

**ST. DOMINIC  
CATHOLIC SCHOOL**



**Parent/Student Handbook  
2009-2010**

*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**  
**2009-2010**

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**SAMPLE ONLY**

**ACKNOWLEDGMENT OF PARENT/STUDENT HAND-  
BOOK**

*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* \_\_\_\_\_

### 2009/2010 School Calendar

Faculty Inservice Days	August 10-14
Book Drop off	August 14 11:00-1:00
Opening Day of School	August 17 (Noon Dismissal)
Labor Day	September 7 (No Classes)
Fall pictures	October 7
End of 1st qtr	October 16
Report cards sent home	October 28
Conferences	October 29
Noon dismissal	October 30
Inservice Day	November 2 (No classes)
Veterans' Day	November 11 (No Classes)
Thanksgiving Holidays	November 26-27 (1/2 day Nov. 25)
End of 2nd quarter	December 18
Christmas Holidays begin	December 18 (noon dis missal)
Classes resume	January 4
Report cards sent home	January 13
Dr. Martin Luther King Holiday	January 18 (No Classes)
Mardi Gras	February 15-16 (No Classes)
ITBS testing (gr 2-8)	March 1-12
End of 3rd quarter	March 12
Inservice Day	March 22 (no classes)
Report cards sent home	March 24
Conferences	March 25
Noon dismissal	March 26
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Big Field Day	May 7
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## **General Information**

### **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.

In 2003, a new teachers’ lounge was built adjacent to the for-

ball 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.

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 organize 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.

## **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 March to students in grades 2 - 8. Individual reports are given to parents. School building reports will be presented to the school board at their September meeting, then the parents in September at the first PTO meeting following the spring testing. 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 foot-

mer convent which currently houses the administrative offices.

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

## **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.

### **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.

## **Admission**

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

### **Admission Policy**

*Students enrolling in preschool, kindergarten, and first grade must be 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 judgment issued by the courts (if applicable)

### **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) All registration forms 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.

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.

### **Visitors**

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

### **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.

### **Annual Asbestos Statement**

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

### **Child Abuse Reporting**

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

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.

**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.

**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,

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.

**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.)

A fee is charged to cover the cost of consumables (workbooks) which the school provides.

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.

### **Tuition**

Tuition rates are 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 covers only the costs of school employees (salary, insurance, retirement, etc.) Each year, an increase in tuition of at least 4% is to be expected. The increase may be more if deemed necessary by the finance committee of the school board.

Tuition for St. Dominic School is paid by auto-draft over a ten-month period, August through May. Otherwise, tuition for the year may be paid in full in July for the upcoming school year.

### **Delinquent Payments**

It is up to each family to keep their tuition account current. Any family having a delinquent balance, either with the school or after school care, may not receive student report cards and processing of student records may be delayed until the account(s) is brought up to date.

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. Refer to the tuition agreement signed with registration for specific information.

### **Tuition Assistance**

For returning families of students in grades K-8 who are parishioners of St. Dominic Catholic Church, tuition extensions and financial aid may be granted in special circumstances. Applications for tuition review will be available and can be obtained in the school office in the 3rd quarter of the school year for the following year. Requests for financial aid will only be considered if all forms are filed by the deadlines established. All information provided by applicants remains confidential.

## **OTHER**

### **Deliveries**

Should it become necessary to bring an item such as a lunch to school, it should be brought to the office for delivery. Please be sure your child's name is on items dropped off. Direct delivery to the classroom is prohibited due to the disturbance it causes.

Gifts delivered for children during the school day (balloons, flowers, etc.) will be given to the student at dismissal.

### **Health 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.

The correct P.E. uniform, including white crew socks, must be worn on all out of uniform days for PE, as well as all other days of the school year.

### **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.

*Boys*—hair must be cut above the eyebrows, above the middle of the ear, 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 or bracelets. 1 religious symbol necklace may be worn on a modest 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. No hair extensions. 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 modest chain. 1 watch may be worn, 1 ring per hand. No bracelets. 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.

