

*Learning  
for Life*



SDS

St. Dominic School

*Faith  
for Living*

Student~Parent  
Handbook

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## HANDBOOK ACKNOWLEDGEMENT

# Introduction

## MESSAGE TO PARENTS

Dear St. Dominic Parents:

This handbook is provided to all families who have children enrolled in St. Dominic School. In this handbook you will find our school guidelines and other information that we feel is necessary for both students and their parents to know about our school policies and procedures.

Because the handbook is for students and parents alike, we encourage you to sit down and read through it with your children. If you have any questions or concerns, please feel free to contact the school office.

**When you have finished reading the contents of this handbook, please complete the Handbook Acknowledgement form on the last page and return it to the school office.**

On behalf of the faculty and staff of St. Dominic School, welcome! We look forward to a great school year, and we look forward to working closely with you, the first and foremost educators, in the education and formation of your children. We are committed to excellence, and we hope it shows in all that we do here.

Sincerely,

Pam Breunig  
Principal

## A BRIEF HISTORY OF ST. DOMINIC SCHOOL

**“We know that it means sacrifice for all of you.  
But the sacrifice is well worth going through.”**

—Father James Maloney, pastor of St. Dominic from 1927-1937

These words marked the beginning of a parish building campaign in 1928 that resulted in the four-classroom building that faces Springfield’s Main Street. Since this structure was completed in 1929, St. Dominic School has undergone a number of changes, including the 1964 addition containing classrooms, a cafeteria and kitchen, office space and a faculty lounge, and a one-room addition in 1984 that housed the school’s library. Kindergarten was added for the 2007-08 school year. In addition, the parish is in the midst of a \$3 million capital campaign that has resulted in the restoration of the interior of the church as well as additions to the church and school, including a multi-purpose facility with new offices, a library media center and a gymnasium.

St. Dominic School has earned a solid reputation as an institution of academic excellence and faith formation, a school built and sustained by parishioners and others who share a common belief in the value of a Catholic education. Now 80 years later, parish families and the community at large continue to reap the benefits of Fr. Maloney’s vision for St. Dominic School: a place for students to receive an academic and a spiritual education; a place where pastor and parishioner, teachers, students, and parents all work together to provide a quality educational and religious foundation for its young people.

## MISSION OF ST. DOMINIC SCHOOL

With the belief that parents are the first and primary educators of their children, St. Dominic School is established to assist all families in the formation and education of their children. That our students may become whole persons for the glory of God, we strive to provide an educational program which promotes academic excellence with particular emphasis on the teaching of the Catholic faith, morals, and values.

# **PHILOSOPHY OF ST. DOMINIC SCHOOL**

Every human being is made in the image and likeness of God. We recognize parents as the first and primary educators of their children. Our work as Catholic educators is above all to help each child fulfill God's commandments. By encouraging Catholic morals and values, we strive to instill in each child an appreciation of God, others, and self. We work to make each child aware of his/her moral, physical, emotional, and spiritual self. Our philosophy gives direction and purpose to the entire educational process for every child.

While we allow for individual differences and the particular needs of each student, we also insist on responsible freedom. Each child must be aware of the fact that actions which infringe on the rights of others are not an expression of personal freedom. Actions which inhibit another child's freedom to learn or the teacher's freedom to teach have no place in our program. We insist on proper respect for all individuals. We work to foster attitudes of cooperation, helpfulness, generosity, and truthfulness in each child and to make responsible freedom a way of life. To stimulate genuine intellectual curiosity in the student, we appeal to the child's creativity and encourage its purposeful development. We respect the unique needs and abilities of the individual and strive to equip our students with the abilities needed to in order to make responsible decisions.

The family and the school share in the life and education of each child. With sincere and complete dedication to the challenge of Catholic education, we strive together to make this generation one whose entire lives are founded on Catholic principles and values.

## **VISION STATEMENT**

St. Dominic School should be a place in which all of its occupants feel safe to grow and learn; a place of peace where validation occurs on a regular basis; a place where students show respect for their teachers and an eagerness toward learning; a place where teachers, in turn, uphold high standards in educating youth, while always striving to preserve the dignity of each and every child, every single day; a place, above all, in which God is the focus of the learning, where students and teachers can live God's greatest commandment: "Love one another as God has loved you."

# **General Information**

## **ACADEMIC PROGRAM**

Our educational program includes all curricular material for the elementary level as prescribed by the Kentucky Department of Education and the Archdiocese of Louisville Office of Lifelong Formation and Education. Teachers at each grade level and in each subject level follow the curriculum published by OLFE, which was revised and implemented across the Archdiocese beginning in August 2002. St. Dominic School is accredited by the Kentucky Non-Public Schools Commission.

## **ACCESS to RECORDS**

Parents have the right to review student records and must request to do so in writing with 24-hour notice in order to view the records.

## **ADMISSIONS INFORMATION**

### **CLASS SIZE**

*Maximum class size (K-8): 30 students*

Enrollment of students beyond the maximum class size must be approved by the Pastor, with first priority given to students from parish families, and in consideration of special needs accommodations as well as space limitations of the individual classroom. A teacher's aide will be provided for primary classrooms (K-3) having more than 25 students and for any classroom containing two or more students whose 504 Plan requires special accommodations in the classroom beyond the capacity of the regular classroom teacher.

## **ENROLLMENT/NON-DISCRIMINATORY POLICY**

St. Dominic School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities available to students. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational programs, admissions policies, scholarships, loan programs, athletic or other school-administered programs. St. Dominic School shall admit students requiring special needs accommodations providing the school can meet the needs of those students and as long as the number of students requiring accommodations is not more than 10% of any class.

## **PHILOSOPHY of ADMISSION**

The mission of Catholic schools is to assure that Catholic truths and values are fully integrated into the daily life and academic program of the student, and all students will participate fully in the Religion program of the school.

## **PRIORITY of ADMISSION**

1. Children of active parishioners:
  - a. children from parish families already enrolled at St. Dominic School
  - b. oldest child just reaching school age
  - c. children of new parishioners transferring from another Catholic school or from an area where a Catholic school was not available, but who participated fully in the religious education programs offered.
2. Children from non-parish families with students already enrolled.
3. Other Catholic children if the designated parish authority judges the intent and motivation to be in accord with the purpose of Catholic education.
4. Non-Catholic children may be admitted if, on the basis of personal interview, the designated parish authority judges the intent and motivation to be in accord with the purposes of Catholic education.
5. In the resolution of individual applications, the Pastor (or designated authority) and Principal are authorized and urged to make exceptions to the normal priority status in these cases:
  - a. for the sake of furthering racial integration of the school
  - b. when strict adherence to the guidelines is judged inadequate or unjust.

## **REGISTRATION**

Registration of new students is held in the Spring, with the date and time published in the local newspaper and parish bulletin. Parents wishing to enroll a new student or transfer a student to St. Dominic School must register in advance of the entry date. Children must accompany their parents at registration.

**All new students must provide St. Dominic School with the following:**

1. Records from previous school attended, including IEP or 504 Plan (if applicable)
2. Social security number
3. Physical exam (not more than one year old)
4. Eye exam (not more than one year old)
5. Up-to-date immunization certificate
6. Birth certificate (copy)
7. Baptismal certificate (copy)

## **REQUIREMENTS for ADMISSION**

1. A child must be five (5) years of age on or before October 1 of the current year in order to enter kindergarten and six (6) years of age on or before October 1 of the current year in order to enter the first grade. Children enrolling in the first grade must have attended a certified kindergarten or comparable preparatory program in order to enter.

2. Parents are required to inform St. Dominic School of their child’s specific academic, emotional, or physical needs. St. Dominic School also must be informed of any testing for or diagnosis of learning disabilities. Copies of testing reports are needed in order to be considered for admission. St. Dominic School has the right to decide if its program will best meet an individual child’s special learning needs.
3. All parents must complete a school stewardship form, indicating the volunteer work that they plan to perform for the school. This form is to be turned in to the school office.
4. Select a payment option:
  - a. Non-parishioners are to pay the non-parish tuition rate; the tuition may be paid in full or through installments by April 1st.
  - b. Tuition for parishioners may be paid through participation in the parish stewardship program. After reviewing the costs for fees, tuition, and the recommended levels of giving through church stewardship, parents who are members of St. Dominic must complete the parish stewardship form, along with the tithing pledge. This form is confidential and it is not viewed by school personnel. It should be sent to the parish office or placed in the church collection basket.
  - c. Parents who are St. Dominic parishioners who opt not to complete the parish stewardship form and participate in parish stewardship will be charged non-parish tuition rates.

