

2020-2021 ST. DOMINIC SCHOOL POLICIES

9/8/20

This handbook serves as a guide to all families in St. Dominic School. It is reviewed by the faculty and staff on a yearly basis. Revisions, additions, and deletions are made as necessary for the purpose of achieving scholastic performance, conduct, safety, and continuity within the school. Parents and students are expected to understand and follow all the information and directives contained in the handbook.

ADMISSION

All registrations, transfers, and admissions are made through the principal's office.

A. The primary and essential purpose for the existence of St. Dominic School is to provide a Catholic education for the children of the families of St. Dominic Parish. The following regulations have been adopted:

1. All pupils to be admitted must accept the curriculum and discipline as provided in the school regulations.
2. All Catholic children of the parish are eligible for admission to St. Dominic School.
3. No pupil may be excluded from St. Dominic School because of race, color, religion, national origin, or ancestry.
4. The admissions policy shall not be based solely on ability or achievement.
5. Any pupil who seeks admission to St. Dominic School in order to avoid desegregation will not be accepted.

B. Selection of Students:

1. Pupils will be admitted who give promise to being capable of successfully completing the total or prescribed educational program of the school. Incoming pupils who have a history of poor achievement due to lack of effort or application of skills, or have difficulty following rules and regulations will be admitted on a probationary basis at the discretion of the principal.
2. The registration of children with special needs will be reviewed annually by the administration, school psychologist, teachers, and parents prior to the acceptance of registration. The purpose of this procedure is to assess whether or not St. Dominic School can best meet the spiritual, social, intellectual, physical, and personal development of the individual child.
3. When more qualified students apply for admission than can be accommodated, the selection of those to be admitted must not discriminate against any group or any individual. The following criteria are to be observed at the discretion of the principal and/or pastor:
 - a. Target enrollment per class in grades 4 through 8 is 30 students per homeroom. Target enrollment per class in grades 1 through 3 is 25 students per homeroom. Target enrollment per class in Kindergarten is 20 students per homeroom.
 - b. Pupils from the past year have the first priority.
 - c. In order for students to qualify for the Fr. James Walsh Scholarship, families must be registered members of St. Dominic Parish and must be in good standing with the parish policy regarding regular worship at Sunday Mass or Saturday Vigil Mass. Please refer to the Financial Policy (A). Questions of family eligibility will be decided by the pastor/parish administrator.
 - d. Parents are required to fulfill the tuition responsibilities as listed in the Financial Policy.

ATTENDANCE

The Archdiocese of Cincinnati mandates that students be provided 1,060 hours of instruction each year, exceeding the State of Ohio mandate of 1,001 hours yearly. Regular attendance is vital to a child's success in school. When a pattern of chronic absence/tardiness is viewed as interfering with a student's academic progress the principal will send a letter alerting parents to the problem that the absence/tardiness has created. The parent should immediately establish a means of increasing the child's regular attendance at school.

ABSENCE POLICY

1. According to State Bill 321, parents are required to notify the school each day a child is absent or tardy. Call the absent/tardy line (251-1276, press 5) before 9:30 a.m. If the school does not hear from the parent, by law, the school must contact the parent.
2. A written excuse note must be sent to the homeroom teacher when a child returns after an absence even though a phone call has been made.
3. If a student is absent for four (4) or more days in a row, the office needs a letter from the physician to be considered an excused absence.
4. A student returning from a verified absence must meet with each teacher to discuss missing work and to schedule deadline dates for all missing work and missed tests.
5. If a student is absent from school due to illness, they may not participate in any St. Dominic activity that same day, including sports practices and games.
6. If the student does not make up the work by a specified time, then he/she may receive an incomplete for the trimester. The incomplete will be removed only when the teacher determines, through evaluation and independently completed assignments, that the child understands or has mastered the material.
7. A maximum of ten (10) student absences from school for the school year will be considered excused as long as the parent has followed items #1 and #2 above. In the absence of #1 and/or #2 above, the student's absence will be unexcused. Each absence from school beyond the maximum of ten (10), as stated above, require an original note

from a doctor verifying an illness in order for the absence(s) to be considered excused. Notes from parents for absences beyond the initial ten (10), as stated above, may be reviewed on a case-by-case basis at the sole discretion of the school principal. **Note: Vacations are always considered unexcused absences and not encouraged during the school year.**

8. Upon the recording of the tenth (10th) absence of a student, the principal will send a letter of advisement to the parents.

9. The student and parent(s) may be referred to the Delhi Township School Resource Officer when he/she has been absent from school twelve (12) times.

10. A second referral, with a possible referral to the Hamilton County Juvenile Court, may be made to the School Resource Officer when a student has been absent from school for fifteen (15) days.

TARDY POLICY

Being on time for one's commitments is a quality of a considerate and responsible Christian person. The official start of the school day is when the bell rings at 8:10 a.m. Students must be in the homeroom when the 8:10 a.m. bell rings; however, all are strongly encouraged to be in the homeroom by 8:00 a.m. to get organized and to participate in the opening prayer. Remember that students can be dropped off as early as 7:40 a.m.

When a student arrives at school after 8:10 a.m., he/she must report to the office to sign in. All tardies to school are considered unexcused unless the student presents a note from a doctor verifying a medical appointment that morning or the tardy is caused by the Oak Hills or Cincinnati Public school bus being late.

The school principal will send a letter to the parents when a student has accumulated 3, 7 or 11 unexcused tardies. The student and parent(s) will be referred to the Delhi Township School Resource Officer when the student has twelve (12) unexcused tardies. Students with additional unexcused tardies beyond twelve (12) may be referred to the Hamilton County Juvenile Courts. A student's tardy count will continue to accumulate for the purposes of parent notification and/or referral to the Delhi Township Resource Officer.

Students will be marked as Tardy/Absent by the following guidelines:

Tardy: Arriving between 8:10-9:00 a.m.; or if a student leaves for 1 hour or less during the school day.

½ Day Absent: Arriving over 1 hour late up to 3.5 hours; or if a student leaves for 1-3.5 hours during the school day.

Full Day Absent: 3.5 hours or more

Early Dismissal: Leaving between 2:00-3:00 p.m. (This will appear on report cards as *Tardy* due to the limitations of our attendance program).

Approved by the St. Dominic Education Commission in the Fall of 2009

BEFORE & AFTER SCHOOL PROGRAM*

The Before & After School Program is available Monday through Friday during the school calendar year. The morning session runs from 6:30 a.m. to 8 a.m. The afternoon session runs from dismissal to 6 p.m. For information call Kathy Smith (251-1276 ext. 434 or 513-518-9128). Students may not be in any other parts of the building while attending the Before and After School Program. The Before and After School Program will not operate if the school is closed due to inclement weather/emergency or if there is an early dismissal due to inclement weather/emergency. If there is a two-hour delay in the morning, the Before School Program still starts at 6:30 a.m.; however, there is an additional \$2.00 charge for those needing this service from 6:30-8:30 a.m. Normal morning session rates apply from 8:30-10:00 a.m. Before and After School fees are Before – 4.00 After – 8.75.

BOOKS

Textbooks must be covered at all times. At no time may self-adhesive materials be used to cover text books. Fines will be charged for lost or damaged books. Each child is responsible for the condition of his/her books at the end of the year.

BULLYING

Harassment, Intimidation, and Bullying Policy from the Archdiocese of Cincinnati

1. General

- a. **It is the policy of St. Dominic (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.**
- b. **The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.**
- c. **The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.**

2. Definition of Terms

- “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- “Harassment, intimidation, or bullying” means either of the following:
 - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

3. Types of Conduct

- a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
 - i. Engaging in unsolicited and offensive or insulting behavior;
 - ii. Physical violence and/or attacks;
 - iii. Threats, taunts, and intimidation through words and/or gestures;
 - iv. Extortion, damage, or stealing of money and/or possessions;
 - v. Exclusion from the peer group or spreading rumors; and
 - vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - 1. Posting slurs on the Internet, websites, blogs, or social media/networks;
 - 2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - 3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and

4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

4. Complaints

a. Formal Complaints

- i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

b. Informal Complaints

- i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. Anonymous Complaints

- i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

- i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.
- ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

b. Administrator Responsibilities

i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. Reporting

1. Report to the Parent or Guardian of the Offender
 - a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
2. Report to the Parent or Guardian of the Victim
 - a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
3. Police and Child Protective Services

- a. **Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.**

6. Miscellaneous

- a. **No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.**

Bullying is when an individual, or group of individuals, exhibit a persistent pattern of aggressive, intentional behaviors or a one-time behavior that causes mental or physical discomfort to another person, or group of people. Bullying can be written, verbal, or physical and creates an intimidating, threatening, or abusive educational environment.

Bullying can take many forms including any combination of physical, emotional, and verbal abuse, all of which are unacceptable in our school.

Forms of Bullying

Physical: Using physical aggression or taking the victim's property. This is the easiest form of bullying to recognize. (Examples: hitting, kicking, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures.)

Verbal: Using words to hurt or humiliate. This is the easiest bullying strategy to use and can often be denied by the bully. Verbal bullying can leave longer-lasting scars than physical bullying. (Examples: teasing, name calling, taunting, inappropriate sexual comments, and threatening harm to anyone)

Relational/Social: Trying to control relationships by persuading peers to reject others. (Examples: leaving someone out on purpose, telling other children to not be friends with someone, embarrassing someone in public, and spreading rumors about someone)

Cyber: Bullying that takes place using an electronic device and/or communication tools including social media sites, text messages, chat, and websites. (Examples: mean text message or emails, rumors sent by email or posted on social networking sites, embarrassing picture, videos, websites, or creating fake profiles about someone)

Reactive: Victims/Bullies live in both worlds. Victims bully others because someone else bullies them. They may taunt bullies, making it appear that they draw the bully's attention because of their own behavior.

Threats of physical violence or emotional intimidation (Bullying) will not be tolerated at St. Dominic School. Students exhibiting such behavior will be subject to immediate disciplinary action in accordance to our Code of Conduct.

