group of people.

Cyberbullying of any kind will not be tolerated on school grounds and is subject to disciplinary action/referral to the school principal.

If Cyberbullying occurs outside of school grounds and disrupts or interferes with a student's learning environment, the school administration may impose consequences and or contact proper authorities.

The following are ways you can deal with Cyber Bullying:

- Tell the Cyber Bully to stop.
- Save and or print your evidence.
- Identify the Cyber Bully and ask concerned parties for help. e.g. a family member, school faculty and staff, website administrators, technology administrators, and or police.



## DCS AUTHORIZED ACCOUNTS AND USERNAME

Only authorized employees of the school are allowed to engage in any activity on any social networking and blogging sites using the name or the logo of Dominican Catholic School, Yigo, Guam.

Examples of these activities include creating a page or an account; posting of comments, photos other multi-media materials, posting of documents or links, and so on.

## SOCIAL MEDIA GUIDELINES

The school expressly permits the use of social networks and does not limit the students to communicate on social media sites.

We believe that social media can help build a positive influence in our community, please follow the simple guidelines below:

- Personal responsibility: You are personally responsible for your postings.
- Respect: be mindful of what you post. Be respectful and polite in both capacities.
- Openness: Identify yourself with your name and any function if the contents are connected to DCS. Make it clear that you are expressing your own opinion
- Confidentiality: Do not publish confidential information regarding DCS, its administrators, employees, parents, and students.
- Copyright: Respect copyright laws and reference quotes and image sources
- Security: Check your security settings on social media platforms: who can see what?

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## ❖ CONDUCT AND DISCIPLINE

## DISCIPLINE

True discipline is self - discipline based on self - respect for the dignity of the other person, as well as respect for duly constituted authority. Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to promote character training and to provide a positive classroom situation conducive to learning. In the event of serious misbehavior, parents will be informed and expected to cooperate fully to remedy the situation. If the problem continues, more serious disciplinary action will be taken. Parents must be aware of the Conduct and Discipline Guidelines given upon admission and enrollment.

## CONDUCT

Students are expected to practice self-control at all times and be respectful and courteous to all teachers, staff, fellow students, parents/guardians, and visitors. They must observe school regulations established as necessary for good order. The school reserves the right to refuse re-admittance to any student who displays a consistent disregard of and negative attitude towards Dominican Catholic School rules and regulations. Likewise, off-campus proper conduct must also be observed whenever a Dominican student is wearing the school uniform.

## DISCIPLINARY CODE

V = VARIES (Teacher administers consequences according to severity)  
VW = VERBAL WARNING  
D = DETENTION  
S = SUSPENSION  
E = EXPULSION  
CWS = Conference with the student  
PTC = Parent-Teacher conference  
RSC/RPD = Referral to School Counselor and/or Prefect of Discipline  
CWP = Conference with the Principal

**Defiance** is the refusal to follow specific instructions by a school staff member. Indicators of defiance may be verbal or by action.

**DISCIPLINARY MEASURES**

No policy is capable of covering all disciplinary infractions that can occur. Therefore, the staff of Dominican Catholic School will examine the offense and administer appropriate consequences. One or more of the following disciplinary measures, depending on the nature of the offense, will be utilized:

1. Conference with the student
2. Parent-Teacher conference
3. Referral to School Counselor and/or Prefect of Discipline
4. Conference with the Principal
5. Parent/Teacher/Principal conference
6. Notification to the parent/guardian by phone or letter
7. Detention/Time-out
8. Suspension - In-school and Out-of-School Suspension
9. Expulsion.

**Suspension**

If and when a student incurs/accumulates three “TIME-OUT - SEE THE PRINCIPAL” notices, automatic suspension will be served. Three suspensions will mean automatic expulsion.

A Parent-Student-Teacher-Principal conference or phone call will be held before the suspension. The mutual signing of a contract by the above will verify suspension notification. Please note that suspensions will be served even if parent/guardian refuses to sign the notification.

