

**ST. DOMINIC  
CATHOLIC SCHOOL**



**Parent/Student Handbook**  
2007-2008

**“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.”**

**St. Dominic School**  
**Parent/Student Handbook**  
**2007/2008**

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## **HISTORY**

St. Dominic 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.

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

## **St. Dominic School Mission Statement**

The mission of St. Dominic School is to provide an academic learning environment that develops students to their fullest potential. Each student is encouraged to live the beliefs taught by Jesus and proclaimed by the Catholic Church.

### **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.

## **ROLE OF PARENTS**

Parents have the God-given natural right to educate their children. They are acknowledged as the first and foremost educators of their children. Parents have an obligation to raise their children in an atmosphere of love and respect that is reinforced by the school to produce exemplary Christian citizens.

1. All parents have an obligation to assist in the spiritual development of their children through family prayer and worship services. Catholic parents are obliged to support the teachings of the Church by word and example and through weekly participation in the Eucharist and frequent reception of the sacraments.
2. As a primary role model for their children, parents will demonstrate Christian values that are the foundation of the Catholic faith and school.
3. Parents will send children to school physically fit by ensuring that they have sufficient rest and food, are healthy, clean, properly dressed, and on time so that they are emotionally and physically ready for school.
4. Parents will maintain open communication with their children on daily assignments and class projects. They will give help, but only if it is truly needed. It is not a parent's responsibility to do children's homework.
5. Parents will maintain open communication with teachers and schedule conferences and discuss issues that they feel may be in question between a teacher and the child. They will not negatively empower children by talking about a teacher in front of them.
6. Parents will teach children to respect the dignity of all human beings. Parents will not allow children to talk about or put down teachers or classmates.
7. Parents will teach children respect, responsibility, and resourcefulness. Children who respect teachers pay attention. Children who accept responsibility do quality work at all times. Children who are resourceful will not give up when the going gets tough. Such children are better learners.
8. Parents will take a responsible attitude toward the support of the school. If they have a problem, they will discuss the issue with a teacher or administrator. They will work together with the school to make St. Dominic School the best.
9. Parents will take an active role in the school through parent organizations and offer volunteer service for the enrichment and betterment of the school. They will offer assistance to teachers and staff whenever possible.
10. Parents must understand that technological communication through teacher e-mail, school website, class web pages, and Edline are made available by the school, and will use it as much as possible to stay updated.

In conclusion, parents will encourage children to be respectful, responsible, and resourceful. Working as a team, supportive parents, dedicated teachers, and a strong spiritual foundation give children the tools they need to succeed. In support of St. Dominic School, all parents must agree that these guidelines are essential and will abide by this code.

Parents must understand that technological communication is made available by the school, and will use it as much as possible to stay updated.

### ***SUPPORTIVE MEASURES FOR PARENTS***

The education of a student is a partnership between the parents and the school. **Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.**

Parents are the primary educators of their children. The parents' role in education is to form a partnership with teachers to ensure the best possible Catholic educational experience for their child/children. Parental involvement is a very important part of the success of our school programs.

Parents are encouraged to be actively involved in the education of their child/children. **All parent volunteers must have attended the Child Protection training session. Certification must be renewed each year in order to continue volunteer work. The initial training is generally held the fourth Tuesday of each month at St. Dominic.** Check the school calendar regularly. It is sent home monthly and is also available online. Volunteer forms are provided by the school to help parents select the best avenue for their involvement. Parents may also contact the office, teachers, and staff members to offer assistance.

Teachers need the support of parents. The purpose of school and classroom rules is to provide an atmosphere at school conducive to the learning process. Parents support teachers by informing the students that they are expected to follow school rules and to obey the teachers.

Parents are responsible for giving serious consideration to recommendations provided by the teachers and administration. These recommendations may be for testing, counseling, medical examinations, structured study periods at home, etc. Teachers are able to work with the individual needs of students only when we are aware of those needs. We rely on parents, as well as experts (i.e. psychometrists, doctors, and counselors), to assist us in understanding individual needs.

If a concern should arise that requires parental involvement, the parent(s) should first set up an appointment to discuss their concerns with the teacher through the school office or a note to a particular teacher. Most concerns will be resolved at this level. However, if necessary, the parent can contact the administration for further discussion. **The teacher should be the first contact in all matters concerning education, especially concerning student progress in the classroom.**

The parents, teachers, students and administration are a team. All need to strive to work together to encourage children to assume their responsibilities as they develop physically, emotionally, spiritually, and educationally. It is through communication and mutual support that students will attain their fullest potential.

### **PARENT TEACHER COMMUNICATION POLICY**

Communication between parents and teachers is an important and integral part of St. Dominic School. The following is a policy, approved by the school board (May, 2001) to ensure procedures be followed:

1. The procedure to arrange a meeting with a particular teacher is to call the school office or to send a note with the child requesting such a meeting. Such a note or telephone call should include more than one time over the next several days that a parent is available to meet.
2. If more than one teacher is involved, the only appropriate way is to arrange such a meeting through the school office either by a note or by telephone.
3. Immediately before school or after school is not an appropriate time to have unscheduled discussions with a teacher. All teachers have duties both before and after school. A teacher may arrange to meet with parents before or after school or even during the school day, but such a meeting or discussion needs to be arranged in advance. When approached by parents before or after school wanting a meeting, teachers have been instructed to ask the parent to send a note or to call the office to arrange a mutually convenient time for a meeting.
4. Discussions between teachers and parents should not take place in front of students unless both parties agree that a particular student needs to be present.
5. Please, no phone calls to teachers' homes.
6. If at all possible, within 24 hours, teachers will acknowledge parent calls or messages.
7. Complaints should be handled at the lowest possible level. Persons with concerns should first attempt to address the concern with the teacher. Only after such attempts have failed, should the assistant principal or principal be contacted.

**Please note:** St. Dominic School utilizes technological resources to enhance school communication. All faculty may be contacted via e-mail through the school website.

## **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 reason to remain on the school campus will be issued a pass.

## **PARENT PROGRAMS**

Parents play an important role in the total educational program at St. Dominic School. Parents are encouraged to become involved with the education of their children.

1. **PTO** - The PTO is a service organization of St. Dominic School.
2. **Room Parents** - Room Parents are assigned to each classroom from a list of volunteers. The parents assist the teacher in planning and carrying out various activities during the school year.
3. **Yard Duty Volunteers**- St. Dominic Catholic School is always in need of trained adults to aid in the supervision of students on the playground.
4. **Tutor Programs** –Parents may volunteer to tutor students in areas of special need. A program is available from the Office of Catholic Schools for paraprofessional certification. Information is available in the school office.
5. **Scouting Program** –Parent volunteers serve as leaders.
6. **Booster Club** –The St. Dominic Booster Club, sponsored by the church office, consists of parent volunteers who are interested in the parish athletic program.
7. **Rainbows For All God’s Children** –Volunteers attend a training course to work, as facilitators, with children in families that have experienced a loss. This program is run through the school counselor’s office.
8. **Special Events**- The school and parish often put on special events to accomplish different goals. Volunteer help is almost always needed with these events.
9. **Office and Classroom assistance**- Many occasions arise during the school year when teachers and office personnel can use additional help with various tasks.

**PLEASE NOTE:** All parents, or other volunteers with students, must take the Child Protection Training. Check your calendar for training session dates, or call the school office.

## ***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 of access to school records relating to his or her child and, upon written request, may receive copies of all notices relating to the school and school activities. The non-custodial parent is responsible for any costs incurred by the school relating to these provisions (i.e. postage)

## ACCREDITATION

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

## ADMINISTRATION OF THE SCHOOL

A. **Principal** - Mrs. Martha Mundine

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.

B. **Assistant Principal**- Mr. Danner Nguyen

The assistant principal works in collaboration with the principal. In addition to other duties assigned by the principal, He is responsible for:

- implementing and enforcing the discipline policy of the school
  - Assisting teachers in establishing operating procedures
  - Oversees procedures and plans related to supervision of students at all times on campus
  - Sets up schedule of detention classes
- working with students who are having academic, behavioral and/or social difficulties. Helps to coordinate the efforts of the teachers, parents, counselor, resource room teacher, and administration in helping the students.
- scheduling all classes
- coordinating Discipline With Purpose program
- enforcing attendance policy
- oversees the teacher mentor program for new teachers

C. **Department Chairs**- Beth Weed, Janna Lyons, Cathy Coleman, Patricia Garside-

A committee, consisting of representatives from various departmental levels along with the principal and assistant principal, supports, suggests, and advises so that a team approach is used in setting goals and plans for improvement in all facets of the school.