- Each incident of bullying that is reported or observed is taken very seriously and will be addressed.
- Staff will report suspected incidents of bullying to the homeroom teacher of both the victim and the bully. An incident report will be created.
- Students who observe instances of bullying will be encouraged to report it to their teacher.
- Documentation of incidents will be kept in a discipline file and used for monitoring purposes.
- Where it becomes evident that a victim/bully situation exists, administration or teachers will contact the parents.
- Teachers will establish a set of classroom rules at the beginning of the school year. These rules will address bullying, as well as other behaviors.
- Teachers will report all observations of bullying to the principal.
- Teachers will discuss bullying with their classes.
- Students will be asked in assembly and in their classrooms to discourage bullying.

Responsibilities

Student Responsibilities

- Students will not bully other students.
- Students will try to help students who are bullied
- Students will make it a point to include all students, including those easily left out.
- Students will tell a teacher/administrator at school or an adult at home when they know someone is being bullied.

Parent Responsibilities

- Parents will support the Student Responsibilities listed above.
- Parents will encourage appropriate and respectful behavior.

- Parents will notify the teacher and/or the principal if a child is being bullied.
- Parents will participate in discussions and positive behavior plan creation, if necessary.

Teacher/Staff/Administrator Responsibilities

- School personnel will enforce the rules and follow the reporting procedures.
- School will communicate in a timely manner with all parties involved.
- School personnel will create a plan for children who are targets of bullying to ensure they have a safe educational environment.

Reporting

A student will report bullying by

- Telling the teacher or administrator about the bullying.
- Writing a note to the teacher or administrator about the bullying.

To reestablish Christian values and behavior, consequences for bullying may include, but are not limited to:

- Discussion with the teacher.
- Discussion with the teacher plus written referral to the principal.
- Written referral plus detention.
- Written referral plus parent/child/principal conference with all involved parties.
- Written referral plus suspension.

Any student falsely reporting a threat of violence for the purpose of harming another student may be subject to the consequences outlined in the Code of Conduct. Disciplinary action is at the discretion of the teacher/administrator. Indefinite suspension or expulsion may result as a consequence for such behavior.

CHILD ABUSE & NEGLECT

All school personnel who suspect that a child is being abused or neglected are mandated to make a report to their local children services or local law enforcement agency.

COMMUNICATIONS

If you need to contact a teacher or the principal, call the school (251-1276). A list of telephone and voicemail extensions, along with e-mail addresses, appears in the front of this handbook. Please indicate the best time for the teacher or principal to return the call. Avoid calling teachers at their homes.

Scheduled Parent-Teacher Conferences will be held in the afternoon/evenings in November and February. Conferences can be arranged at available times upon request throughout the year.

Parents are asked not to interrupt teachers between the hours of 7:45 a.m. and 3:05 p.m. unless previous arrangements have been made by note or telephone call.

CONDUCT CODE

Bearing in mind that the mission of St. Dominic School is “to serve the individual needs, both spiritual and educational, of the children”, and believing that St. Dominic School is “A Place to Grow” for all students, our goal is to help each student learn how to conduct himself/herself in a manner which models how Jesus wants us to live. To encourage this self-development, the Conduct Code of St. Dominic School is based on the recognition of students for exhibiting self-discipline and proper behavior.

Positive Behavioral Intervention and Support (PBIS):

In our continual efforts to maintain a safe, welcoming and academically challenging environment at St. Dominic School, we have implemented a program called PBIS. Our PBIS program will actively encourage students to strive to be the best that they can be spiritually, socially, and academically by stressing our three beliefs: Be a Follower of Christ, Be Responsible, and Be Safe. Students who are followers of Christ, Responsible and Safe will act appropriately, thereby allowing maximal teaching time and learning opportunities in the classroom.

Grades K-3: The individual teachers establish recognition and reward systems commensurate with the age and age-appropriate behavior.

Grades 4-8: In order to promote positive behavior and increase academic success, we want to reward and recognize students in grades 4-8 more often and try to separate academic vs. behavior issues. Please see the Student Rewards section for more information.

Every effort will be made to help each student develop self-control and exhibit proper behavior; however, in the event a student does not exhibit personal self-discipline and proper behavior, the following is in place:

Grades K-3: A Conduct Deficiency Report (pink slip) may be prepared and sent to the parents. This report describes the misconduct, asks the parents' cooperation in discussing the issue with the child, and requires a parent's signature.

Grades 4-8: A demerit will be given to a student receiving five (5) points within a month. Points may be given for infractions as noted below. *Please note that points for missing assignments will result in loss of lunch recess and/or*

mandatory participation in afterschool Academic Detention, and are counted separately from conduct points. See Homework Procedures for grades 4-8.

Points may be issued to students and recorded on their conduct card per the following:

Code	Description
CH	Misbehavior at Mass (two points)
D	Disrespectful behavior or attitude
DC	Disturbing the class
FD	Refusal to follow directions
H	School handbook violations/Other situations
L	Inappropriate or vulgar language
B	Inappropriate behavior
LC	Loss of Conduct Card (two points shall be added to accumulated total)
M	Not bringing needed materials to class
NC	Not having Conduct Card when asked
P	Playground violations
R	Not returning signed forms, detention forms, Conduct Cards, tests, etc.
T	Talking at inappropriate times
U	Uniform/Dress Code Violation

Note: A demerit of serious consequences may be issued immediately by any teacher/administrator at any school/parish related function both on and off premises.

The sequence for the demerit system described above is:

- 1st Demerit: Serve detention from 3:00-4:00 p.m.
- 2nd Demerit: Serve detention from 3:00-4:00 p.m. Parent meeting with teachers.
- 3rd Demerit: Serve detention from 3:00-4:00 p.m.
- 4th Demerit: Serve a one day out-of-school suspension.*
- 5th Demerit: Serve a two day out-of-school suspension. * Parents, teachers and principal meet.
- 6th Demerit: Serve a three day out-of-school suspension*.
- 7th Demerit: Meeting with the parents. Student may be asked to leave St. Dominic School.

*For out-of-school suspensions, parents need to pick-up their student's assigned work between 7:45-8:30 a.m. if the work did not come home the day before. Completed work needs to be turned in the morning of the student's return to school. Only one day's worth of work will be given to the student for each day the student is suspended. Work must be picked up and returned each day.

CONDUCT CARD

Each student in grades 4-8 will be issued a conduct card at the start of each month of the school year. The student must, with the exception of Physical Education, attendance at liturgical functions in church, lunch, and lunch recess, carry the conduct card with him/her during the school day. The student may carry it on their person or in their plan book. Students must turn the Conduct Card in to their homeroom teacher each Thursday during the afternoon homeroom period. Students must take the card home each Friday, have their parent sign it and bring it back to the homeroom teacher each Monday.

One point on the Conduct Card may be removed upon the completion of a personal plan of action agreed upon by the issuing teacher and the student. Students interested in working off a point need to meet privately with the teacher within 24 hours of the infraction. The fifth point MAY NOT be removed. Only one point may be removed from the Conduct Card per **month**. When a point has been removed, the teacher will draw a line through the point, write the word *Removed*, and initial the card.

It is the student's responsibility to inform his/her parents when a point is issued so there will be no "surprises" when the Conduct Card is sent home on Friday.

CODE OF DISCIPLINE

Discipline usually means the systematic development and training of a child's physical, social, intellectual, moral, and spiritual capacities through guided instruction and controlled self-activity. It is the purpose of St. Dominic School to aid parents in the formation and education of Christian children.

Discipline is not regimentation; neither does it imply the detailed surveillance of every action of each child. The following code is not intended to place undue restriction on the students but rather to prescribe and encourage students to act in proper manner.

1. This is your school and students are expected to respect the property of St. Dominic School. Writing on desks, walls or ceilings will not be tolerated. Floors are to be kept clean of paper, etc. Damaging school property is a serious matter and violators will be sternly disciplined.
2. If conversations in halls are necessary they should be in a soft tone.
3. During school hours, students are not permitted to leave school property without permission.
4. Stealing is a serious offense and will be met with strict measures.

5. Proper behavior in the cafeteria is a must. No food or drink may be taken out to recess or to classrooms.
6. Students are expected to respect teachers and other persons in authority as well as each other.
7. All books are to be treated with utmost care. Charges will be assessed for loss of or damage to books. Children should not mark in books. This applies to books assigned to students as well as books used in the classroom. Textbooks must be covered at all times.
8. Positively no chewing of gum anywhere on the school premises. This includes during lunch, recess, before and after school program, field trips, or school related functions.
9. Children may be kept after school if parents have been notified in advance.
10. Students may not have electronic devices on the school premises during school hours. For safety reasons, students may carry a cell phone in the backpack, but it must remain turned off during school hours.

BEHAVIOR PROCEDURE

A student receiving a demerit will serve the detention during the next afterschool detention session. Detention will be held on the **2nd and 4th Tuesday** of the month from 3:00-4:00 p.m. Students serving a detention will be dismissed at 4:00 p.m. The detention monitor will assign work for the students serving detention.

A student who does not report for detention or who misbehaves in detention may be subject to further disciplinary action up to and including suspension. Students who show up late for detention will automatically receive another detention. Students must serve the detention on the date specified unless the parents have made other arrangements with the school principal. Students who skip a detention may be subject to a suspension.

Consistent violations of the Conduct/Discipline/Homework policies may result in the student not attending special events such as field trips/class functions, entertainment/performances, Walk-a-Thon's, and Track & Field days.

There are certain instances of misconduct that are subject to immediate action and could result in an automatic demerit, suspension or expulsion. A student will be a candidate for expulsion if there is a consistent pattern of behavior unacceptable to St. Dominic School. Examples of such misconduct are:

1. Intentional damage or destruction of school property
2. Any verbal, written or implied threat or verbal/physical assault on or against any person and/or parish/school property
3. Possession, use and/or under the influence of alcoholic beverages while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises
4. Possession, use, and/or under the influence of drugs or look alike drugs while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises
5. Possession, use, and/or under the influence of tobacco products while on school/parish premises, on a school bus, or at a school/parish related function taking place on or off school/parish premises
6. Truancy
7. Complete disregard for school assignments or instructions given by school personnel
8. Possession of a weapon and/or any object which is intended to be and/or construed to be a weapon on parish/school property
9. Cheating/plagiarism
 Plagiarisms (plural noun) The practice of taking someone else's work or ideas and passing them off as one's own. This includes but is not limited to the use, by paraphrase or direct quotation, of the work of another person without full or clear acknowledgement.
 The consequences for grades 4-6 is an automatic zero on the assignment, and a conduct point. The consequence for plagiarism in grades 7 and 8 is an automatic zero on the assignment, and an after-school behavior detention.