**ACTION CHART**

Student Misbehavior and Progressive Disciplinary Action Chart

**SEQUENCE OF DISCIPLINARY ACTION/OFFENSE**

PROBLEM AREA	1st	2nd	3rd	4th
Habitual/Excessive Absences(unexcused) / Truancy	V	VW	RSC/ RPD	CWP

Causing (intentionally) serious physical injury excluding self-defense	*PTC /CWS	RSC/ RPD/ D	CWP /S	S/E
Cheating/copying (both cheater and student who allows it)	V/ VW	PTC/ CWS	D	S
Classroom rule violations (ask classroom teacher for consequences)	V/ VW	*PTC /CWS	RSC/ RPD	D/ CWP
Damaging staff property	PTC/ CWS/ D	RSC/ RPD/ D	S	E
Defiance	VW	PTC/ CWS/ D	S	E
Destruction or defacement of school property (includes vandalism, graffiti)	PTC/ CWS/ D	RSC/ RPD/ D	S	E
Disrespect to an authority figure	V	VW	D	S
Disruption of school or classroom activities	V	VW	D	S
Disturbing or damaging (intentionally) parked vehicles on school property	VW	D	S	E
Exiting classroom/school inappropriately	VW	VW	RPD/ D	S
False fire alarm or non-emergency 911 call	PTC/ CWS/ D	D	S	E
Fighting and/or encouraging such behavior	VW	PTC/ CWS/ D	RSC/ RPD/ D	S
Forgery	S	S	S	E
Gum chewing	V	VW	D	S

Hanging on pipes, hitting or kicking the wall	VW	D	S	E
Harassment/Bullying (Refer to anti-bullying guidelines)	*PTC /CWS	RSC/ RPD/ D	CWP /S	S/E
Failure to complete and submit homework/project	VW	*PTC /CWS	RSC/ RPD/ D	CWP /D
Hugging, groping, touching or kissing to increase or encourage intimacy between students	RSC/ RPD/ D	CWP /S	S	E
Inappropriate clothing during school functions	VW	VW	D	S
Littering	V	VW	D	S
Loitering during class hours	V	VW	RSC/ RPD/ D	S
Unsupervised or unauthorized use or possession matches Or lighters -	VW	D	S	E
Misbehavior in school/classroom/ cafeteria	V	VW/ D	S	E
Unauthorized use and possession of electronic gadgets like laptops, iPads, cellphones, tablets, and the like. (Gadget will be confiscated)	VW	D	S	E
Tardiness	V	VW	RSC/ RPD / D	CWP / S
Theft (stealing) or knowingly receiving stolen property	D	S	S	E

Threat/Physical assault on school staff	D	S	E	
Unchristian conduct particularly in matters of morals, dishonesty, or breaking rules in the student handbook	VW	RSC/ RPD / D	CWP / S	E
Verbal abuse like cussing refer to anti-bullying guidelines	VW	RSC/ RPD / D	CWP / S	E
Violation of closed-campus rule (getting out of the school premises without permission or supervision)	PTC/ CWS	RSC/ RPD/ D	CWP /S	S/E
Possession or use of deadly weapons and/or prohibited drugs	S	S	S	E
Possession or smoking of cigarettes, e-cigarette, vape	S	S	S	E
Possession or drinking of alcoholic beverages	S	S	S	E

Total No. of Offense \_\_\_\_\_

Parents Signature \_\_\_\_\_

Teacher Signature \_\_\_\_\_

## ❖ GRADING SYSTEM

### GRADING PERIODS

There are four grading periods for Grades 1 - 8 and two for Pre-school - Kindergarten during the school term. A marking code is provided with each report card to assist parents in interpreting the student's grades.

## REPORT CARDS

Report Cards will only be issued to families with up to date accounts.

### **Progress Report Card**

For preparatory level, progress report cards are issued at the end of the 1<sup>st</sup> semester. Elementary and middle school progress report cards are issued at the end of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter.