D. **Pastor** - Father Jim Cink

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 and, as his delegate, is the administrative head of the parish.

## **E. School Board**

The school board is a policy-making board whose authority is derived from the archbishop and the Archdiocesan Board of Education. Called into being by the local parish, it has the specific mission of providing quality Catholic education for children in the parish whose parents desire to take advantage of such an opportunity. The primary functions of the board are to aid and support the principal and staff, to represent parents in helping to determine the kind of education children will receive, and to help create a climate that will be conducive to maintaining standards of excellence. (Anyone desiring consideration of an issue for the school board should contact one of its officers, through the school office or school directory.)

## **ADMISSION, REGISTRATION, FEES, TUITION**

### **A. Admission Policy**

**Students enrolling in preschool, kindergarten, and first grade must be four/five/six years old on or before September 10, respectfully.**

The following forms are necessary for registration:

- Certified, original birth certificate (Preschool, Kindergarten, 1<sup>st</sup> Grade) (souvenir certificates are not acceptable)
- Baptismal certificate, if Catholic
- Academic records (most recent report card, testing information (if applicable))
- Social Security Number
- State of Alabama Immunization Certificate (this is to be kept current as time progresses)
- Copies of divorce decrees and/or custody judgments issued by the courts (if applicable)

### **B. Registration**

Students are pre-registered each January. All students must formally register each year. It should not be assumed that students are automatically registered when papers are turned in. Registration is finalized when the following items are complete:

- 1) Registration form completed and returned
- 2) All financial obligations have been met (to St. Dominic as well as any other Catholic schools, if applicable)
- 3) Birth (Preschool, Kindergarten & 1st graders), and baptismal certificates received
- 4) Academic records evaluated (copy of most recent report card)
- 5) Interview with principal, if deemed necessary
- 6) Written acceptance (new students 1-8)

There is a non-refundable registration fee for each student. The pre-registration form is for planning purposes only. **It is not a contract.** 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 School are as follows:

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

### **C. Fees**

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.

Student academic fees per student are collected each July. 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, Scholastic/*Weekly Reader* or other subscriptions, etc. and Supply/Activity Fee for certain grade levels.) Parents will be notified and pay as needed for special events (i.e. field trips), as those items are not included in the academic fees.

Failure to pay fees on time may result in the revocation of registration. Space in the class may be given to another student.

### **D. Tuition**

Tuition is determined by the Church support on record during the year. Record of parish support must be on file in the Church office, as that office communicates to the school office as to the rate to be charged to each family. Families who belong to another parish must contact their pastors.

Tuition for St. Dominic School is paid over a ten-month period, August through May.

**Delinquent Payments** - Tuition payments are due on the first of each month and are delinquent on the tenth of the month. It is up to each family to keep their tuition account current. Envelopes for payment are available by request through the school office for anyone who needs them. A fee of \$10.00 will be assessed for each month that the account is not current.

If an account becomes 45 days past due, notification of at least ten (10) days to bring the account up to date is given. If this is not done, parents may be asked to withdraw their children from St. Dominic School.

If checks are returned because of insufficient funds, a handling fee will be charged and subsequent payments must be with cash or money order. ***REFER TO TUITION AGREEMENT FOR DETAILED INFORMATION.***

### **Tuition Agreement**

1. First month's tuition is due August 1st. It is a 10 month tuition plan.
2. One month's tuition and class fees must be paid before a child's name will appear on a class list.
3. Three month's tuition must be paid before the first quarter grades will be released.
4. Five month's tuition must be paid before second quarter grades will be released.
5. Eight month's tuition must be paid before third quarter grades will be released.
6. Full tuition must be paid before grades will be finalized. An account in arrears may delay the processing of student records.
  
7. Tuition payments are due on the first (1st) of each month and are delinquent after the tenth of the month. If the account becomes 45 days past due, parents will be notified that they have ten (10) days to bring their account up to date. If this is not done, they will be required to withdraw their child/children from the school.
8. If a bad check is received, a handling fee will be charged and subsequent payments must be made by cash or money order.
9. Only those families whose accounts are current will be invited to pre-register for the next school year. Those whose accounts become current after the pre-registration period may register at that time if space is available.
10. Those who have pre-registered, but whose accounts become delinquent before tuition is paid in full for the year, will be placed on a "HOLD LIST" and will not be considered registered until the account is settled. Those families placed on the "HOLD LIST" will be allowed to reactivate their registration when the account is settled, provided there is still space available.
11. Those who have a history of delinquent payments will be required to prepay tuition in two installments, due August 1st and January 1st. (Approved by St. Dominic School Board, August 17, 1988)

### ***FINANCIAL AID***

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 will be available and can be obtained in the school office in the 3rd quarter of the school year. Requests for financial aid will only be considered if all applications are filed by the deadlines established. All information provided by applicants remains confidential.

### **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.

## **SCHOOL PROGRAM AND EVALUATION**

### **Academics**

The academic program embodies the curriculum areas of religion, mathematics, language arts, science, social studies, physical education, foreign language, music and art. Algebra is offered in the eighth grade for those students who qualify. The course of study for K-8 grades meets all the requirements of the State of Alabama, Southern Association of Colleges and Schools, and the Archdiocesan Office of Catholic Schools. The textbooks used to aid instruction are selected from the recommended list of books chosen by the Archdiocese of Mobile.

### **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. Homework may or may not receive a letter or number grade.

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 work 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.

Parents are asked to monitor and check a child's homework in grades 1 & 2. Parents of older children are expected to read and sign the assignment pad on a nightly basis as the teacher directs. Teachers may also request that a parent or student stay informed by checking the school website or using Edline. Homework completion is the responsibility of the student. Students may at times require some assistance from their parents or other adults. However, if a teacher determines that a student's work was mostly completed by another individual, it is his/her right to impose consequences.

The school office sends home a weekly folder every other Wednesday. Parents should examine the contents, and sign the inside and return papers if necessary. Letters, memos, and newsletters provide information from the administration and teachers and should be read carefully.

It is up to the discretion of the teacher to determine the classroom communication policy. It is to be shared with all parents at the beginning of the school year. The primary method of communicating homework remains the daily use of an assignment pad, although homework and other class news may be obtained on-line.

### **Physical Education**

The physical education program at St. Dominic 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) in Physical Education unless prohibited by a doctor. A doctor's

written recommendation is required and must be on file at school. After an absence from school due to an illness, a parent's written request may excuse a student from P.E. for a short period of time (1 or 2 days maximum).

### **Band**

Students in grades 5-8 have the opportunity to play an instrument in the school band program. A band director, hired by McGill-Toolen high school, comes to St. Dominic regularly have band classes with students. An effort is made to schedule these classes so that there is only a minimal interference with core subject classes, if any. 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.

### **Library/Media Center**

A full-time librarian and part-time clerk coordinate the school's library/media center. Through them, materials are readily available to teachers and students. Library skills are taught to the various classes according to the level of need and understanding. Students in K-5 visit the library on a regular weekly basis with individuals being allowed to use the library at other times at the discretion of the teacher. Students are responsible for returning books on time. A fee will be charged for past due books. Damaged or lost books must be replaced. The librarian aids the classroom teachers in implementing the Accelerated Reader program in the school.

### **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 and to e-mail. 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 rules may forfeit their usage privileges and be subject to discipline procedures.

Technology is utilized in a variety of ways at St. Dominic. In addition to the many programs offered for student use, the teachers use an electronic grade book and teachers in grades 3-8 communicate with parents and post grades through a web based software program. Teachers in grades PK-2 post assignments and other news directly to the school's website.

### **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. Counselors may see a student without parental notification and consent. If serious concerns exist, parents will be promptly notified whenever the concern arises.