## **AFTER SCHOOL PROGRAM (ASP)**

Beginning at 2:50 p.m. each day, the St. Dominic After School Program (ASP) provides child care in a structured environment for students in K-8. A snack, recreation, arts and crafts, games and study time are part of the activities. The Director of the ASP maintains the program under the guidelines established by the licensing agency for child care facilities for the state of Kentucky. The ASP registers students year-round, depending on enrollment numbers, but registration typically takes place before the first day of school. See the *After School Program Handbook* in your parent information folder for more information.

## **ARRIVAL and DEPARTURE**

7:30-8:00 a.m.	Study Hall
8:00 a.m.	Home Room/Morning Announcements
2:44 p.m.	1st Dismissal (Walkers & Small World bus riders)
2:46 p.m.	2nd Dismissal (Bus riders to WCHS)
2:48 p.m.	3rd Dismissal (Car riders)
2:50 p.m.	After School Program begins

### **ARRIVAL: DROP-OFFS & WALK-INS**

With the exception of students riding the 7:10 early bus, students may not arrive before 7:30 a.m. Students arriving between 7:30 and 8:00 a.m. must report to the cafeteria. Students are to sit and read or study quietly until they are dismissed to go to their classrooms for home room and morning announcements. Students arriving after 8:00 a.m. are considered tardy, and the person transporting them to school must accompany the student to the office to sign in late and pick up a tardy slip.

#### **DROP-OFFS**

a. **Main Street (Westbound traffic)**

Traffic moving **WEST** may pull over in front of the school to drop off students. Students should walk up the sidewalk in front of the statue of Mary and enter school through the side double doors. Those traveling east on Main St. may not drop off students. Students may not cross traffic on Main Street.

b. **High Street (Eastbound traffic)**

Traffic moving **EAST** may drop off students in a single file line of traffic in front of the cafeteria doors. Two cars at a time will be allowed to drop off students. Please make sure students are

ready to get out of the vehicle quickly in order to keep traffic flowing smoothly.

### **WALK-INS**

Parents of kindergarteners without older siblings to walk them into school may wish to walk into school with their children. In addition, parents may need to assist students by helping them to carry in snacks or projects. Those who arrive any time after 8:00 a.m. also must park and accompany their students into the office. Anyone who accompanies students into school must enter the High St. lot, park in front of the church and walk down the sidewalk to the side entrance of the school. **For your safety, please do not walk in front of or between cars that are in the drop-off line.**

## **DEPARTURE: WALKERS, BUS RIDERS & CAR RIDERS**

### **WALKERS**

Walkers are dismissed first at 2:44 p.m. Those traveling along Main Street leave school from the front doors, and those traveling along High Street leave from the side doors. Teachers serve as traffic monitors for walkers.

### **BUS RIDERS**

Bus transportation is provided by Washington Co. Schools. Information on bus routes, bus numbers, and bus drivers is available in the school office. If your child will ride the bus to and/or from school, you will need to provide this information on the transportation form found in your parent folder. Bus transportation is not available for the After School Program.

At 2:46 p.m., bus riders from St. Dominic are transported on one bus to WCHS where they are then placed on the appropriate buses for the ride home. There also is a bus that picks up students at St. Dominic and transports them to the Small World child care center.

St. Dominic employs a bus monitor who oversees our students while they are loading the buses at the high school.

### **CAR RIDERS**

Because the parking lot fills up quickly, you should plan to arrive in the parking lot by 2:40 p.m. Students will be brought out to the parking lot at 2:47 p.m. Follow the procedures below for a safe, orderly and timely dismissal:

1. Follow the direction of the parking lot monitors.
2. Be alert for changes in the routine due to construction.
3. Parents who pick up their children must do so in the school parking lot only.
4. Please be considerate and patient and always keep the safety of the children in mind.
5. The first car entering the parking lot should form a row closest to High Street and the church. The next 9 cars should complete the first row, so that the 10th car is parked in the first row, closest to the school.
6. After the first row is filled, the next three rows will fill up in the same way as the first row.
7. After all of the students are loaded into their cars, cars will dismiss one row at a time following the direction of the parking lot monitors.
8. Remember traffic rules regarding buses. Do not pass school buses that are loading/unloading students!

## **AUTHORIZATION for PICK-UP**

Only persons who are listed on the transportation form as responsible parties will be allowed to pick up students from school.

## **CHANGES in TRANSPORTATION**

*Please notify the school office by note or by phone any time your child's afternoon dismissal routine changes, even if for only one day.*

Students who do not normally ride the bus but who wish to ride the bus with a regular bus rider must bring a signed parent/guardian note to school and turn in the note to the regular classroom teacher at the start of the school day. A bus permission slip can then be issued to the student. Similarly, bus riders who need to ride a different bus to a different destination in the afternoon also will need a bus slip so that the bus monitor knows that the bus change has been approved by the parent/guardian.

## **CHECKING IN/OUT**

A parent/guardian or other responsible party must sign students in and out of school. Students who arrive late to school must be accompanied to the office and signed in by the person who brought them to school. If you know that you will be checking your child out of school, please call the school office or send a note to school so that we can have your child in the office when you arrive.

## **ATHLETIC PROGRAMS**

St. Dominic has enjoyed a rich history of excellence in its sports programs. Students in grades four through eight are eligible to participate as long as they are earning passing grades and maintaining appropriate discipline at school. Parent and community volunteers coach each program, and parents whose children take part in each sport help with concessions, gate, fundraising, and tournaments. Parents also may serve on the Athletic Committee as the Athletic Director or his/her Assistant Athletic Directors for each program.

For detailed information about each of the sports offered at St. Dominic, please consult the *St. Dominic Athletic Handbook*. Copies are available in the school office and on the St. Dominic School website at [www.stdominicalem.org](http://www.stdominicalem.org).

<b>Baseball</b>	Grades 7-8
<b>Basketball</b>	Grades 4-8
<b>Cheerleading</b>	Grades 7-8
<b>Football</b>	Grades 6-8
<b>Volleyball</b>	Grades 7-8

## **ATTENDANCE INFORMATION**

### **ABSENCES**

Students are allowed ten (10) absences per year without penalty. After a student has missed ten (10) days in full- or half-day increments, a doctor's statement will be required for every absence thereafter. A doctor's statement is required upon the student's return to school. If there is no doctor's statement for days missed after the 10-day limit, the student must make up the missed time after school. Six (6) hours of make-up time is required for every day absent; three hours of make-up time is required for half-days.

When your child is absent from school, please notify the office, and let the Office Manager know if someone is to pick up or take home your child's missed work. The Office Manager calls home each day to confirm all absences that are not called in.

### **ATTENDANCE CRITERIA**

<b>TARDY</b>	Arrive between 8 a.m. and 10 a.m.
<b>ABSENT</b>	Full day absent OR check out before 10 a.m.
<b>HALF DAY ABSENT</b>	Absent more than two (2) hours of instructional time
<b>EARLY DISMISSAL</b>	Check out 1 p.m. or later

## **EARLY DISMISSALS**

Early dismissals, like tardies, result in lost instructional time. Students with chronic early dismissals may be required to make up the time after school.

## **EXCUSED ABSENCES or TARDIES**

An absence or tardy may be excused for the following reasons, provided that a note from the parent/guardian or a doctor/dentist statement is submitted to the school:

- a. Illness/injury that prevents attendance
- b. Medical/dental appointments that cannot be scheduled before or after school
- c. Court order
- d. Death in immediate family
- e. Attendance at a funeral
- f. Attendance at a family and/or religious function (wedding, graduation)
- g. Educational family vacation that is **pre-approved** by the Principal
- h. Natural disaster or other family emergency (Principal's discretion)

## **MAKING UP ASSIGNMENTS**

Absences or tardies that are excused are counted against a student's attendance, but the work that the student misses may be made up without penalty. Students are to be given one day for every day absent PLUS one additional day to make up the missed work.

## **PERFECT ATTENDANCE**

Perfect attendance is defined as having NO tardies, early dismissals, or absences.