Special Note: A student will be considered for immediate expulsion if selling and/or dispensing drugs, weapons, alcohol, tobacco products, and/or other contraband on parish/school property.

PROCEDURES TO BE FOLLOWED IN CASES OF EXPULSION

The procedures below should be followed in cases where a student has committed an expellable offense, including physical, verbal or written threats of violence to another student:

1. The student is immediately removed from the classroom and sent to the principal's office.
2. The students involved and the teacher write up an Incident Report.
3. The principal and the school psychologist talk to the student and witnesses. Witnesses will be asked to write a statement of what they saw.
4. The parents of the victim and the offender are notified by the principal regarding the incident.
5. The student is removed from school for a period of 3-5 days until the student is evaluated by the school psychologist.
6. The principal, pastor/parish administrator and school psychologist meet to decide if the student should be expelled.
7. A conference or phone call with the parents is held to inform them of the school's decision.
8. If the student is going to be expelled, written notification is sent to the parents regarding the expulsion.
9. Notification is placed in the student's file.
10. Parents of the victim are notified with confirmation that an action plan for a safe educational environment has been implemented or needs to be updated.

Each incident will be evaluated on a case-by-case basis and the above steps may not always be possible, depending on the severity of the incident.

A student that is expelled from school, or withdraws from school in lieu of expulsion, will not be allowed to participate in athletics at St. Dominic School for a minimum of the current sports season plus the next two sports seasons.

The administration reserves the right to impose discipline for behaviors deemed inappropriate, disrespectful or dangerous to the members of the school community. The administration reserves the right to discipline a student for off campus activities that would significantly affect the school environment. The principal and pastor/parish administrator are the final recourse in all disciplinary matters.

Consistent violations of the Conduct/Discipline/Homework policies may result in the student not attending special events such as field trips/class functions, entertainment/performances, Walk-a-Thon's, and Track & Field days.

DRESS CODE*

The personal appearance of each student must reflect cleanliness, neatness, and generally accepted standards of good taste.

Parents are expected to see to it that the students come to school each day in full compliance. Each article of clothing needs to be in good condition and fit appropriately in relation to the student's physique.

The uniform jumper, the uniform skirt, and the ribbed bottom shirt, can only be purchased at Schoolbelles or Risse Bros. The official school sweatshirt, and the official physical education uniform are sold only through the St. Dominic Spiritwear Shop. All other items may be purchased at the outlet of choice as long as they are in full compliance with the School Dress Code.

Disciplinary Responses:

Students who do not follow the regular Dress Code will receive a conduct point for each day of violation.

If the student does not follow the out-of-uniform policy listed under Out of Uniform/Christian Spirit Days/Care Days (on the next page) the following will occur:

1st time—Student will receive a conduct point;

2nd time—Student will not be able to participate in the next out-of-uniform opportunity and will receive a conduct point;

3rd time—Student will not be able to participate in out-of-uniform days for the remainder of the school year and will receive a conduct point.

GIRLS GRADES K – 8:

Skirts/Jumpers: Regulation plaid uniform jumper or skirt from Schoolbelles (color #7052; jumper style #1417; skirt style #1517).

- A) Grades K through 4 – jumper only
- B) Grade 5 – jumper or skirt
- C) Grades 6 through 8 – skirt only
- D) Jumper/skirt may not be any shorter **than fingertip length and may not be tight, or form fitting to the body.**
- E) Rolling of the skirt at the waistband is not permitted.
- F) If shorts are worn under the uniform skirt, they must not show below the jumper/skirt hemline.

Undergarments:

- A) Plain white, black, gray, or navy opaque footed tights may be worn only with the uniform jumper or uniform skirt.
- B) Plain white, black, gray, or navy non-footed leggings may be worn only with the uniform jumper or skirt.
- C) Only solid white undergarments may be worn under the shirt/blouse.

ALL STUDENTS GRADES K – 8:

Shirts:

- A) White long/short sleeved, button down shirt/blouse with a collar, solid white or black 2 or 3 button polo shirt with a collar, St. Dominic logo polo shirt, OR white or black ribbed bottom long/short sleeve shirt available only at Schoolbelles.
- B) All shirts/blouses must be completely tucked into slacks, shorts, or skirts at all times (Exception: ribbed bottom shirt from Schoolbelles).

Slacks:

- A) Uniform style of slacks in black, tan or navy are permitted to be worn. Slacks may be purchased at any store.
- B) No denim or jeans of any kind.
- C) No rivets of any kind are permitted on the slacks.
- D) No stirrup, tight fitting, stretch type, capri, baggie, knit/nylon, cargo, or latest fad type of slacks are permitted.
- E) No exterior/patch pockets.
- F) Students in grades 4 – 8 **must wear a belt** with slacks.
- G) Students in grades K – 3 **may choose** to wear a belt.
- H) Belt loops are not to be cut off the slacks.

Shorts:

- A) Black, tan, or navy uniform style of shorts may be worn from **April 1st through October 31st**. Extension to these dates may be made by the principal in light of weather conditions at that time.
- B) Shorts must be longer than finger-tip length and may not be tight or form fitting to the body. Shorts may be worn from April 1st through October 31st.

- C) No denim or jean type shorts are permitted.
- D) No tight fitting, stretch type, baggie, knit/nylon, cargo, or latest fad types of shorts are permitted.
- E) Skorts are not permitted.
- F) Students in grades 4 – 8 must wear a belt with the shorts.
- G) Students in grades K – 3 may choose to wear a belt.
- H) Belt loops are not to be cut off the shorts.

Sweaters/ Sweatshirts:

- A) Pullover or cardigan type sweaters in solid white, black, or navy may be worn over the uniform shirt/blouse.
- B) Sweaters worn during the school day may not have zippers or hoods.
- C) The official uniform sweatshirt in gray or black sold through the St. Dominic Spiritwear Shop may be worn over the uniform shirt during the school day. The uniform sweatshirt must match the body size of the student.
- D) Quarter zip Sweatshirt – The official uniform quarter zip in gray or black sold through the St. Dominic School marketing committee may be worn over the uniform shirt during the school day. The uniform quarter zip must match the body size of the student. Please note that the official uniform quarter zips are available at the beginning of the school year only by order.

Shoes:

- A) Only casual shoes or gym shoes can be worn. All shoes must have closed toes, closed heels, and rubber soles. Shoes must have laces that tie or have Velcro straps.
- B) Shoes must be properly tied at all times.
- C) No slip on shoes may be worn. Shoes with roller wheels may not be worn unless the wheels have been removed.
- D) Boots may be worn in appropriate weather from November 1st through March 31st.

Socks:

- A) For hygiene purposes, socks must be worn at all times. Sock colors must be solid white, black, navy, or gray (a small emblem is allowed). Any socks purchased through the Spiritwear Shop are also acceptable.

Undergarments:

- A) Only solid white t-shirts without emblems, writing, pictures, colors, etc. on them may be worn under the regular school shirt.

Jewelry:

- A) Jewelry may include a **simple** wrist watch and/or a religious necklace; **no smart watches or fitbits**
- B) Girls may not wear hoop, drop or dangling earrings.
- C) Boys may not wear earrings during school hours.
- D) Body piercing is not permitted.

Personal grooming and appearance:

- A) Acrylic nails, and make up are not permitted.
- B) Temporary or permanent tattoos are not permitted.
- C) Hair must be clean, neatly groomed, and of natural color.
- D) Boys' hair must be trimmed so it is above the eyes and above the shirt collar.
- E) Girls' hair must be kept out of the eyes at all times.
- F) Hairstyles which cause safety concerns and/or are disruptive to the educational process are not permitted.
- G) Nail polish which causes a distraction in the classroom will not be permitted and the student will be asked to remove the polish.

Name tags:

- A) Each student must wear the name tag provided by the school. Defacing of name tag is not permitted. Cost of replacement name tags will be charged to the student/family.

PHYSICAL EDUCATION UNIFORM:

All students must wear standard gym shoes for Physical Education class.

Grades K- 3:

- A) All students will wear their regular school uniform for physical education class.
- B) Girls must wear a pair of shorts under their jumpers.

Grades 4 – 8:

- A) All students must wear the physical education t-shirt, the physical education gym shorts, and/or the physical education sweat pants sold only through the St. Dominic Spiritwear Shop.

OUT OF UNIFORM/CHRISTIAN SPIRIT DAYS/CARE DAYS:

- A. Students may choose to wear their regular uniform.
- B. Christian Spirit Days--Students may wear any St. Dominic Spiritwear shirt or St. Dominic athletic shirt (unless directed otherwise by their coaches). Every shirt must have long or short sleeves. St. Dominic athletic jerseys which do not have sleeves may be worn over a solid white or solid black t-shirt. Students may also wear shirts or t-shirts in the school colors of solid black or solid white (no logos, printing, or pictures on the shirt).
- C. Student Council Care Days—Specific colors will be designated in support. St. Dominic Spiritwear is appropriate on Student Council Care Days if the student does not have the designated colors for a particular Care Day.
- D. Long pants, including jeans, may not be tight fitting, or form-fitting to the body. Leggings, yoga pants, jeggings, spandex, or any other tight, body hugging pants, are not permitted.

- E. Shorts must be longer than finger-tip length and may not be tight or form fitting to the body. Shorts and capris may be worn from April 1st through October 31st.
- F. Only casual shoes or gym shoes can be worn. All shoes must have closed toes, closed heels and rubber soles. Shoes must have laces that tie or have Velcro straps. No slip on shoes may be worn.
- G. Students may not color their hair or paint their face.
- H. 4th-8th OoU Days (conduct card reward)—Students may wear their clothing of choice as long as it meets the standards outlined in the points above.

If a student has a repeated pattern of Out of Uniform policy violations, the student will lose the privilege of Out of Uniform days.

ELECTRONIC DEVICES

As new technologies are introduced and become more widely available to children, we need to re-evaluate our policies and procedures to reflect our changing world. Below is a list of some of these devices and expectations for our students.