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

### **Resource Room**

A special educational program exists for those students who have been diagnosed as having a learning disability by a licensed agency. Students remain in the regular classroom, visiting the resource room several times a week. The primary purpose of the program is to provide specialized support to the student. Enrollment in this program constitutes an additional charge.

### **Pre-School**

Children who will be 4 by September 10 may enroll in the pre-school program. The curriculum taught as provided by the archdiocese of Mobile assures developmentally appropriate practices geared to building readiness skills in mathematics and language arts. Children are taught social skills of sharing and getting along with others.

### ***FIELD TRIPS***

Although scheduled to enhance students’ academic and cultural development, field trips are a privilege. Students who are disruptive may not be invited to attend. Students who have misbehaved on previous trips may be automatically excluded from future trips. Students wear the school uniform or other acceptable clothing as directed by the supervising teacher with the approval of the principal.

When parents provide transportation, proof of proper insurance, properly completed archdiocesan forms, and a valid driver’s license must be on file at the school. Drivers must know the destination, how to get there, and what to do in case of emergency. Extra stops cannot be made along the way except for an emergency.

The archdiocese requires children and adult passengers to use seat belts when riding in personal/private vehicles. No student under 15 years of age may ride in the front seat.

Only the official school field trip form is accepted. Substitute letters and oral permissions are not valid.

Adult chaperones must complete an adult liability waiver that will be provided by the school. Space for adults may be limited as determined by the circumstances of each trip. Only adults who intend to chaperone the students may attend a field trip with them. In order to chaperone, a training meeting may be required in advance. In addition, all chaperones must have updated training and certification through the Archdiocese of Mobile Office of Child Protection. Proof of this certification is provided to the office through a registered database.

### ***STUDENT EVALUATION***

Teachers communicate regularly with parents on their child's academic and behavioral progress. Student papers or progress reports are sent home so that parents are given an indication of work efforts before the quarterly report card itself. Signatures of parents may be requested on these papers before returning them to the teacher.

Pupil report cards are issued quarterly. The first three quarter reports are issued at school. The fourth quarter report will be mailed at the end of the school year. They represent a concise picture of achievement, effort, and conduct in all areas.

Parent/teacher conferences are held twice during the school year, but may be scheduled individually anytime the needs warrant. These opportunities give the parent and the teacher a chance to discuss the individual student's progress.

#### **Promotion/Retention**

Promotion in the Archdiocese is based on the maturity of the child, achievement of at least the minimum course work, and regular attendance.

### ***EXTRA CURRICULAR ACTIVITIES***

#### **Athletics**

According to the Southern Association of Colleges and Schools, no elementary school may sponsor athletic programs. The program at St. Dominic 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 is a member of the Alabama High School Athletic Association. More information concerning this program and the items governing it are available through the school office.

#### **Scouts**

Programs for boys and girls are available if enough students are interested. Age and grade requirements must be met. Enrollment takes place in early fall.

#### **Altar Servers**

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

#### **Other**

Many other extracurricular activities are offered to eligible students during the year, especially to students in grades 6-8 (Math Counts, Scholars' Bowl, Computer Club, Robotics, etc.)

# DISCIPLINE

## *DISCIPLINE WITH PURPOSE*

St. Dominic 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. In order to infuse self-discipline in our school, we implement the 15 skills of the development process called Discipline With Purpose.

### *KINDERGARTEN—THIRD GRADE (Basic Skills)*

These children will work to master the following skills:

#### **I. Listening Skills**

When asked to use good listening skills, children will:

- Stop what they are doing or saying.
- Clear away all distractions.
- Look at or toward the position of the person speaking.
- Be able to tell the person what they heard.
- Ask questions about what was not understood.
- Do the task the speaker requested.

#### **II. Following Instructions**

When asked to follow instructions, children should:

- Exhibit good listening skills.
- Repeat the instructions to themselves, or to someone else, or write them down.
- List or say the first three things you would need to do to begin the task.
- Start the work on time.
- Stay on task the entire work time.
- Self check the task and how well instructions were followed.

#### **III. Asking Questions**

Good questions are ones that:

- Have not been asked before
- The speaker hasn't already told us about.
- Other people might need answered.
- Make the speaker feel comfortable and not ill at ease.
- Help people think.

#### **IV. Sharing**

There are four things that must be shared:

- Time:       Wait your turn.  
              Begin tasks at once.  
              Limit conversations during group discussions so others can talk too.

- Space: Areas around desks or tables and common areas (playground, verandahs, restrooms) are places to keep neat so others can enjoy them too.
- People: The teacher, friends, loved ones.
- Things: Possessions, crayons, limited resources. Share limited resources and return things in good condition or the same way they were found.

#### **V. Social Skills**

- Use courteous manners, say please and thank you, and use good table manners.
- Dress appropriately.
- Attend to personal hygiene.
- Carry on a conversation.
- Give and receive compliments.
- Use greeting and leaving skills.
- Help visitors/newcomers feel comfortable.

#### *FOURTH—SIXTH GRADES (Constructive Self-discipline Skills)*

In addition to Basic Skills, these children should incorporate the following:

#### **VI. Cooperation**

Cooperation is to work and act with others for the good of everyone. In a school setting, one way to show cooperation is to follow the school rules and be willing to take the consequences if the rules are not followed.

When cooperation is occurring, everyone will:

- Recognize there is a job to be done, and set a goal.
- Agree on a strategy and assign tasks to everyone.
- Complete your share of the task on time.
- Talk about how the group did.

#### **VII. Reasons for Rules**

- Know the rules and ask if you don't understand the reasons.
- Acknowledge that the reasons for rules are more important than personal feelings about the rules.
- If you don't like a rule, use the right way to suggest changes.
- Follow the rules because you know the reasons, and help teach them to younger or less mature people.

#### **VIII. Accomplishing a Task**

- Younger children can practice this skill by following the systems others put in place.
- Older students demonstrate this skill when they begin to figure out how to do something on their own.
- Explore ways to solve a problem.
- Accept constructive feedback

## **IX. Leadership**

A leader is a person who:

- Sees the needs of others and considers them important.
- Stands on the side of truth, even if he or she stands alone.
- Acts on behalf of another, even if inconvenienced.

## **X. Communication**

- Recognize and use proper verbal and non-verbal communication.
- Use good listening skills.
- Respect different points of view.
- Avoid sarcasm, put-downs, gossip, and name-calling.
- Ask questions that begin with “w” or “h” to discover what is important to other people.
- End on a positive note and thank others for communicating.

### *SEVENTH– EIGHTH GRADES (Generative Self-discipline Skills)*

Basic and constructive skills should be mastered. These students should be able to incorporate the following:

## **XI. Organization**

There are four things to organize:

- Time: Be aware of time schedules and value them. Plan ahead and follow through. Evaluate the success of time management.
- Space: Keep the environment orderly.
- People: Know parliamentary procedure and other ways to conduct orderly meetings and gatherings.
- Things: Recognize opportunities to simplify and make order of material things.

## **XII. Resolving Problems**

- Recognize when a problem exists and attempt to identify the cause.
- Explore all the facts.
- Brainstorm possible ways to solve the conflict and use “what if” thinking to explore consequences.
- Discard unrealistic solutions.
- Choose a solution, follow through, and evaluate the results.

## **XIII. Initiating Solutions**

When a person takes the first step to resolve a problem these guidelines can be helpful.

- Always go to the source of the problem.
- Talk it through with a neutral person if you need to do so.
- When you need to speak to an adult or peer, make an appointment.
- Put your thoughts in writing.
- Be clear about the results you are hoping to achieve.
- Remember, you cannot fix a problem by making a problem for anyone else.

#### **XIV. Distinguishing Fact vs. Feeling**

- Admit to yourself how you feel; name your feelings.
- Don't blame yourself for feeling that way. Feelings are neither good nor bad.
- Report your feelings to the person best able to help you in the situation.
- Start your sentences with "I feel \_\_\_\_\_, when you \_\_\_\_\_."
- Put the conversation on hold until you have sorted the facts from feelings.

#### **XV. Sacrificing/Servicing Others**

- A sacrifice is an act of giving something up in order to gain something equally as good or better.
- Two or more valuable things cannot be held at that same time. (Things can be time, space, or an item.)
- Compare the things according to the needs of others or what is best for most people.
- Decide which to keep and which to let go.
- Focus on the satisfaction of the choice for the greater good or for the benefit of someone other than myself.

