



ST. DOMINIC

Catholic School

Parent/Student Handbook

2019-20

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All decisions regarding the handbook are up to the final discretion of the principal. The principal is the final recourse and reserves the right to amend this handbook at any time. Parents and other school community members will be given prompt notification.

GENERAL INFORMATION

History

St. Dominic Catholic School opened on September 6, 1961, with an enrollment of 262 students. There were six grades taught by five sisters and one lay teacher. Tuition was \$8.00 per month, per family.

In March of 1962, construction began on two new classrooms. Enrollment was opened to seventh and eighth grade students. In addition, kindergarten students were welcomed into the parish “cry room.”

In 1963, 76 students registered for the first grade. This meant two first grade classrooms were needed. Construction was hastily begun on two new classrooms. They were completed in late September of that same year.

In 1964, St. Dominic experienced phenomenal growth in enrollment and once again two new classrooms were added.

Enrollment steadily increased in the primary grades until in 1972 the school had 18 classrooms, with two classes each of kindergarten through eighth grades.

In the summer of 1980, St. Dominic reached the status of a fully accredited school with the Alabama State Department of Education, and in 1991 received accreditation from the Southern Association of Colleges and Schools.

In 1988, St. Dominic again added two new classrooms and in 1998, a new gymnasium was completed.

In 1999, the new preschool opened and renovations of the Adams Center (formerly the original parish church and then gymnasium) were completed to house a Library/Media Center, Art Room, Music Room and Computer Lab.

In 2003, a new teachers’ lounge was built adjacent to the former convent which currently houses the administrative offices.

IN 2008, a new parking lot was installed in front of the school and gates were installed to improve campus security.

In 2012, school restrooms were renovated and the roofs and classroom HVAC systems were updated. The after school daycare room in the Adams Center was renovated to house the band program.

In 2015, School administrative offices were renovated and include main office, principal’s office, assistant principal’s office, conference room, scrip office, Carlita’s closet, resource room and counselor’s office.

Accreditation

St. Dominic is accredited by the Southern Association of Colleges and Schools, and meets all the requirements of the Archdiocesan Department of Catholic Education.

Archdiocesan Philosophy

The Archdioceses of Mobile charges Catholic schools with the mission of providing Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic School will:

- Recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partner are essential to the success of students.
- Focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation.
- Challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula.
- Instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service.
- Expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values.
- Provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement.
- Regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs.
- Recognize and appreciated cultural diversity, while welcoming students of all faiths.
- Produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others and commit to excellence in their chosen vocations.

St. Dominic Catholic School Mission Statement

Saint Dominic Catholic School provides a learning environment that develops students to their fullest potential through an exceptional foundation in faith, academics, leadership, and service. Founded in 1961, Saint Dominic is a co-educational school serving the surrounding Mobile community and offering students in pre-kindergarten through eighth grade a well-rounded Catholic education. The school's Catholic tradition is rooted in the educational ministry of St. Dominic Catholic Parish, the Irish Sisters of Mercy, and the Archdiocese of Mobile. St. Dominic students live the beliefs and values of Jesus Christ.

Beliefs

We believe:

- Student academic learning is a priority.
- A positive self-image is developed through student participation in school, church, and community.
- Each student is a valued individual with unique physical, social, emotional, spiritual, and intellectual needs and should be encouraged in a spirit of inquiry and creativity.
- Through self-discipline students should be able to respect self, others, environment, contribute to learning, and follow the standard procedures.
- A commitment to continuous improvement is required as our school enables students to become confident, self-directed learners.

Vision for the Future

St. Dominic Catholic School will remain a top tier Catholic elementary school in the Mobile area, enjoying a reputation for innovation, excellence and growth in all areas of school life-programs, enrollment and achievement. Highly trained educators will provide quality teaching in state of the art facilities. St Dominic Catholic School will provide a welcoming, challenging and stimulating environment, which encourages and nurtures positive relationships and promotes spiritual growth in the Catholic faith among all children and adults in the school community.

Profile of a St. Dominic Catholic School Graduate

A graduate of SDCS is a life-long learner who:

- is prepared for the academic challenges of high school;
- possesses a solid foundation in all subject areas;
- has personal study, note taking, organizational, and technological skills set in place;
- is capable of higher level thinking skills;
- and goes beyond the minimum to get the best possible answer.

A graduate of SDCS is a follower of Christ who:

- knows basic Catholic doctrine;
- remains faithful to the Mass and sacraments;
- maintains an active and meaningful prayer life;
- exhibits a deep appreciation for the Catholic Religion;
- and is proud of his/her faith.

A graduate of SDCS is a spiritual leader who:

- realizes that his/her every action is in the presence of God;
- cares about others and displays that outwardly;
- recognizes the need for service to others and does that as part of his/her daily life;
- voluntarily participates in fellowship and ministry;
- and carries out the beliefs taught by the Catholic Church.

A graduate of SDCS is a respectful and cooperative communicator who:

- respects differences in others;
- works out problems peacefully;
- exhibits strong self-discipline skills;
- cooperates well with others to set and accomplish goals and tasks;
- and displays courteous sportsmanship.

A graduate of SDCS is a physically disciplined individual who:

- knows the importance of taking care of the body that God has given them;
- lives a healthy lifestyle;
- respects his/her body and mind;
- and establishes a good nutrition and exercise routine.

ADMISSION

St. Dominic Catholic School is non-discriminatory with regards to race, sex, color, national or ethnic origin.

Admission Policy

Students enrolling in preschool, kindergarten, and first grade must be two/three/four/five/six year olds on or before September 10, respectfully. The following forms are necessary for registration:

- Certified, original birth and baptismal certificates
- Academic records-most recent report cards, testing information (if applicable)
- State of Alabama Immunization Certificate(this is to be kept current as time progresses)
- Copies of divorce decrees and/or custody judgment issued by the courts (if applicable)
- Verification of active parish affiliation/stewardship

Immunizations

All students enrolled in the Archdiocese of Mobile's PreK-12 Catholic schools, daycare centers, summer camps, and Mother's Day out programs will be required to be immunized. Students must supply the school with evidence of immunization from the Alabama Department of Health. Immunizations must be current with age requirements.

Registration

Students are pre-registered each January. All students must formally register each year. Registration is finalized when the following items are complete:

- All registration forms are completed and returned
- All financial obligations are met (St. Dominic as well as any other Catholic schools, if applicable)
- Birth and baptismal certificates are received
- Academic records are evaluated (copy of most recent report card)
- Interview with principal has occurred, if deemed necessary.

There is a non-refundable registration fee for each student that will be collected by January 31st. A late charge of \$50.00 will be collected for registration after this date. The pre-registration form is for planning purposes only. No family will be accepted for registration for the coming year unless tuition, fees, and assessment payments, including late charges and returned check fees, are current through February of the current school year. Delinquent

tuition, inappropriate behavior, or other reason as determined by the administration may result in loss of registration privileges.

Priorities in the pre-admission of students to St. Dominic Catholic School are as follows:

- Acceptance of Catholic and Non-Catholic students enrolled in St. Dominic Catholic School and who are in good standing with the school.
- Acceptance of Catholic students from families registered in St. Dominic Catholic Parish.
 - First priority given to those with children already enrolled at the school.
 - Second priority given to those with no children enrolled at the school.
- Acceptance of Catholic students in parishes with no school.
- Acceptance of Catholic students from other Catholic parishes with schools.
- Acceptance of Non-Catholic students.

Fees

Student academic fees per student are collected each July through auto draft. These fees are used to purchase items that directly relate to activities in the classroom that are not covered by tuition. For example – Reading /Literature, Art, Music, Health, Science Labs resource and supplemental material, *Scholastic/Weekly Reader* or other subscriptions, and Supply/Activity Fee for certain grade levels. These fees do not cover field trips or other special events.

Students qualifying for the Resource Room pay a non-refundable yearly registration fee that is used to purchase appropriate materials. An additional monthly tuition is also charged. There is an additional fee if you child participates in the Band Program. Failure to pay fees on time may result in the revocation of registration. Space in the class may be given to another student.

Tuition

Tuition rates are determined by the active affiliation/ stewardship during the year. Record of parish support must be on file in the Church office, as the church office communicates to the school office as to the rate to be charged to each family.

Tuition covers only the cost of school employees (salary, insurance, retirement, etc.) Each year an increase in tuition is to be expected.

Payment Policy

For tuition, parents have two options to pay:

- Monthly or Bi-monthly tuition payments will be drafted from checking or savings account on the 5th or 20th of each month beginning in AUGUST through MAY.
- Annual payments due on August 1st, if not already auto-drafted.

Report cards, diploma, and transcripts will not be issued unless all payments are paid. We request that you take careful notice of these collection policies. If you should have a question, please contact the school office.

Tuition Assistance

For returning families of students in grades K-8 who are parishioners of St. Dominic Catholic Church, tuition extensions and financial aid may be granted in special circumstances. Applications for tuition review for the following year will be available through the FACTS link on the SDCS website from January through March. Request for financial aid will only be considered if all forms are filed by the deadlines established. All information provided by applicants remains confidential.

ADMINISTRATION OF THE SCHOOL

Personnel

Pastor-The pastor is the spiritual leader of the parish and Christian educational community within the parish. The pastor shares in the work of the archbishop of the archdiocese. A delegate of the archbishop, the pastor is the administrative head of the parish and school.

Principal- The principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to learning. The principal is responsible for the day to day operation of the school, and is the person primarily responsible for administering policies enacted by the School Advisory Committee and Office of Catholic Schools.

Assistant Principal- The assistant principal is responsible for maintaining the school program in the absence of the principal. Discipline and student services are distinct areas handled by the assistant principal.

Leadership Team- This committee consists of a representative from various department levels along with the principal and assistant principal. This committee supports, suggests, and advises so that a team approach is used in setting goals and plans for improvement in all facets of the school.

School Advisory Council- The council is responsible for advising the administration with regards to policy, budget, fees, tuition rates, developing a strategic plan to ensure standards of excellence are being met and campus and facility are maintained in excellent condition.

PARENT'S ROLE IN EDUCATION

We, at St. Dominic Catholic School, consider it a privilege to work with parents in the education of their children. We believe parents are the primary educators. Therefore, it is your right and duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally and psychologically. As a role model, your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God, and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic morality and by the personal relationship with God in your family life.

After making committed partnership with St. Dominic Catholic School during these formative years (Pre-school to 8th), your child needs constant support from parent and staff in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor staff can afford to doubt the sincere efforts in their quest of challenging, yet nurturing, the student to reach his/her potential. It is vital that parents and staff remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigating the complete story your first step. Evidence of mutual respect between parents and staff will model good mature behavior and relationships.

Parent Cooperation

It is an expectation of enrollment in St. Dominic Catholic School that the parents/guardians of students shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, rumor driven, disruptive, threatening, hostile, or divisive. It is not acceptable to post negative comments about our school and/or its employees on social media. These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school and the parents are partners in the education of their children. If, in the opinion of the school administration, the partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

Parents as Partners

As partners in the educational process at St. Dominic Catholic School, we ask parents to set rules, times, and limits so that your child:

- gets enough sleep on school nights;
- arrives and is picked up from school on time;
- dresses according to the school dress code;
- completes assignments on time;
- and brings or orders a lunch and brings a nutritional snack every day.