## **TARDIES**

All students should learn the value of adhering to a schedule and of arriving at school in a timely manner. Parents are responsible for ensuring that their children arrive by no later than 8:00 a.m. each day. Because tardiness results in lost instructional, students who are tardy more than four (4) times will make up the time after school. Fifteen (15) minutes of make-up time is assigned for every tardy beyond the first four. All students arriving to school after 8:00 a.m. must enter the side door to the school building with a parent or other responsible party who will sign in the student. The student will then be issued a tardy slip. If you are not the person who takes your child to school, make sure that person understands the importance of your child getting to school by no later than 8:00 a.m.

## **BAND PROGRAM**

Students in grades 6-8 have the opportunity to enroll in the band program provided by Washington Co. Schools as an option to the Music program offered at St. Dominic School. Every effort is made to coordinate the band schedule with the St. Dominic master schedule so that students will attend Band during their regular Music time or during Technology or Health/P.E class time. However, a portion of other classes may be missed as well, and teachers will work with Band participants to keep them abreast of all assignments and activities they may miss while they are attending Band classes.

Once a student is enrolled in Band, he/she may withdraw from Band ONLY after meetings with the Principal, parents, and the Band Director take place, during which it is determined that withdrawal is in the best interest of the student. A student may withdraw from Band under the following circumstances:

1. the student withdraws within the first two weeks of Band classes;
2. illness or injury that hinders or prevents the student's full participation in Band;
3. conflict exists between the student and teacher;
4. the student is unable to maintain his/her expected academic performance in core classes (Religion, Language Arts, Math, Science, and Social Studies)

Upon withdrawal from Band, the students' Band grades will be transferred to his/her Music class.

## **BUILDING and GROUNDS SAFETY**

Keeping everyone in school safe and secure is a top priority. For this reason, students, faculty, and staff have been instructed NOT to allow entry to anyone trying to enter a locked exterior door. All visitors must enter via the side entrance (across from parish office). Classroom doors also are locked. Each classroom has a phone that is connected to the school's public address and emergency alert system.

## **BUS RULES**

Bus riders are to conduct themselves properly at all times, following the rules of the Washington Co. School system:

1. Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. In the event that one or more pupils are behaving in such a way as to endanger the safety of other pupils on the bus, the driver may elect to discharge the pupil. In this event, the driver shall promptly notify the principal of the school where the pupil attends OR the superintendent along with the student's parent/guardian.\*
2. Each principal has the ultimate responsibility for ensuring the good deportment of students who ride the school bus and who walk to and from school.
3. The Principal is authorized to withhold bus riding privileges up to a maximum of ten (10) days per occurrence in the case of habitual or serious conduct violations.\*\*
4. The Principal shall notify the parents in cases where bus-riding privileges have been withheld.
5. The Superintendent or his/her designee may withhold bus-riding privileges up to the remainder of the school year.\*\*
6. The parents or guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

*\*702 KAR 5:080*

*\*\*702 KAR 5:050*

## **BUS SAFETY**

While not all students ride the bus each day, most all students will board a bus at some point in the school year for field trips and other occasions. For this reason, Washington Co. Schools transportation personnel provide St. Dominic students and staff with instruction on general bus safety and emergency procedures.

## **CAFETERIA/LUNCH INFORMATION**

Lunch is provided on each full day of school. All cafeteria lunches, including pricing, menu options, and portion sizes adhere to the requirements established by the Federal School Lunch Program and the central Food Service Office at the Archdiocese of Louisville.

### **BEVERAGES**

It is a violation of federal regulations for students to have soft drinks during the lunch period. These items are not allowed in the cafeteria for lunch, for lunch guests, for students purchasing lunch, or for students who bring their own lunch. Students who bring their lunch should not pack beverages containing caffeine. This includes tea, soft drinks and energy drinks.

### **CAFETERIA FEE**

There is a fee of \$5 per student that is collected annually along with instructional and technology fees.

## **CAFETERIA FUNDING**

The school cafeteria is operated and maintained through the \$5 per-student fees, Federal Lunch Program reimbursements, paid lunches, donations from the PTO and other organizations and fundraising activities such as Special Friends Day.

## **CHARGES**

Your child's lunch account must have funds in it at all times. Students are not allowed to charge due to Archdiocesan policy. If an account reaches a zero balance, a note will be sent home that the account must be replenished on the next school day. If the account is still not showing a balance on the next day, your child will be given a snack of peanut butter and crackers instead of the regular lunch. Funds may not be transferred from one sibling's account to another.

<b><u>COSTS</u></b>	<b>Regular student lunch</b>	\$2.50
	<b>Reduced price student lunch</b>	\$ .40
	<b>Extra milk or juice</b>	\$ .45
	<b>Guest lunch</b>	\$3.50

## **FAST FOOD ITEMS**

It is a violation of federal regulations for students to have soft drinks or meals from commercial providers or fast food restaurants during the lunch period. These items are not allowed in the cafeteria for lunch, for lunch guests, for students purchasing lunch, or for students who bring their own lunch.

## **FORGOTTEN/LOST LUNCH MONEY**

Students who forget/lose lunch money will be served a suitable substitute snack (peanut butter and crackers and milk) if lunch money cannot be brought to school for them.

## **FREE AND REDUCED LUNCH PROGRAM**

Applications for the Federal Free and Reduced Lunch Program are sent home at the start of the school year and returned to the Principal who forwards them to the Archdiocese of Louisville. Participation in the Free and Reduced Lunch Program qualifies St. Dominic School for thousands of dollars in federal funds which pay the salary of our Title I Reading Teacher and Special Needs Resource Teacher, in addition to providing funds to purchase assessment and other classroom materials and pay for staff development programs.

If you qualify for the program, please don't hesitate to complete the application process. Forms are handled confidentially; students who qualify are not known by their teachers or classmates, thanks to the cafeteria's computerized accounting system. Students who receive free or reduced lunch go through the regular lunch line and key in their PIN numbers in the same manner as those paying full price.

## **GUESTS**

Parents, grandparents and other guests are welcome to eat lunch with a student any time as long as they notify the Cafeteria Manager or the school office by 9 AM. This ensures a proper lunch count.

## **MENUS**

Menus are largely planned by the central Food Services office at the Archdiocesan level, although there is some flexibility in menu offerings at the local level. As part of the Health curriculum focus on nutrition and the food pyramid's healthy eating guidelines, the Cafeteria Manager and Health teacher collaborate with a different grade level each month to plan the lunch menu options for one day.

## **PAYMENT of LUNCH ACCOUNTS**

Unless the “Cash on the Line” option is chosen, pre-payment is required. Deposits to each student accounts can be made weekly, monthly or yearly. **MAKE CHECKS PAYABLE TO ST. DOMINIC CAFETERIA.** Write the PIN number or child/ren’s names on the check. If you have more than one child and want to designate a specific amount to be deposited into each child’s account, indicate this on the check or in a note to the Cafeteria Manager. Otherwise, the Cafeteria Manager will disperse the funds as evenly as possible among all of your children’s accounts.

### **ACCOUNT OPTIONS**

Under the cafeteria’s computerized accounting system, there are three (3) payment options:

1. **CASH ON ACCOUNT** (Unlimited)

Cash/check is deposited into an individual account. Funds are accessed with an assigned PIN number and may be used for meals, juice, milk and/or a la carte items. Those who bring their own lunch may use this account to purchase juice or milk. There are no limits as to what may be purchased or how many purchases may be made. It is up to the parent to place limits on the purchases of snacks/a la carte items under this plan.

**Remember: if a student is allowed to purchase ala carte items, plan to add at least 50 cents for every ala carte item. Student accounts can be set up to *limit* ala carte purchases.**

2. **CASH ON ACCOUNT** (Prepaid Meals Only--no Ala Carte items)

Cash/check is deposited into an account. Funds are accessed with an assigned PIN number, but these funds are designated for meals only. No snacks or a la carte items may be purchased.

3. **CASH ON THE LINE** (Pay Daily)

Cash/check is accepted with each purchase of a meal and/or a la carte item.

## **RULES for STUDENT BEHAVIOR**

1. No talking in line while waiting to be served.
2. Respect the cafeteria employees and the lunchroom monitor.
3. Talk quietly at your table after you are seated.
4. Do not leave your seat at the table without permission.
5. Use proper manners at all times! No throwing food or touching someone else’s food.
6. Students may not share their food or take food from another student’s tray.
7. Clean all napkins, straws, etc. from your place at the table. Check under your chair!
8. Push in your chair as you leave the table.
9. Table washers need to wash tables and chair seats and stack chairs on table tops.
10. Do not leave the cafeteria without permission.