### **Uniform Regulations**

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) A complete uniform list may be obtained in the school office.

## **ADMINISTRATION OF THE SCHOOL**

### **Personnel**

#### *Principal*

The principal is the chief educational leader and facilitator, responsible for maintaining a Christian environment conducive to learning. The principal is responsible for the day-to-day operation of the school.

#### *Assistant Principal*

The assistant principal works in collaboration with the principal. She serves on the board of department chairs and assists the principal as needed. She is the second in command, serving as the leader in the event that the principal is not present. She is responsible for:

- Implements and enforces the discipline policy of the school
- Assists teachers in establishing operating procedures.
- Oversees procedures and plans related to supervision of students at all times on campus-serves duty at middle school recess and after school until 3:30pm.
- Sets up schedule of detention classes
- Works 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.
- schedules all classes
- coordinates Discipline With Purpose program
- enforces attendance policies
- oversees the teacher mentor program for new teachers
- organizes carpool arrival and dismissal
- Aids the principal with student statistics to determine placement or award opportunities.
- Orders academic inventory (workbooks, etc) and oversees distribution

### *Department Chairs*

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.

### *Pastor*

The Pastor is the spiritual leader of the parish and Christian educational community within the parish. The Pastor shares in the work of the archbishop of the archdiocese and, as his delegate, is the administrative head of the parish.

### *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.)

### **Communication**

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.

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 athletic pants, pajama pants, cut offs, or scrubs may be worn. Shorts no more than 3" above the knee may be worn if the weather allows. All shirts and blouses must have some type of sleeve and must cover the midriff area when student's arms are raised above his or her head. Dresses and skirts must be of appropriate length, *no shorter than 2" above the knee*. Items with inappropriate logos will not be allowed. Under garments should never be visible. Alternate socks and shoes may be worn as well as jewelry and light nail polish for girls. However, all items must be 'learner' friendly and provide no distractions. No hats or sunglasses.

Proper attire for **grades 6-8** will be modest attire. Capri pants or ankle length pants may be worn. No athletic pants (ie sweatpants, wind pants, warm ups pants, etc), pajama pants or scrubs may be worn. Shorts may not be worn at any time. Shirts and blouses must have some type of sleeve and must cover the midriff area when student's arms are raised above his or her head. Dresses and skirts must be of appropriate length, *no shorter than 2" above the knee*. Items with inappropriate logos will not be allowed. Under garments should never be visible. Alternate socks and shoes may be worn as well as jewelry and light nail polish for girls. No hats or sunglasses.

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

## Uniform and Dress Guidelines

### General Information

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 or skirts (navy is preferred). For grades 4-8, students wear navy shorts and gold shirts (approved P.E. uniform), approved crew socks, and tennis shoes. (P.E. uniforms & SDS sweatshirts are available through the Booster Club-order forms may be available in the school office.)

At no time may undergarments be visible through clothing.

### **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

## Parental Roles, Rights, and Responsibilities

### 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.

#### **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 le-

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

#### **Guidelines for Cell Phone and other electronic devices**

Cell phones may be used under the following guidelines –

- § Cell phones must be kept out of sight, in the OFF position, from 7:00 a.m. – 3:15 p.m. or until the student is picked up from after school care.
- § Cell phones may not be used for picture taking at any time.
- § Cell phones may not be used to record sound at any time.
- § Texting is prohibited.
- § No harassment or threatening of persons via the cell phone is permitted.
- § Cell phones may not be used for game playing, Internet or email access, gambling or making purchases of any kind.

Students may not have personal MP3 players / CD players / headphones /music CDs / etc. at school. Items found will be confiscated and parents will be contacted to pick up the item at the office.

ject 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.