Corresponding Return Slip of the Report cards are signed by the parents and must be returned to their respective teacher.

### **Official Report Card**

The Official Report Card is issued at the end of the school year for all grade levels.

Likewise, all honors/awards received by students and club activities wherein they were active members are listed in the Report Card which is issued at the end of the school year.

## GRADING SCALE

In DCS, student achievement is judged on the basis of broad spectrum that consists of tests, essay/report writings, projects and performances, group activities, behavior and extra-curricular activities.

DCS uses the averaging grading system.

Its correlation with the letter and number grade is tabulated below:

Letter Grade	Number Equivalent
A	93 - 100
B	85 - 92
C	78 - 84
D	70 - 77
F	69 and below

Report Card evaluates the student's progress in each subject area as well as spiritual, social, physical and aesthetic development.

Whenever possible the following percentage standard of grading will be used: (GRADE EQUIVALENT FOR ELEMENTARY AND MIDDLE SCHOOL)

### **Academic**

In all quarters, a pupil/student may receive the highest possible grade of 100% and the lowest grade of 60%.

### **Department**

A	93 - 100%
B	85 - 92%
C	78 - 84%
D	70 - 77%
F	69 and below

## SCHOOL WORK / HOMEWORK

- Students are expected to turn in all assigned work on the required due date.
- It is the student's responsibility to obtain and complete missed work on days he/she is absent.
- Teachers are not obligated to provide work prior to family vacations.
- Grade for all late work will be reduced appropriately by faculty.
- All missing assignments must be turned in before the end of each term. Otherwise, the missing work will be given a grade of 60.

## EXAMINATIONS AND GRADING CATEGORY

Quarter Examinations (Grades 1 - 8) and Semester Tests (Pre-school - Kindergarten) are administered four times and twice a year respectively. A student's grade in most subjects is weighed according to the criteria presented below:

- Quizzes 30%
- Recitation/Daily Works/Projects 30%
- Homework 10%
- Periodical Test 30%

However, subjects like Physical Education (P.E.), Music, Computer, Art Education and others have separate

criteria for grading. Likewise, teachers may also use other criteria in giving grades.

Behavior is always observed in every activity a student does.

Points for Extra-curricular Activities are considered during deliberation at the last quarter of the school year.

## HONOR ROLLS

### Criteria for Honors

Requirements/ Qualifications for a student to be considered a candidate for honors

- Must have grades of 88% and above for elementary and for middle school in any subject in all grading periods
- Must consistently obtain a general average of at least 90% = (B) for elementary and for middle school throughout the school year
- Must possess good conduct with a Department grade of 88% and above in all grading periods
- Must have an active participation in extra-curricular activities
- Must show evidences of good leadership skill, positive growth and good citizenship
- Must not have a record of disciplinary rule infraction for the respective year

Honor pupils/students will come from each grade level regardless of the number of sections.

There is no set maximum number of candidates for honors per class. As long as a student meets the requirements, he/she is qualified.

### Quarterly Recognition

All who will qualify for the quarter (1<sup>st</sup> to 3<sup>rd</sup> quarters only) will be announced for recognition during the Monday Morning Assembly and subsequently will be given certificate in their classrooms. Their names will likewise be posted on their respective rooms.

### Final Recognition Day

Only the top three (3) students who qualify for honors will be awarded with certificate and medal accordingly

during the school's Recognition Day at the end of the school year.

Likewise, those who have consistently made it to the ranking list (1<sup>st</sup> - 4<sup>th</sup> Quarter) will only receive a certificate.

However, only students who have settled all due accounts will be recognized during the graduation and awards day. In addition, candidates for graduation and/or promotion will not be allowed to participate in the promotion or graduation ceremonies.

### 8.5-1-.3-.2 Scheme and Residency

DCS ranks candidates for honors every quarter. However, the 8.5-1-.3-.2 scheme (please refer to the criteria below) will be used at the end of the school year to determine the final rank of each candidate.