As partners in the educational process at St. Dominic Catholic School, I agree to:

- actively participate in school activities such as Parent-Teacher conferences;
- pay for any damage to school books or property due to carelessness or neglect on the part of my child;
- notify the school with a written note when my child has been absent or tardy;
- notify the school offices of any changes of addresses or important phone numbers;
- Meet all financial obligations to the school;
- inform the school of any special situation regarding the student's well-being, safety, and health;
- complete and email any requested information promptly;
- read school notes and newsletters and to show interest in my child's total education;
- support the religious and educational goals of the school;
- attend Mass and teach the Catholic faith by word and example;
- abide by, support and cooperate with the discipline policy and decisions of the school;
- treat administration, teachers and staff with respect and courtesy regarding student problems. The use of profanity, yelling, or threatening behavior of a parent or guardian a may result in dismissal of student from the school.

Parent Communication

Faculty and staff members will respond to emails within 24 hours of receiving them; however, faculty and staff will not respond to emails during the hours of 7:00 PM and 7:00 AM or on weekends or holidays to give them private time with their families. Emails send after 7:00 PM, on Friday evening or over the weekend, and/or holidays will receive a response within 48-72 hours. In cases of emergencies, please notify the appropriate authorities.

Any information needed to be received by students during the school day should be sent through the school office or by written note to the teacher.

Rights of Non-Custodial Parents

At the time of registration, parents shall provide accurate information regarding custodial care of the student and visitation rights. Upon request, parents shall furnish to the administration a copy of any relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to apprise the school of any change in the custodial care of the student and of the issuance of any court order restricting or prohibiting parental or third party access to the child.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right to access to school records relating to his or her child and, upon written request, may receive copies of all notices relating to school and school activities. The non-custodial parent is responsible for any cost incurred by the school relating to these provisions (i.e. postage).

Parent Participation

Parents are encouraged to take an active role at St. Dominic Catholic School. Parent organizations and volunteer opportunities are available to interested families. Parent participation enriches student lives and creates a positive environment at St. Dominic Catholic School. Parent must be trained in the ARCHDIOCESE OF MOBILE CHILDREN AND ADOLESCENTS PROTECTION PROGRAM (CAPP). As per the Office of Child Protection for the Archdiocese of Mobile, all volunteers who have substantial contact with minors must have a completed background check before being assigned to a volunteer position. In addition, all volunteer who have substantial contact with minors must complete the initial Child and Adolescents Protection Program (CAPP) training and the annual online retraining thereafter.

School Advisory Council: St. Dominic School Advisory Council is a nominated group of individuals from St. Dominic Parish and the parents of St. Dominic Catholic School students. The School Advisory Council represents all parents. It advises the principal and pastor on the following:

- budgetary matters;
- public relations and recruitment for the school;
- and supports the principal and faculty in creating a climate that is conducive to maintain the school's standard of excellence.

Parent-Teacher Organization (PTO): St. Dominic Parent-Teacher Organization exists to provide service to the school. The PTO helps with school receptions, open house, social events, fundraisers such as *Scrip* and more. Membership is open to all parent and legal guardians of

students attending St. Dominic Catholic School. All teachers are automatically members of the PTO and are not required to pay dues.

Parent Involvement Committee: A function of the PTO which assists in matching parents with volunteer opportunities at St. Dominic.

Room Parents: These parents assist the teacher in planning and carrying out various activities during the school year. Activities include Fun Fridays, school receptions, field trips, classroom gatherings and other projects deemed necessary by either the teachers or principal.

Rainbows for all God's Children: This program works with children in families that have experienced a loss and is run through the school counselor's office.

Special Events: The school and parish often host special events to accomplish different goals such as our annual Extravaganza which is the one major fundraiser for our school. It is an Adults Only fun-filled evening that relies heavily on volunteer participation. It is a great way to meet fellow parents and support our school. We depend on the proceeds from this fundraiser to offset our technology expenses. Volunteer help is almost always needed with these events and greatly appreciated.

Athletic Programs: Parental dedication is crucial for the success of the various athletic programs. Coaching, transportation, and moral support are but some of the areas that rely on parental involvement for the success of the parish programs.

Scouting: Parental volunteers are the reason for the success of our parish scouting programs. Parents assist in leadership roles, give moral support, and furnish transportation, etc. for the continued success of these programs. Parents are encouraged to join and support their students.

PLEASE NOTE: All volunteers, parents or otherwise, must have attended the Child Protection training session. Certification must be renewed each year in order to continue volunteer work and can be taken online starting August 1st. www.mobilearchdiocese.org The initial training is generally held the fourth Wednesday of each month at St. Dominic. Check your calendar for training session dates, or call the school office.

PROGRAMS

SCHOOL PROGRAMS

Academics: Our Catholic faith is the foundation upon which every aspect of our curriculum is built. The teachings of Jesus are at the heart of our curriculum. It is our faith in Him that guides our efforts to meet the academic, physical, emotional, and spiritual needs of our children while

meeting and exceeding all requirements of the State of Alabama and the Office of Catholic Schools.

The academic program embodies the curriculum areas of religion, mathematics, language arts, science, social studies, and fine arts. The course of study for grades K-8 meets all of the requirements of the Archdioceses of Mobile Office of Catholic Schools and the Alabama State Department of Education. The textbooks used by the students are from the recommended list issued by the Archdiocese of Mobile.

Band: Students in grade 5-8 have the opportunity to play an instrument in the school band program. The band director hired by McGill Toolen High School teaches at St. Dominic routinely four days a week. Students in band are responsible for making up information and assignments missed when they miss class for band instruction or other band activities. Although the school heavily subsidizes the band program, a fee is required of all students in order to be in band.

Computer/Technology: The multi-media computer lab is equipped with 33 personal computers. The lab is an interactive, cooperative, and positive learning experience. An internet server allows full access to the internet. Networked computers are located in each classroom, the media center, and the school office. Students are required to sign a usage policy. Students who do not comply with usage rule may forfeit their usage privileges and be subject to discipline procedures.

Counselor: The school counselor assists the students with educational, personal-social, and career counseling. The long-range goals of school counseling are to help students become effective learners, responsible people, and productive workers. The counselor provides six basic interventions: individual counseling, small group counseling, classroom guidance, coordinator of peer leadership programs, consultation with teachers and parents, and coordinator of guidance services. The counselor refers students to outside agencies when appropriate. The counselor may see a student without parental notification or consent. If serious concerns exist, parents will be promptly notified whenever the concern arises.

Students in all grades are taught lessons to handle bullying behaviors, as well as drug education, conflict resolution, and other life skills.

Library /Media Center: A full-time librarian coordinates the school's library/media center. Library skills and vocabulary are taught to Pre-K through 5th grades. An appreciation of literature is fostered through story time when they visit the library once a week. Students in Middle School are encouraged to use the library for curricular enrichment and pleasure reading. Students are responsible for returning books on time. Families will be charged for lost or damaged books. Fees must be taken care of by the parent before grades are issued. The

Accelerated Reader program is used in grade 2-5. Each student works toward an individual, obtainable goal set by his/her classroom teacher, using the results of STAR testing and other data. Parents may check the website, www.arbookfind.com; to see if tests are available for certain books and can check their child's AR points.

Physical Education: The physical education program at St. Dominic Catholic School requires active participation from students in grades K-8. The program is based on the State Department of Education Course of Study and the President's Physical Fitness recommendations. The program is designed to meet the safety, health, physical and recreational needs of the students while fostering a Christian attitude toward good sportsmanship. All students must participate and dress out (grades 4-8) for Physical Education unless prohibited by a doctor with a written recommendation on file at school. A parent's written request may excuse a student from P.E. for a maximum of 2 days. Students who are out of P.E. for an extended amount of time may be given alternate assignments for assessment.

Resource Program: The Resource Program emphasizes student assistance utilizing classroom inclusion and individualized or small group instruction. Primary emphasis is on language arts and math. Student enrollment in the Resource Program is based upon teacher recommendation, scientifically research based assessments and parental approval. **There is an enrollment fee and an additional monthly fee for this program.** A special educational program exists for those students who have been diagnosed as having a learning disability by a licensed agency. The program utilizes pull out model to provide specialized support to the student.

The Archdiocese of Mobile offers testing for learning disabilities. If a parent feels that testing may be necessary, he or she must contact the principal. There is a charge for this testing. At that time, the resource teacher will be required to perform observations and give a referral to the Catholic schools office.

Field Trips: Students must wear their class T-shirt on fieldtrips. Students are given the opportunity to enhance their academic and cultural development through field trips. Opportunities to attend plays, symphonies, art exhibits, museums, special movies and community exhibits occur throughout the school year. Field trips are re-evaluated each year to determine compatibility with curricular goals. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. Grade levels may not always have the same number of field trips. Individual teachers, in consultation with the Principal and Assistant Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance or poor conduct. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. A permission slip is included in the appendix section of this handbook. This is the only format that may be used to allow a

student to leave school during school hours, if your child fails to bring his/her permission slip home, you may use the form provided. Contact the school if information is needed to complete the form. **Note:** a fax does not take the place of an original signature. The insurer of the Archdiocese prefers a bus be rented with all the children paying a small amount to cover the cost. **All students who are participating in the field trip must ride the bus to and from the field trip with their class.** A student not on the bus may not participate in the field trip and will be counted absent for the day. All adults attending a field trip must serve as chaperones. They must attend training for chaperones for each trip taken, and must sign adult liability waiver. In order to properly chaperone, all adults must travel with the students. The only exception to this is given in specific circumstances when requested in writing by the chaperone, and this permission may only be given by the principal as requested by the supervising teacher of the trip for emergency and extenuating circumstances. The insurer for the Archdiocese does not allow siblings to participate in field trips. Space for adults may be limited as determined by the circumstances of each trip. All chaperones must have updated training and certification through the Archdioceses of Mobile Office of Child Protection. Proof of this certification is provided to the office through a registered database.

Student Evaluation

Report Cards are issued four times a year. Parent-teacher conferences are held at the end of the first and third quarters. Grade updates are available online through the new student information system. Teachers maintain electronic grade books and parents are able to view postings immediately.

Kindergarten students are evaluated using C, S, N.

C-Demonstrates consistently
S-Demonstrates sometimes
N-Needs continued development

Grades 1-5 are grade using an A, B, C, D, F scale. Students receive an S or N for Art, Music and P.E.

A-90-100
B-80-89
C-70-79
D-60-69
F-0-59

Grades 6-8 use the same grading scale as grade 3-5 with the exception of P.E. Students receive an A,B,C,D, or F. A grade of S or N is given for Foreign Language.

A-90-100
B-80-89
C-70-79
D-60-69
F-0-59

Semester Exams: Students in grades 6-8 take semester exams. Exam grades, which count as two test grades, are averaged into the second and fourth quarter grades.