Students may not wear smart watches or items such as fitbits and apple watches.

Cell Phones: Students have no need of cell phones during the school day. If an emergency requires a parent to contact the student during the school day, or the student needs to contact the parent, this can be done through the office. If you feel strongly that your child should have a cell phone with him/her for after school activities, it should be off and in his/her school

bag. Students will receive a demerit if their cell phone or iPod is heard or seen outside of their backpack during the school day. The device will be confiscated until the parent picks it up from the office.

iPods: There is no reason for a child to have an iPod at school. If an iPod is seen or in use, the student will be asked to take the iPod home and not bring it again. iPod Touch will be treated with the same consequences as cell phones since they have texting capability.

iPads, tablet PCs, notebooks and laptop computers: At this time, these are not permitted.

e-Readers: Kindles, Nooks or Sony Readers ARE permitted; however, if students are using them for anything other than reading, they will be handled the same as a cell phone.

Nintendo DS and other hand held gaming systems: These are not permitted during school hours.

Please be aware that you are assuming risk when your child brings anything of value to school, electronic or not. Items can be lost or “walk-off” and accidents can happen. We respond to any situation seriously, but we will not be held responsible as a school if something happened to your child’s device. All students are required to comply with any requests regarding a device that an adult considers distracting to the child or others.

EMERGENCY INFORMATION

During the first week of school emergency forms are sent home from the nurse for each child, and from the office for each family. It is imperative that these forms are filled out completely and promptly returned. In the event of illness or accident, the information on the forms will be used. Any changes in this information must be given to the office. If contacts on the emergency form cannot be reached, the school personnel will use their judgment in the best interest of the child.

FIELD TRIPS*

Field trips planned by teachers are an important part of the child's instruction in a particular area of knowledge. Although individual classes will be making these field trips throughout the year, no child may attend unless a permission slip has been signed by the parents and returned to the teacher. A student may be denied the privilege of taking the field trip due to inappropriate behavior, appearance, or other infractions. Alcohol is prohibited at any school function on or off campus before or during the event by all individuals including parents and other adults.

FINANCIAL POLICY

The Financial Policy is sent home to each school family before they are asked to register for the next school year. New families receive a copy of the Financial Policy when they register new students. **The current Financial Policy follows.**

School Tuition and Fees – Financial Policy 2020-2021

INTRODUCTION

Through a shared sense of community responsibility, past and present members of St. Dominic Parish have given generously of their prayers, ministry, and treasures. This support has enabled St. Dominic Parish School to provide a very high level of Catholic education for the children of our Parish. The aging of our School's physical structures and the ever-rising costs required to operate our School, including the salaries and benefits needed to recruit and maintain quality staff, continues to place a stress on our School's finances. To avoid spiraling tuition fee increases, which would change the character of St. Dominic Parish School from a school for **all** parish children to that of a school for only a

privileged **few**, it is both fair and just that we each, including our School Families, continue to meet our responsibilities by sharing our treasures with our Parish Family. Let us pray for the success of St. Dominic Parish, including the School, especially for those making great sacrifices to keep Catholic education a priority in their lives.

A. FR. JAMES WALSH SCHOLARSHIP:

In order to qualify for this scholarship, you must first be a registered Parishioner of St. Dominic Parish. The funding for this scholarship comes mainly from our Parishioners' Sunday contributions. To be eligible for this scholarship, you must be in good standing with our Parish policy regarding regular worship at Sunday Mass, or the Saturday Vigil Mass. Simply stated, you must attend Mass on Sunday, or the Saturday Vigil Mass, more times than not over any monitored period of time. We monitor attendance through envelope usage. We ask that you place your offering envelope in the basket at the time the ushers collect. It is important for monitoring purposes to use the envelope each and every week. We ask that you put an envelope in the collection basket even if the envelope is empty. If at any time during a monitoring period you are not meeting the policy requirements, we will notify you of the circumstances so that you have an opportunity to adhere to the policy. If you continue to fail our policy requirements, you will then lose the scholarship for the remainder of the school year.

Additionally, you must **meet all registration and tuition payment deadlines**. If a deadline cannot be met by the family, the family must contact the Parish Business Manager to discuss and establish a new and reasonable payment plan before the deadline is reached. School Families must complete the "Tuition Payment Preference Form", which is included in our School's Enrollment Packet.

All contacts with the parish offices concerning financial matters will be kept strictly confidential.

The Parish Administrator, in consultation with the Business Manager and the Principal, makes final determination of family eligibility.

B. TUITION

The Pastor and Parish Administrator, in consultation with the Principal, Business Manager, and Finance Council, establishes tuition for each school year.

For "Eligible Families", the Fr. James Walsh Scholarship (Please see Section A above) is the difference between the total cost of educating the child/ren and the amount of tuition charged. This difference is provided by the Parish. **"Non-Eligible Families" will be assessed the full cost of tuition.** Please contact the Parish Administrator (Deacon Mark Ext. 418) or Business Manager (Charlie Dezard Ext. 417) at 471-7741, if you have any concerns.

C. RESPONSIBILITY

The Parent(s) or Legal Guardian is responsible in ensuring the registration fee and tuition are paid in full according to the payment schedule outlined in section D, even when another party is defined as paying the fee/tuition.

D. PAYMENT SCHEDULE

1. REGISTRATION FEE: Registration forms and a non-refundable registration payment of \$100 per child (\$50 for half day K) are due by **February 21, 2020 for returning families. All paperwork and the registration fee must be received by February 21, 2020 to insure your child has a spot next school year. After February 21st spots not filled will be opened to new students.**

2. TUITION

Tuition is payable according to the option that is chosen by the family. Available options are identified on the "TUITION PAYMENT PREFERENCE FORM", which is included in our School's Registration Packet. Depending on the option chosen, certain discounts are available or fees are involved.

Families who register after June 1, but before school begins, pay the full year's tuition.

Tuition for families who register during the school year will be prorated for the number of school days remaining in the school year.

In both cases above, the 1st month's tuition, as well as the registration fee, are due at the time of registration.

If a family withdraws from our Parish School, tuition will be prorated based on the number of days the student attended. Over payment will result in a refund. If there is a balance due, the student's records will not be transferred until payment is made in full.

3. FAILURE TO PAY TUITION

If tuition payments are not received as scheduled, a late fee of \$10 may be assessed by the Parish. If payment of your account becomes excessively delinquent, scholarships and financial assistance maybe forfeited. Additionally, if you do not meet the payment dates established for the single pay or two pay option, your discount maybe affected. Families unable to meet tuition payment deadlines must contact the Business Manager before the payment is due. Please see the Tuition Assistance Program, Section E, if applicable to the family's situation. All contacts concerning these matters will be kept strictly confidential.

Transfer of academic information to another school and final report cards will be withheld until the total tuition payment due is received in cash, money order, cashier's check, or certified check.

Failure to pay outstanding fees and tuition from the previous school year may result in the student not being admitted for the next school year.

Any returned checks will incur a \$12.00 service fee.

E. TUITION ASSISTANCE

St. Dominic Parish believes that all Parish children should have access to a Catholic school education; **therefore, in order to qualify for Tuition Assistance, including Hardship Assistance, the family must be an eligible family of St. Dominic Parish, by meeting all requirements as defined in Section A.**

Please be aware that the funds provided for tuition assistance at St Dominic Parish come from various sources, including bequests of past Parishioners, donations from our present Parishioners and our Tuition Reduction Program.

All requests for financial assistance are handled with the utmost confidentiality and sensitivity. The Parish uses FACTS Tuition Management to receive school family financial information via an application process. FACTS provides the Parish with an analysis of each family's relative financial need. Using this and other information, the Parish Administrator, in conjunction with the Business Manager and Principal, identifies the Tuition Assistance for each family. Families who want to be considered for tuition assistance **must submit a completed on-line application to FACTS** for the upcoming school year by the defined due date.

Financial assistance is available to Eligible Parish Families, as defined in Section A. It is the **parent's responsibility** to complete the on-line application and provide FACTS with the requested information and documentation by the date due. (NOTE: If you are unable to pay the FACTS application fee, please contact the Parish Business Manager.)

Tuition assistance only applies to the current school year. An annual application is required. The Parish Business Manager will inform each family of the Tuition Assistance Application process outcome by May 1 of each year.

If the family's financial circumstances change during the current school year, which creates a hardship for the family to pay tuition, parents are responsible for contacting the Parish Business Manager. The Parents and the Business Manager work together to identify a reasonable payment plan, which may include Hardship Tuition Assistance.

F. CLOSING STATEMENT

The St. Dominic Parish School Financial Policy stated herein is presented as a matter of information only. St. Dominic Parish has made every effort to make this financial policy as comprehensive as possible, however, there is no written policy that can anticipate and cover all situations. While we believe whole-heartedly in the policies and procedures stated herein, the Pastor, in consultation with our Business Manager, Principal and Finance Council, reserves the right to modify, revoke, suspend, terminate, change, or make new any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice.

HEALTH SERVICES AND RECORDS

All children attending St. Dominic School must have proper immunization as required by state law. The school nurse supervises the health program in the school. Her duties include care of children who become sick or injured while at school, maintaining student health records, administration of medications, and control of communicable diseases.

The school nurse, available to us through Auxiliary Service Funds, is on duty in the health room Monday through Friday from 8:00 a.m. to 3:00 p.m. She will provide routine vision and hearing tests, coordinate County Board of Health services in the school (e.g. Scoliosis Screening in Grades 6-8), as well as be on call to provide evaluation and basic first aid in case of emergency. The school is required to follow very strict guidelines regarding students taking medication while at school. Please read the section on Medications before sending medicine to school with your child.

Every child needing to see the school nurse must have a referral note from the teacher before going to the health room. In the event of illness at school, the procedure before sending the student home is:

- a. Contact parents to see who is available to come to school for the child.
- b. If parents cannot be reached, the directives on the child's Emergency Medical Authorization Form will be followed.

On returning to school after an illness caused by a communicable disease, a student may be required to present a release card from the doctor. On returning to school after any absence, a note of excuse to the teacher is required even though a phone call was made earlier reporting the absence. Any questions can be directed to the health room at ext. 430.

- c. If a student is absent for four (4) or more days in a row, the office needs a letter from the physician to be considered an excused absence.