However, a new student must at least establish a year of school residency to be able to get the highest honor.

- |                                  |     |
|----------------------------------|-----|
| • Academic                       | 85% |
| • Department                     | 10% |
| • Extra/Co-curricular Activities | 3%  |
| • Attendance                     | 2%  |

### Academic/Learning Areas (85%)

This criterion consists of all subjects/learning areas i.e. English, Mathematics....etc.

### Department (10%)

This criterion is based on the following:

#### Preparatory and Elementary

TRAITS	HIGHEST POSSIBLE GRADE
Value-oriented - Is kind	100
Empowered - Is diligent - Is neat and orderly	100
Responsible - Shows respect - Shows consideration and concern for others	100

- Is obedient	
Intellectual - Has love for school	100
Truthful - Shows honesty and truthfulness	100
Active - Demonstrates sportsmanship	100
Service-oriented - Is helpful and cooperative	100

### Middle School (Grades 6 - 8)

TRAITS	HIGHEST POSSIBLE GRADE
Value-oriented - Recognizes and respects school staff	100
Empowered - Works independently	100
Responsible - Follows school rules - Respects rights and properties of others - Gets along with others	100
Intellectual - Meets class standards of teacher - Completes work and assignment	100
Truthful - Shows honesty	100
Active - Exercises self - control	100
Service-oriented - Is helpful and cooperative	100

### Extra/Co-curricular Activities (3%)

This criterion has the following areas:

AREAS
Club Membership
Leadership/Service
Contest Participation (on-campus)
Contest Participation (off-campus)
Sports

\*\*\*Please refer to extra-curricular activity form for points (to be) earned.

### Attendance (2%)

This criterion has the following areas:

For a student who is running for honors to get the actual ranking, his/her total attendance for the school year will be calculated based on the total number of prescribed annual instructional days. This attendance result will carry a weight of 2% and will be factored into their final grade.

### Veritas Award

Since DCS is a catholic educational institution and Christian Living is a core subject, a special award is given to a student at the end of the school year who excels in the said subject (knowledge of the faith) and who completely practices Catholic faith and shows good behavior (deportment). Effective S.Y. 2017 - 2018, there will be *only one award The VERITAS Award (consisting of Best in Christian Living & Deportment)*.

## HONOR SOCIETY MEMBERSHIP

### National Junior Honor Society

Middle School students (Grades 6 - 8) who aspire to be members of the *National Junior Honor Society (NJHS)* must meet the following criteria: Scholarship (must have at least an average of 88% in all grading periods/terms of the current SY), Character, Leadership, Citizenship and Service. A Student Activity Form is issued at the beginning of 2<sup>nd</sup> semester (January) to aspiring students who initially meet the Scholarship criterion. Further evaluation and selection of members will be made by the Faculty Council based on the remaining criteria. If selected, one must be inducted to become an official member. Likewise, a \$50.00 annual membership fee is collected from each member which part of it will go to the registration to National Association of Secondary School Principals (NASSP) which gives affiliation to member-schools.

### Club Membership Fees

- Sports \$50.00/year
- Other Clubs \$10.00/year



## Scholarship Award

Scholarship is given to honor students (as listed below) provided that they have been honor students of the preceding year at Dominican Catholic School.

### Honor pupils who will enter Grade 1

- First Honors - 25% discount on tuition fee only
- Second Honors - 15% discount on tuition fee only
- Third Honors - 10% discount on tuition fee only

### Honor pupils who will enter Grades 2 to 5

- All First Honors receive 25% discount on tuition fee only

### Honor pupils who will enter Grade 6

- First Honors - 25% discount on tuition fee only
- Second Honors - 15% discount on tuition fee only
- Third Honors - 10% discount on tuition fee only

### Honor students who will enter Grades 7 and 8

All First Honors receive 25% discount on tuition fee only

## ACADEMIC FAILURE

A student's overall grade is the average of his performance over the four quarters of the school year. For Grades 1 - 8, failure in three major subjects (Christian Living included) is ground for retention. However, a failing student will be given a chance to make up through remedial classes given during summer.