#### **General St. Dominic School Rules as achieved through self-discipline skills:**

- 1. Respect yourself and others as Jesus does.**
- 2. Contribute to the learning environment.**
- 3. Follow proper procedure.**
- 4. Respect property.**

### ***SCHOOL RULES AND CLASSROOM RULES***

#### **Classroom Rules:**

1. Students must have the proper books and materials for each class, daily.
2. Textbooks should be kept in good condition.
3. Students must be attentive in the classroom. No loud or excessive talking.
4. Objects may not be thrown in the classroom. Floors and aisles must be kept clean.
5. Students must remain in their desks if the teacher has to leave the room.
6. Students may not leave the classroom or the school grounds without the proper permission.
7. Any party invitations or gifts given out at school must include all students in the class, or either all boys or all girls in the class.
8. Parents who wish to send a treat for the class for a special occasion must first contact the teacher for permission.

**Note:** Each teacher establishes the basic expectations for his/her classroom, coinciding with the common school expectations.

### **General Rules:**

1. Respect and Courteous Behavior - Students are expected to be courteous and respectful to all faculty members, support staff, adult guests of the school, and fellow students. Verbal, written, or physical abuse will not be tolerated.
2. Obscenity - Offensive language, gestures, name calling, or pornographic materials are not permitted.
3. Chewing gum is not permitted on the school grounds at anytime. Students are not allowed to have soft drinks at school, except when allowed for field trips and classroom celebrations.
4. A student who steals will make restitution as determined through school Administration.
5. Destruction of Property - Deliberate destruction of school property is a very serious matter. Monetary restitution for the damage must be made, and proper authorities will be contacted. Parents of students may be asked to make restitution for property accidentally damaged.
6. Cheating is a form of stealing. A student who has been caught cheating may receive a failing grade and will not be able to make up the work.
7. Any student who is found smoking cigarettes at school or at school functions will be suspended.
8. It is strictly forbidden for any student to use or possess drugs, including alcohol, marijuana, stimulants, depressants, hallucinogens, opiates, or controlled substances for which the student has no prescription from duly recognized medical authority on school premises, in a school owned vehicle, or during any school-sponsored function. Any student found to be under the influence of said drugs will be subject to disciplinary action as outlined by the Board of Education's policies and regulations (Archdiocesan Handbook of Policies and Regulations #238). The student will be suspended or expelled from St. Dominic School. Any conduct contrary or detrimental to the reputation of the school, or other inappropriate behavior, deemed such by the principal, is subject to disciplinary action.
9. No animals (excluding fish) are allowed on school grounds or included in school activities without prior consent of the administration.
10. No writing, drawings, toy attachments on book bags, backpacks, gym bags, etc. other than student's name.
11. No toys from home. Students may not bring toys of any type to school. The exception to this rule is Show-n-Tell items requested by the teacher.
12. No beepers, hand held games, or other small electronics.
13. Cell phones may be brought to a school only under the following conditions:
  - phones must remain in the OFF position from 7:00am-3:30pm. Students in after school care must keep phones off until departure from campus.
  - cell phones may not be used for picture taking
  - no harassment or threatening of persons via the cell phone is permitted at any time.
  - cell phones may not be used for game playing, Internet, or e-mail access, gambling, or purchases of any kind.
  - those who violate the rules regarding cell phone use will be subject to disciplinary action and may forfeit any privileges of bringing them to school.

-the school is not responsible for items lost or stolen

**NOTE:** Refer to discipline form sample in the back of the parent/student handbook for more information regarding school procedures, rules, and consequences.

**The School Board has approved and adopted the following policy concerning student behavior in regard to school property. (Approved Feb. 15, 2000)**

All St. Dominic students (present and former) will respect and be held accountable for their behavior in regard to school property. There are expected standards of behavior for students. No pranks or vandalism of any kind will be tolerated. These pranks such as “rolling the school grounds” have led to more serious destruction to the school in the past. Students and their parents will be held responsible both financially and legally for any acts of this kind. Students should not be on school property at any time unless there is a school-approved function.

***WEAPONS POLICY***

**CATHOLIC ARCHDIOCESE OF MOBILE**

**INTRODUCTION**

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 Schools 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 appropriate 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 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 switch blade 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 shall be expelled or suspended for a period of not less than one calendar year. The

principal shall determine whether the student shall be expelled or suspended. The expulsion or suspension may be subject to any appeal rights which may exist. In cases where there are substantial mitigating circumstances, the principal may impose a term of suspension of less than one year but only with the permission of the Superintendent.

### **DISCIPLINE STATEMENT**

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.

### ***DISCIPLINE TERMS***

#### **Definition of Terms**

**Administration** - May consist of principal, assistant principal, Pastor or department chairs.

**Behavioral Contract** - A document detailing a student's specific plan for behavioral improvement. It must be signed by student, parent(s), administration.

**Demerit** –Category I infractions on the disciplinary report form used to notify parents of inappropriate student behavior. (Sample report in student handbook) Three demerits in a semester will result in a detention. Demerits will be cleared from a student's record at the end of each semester.

**Detention**- Detentions are Category II infractions on the disciplinary report form used to notify parents of inappropriate student behavior. The accumulation of three detentions during the course of the school year will result in a suspension. Detentions are regularly held on Thursdays after school from 3:00pm-4:00pm. Supervision of detention is rotated among teachers. Detentions may be postponed **ONLY** with a doctor's notification or the administration's permission. Failure to report for detention will subject a student to further disciplinary action, in addition to the reassignment of previously scheduled detention. Detentions will be erased only at the end of each school year.

**Students are required to report to detention on the day assigned.** Parents will be notified of a detention which will be indicated on the *Disciplinary Referral Form*. This must be signed by the parent and returned to the teacher the next day. **Detention has priority over any school activity.** During detention, students may be assigned to help with campus cleaning duties, assigned written response packets, or service work. Detention may not be used to study or to complete homework.

**Discipline Conference** –A meeting among student, parent(s), administration, during which a plan for improvement will be outlined.

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

**Expulsion** - The removal of the student from St. Dominic School. A final appeal may be made in writing to the Superintendent 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.

**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, the parent (s), and the administration may be required. A behavioral contract will be signed and implemented at the time of an in school suspension. An in-school suspension counts as a suspension, which may be considered for later disciplinary actions if necessary, even if it is the result of three detentions.

**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 the administration may be required before the student returns to campus. A behavioral contract will be signed and implemented at that time. **An out of school suspension is considered to be an unexcused absence.** Therefore, any work missed during the days of out-of-school suspension may not be made up for credit, and the student will receive a zero for the classes missed.

## ***DISCIPLINE PROCEDURES***

### **Kindergarten-2nd grade**

**Philosophy:** Discipline is an integral part of the teaching process. In fact, learning can best be achieved in an orderly classroom.

**Objective:**

The objective is to ensure a positive, safe, and productive learning environment. Students are to:

- obey school rules
- use their time wisely
- be considerate of others
- be prepared; return homework, reading books, assignments, etc.
- work cooperatively with others
- be honest and truthful

**Expectations of Students**

- follow directions the first time they are given.
- raise hand before speaking.

- walk quietly in line.
- observe personal space.
- keep classroom and school clean.
- respect teachers and classmates.

### **Consequences**

The conduct card approach to discipline will be used in grades K-2. This approach involves incentives for good behavior as well as consequences for inappropriate behavior.

1. Verbal Warning
2. Conduct Card punched
3. Oops Notice – Note to parent after 3 hole punches
4. Meeting with parent as deemed necessary
5. Referral to office (may result in detention, suspension, etc.)

Three or more hole punches in a week will result in exclusion from something special planned in the classroom or other incentives

NOTE: Student may progress further than one step at a time if determined necessary by the teacher.

**Incentives:** May include, but are not limited to-

- Fun Friday
- Daily rewards, treats, stickers, etc.