## **SPECIAL FRIENDS DAY**

On Special Friends Day, the assigned primary class will allowed to invite one or more guests to attend lunch at their regularly scheduled time. Lunch menus vary, and the cost per guest is \$3.50.

**September**  
**October**

Kindergarten  
1st grade

**November**  
**December**

2nd grade  
3rd grade

## **CALENDAR**

St. Dominic School follows the calendar for Washington Co. Schools, although there are some exceptions made in order to meet certain Archdiocesan requirements such as PTS Conference days and professional development for teachers. In addition, Archdiocese of Louisville schools follow a traditional 175-day calendar, while the public schools operate on a 177-day calendar. PTS Conferences and the Christmas Program are counted as part of the school day, and attendance at these is required because they are calculated into the 175 days required for compulsory student attendance. If other exceptions to the school calendar are made, they are done so in consultation with the St. Dominic School Board.

St. Dominic School publishes a monthly calendar of activities; a lunch menu calendar is printed on the reverse side. The calendar is sent home in the Wednesday folder prior to the start of each month.

## **CANCELLATION/DELAY OF SCHOOL**

In the event of inclement weather, outbreaks of illness, etc., St. Dominic School will follow the Washington Co. schedule. There will be no separate announcements on radio or TV regarding cancellations or delays for St. Dominic. If school closes early or is cancelled, there will be no After School Program on that day and parents will have to make other arrangements for child care. Make-up days follow the plan set forth by Washington Co. Schools, which is to add most or all of the days to the end of the school calendar. All calendar amendments will be announced.

## **CHILD ABUSE REPORTING/ SAFE ENVIRONMENT TRAINING**

As stated in KRS620.030, “any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky State Police, the Cabinet, or its designated representative, or the Commonwealth’s Attorney by telephone or otherwise.” This reporting requirement includes all clergy, employees, and volunteers.

When an abuse accusation involves church personnel, such a report must be reported to the Chancellor of the Archdiocese of Louisville. All paid employees and volunteers in school, parish and athletic functions are required to complete Safe Environment training. Safe Environment training is one requirement of the Archdiocese of Louisville’s program of training and response for identifying, reporting, and dealing with cases of abuse, particularly sexual abuse against children. Employees and volunteers must attend only one workshop; workshops generally last two hours and participants receive a booklet with a certificate of completion inside that must be completed and submitted to the parish or school office.

## **CHRISTMAS PROGRAM**

St. Dominic School presents a Christmas program each year. This program involves active participation of every student in the school and is a planned part of the St. Dominic music and religion curriculum. Attendance is required for every student, as this is part of the St. Dominic School calendar.

# CODE OF CONDUCT FOR STUDENTS

## **CHARACTER**

At St. Dominic we define character as “who you are when no one is looking.” Even when no one tells a student how to conduct himself or herself, we expect that a student will demonstrate appropriate behavior. Students are expected to be Christian in their words, attitudes, and actions toward all members of the school community, and not just when they are told to do so.

## **CONDUCT**

Since our students are identified in the community by their uniforms, we expect the same high standard of behavior off the school grounds, especially to and from school, at sporting events and at events sponsored by clubs and organizations in which our students are officially or unofficially representing our school. It is expected that students attending activities and events sponsored in or by other schools will also exhibit proper Christian behavior. Students are expected to remain silent and orderly in the hallways when changing classes, going to the restrooms, and going to lunch. Students are not to disturb other classes. Hairstyles, clothing and accessories, gum, candy, cell phones, iPods—anything that draws unnecessary attention to the student and away from class activities—is not allowed. **Bullying, teasing, and other threatening behaviors will not be tolerated.**

## **RESPECT**

Students are expected to respect themselves and others. We insist on obedience to and respect towards those in authority—pastor, principal, teacher, instructional assistants, office manager, custodial/maintenance employees, cafeteria manager and staff, and all volunteers. Speech and behavior should be such as to reflect favorably upon the home and the school. Therefore, good manners and consideration of others are to be observed at all times. Students are expected to use appropriate communication with adults, including greeting their teachers and saying “Please,” “Thank You” and “Yes Ma’am.” They are expected to open doors for others and stop to help anyone in need of assistance. We strive to foster pride in our students—pride in themselves and in their environment. Therefore, the proper respect must be shown for school property and the property of others. Students are to leave bulletin boards, posters, and other displays intact and untouched. Writing or defacing of any nature on the buildings, walls, or other school property—including textbooks and desks—will not be tolerated. Students defacing school property or the property of others will be held responsible for the damage and face disciplinary action.

## **RESPONSIBILITY**

Students are expected to be active, productive, responsible participants in the teaching and learning process. Older students must model responsible behavior for younger students—in the cafeteria, in the hallways, at Mass, on the playground, etc.—and to assist as needed in their academic, social, and faith formation when asked to do so. Students should feel a responsibility toward their school; its successful present and future depends heavily on them. Therefore, students should take care of the school and keep it as clean, neat, and functional as possible. Restrooms must be left clean after use. Students should clean up after themselves in the cafeteria and be willing to sweep, clean tables, take out the trash and stack chairs when necessary. Students should do their part to keep their classroom space—desks, shelves, tables, and “cubbies”—clean and neatly organized. Students should do their part to keep the school grounds clean and neat.

## **STEWARDSHIP**

We expect students to understand the stewardship principles of giving their time, talent and treasure in thanksgiving for God’s blessings. Students in grades six through eight will complete the minimum number of service hours required; however, meeting the requirements does not mean that a student’s contributions are no longer expected. Students, with the help of their parents, are to develop a sense of dedication to their community, whether it be their school or church family or the larger community and even the world. Spirit Days, Penny Days and other opportunities to support worthwhile causes should be supported as much as possible. Students should participate in the completion of their family’s parish stewardship form and seek opportunities to serve the church as lectors, servers, cantors, greeters and ushers.

## CONFIRMATION

The sacrament of Confirmation is made during the 8th grade year under the coordination of the Religion teacher and the parish DRE. The completion of Youth Stewardship service hours is a mandatory part of the preparation process for Confirmands. The 7th grade class and 7th grade parent volunteers are involved in the process by singing in the choir at the Confirmation Mass and by serving at the reception following the ceremony.

## COUNSELING

St. Dominic is a Family Builders school. Family Builders is a family/school collaboration initiative of the Archdiocese of Louisville committed to the academic and social competence of children within a systemic family and community context. On-site problem-solving occurs through the teamwork of school officials, parents, professionals, and other members of the faith communities. Staff support and clinical supervision for the Family Builders Program comes from Family Counseling at the Center for Family Ministries of the Archdiocese of Louisville and Washington Co. Schools. On-site services are provided once a week by a licensed Counselor who provides services free of charge to students and their families as needed.

The Counselor also assists families in getting the therapy they need that can be provided through Archdiocesan, local, state, and regional resources. Assessments to determine Special Needs accommodations for students is arranged through the Counselor; in addition, the Counselor coordinates PeaceBuilders for the school as well as professional development related to learning disabilities and other issues.

Parent permission is required before a child is seen for Counseling sessions. Exceptions are made when there is a legal requirement to report any signs of abuse or neglect, when a student wishes to share information regarding the safety of self or others, or when a student is in need of immediate attention due to conflict with others or an emotional outburst at school. The consent form can be signed and returned to the counseling office any time during the school year. (*See COUNSELING PERMISSION FORM in parent packet*)

## CURRICULUM & ASSESSMENT

The educational program at St. Dominic School consists of the following curriculum areas, with Religion being considered part of the core curriculum:

**Health & P.E.  
Language Arts**

**Mathematics  
Music & Drama**

**Religion  
Science**

**Social Studies  
Technology**

All teachers utilize the Archdiocese of Louisville Catholic Schools Curriculum Handbook, a comprehensive curriculum framework that is reviewed and revised annually and that is aligned with both state and national standards. At the start of each school year, teachers are given a *St. Dominic Curriculum Handbook*, which is a consumable version of the curriculum framework that allows teachers to document each time they meet certain curriculum requirements. The handbook is used as a planning tool for teachers as well as a valuable resource for aligning curriculum from grade to grade.

Assessments include the DIAL-3 Assessment, given to students prior to entering Kindergarten; GRADE Literacy Assessment, given three times a year to grades K-2; the Terra Nova, administered annually to grades 3, 5, and 7, and the ACRE Religion Assessment, given each year to grades 5 and 7. Technology, Health and Physical Education and Music and Drama are not included in standardized testing but these areas are included in the curriculum framework. Students in the 8th grade also have the opportunity to take the High School Placement Test for Archdiocesan Catholic High Schools each Spring. The test is administered in this area at Bethlehem High School in Bardstown.