Conferences: Parent –teacher conferences are held after the first and third progress report periods, but may be scheduled at any other time as needs warrant. These conferences give the parent and teacher a chance to discuss the individual student’s progress.

Promotion/Retention: Promotion and retention are determined by Archdiocesan norms. The following factors will be considered:

- current report card grades;
 - Grades 1-2: At least two “F’s” IN Reading or two “F’s” in Math for quarter grades.
 - Grades 3-8: A yearly average of “F” in two core academic areas in grades 3-8 (Religion, English, Reading, Math, Science and Social Studies);
- past academic records, previous grade retention, standardized tests, COGAT scores;
- age, emotional development and social skills of student;
- present grade placement;
- present family history: divorce, death, siblings, etc. and parent support;
- regular attendance;
- and approval of principal.

Homework: Homework is assigned to reinforce skills taught in the classroom, to check for understanding, to teach study habits and time management, and to develop critical thinking.

It is impossible to set strict time limits on the amount of homework given because individual differences cause students to vary in ability. In general, a child should spend ten minutes a night for each year in school. For instance, a second grader can expect twenty minutes per night, a third grader thirty minutes, and so on, exclusive of preparation for tests and long-term activities such as reports or projects. If a child, working steadily, cannot complete the routinely assigned worked in a reasonable amount of time, the teacher should be contacted. Since children are expected to complete all assignments, failure to do so may alter the student’s grade.

Participation in sports and other activities should not interfere with homework or a child’s performance in school. Your child’s first responsibility is to be a student and to participate fully in all aspects of his/her school experiences.

Extra-Curricular Activities: Students who are required to miss classes for any extracurricular activities are responsible for making up all class work missed and must keep up with the regular schedule. Students participating in extracurricular activities are **required to maintain at least a C average** in all classes and demonstrate good behavior.

Altar Servers: Students in grades 5-8 are eligible to serve at Mass provided they demonstrate good conduct, a desire to serve, willingness to learn procedures and attend practices, and dependability in attending scheduled Masses.

Athletics: According to the Southern Association of Colleges and Schools, no elementary school may sponsor athletic programs. The program at St. Dominic Catholic School is a parish sponsored program, under the auspice of the Archdiocesan Catholic Youth Organization (CYO). Students may participate in soccer, volleyball, football, basketball and cheerleading.

St. Dominic Catholic School is a member of the Alabama High School Athletic Association. More information may be obtained through the school office.

Academic Competition and Clubs: Many extracurricular activities are offered to eligible students during the year, especially students in grades 4-8. They may include, but not limited to: Math Counts, Scholar's Bowl, Angels on a Mission, SGA, NJHS, etc.

Principal's List: Students in grades 3-8 earning all "A's" and at least Satisfactory(S) in all special classes and receiving all "G's" in Conduct are recognized the first 3 quarters.

Honor Roll: Students in grades 3-5 earning 3 A's and 3 B's and at least Satisfactory (S) in all special classes and receiving no more than one I in Conduct will be recognized the first 3 quarters. Students achieving all A's and no more than one I in Conduct will fall into this category. Students in grade 6-8 earning 4A's and 3B's and at least Satisfactory in all special classes and receiving no more than one I in Conduct will be recognized the first 3 quarters. . Students achieving all A's and no more than one I in Conduct will fall into this category.

Outstanding Achievement: Students in grade 6-8 who show significantly improved effort, satisfactory academic progress and appropriate classroom behavior may be recognized at the end of the school year with the Outstanding Achievement Award. Only one student per class in each subject area may earn this honor.

NJHS: Students in grade 6 and 7 who meet the following criteria will be invited to apply to the National Junior Honor Society:

- students must have a 3.5 or higher GPA;
- all G's in conduct;
- at least Satisfactory (S) in all special areas;

- and are allowed to receive only one detention.

Eagle Award: The Eagle Award is given quarterly. It is given to those students in Grades K-2 at the Town Hall, who demonstrate great effort in academics or responsible behavior. A maximum of five of these may be awarded in each homeroom each quarter. Students in grades 3-5 who demonstrate great effort in academics or responsible behavior may be awarded the Eagle Award by their homeroom teacher.

Other: Teachers give awards for positive behavior regularly in their classes (ex: free homework passes, stickers, etc.). Other awards given annually are technology awards, and various club and activity recognitions.

Sacramental Programs: The sacrament life of children at SDCS is an important component of the religion program.

Eucharist: Students attend Mass as a school weekly and on Holy Days of Obligation.

Reconciliation: Students in grades 2-8 are scheduled to receive the sacrament of Reconciliation once a semester.

First Reconciliation: Catholic students in the second grade receive preparation and participate in a Penance service in December.

Blue and Gold (School) Family Mass: Three times during the school year, specific grade levels (3-8) will be responsible for preparing a Sunday Mass. Families are encouraged to participate.

Attendance

Please be advised that students arriving **before 7:15AM** and **remaining after 3:30PM**, do so at their own risk, as **the school does not assume supervision** except at the appointed times.

Students remaining on campus after 3:30PM will be placed in the after-school program which is managed by the parish. Parents will be charged per child, per occurrence. This policy will be strictly enforced! We appreciate the cooperation of the after-school program to help ensure the child's safety.

Students participating in sports or other extracurricular activities after school are not to report earlier than five minutes before the assigned time and must immediately leave the school grounds following the activity. **If an extracurricular activity begins at 3:30, the students participating must be picked up in carpool and dropped off to the coach after carpool has ended.** For the safety of the students, they may not meet the coach at the gym or on the field. The school is not responsible for the discipline of students using school facilities for extracurricular activities or sports. This is the responsibility of the supervising adult.

If a student will be dismissed from school in a way different than normal, parents must notify the office in writing. If plans change during the day, the parent may fax 251-660-2242 or email preed@stdominicmobile.org, and the student will be notified. **DO NOT CALL THE SCHOOL OFFICE, AS PERMISSION MUST BE WRITTEN.**

Arrival and Dismissal

WALKER: To insure the maximum safety of those students who walk home from school at dismissal a Walker Policy has been implemented. Student safety is the primary objective of the policy, which can only be effective with the support and cooperation of the parents and students of St. Dominic Catholic School.

Definition: A student who walks from the school campus to his or her own home or to a declared residence within a reasonable walking distance from St. Dominic Catholic School may be classified as a walker. Reasonable distance will be left to the discretion of the school administration. Walking to a vehicle will not be considered a “walker”.

Guidelines: Permission contracts will be signed at the beginning of each school year before a child is granted “walker status”. Parent/Guardian will be asked to declare a destination for each walker on the permission contract. Students will be expected to walk to this destination upon dismissal from St. Dominic Catholic School. Walkers will be dismissed at 3:00PM before carpool and will be expected to leave the campus immediately. Obey the directions of the crossing guard and all school officials. Walkers will stay off of private property and respect the rights of others as they return home.

Violations: Parents and/or students found in violation of the walker policy will have their walker privilege revoked and will be dismissed only through the appropriate carpool line. (Ex: picking up a child on side streets under any circumstance constitutes a violation of this policy.)

Inclement Weather: In the event that the administration of the school deems the weather to be too dangerous to allow students to walk, a constant contact will be sent to parents/guardians. Students may be picked up in the carpool or in the office following carpool. Once carpool is over, provided that the weather has passed, students who are walkers may be allowed to walk.

CARPOOL (diagrams can be found on the school website)

Morning Drop Off (Grades K-8): There are only three approved methods of dropping off your child/children for school.

1. Enter the church parking lot from Santa Maria. Please ask your children to gather their belongings prior to entering the parking lot. Drive your vehicle towards the back of the

school to the sign designating the stopping point or as far as you can go. Children are to exit from your vehicle between the “unloading zones”. Please unload students in the car pool lane between the posted sign by the pre-school and the side of the Adams Center. **All students in a car should unload at one time.** **At no time should a parent get out of the vehicle to unload children.** After children have unloaded, drive around the school toward Burma Road. **For the safety of our children, CELL PHONE use is not permitted during carpool!** The back gate closes after the tardy bell has rung at 7:50AM.

2. If you prefer to walk your child into school, park your car in the lower church parking lot. **Do NOT drop your child(ren) off by the bell tower and allow them to walk up to school unescorted.** Escort your child up the steps between the church office and church. **Please Do Not** drop children off in the parking lot by the office in the morning. This is a very busy area in the morning with people attending 8AM Mass.
3. If your child is running late and the back gate is closed, please refrain from speeding through the church parking lot. **Drive safely to the school office and walk the student to the office and sign the tardy sheet.**

Afterschool Pick-up (Grades K-8): There are only three approved methods for picking your child up from school. **Please be sure to have the child’s last name hanging from the rearview mirror. This sign should remain hanging from the rearview mirror until your child is in your vehicle.** This helps teachers identify the vehicles quickly and allows carpool to flow smoother. **At no time should a parent or guardian get out of the vehicle in carpool.** For the safety of our students, **cell phone use is not permitted during carpool.** **If your child is not picked up by 3:30PM he/she will be sent to the After School Care Program.**

1. If your youngest child is in grades K-3, enter the church parking lot vehicle from Burma Road. If your youngest child is in grades 4-8 enter from Santa Maria. Drive your vehicle into one of the four lanes closest to your entrance and wait until a teacher directs you to move forward. If you are in the grades K-3 lane, you will need to stay in the single file lane and drive your vehicle under the Murphy Center carport. Students will be waiting along the walls of the Murphy Center until their name has been called. After loading, please wait for the teacher on duty to direct you when to move forward. If you are in the grade 4-8 lane, you will proceed in the lane closest to the playground; however, when reaching the middle traffic gate, you will be instructed by a teacher to move to the far left lane which is closest to the school building. Students in grades 4-8 will remain under the cover of the verandahs until the teacher instructs them to load. When moving forward, remember to follow the teacher’s instructions, be patient, and pull up as close as you can to the vehicle in front of you. This allows more vehicles to be loaded at the same time.
2. Students with walker contracts must walk to a residence. Students being picked up in front of a residence or on side streets are not permitted. Administration reserves the right to void a walker contract. **Students walking to and from school at the back of the school**

should cross the carpool line at the back gate of the Adams Center (Lunch Room) with the help of an adult on duty.

3. Students registered for After School Care Program will report to their designated areas before afternoon carpool starts. Kindergarten students are escorted to the Pre-School. Grade 1-8 report to their designated area to be escorted to the After School Care building.

ARCHDIOCESAN ATTENDANCE POLICY

Tardiness/Early Dismissal: Parents should make every effort to have their students arrive on time for school, and remain for the full day. Daily attendance is required except for illness or emergency. A student must be present for 3 academic hours in order to be marked present. If a student is tardy, he/she must present a parent's, a doctor's, or a dentist's note to have the tardy excused. Every 10 tardy/early dismissals, will convert to one absence. Tardies that exceed 30 will result in a mandatory conference between the parent/guardian and administrative team, as determined by the principal. In addition, the local truancy authorities may be notified.

Early dismissal is not permitted after 2:30PM each day. If your child needs to be picked up early, please make sure you arrive at school before 2:30PM. Once a child has been checked out for dismissal, he/she should not return to the campus. Only check-outs for appointments or family business will be excused.