***3<sup>rd</sup>-8<sup>th</sup> grades-***

### **Academic Infractions-**

- **3rd-5th grades** (*samples of infraction sheets are in back of handbook*)

#### **Academic Notices**

A student who “fails to return notes, letters, homework, forms or Wednesday folder, etc.” and/or is “unprepared for class, without books, materials, supplies, etc.” will receive an academic notice to be signed by the parent and returned the next day. The student will serve a classroom consequence each time he/she receives this notice.

Consequences may include: a written assignment, time out at recess, exclusion during some classroom or school activities, or detention. These infractions may lower the student’s grade. After 3 of these academic notices, a communication will occur between Teacher(s), parents, and/or student to create a plan for improvement. This may be in the form of a meeting, telephone call, or other medium for communication.

If the practice of not completing items becomes habitual, the teacher may decide to issue Category I demerits for these academic items. In that case, the parent will be notified in advance of the accommodation being made for that student.

#### **Academic Notice Infractions**

- Failure to return notes, letters, homework , Disciplinary Report Form or Take Home Folder
- Unprepared for class; without books, materials, etc.
- Failure to complete daily class work

- **6<sup>th</sup>-8<sup>th</sup> grades**

By the time a student is in middle school, the student's grades are directly affected by any failure to return assignments or other unpreparedness for class. All teachers will post weekly to the Edline website student progress reports for their classes. It will be apparent through those postings if a student is not accepting the responsibility for items expected. Teachers will notify parents individually if there is a need to discuss chronic failure to come prepared to class. Parents may also notify the teacher at anytime there is a question or concern about student progress.

### **Behavioral Infractions-**

#### **3<sup>rd</sup>-8<sup>th</sup> grades:**

**Category I-** Category I infractions are handled with documentation by use of a disciplinary report form. A copy of the form will be sent home via the student for parent to sign. The parent will keep one copy, one copy will be kept on file with the issuing teacher, and one copy will be kept in the Assistant Principal's office. ***Three Category I infractions will result in a detention.*** After 2 detentions, in consultation with the teacher, a conference will be arranged with parents, student, teachers and/or other significant parties to create a plan for improvement. This conference may be in the form of a meeting, telephone call, or other medium for communication. Once three detentions resulting from Category I offenses have occurred, the student shall serve a suspension.

#### **Category I Infractions**

- Failure to follow individual teacher's classroom rules; excessive talking
- Eating or drinking without permission; chewing gum
- Uniform violations
- Loitering or playing in the restrooms, verandahs or other inappropriate areas
- Possession of a nuisance item
- Running on verandah
- Loud talking/noise on verandah or walkway to P.E.
- Not following arrival and/or dismissal rules

**Category II** –The individual teacher handles Category II infractions with documentation by a Disciplinary Report Form. A copy of the form will be sent home via the student for parent to sign. The parent will keep one copy, one copy will be kept on file with the issuing teacher, and one copy will be kept in the Assistant Principal's office. ***One Category II infraction will result in detention. Three detentions from this category will result in a suspension.***

#### **Category II Infractions**

- Disobeying playground rules or adult on duty
- Class disruption
- Violation of the Acceptable use Policy for computers
- Destroying or damaging property

- Hitting “roughhousing” or being physically aggressive
- Throwing or kicking any objects that could result in student injury or damage to property
- Disrespectful behavior: a. physical b. verbal c. non-verbal d. written
- Forgery/Plagiarism
- Cheating and/or copying any work of other students (“F” will be given on copied work)

**Category III**—These offenses will subject the student to exclusion, suspension, or expulsion as determined by the Administration. *Three suspensions of any type, as well as any one of the offenses listed below, may result in expulsion.*

### **Category III infractions**

- Refusing to follow the directions of a school official or adult on duty
- Use of obscene manifestations: a. profane language b. profane gesture c. harassment
- Possession or consumption of tobacco, alcohol, or any other drug
- Possession and/or use of a weapon or instrument used as a weapon
- Fighting
- Taking the belongings of others without their permission: stealing

## ***HARASSMENT POLICY***

### **CATHOLIC ARCHDIOCESE OF MOBILE**

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)

Therefore, any type of demeaning behavior involving verbal, physical, visual, or sexual affronts will not be tolerated.

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.

### ***St. Dominic Catholic School Anti-Bullying Policy***

St. Dominic is committed to making the school an academic learning environment that develops students to their fullest potential. In following with this mission and the policies set forth by the Archdiocese of Mobile, everyone will be treated with respect, and bullying of any form will not be tolerated.

Bullying is defined as behavior that continues to intentionally mentally and/or physically hurt or intimidate another person. Due to the fact that this is an on-going issue, and negatively affects all students and staff, the program established to deal with this issue is also on-going and involves many critical members of the staff.

As a result of the school's commitment to end bullying behaviors, a specific procedure has been established. **Students who fall into this program may also incur any consequences for specific behaviors as necessary according to the general school discipline policy, regardless of the step in this procedure. If deemed necessary by the administration, serious behaviors may result in progression to later steps without completion of the first steps.**

#### ***Procedures for Handling Bullying Behaviors (reported to staff or witnessed by staff):***

Step 1: A staff member may redirect or actively re-teach the rule that a student is having difficulty with.

Step 2: Student is sent to the counselor- school expectations and rules are reviewed and emphasized. A problem solving conference is held with the student involved. Student is informed of steps 3-6. The school counselor notifies parent of the meeting with student.

Step 3: Student is sent to the Assistant Principal- A meeting with student occurs. Student calls the parent in the presence of the Assistant Principal. The student and parent are reminded of steps 4-6. A consequence is issued at this step, regardless of specific behavior.

Step 4: Student is sent to the Assistant Principal- The Assistant Principal contacts the parent to arrange a disciplinary conference. A consequence is issued at this step, regardless of the specific behavior. A written behavior plan is necessary at this step.

Step 5: Student is sent to the Assistant Principal- Immediate in-school suspension is assigned. Other actions take place according to the behavior plan written in Step 4.

Step 6: Student is sent to the Assistant Principal- Parent is required to pick the student up from school immediately for an out-of-school suspension. Length of suspension will be determined by the administration. Expulsion from St. Dominic Catholic School or revocation of future registration may also be considered at this time.

## **STUDENT ARRIVAL AND DISMISSAL**

Teacher supervision begins at 7:35 AM. Students arriving before that time and remaining after the 3 PM dismissal, do so at their own risk, as the school does not assume supervision except at the appointed times. Students remaining on campus after 3:30 PM will be placed in the after-school program, which is run through the parish office. 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 who walk to and from school must complete the walker contract and have administrative approval. A note from the parent/guardian must be presented to the teacher whenever a student will be going home in a manner that is different from their normal routine.

Students participating in sports or other extra curricular 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. The school is not responsible for the discipline of students using school facilities for extra curricular activities or sports. This is the responsibility of the supervising adult.

### **Guidelines for Tardies/Early Dismissals**

Parents should make every effort to have their students arrive on time for school, and remain for the full day. After 10 days of unexcused absence/tardies/early dismissals, a letter from St. Dominic Administration will be sent to parents. After fifteen (15) unexcused absences/tardies/early dismissals, the Office of Catholic Schools may be notified. *After twenty (20) absences/tardies/early dismissals, truancy authorities may be notified.*

Parents of students who are absent from school should furnish a written note to the child's teacher stating the reasons for their child's absence from school. (Archdiocesan Regulation #220.9)

In order for an absence to be considered excused, a note must be provided to the office within 2 days of the student's return to school. After 10 absences, a doctor's excuse for illness is necessary in order to be considered excused.

### **Tardiness**

School begins at 7:45AM. Students arriving at class after 7:50AM will be marked tardy. Students arriving between 7:50AM and 8:00AM should report directly to their homerooms and present a note explaining their tardiness. Students arriving after 8:00AM must bring a note of explanation and sign in at the office before reporting to their homerooms. Students are responsible for obtaining any information missed due to tardiness. Chronic tardiness may negatively impact a student's grades.

### **Excused absence**

The four acceptable reasons for an excused absence are illness of the student/or his immediate family, death in his immediate family, emergency conditions as determined by the principal, out-of-town trips with prior consent of the principal. (Archdiocesan Regulation 220.6 dated May 2004) In order for an absence to be considered excused, a

note must be provided to the office within 2 days of the student's return to school. After 10 absences, a doctor's excuse for illness is necessary in order to be considered excused. Assignments can be made up with no penalty. The teachers allow reasonable time to make up work when the student returns to school. If assignments are not made up, grades may be affected.