## DELIVERIES of GIFTS, FLOWERS, PACKAGES

Students who have flowers and other such deliveries will be notified that they may pick them up in the school office after school hours. These items will not be brought to the classroom during the school day. Balloons are not allowed on school buses. Parents who need to make deliveries of food or other items to a student may leave the item(s) in the school office and have the office personnel make the delivery to the classroom or sign in and make the delivery to the classroom in person.

# **DISCIPLINE INFORMATION:**

## **Disciplinary Infractions & Consequences**

### **LEVEL I INFRACTIONS:**

Dress code violation  
Failure to follow class/playground/cafeteria rules  
Gum/candy/food/drink without permission  
Horseplay  
Leaving seat without permission  
Minor class disruption  
No hall pass  
Note-passing  
Public displays of affection  
Unsportsmanlike conduct  
Other minor offenses deemed as such by Principal

### **LEVEL II INFRACTIONS:**

#### **PERSISTENT LEVEL I BEHAVIOR**

Cheating  
\*Defacing books, desks, school property  
& teacher materials  
Dishonesty  
Disrespect toward faculty & staff (verbal/nonverbal)  
Fighting  
Forgery  
Gambling  
Improper conduct on field trip, at assemblies, dances,  
ballgames, or other functions  
\*Minor vandalism  
Misbehavior under substitute teacher supervision  
Non-participation/lack of cooperation in class  
Off school grounds without permission  
Out of class without permission  
Plagiarism  
Suggestive language/gestures  
Teasing/harassing/disrespecting other students

### **LEVEL I CONSEQUENCES:**

1st Incident—  
Teacher conferences with student  
Teacher documents infraction  
2nd Incident—  
Teacher conferences with student  
Teacher documents on DISCIPLINE NOTICE form  
Teacher sends form home to be signed by parent  
Clean-up duty/extra work/loss of privileges  
3rd Incident—  
Student sent to office w/ DISCIPLINARY REFERRAL  
Student meeting with principal  
Parent contacted by principal  
Behavior Improvement Plan AND Detention  
Non-participation in extracurricular activities

### **LEVEL II CONSEQUENCES:**

1st Incident—  
Student sent to office w/ DISCIPLINARY REFERRAL  
Student meeting with principal  
Parent contacted by principal  
Detention  
Non-participation in extracurricular activities  
Other consequences deemed appropriate by principal  
2nd Incident—  
Student sent to office w/ DISCIPLINARY REFERRAL  
Conference (parent, student, teacher, principal)  
Two detentions or Saturday School  
Non-participation in extracurricular activities  
Other consequences deemed appropriate by principal  
3rd Incident—  
Student sent to office w/ DISCIPLINARY REFERRAL  
Conference (parent, student, teacher, principal, pastor)  
Saturday School and in-school detention  
Saturday School and in-school detention  
Non-participation in extracurricular activities  
Other consequences deemed appropriate by principal

### **LEVEL III INFRACTIONS:**

#### **PERSISTENT LEVEL II BEHAVIOR**

- Activation of fire alarm
- Possession of obscene/vulgar materials
- Skipping school
- Stealing
- Threatening behavior/communication toward student
- Threatening behavior/communication toward teacher
- Unauthorized use of Internet
- Unauthorized use of prescription and non-prescription medication
- \*Vandalism

### **LEVEL IV INFRACTIONS:**

- Assault
- Bomb threat
- Possession of weapons, illegal drugs, alcohol
- Setting a fire

### **LEVEL III CONSEQUENCES:**

- 1st Incident—  
Parent conference & plan of action to include:  
In-School Suspension  
and/or At-Home Suspension  
and/or Saturday School  
Pastor notification  
Probation  
Other actions deemed appropriate and necessary
- 2nd Incident—  
Becomes Level IV Infraction

### **LEVEL IV CONSEQUENCES:**

- Minimum:  
Immediate at-home suspension  
Conference w/principal, parent, and pastor  
Recommendation for expulsion

*\*Student will be held responsible for clean-up (if possible) and/or the cost of repair or replacement of damaged property or items*

## **DISCIPLINE INFORMATION:**

### **Discipline Procedures**

Parents and students need to be very familiar with what constitutes a Level I, II, III, or IV infraction as well as the possible consequences associated with major and minor behavior infractions.

- At the first instance of a Level I infraction, teachers are to give the student a verbal warning, review the rules and consequences for further rules violations, and note the infraction in the student's planner for the parent to read and sign. Teachers also may call home if needed.
- There are two forms outlined below that are used, depending on the circumstances and the severity of the misconduct:

**DISCIPLINE NOTICE:** This form is to be used with the SECOND incident of Level I misconduct (after a warning has been given for the first occurrence).

**OFFICE REFERRAL:** This form is to be used with the THIRD incident of Level I misconduct and all Level II and III disciplinary infractions.

- The following are considered appropriate consequences for inappropriate behavior by the Archdiocese, and may be assigned to students depending upon the frequency and severity of the misbehavior:

DETENTION (OLFE 5161:4): Detention is considered an acceptable means of discipline. Detention shall not occur without prior notification of parents. Students detained shall be provided adequate supervision. Students may lose other privileges if they are placed in detention.

SATURDAY SCHOOL: Saturday School is considered an acceptable means of discipline. Saturday School shall not occur without prior notification of parents. Students detained shall be provided adequate supervision. Students may lose other privileges if they are placed in Saturday School.

COMMUNITY SERVICE: Returning time and labor to the school is an acceptable means of discipline. Students may be asked to stay after school or come in on Saturdays to repay time lost, repair damages done, or improve the school environment.

PROBATION: Probation is a disciplinary procedure by which a student is evaluated by teacher and principal with regard to his/her attitude and behavior over a specified period of time. This procedure is followed in order to determine the student's resolve to remain in the school community.

OUT-OF-SCHOOL SUSPENSION: The student is not permitted to be on school property for the duration of the temporary suspension and may not participate in school-sponsored activities, including athletics.

INDEFINITE SUSPENSION: This is a disciplinary procedure by which a student is removed from the school indefinitely. Indefinite suspension is used in those cases where probation and temporary suspension seem inadequate to effect the desired changes in the student's behavior. If a student is involved in a legal action, the school reserves the right to request/require that the student be on indefinite suspension until the legal matter has been resolved.

# DRESS CODE for Boys and Girls

## Belts

Grades: K-8  
Color: **SOLID** navy, black or brown  
Styles: Plain w/no logo (except St. D logo)  
Rule: Belt must be worn if pants/shorts have belt loops

**Hair** No distracting hairstyles/colors; hair must be neat and clean; **boys' hair must not touch the eyebrows or the shirt collar**

**Hats** Hats are not permitted indoors

## Jackets/Coats

Outer wear cannot be worn in class; coat required for recess in winter

## Jewelry/Accessories

Necklaces with crosses or religious medals are allowed if worn inside the shirt; a single pair of non-dangling earrings may be worn; tattoos/body piercings are not allowed

## Jumpers

Grades: K-5  
Color: Solid navy  
Styles: Varied  
Rules: May be worn with white or navy tights or socks  
**Length: No more than 3" above top of the knee**

**Makeup** No makeup, lip gloss, or nail polish (clear or colored)

## Pants

Grades: All  
Color: Solid navy or khaki  
Styles: Flat or Pleated front **UNIFORM** pant in cotton/polycotton (no denim)  
-- no logos  
-- waist-cut (not low-rise)  
-- with or without belt loops  
-- ankle-length (no capris)  
-- no carpenter/cargo styles w/exterior pockets sewn on outside of pants  
Rules: Pants must sit at waist; may not be too snug-fitting; must be hemmed and in good repair; belt required if pants have belt loops

## Shirts

Grades: K-8  
Color: Solid white or light blue  
Styles: Long- or short-sleeved **UNIFORM** shirt (no 3/4 length or cap sleeves) w/no logos  
-- polo knit shirt OR blouse w/collar OR oxford cloth shirt  
-- solid white turtleneck may be worn w/jumper  
-- solid white t-shirt may be worn under the regular uniform shirt  
Rules: Shirts must be tucked; belt must be visible

## Shoes

Styles: Athletic shoes recommended for daily wear and required on Health/P.E. days  
-- No slick soles or open-toed shoes  
-- Sandals must have back strap  
Rule: Socks must be worn with sandals

## Shorts & Skorts

Grades: All  
Color: Solid navy or khaki  
Styles: Same as for pants  
**Length: No more than 3" above top of the knee**  
Rules: May be worn August-Oct. 31 and after Spring Break

## Socks & Tights

Color: **SOLID** navy or white  
Styles: Socks--Any length  
Rule: No logos visible

## Sweaters

Grades: K-8  
Color: Solid navy or white w/no logos  
Styles: Crew or v-neck cardigan (no hood)

## Sweatshirts

Grades: K-8  
Color: Solid navy, royal blue or white  
Styles: -- Crew neck (w/ without St. Dominic logo)  
-- Hoodie (St. D logo ONLY)

## **DRESS DOWN DAYS**

These out-of-uniform days are set aside as (1) reward days for certain classes, specific groups of students, or the entire student body, and (2) fundraising for specific purposes (Penny Days).