### **Harassment Policy**

No student, parent or employee of the Archdiocesan Catholic School System shall be subjected to any type of harassment. Our school system is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. Respect of others is shown through language, behavior and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, visual or sexual affronts will not be tolerated. (#28.1- Adopted Policy by Archdiocese of Mobile 5/05)

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.

### **Drug Policy**

. 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

gally 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)

### **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 volunteers, parents or otherwise, 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 your calendar for training session dates, or call the school office.*

### **Parent Teacher Communication**

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.

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.

## **CATHOLIC ARCHDIOCESE OF MOBILE**

### **Weapons Policy**

Our Lord Jesus Christ came that we might have life and have it in all of its fullness. Therefore, Catholic Schools promote the sanctity of human life and express concern for the dignity of every human being. It is essential that Catholic 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 switchblade knife, gravity knife, stiletto, sword or dagger; or any bill, blackjack, bludgeon or metal knuckles. (Alabama Code)

Facsimiles of a dangerous weapon are sub-

lying 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 conferences 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.

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.

**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 home school 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. 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.

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.

**Expulsion** is only done in consultation with all administrators, pastor and the Superintendent of Schools. 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.)

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

#### **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 intimidates 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 bul-

- § Forgery/Plagiarism
- § Cheating and/or copying any work of another student (“F” will be given on copied work)
- Other

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

- § Refusing to follow the directions of school official or adult on duty
  - Use obscene manifestations:
    - o Profane language
    - o Profane gesture
    - o Harassment
- § Possession or consumption of tobacco, alcohol, or any other drug
- § Possession and/or use of a weapon or instrument that may be used as a weapon
- § Fighting
- § Taking the belongings of others without their permission
- § Other

**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

## Programs

### **School Programs**

#### *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 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. A parent's written request may excuse a student from P.E. for a short period of time (1 or 2 days maximum). Students who are out of PE for an extended amount of time may be given alternate assignments for assessment.

#### *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

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

- § Failure to follow individual teacher's classroom rules
- § Eating, chewing or drinking without permission
- § Uniform violation (see uniform guidelines on page ?)
- § Loitering or playing in the restroom, verandahs or other inappropriate areas
- § Possession of a nuisance item
- § Running on verandah or walkway to the gym or church
- § Not following arrival and/or dismissal procedures
- § Other

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

- § Disobeying playground rules or adult on duty
- § Class disruption
- § Violation of the Acceptable Use Policy for computers
- § Violation of the guidelines for cell phones and other electronic devices (see guidelines on page 44)
- § Destroying or damaging property (Monetary restitution for the damage must be made, and proper authorities will be contacted.)
- § Hitting, "roughhousing" or being physically aggressive
- § Throwing or kicking any objects that could result in student injury or damage to property
- § Out of designated area without permission
- § Disrespectful behavior:
  - o Physical
  - o Verbal
  - o Non-verbal
  - o Written

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

The administration of St. Dominic Catholic School reserves the right to discipline its students for inappropriate behaviors that may occur off campus outside of school hours.

### **Grades Kindergarten – Second**

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

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

### **Grades Third – Eighth**

Faculty and staff will complete the Disciplinary Report Form to notify parents of a disciplinary incident involving their child. The referral forms are in triplicate: Yellow - issuing teacher; White – parent; Pink - office. It is important that parents support this particular part of the process. If a referral is treated as a serious matter by the parent, the student will also understand the seriousness of the referral.

Category I – A student receives a demerit for an infraction in

school's library/media center. Through them, materials are readily available to teachers and students. Library skills and vocabulary are taught to Kindergarten through 5th grades when they visit the library once a week. Preschool students begin short weekly visits during the second semester of school. Middle school teachers schedule times to use the center or allow students to be independent visitors with library passes on an as needed basis. In grades 3-5, students may also visit the library with a pass at the discretion of the teacher. Fees are not charged on overdue books until the book is past one month overdue. After that, the student's family will be contacted to pay approximately \$25.00 for replacement of the book. Books purchased by the general public are not accepted as replacement, as special library quality books must be purchased for school use. The Accelerated Reader program is used in grades 3-8 as a part of the reading grade. Each student works toward an individual, obtainable goal set by their classroom teachers, using results of STAR testing and other data. Parents may check the website: [arbookfind.com](http://arbookfind.com) to see if tests are available for certain books.