### **Unexcused absence**

An unexcused absence is any absence not included in #220.6 above, even if parents notify the school prior to the absence or send a note when student returns to school. This also includes absences above 10 in a year when a doctor's excuse is not provided and the reason given is illness. Advance assignments for unexcused absences will not be provided. Under these conditions, 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 absence. (Archdiocesan Regulation #220.7) Incomplete assignments may result in a negative impact on the student's grades.

Parents should be notified when their child is in danger of failing because of repeated absences. (Archdiocesan Regulation #220.8)

### **Early Dismissal**

Anytime a student must leave school before the regular dismissal will be noted in the student's attendance record. Students will only be released to custodial parents, legal guardians, or others as notified by parent in writing. If at all possible, the parent should notify the school, preferably in writing, in advance of the intention to pick up a student early. Students will only be dismissed early through the school office. The person taking the student must sign him or her out in the office. At that time, office personnel will page the student for early dismissal. All students that leave early must be properly checked out according to school procedures. Students are responsible for obtaining any information missed due to early dismissal. Repeated early dismissals may negatively impact a student's grades.

### ***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.

**Notes are required from parents after every absence, for every tardy, to request an early dismissal, to excuse a child from physical education, and to explain a child being temporarily out of uniform.**

### ***DELIVERIES***

Should it become necessary to bring an item such as a lunch to school, it should be brought to the office for delivery. 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.

## AWARDS PROGRAMS

Principal's List, Honor Roll, National Junior Honor Society, Outstanding Achievement, Eagle Award, DWP Award

1. **Principal's List** –Students in grades 3-8 earning all “A’s” and at least Satisfactory in all special classes and receiving all G’s in Conduct are recognized the first 3 quarters.
2. **Honor Roll**– Students in grades 3 - 8 earning all A’s and B’s and at least Satisfactory in all special classes and receiving no U’s in Conduct will be recognized the first 3 quarters .
3. **National Junior Honor Society** - Students in second semester sixth grade through eighth grade will be eligible for selection into the St. Dominic Chapter of the National Junior Honor Society. This honor will be bestowed upon eligible students, who maintain a cumulative scholastic average of 3.0 (on a 4.0 scale) ,who exhibit outstanding leadership, service, character and citizenship, and who are selected by a faculty council
4. **Outstanding Achievement** –Students in grades 6-8 who show continuing or significantly improved effort, satisfactory academic progress and appropriate classroom behavior are recognized each quarter with the Outstanding Achievement award. Only one student per class in each subject area may earn this each quarter.
5. **Eagle Award** –The Eagle Award is given quarterly. It is given to those students who demonstrate great effort in academics or responsible behavior. A maximum of five of these may be awarded in each homeroom each quarter.
6. **DWP (Discipline with Purpose) Award** - This semester award recognizes students in grades 3-8 who complete the semester without having any discipline infractions (demerits, detentions, etc).
7. **Other**—Teachers give awards for positive behavior regularly in their classes (ex: free homework passes, stickers, etc.).

## YEARLY CALENDAR EVENTS

A book drop off day, usually held a work day before school starts, allows the students to bring books and supplies to their classrooms and meet their teachers. Information tables are set up by the Booster club and PTO for sign up and literature pick up.

School Pictures are taken in uniform in the fall. Another 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.

Kindergarten –Grade 8 are offered Vision, Hearing, and Scoliosis (Gr. 5-8 Only) screening by Providence Hospital in the fall. Permission slips are required.

Iowa Tests of Basic Skills and Cognitive Abilities Test are standardized tests given in October to students in grades 3 - 7. The Gates-MacGinitie Test for Reading is given to students in grade 2. Reports are given to parents at January report card conferences. 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 with 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 December and can involve students in grades 2-8 as players, cheerleaders and court. Students sell tickets in advance. Toy Bowl ticket sales support the youth sports program for the year.

Circus of the Kids is open to 6-8 graders and is generally held during the end of the first semester.

Catholic Schools Week celebrates different aspects of our program all week long. Many activities are planned that week to show appreciation for the various people involved with the school.

Little Field Day takes place at St. Dominic School and begins with 8 AM Mass. Track and field events and games are provided beginning at 10 AM. The Booster Club and P.E.

department organizes the event. Parents help sell food and help run events.

May Crowning of the statue of the Blessed Mother takes place in May. Second grade girls (youngest in the class) carry flowers and crown the statue.

Various other items occur on the school calendar as the need arises. A current calendar is sent home with students at the beginning of each month.

### **WELLNESS POLICY**

In accordance with federal standards and guidelines set forth by the Archdiocese of Mobile, St. Dominic has established a wellness committee to establish a set policy regarding aspects dealing with the healthy nutrition and physical habits of the students.

### **LUNCH PROGRAM**

St. Dominic School offers parents the opportunity to purchase items from various vendors as an option for student lunches. An order form is sent home each month and must be in by the deadline set forth to be considered.

### **HEALTH AND FIRST AID**

A student should not come to school if he or she is experiencing any of the following:

1. Fever above 100 - Your child should be fever free for 24 hours **WITHOUT** medication prior to returning to school.
2. Vomiting and severe nausea - Your child should not vomit for 24 hours **WITHOUT** medication prior to returning to school.
3. Diarrhea - Your child should not have diarrhea for 24 hours **WITHOUT** medication prior to returning to school.
4. Rashes - Any child that has an undiagnosed rash must not come to school.
5. Excessive coughing, sneezing and/or nasal drainage.
6. Symptoms of pink eye - Children with red eyes that are burning, itching, draining or sensitive to light will be sent home.
7. Evidence of head lice- A parent should notify the office if a student has lice. Students will not be allowed back into school until all evidence of lice is eliminated.

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 numbers (work and home) and an emergency number on file in the school office.

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.

### **Medication**

If it is necessary for a student to receive prescription medication at school, a parent must fill out the Medication Permission form, which is available through the school office.

Non-prescription medicine (Tylenol, aspirin, cough drops, cold medicine, allergy medicine, etc.) cannot be administered by school personnel unless prescribed by a doctor. If these items are prescribed by a doctor, the medicine must be filled through a pharmacist and properly labeled by the pharmacy as a prescription in order to be administered at school. **Students are NOT ALLOWED to have those medications in their possession.**

Medicine cannot be given on an as needed basis. All medicine to be administered at school must be in a prescription container, labeled with student's name, dosage, prescribing doctor, etc. **Any medicine received in envelopes, baggies, etc. will not be accepted.** All medicine must be kept in the office and dispensed from the office. Medicine to be taken at school **must be delivered to the school office by parent or other adult. Please DO NOT** send medicine with students.

## UNIFORMS/GROOMING –

### *GENERAL INFORMATION*

**The official uniform supplier for St. Dominic Catholic School is Zoghby's Uniforms. You may order uniforms in the store on Layaway, call in phone orders, or order at [www.zoghbyuniforms.com](http://www.zoghbyuniforms.com)**

Tennis shoes are *not* acceptable for school uniform wear except for the specified uniform type in kindergarten through 3rd Grade students and for physical education by all students.

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, 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.

Shorts are an optional uniform piece for boys in grades K-5 ONLY.

The physical education uniform for grades K-3 is the regular school uniform. Girls must wear shorts under their jumpers (navy is preferred). For grades 4-8, students wear navy shorts and gold shirts (approved P.E. uniform) and tennis shoes. (P.E. uniforms & SDS sweatshirts are available through the Booster Club-order forms may be available in the school office.)

**IMPORTANT P.E. SHOE INFORMATION FOR GRADES 4-8** : The only acceptable shoe is a “Non-Scuffing” “Non-Marking” lace up COURT shoe. No clog , velcro or slip on style P.E. shoe may be worn.

**All uniforms & shoes must be clearly marked with student's name. The school is not responsible for items lost.**

The faculty of St. Dominic School is concerned about the lack of “uniform” uniform. The Department chairs have suggested that parents be reminded that all uniform regulations will be enforced. Students not in full uniform or not properly wearing the uniform (sleeves rolled up, socks rolled down, etc...) may be given a demerit. Periodic “uniform check days” will be held. If a student is not in full uniform, a written explanation from the parent must be provided for each day that the student is out of uniform.