### **DRESS DOWN RULES**

- No bare midriffs, backs, or shoulders
- No cut-offs
- No shorts more than 5” above the top of the knee
- No open-toed sandals or flip flops
- Athletic shoes must be worn if P.E. is held on the dress down day
- No belt is required and shirts do not have to be tucked in
- Capri pants are acceptable
- No hats
- No shirts with inappropriate or suggestive language or advertising that promotes alcohol, tobacco, or bars
- All other rules for appropriate dress apply

### **PENNY DAYS**

One Wednesday each month is set aside as Penny Day, when students and staff bring at least 10 pennies to school in order to dress down. The Penny Day proceeds benefit the “Thanks A Million” Penny Pledge campaign for the parish building fund and specific projects therein (ambo for church, computers for library/media center, basketball goals for gym). Teachers keep penny containers in the classroom to collect pennies for Penny Day. *Follow rules for Dress Down Days above.*

### **SPIRIT DAYS**

As a rule, the last Friday of each month is designated as Spirit Day. On these days, students and staff pay \$1.00 to wear jeans or other non-uniform bottoms with their regular uniform top or any shirt, sweatshirt, hoodie, or polo with a logo promoting St. Dominic School, St. Dominic Athletics, Kids for Jesus, Book Bee, etc. Proceeds benefit the student and staff-selected projects related to the parish building campaign outlined under “Penny Days” above. Guidelines for Spirit Days are:

- Any St. Dominic uniform or “spirit” TOP is acceptable.
- Uniform BOTTOMS (pants, shorts, skorts) may be worn OR participants can pay \$1 to wear JEANS, CARGO PANTS, CAMO PANTS, KHAKIS, CAPRIS, etc. Pants/shorts may not have holes or rips in them.
- Belts are required.
- Shirts must be tucked in.
- Students may not wear any part of their athletic jerseys to school on Spirit Day.

## **DRUG POLICY**

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, lookalikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

- When a student is found in possession of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during, or after a school-sponsored event:
  1. The substance will be taken away from the student
  2. Parent/guardian will be called to take the student home unless emergency help is necessary.
  3. The superintendent and/or the Safe & Drug Free Schools Coordinator is notified and consulted.
  4. A conference with the student, parent/guardian, and school officials will take place.

5. Law enforcement authorities will be informed.
  6. A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment.
  7. Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations, and/or dismissal from school.
- If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, during, or after a school-sponsored event:
    1. Parent/guardian will be called to take the student home.
    2. Law enforcement authorities will be notified.
    3. The superintendent and/or Safe & Drug Free Schools Coordinator is notified and consulted.
    4. The student will be dismissed from school.
  - When an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator will meet with the student, discuss the situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies. If no evidence is found to support the expressed concern, the matter will be dropped.
  - When a professional assessment is required, the Safe and Drug Free Schools Office can provide the family a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

## **EMERGENCY DRILLS & PROCEDURES**

Emergency drills are taught and practiced at the beginning of the school year in Health/P.E. classes before school-wide drills take place.

### **EARTHQUAKE DRILLS**

Earthquake drills are held in accordance with State and Archdiocesan guidelines. Through participation in the required drills schoolwide and through individual classes, students will become familiar with the proper procedures for an earthquake drill and evacuation of the building. During earthquake drills, students are required to take cover for 60 seconds and then evacuate the building.

### **FIRE DRILLS**

Fire drills are held in accordance with State and Archdiocesan guidelines. Students should familiarize themselves with the location of their room in relation to all school exits and should learn that an exit plan is posted in each room. Teachers will periodically review safety procedures with students. During fire drills, students are required to file out of the building as instructed and go to their appointed areas.

### **TORNADO DRILLS**

Tornado drills are conducted in accordance with State and Archdiocesan guidelines. Students should familiarize themselves with the safe location they are to seek in the event of a tornado. An exit plan is posted in every room, and teachers will periodically review safety procedures with students. During tornado drills, students are required to go quietly to their designated areas, assume the correct position, and wait for further instructions.

## **ENTERING THE BUILDING**

St. Dominic School welcomes parents, family members and friends. However, for the safety of our students and staff, we must insist that our visitors follow the safety rules. All visitors are to use the side entrance across from the Parish Office. Upon entering the building, all visitors must report to the office. If visitors plan to be in the building for a class visit, to eat lunch, etc., they should sign in and obtain a visitor's badge.

## **EXTRACURRICULAR ACTIVITIES**

### **BOOK BEE**

Students in grades 4-8 participate in after-school reading and discussion of a pre-selected group of books and test their knowledge in competition with other students across the Archdiocese. The containers of Book Bee books and materials are kept in homerooms. Parents and teachers comprise the coaches for the Book Bee teams, and the PTO covers the registration fees and supplies each Book Bee team with at least three copies of each Book Bee book. A couple of books will be added to the list each year, and some titles will be retired. Retired copies of all Book Bee books will be donated to the school library. Most of the Book Bee titles, if available, are on the Accelerated Reader list.

### **CONSERVATION**

A representative comes to school one day per month to speak to students in grades 4-6 on a variety of forestry and soil conservation topics.

### **D.A.R.E.**

Students in the 6th grade complete this drug awareness program sponsored and conducted by the Sheriff's department in a series of classes that are scheduled by the DARE instructor and the homeroom teacher.

### **4-H**

Students in the grades 4-8 participate in this county-wide program for local schools designed to enrich students in a number of fields and experiences. Programs are typically held in the classroom one afternoon a month with parent volunteers as class sponsors. The 4-H Talk Meet is incorporated into the instructional program for grades 4-8.

### **YEARBOOK**

The Technology instructor oversees the production of the yearbook with student assistance, along with parent volunteers and teachers as needed.

### **FIELD TRIPS**

Regular classroom teachers may plan only one field trip per year, although exceptions may be made with Principal approval. All field trips must be approved by the Principal in advance, and teachers must show specific correlation with the curriculum for each field trip. One field trip per year will be allowed for Technology, Music and Health/P.E. Field trips which can be paid for through Title funds, donations, recycling proceeds, or otherwise paid for in their entirety at no cost to the students or to the school will generally be approved regardless of the number of field trips taken by a single class.

## **FIRST COMMUNION**

Students will make preparations and receive their First Communion in the 2nd grade. The 2nd grade homeroom teacher coordinates the sacramental preparations with the parish DRE.

# GRADING POLICIES and PROCEDURES

It is the policy of the Archdiocese of Louisville that all students will receive a grade for each subject area, including Art, Music, Health, Physical Education, and Technology. When grading, teachers must assess student performance based on the established progress codes (next page). An “A” for example represents excellence that is well above average, while a “C” is mid-range on the scale, indicating an adequate, or average performance.