AIDS: All decisions concerning student/employees with AIDS shall be guided by the Archdiocesan Policies regarding persons with AIDS.

ALLERGIES: Parents of students with allergies, particularly serious allergies, are urged to fill out an Allergy Action Plan with the school nurse.

MEDICATIONS: State Law prohibits the administration of any drug (whether prescription or over-the-counter) without the written order of a physician and the permission of the parent/guardian. ***Before a child will be allowed to take any medicine at school, we must have a form signed by both parent and doctor on file.*** Permission forms must be filled out for each child and for each medicine to be administered at school. Directions on the permission form must be followed. Forms are available in the health room and will be sent home on request. The medicine and the signed form should be brought to school by the parent/ guardian. Medicines will be kept in a locked cabinet in the health room. It will be administered by the school nurse, or by a designated staff member.

STUDENTS ARE NOT PERMITTED TO CARRY ANY MEDICATION ON THEIR PERSON. This is a safety precaution; however, there may be some exceptions to this rule. These exceptions would only be made for potentially life threatening medical conditions and would require parent, physician, and school agreement prior to carrying the medication. Misuse and/or

failure to keep medication safe and out of the hands of non-authorized persons may result in disciplinary and civil consequences to both the authorized student and his/her parents. If the parent/guardian prefers to administer their child's medication at school, the parent should make arrangements with the school nurse. We recognize that occasionally students must take medicine during the school day; however, most can be taken on a schedule which allows for each dose to be taken at home.

All medicine left in the health room must be taken home at the end of the school year. Letters will be sent home reminding parents. The school prefers that parents pick-up the unused medicine but will allow children to do so only with a written request from a parent. All medication not claimed will be destroyed the final day of the school year.

Parents must write a note to the teacher asking permission for their child to use cough drops. The child may not share cough drops with other students. Questions can be directed to the nurse at ext. 430.

COVID-19 ACKNOWLEDGEMENT OF RISKS

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Dominic School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Dominic School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at St. Dominic School, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any St. Dominic School function. The same is true for parent(s) of a student at St. Dominic School.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. Dominic School functions is the choice of each family, including ours. If student or parent(s) who visit St. Dominic School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. Dominic School, attend any St. Dominic School function, or visit St. Dominic School. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Dominic School or any St. Dominic School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to St. Dominic School, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19. Specifically, we agree that neither student nor parent(s) will come to St. Dominic School or attend any St. Dominic School function in person, if in the 14 days prior to coming to St. Dominic School or any St. Dominic School function, student or parent(s) has had any of the following: new cough, shortness of breath, difficulty breathing, fever of 100.4 °F or higher (intermittent or constant), chills, new muscle pains or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, or gastrointestinal symptoms like nausea, vomiting, or diarrhea. This does not apply if these symptoms have been affirmatively diagnosed by a healthcare provider as being caused by some non-contagious illness or condition. In such case, we agree to obtain supporting documentation from our healthcare provider and share such documentation with St. Dominic School. Additionally, we agree that neither student nor parent(s) will come to St. Dominic School or any St. Dominic School function if in the last 14 days, student or parent(s) has had prolonged (more than 10 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19.

HIGH SCHOOL RECRUITMENT POLICY

No public or non-public high school personnel, students, parents, or alumni will be given the opportunity to visit/make presentations for recruitment to St. Dominic School students during school hours. 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.

St. Dominic School will not distribute any informational/recruitment material or marketing gifts (t-shirts, Frisbees, pen, cups, etc.) to any of its students. 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.

St. Dominic School will submit the names and addresses of students in grades 5-8 to the Archdiocesan School Office by August 1st unless the parent sent in an opt-out form sent home in the spring. The Catholic high schools of the Archdiocese may request name/address information from the School Office after that date.

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 are not obligated to 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 principal 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 to the principal.
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 principal 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.

Approved by the St. Dominic Education Commission on May 14, 2007.

HOMEWORK HOMEWORK PHILOSOPHY

Homework is an extension of what students are learning in the class. When it is assigned, it is intended to supplement classroom learning, deepen a student's understanding of material, or review previously learned material. The amount of homework should stay within the following time frame on a nightly basis.

Please be aware that a child's time spent on homework can vary from other students based on the organization, self-discipline, and ability. If you observe, over an extended period, that your child is spending an excessive amount of time on homework, contact the child's teacher.

The frame of reference below indicates the approximate amount of time the average student takes to complete written assignments well. Extra time might be needed for reviewing/studying material, independent reading assignments, and projects.

Grade K-1-2.....	20-30 minutes
Grade 3.....	30-45 minutes
Grade 4-5.....	45-60 minutes
Grade 6-8.....	60-90 minutes

Homework must be done by all students, on time, and be Complete, Accurate, and Neat (C.A.N.). Parents should monitor the homework assignments and sign the plan book each night as appropriate per grade level. Some homerooms make use of homework buddies in an attempt to get homework to an absent student in a timely fashion. Absent students are ultimately responsible for missed work, should check Progress Book on the day of the absence(s), and should check with each teacher upon their return about all aspects of work missed during an absence.

How parents can help with homework:

1. Establish a regular time and place for homework completion.

2. Make sure your child understands that non-written assignments (reading and studying) are an essential part of homework.
3. Help your child with organization. Check to see that all work is complete, and that all work, books, and materials are being returned to school each day.
4. Guide, but do not do assignments for your child
5. When reviewing your child's work, have him/her correct mistakes for immediate feedback.
6. Help with time management/planning of long-term assignments

HOMEWORK PROCEDURE

Grades K-3

When a homework assignment is missed, a note will be written in the student's plan book. After five assignments are missed in one quarter, an official letter will be sent home requiring a parent's signature and the parent's plan of action for solving the problem. A copy of this letter will be placed in the student's file. If a student cannot complete homework due to an emergency or illness, a parent should write a note to the teacher explaining such matters. Acceptance of the excuse is at the discretion of each teacher.

Grades 4-8

Missing Assignment Loss of Recess: Students in grades 4-8 who have a missing assignment, will lose lunch recess until the missing assignment is turned in to the teacher. These students will report to the MA Room during their lunch and recess period along with the assigned work. They will eat their lunch in the MA Room. Student attendance at MA/Loss of Recess is tracked on a monthly basis.

Academic Detention:

- a) When a student has five (5) outstanding missing assignments, he or she will also attend Academic Detention after school. Academic Detention will take place every Thursday. A notification will be sent home so arrangements can be made for transportation.
- b) If a student has missed ten (10) assignments within the month, he or she will attend Academic Detention after school. Academic Detention will take place every Thursday. A notification will be sent home so arrangements can be made for transportation. In addition to Academic Detention, a mandatory meeting will be scheduled with the parents/guardians. The principal, as well as the homeroom teacher, will attend the meeting. Other staff members involved with the student may also attend the meeting.

Consistent violations of the Conduct/Discipline/Homework policies may result in the student not attending special events such as field trips/class functions, entertainment/performers, Walk-a-Thon, and Track & Field.

HOMEWORK REQUESTS

Other than when a student is on vacation, a parent may request a homework packet for the absent student. The request must be made prior to 9:30 a.m. on the day of the absence. When requesting the homework, parents need to also indicate to whom the homework packet should be given and what books, if any, are needed.

Homework will be available in the school office from 3:00-3:30 p.m. Upon parent request, homework will be sent to the Afterschool Program and will be available from 3:30-6:00 p.m. in the school lunchroom. Parents are asked to refrain from having students in grades K-3 carry home textbooks for students in grades 4-8. Students and parents are to check for homework by use of the Progress Book program and/or other classmates.

VACATIONS

Vacations during the school year are strongly discouraged. If a student will be absent due to a vacation, it is the parents' responsibility to notify the principal and the teacher(s) at least one week in advance and to make arrangements for how missed work/tests will be completed upon return from the vacation. Teachers are not required to provide assignments prior to the vacation. Before planning a vacation during the school year, please be aware that vacations are always considered unexcused absences.

HONOR ROLL for Grades 4-8

FIRST HONORS

- 1) All A's (A+, A, A-) in academic subjects (English, Mathematics, Reading, Religion, Science and Social Studies)**
- 2) Must have a "B" or higher in Art, Music, and Physical Education**
- 3) No 3's in Effort or Personal Development**
- 4) No Detentions or Suspensions**

SECOND HONORS

- 1) All A's and/or B's in academic subjects (English, Mathematics, Reading, Religion, Science and Social Studies)**
- 2) Must have a "B" or higher in Art, Music, and Physical Education**
- 3) No 3's in Effort or Personal Development**
- 4) No Detentions or Suspensions**

LIBRARY

The library is open for use during the school day and houses thousands of books as well as reference materials. Each class has a scheduled weekly time for use of the library.

A link to the St. Dominic School library catalog <http://hcca.infohio.org/opac/DO/STDOM/> can be found on the school website to access library resources and library account information.

LUNCH AND LUNCHROOM*

Children are to bring a packed lunch from home. Included should be an extra napkin, paper towel, or small place mat to put on the table for sanitary reasons. Please pack a balanced nutritious lunch for your child. Do not over pack, especially in the primary grades. All food must be eaten in the lunchroom. No food is to be taken to the playground or classroom.

ALL FOOD BEING BROUGHT TO SCHOOL BY PARENTS FOR STUDENTS, INCLUDING HOT LUNCHESES, MUST BE DELIVERED TO THE SCHOOL OFFICE. Parents bringing lunches to school for their children may not bring lunches for other students. **Parents are not allowed to eat lunch in the lunchroom with their student.**

If a student is without lunch, it is the student's responsibility to stop by the office on the way to the lunchroom to see if a lunch has been dropped off for them.

The school will provide food for students without a lunch for a fee. A notice will be sent home regarding payment which should be sent in to the office the next school day. Each student is limited on these provided lunches.

An allergy free table is available in each lunchroom for students with food allergies.

Milk tickets are sold in the office daily. Price of milk varies from year to year and is based on the cost from our supplier. Milk may only be purchased with a ticket (ten ½ pints, 1% white or chocolate).