***All final decisions regarding appropriate student dress are up to the discretion of the administration.***

### **OUT OF UNIFORM DAYS**

Proper attire for **grades K-5** will be modest attire. Capri pants or ankle length pants may be worn. No sweat pants, pajama pants or scrubs may be worn. Shorts no

more than 4" above the knee may be worn if the weather allows. Shirts and blouses may not have spaghetti straps, or thin straps, off the shoulder, strapless, etc., and must cover the midriff area when student's arms are raised above his or her head. Dresses and skirts must be of appropriate length, *no shorter than 4" above the knee*. Shirts with inappropriate logos will not be allowed. Under garments should never be visible. No hats.

Proper attire for **grades 6-8** will be modest attire. Capri pants or ankle length pants may be worn. No sweat pants, pajama pants or scrubs may be worn. Shorts may not be worn at any time. Shirts and blouses may not have spaghetti straps, or thin straps, off the shoulder, strapless, etc., and must cover the midriff area when student's arms are raised above his or her head. Dresses and skirts must be of appropriate length, *no shorter than 4" above the knee*. Shirts with inappropriate logos will not be allowed. Under garments should never be visible. No hats.

Even on out of uniform days, students must adhere to the guidelines for grooming.

**The correct P.E. uniform, including white crew socks, must be worn on all out of uniform days.**

### ***GROOMING***

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 danger to the student's health and safety.

***The school reserves the right to determine suitability of dress and grooming for all school functions.***

**Boys**—hair must be cut above the eyebrows, above the ears, and no longer than 1 in below the natural hairline at the back of the neck, above the collar. Radical hairstyles, including but not limited to unusual colors, spikes, tails, or shaves are not allowed. No obvious or excessive facial hair. Boys are not permitted to wear earrings. 1 religious symbol necklace may be worn on a fine jewelry chain; 1 watch may be worn. Tattoos are not allowed. Boys may not wear makeup of any kind.

**Girls**— hair must be neat, well groomed, and off the face. Radical hairstyles, including but not limited to unusual colors, spikes, tails, or shaves are not allowed. 1 earring per earlobe for girls only, quarter size or smaller - **NO DANGLES—NO HOOPS**. 1 religious symbol necklace may be worn on a fine, jewelry chain. 1 watch may be worn, 1 ring per hand. Wearing jewelry of any kind to school is discouraged since it is a hazard during physical education and is easily lost. Tattoos are not allowed. Clear nail polish only is allowed. **Light** make up is a privilege for 8th grade girls only.

## 2006/2007 Uniform Regulations

### **BOYS**

#### **Kindergarten – 3<sup>rd</sup> Grade:**

- Navy blue pants or navy blue shorts (Zoghby's Uniforms)
- White, short or long sleeve, oxford cloth, button down shirt w/SDS logo (Zoghby's Uniforms)
- White, short or long sleeve, knit polo style shirt w/SDS logo (Zoghby's Uniforms)
- Black belt
- Solid navy blue or solid black tennis shoe (non scuffing sole)
- Solid white or solid black crew socks

#### **4<sup>th</sup> -5<sup>th</sup> Grades :**

- Navy blue pants or navy blue shorts (Zoghby's Uniforms)
- White, short or long sleeve, oxford cloth, button down shirt w/SDS logo (Zoghby's Uniforms)
- White, short or long sleeve, knit polo style shirt w/SDS logo (Zoghby's Uniforms)
- Black belt
- Black, low cut leather or suede lace up shoe (No tennis shoes or loafers)
- Solid white crew socks

#### **Kindergarten - 5<sup>th</sup> Accessories** (Approved for wear in classroom or church)

- Navy blue Polar Fleece w/SDS logo (Zoghby's Uniforms)
- SDS windbreaker; SDS sweatshirt (St. Dominic Booster Club)

#### **6<sup>th</sup> - 8<sup>th</sup> Grades:**

- Grey pants (Zoghby's Uniforms)
- White, short sleeve or long sleeve , oxford cloth, button down shirt w/SDS logo (Zoghby's Uniforms)
- White, short sleeve or long sleeve, knit polo style shirt w/SDS logo (Zoghby's Uniforms)
- Black belt
- Black, low cut leather or suede lace up shoe (No tennis shoes or loafers)
- Solid white crew socks - NO ANKLE SOCKS

#### **6<sup>th</sup> - 8<sup>th</sup> Accessories** (Approved for wear in classroom or church) Grey Polar Fleece (Zoghby's Uniforms); SDS windbreaker; SDS sweatshirt (St. Dominic Booster Club)

#### **Kindergarten - 8<sup>th</sup> Grade Other**

Plain white T-shirt may be worn under uniform shirts (NO LOGOS/WRITING) T-shirt sleeves may not extend beyond uniform shirtsleeves

### **GIRLS PROGRAM**

#### **Kindergarten - 2<sup>nd</sup>:**

- Plaid jumper (Zoghby's Uniforms) (shorts are to be worn underneath)
- w/white, short sleeve or long sleeve, Peter Pan collar blouse w/SDS logo (Zoghby's Uniforms)
- Black & white or navy blue & white saddle oxford LOOK tennis shoe
- Solid white crew socks

#### **3<sup>rd</sup> Grade:**

- Plaid jumper (Zoghby's Uniforms) with white, short sleeve or long sleeve, Peter Pan collar blouse w/SDS logo (Zoghby's Uniforms)
- Plaid kilt skirt with white, short sleeve or long sleeve, oxford cloth, button down blouse w/SDS logo or white knit polo style shirt w/SDS logo (Zoghby's Uniforms)

- Black & white or navy blue & white saddle oxford LOOK tennis shoe
- Solid white crew socks

#### **4<sup>th</sup> - 5<sup>th</sup> Grade:**

- Plaid kilt skirt with white, short sleeve or long sleeve, oxford cloth, button down blouse w/SDS logo or white knit polo style shirt w/SDS logo (Zoghby's Uniforms)
- Solid black or grey & black, suede lace up shoe (NO TENNIS SHOES)
- Solid white crew socks

#### **Kindergarten - 5<sup>th</sup> Accessories** (Approved for wear in classroom or church)

- Navy blue Polar Fleece w/SDS logo (Zoghby's Uniforms)
- SDS windbreaker; SDS sweatshirt, SDS sweat pants {under jumper/skirt} (St. Dominic Booster Club)
- Black, navy, or white tights (on cold weather days)

#### **6<sup>th</sup> - 8<sup>th</sup> Grade:**

- Grey skirt - pleated or trouser style (Zoghby's Uniforms)
- White, short sleeve or long sleeve, oxford cloth, button down blouse w/SDS logo or white knit polo style shirt w/SDS logo (Zoghby's Uniforms)
- Solid black or grey & black, suede lace up shoe (NO TENNIS SHOES)
- Solid white crew socks

#### **6<sup>th</sup> 8<sup>th</sup> Grade Accessories** (Approved for wear in classroom or church)

- Grey Polar Fleece w/SDS logo (Zoghby's Uniforms)
- SDS windbreaker; SDS sweatshirt, SDS sweat pants (St. Dominic Booster Club)
- Black, navy, or white tights (on cold weather days)

#### **Kindergarten - 8<sup>th</sup> Grade Other**

- Plain white T-shirt may be worn under uniform shirts (NO LOGOS/WRITING) T-shirt sleeves may not extend beyond uniform shirtsleeves.
- Skirt can be no shorter than 4" above the knee
- Shorts must be worn underneath all skirts and jumpers (preferably navy blue)

## **ST. DOMINIC SCHOOL WALKER POLICY**

To insure the maximum safety of those students who walk home from school at dismissal, a Walker Policy has been implemented.

**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 the St. Dominic 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:**

1. Permission contracts will be signed at the beginning of each school year before a child is granted "walker status".
2. 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 School.

3. Walkers will be dismissed 5 minutes prior to the actual dismissal bell and will be expected to leave the campus immediately.
4. Walkers will obey the directions of the crossing guard and all school officials.
5. Walkers will stay off private property and respect the rights of others as they return home.