- No teacher shall give all students the same grade at the end of the grading period. Teachers must provide students (and parents) with performance standards for each project or type of assignment (performance, test, etc.), and must understand how their performance will be rated.
- A grade report will be part of each PTS conference. Parents should receive a printout of students’ grade reports detailing missing assignments as well as grades for all completed work, projects, tests, etc. Accelerated Math and Accelerated Reader points may be included as components of a student’s Math and Language Arts grades respectively.
- Grades are reported on a trimesterly basis (every 12 weeks), with PTS Conferences scheduled at around the midpoint of the first two trimesters.
- At the end of each trimester, teachers will record grades onto a Report Card; a computer grade report will accompany the Report Card, which is sent home in the Wednesday folder to be signed and returned.
- At the end of the year, the final Report Card is sent home with students and a copy of the Report Card are copied and filed in students’ records.
- No assignment or final grade can be worth more than 100 pts.
- Extra credit will not be given to a student in order to bring up his/her grades. Extra credit/bonus points should be awarded to those students who go above and beyond what is expected.
- The Progress Codes below will be used to assess student achievement:

## PROGRESS CODES—Kindergarten

E	Understanding of subject matter and demonstration of skills exceeds expectations
P	Progressing at grade level
H	Progressing with help
N	Needs Improvement

## PROGRESS CODES—Grades 1-2

O	Outstanding Progress
S	Satisfactory Progress
I	Improvement Shown
N	Needs Improvement

## PROGRESS CODES—Grades 3-8

A	93-100%	Understanding of subject matter and demonstration of skills is EXCELLENT
B	84-92%	Understanding of subject matter and demonstration of skills is VERY GOOD
C	75-83%	Understanding of subject matter and demonstration of skills is ADEQUATE
D	70-74%	Has difficulty understanding subject matter and demonstrating skills
U	Below 70%	Understanding of subject matter and demonstration of skills is UNSATISFACTORY/INADEQUATE

# GRIEVANCE PROCEDURES

Authority as exercised in the Catholic school system depends in large measure upon a spirit of willing cooperation among administrators, staff, and students. However, honest disagreements can and sometimes do occur between personnel at various levels. For those instances when persons involved cannot reach an agreement that is mutually satisfactory, the following guidance is offered:

## **NORMAL LEVELS FOR RESOLVING GRIEVANCES:**

- |                        |  |
|------------------------|--|
| 1. Student             | 5. Pastor  |
| 2. Staff/Teacher       | 6. Office of Lifelong Formation and Education (OLFE) |
| 3. Principal           | 7. Due Process Board of the Archdiocese              |
| 4. Parish School Board | 8. Archbishop Kurtz                                  |

It is counterproductive and detrimental to school, faculty and staff, and students for anyone to engage in gossip regarding school or faculty and staff, especially when they are not willing to follow the grievance procedures. Anyone who has a question, problem, or concern must take the issue directly to the person(s) on the grievance procedure. Please do your best to resolve the issue with those most closely involved.

It is assumed that all persons involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences. Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question. When either party involved chooses to appeal a decision to the next level, such appeal should be made within a reasonable amount of time not to exceed ten (10) days.

A formal hearing may be requested at the Parish School Board level by notifying the President of the School Board. The President will set a time for the hearing, the time not to exceed ten (10) days from the date of the request. If a formal hearing is sought, all persons involved must agree to full disclosure of all information to the School Board that is conducting the hearing. The hearing body is bound to maintain confidentiality of all information received. The hearing is to be conducted so long as at least five (5) of the seven (7) School Board members are present. Witnesses may be allowed to appear but are to remain only during their testimony. Each side will be allowed to present their case and the School Board will then render a decision, with the majority of the members present prevailing.

The aggrieved party may further appeal the School Board decision to the Pastor and any further appeals would have to be presented to the Archdiocesan level. At the parish level, the Pastor retains the right to intervene with authority at any stage of a complaint or grievance, provided such intervention seems more likely to bring a just and speedy resolution.

# HARASSMENT

The schools of the Archdiocese do not condone any form of harassment. All employees and students alike are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all regular, temporary, part-time, and full-time employees, volunteers, consultants, clergy, vowed religious and lay persons. St. Dominic School will not tolerate any form of harassment.

## **TYPES of HARASSMENT**

- Sexual: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- Verbal: derogatory comments, jokes, or slurs, as well as belligerent or threatening words spoken to another person
- Physical: unwanted physical touching, contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal movement.
- Visual: derogatory, demeaning, or inflammatory posters, emails, cartoons, written words, drawings, novelties, and gestures.

## CONSEQUENCES of HARASSMENT

- immediate suspension
- formal apology
- possible loss of employment (employees)
- any other action deemed necessary to resolve the issue

## HEALTH & MEDICAL INFORMATION

### FIRST AID

- St. Dominic School has a minimum of two designated First Aid/CPR providers who are trained and certified annually. Minor injuries are the responsibility of these trained personnel.
- All employees of St. Dominic School receive bloodborne pathogens training on an annual basis, and the school office and all classrooms are provided with protective gloves and bags in accordance with universal precautions for preventing contact with blood or other potentially infectious body fluids.
- First aid supplies are stored in classroom emergency kits as well as in the school office.
- The school office is the designated area for sick or injured students, faculty and staff.
- If a major accident or serious illness occurs, the student's parent/guardian is notified. Emergency medical help and transportation are secured, if needed. If a parent/guardian or other family member cannot be contacted, medical help is secured, and the parent/guardian is contacted as soon as possible.
- The following are to be considered first aid priorities:
  1. absence of or difficulty breathing
  2. absence of pulse
  3. unconsciousness
  4. severe bleeding
  5. head or neck injury
  6. poisoning or ingestion of chemicals
  7. broken or dislocated bones
  8. diabetic emergency
  9. seizure control
  10. allergic reaction
- Up-to-date emergency care information is maintained on the school's database. It is the sole responsibility of the parent/guardian to keep this information current and to notify the school of any changes in students' emergency contacts, physician, insurance, health concerns, and/or medications.

### HEALTH SCREENINGS

Head lice checks	Annually/as needed
Hearing tests	Grades 1, 3, 5 and 7 annually
Scoliosis tests	Grades 5 and 7 annually
Vision tests	Grades 2, 4, 6 and 8 annually
Weight and height	Annually in Health classes

### LICE POLICY

Lice are parasites of the human host. They are not known to transmit communicable diseases in the U.S. Studies conducted by the Centers for Disease Control (CDC) revealed that lice

1. occur in socioeconomic levels regardless of age, sex, or standards of personal hygiene;
2. they are dependent upon human blood for nourishment;
3. they do not hop, jump, or fly;
4. they are spread by direct or indirect contact;
5. they are more commonly found in females than males;
6. they are more commonly found on children than adults (younger elementary school children are at greater risk than older elementary school children);
7. infestations are rare among the African American population; and
8. occurrence rates do not significantly differ between long and short hair.

**IDENTIFICATION:**

1. Head lice are small, light gray-brown insects that are difficult to see because of their size and coloring. They move quickly and shy away from light.
2. A live egg (“nit”) is usually located within 1/2 inch from the scalp. Nits may be mistaken for dandruff but cannot be brushed or blown away. The nit is adhered to the hair shaft with a glue-like substance.
3. Symptoms include severe itching of the scalp, especially at the nape of the neck and behind the ears; scalp irritation; presence of light gray-brown insects and/or eggs.

**TRANSMISSION:**

Transmission usually occurs from person to person after direct contact with an infected individual. Indirect contact may occur from the sharing of personal belongings, such as headgear, combs, brushes, and clothing.

**SCREENING:**

1. Any child with observable signs and symptoms will be screened promptly.
2. Any child being screened will be treated with respect and sensitivity. In order to avoid any loss of the child’s self-esteem, he/she will not be made to feel guilty, ashamed, or stigmatized.

**DETECTION AND NOTIFICATION:**

1. If a child is detected to have lice, the parent/guardian will be contacted and required to pick up the child. The school will tell the parent/guardian that head lice has been found and that the child will need to receive the proper treatment. The child will be readmitted to school ONLY with a notice from the child’s physician or the health department stating that the child is not contagious.
2. If lice is found in the school setting, all parents, faculty, and staff will be notified that lice has been detected in the school and that they are to inspect their own child/ren for evidence of head lice.
3. If a parent detects lice in his/her child’s head, the parent MUST notify the school.

**MEDICATIONS**

Medications will be administered according to the following guidelines:

- At the beginning of the school year, each student must have up-to-date medical information completed and placed on file in the school office. This information includes physician, parent, and emergency contact information, information regarding medications a student is taking, and information regarding allergies and other medical conditions that the school should be made aware of. Authorization for the school office staff to dispense medication is also included.
- The school will not dispense any medication without the written permission of the parent/guardian. Tylenol or Motrin, for example, may be given to students ONLY if by permission of the parent/guardian.
- All medication, prescription or over-the-counter, including inhalers, throat lozenges/cough drops, and eye drops, must be brought to school in zip-lock plastic bags with the student’s name clearly marked on the bag, and the proper dispenser (dose cup) must be provided in the bag. A signed Medicine Authorization form MUST accompany the medication in the bag. Forms are provided in the office and in parents’ information folders at the beginning of the school year.
- If the medication is prescribed by a doctor, the doctor’s orders also must accompany the medication.
- All medications must be turned in to the school office at the beginning of the day or whenever the student arrives at school. Students may not carry medications except to and from school. Any medications that must be retrieved from the office at the end of the school day are the responsibility of the student.
- Non-prescription medications will be dispensed with written parent consent for a short period of time. The student’s doctor must give written permission for any OTC medications that are to be administered for longer than three days.