## Unsatisfactory Work Notice

Parents of students failing a particular subject during each quarter will be sent unsatisfactory work notices. These parents are encouraged to confer with the teacher about the matter. *(See Parent Teacher Conference under COMMUNICATION)*

## Summer Classes and Retention

If after conferences, a student still gets a failing or low grade in two or less than two subjects at the end of the school year, he/she will be recommended to take up summer or make-up classes. A student who gets a failing grade in three major subjects including Christian Living will be retained in the same grade level.

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## ❖ COMMUNICATION

### CONFERENCE DAYS

Scheduled conferences are held at the end of each semester.

The teacher may request a conference with a parent or guardian at any time during the school year. In this case a mutually agreed upon appointment will be made. When necessary, the parent may request a conference with the teacher. However, it is important that a parent/guardian call and arrange an appointment with the teacher and not just 'drop in'. A teacher's day is with little or no time for an unscheduled appointment. Before and after school are used for planning and giving students extra help. If the teacher uses this time for conferences, it must also be planned ahead.

Communication between teacher and parent/guardian is absolutely necessary for an effective Catholic education. At our school we also encourage parents/guardians to communicate with the teacher whenever necessary.

### MONTHLY CALENDAR

A copy of the school's monthly calendar of activities will be sent to parents before the beginning of each month. It will reflect the holidays, marking periods and other items of interest. Please keep this planner and calendar handy for reference and mark the important dates.

### BULLETIN/NEWSLETTER

All school messages will be sent home in the school bags of pre-school pupils. These messages will be entrusted to the elementary and middle school students themselves. Newsletters will be sent via email. Parents may ask for a hard copy at the office.

### OFFICIAL WEBSITE

Our school's official website is [www.dcsguam.com](http://www.dcsguam.com). School bulletins and announcements as well as the latest functions, events, photos, newsletter and

monthly calendar are regularly posted on the school website.

## **FACEBOOK PAGE**

The official Facebook page of the school is “THE VERITAS - Dominican Catholic School”. Latest events and photos are regularly posted on this page. The school also uses Facebook Live for important events.

## **PUBLICATION OF PHOTOS & VIDEOS**

Students and parents must be aware that, unless otherwise expressed in writing, DCS reserves the right to photograph, record, and produce videos of the students and parents and may post or publish these photos and videos in various media outlets. This includes, but is not limited to, school or provincial newsletter, social media accounts, school website, archdiocesan newspaper, and the annual yearbook.

## **FACTS FAMILY PORTAL**

### **24-Hour Access**

Parents and students can access the student’s grades online. Go to [www.dcsguam.com](http://www.dcsguam.com) and click the **FACTS** menu -OR- go to <https://login.renweb.com> and click login.

Type in “dcs-guam” as the district code and type the email address written on the student’s registration form. Parents can view online the student’s homework as well as outstanding accounts balance and library overdue.

### **Email Notification**

The system sends via the parents/guardians email address the following information.

- **Progress Report** - Grade book details of elementary and middle school students every week.
- **Statement of Account** - Account balances every 2nd of the month

## **COMMUNICATION VIA EMAIL**

All teachers and most staff have email accounts to communicate with parents. Email addresses are posted

on the school website and can also be seen on FACTS ParentsWeb.

Teachers and staff do their best to respond within 48 hours of receipt of an email. Any issues of an urgent nature should be phoned into the school.

Teachers are not expected to reply to emails that contain hostile, accusatory, and overly rude comments and questions. These emails will be forwarded to the administration.

## **CHANGE OF CONTACT INFORMATION**

A written or verbal notification of change of address, phone number, or email address must be sent to the office as soon as the information is available. Telephone numbers of additional persons who may be called in an emergency must also be up-to-date.