**VIOLATION:** 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 circumstances, constitutes a violation of this policy.)

**SUMMARY:** It is with the student's best interest in mind that this 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 School.

Approved 5/19/98 by St. Dominic School Board

**SAMPLE ONLY**

**STUDENT WALKER CONTRACT**

\_\_\_\_\_  
Student (1) Name      Grade      Homeroom

\_\_\_\_\_  
Student (2) Name      Grade      Homeroom

Approximate distance student will be walking  
is: \_\_\_\_\_

I, the parent/guardian of the above named student, do hereby request that my child be classified and granted “walker status” from St. Dominic School.

We have read, understand and agree to abide by the guidelines set forth for St. Dominic School Walkers.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student (1) Signature

\_\_\_\_\_  
Student (2) Signature

Walker Status approval is hereby granted for the above names student (s). Student (s) will be dismissed 5 minutes prior to actual dismissal bell.

\_\_\_\_\_  
Administrative Signature      Date

**SAMPLE ONLY**

**FIELD TRIP FORM**

*Catholic Mutual....."CARES"*

**PARENTAL/LEGAL GUARDIAN PERMISSION SLIP  
FOR FIELD TRIP PARTICIPATION**

Dear Parent of Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from \_\_\_\_\_ School. A brief description of the activity follows:

Curriculum Goal: \_\_\_\_\_

Destination: \_\_\_\_\_

Designated Supervisor of Activity: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Date and Anticipated Time of Return: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Student Cost: \_\_\_\_\_

If you would like your child to participate in the event, please complete, sign, and return the following statement of consent and release of liability. As parent, legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby consent to participation by my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

\_\_\_\_\_  
Parent's Name/Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Emergency Phone Number

Please return this entire form by \_\_\_\_\_.

**SAMPLE ONLY**

St. Dominic School  
**ACADEMIC NOTICE**

Student \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

The purpose of this report is to inform you of an academic infraction involving your child. **These infractions may lower your child's grade.** You are urged to support the action taken by the school official, discuss the matter with your child, and support any corrective actions taken by the school official, discuss the matter with your child, and support any corrective actions taken. **Please sign and return the yellow copy to the teacher on the next school day.**

**Academic Notice, continued**

\_\_\_\_\_ Failure to return notes, letters, homework, Disciplinary Report Form or Take Home Folder.

\_\_\_\_\_ Unprepared for class; without books, materials, etc.

\_\_\_\_\_ Failure to complete daily class work.

\_\_\_\_\_ Other (explain) \_\_\_\_\_

Teacher Comments: \_\_\_\_\_

\_\_\_\_\_

† A grade of "0-F" will be earned for this

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

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

WHITE—PARENT COPY      YELLOW-TEACHER COPY

**SAMPLE ONLY**  
St. Dominic School  
DISCIPLINARY REPORT FORM

Student \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

The purpose of this report is to inform you of a disciplinary incident involving your child. You are urged to support the action taken by the school official, discuss the matter with your child, and support any corrective action taken. **Please sign and return the yellow copy to the teacher on the next school day.**

**Category I**

**Three demerits from this category will result in a detention.**  
Three detentions will result in a suspension

- \_\_\_\_\_ Failure to follow individual classroom teacher's classroom rules, excessive talking
  - \_\_\_\_\_ Eating or dinking without permission; chewing gum
  - \_\_\_\_\_ Uniform violations including writing on self, clothing or other's personal property
  - \_\_\_\_\_ Loitering or playing in the restroom, verandahs, other inappropriate areas
  - \_\_\_\_\_ Possession of nuisance items
  - \_\_\_\_\_ Running on verandah., or walkway to P.E.
  - \_\_\_\_\_ Not following arrival and/or dismissal rules
  - \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ **Received 3 Demerits**                      **Date of Detention** \_\_\_\_\_

**Category II**

**Three detentions from this category will result in a suspension.**

- \_\_\_\_\_ Disobeying playground rules or adult on duty
- \_\_\_\_\_ Class disruption
- \_\_\_\_\_ Violation of the Acceptable Use Policy for computers
- \_\_\_\_\_ Destroying or damaging property
- \_\_\_\_\_ Hitting, "roughhousing" or being physically aggressive

**Disciplinary Report Form continued**

- \_\_\_\_\_ Throwing or kicking any objects that could result in student injury or damage to property
- \_\_\_\_\_ Out of designated area without permission
- \_\_\_\_\_ Disrespectful behavior: a. physical b. verbal c. non-verbal d. written
- \_\_\_\_\_ Five unexcused tardies
- \_\_\_\_\_ Cheating and/or copying any work of other students - ("F" will be given on copied work)
- \_\_\_\_\_ Other \_\_\_\_\_

**Date of Detention** \_\_\_\_\_

**Category III**

Referral to Administration - Three suspensions and/or any offences listed below may result in expulsion.

- \_\_\_\_ Refusing to follow the directions of a school official or adult on duty
- \_\_\_\_ Use of obscene manifestations: a. profane language b. profane gesture c. 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 weapon
- \_\_\_\_ Fighting
- \_\_\_\_ Taking the belongings of others without their permission: stealing
- \_\_\_\_ Other \_\_\_\_\_

**Teacher Comments:** \_\_\_\_\_

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

**Student Signature** \_\_\_\_\_

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

WHITE - PARENT COPY

YELLOW - TEACHER COPY

PINK - OFFICE COPY

**SAMPLE ONLY**

**MEDICATION PERMISSION FORM**

\_\_\_\_\_  
Student Name

I, the parent/guardian of the above named student, do hereby give my permission for school personnel to administer the following medication to my child.

(Please check on)

\_\_\_\_ This medicine is to be administered from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_ This medicine is to be administered **daily** (when school is in session).

\_\_\_\_\_  
Medication

\_\_\_\_\_  
Prescribing Physician

\_\_\_\_\_  
Dosage

\_\_\_\_\_  
Administration Time  
**(indicate exact time)**

I further agree to label the medicine container with my child's name and instructions for the administration of the medicine.

The school will assume no responsibility for any problems arising from the giving of the medication. Your instructions will be followed regarding the schedule designated as closely as possible. The administration of medication shall be recorded on the students medication chart.

I have read the above information and agree to the conditions as listed. I relieve the principal, staff, and school of any responsibility relative to the giving and effects of the medication.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

## 2007/2008 School Calendar

Faculty Inservice Days	August 8-14
Opening Day of School	August 15 (Noon Dismissal)
Labor Day	September 3 (No Classes)
Local Inservice Day	October 29 (No classes)
End of 1st quarter	October 12
Conferences	October 25 (1/2 day Oct 26)
Teacher Inservice Day	October 29 (No classes)
Veterans' Day	November 12 (No Classes)
Thanksgiving Holidays	November 22-23 (1/2 day Nov. 21)
End of 2nd quarter	December 20
Christmas Holidays	December 20(noon dismissal)-Jan 3
Conferences	January 10 (1/2 day Jan 11)
Dr. Martin Luther King Holiday	January 21 (No Classes)
Mardi Gras	February 4-5 (No Classes)
End of 3rd quarter	March 14
Good Friday	March 21 (No Classes)
Easter Holidays	March 24-28 (No Classes)
Field Day	May 2 (No Classes)
Teacher Inservice Day	May 5 (No Classes)
Last Days of school	May 29 (noon dismissal) May 30 (dismissal at 10:00)

**SAMPLE ONLY**

**ACKNOWLEDGMENT OF 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. It is an extension of the agreements signed at registration. Please discuss the handbook with your children. All members of the school community (faculty and staff, parents, and students) are required to become familiar with the handbook contents and sign the following pledge in good faith.*

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

\_\_\_\_\_                      \_\_\_\_\_  
*Print Family Last Name      Oldest Child’s Name*

*Parent Signature* \_\_\_\_\_

*Student Signature* \_\_\_\_\_

*Student Signature* \_\_\_\_\_

*Student Signature* \_\_\_\_\_

*Student Signature* \_\_\_\_\_

*Student Signature* \_\_\_\_\_

*Student Signature* \_\_\_\_\_

**Sample**- separate sheet to be signed and returned will be sent home with this handbook