Absences: For an absence to be excused, the parent/guardian of the student must send a written note with the student when he/she returns to school. **Absences will be excused for illness, death in the immediate family, and emergency conditions as determined by the principal. Out-of-town trips, vacations, going out of town for non-academic events (sports events, etc.) are considered unexcused absences unless prior consent is received from the principal.** The school is not required to provide schoolwork/homework before and unexcused trip; however, students will be allowed the opportunity to make up missed work upon their return to school. A written note from the parent/guardian must accompany an excused absence. Students are allowed up to but not exceeding 10 absences for the school year. Should it be determined that the additional absences are due to extenuating circumstances, the principal may make exceptions to the 10 allowed days.

Should a student exceed a total of 15 excused/unexcused absences per school year, a mandatory conference must be held between the parent/guardian and an administrative team, as determined by the principal. Should a student exceed a total of 20 excused /unexcused absences per one school year, the local truancy authorities may be contacted. The school administration will follow the recommendations of the truancy authorities. In addition, students who exceed 20 absences may be retained in the current grade rather than be

promoted to the next grade. The Office of Catholic Schools will be notified of all students who exceed 20 absences.

Make Up Work: In the case of any absence (including time out due to tardiness or early dismissal), students will have the same number of days to make up all assignments that they missed. For example, if a student misses 2 days, he/she will have 2 days to bring all work up to date. Any work not make up in the time allotted may result in loss of points and possibly no credit. In the case of an unexcused absence, the faculty is not expected to make the same effort to help the student with make-up work as would be expected in cases of excused absences. (Archdiocesan Regulation #220.7) Suspension from school is considered an unexcused absence.

UNIFORM AND DRESS GUIDELINES

The official uniform supplier for St. Dominic Catholic School is Zoghby's Uniforms. A complete uniform list may be obtained on the school website. The St. Dominic Spirit Store has approved outer wear for all grades levels.

GIRLS

Pre K-3: (optional) Blue and white gingham dress with St. Dominic Logo on left collar (shorts should be worn underneath dress), white ankle socks with a one inch band (no show socks are not allowed) and tennis shoes. Dress is to be ordered through St. Dominic Catholic school.

Pre K-4: Blue and white gingham dress with St. Dominic Logo on left collar (shorts should be worn underneath dress), white ankle socks with a one inch band (no show socks are not allowed) and tennis shoes. Dress is to be ordered through St. Dominic Catholic school.

Kindergarten-Second Grade: White Peter Pan Collar with St. Dominic Logo on left collar, Plaid Jumper Tunic, crew neck only, navy/white saddle tennis shoes, white ankle socks with a one inch band (no show socks are not allowed), navy full zip fleece logo w/St. Dominic Bell Tower Logo, navy embroidered sweatshirt (purchased through Booster Club, order forms can be found at www.stdominicmobile.org), navy tights during cooler weather.

Grade 3: White Oxford with Bell Tower Logo monogrammed on left chest, Plaid Kilt Wrap Skirt, navy/white saddle tennis shoes, white ankle socks with one inch band (no show socks are not allowed) navy full zip fleece logo w/ St. Dominic Bell Tower Logo, navy embroidered sweatshirt (purchased through Booster Club, order forms can be found at www.stdominicmobile.org), navy tights during cooler weather.

Grades 4-5: White Oxford with Bell Tower Logo monogrammed on left chest, Plaid Kilt Wrap Skirt, Navy Cheer or saddle shoes with white laces, white ankle socks with one inch band (no

show socks are not allowed) navy full zip fleece logo w/ St. Dominic Bell Tower Logo, navy embroidered sweatshirt (purchased through Booster Club, order forms can be found at www.stdominicmobile.org), navy tights during cooler weather.

Grades 6-8: White Oxford with Bell Tower Logo monogrammed on left chest, Solid Grey Box Pleat Skirt, grey/black leather saddle shoes, white ankle socks with one inch band (no show socks are not allowed), optional navy blazer with St. Dominic emblem on left chest, navy full zip fleece logo w/ St. Dominic Bell Tower Logo, navy embroidered sweatshirt or windbreaker (purchased through Booster Club, order forms can be found at www.stdominicmobile.org), navy tights during cooler weather.

****ALL GIRLS JUMPERS AND SKIRTS THE ENTIRE CIRCUMFERENCE MUST BE NO HIGHER THAN 4 INCHES ABOVE THE FLOOR WHEN KNEELING.**

****Kindergarten –third grade girls must wear navy shorts under skirts due to activities during P.E.**

****Grade 4-8 (required) P.E. shorts and shirts are purchased through the Booster Club, order forms can be found at www.stdominicmobile.org; A “Non-Scuffing” “Non-Marking” lace up COURT shoe is required. No High Tops, clog, Velcro or slip on style P.E. shoe may be worn.**

BOYS

Pre K-3: (optional) White Polo with St. Dominic Bell Tower Logo, navy no belt loop shorts or pants, white ankle socks with one inch band (no show socks are not allowed), tennis shoes.

Pre K-4: White Polo with St. Dominic Bell Tower Logo, navy no belt loop shorts or pants, white ankle socks with one inch band (no show socks are not allowed), tennis shoes.

Kindergarten: White Polo with St. Dominic Bell Tower Logo, navy no belt loop shorts or pants, black lace-up tennis shoes, white ankle socks with one inch band (no show socks are not allowed), navy full zip fleece logo w/ St. Dominic Bell Tower Logo on left chest, navy embroidered sweatshirt (purchased through Booster Club, order forms can be found at www.stdominicmobile.org).

Grades 1-2: White Polo with St. Dominic Bell Tower Logo, navy (no belt loop optional for 1st grade only) shorts or pants, black plain black lace-up tennis shoes, white ankle socks with one inch band (no show socks are not allowed, navy full zip fleece logo w/ St. Dominic Bell Tower Logo on left chest, navy embroidered sweatshirt (purchased through Booster Club, order forms can be found at www.stdominicmobile.org).

Grade 3-5: White Oxford with St. Dominic Bell Tower Logo, navy shorts or pants, black plain belt, black lace-up tennis shoes, white ankle socks with one inch band, navy full zip fleece logo

w/ St. Dominic Bell Tower Logo on left chest, navy embroidered sweatshirt (purchased through Booster Club, order forms can be found at www.stdominicmobile.org).

Grades 6-8: White Oxford with St. Dominic Bell Tower Logo, grey flannel pants, black plain belt, black penny loafer, black crew socks, gold, white and navy striped tie, navy full zip fleece logo w/ St. Dominic Bell Tower Logo, and optional navy blazer with St. Dominic emblem on left chest, navy embroidered sweatshirt or windbreaker (purchased through Booster Club, order forms can be found at www.stdominicmobile.org).

Grades 4-8(required) P.E. shorts and shirts are purchased through the Booster Club, order forms can be found at www.stdominicmobile.org; A “Non-Scuffing” “Non-Marking” lace up COURT shoe is required. **No High Tops, clog, Velcro or slip on style P.E. shoe may be worn.

General Uniform Information

Uniforms or uniform shoes that have been marked on or drawn on are not considered regulation and may not be worn in school at any time. Uniform shoes are to be clean or polished, in good repair, and worn properly.

On days when heavier garments (winter coats) are needed, they may be worn to school, but only after the uniform winter items are worn first. All non-uniform outer wear must be removed in the classroom. Non-uniform sweaters, windbreakers, oversized sweaters, army jackets, flannel shirts, and other garments of similar description may not be worn at any time.

At no time may undergarments be visible through clothing. All uniforms and shoes must be clearly marked with the student’s name. The school is not responsible for items lost. There are two lost and found locations. One is located in the gym and the other is located next to 6B.

All final decisions regarding appropriate student dress will be determined at the discretion of the administration.

Out of Uniform Days

No athletic pants, pajama pants, cut offs, leggings, jeggings, tight pants/jeans or scrubs may be worn. Shorts must be no more than 4” above the knee and may be worn if the weather allows. All shirts and blouses must have some type of sleeve and must cover the back and midriff areas when student’s arms are raised above his or her head. Cut out sleeves are approved at the discretion of the office. Dresses and skirts must be of the appropriate length, no shorter than 4” above the knee. Items with inappropriate logos will not be allowed. Under garments should never be visible. Alternate socks and shoes may be worn. No cleats, hiking shoes, swim shoes, or athletic shoes besides regular tennis shoes may be worn. Light-up shoes, flip flops, or “high

heels” are not allowed. All items must be ‘learner’ friendly and provided no distractions. Hats and sunglasses are not permitted.

Grades 6-8: Proper attire will be modest. Capri pants or ankle length pants may be worn. Shorts (no shorter than 4” above the knee) may be worn if the weather allows. Athletic pants (i.e. sweatpants, wind pants, warm-up pants, etc.), pajama pants, or scrubs are not permitted. Shirts and blouses must have some type of sleeve and must cover the midriff area when student’s arms are raised above his or her head. Dresses and skirts must be of the appropriate length, no shorter than 4” above the knee. Items with inappropriate logos will not be allowed. Under garments should never be visible. Alternate socks and shoes may be worn. No cleats, hiking shoes, swim shoes, or athletic shoes besides regular tennis shoes may be worn. Light-up shoes and flip flops are not allowed. All items must be ‘learner’ friendly and provided no distractions. Hats and sunglasses are not permitted.

Even on out of uniform days, all students must adhere to the general guidelines for grooming. The correct P.E. uniform must be worn on all out of uniform days for P.E., as well as all other days of the school year.

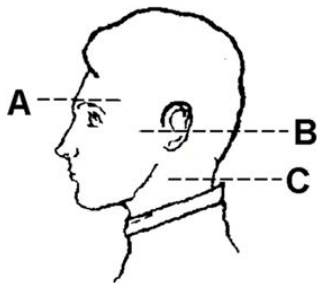
Fieldtrips: Students **must wear** their class T-shirt on Fieldtrips with the exception of masses when they are to wear uniform mass attire.

Spirit and Other Designated Days: Grades K-8: Shorts (no shorter than 4” above the knee) Capri pants, pants, or jeans may be worn with purchased Class T-shirt. No athletic pants, pajama pants, leggings or scrubs may be worn.

McGill-Toolen Team Shirts: Students that play on McGill-Toolen sports team may wear their sport polo on Fridays during the sport’s season. Eighth grade students may wear their St. Dominic or McGill-Toolen polo.

GROOMING

Appearance - A student's hair should be clean, conservatively styled, neatly trimmed and well groomed. Faddish or extreme hairstyles (colors, shaves, spikes, or tails) are not permitted. The following diagram illustrates and defines the proper hair regulations for males.



- Hair should not extend below the eyebrows on the forehead when it is combed down. (A)
- Hair should not extend below the middle of the ear when combed down (B)
- Hair should not extend below the top of the collar of the uniform shirt when it is combed down. (C)
- Hair should be tapered or layered close to the head in a traditional men’s style haircut.

- Hair that is curly or wavy must be neat and not exceed one inch, and follow the same guidelines.