## **NON-CUSTODIAL PARENTS**

DCS provides access to academic and school-related information regarding a child only to person/s (*whether parents or legal guardians*) primarily listed in the completed DCS Registration Form. Before the school can give access to a non-custodial parent/guardian, written authorization must be provided by the primary parents/legal guardians.

## **TELEPHONE CALLS**

Except in emergencies, teachers, and students are not called away from the classroom. Appointments with teachers are made through the school office. Students who neglect to bring textbooks, homework, etc. will not be allowed to call home.

## **VISITORS**

Dominican Catholic School is a closed campus. All visitors must report to the office and sign in. “Visitors” include parents, friends, and members of the media.

## **TYPHOONS**

Should the island be placed in Typhoon Condition 2, parents should not send children to school. Parents

should depend on public media for announcements concerning the resumption of school after a typhoon.

## **CAFETERIA**

DCS issues a monthly menu for all students to use as a reference.

Students should order lunch before 8:20 AM through their homeroom teacher. Catered lunch is served daily at the cafeteria at 11:00 am for Pre-K and Kinder and at 12:00 noon for Grades 1 - 8 students.

Homeroom teachers collect the payment for meals/snacks. If parents opt to pay for the meal/snack on a weekly or monthly basis, they can make arrangements at the Administration Office.

## **GRIEVANCE PROCEDURE**

Students, parents, guardians, teachers, and other school employees who feel that they have a legitimate grievance resulting from an alleged violation of school policy and procedures shall be expected to adhere to the following process. The purpose of this procedure is to succor, at the lowest possible administrative level, equitable solutions to grievances in a spirit of justice and charity.

1. Discussion between Concerned Parties. Discuss the grievance or complaint with the parties concerned at an informal meeting as soon as possible after the incident.
2. If the matter is not settled informally by the parties concerned, they must request a joint meeting with the principal.

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## **❖ FINANCIAL OBLIGATIONS**

### **FINANCIALLY RESPONSIBLE**

By default, the enrolling parent/guardian is responsible for all financial obligations due to the school.

## **REGISTRATION, INSTRUCTIONAL AND TECHNOLOGY FEES**

Registration, Instructional, and Technology Fees are charged per child each school year. Both fees are paid at the time of registration and are NON-REFUNDABLE.

## **TUITION FEE**

Tuition fees may be made on the following payment plans and must be paid separately from any other payments:

### **Annual Payment Plan**

Full payment of tuition must be paid on or before August 7th. The annual discount will be revoked if payment is not made on time and the plan will be converted to monthly payment without prior notice.

### **Semestral Payment Plan**

1<sup>st</sup> payment must be made before August 7th and the 2<sup>nd</sup> payment must be made on or before January 7th.

The semestral discount will be revoked if payment is not made on time and the plan will be converted to monthly payment without prior notice.

### **Monthly Payment Plan**

When tuition is paid in ten equal monthly installments, the first installment is due upon registration. The next installment will resume in September. Monthly payment is due every 7<sup>th</sup> of the month.

A family discount is applied to the youngest sibling.

## **LATE PAYMENT FEE**

If the 7<sup>th</sup> falls on a non-working day, the due date will fall on the next business day. There will be a \$10.00 surcharge for all payments after its due date which will be reflected on the statement of account.

## **PAYMENT METHOD**

Payments may be made in the following method:

- Tuition Fees: Cash, check, or credit card
- \*\**Credit card may be used but includes bank charges. Please see the Treasury Office for details.*
- Other Fees: Cash, check, or credit card
- Cafeteria: Cash or check only

## **Automatic Payment**

Parents/Guardians may request for an automatic payment of tuition fees to be charged on their credit card every month.

## **Bounced Check**

A \$50.00 fee will be charged for every bounced check. After two (2) returned checks, only cash or money orders will be accepted as payment for the account.