### *Computer/Technology*

The multi-media computer lab is equipped with 33 personal computers. The lab is an interactive, cooperative, and positive learning experience. An internet server allows full access to the internet. Networked computers are located in each classroom, the media center, and the school office. Students are required to sign a usage policy. Students who do not comply with usage 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 as scheduled. The primary purpose of the program is to provide specialized support to the student. Enrollment in this program constitutes an additional charge.

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

### *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.

- Respect and care for school property;
- Respect your property and that of others.

### ***Contribute to the learning environment***

- Bring the proper books and materials for each class, daily.
- Leave items at home that might interfere with learning
- Report on time to school and to every class.
- Participate in activities

### ***Follow proper procedures***

- Wear clean, full uniform attire to school, daily.
- Walk, everywhere!

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

## **DISCIPLINARY ACTIONS**

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

- Seriousness of the offense
- Student’s age
- Grade level
- Ability and functioning level
- Frequency of misconduct
- Student’s attitude
- Effect of misconduct on the school environment
- Parental participation and support

- 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 well 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.

#### **Code of Conduct**

Our goal at St. Dominic Catholic School is to create a positive, effective learning environment and one that reflects a Christian atmosphere. The expectations that follow will outline the responsibility of students as achieved through self-discipline skills:

#### ***Respect yourself and others as Jesus does***

- Show reverence during Mass and all school prayers.
- Maintain self-control and self-discipline. Use peaceful means to resolve disputes; seek help from adults as needed.
- Respect and obey all persons in authority.

#### ***Respect property***

#### ***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 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.

All adults attending a field trip must serve as chaperones. They must attend a training for chaperones for each trip taken., and must sign an adult liability waiver. In order to properly chaperone, all adults must travel with the students. The only exception to this is given in specific circumstances when requested in writing by the chaperone, and this permission may only be given by the principal as requested by the supervising teacher of the trip.

Space for adults may be limited as determined by the circumstances of each trip. 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.

#### **Extra Curricular Activities**

Students who are required to miss classes for any extracurricular activities are responsible for keeping making up all class work missed and must keep up with the regular schedule. Extra time will not be given for this make up work.

### *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. Each group has its own set of governing rules that are in accordance with the policies of the Archdiocese of Mobile and St. Dominic Catholic School.

### **Student Evaluation**

Teachers communicate regularly with parents on their child's academic and behavioral progress. All teachers in grades 3-8 post regularly to the Edline database. Individual activation codes for this may be obtained through the office. Student papers or progress reports may be 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.

- 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.

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.

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.

### ***Awards***

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 (S) 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 (S) in all special classes and receiving no U's in Conduct will be recognized the first 3 quarters . Students achieving all A's and some I's in conduct will fall into this category
3. *National Junior Honor Society* - Students in second semester sixth grade through eighth grade may be eligible for selection into the St. Dominic Chapter of the National Junior Honor Society. In order to receive an invitation to apply, student must meet the GPA requirements (maintain a cumulative scholastic average of 3.45 (on a 4.0 scale) with no N's in any subject area) as well as other requirements for discipline and attendance. The honor of selection will be bestowed upon eligible students, who turn in fully completed forms and who exhibit outstanding leadership, service, character and citizenship, and are selected by a faculty council.

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

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

### **Sacramental Programs**

Through the church, Catholic students are offered the opportunity to receive various sacraments. Anyone interested in becoming Catholic or having their child(ren) receive sacraments they may have missed while age appropriate, may contact the church office for information.