LUNCH SCHEDULE

Grade	Lunch	Lunch Recess
<u>K & 1</u>	<u>11:40-12:00</u>	<u>11:20-11:40</u>
<u>2 & 3</u>	<u>12:25-12:45</u>	<u>12:05-12:25</u>
<u>4 & 5</u>	<u>12:05-12:25</u>	<u>12:25-12:45</u>
<u>6, 7 & 8</u>	<u>11:20-11:40</u>	<u>11:40-12:00</u>
<u>PS</u>	<u>11:40-12:00</u>	

MASS*

Students in grades 1-8 attend morning Mass on Fridays at 8:15 a.m. weekly. Kindergarten will start attending weekly Mass on Fridays at the beginning of the third trimester. All students in grades K-8 attend all-school Masses and prayer services.

OHIO EDCHOICE SCHOLARSHIPS

St. Dominic School accepts Ohio EdChoice Scholarships. Parents of EdChoice Scholarship students are responsible for providing the school with a completed application form and all supporting documentation during the school registration process.

Parents are required to come to school to sign **checks twice per year (October & February)** and are asked to do so within 2 weeks of the initial notification being sent home with the youngest EdChoice student. Unsigned checks will be returned to the Ohio Department of Education and the parent will be responsible for paying the tuition.

Parents must provide written documentation upon the student's return to school for any absences their EdChoice Scholarship student incurs per the Ohio EdChoice Excused Absence Policy.

All Ohio EdChoice Scholarship students must take any and all standardized tests required by the State of Ohio pertaining to the student's grade level. Parents will be informed of tests and dates before tests are administered. Beginning July 1, 2015, any third-grade student with an EdChoice Scholarship will be subject to the Third-Grade Reading Guarantee and the retention provision under division (A)(2) of section 3313.608 of the Ohio Revised Code.

OVERNIGHT CLASS TRIPS

Overnight class trips for students during the school calendar year must be teacher initiated and directed. Alcohol is prohibited at any school function on or off campus before or during the event.

PARENT INVOLVEMENT & CHILD PROTECTION

We welcome family members to become involved in their child's school experience and there are many opportunities to volunteer throughout the school year. Many of these are communicated at the close of the school year (volunteer opportunities for the upcoming year) and again at the start of each school year. Requests may also come directly from your child's teacher. Please look for these announcements.

The Archdiocese of Cincinnati's Archdiocesan Decree on Child Protection requires all school volunteers to be in-compliance with the decree in order to volunteer in any capacity during the school year. Compliance includes attending the VIRTUS child protection training, obtaining a criminal background check and keeping current with monthly educational bulletins via email. A letter is send home at the start of the school year detailing how to enroll in a VIRTUS program and to complete a background check request. Please call Deacon Mark at 471-7741 ext 415 with questions.

PHONE CALLS

Students may not use cell phones, pagers or other communication devices during school hours. Children are permitted to call home for necessary things such as eye glasses and medicine. Children are not permitted to call home for lunch, forgotten books, assignments, or articles used for after school activities. It is the responsibility of the child to call home from the school office if he/she is being detained for any reason after school. Teachers will usually give a day's advance notice of this and will never intentionally allow a child to miss a ride. (Check demerit and homework policies for exceptions.)

PRAYERS

Prayers will be said each morning at 8:05 a.m., prior to lunch, and by each class at the end of the day.

PREGNANCY POLICY

As a Catholic Christian community, St. Dominic School neither expects nor condones sexual behavior on the part of its students. When there is a pregnancy as the result of such behavior, the school seeks to be a loving community. The best course of action will be decided given the circumstances after consultation with the student, parents, principal, pastor/parish administrator, and school psychologist.

PRESCHOOL

St. Dominic School runs an on-site Preschool for the 3, 4 and 5-year-olds in the community. The preschool is self-supporting and follows the same schedule as the school. The purpose of the program is to provide the highest quality preschool education in a secure, nurturing and stimulating environment. We are focused on preparing our youngest students in the development of character and intellect through our commitment to academic, social and spiritual growth. A preschool handbook is sent to all preschool parents and is also available in the school office. Please call our Preschool Director, Jeannine Roth, at 251-1276 ext. 106, with any questions regarding the preschool program.

PROGRAMS

Ability Groupings:

Students in grades K-4 are not grouped by ability.

Students in grades 5-8 are grouped by ability primarily for Language Arts and Mathematics based upon the student's grades, effort, and standardized test scores.

Advanced Math:

St. Dominic School attempts to place each student at a work level where he/she will be challenged and successful. Students are generally invited into the Advanced Math program at the beginning of the fifth grade. Enrollment is limited. Selection criteria includes: the fourth-grade math average at the end of the 2nd trimester; the score on a screening test given in the 3rd trimester of the fourth grade; the score earned on the fourth grade Continental Math League competition; teacher recommendation based on study habits; and three scores from the fourth grade Iowa test (SAS, Math NPR, and Total NPR).

Advanced Reading:

The Advanced Reading Program serves students in grades seven and eight with above average abilities and performance in Language Arts. Participants will learn to think deeply and analyze texts on a more sophisticated level using a variety of novels and other resources. Vocabulary is also emphasized. The goal is to challenge and find the best reading placement for each student.

Continental Math League (CML):

Continental Math League is once a month for five months administered in grades 3-8. The six questions each month evaluate problem solving strategies and reasoning skills.

Enrichment:

St. Dominic School provides enrichment for qualified students.

The purpose of enrichment is to meet the needs of the advanced student through a broad range of educational experiences that help develop skills in oral and written expression, logical reasoning, creative and critical thinking, independent study and research.

Special Education Tutoring:

An Intervention Specialist is available for students who have been identified as needing specially designed instruction and who have an active Service Plan

Positive Behavioral Intervention and Support (PBIS):

In our continual efforts to maintain a safe, welcoming and academically challenging environment at St. Dominic School, we have implemented a program called PBIS. Our PBIS program will actively encourage students to strive to be the best that they can be spiritually, socially, and academically by stressing our three beliefs: Be a Follower of Christ, Be Responsible, and Be Safe. Students who are followers of Christ, Responsible and Safe will act appropriately, thereby allowing maximal teaching time and learning opportunities in the classroom.

School Psychologist:

The school psychologist is available to staff, parents, and students to assist in academic, behavioral, and social interventions.

Speech/Language Pathologist:

Speech/language services are available to all students. Teachers are asked to submit names of students who may benefit from interventions and/or evaluations as found necessary. Parent requests are also considered.

Title I:

This program is available for students in grades K-4. The program is designed to provide extra help in reading. Students are enrolled in Title I based on multiple criteria. The classroom teacher refers a student to the program and completes an evaluation sheet. Students must also show deficits on various reading measures. Students are then rank ordered by need for inclusion in the program.

PROMOTION & RETENTION

PROMOTION

Grades K-3: Promotion through the primary grades will be determined by the student's proficiency in Language Arts, Mathematics, and overall readiness for the next grade level.

Grades 4-8: Promotion will be based on successful achievement in each of the core subjects of Reading, English, Mathematics, Religion, Social Studies, and Science/Health.

RETENTION

Retention indicates that a student has not achieved all the requirements or has not performed satisfactorily for the year and must repeat the grade next year. The decision to retain is taken very seriously and is based on the following:

Grades K, 1: A student who performed unsatisfactorily and receives an average of ones and two's on his/her report card for the year in Language Arts and/or Mathematics or has not achieved overall readiness for the next grade level.

Grades 2, 3: A student who performed unsatisfactorily and receives an average of F on his/her report card for the year in Language Arts and/or Mathematics or has not achieved overall readiness for the next grade level.

Grades 4-8:

- A student who averages a failing mark for the year in one or two core subjects (Reading, English, Mathematics, Religion, Social Studies, and Science/Health) must attend an accredited summer school program or accredited tutoring program for the subject(s). A student who does not successfully complete an accredited summer school or accredited tutoring program will repeat the grade for the next school year.
- A student who averages a failing mark for the year in three or more core subjects will automatically repeat the grade for the next year.

Notification Process Grades K-8:

- Parents will be notified in writing if retention or summer school is a possibility.
- A formal written notice of retention will be sent with the third trimester interim reports. Such formal notice will require a conference with the parents, student, classroom teacher(s), support personnel, and principal.
- Accredited summer school program: The principal of St. Dominic School has to see and approve the program as proposed by the accredited school.
- Tutoring program requirements for failing students:
 1. Tutoring provided by a credentialed teacher
 2. Name and copy of the teaching certificate of the person providing the tutoring
 3. 30 hours of tutoring per subject area (usually across a six week time period)
 4. 20 hours of supplemental work per subject area (homework, reading, etc.)
 5. Written verification of the 50 hours of course work
 6. Some form of assessment indicating that the student has met a passing criterion in the subject area
 7. Written report and credentials of the tutor must be submitted by August 1st to the school principal

REPORT CARDS AND INTERIM REPORTS

Report cards will be sent home and posted online **three** times annually for grades K thru 8.

Grading scales for grades 4-8:	A+=99-100	A=95-98	A-=93-94
	B+=91-92	B=87-90	B-=85-86
	C+=83-84	C=79-82	C-=77-78
	D+=75-76	D=72-74	D-=70-71
	Failing=Below 70		

Grade K-3 use standardized based report cards. Interim reports will be posted online at mid **trimester** to all students.

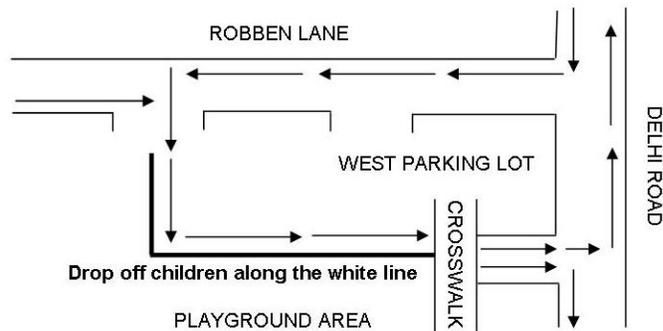
A report card can be withheld from those families whose tuition is not paid in accordance with the Financial Policy. The same applies for various school fees and fees for the Before and After School Program

SAFETY*

Morning Drop-Off Procedures (7:40-8:10 a.m.)