In general, it is the policy of the school to prohibit any student hair style, dress style, make-up, or jewelry that presents a distraction at school or is a danger to the student's health and safety.

Boys: No obvious or excessive facial hair. Boys are not permitted to wear earrings or bracelets. One religious symbol necklace may be worn on a modest chain; one watch may be worn. Tattoos are not allowed. Boys may not wear makeup of any kind.

Girls:

Girls' hair must be neat, well groomed, and off the face. No hair extensions. Radical hairstyles, including but not limited to unusual colors, spikes, tails, or shaves are not allowed. Only girls may wear one, quarter size or smaller earring per bottom earlobe. **No Dangles or hoops permitted.** One religious symbol necklace may be worn on a modest chain. One watch may be worn, one ring per hand and one religious, symbol bracelet. Wearing jewelry of any kind to school is discouraged since it can be a potential hazard during physical education and can be easily lost. Tattoos are not allowed. **Nail polish is not allowed.** Light make up is a privilege for 8th grade girls only.

Electronic Devices: Smart watches and other non-school electronic devices are not to be worn or used during the school day. It is advised that these devices be left at home. If an electronic device of any kind is brought to school, it must remain turned off and inside the child's backpack. St. Dominic Catholic school is not responsible for lost, stolen or damaged electronic devices that are brought on campus. **Recording of interactions on the school campus without permission of the principal and teacher is not allowed.**

USE OF CELL PHONES AND PORTABLE COMMUNICATION DEVICES POLICY

Personal cell phones and portable communication devices (PCDs), when used by students during school hours can be disruptive to the educational learning environment. "Cell phones" and "PCDs" are defined in general as: current and emerging technologies that are wireless units that send and/or receive electronic communications in an analog or digital data transmission. "Other types of electronic devices" includes any mechanical or electrical device that is capable of playing, recording, storing, or transmitting sounds, images, data and that are not provided as part of the educational process by the school. Examples of these include: iPods, MP3 player, headphones, pagers, CD players, radios, media players and similar devices. The possession or use of cell phones, PCDs, and other electronic devices by students is proscribed as follows:

The School Technology Committee has banned the use of personal cell phones and PCDs during the academic school day. Students may bring cell phones and PCDs: however, these units must be turned off, and therefore, not in use and stored in a lock box with their homeroom teacher during the academic school day. The "academic school day" is defined as when the student

arrives on school campus and throughout the day until the student leaves the school campus. Additionally, school meetings, activities, events, and trips are defined as extensions of the school day, and therefore, with prior notification, use of cell phones could be restricted by staff. The purpose is to ensure that disruptions and interference of the instructional academic climate of the school does not occur. Text messages and photo transmissions are covered by this policy. Students who violate this policy shall face disciplinary action by the administration including confiscation of the cell phone or PCD as follows:

If school personnel hear or see any cell phones or PCDs as defined above being used by the student, the following disciplinary actions will be taken:

First Offense: Parents will be notified that the cell phone has been taken to the office and it will need to be picked up by the parent.

Second Offense: Parents will be notified that the cell phone has been taken to the office and it will need to be picked up by the parent. A demerit will be issued.

Third Offense: Parents will be notified that the cell phone has been taken to the office and it will need to be picked up by the parent. Privileges will be revoked. A detention will be issued.

Use of cell phones and PCDs to take pictures or videos is not permitted on school property without the expressed consent of the administration. Not photographs, pictures, or electronic images may be taken or transmitted without the expressed consent of the individuals whose photo, picture, or electronic image is taken.

MOBILE COMPUTING DEVICE POLICY

St. Dominic Catholic School allows 5th-8th grade students to access a wireless network and the option of using up to two personal mobile computing devices (MCDs) as a means to enhance their education on campus. Examples of MCDs permitted for 5th-8th graders include laptop computers, netbooks, eReaders (such as Nook or Kindle), tablets, and iPads. 5th-8th grade students may not use such devices as smart phones (mobile phones with advanced communication, storage and processing capabilities), or the iPod Touch. The purpose of this policy is to ensure that students recognize the limitations imposed on personal devices. In addition to these rules, all conditions set forth in the school's Acceptable Use Policy must be adhered to on such devices. During the course of the year, additional rules regarding the use of MCDs may become part of this policy. Every student is expected to follow all guidelines, written or orally given by school personnel, and to demonstrate responsible and ethical behavior at all times. **St. Dominic Catholic School reserves the right to discontinue this program at any time.**

General Usage: St. Dominic Catholic School provides the opportunity for students to bring MCDs to school for students to use as an educational tool. **The use of MCDs will be at the discretion of the teacher. The teacher may set restrictions for use, such as using the devices**

for note taking without connection to the internet. Students must obtain teacher permission before using MCDs during classroom instruction.

1. Student use of a MCD must support instructional activities currently occurring in the instructional environment.
2. Each student is to utilize their personal MCDs to enhance his/her individual educational experience. Students are at all times expected to adhere to the St. Dominic Catholic School discipline/honor code. There is an expectation that work will not be inappropriately shared or shared in such a way as to circumnavigate at teacher's directive.
3. The playing of games, music, or other entertainment on a MCD is **prohibited** at school unless such activity is explicitly approved in each instance of use by a teacher for educational purposes.
4. The use of **MCD cameras is prohibited** at school unless such activity is explicitly approved in each instance of use by a teacher for educational purposes.
5. The use of MCD related audio and /or video recording is prohibited at school unless such activity is explicitly approved in each instance of use by a teacher for educational purposes.
6. The use of a MCD to post content online, including photos or videos, is prohibited at school unless such activity is explicitly approved in each instance of use by a teacher for educational purposes.
7. MCDs are not to be used for downloading large files or viewing/listening to streaming media unless such activity is explicitly approved in each instance of use by a teacher for educational purposes.
8. Personal communications via any MCDs are prohibited unless explicitly approved by a teacher for educational purposes. Personal electronic communications include phone calls, e-mail, instant messaging, texting, chat, blogs, conversations via phone, FaceTime or other Skype type services, Facebook and other social networks, etc.
9. Student selection of screensavers and wall paper is expected to be appropriate according to St. Dominic Catholic School standards.
10. Students should be aware that their use of MCDs could cause distraction in the classroom, especially as regards sound. Therefore, audio must be muted and headphones are not allowed during instructional time unless such activity is explicitly approved in each instance of use by a teacher for educational purposes.
11. The MCD should only be used for educational purposes.
12. If an adult asks a student to put his/her MCD away, the student must comply **immediately**.
13. Students who loan their MCDs to another student assume **all liability** for any inappropriate use by the borrower.

Consequences of Misuse of Mobile Computing Device: If a student fails to comply with these guidelines, the following consequences may apply. Student infractions will be documented as disciplinary referral for each offense. This list is to serve as a guideline and decisions will be made on a case by case basis as decided by the Principal, or other appointed school administrator or administrative body.

First Offense: Parents will be notified that the MCD has been taken to the office and it will need to be picked up by the parent.

Second Offense: Parents will be notified that the MCD has been taken to the office and it will need to be picked up by the parent. A demerit will be issued.

Third Offense: Parents will be notified that the MCD has been taken to the office and it will need to be picked up by the parent. Privileges will be revoked. A detention will be issued.

MCD Security Risks

Physical Security: MCD are especially vulnerable to loss and theft. St Dominic Catholic School accepts no responsibility for personal property brought to school. This includes MCDs. Students who bring a MCD to school assume total responsibility for said equipment. MCDs that are stolen or damaged are the responsibility of the student and hi/her parents or guardians. The student who owns the MCD assumes responsibility for any damage regardless of how that damage occurs. The student who owns the MCD assumes responsibility for any repairs to the MCD. Students should take all reasonable steps to protect their property against theft or damage.

- All MCDs must be clearly labeled with the student's name.
- MCDs should never be left unattended for any period of time.
- If a MCD is left unattended, it will be picked up by faculty or staff and turned in to the office.

Network Access: Students may access the Internet via the SDCS Student wireless connections while on campus. The wireless network is a filtered password protected network meaning that students can only access this network if a signed MCD policy listing their device is on file with the school. This network provides filtered Internet access but not allow access to shared resources on the St. Dominic Catholic School secured network. Parents should be aware that although there are filter controls on the networks, the potential exists, as it does with all Internet use, for the student to access material that may contain content that is illegal, inaccurate, or potentially offensive to students and their parents. Even with filtering software it is not possible to absolutely restrict access (accidental or otherwise) to all such material. It will be each student's responsibility to adhere to the school-wide Acceptable Use Policy and the general usage rules set forth in this document.

- Without express permission from IT personnel or the Principal of St. Dominic Catholic School. A student may not connect his/her MCD to the secured St. Dominic Catholic School network, either wirelessly or by using an Ethernet cable plugged into a wall jack.

MCDs connected in this way will be confiscated and users may lose access privileges.

- Internet access using cellular broadband networks is NOT filtered. The use of cellular broadband networks is the sole responsibility of the student and their parents. Their use is governed by existing policy and is subject to the same disciplinary policies regarding inappropriate use and the access of inappropriate content as internet access provided by St. Dominic Catholic school. Students and their parents assume all liability for inappropriate or illegal content accessed using cellular broadband networks.
- No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school personnel.
- No student shall install school owned licensed software on their MCD without the explicit instruction and permission of Information Technology Department staff.
- Students must refrain from illegal use of any computing device to collect any electronic data or disrupt networking services (hacking). Students shall not attempt to bypass security setting or internet filters, or interfere with the operation of the network. By choosing to bring a MCD onto campus, students and their parents are consenting to allow any staff member to examine the MCD at any time for the purpose of verifying that the content and usage of the device is in compliance with this agreement. Students shall have no expectation of privacy once they have been authorized to use their MCD on campus or at school sponsored events. School personnel may examine the MCD and search its contents if there is reason to believe that school policies, regulations, or guidelines have been violated.

Support: St. Dominic Catholic School is not responsible for damage, loss, or misuse of a MCD.

St. Dominic Catholic School technical staff will not troubleshoot or download software onto MCDs. Support must be obtained by the student and their parents independently of school technical support. The owner of the MCD must supply all equipment necessary to set up and operate it. Cables, network cards, dongles, antennas, etc. cannot be borrowed from the school.

Windows based laptops: Students are required to install Anti-Virus and Anti-Malware software on their Windows based personal laptops and keep these programs updated. They are also required to regularly update the Windows operating software with critical updates. Windows users may wish to install **Secunia PSI**, a free security tool designed to detect vulnerable and outdated programs and plug-ins which expose your PC to attacks. The computers should be free of spyware, adware, worms, viruses, Trojan horses, and peer to peer software. There are a number of commercial antivirus, antispyware, and firewall

applications available for Windows machines. You may wish to consider one of the following free programs listed below. St. Dominic Catholic School accepts no responsibility or liability for problems incurred by the use of the software.