1. **Reconciliation-** Students in grades 3-8 are scheduled to have Reconciliation once a semester. Students in 2nd grade are scheduled a time during the second semester once they have received the sacrament for the first time.
2. **Eucharist**– Students attend Mass as a school weekly and on holy days of obligation.
3. **First Reconciliation**– Catholic students in 2nd grade receive preparation and participate in a special service during the first semester.
4. **First Eucharist**– Catholic students in 2nd grade who have received first Reconciliation receive preparation and participate in a special Mass the first Sunday of May.
5. **Confirmation**– Catholic Students in 8th grade who have received Reconciliation and first Eucharist receive prepara-

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

## Discipline

*Administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.*

### **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 himself or herself, 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

tion and participate in a special Mass. Confirmation is scheduled for each parish by the Archbishop.

## Attendance

Teacher supervision begins at 7:20AM. Students arriving before that time and remaining after 3:30PM do so at their own risk, as the school does not assume supervision except at the appointed times. Students remaining on campus after 3:30 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 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.

If a student will be dismissed from school in a way different than normal, the parent must notify the office in writing. If plans change during the day, the parent may fax (660-2242) or email ltison@stdmonicmobile.org or preed@stdominicmobile.org, and the student will be told. **DO NOT CALL THE SCHOOL OFFICE**, as permission must be written.

### **Arrival and Dismissal**

Pedestrians (walkers and cyclists)

#### *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

**INCLEMENT WEATHER:**

In the event that the administration of the school deems the weather to be too dangerous to allow students to walk, a red flag will be attached to the gate next to the 8th grade classroom at the front of the school. Students may be picked up in carpool or in the office following carpool. Once carpool is over, provided that the weather has passed, student

**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.

**EARLY DISMISSALS WILL NOT BE ALLOWED AFTER 2:45 PM.**

**Make up work**

In the case of any absence (including time out due to tardiness or early dismissal), students will have the same number of days to make up all assignments that they missed. For example, if a student misses 2 days, he will have 2 days to bring all work up to date. Any work not made up in the time allotted may result in 0%F. In the case of an unexcused absence, the faculty is not expected to make the same effort to help the student with make-up work as would be expected in cases of excused absence. (Archdiocesan Regulation #220.7) Suspension from school is considered an unexcused absence.

**absence or tardy is considered excused.**

*Absences*

*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, and approved out-of-town trips with prior consent of the principal. (Archdiocesan Regulation 220.6 dated May 2004) The principal reserves the right to refuse excusal of an out of town trip. 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.

*Unexcused Absence*

An unexcused absence is any absence not included in Archdiocesan regulation #220.6 listed 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)

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

**Tardiness**

School begins at 7:45AM. Students arriving at class after 7:50AM will be marked tardy. Students arriving after 7:50AM 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.

who are walkers may be allowed to go.

*Carpool*

Students who do not have walker contracts or are staying after school will go to the carpool lines with their classes. Older students will sit in carpool lines with the youngest child in their carpool pickup.

After carpool is over, students left are escorted to the office. Anyone not picked up by 3:30PM will be sent to after school care.

Carpool maps are available in the school office.

Information on the after school care program may be obtained from the church office.

**Guidelines for Absences/Tardies/Early Dismissals**

Parents should make every effort to have their students arrive on time for school, and remain for the full day. Students must be present for at least one-half of the school day to be counted as on roll. After 10 days of unexcused absence/tardies/early dismissals, a letter from St. Dominic Administration will be sent to parents. After exceeding 10 days, the Office of Catholic Schools may be notified. After twenty (20) absences/tardies/early dismissals, truancy authorities may be notified and other legal actions may be required as directed by those authorities.

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

In order for an absence or tardy to be considered excused, a note must be provided to the office within 2 days of the student's return to school. In the case of an absence which requires prior approval by the principal, the principal must be contacted in writing at least 3 weeks in advance in order for the absence to be considered. Consideration for these excuses are only given in certain special cases. **It is up to the discretion of the administration to determine if any**