1. Students may enter the building at 7:50 a.m. If it is raining, students may wait in Teal Hall for the 7:50 a.m. bell.
2. All parents are strongly discouraged from dropping students off on the Pedretti Road side of the building.
3. All parents are strongly encouraged to use the Robben Lane Drop-and-Go procedures and to refrain from parking the car and walking the children to school. It is safer to do so with far fewer persons having to cross at the crosswalk and walk between moving vehicles. Also, we are trying to teach the children to be responsible for themselves and find their own way to the classroom. They would do this on a daily basis if they were being brought to school on buses. The only exception to this is when students need help carrying large projects into the building. For those occasions, park in the West lot and help your child use the painted crosswalk to get to the building.
4. When entering the school yard in the morning, use the traffic flow pattern shown below.
5. Drivers must pull forward as much as possible along the white/green line. Please do not leave car lengths between cars.
6. Children should be ready to exit the right side of the car when the car is on the white/green line.
7. Crossing guards are the only people to cross the waiting children. PLEASE FOLLOW AND RESPECT THEIR DIRECTIONS.

Morning traffic pattern is as follows:



Afternoon Pick-Up Procedures

1. Buses will be loading on the Pedretti side of the building in the afternoon.
2. All parents are strongly discouraged from picking up students on Pedretti Road and Robben Lane.
3. Parents are strongly discouraged from picking up students in the Vitt, Stermer and Anderson Funeral Home parking lot. This is private property and there is no supervision provided for student in the funeral home parking lot. All parents are strongly encouraged to pick up students in the Robben Lane lot at dismissal.
4. Do not park in the drive lanes or fire lanes even if it is just for a few minutes.
5. Dismissal begins at 2:55 p.m. Please be on time to pick up your children. Staff supervision is provided only until 3:15 p.m. Students still waiting for rides at that time will be brought back into the building and eventually put into the After School Program until you arrive. If students are repeatedly sent to the After School Program due to late pick-up, parents will be charged the After School Program fees.
6. When you or your children have located each other, please have them get into the car and stay in the car until you are ready to leave. Do not let them gather between cars to talk with others, etc.
7. Parents are welcome to come to the school exit doors and wait for their children. Please do not enter the school before 3:00 p.m. unless you have specific business to conduct in the school office.
8. If you bring your pets with you, you must keep them in the car at all times.

Afternoon dismissal parking is attached to this email.

Entrance Only: Please enter by the driveway from Delhi Pike by the funeral home. This will be the only open entrance into the parking lot. Please park in:

Section A—Exit right out of Gate #2 onto Robben Ln.

Section B—Exit left out of Gate #1 onto Robben Ln.

Section C—Exit behind school to Pedretti Rd.

Please park starting in Row 1, 2, 3, etc. in Section A, B or C. Please park following the diagram and ignore the painted parking spaces for dismissal, especially in sections A & B.

The following groups will be dismissed as follows:

2:55 p.m.—Bus Riders: Students must exit the doors facing the Pedretti Rd. side (by the modular unit) and catch their designated bus. Students are dismissed according to order of the arrival of the buses. Students will wait in their homerooms until their bus is called. *Misconduct will not be tolerated on the buses. If a student violates the bus regulations, he or she will be reported to the principal. Appropriate action will be taken to maintain order on the school buses to insure the safety of all.*

2:57 p.m.—Walkers and Car Riders: Car riders will be released to their parents/carpools. Parents are encouraged to meet their younger students by their exit and walk them to their car. Walkers are expected to leave the premises immediately after dismissal.

2:59 p.m.—Afterschool Program

At no time are parents or students permitted to open the gates to Robben Lane. Once all students are safely in their vehicles, staff members will dismiss cars row by row from each section. You must exit left or right onto Robben Ln, depending upon what section you park in, A or B. If parking in section C, you must exit behind the gym/school onto Pedretti Rd.

At no time will children be allowed to run or walk in the parking lot while vehicles are exiting. We ask that all vehicles park in a forward direction toward the section exit so that no one has to put his or her vehicle in reverse to exit. Once all of the vehicles have exited, school personnel will walk any remaining students back to the porch by the office to wait for their parents. Students who are not picked up by 3:15 p.m. will be sent to the Afterschool Program.

Parking During School Hours

1. When coming to school between the hours of 8:10 a.m. and 2 p.m., please park as close to school as possible and only in designated parking spaces. The entire west portion of the parking lot from the heavy white/green line to Robben Lane is needed for class and lunch recesses during the school day. This especially applies to those who will be here for long periods of time working in church, the school, the library, the cafeteria, or on a field trip.
2. During the hours of 9 a.m. until 2 p.m., carefully enter and leave the school lot by way of the driveway off of Delhi Pike parallel to the funeral home.

Student Walkers

1. Students are expected to walk directly to school or home from school.
2. Cross streets only at intersections or designated crosswalks.
3. Avoid cutting across all yards, gardens, or private property.
4. Come to the office to call home if remaining at school.
5. Bicycles or scooters are to be walked to the bike rack upon coming onto the school property.
6. Walkers and bicycle riders are to leave the school grounds immediately upon dismissal.

Playground Procedures

1. Running games should not be played while waiting for the bell before school begins in the morning. Students should stand near the area where they enter school. Students will be admitted to the building at 7:50 a.m. During inclement weather students may assemble in the lunchroom until 7:50 a.m.
2. Play is permitted in assigned areas only.
3. No dangerous objects may be thrown or kicked.
4. Rough games involving shoving or pushing are forbidden.
5. Walk to lines when the bell rings.
6. When coming to school while students are on the playground, enter and leave the lot with extreme caution, do not interact with any students on the playground, and do not take children from the playground without having prior permission from the school office.
7. Students may bring balls from home for use on the playground; however, students should not bring toys or games of any sort to school.

SCHOOL INFORMATION TO PARENTS

School information will be sent home via e-mail to the addresses you provided to the school. The youngest child will bring home one copy of additional information each Friday via the Home/School Envelope. For shared custody situations, a note should be sent to the homeroom teacher or the office, and a second envelope with duplicate information will go home with the child the parent chooses to be responsible for getting this envelope to the other parent.

If a parent wants information to be mailed, self-addressed, stamped envelopes need to be sent to school to cover the entire school year--40 weeks.

A parent can request tuition balance at any time by calling Mrs. Wright at 251-1276 ext. 418.

SNOW DAYS & SEVERE WEATHER OR EMERGENCY EARLY DISMISSAL

St. Dominic School follows the Oak Hills schedule for weather related closures, delays, or early dismissals. Parents will receive a one call now phone message. This is also announced over all major radio and TV stations. **DO NOT CALL THE SCHOOL OR PARISH OFFICE.** When school is on a 2 hour delay, school will begin at 10:00 a.m. instead of 8:00 a.m. and there is no half day Kindergarten. The Before School Program begins at 6:30 a.m. Dismissal time on these days remains at 3:00 p.m.

Oak Hills School District buses will run two hours late on a two-hour delay. Cincinnati Public School District bus service will not be provided on a two-hour delay unless Cincinnati Public Schools are also on a two-hour delay.

If a serious reason causes school to be closed early, the following procedures will be followed:

1. We will send e-mails to the e-mail addresses that you have provided.
2. We will send a One Call Now message to the phone numbers you have provided.
3. We will place the information on the area radio and TV stations as soon as possible.
4. The office will attempt to notify bus riders' parents at their work numbers that their children are coming home early.
5. Parents are expected to pick up their child/ren as soon as possible and may only take home their own child/ren and those children whose parents have filled out the Emergency Dismissal form designating them as the responsible party. Parents are responsible for completing this form at the start of the school year and updating the form throughout the school year. This form may not be changed the day of the early dismissal.
6. The Before and After School Program will not operate when the school dismisses early for emergency and/or weather related reasons.

SPORTS AND EXTRA-CURRICULAR ACTIVITIES

After school activity programs are excellent ways in which a child can develop positive social habits and teamwork. It is very important that careful judgment be used when it comes to determining a child's eligibility to participate. A child's academic performance must come first.

When bringing a child to the school premises for an extra-curricular activity, be certain that the coach or director of the activity is present before you leave. Please pick up your child immediately following the activity's conclusion.

If a student is absent from school due to illness, they may not participate in any St. Dominic activity that same day, including sports practices and games.

PARENTS CODE OF ETHICS

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Parents Code of Ethics.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.
- I will insist that my child play in a safe and healthy environment.
- I will place the emotional and physical well-being of my child ahead of my personal desire to win.
- I will require that my child's coach be trained in the responsibilities of a youth sports coach and that the coach upholds the Coach's Code of Ethics.
- I will support the coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will remember that the game is for youth and not adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability and will do so myself.
- I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching or providing transportation
- I will remember that the team and I represent St. Dominic Parish, a Catholic community that follows Jesus Christ and embodies His values.

Based on the National Alliance for Youth Sports Parents Code of Ethics

STUDENT AWARDS

Grades K-3:

- The Kind Friend Award will be awarded to a student who regularly goes out of his/her way to be nice to others, does nice things for others, listens attentively to their friends, is aware of other's feelings and shows loyalty to his/her friends.
- The Polite and Caring Award will be awarded to a student who is always polite, acts in ways that they know are right and safe, shares materials, and works cooperatively with others.
- Each teacher will recognize the good work of the students as well as their efforts on an individual basis within each specific classroom.

Grades 4-8:

- The Christian Leadership Award will be given to students who demonstrate the gospel message of Jesus Christ in school, on the playground, and in our parish. These students show thoughtfulness of others, respects the differences in others, demonstrates the ability to make good choices in difficult situations, respects property and authority figures, shows forgiveness toward others and participates appropriately in Mass.
- The Service Impact Award will be awarded to any and all students who have documented service hours for the trimester equal to or exceeding two hours per trimester. **This award will not be offered to 8th graders for the first trimester, as they meet requirements for Confirmation.**

STUDENT GENDER IDENTITY

In Catholic schools, all curricular and extra-curricular activities are rooted in, and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodation on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - i. What is the specific request of the student and/or parents?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the school reasonably able to accommodate the request?

STUDENT PLAN BOOK

All Grades (1-8):

- Each student is provided a student plan book by the PTO.
- Each student is expected to keep the plan book neat, clean, not color the pages with magic markers, crayons, etc.
- Students are required to record all assignments and class information in the plan book on a daily basis.