- **Free Antivirus Software Free Antispyware Free Firewalls**
- AVG Antivirus Adware Zone Alarm
- Avast! Spybot Search and Destroy Outpost Firewall
- Avira AntiVir Personal Microsoft Windows Defender PCTools Firewall
- Microsoft Security Essentials Spyware Blaster

Macs: Although Macintosh computers have historically been less vulnerable to viruses and malware, the risk to Mac users is increasing. Students are strongly encouraged to install antivirus and anti-malware software on their machines. You can learn more about securing your Macintosh computer at: <http://www.apple.com/support/security/> or <http://www.avast.com/free-antivirus-mac>.

DISCIPLINE

St. Dominic Catholic School understands self-discipline in the light of the Gospel and Jesus' relationship with His disciples. In the same way, our style of discipline is an approach toward discipleship. Through discipline, we empower children to reflect on their behaviors, attitudes, decisions, and actions so that they can choose to change, establish healthy boundaries, grow in God's love, and become productive citizens. Every opportunity and effort will be made to be fair and just in all discipline situations. These decisions will be based on many factors and as much information as possible will be considered. Final decisions concerning discipline will be handled on an individual basis. The school administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion.

Our goal at St. Dominic Catholic School is to create a positive, effective learning environment and one that reflects a Christian atmosphere. To achieve this, St. Dominic Catholic School has established school-wide behavior expectations that address the entire school, the classroom, areas outside the classroom, verandahs, restrooms and playgrounds. The purpose of the schoolwide behavior expectation is:

- To standardize expected student behaviors throughout the school.
- To ensure that all students and staff have experienced and/or practiced the behaviors and rules which are expected throughout the school.

School Expectations

- Be Safe
- Be Respectful

- Be Responsible

Each teacher will establish the basic expectations for his/her classroom, coinciding with the common school expectations.

Acknowledging Expected Behaviors/Following of the Rules

To intervene and correct problem behaviors within the classroom, staff members will positively reinforce and recognize when students demonstrate the desired behaviors and/or follow the rules. Preschool -4th grade will have rewards in the classrooms.

Parent/Family Responsibility:

- Know your child's "reward" system, give praise and encouragement when your child receives acknowledgement
- Support/attend any recognition or celebration-type function that focuses on these positive behaviors
- Support SDCS in the home by discussing rules and expected behaviors for home and school with your child
- Respond quickly to contacts or request form the school when asked to partner with school staff to address your child's behaviors

DISCIPLINARY ACTIONS

If a student chooses not to follow school expectations, disciplinary action will result. Consequences for inappropriate, unsafe, harmful or disruptive actions are designed to provide guidance and experiences for teaching responsibility and self-control. The teachers and administrators will use their professional judgment to determine appropriate disciplinary action based on the following:

- A. Seriousness of offense
- B. Student's age
- C. Grade level
- D. Ability and functioning level
- E. Frequency of misconduct
- F. Student's attitude
- G. Effect of misconduct on the school environment
- H. Parental participation and support

Right to Search

The school is co-tenant of desks and reserves the right to search them at any time without notice. Book bags, purses, gym bags, etcetera are also subject to search without notice. The

school reserves the right to search any and all property on the school campus and at all school related functions in any manner it deems appropriate to ensure a safe environment. Students who are determined to have engaged in the various forms of inappropriate conduct will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

Students are always to conduct themselves as St. Dominic students and to exhibit behaviors expected of such students. Any student choosing to display inappropriate behavior that may potentially impact the reputation of St. Dominic Catholic School or the Catholic school system, whether during school hours or outside of school hours, whether on the school campus or off may receive disciplinary consequences for said behavior as determined by school officials. The administration of St. Dominic Catholic School reserves the right to discipline its students for inappropriate behaviors that may occur off campus outside of school hours.

Grades Kindergarten-Second

Classroom, specialty teachers and the guidance counselor will work with the students to develop self-discipline skills. Age appropriate rewards and consequences will be used to foster a positive, safe and productive learning environment.

Specialty classroom teachers will complete the Grades K-2 Disciplinary Report Form for Specialty Classes to notify parents and the classroom teacher of inappropriate behavior.

Grades Third-Eighth

Faculty and staff will complete the Disciplinary Report Form to notify parents of disciplinary incident involving their child. The referral forms are in quadruple: Yellow-issuing teacher; white-parent; Pink-Administrator; Gold-office. It is important that parents support this particular part of the process. If a referral is treated as a serious matter by the parent, the student will also understand the seriousness of the referral. Parents should sign the discipline referral however if a parent does not sign, it does not negate the disciplinary action.

Category I: A student receives a demerit for an infraction I this category. Three demerits will result in a detention. Demerits are cleared from a student's record at the end of each semester. The following are Category I infractions:

- Failure to follow individual teacher's classroom rules
- Excessive talking
- Eating, chewing or drinking without permission
- Uniform violation (see uniform guidelines on pages 25-28)
- Loitering or playing in the restroom, verandahs or other inappropriate areas

- Possession of a nuisance item
- Running on verandah or walkway
- Not following arrival and/or dismissal procedures
- Other

Category II: A student receives a detention for an infraction in this category. Three detentions will result in a Category III infraction consequence. Detentions are cleared from a student’s record at the end of each school year. The following are Category II infractions:

- Disobeying playground rules or an adult on duty
- Class disruption
- Violation of the Acceptable Use Policy for computers
- Violation of the guidelines for cell phones and other electronic devices (see guidelines on pages 28-33)
- Destroying or damaging property (monetary restitution for the damage must be made, and proper authorities will be contacted)
- Hitting, “roughhousing” or being physically aggressive
- Throwing or kicking any objects that could result in student injury or damage to property
- Out of designated area without permission
- Disrespectful behavior:
 - Physical
 - Verbal
 - Non-verbal
 - Written
- Forgery/Plagiarism
- Cheating and/or copying any work of another student (“F” will be given on copied work)
- Other

Category III: These offenses will subject the student to exclusion, suspension, or expulsion as determined by the Administrator. Three Category III infractions of any type may result in expulsion. The following are Category III infractions:

- Refusing to follow the directions of school official or adult on duty
- Use obscene manifestations:
 - Profane language
 - Profane gesture
 - Harassment
- Possession or consumption of tobacco, alcohol, or any other drug
- Possession and/or use of a weapon or instrument that may be used as a weapon

- Fighting
- Taking the belongings of others without their permission
- Other

Threats of violence: Students who make threats either verbally, via social media or physically may be suspended, removed from extra-curricular activities, asked to withdraw or be expelled, as determined by the administration. In addition, local law enforcement may be notified. In some cases, a student may be required to have a threat assessment from a qualified mental health professional. If this occurs, written documentation is required stating that it is safe for the student to return to school.

Detention: Students serve one hour after school. Parents will be notified in advance when students must serve a detention. **Students are required to report to detention on the day assigned.** Parents will be notified of a detention with a detention form, which must be **signed by the parent and returned to the homeroom teacher the next day.** Detention has priority over any school activity. Parents should sign the discipline referral however if a parent does not sign, it does not negate the disciplinary action.

Morning Detention: Detention may be assigned to students in grade K-8 from 7:20-7:45AM for tardiness and attendance issues. This type of detention is an administrative detention rather than a behavior detention. It does not affect standings with the NJHS nor does it count towards a student record.

Recess/Lunch Detention: Lunch detention will be held during the student's regular lunch wave. Students will sit in office with assistant principal. Students will eat in silence and complete assignment.

In-School Suspension: A student who receives an in-school suspension will remain at school, but will be isolated from his/her classmates during the suspension period. Assigned class work must be completed during in-school suspension. A discipline conference with the student, with the parents, and the administration may be required.

Out of School Suspension: A student who is suspended out-of-school will not be allowed on campus or to take part in any school activities during the suspension period. A discipline conference with the student, the parent(s), and administration may be required before the student returns to campus. A behavior contract will be signed and implemented at that time. An out of school suspension is considered to be an unexcused absence. Therefore, it is at the discretion of the administration if any and how much credit a student may receive for any work the student missed during the days out of school suspension.

Expulsion: is only done in consultation with all administrators and pastor. A final appeal may be made in writing to the pastor only by the student's parent or guardian and must be within

ten (10) days of the notification of the disciplinary action by the school. Appeals may be made if there is a question of procedure or if substantial new information is available. The written request must include a statement giving the specific reason(s) for the appeal.

Exclusion: Attendance at field trips, special events, and/or classroom parties during school hours, as well as participation in CYO sports and out-of-uniform days may be denied to student on exclusion. Additional exclusions may apply as determined by administration.

The administration reserves the right, when necessary, to take disciplinary action for any behavior which violates the mission and beliefs of the school, even though not specified in this Handbook.

St. Dominic Catholic School

Bullying Policy

Respect for the dignity and work of each individual is a basic tenet of the Catholic faith.

St. Dominic Catholic School is dedicated to the Christian principle that all people are created in the image of God therefore must be treated with dignity and respect. It is the policy of St. Dominic Catholic School to provide all students a learning environment and all employees a workplace that is free from all forms of bullying.

St. Dominic Catholic School will not tolerate behavior that infringes on the safety of any students or staff member. A student or staff member, teacher, volunteer, coach or substitute teacher shall not intimidate or harass another person through words or actions.

This policy prohibits any unwelcome physical, social, electronic, sexual, verbal or written conduct from one person/persons towards another person. Violation of this policy will be cause for disciplinary action.

Definition: Bullying harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power, it may include verbal, physical, written, or electronic conduct/communication that is repeated.

Bullying may include but no be limited to physical (hitting, pushing, shoving), verbal(teasing, threatening, coercing, calling derogatory names, sharing derogatory videos/photos, in person, through written form, or through social media), or relational (spreading rumors, or ostracizing) behaviors.

Scope: This policy prohibits bullying that occurs on school premises, on any bus or vehicle as part of any school activity, or during any school function, extracurricular activity or other school-sponsored event or activity.

Reporting Breach of Policy: Students, teachers and parents have the duty to report any bullying to the school administration immediately. If a student experiences, or parent or other student witnesses any incident of bullying, the incident must be promptly reported to the school administrator. The administration will provide the student/parent with the Bullying Report Form, which must be completed, dated, and signed by the reporting party in order to assist the school in its investigation.

Report forms will be retained at the school until the students involved leave the school.

Disciplinary Action: Any students found to have violated this policy will be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion and or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based upon the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Education: In order to ensure the safe, healthy, caring, respectful learning environment exists for all students in St. Dominic Catholic School, educating students, teachers, parents about the policy must take place annually. Therefore St. Dominic Catholic School will file an annual Bully Education Plan with the Department of Catholic Education by September 15 of each school year. The plan will include educational components for students, teachers and parents.

OTHER IMPORTANT INFORMATION

Nut Free: For the safety of our peanut and tree nut allergic students, St. Dominic Catholic School has chosen to be peanut and tree nut free in PK-2nd grade. Some of our student have diagnosed peanut and/or tree nut allergies, which can produce reactions ranging from mild hives to severe anaphylaxis (allergic shock) should they have any contact with any type of peanut and/or tree nuts or peanut and/or tree nut products.

