

St. Dominic Education Commission

St. Dominic School High School Recruitment Policies

- A. No public or non-public high school personnel, students, parents, or alumni will be given the opportunity to visit/make presentations to St. Dominic School students during school hours.
- B. Area Catholic high schools are encouraged to offer regional high school information fairs for the purpose of recruiting students to their respective schools. St. Dominic School, with prior approval of the St. Dominic School principal, will assist with the distribution of information regarding such fairs to 7th and 8th grade students.
- C. St. Dominic School will provide space in the 7th and 8th grade corridors to display, with prior approval of the St. Dominic School principal, an informational poster from each Catholic high school requesting to do so.
- D. Other than information promoting high school fairs as referenced in B above, St. Dominic School will not distribute any informational/recruitment material or marketing gifts (t-shirts, Frisbees, pen, cups, etc.) to any of its students.
- E. St. Dominic School will distribute to 7th and 8th grade students a comprehensive high school information brochure if produced by and distributed by the Archdiocesan School Office.
- F. St. Dominic School will submit the names and addresses of students in grades 5, 6, 7 & 8 to the Archdiocesan School Office by August 1. The Catholic high schools of the Archdiocese may request name/address information from the School Office after that date.
- G. St. Dominic School will permit 8th grade students to have two shadow days during their 8th grade school year as follows:
 - 1. A shadow day is defined as a day to visit a particular high school during a regular school day to experience the life and culture of the school.
 - 2. Students should try to shadow on days when St. Dominic School is closed and the high school is open.
 - 3. A shadow day is considered a day of excused absence from St. Dominic School provided all parts of this policy have been fulfilled. As an excused absence, the student will be able to make up all missed work and must do so within one school day following the shadow day. The eighth grade teachers will not fill out homework sheets for a student on a shadow day. Students can check homework on line or request it from the teachers on the day they return to school.
 - 4. If the policies are not followed, the shadow day will be an unexcused absence and the student will not be permitted to make up the work.
 - 5. **Three school days prior to the intended shadow day, the student must submit (to the attendance secretary of St. Dominic School) a fully completed Shadow Day Request Form. All signatures required on the form must be in place when the form is submitted.**
 - 6. **The student must bring written verification from the high school indicating the student was present at the high school for the shadow day. Said verification must be given to the attendance secretary of St. Dominic School prior to the start of homeroom on the day the student returns to school.**
 - 7. A second shadow day for the same high school will not be permitted.
 - 8. It is the parents' responsibility to provide transportation to and from the high school on a shadow day.

**St. Dominic School
Shadow Day Request Form**

Today's Date

Requested Shadow Date

Due Date for Request Form

Must be in the office three school day prior to the requested shadow date.

Name of Student

Homeroom

Parent Signature

Name of High School to be Shadowed

Signature of Eighth Grade Teacher—Mrs. Glassmeyer

Date

Signature of Eighth Grade Teacher—Mrs. Daubenmerkl

Date

Signature of Eighth Grade Teacher—Mrs. Cox

Date

Signature of Eighth Grade Teacher—Mr. Burns

Date

Signature of Eighth Grade Teacher—Mrs. White

Date

Signature of St. Dominic Attendance Secretary—Mrs. Prewitt

Date

High School Principal/Designee Signature

Date

Verifies that the student was present at the high school on the specified Shadow Day

**Return this form to the St. Dominic attendance secretary Mrs. Prewitt
by 8:10 a.m. the next school day after shadowing.**