Grades 1-5:

- Each student is required to give the plan book to their parents each evening who, in turn, review it, make sure all work has been completed, and then sign the book each night. Parents are encouraged to write notes in the plan book as a form of communication with the teacher(s).
- Teachers are to check and stamp the plan book daily to read notes from the parents and to make sure the parents have signed the plan book.

Grades 6-8:

- Each student is required to give the plan book to their parents each evening for review and to make sure all work has been completed. Parents are encouraged to write notes in the plan book as a form of communication with the teacher(s).

STUDENT RECORDS

PRIVACY OF STUDENT RECORDS

Parents and custodial parents have the legal right of access to student records. Prior to release of these records, a form must be signed by the parents or custodial parents. In the absence of having court decrees on file in the school office, both natural parents in shared custody situations have the right of access to student records.

TRANSFER OF STUDENT RECORDS

When a student transfers to another school, a duplicate of his/her permanent record card is sent to the school the child will be entering. It will not be given to the pupil or parent. St. Dominic School must have signed permission from parents or guardians before records are transferred. Academic records will not be transferred if tuition and fees are not fully paid, as stated in the Parent/Pupil Handbook under the Financial Policy.

NON-CUSTODIAL PARENT

St. Dominic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Dominic School will provide the non-custodial parent access to academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENT REWARDS

Grades K-3: The individual teachers establish recognition and reward systems commensurate with the age and age-appropriate behavior.

Grades 4-8: In order to promote positive behavior and increase academic success, we want to reward and recognize students more often and try to separate academic vs. behavior issues.

MONTHLY (GRADES 4-8)

Behavior

- If a student does not get any points for his or her behavior per month he or she will get an Out of Uniform day the first Thursday of the month.
- Teachers can forgive one point per month at the teacher's discretion.
- Teachers will collect the student's cards weekly and at the end of the month check OOU (Out Of Uniform) so students and parents will know if they are out of uniform the first Thursday of the month.

Academics

- If a student has no more than one missing assignment per month, he or she will get either a Homework Pass or five points added to a test grade. Either of these options can be saved all year, but must be used before the end of the school year. No carryover to the next year will be allowed.
- Teachers can forgive one point per month at the teacher's discretion.
- Students will receive a coupon for a Homework Pass or five points added to a test grade. The student must present the coupon in order to get the points or free homework. If the coupon is lost, then it cannot be redeemed or replaced.
- Homework passes must be OK'd by teachers as to what the pass can be used for (no projects, book reports, etc.).

END OF THE YEAR

- If a student has no points for behavior AND no points for missing assignments, they will receive lunch, a movie, and dessert with the Principal.
- If a student has no points for behavior OR no points for missing assignments, they will receive ice cream with the Principal.

TESTING

Many tests will be teacher designed and administered as needed. The Iowa Test of Basic Skills standardized test will be administered in the Spring to students in Grades 3, 4, 5, 6 and 7. The Cognitive Abilities Test is also administered in the Spring to students in grades 2, 4 and 5.

Standardized test results are recorded in the office and used by teachers. Results of standardized tests are sent to parents when made available by the Archdiocese of Cincinnati.

As mandated by the State of Ohio, EdChoice Scholarship students in grades 4-8 will take the English Language Arts and Math tests, along with any other subject/grade required tests, in the spring. Students in grade 3 take the OAA Reading tests in the fall and spring. Third graders on EdChoice Scholarships will be subject to the Third-Grade Reading Guarantee requirements and the retention provisions under (A)(2) of section 3313.608 of the Ohio Revised Code.

Students who have written Service Plans (speech/language or learning disability) are eligible to receive accommodations on standardized tests only if they receive the same accommodations during the regular classroom testing. Accommodations can only apply to the subject area(s) covered by the written Service Plan.

TRANSPORTING STUDENTS BY PERSONAL VEHICLE

Cars may be used to transport students to and from a destination when bus transportation is impractical to use. The driver must have comprehensive car insurance, must be up-to-date with their Virtus training, and must have completed the Selection.com background check as stated in the Archdiocese of Cincinnati Child Protection Policy. Each passenger must wear a seat belt. No school employee may transport students for school purposes at any time.

TUITION CREDIT PROGRAM

The Tuition Credit Program's goal is to lower the cost of tuition through a tuition credit for every student in grades K-8. The credit is funded by rebates through various shopping programs. Participating programs are Kroger's Community Rewards, and Shoparoo, Amazon Smile, and a variety of local restaurants (communicated throughout the year). The program functions as a subcommittee of the Education Commission and is an easy way to donate money to the Tuition Credit Program without doing anything more than your normal shopping. Contact Rachel Lahni (rachel@lahni.com) with questions.

VISITS TO THE SCHOOL *

Parents are welcome at all times during regular school hours for the purpose of conducting school business. In order to provide the utmost safety and security for each student and staff member, all parents and visitors must sign in at the school office during the hours of 7:45 a.m. until 3 p.m. Other than for the first 3 to 5 days of the school year, parents are asked not to escort their children into the building each morning. Once the child knows the location of the classroom and the best route to get to it, he/she needs to be responsible for getting to the room on time and on their own. Pets are not permitted in the school or outside of vehicles at any time.

High School students may visit upon approval or volunteer after 3:00 p.m. The principal must be notified in advanced. They must also sign-in at the office.

WELLNESS POLICY MISSION STATEMENT

Saint Dominic School is an Archdiocesan Roman Catholic elementary school, preschool through eighth grade, operated by Saint Dominic Parish. Saint Dominic School, "A Place To Grow," promotes the physical, nutritional, emotional, social, and spiritual wellness of the students and staff.

WELLNESS POLICY

A. Nutritional Education

1. Saint Dominic School will implement the health objectives relating to diet, nutrition, and exercise as stated in the 2015 Archdiocesan Graded Course of Study for Science and Health in grades K-6.
2. Programs relating to proper nutrition, tobacco education, and drug/alcohol education will also be presented to the seventh and eighth grade students as an extension of their basic curriculum.
3. Appropriate materials, reminders, and programs will be prepared and presented to parents regarding proper nutrition, appropriate in-school snacks and lunches, and encouragement for each child to eat a healthy breakfast each morning.
4. Nutrition guidelines, food pyramid charts, suggestions for healthy food choices, and other messages related to health and nutrition will be posted in the school cafeterias and other prominent places throughout the school building.
5. Each student's amount of seated eating time in the cafeteria will be twenty (20) minutes per day to allow for sufficient time to eat a lunch.
6. Depending on the grade level lunch time, students may be provided a five minute segment of time to eat a healthy snack.
7. At the discretion of each teacher, students may have containers of regular tap water at their desks.

B. Physical Activity

1. All students will participate in the school's physical education program.
2. Physical education programs will implement the objectives of the 2015 Archdiocesan Graded Course of Study for Physical Education.
3. Teachers will be encouraged to integrate physical activities into the class time (stretch breaks, activities which involve movement).
4. All students will have access to recess according to the school's schedule.
5. Discipline will be administered in ways other than depriving a student of recess or physical education class.
6. Families will be encouraged to participate in parish and community sports programs, and to be physically active outside of school.
7. Sports camps, team building events, and intramural activities will be provided through an Activity Bulletin Board to encourage students to engage in an active lifestyle.

C. Other school-based activities

1. St. Dominic School encourages teachers and parents to provide healthy snacks and to minimize sugary treats for classroom celebrations.

2. St. Dominic School organizations are encouraged to consider healthy food and non-food fundraisers.
 3. The St. Dominic School staff will be provided training in nutrition and physical activities designed to enhance learning and classroom activities.
 4. Hand washing equipment and supplies are available in each restroom; waterless sanitizing soap dispensers will be mounted in each classroom; and students will wash their hands before coming to the cafeteria to eat lunch.
 5. Fully operational and clean drinking fountains will be available throughout the school.
 6. Designated areas are provided and monitored within the cafeterias for students with special dietary needs.
- D. Nutritional guidelines for all foods available in school during the school day.
1. St. Dominic School will evaluate the nutritional value of the food and beverages sold during the school day.
 2. The St. Dominic PTO will evaluate the nutritional value of the bi-monthly PTO Hot Lunch program and make necessary nutritional changes within two years.
 3. There will be appropriate restrictions on students' access to vending machines and the sale of other food and beverages.
- E. Guidelines for reimbursable school meals.
1. St. Dominic School will continue to follow state and federal guidelines for the Special Milk reimbursement program.
- F. Plan for measuring the implementation of the St. Dominic School Wellness Policy.
1. St. Dominic School will establish a Wellness Committee consisting of parents, school staff, students, food service staff, administration, and the public to implement and monitor the St. Dominic School Wellness Policy.
 2. The St. Dominic School Wellness Committee will meet a minimum of four times per calendar year to implement and monitor the St. Dominic School Wellness Policy and make periodic reports to the St. Dominic Education Commission.

Approved by the St. Dominic Education Commission

WITHDRAWALS

When withdrawing your child from school, please notify the teacher or the principal several days in advance. Inform the school office of your new address and new school. A parent must sign a release form for records. The academic and health records will be mailed. Also, notify us of any change of address or phone number if you move. Academic records will not be released if there is outstanding tuition and/or other school fees and charges.

WRITING

All student writing is expected to be legible and free from misspellings, punctuation mistakes, and grammatical errors. Grade level appropriate spelling, punctuation, and grammar shall comprise a portion of the grade in all subjects.

***BEFORE AND AFTER SCHOOL CARE – due to Covid Before and After School care is in O'Connor Hall until further notice**

***DRESS CODE – due to Covid students can wear Spirit wear until further notice.**

***LUNCHROOM AND LUNCH SCHEDULE – due to Covid students are eating in their classroom until further notice.**

***SAFETY – Due to Covid drop off and pick up have changed, please refer to your Covid Reopening plans for detailed information.**

***VISITS TO SCHOOL – Due to Covid St. Dominic is trying to limit visits to school as much as possible, please call the office to set up a time.**

***DUE TO COVID these policies and procedures have been changed for the 2020-2021 school year. There is also an added addition in the handbook regarding Covid-19. Please review and send back the form of acknowledgement sent home on the first day of school**

The form sent home pertaining to the handbook must be returned by September 18, 2020