We ask that all families do everything possible to ensure that any food sent for their child including lunch, special snacks and food items to share with the class do not contain any peanut and/or tree nut related products. Not only does it mean no peanut butter sandwiches or peanut butter cookies it also means you should read the labels of other foods like muffins, granola bars and cereals before you put them in your child's lunch box. Our concern is for foods where peanuts or nuts might be a "hidden" ingredient, and where cross-contamination may

occur. All store bought packages are required to post a warning if there are any peanut contents. You will find the warning immediately after the ingredient list.

We realize this request may pose an inconvenience for you when packing your child's snack and lunch; however, we hope these interventions will protect those students with peanut allergies. Our concern is with the safety of all of our students and we wish to express sincere appreciation for your support and understanding of this potentially life-threatening allergy.

Birthday Celebrations: DO NOT send or bring birthday treats to school for your child to share on their birthday. Instead of just your child's class sharing in their celebration, the entire school community will participate in celebrating your child's birthday. Students birthdays will be recognized during school announcements and students will be allowed to come to school in their class T-shirt (see page 27) on their birthday. If the student's birthday falls on a school Mass day the student may be in Spirit Day attire the day before. Students with birthday that follow on a weekend or holiday may wear Spirit Day attire the first school day following the weekend or holiday (unless it is a school Mass day.) The administration will designate days for students to wear Spirit Day attire that have summer birthdays.

Deliveries: Should it be necessary to bring an item such as a lunch to school, it should be brought to the school office for delivery. **Please attach a sticker with your child's name is on the items and place on the delivery cart in the office vestibule.** Direct delivery to the classroom is prohibited due to the disturbance it causes. Gifts delivered for children during the school day (balloons, flowers, etc.) will be given to the student at dismissal.

Health Illness during school: Students who become ill during school hours will be sent to the office. Parents must come to the office, sign the dismissal book, and meet the child in the office. Parent must take their children home when:

- The child has a temperature above 100 degrees.
- The child is or has been vomiting
- The child has certain communicable diseases such as chicken pox, lice, impetigo, ringworm, or conjunctivitis/pink eye.

Before the student returns to school the following criteria should be met:

- Student must be **free of fever about 100 degrees for 24 hours** and **without** medication for 24 hours prior to returning to school.
- Student must be **free of vomiting and/or diarrhea for 24 hours** and **without** medication for 24 hours prior to returning to school.
- Student with excessive coughing, sneezing, or nasal drainage should remain at home.

- Student with communicable diseases may return to school after receiving required treatment. A letter from the physician must be submitted to the office before the child is readmitted to school.

A parent should notify the office if a student has evidence of head lice. Students will not be allowed back into school until all evidence of lice is eliminated. Parents should notify the school if their child has a serious illness which may affect other students in the school, or if other students may have been exposed.

First Aid: Minor injuries are usually cared for by the teacher or office personnel. All major and some minor injuries are reported to the office and the parent will be called. For this reason, as well as others, please keep your current telephone number (work and home) and an emergency number on file on the school office.

Medication: All medication will be kept in the office.

- Parents or guardians who request the office to dispense medication to their children must fill out an authorization form. This must be renewed each year.
- Medication must be sent in the original prescription bottle. Some over-the-counter medications may be kept in the office, i.e. Advil, Tylenol, only if accompanied by a doctor's prescription with directions for administration, in the original bottle, sealed. The reason for administration, for example, headache, ankle pain, must be on the prescription. Students must have a note to have cough drops or Chapstick™ in their possession.
- Students are **not** allowed to have any medication in their possession. Medicine to be taken at school must be delivered to the office by a parent or guardian. Please do not send medication with students.
- The parent or guardian must pick up student's medication at the end of the school year. **Medications not picked up at that time will be destroyed during that first week of June.**

SDCS is not responsible for any problems arising from dispensing medication at the parent's/doctor's request. Students are not allowed to carry or self-administer any medication.

Letters of Recommendation: Neither the administration nor faculty will provide letters of recommendation for students, except in limited cases of college admissions, or for application to enrichment or extra-curricular programs.

Lunch Program: St. Dominic Catholic School offers parents the opportunity to purchase items from various vendors as an option for student lunches. An order form can be found on the official school website each month. Lunch orders may be purchased through on-line giving.

Lunch orders must be submitted on the first Friday of the month before the month for which you are ordering.

Permissions: Only vital telephone messages can be delivered to students. Students desiring to use the telephone, **in case of illness or emergency**, may do so only with the teacher's permission. In an effort to teach students responsibility, **students will NOT be allowed to call home for homework, permission slips or other forgotten items.**

Notes are required form parents after every absence, for tardiness, to request an early dismissal, and to explain a child being temporarily out of uniform. A doctor's excuse is required for students who are not participating in Physical Education.

Visitors: All parents and other visitors on campus during the school day must report to the office. Visitors must not disturb the class and teacher during the day. The office will deliver messages and forgotten items. Visitors who have a reason to remain on campus will be issued a pass.

Annual Asbestos Statement: The Asbestos Hazard Emergency Response Act (AHERA) required the inspection of every school in the United States, public and private for asbestos containing materials An Asbestos Management Plan based on inspection findings has been prepared and is available in the school office. The principal of the school will be glad to answer any questions about the plan.

Child Abuse Reporting: As an educational institution in charge of the well-being of children, St. Dominic Catholic School personnel are mandated by law to report immediately any suspected incidents of child abuse or neglect, including any verbal communication from children involving abuse. By law, employees are only to act as reporters, not as investigators. Therefore, a report made to the Department of Human Resources will not be communicated to parents. '

Fidget Spinners and Nuisance Items: Students are not allowed to bring toys (beanie babies, small toys that hang from backpacks or fidget spinners) to school as they are a distraction to the learning environment.

Water Bottles: Students may **bring a clear plastic water bottle no larger than 20 ounces** to school to keep hydrated during the day. A student's privilege may be revoked if it becomes a distraction to the learning environment.

YEARLY CALENDAR EVENTS

School Pictures: Students will have their pictures taken in uniform in the fall. A make-up day will be scheduled for individual pictures for those students who may be absent. Group pictures

are also taken at this time. In the spring, individual pictures are taken out of uniform. Check the school calendar for dates.

Iowa Tests of Basic Skills and Cognitive Abilities Test: These standardized tests are given in March to students in grades 2-8. Individual reports are given to parents. The school uses the results to track progress in curriculum, and determine areas in need of focus.

Red Ribbon Week takes place in October: The school is decorated in red bows and signs in support of this city-wide, anti-drug campaign. The students participate in many activities during the week to support the idea of “saying no to drugs”.

The Duke University Talent Identification Program (TIP): Allows selected seventh grade students an opportunity to take the SAT or ACT test early in their education to qualify for recognition at the state level or nationally to attend special programs suited to their needs. Students must score 95% or higher on selected areas of the most recent standardized test on file. Parents are notified by letter of eligibility to participate.

Toy Bowl: Is a day of championship soccer and football games on a Saturday in the fall and can involve students in grades 2-8 as players and cheerleaders. Students in grades 2-8 can sell tickets in advance to support the CYO youth sports program. Only 8th grade students have the option of participating in the Toy Bowl Court.

Catholic School Week: Celebrates different aspects of our program all week long. Many activities are planned that week to show appreciation for various school stakeholders.

Field Day: Takes place at St. Dominic Catholic School. Track and field events and games are provided beginning at 10AM. The Booster Club and Physical Education department organize the event. Parent volunteers are needed.

May Crowning of the statue of the Blessed Mother: The youngest girls in the second grade will be selected to carry flowers and crown the statue of the Blessed Mother.

CATHOLIC ARCHDIOCESE OF MOBILE

Weapons Policy: Our Lord Jesus Christ came that we might have life and have it in all of its fullness. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic School provide a safe academic and social environment for their students, teachers, staff and parents. The possession of dangerous weapons is a threat to the health, safety and well-being of students, teachers, staff and parents in Catholic Schools. Therefore, it is appropriated to adopt a policy applicable to all schools banning the possession of dangerous weapons on school premises or at school sponsored activities.

It is strictly forbidden for any student, employee, volunteer, or visitor to possess a dangerous weapon on school premises, in a school owned vehicle, or during any school sponsored trip or activity. A dangerous weapon or instrument is defined as follows:

DANGEROUS WEAPON: A dangerous weapon is a firearm (defined in section 921 of Title 18 of the United States Code) or anything manifestly designed, made or adapted for the purpose of inflicting death or serious physical injury. The term includes but is not limited to, a pistol, rifle or shotgun; or switchblade knife, gravity knife, stiletto, sword or dagger; or any bill, blackjack, bludgeon or metal knuckles. (Alabama Code)

Facsimiles of a dangerous weapon are subject to this policy. Any student to be found in possession of a dangerous weapon or facsimile of shall be expelled or suspended. The principal shall determine whether the student shall be expelled or suspended. Suspension from the school where the violation occurred may last to the end of the current school year. In case where there are substantial mitigating circumstances, the principal may reduce the term of suspension upon consultation with the Superintendent.

The steps and procedures used when the Weapons Policy of the Archdiocese of Mobile is violated, shall include, but are not limited to the following:

- Immediately notify the Superintendent
- Contact Parents
- Suspend child from school immediately pending investigation
- Complete investigation as soon as possible
- Discipline student according to Archdiocesan policy
- Should student be expelled for a firearm violation, it should be noted in any student records transferred to any other school.

Harassment Policy: No student, parent or employee of the Archdiocesan Catholic School System shall be subjected to any type of harassment. Our school system is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect.

Respect of others is shown through language, behavior and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, visual or sexual affronts will not be tolerated. (#28.1-Adopted Policy by Archdiocese of Mobile 5/05)

Harassment is unwanted verbal or physical contact that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age or disability, to that of his/her family, friends or associates. In addition, harassment has the

purpose or effect of creating an intimidation, hostile or offensive environment, or unreasonably interferes with an individual's performance, or adversely affects an individual's opportunities.

The steps and procedures used when the Harassment policy of the Archdiocese of Mobile is violated, shall include, but is not limited to the following:

- Any violation shall be reported to the Administration
- An investigation of the reported violation should follow as soon as possible
- Appropriate consequences shall be determined by the Administration
- Appeals shall be addressed to the Superintendent.

Drone Policy: For the safety and privacy of our students, **No Drones** are allowed on the campus of St. Dominic Catholic School.

Drug Policy: It is strictly forbidden for any student to use, distribute or possess drugs, including alcohol, tobacco, marijuana, narcotics, inhalants, hallucinogens, opiates, controlled substances on school premises, in al school owned vehicle, or during any school-sponsored function. In addition, the possession, use or distribution of electronic cigarettes, vapor or other substitute forms of cigarettes is also prohibited on school premises, in a school owned vehicle or during any school-sponsored function. Any student found to be under the influence or in possession of said drugs will be subject to disciplinary action.