## **TUITION REFUND**

Attendance of three (3) full classes within the month warrants a full monthly tuition. Whether on face-to-face or distance learning, the following still apply:

### **On Monthly Payment Plan**

For any withdrawals made within the first week of classes without attendance, 50% of tuition paid for one month will be refunded.

### **On Annual and Semestral Payment Plan**

For tuition paid on a yearly or semestral basis, it will be converted to a monthly payment plan. The rules under the Monthly Payment Plan will be applied.

## **TUITION DISCOUNT DUE TO SHIFT IN MODE OF LEARNING**

No discount is given should there be a shift in the mode of learning of students - from face-to-face to online or vice versa.

## **STATEMENT OF ACCOUNT**

As a courtesy, DCS sends the statement of account every 2<sup>nd</sup> of the month to families with email addresses. For families with no email addresses, a printout will be given to the parents/guardians as requested.

Non-receipt of the statement of account is not to be used as an excuse for failing to meet financial obligations on time.

## **LATE PAYMENT FEE**

There will be a \$10.00 surcharge for all payments made after the 7th of each month which will be reflected on the statement of account.

## **MISSED DAYS**

No deductions from tuition will be made for school days missed because of a student's absence.

School days falling on holidays observed by the school will not be made up, discontinued, or refunded.

## **DAMAGED/LOST TEXTBOOK FEE**

Textbooks are assigned to each student at the beginning of the school year. At the end of the school year, textbooks will be examined by the classroom teacher. Damaged/lost textbooks must be paid for by the student who was assigned with the textbook.

- Softcover \$15.00 each
- Hardcover \$30.00 each

## **REPORT CARD REPLACEMENT / REQUEST FOR CERTIFICATION**

A replacement fee of \$10.00 will be collected for the lost report card. For every request of any certification from the school, a \$10.00 fee will likewise be collected.

## **DELINQUENT TUITION**

If the tuition account is delinquent, (more than 30 days past due), exams will not be administered to respective students. Students with three months delinquency in payment of tuition fees will not be allowed in school. They will be re-admitted after payment or another arrangement has been made with the school.

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## **❖ STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **STUDENTS' RIGHTS**

- To express opinions through speech, assembly, petition, and other lawful means.

- To attend school.
- To possess desk privacy.
- To receive written rules and sanctions for violations.
- To participate in decision-making processes suitable to age in maturity
- Due process in matters of suspension, expulsion, and other forms of compulsory exclusion.
- To respect cumulative records and to have them explained and challenged to remove or correct false statements.

## **STUDENTS' RESPONSIBILITIES**

- To express opinions respectfully, not to use obscene or slanderous material or to advocate violating existing rules; not to disturb instruction or inconvenience officials with untimely meetings.
- To be punctual in attendance, to avoid disrupting the educational process; to help the staff in running a safe and effective school
- To keep the desk clean; to use the desk following the rules of the school; to keep the desk free from prohibited materials.
- To learn and respect the rules and regulations 16; to behave with an attitude of good citizenship in school and off school grounds; to assume that all the rules are current until changed, altered, or repealed
- To conduct oneself in an orderly manner and not to endanger the health, safety, and well-being of persons and property
- To use correct channels that will deal with specific topics; to respect restrictions and limitations on participation.
- To promote orderly conduct to foster maximum learning; to volunteer information in disciplinary matters and to cooperate with officials in solving problems.
- To give accurate information and to prevent misunderstanding or misrepresentation in any way

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## **❖ PARENTS' INVOLVEMENT**

*"Parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their future in it. For it devolves on parents to create a family atmosphere so animated with life and reverence for God and men that a well-rounded personal and social development will be fostered among the children. Hence the family is the first school of those virtues which every society needs"*

## **DECLARATION ON CHRISTIAN EDUCATION**

### **Second Vatican Council**

Dominican Catholic School acknowledges that the parents are its partners in the formal education of their children. The school does not relieve parents of their obligation toward their child's education and moral upbringing. Parents are expected to maintain a reasonable level of interest in their child's progress and development.