Permission to Bring MCDs to School- Agreement:

- To comply with the rules and regulations in the guidelines of the MCD Policy, Student Acceptable Use Policy (AUP), and Family Handbook.
- That school personnel may examine MCD at any time for the purpose of ensuring that the MCD is in compliance with this agreement.
- That St. Dominic Catholic School is not responsible for any possible damage or theft in connection to the student/parent's choice to bring a MCD to school.
- That SDCD provides no technical support for MCDs including troubleshooting or software installation.
- That use of MCDs may be revoked at any time.
- That is agreement can be modified by the school at any time and a new agreement would need to be signed.
- That this agreement must be resubmitted each year by students and parents.
- Students and their parents/guardians wishing to take advantage of this voluntary program must comply with all rules and regulations set forth in these guidelines and the Acceptable Use Policy. By choosing to participate in this program, you are consenting to monitoring and verification of use, and to examination of the student's MCD as set forth above. The school retains the right to revoke MCD privileges based on any policy

violation. In such cases, the parent will be informed and any consequences related to revocation are in addition to consequences related to the school's code of conduct.

**Archdiocese of Mobile
School Assigned Student Email**

All schools will develop, publish and review with students an Acceptable Use Policy (AUP).

Student email accounts are to be issued by the school and are used strictly in an academic manner that is responsible, legal, and ethical. Any email based course requirements will be expected to come through the school email system.

Student accounts must be established in a platform that allows emails to be blocked from sending/receiving emails from any domain other than administrators, teachers and other students. Some schools may choose not to allow student-to-student email. In that case, only administrators and teachers shall be allowed to email students on the student email system.

Teachers are limited to two methods of email communication directly to students.

- 1) Sending emails to an entire group or
- 2) When sending an email to an individual student either
 - a. CC either their department chairperson or
 - b. CC a site created administrative account. This administrative account will allow review of all activity on an as needed basis.

Student email will be subject to an objectionable content filter and the school will be expected to develop a very clear statement as part of the school's AUP on what is considered unacceptable content for students. Content that is profane or uses language and/or symbols with the intent to degrade, bully or offend others will not be tolerated.

The school is to include student email in its discipline policy. Students will be immediately subjected to the discipline cycle if any email is found to have objectionable content or violate the AUP.

User names, passwords and student groups should be created by an "email administrator" at each school. Students will be restricted from changing the school-issued user name and password. The email administrator should create uniform accounts and passwords and have a copy of that information available at all times. School administrators should always have the ability to review all account activity.

Student should understand that they have no reasonable expectation of privacy with respect to and including, but not limited to: internet usage, the creation and/or distribution of messages or content via the student email system, and/or the creation of information with technology tools that fall under the purview of the school.

All K-8 student login credentials, if assigned, are to be sent to parents. Parents will be given instructions on how to access their student's email accounts therefore giving parents the ability to monitor the school-issued email.

Username and passwords will be made available to parents of high school students upon request.

Username and passwords should not be shared by students.
Online collaborative work is only acceptable when assigned by a teacher.
Students should use polite, appropriate language in all email exchange and in collaborative work.

~Archdiocese of Mobile

February 2016

Parent:

I have read and understand the policy outlined above. I hereby give permission for my child to bring his/her MCD to school. I understand that the school is not liable under any circumstances for the loss of or damage to my child's MCD or any peripheral devices. I also release the school and its employees from any and all claims and damages of any nature arising from my child's use of, or inability to use, their personal computing devices at school including, without limitation, the types of damages identified in the school's policies and administrative regulations.

Printed Name of Parent/Guardian: _____

Parent Signature: _____ Date: _____

Student: I understand that my MCD use is not private and that the school will monitor my activity on my MCD while at school or at school sponsored events. The playing of games, music, personal communications, or other entertainment on my MCD is prohibited unless explicitly approved by a teacher for educational purposes. Electronic communications include e-mail, instant messaging, texting, chat, blogs, conversations

via phone or Skype type services, Facebook and other social networks, et cetera. I understand that the purpose of having a MCD at school is educational and that each teacher may choose to allow its use or not. I will abide by each teacher's decision.

I have read this policy and the Responsible Use Policy and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access, including the privilege of bringing a MCD to school, and/or other appropriate disciplinary or legal action in accordance with the student code of conduct, Acceptable Use Policy, and applicable laws.

Device 1 brand: _____ Type or Model: _____

MAC address: _____

Device 2 brand: _____ Type or Model: _____

MAC address: _____

For instructions on locating this number on your device go to

http://wintelguy.com/2009/20090215_find_mac.html

Name of Student: _____

Student Signature: _____ Date: _____

Field Trip Parental/Guardian Consent Form and Liability Waiver

Dear Parent or Legal Guardian:

Of you would like your child to participate in this event that requires transportation to a location away from the parish, school or archdiocesan office site, please complete, sign and return this statement of consent and release of liability. As parent or legal guardian, you remain legally responsible for any personal actions taken by the named minor ("participant"). All students participating in the field trip must ride to and from the fieldtrip on the bus. Parent Chaperones must also ride on the bus with the exception of the 7th grade Dauphin Island fieldtrip.

This activity will take place under the guidance and supervision of employees and/or volunteers from _____ . A brief description of the activity follows:

Type of event: _____

Destination: _____

Individual in charge: _____

Date and estimated time of departure and return: _____

Mode of transportation to and from event: _____

Participant's name: _____ Birthdate: _____

Parent/Guardian Name (please print) _____

Address: _____

Cell Phone: _____ Other Phone: _____

I agree on behalf of myself, my child names herein, or our heirs, successors, and assigns, to hold harmless and defend (name of parish/school/institution) _____, its officers, directors, employees and agents, and the Archdiocese of Mobile, its employees and agents, chaperones, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection there with and I agree to compensate the parish /school/institution, its officers, directors and agents, and the Archdiocese of Mobile, its employees and agents and chaperones, or representative associated with the event for reasonable attorney's fees and expenses that may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the parish/school/institution/archdiocese.

Signature: _____ Date: _____

Medical Matters: I hereby warrant that to the best of my knowledge, my child is good health, and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.)
Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Emergency contact name (please print)

Relationship to participant _____

Cell Phone: _____ Other Phone _____

Family doctor: _____ Phone: _____

Family Health Plan Carrier: _____ Policy # _____

Signature: _____ Date: _____

Other Medical Treatment: In the event it comes to the attention of the parish/school/institution, its officers, directors and agents, and the Archdiocese of Mobile, chaperones, or representatives associated with the activity that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called.

Signature: _____ Date: _____

Medications: My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:

Signature: _____ Date: _____

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required.

Signature: _____ Date: _____

I hereby grant permission for non-prescription medication (such as non-aspirin products, i.e. acetaminophen or ibuprofen, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature: _____ Date: _____

Specific Medical Information: The parish will take reasonable care to see that the following information will be held in confidence:

Allergic reactions (medications, foods, plants, insects, etc.) _____

Immunizations: Date of last tetanus/diphtheria immunization: _____

Does child have a medically prescribed diet? _____

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bed-wetting, fainting? _____

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, flu, etc.? _____ If yes, list date and disease or condition:

You should be aware of these special medical conditions of my child:

FIELD TRIP CODE OF CONDUCT

I, _____, understand that by participating in this Archdiocese of Mobile trip, I am promising to cooperate with the team leaders and staff,

my teammates and the Holy Spirit. I promise to behave in a way becoming a Catholic young adult missionary and follow directions and rules knowing that I represent my church parish and the Archdioceses of Mobile. If I do not follow these standards I can be dismissed from the trip at my parent/guardian's expense.

I understand that I may not bring alcohol or illegal drugs, nor may I purchase and/or consume alcohol or drugs during the trip. I will not bring any sort of weapons on the trip. If I do, I understand that I will be immediately dismissed from the trip at my parent/guardian's expense.

I will also be an example to others in modesty and speech. I will dress in a fashion that represents modesty and good taste, respecting other participants and our Lord. I will use positive and up building speech during the trip, understanding that foul and abusive language is not permitted.

I have read, understand and agree to the above code of conduct.

Signed: _____ Date: _____

I have read the code of conduct and understand that if my child should break the code of conduct in a way that requires his/her dismissal from the trip, he/she will be returned home at my expense. I understand that the team of adults leading the trip has the final decision in enforcing these standards.

I will ensure that my child does not bring any alcohol, illegal drugs or weapons on the trip.

Parent/Guardian Signature:

_____ Date: _____

Parent/Guardian Signature:

_____ Date: _____

St. Dominic Catholic School

Bullying Report Form

*Bullying, harassment, or intimidation means intentional unwanted, aggressive behavior with an imbalance of power; it may include verbal, physical, written or electronic conduct/communication **that is repeated.***

Date of report: _____ Initial report made to: _____

Person(s) reporting: _____

Date(s) of incident(s): _____

Type (Mark and "X" all that apply)

Verbal Physical Emotional Social Media Other

Persons involved: 1. _____ 2. _____

3. _____ 4. _____ 5. _____

Where did this occur? _____

Has it happened before? _____ Dates: _____

Additional information available, such as letters, screenshots, photos or other?

If yes, please provide copies.

Explain this incident? _____

Describe what you have done to resolve or what do you think would resolve this problem?

ent signature: _____

Student signature: _____

*****OFF

ICE USE:

Received by: _____ Date: _____

Addendum to Registration/Tuition Agreement
Between

St. Dominic Catholic School and _____ (parent)

ARBITRATION OF DISPUTES Any disputes arising out of or relating to this Agreement, performance under this Agreement, or breach thereof, including all disputes of any nature relating to my child's enrollment and attendance at this school, and including but not limited to the threshold questions of arbitrability and the formation of this arbitration agreement, shall be finally resolved by binding arbitration administered by the American Arbitration Association under its rules, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be conducted in the English language in the city of Mobile, Alabama, applying the laws of the State of Alabama. There shall be one arbitrator who shall be selected in accordance with the American Arbitration Association. Each party shall pay one half of the cost of the arbitrator. In no event shall punitive damages be awarded by the arbitrator in favor of either party, unless specifically authorized by applicable statute. This provision is continuing in nature and shall remain in force throughout the entire period of my child's enrollment at this school. BY MY SIGNATURE BELOW, I AGREE TO SEND ANY AND ALL DISPUTES RELATING TO THIS AGREEMENT, TO BINDING ARBITRATION. I ALSO HEREBY WAIVE MY RIGHT TO A JURY TRIAL A DISPUTE ARISES IN ANY WAY RELATING TO THIS AGREEMENT. _____ Parent or Guardian Signature

Acknowledgment of 2019-20 Parent/Student Handbook

Today, more than ever, to have a successful learning environment, parents, students and teachers must have a team approach to Catholic education. An understanding of and an adherence to the policies and regulations of the school will help accomplish that goal.

The student handbook will serve as a guide in policy matters concerning the operation of our school. Please discuss the handbook with your children. As a member of our school community you are asked to become familiar with the handbook contents and sign the following pledge.

“We, as a family, have read and agree to be governed by this handbook. We are aware that we must adhere to all items contained in it.”

Print Family Last Name _____ Youngest Child’s Name _____

Student Homeroom _____

Parent Signature _____

The Parent/Student Handbook is available online at www.stdominicmobile.org.

Please read the handbook, sign the acknowledgement above, return to school by August 30, 2019. If you have any questions or problems accessing this on-line, please call the school office at 661-5226. Thank you.