Parents are responsible for making sure that their child understands the student regulations as stated in this handbook.

## **PARENTS' RIGHTS AND RESPONSIBILITIES**

Some of the rights and responsibilities of parents/guardians are as follows:

- Parents are held responsible for informing teachers about their child's physical disabilities such as impaired vision or hearing, and conditions which would prevent his/her participation in physical education activities. The teacher may request a personal conference with parents to discuss specific problems concerning the child. The parent is expected to complete arrangements for the conference as soon as possible. Continued disregard for these requests will be construed as a lack of



interest in your child's education and the school will be placed in a position where it will not be able to serve you.

- Parents requesting a teacher conference should arrange the time for the conference such that the class will not be disrupted.
- If the child is unable to come in uniform, parents should send a note to the teacher.
- If the child is absent due to illness and has missed work, parents are responsible for obtaining necessary books and work. This may be done through the teacher or other students who receive the assignments from the teacher.
- Parents are encouraged to attend school activities. Previous arrangements must be made with the office and the teacher for any transaction.
- Should your child/children encounter an emergency, we encourage parents to instruct their child/children to use the telephone at the office with permission.
- Parents are advised to keep abreast with the news should Guam be placed in typhoon status. If the island is declared in Typhoon Condition Two (2), children will not report to school.
- Parents are responsible for paying all fees on time. Students with outstanding accounts will not be allowed to take exams

## **SCHOOL VOLUNTEER POLICY**

Parents / Guardians and other members of the community may share their time, knowledge, and abilities with the school. Anyone who would like to render voluntary services / or community service to the school must seek the approval of the principal. Volunteers are under the direction of the principal.

Volunteers are expected to abide by the school's rules and regulations, including but not limited to ethical behavior and confidentiality. Volunteer understands that the institution may at any time, for whatever reason, decide to end the volunteer relationship.

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## **❖ MISCELLANEOUS**

### **UNIFORMS, SUPPLIES & OTHERS**

Uniforms, patches, DCS folders, and other merchandise are available for sale at the office.

### **FIELD TRIPS**

Occasionally our teachers plan individual class field trips for their class during the school year as a part of the grade level curriculum. All students are required to cooperate and attend these various field trips as they are part of the curriculum.

Students will be permitted to go on a planned field trip only after he/she has returned a signed permission slip from his/her parents/guardian.

### **SCHOOL ACTIVITIES**

The following are some of the activities/celebrations observed:

August	- Feast of St. Dominic, Student Council Election
September	- Birth of the Blessed Mother,
October	- Month of the Holy Rosary, Unity Day, United Nations Day
November	- All Saints/Souls Day, Thanksgiving, Advent
December	- Immaculate Conception/Santa Marian Kamalen, Christmas Program
January - Feb	- Catholic Schools Week, First Holy Communion
March	- Chamorro Month, Lent/Easter
April	- Dominican Days, Mr. and Miss Dominican, Easter egg hunt
May	- Teachers Appreciation, May Crowning, Commencement Exercises

***THE SCHOOL RESERVES THE RIGHT TO PASS OTHER REQUIREMENTS NOT CONTAINED HERE AS SHALL AFFECT THE GENERAL WELL-BEING OF THE STUDENT BODY AND THE SCHOOL.***

### ***THE ADMINISTRATION***



DOMINICAN CATHOLIC SCHOOL  
Yigo, Guam

## Acknowledgement Slip

I/We, the parent(s)/guardian(s) of \_\_\_\_\_  
of Grade \_\_\_\_\_ acknowledge that I/we have received through e-mail the DCS Student-  
Parent Handbook SY \_\_\_\_\_ and have read the rules and regulations stated in it, and I/we agree to  
instruct my child/ward to abide by said rules set down by the Administration of Dominican Catholic School.

\_\_\_\_\_  
Parent's Signature

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

*(You may print this or use the hard copy sent through  
your child. Please sign it and return it to your  
child/ward's homeroom teacher.)*