- The information on the Medical Authorization form and the prescription medication label **MUST** match or the medication will not be dispensed. In other words, the student's name must appear on the prescription label, and only the dosage instructions on the label can be followed.
- When a medication has been discontinued, or at the end of the school year, parents will have two weeks to pick up remaining medication or it will be discarded.
- Self-medication (asthma inhaler, for example) will be allowed **ONLY** when approved by the doctor's orders.
- It is the responsibility of the student to come to the office to take his/her medicine.

## **NOTES from DOCTOR or PARENT**

Parents must notify the school of any condition which may affect a student's participation in school. In cases of injury or illness in which a student has been treated by a physician, parents should send a copy of the doctor's orders to the school if the condition will affect student participation in any way. For cases in which the student was not seen by a physician, parents must submit a signed and dated note describing the illness/injury and notifying the school of any changes that will be necessary in the child's daily routine. All physician and parent notes are to be sent to the office through the child's homeroom teacher. If a note requires that a student abstain from P.E. or recess, the school office must notify the P.E. teacher and playground monitors.

## **PHYSICAL EXAMS**

Physical exams by a licensed physician (not the Health Dept.) are required for:

- All new students
- All students entering the 6th grade
- All student athletes (requires a different form specifically for athletic participation)

Forms are available in the parent information folder and the school office.

## **VISION EXAMS**

Eye exams by a licensed optometrist or ophthalmologist are required for all new students.

## **HOME ROOM**

The school day officially begins at 8:00 a.m. with morning Home Room. During this time, everyone will say their morning prayers, recite the Pledge of Allegiance and the Peace Builders' Pledge, recognize those who have birthdays, and listen to the morning announcements. In addition, the lunch and attendance totals are tallied and all notes and money are collected.

## **HOMEWORK**

Homework assignments/projects are designed to reinforce and/or complement classroom learning. It is expected that each student will complete work when it is assigned. If circumstances prevent a student from completing the assigned work, a note must be sent to the teacher. Work that is incomplete, late, or missing must be considered in the evaluation process. The general rule for late work is that all missing assignments should be completed but that the work will be given full credit **ONLY** if submitted on time. Late work deductions are generally 10 pts. for the first day late, 50 pts. for the second day, and zero credit for three or more days late. Evening family activities are encouraged. Therefore, formal home study should **NEVER** exceed the time frames listed and required by the Archdiocese of Louisville:

- Grades K-2            30 minutes
- Grades 3-4           45 minutes
- Grades 5-6           1 hour
- Grades 7-8           1 hour and 15 minutes

The above time frames are all-inclusive; they are the maximum completion times for homework assignments in all subjects and all classes.

## **HONOR ROLL**

Students earning A's and B's in grades 4-8 will be awarded A-B Honor Roll certificates each trimester and for the year. Teachers submit students' names to the Principal who then issues the certificates. Certificates are to be sent home in the Wednesday folder. Honor rolls will not be published in the newspaper.

## **MASS PREPARATION**

Teachers in grades 1-8 will follow a rotating schedule for preparing the 8:30 AM Mass each Friday and on Holy Days. Students will attend Mass weekly on Fridays; if a Holy Day falls on a day other than Friday, students will celebrate their weekly Mass on the Holy Day. Kindergarten students will attend Mass at least once per month during the school year and on all Holy Days and other special observances.

## **PARENT-TEACHER-STUDENT (PTS) CONFERENCES**

The Archdiocese of Louisville has pioneered the Parent, Teacher, Student Conference model. We feel this model is key to the success of each student. PTS conferences are scheduled twice each year, near the midpoint of each of the first two trimesters. A third conference is scheduled at the midpoint of the third trimester on an as-needed basis, and at a meeting time that is mutually agreed upon by parent and teacher. PTS conferences allow the parent, student, and teacher to assess and monitor progress and to discuss what is necessary in order to insure student success. Goals also will be established at each conference.

The format for the PTS conference is planned between student and teacher. The teacher should allow the student to conduct the conference as much as is appropriate for the age of the student. All conferences should begin with a prayer which the student has chosen. The student should be given the opportunity to share with parents daily work, assessment pieces, projects, and portfolios. PTS conferences are to be scheduled at 15-minute intervals; however, if the teacher or the student feels that more time is needed, then it is important to honor this need. If the teacher or student feels the need to have the principal present, this also can be arranged.

The PTS Conference is followed, at the end of the trimester, by the written evaluation (report card). There is a PTS conference video available from OLFE and a Parent Guide to assist in understanding of the PTS process. ALL students and teachers must participate in the scheduled PTS conferences. Conference time is counted as part of the school day. Therefore, student attendance with at least one parent/guardian is required. If you are unable to keep your appointment, you are responsible for rescheduling the conference **WITHIN ONE WEEK AFTER THE ORIGINAL APPOINTMENT AS IT FITS WITH THE TEACHER'S SCHEDULE**. The school office will be notified of any non-participation in PTS conferences so that the student will be counted absent for the designated conference day.

## **PEACE BUILDERS**

The Peace Builders Program is a school-wide program that creates an environment in which adults and children can work together to build a positive climate for learning. Peace Builders is based on solid research and has a strong theoretical foundation. Through the Peace Builders program, peace is increased through positive, respectful behaviors and violent and disruptive behaviors decrease. A common language is used and high expectations become the St. Dominic School norm. As a demonstration of support for and commitment to the Peace Builders program, students and teachers say the Peace Builders Pledge every morning during home room. In addition, teachers display the Peace Builders Pledge and other PeaceBuilders items in the classroom. Additional PeaceBuilders information is available online at [www.peacebuilders.com](http://www.peacebuilders.com).

### **PEACE BUILDERS PLEDGE**

I am a Peace Builder.

I pledge to praise people, to give up put-downs, to seek wise people,  
to notice and speak up about hurts I have caused, to right wrongs, to help others.

I will build peace at home, at school, and in my community each day!

## PERFECT ATTENDANCE

Students who have perfect attendance will receive a certificate each trimester for which they have perfect attendance (no absences, tardies, or early dismissals). Perfect Attendance lists are not published.

## PERMISSION FORMS

Permission forms for field trips and movies are standard forms. No substitutions may be accepted. Only movies that are rated G will be shown at St. Dominic School with the exception of PG movies that follow the curriculum AND have the prior approval of the principal AND parents.

## PHONE CALLS/CELL PHONES

Unless an emergency arises, students may make phone calls in the school office before school, during recess, or after school. If cell phones are brought to school, they must be turned off and kept in book bags/lockers throughout the school day as well as in the After School Program. Students may not use cell phones on school buses except in an emergency. **Students who use cell phones at school will have the phones taken from them and kept in the office until a parent comes to retrieve them.**

Staff members will not be called to the phone unless an emergency occurs. Parents who wish to set up appointments to speak with teachers are to call the school office and leave a message for the teacher rather than to request that the teacher be called out of class to come to the phone.

## PLAYGROUND SUPERVISION

Recess is supervised by teacher assistants, custodian, and parent volunteers for 15 minutes each day. Students will play outside unless there is inclement weather, a funeral at the church, or a special event at the school in which the parking lot will be filled with vehicles. Under these circumstances, recess will be held indoors in the classrooms.

## PLAYGROUND RULES

### 1. STAY AND PLAY IN DESIGNATED AREAS.

No one may leave the playground for any reason without the monitor's permission. Students are NEVER to cross the street to retrieve a ball without supervisor permission. Once outside, students may not return to the classroom for more playground equipment. The parking lot, church yard and field are the only designated play areas. The playground monitor(s) will decide what grades/groups may play in the designated areas. Areas near school windows, cars, and the church--including construction zones--are off limits.

### 2. RESPECT AND OBEY PLAYGROUND MONITORS.

Students will respect the playground monitor(s) at all times. His/her instructions are to be followed without question or hesitation. When the playground monitor rings a bell, students are to stop and listen for instructions.

### 3. CARE AND USE OF PLAYGROUND EQUIPMENT.

P.E. equipment is not to be used during recess. Grades may not share playground equipment, and students may not bring their own playground equipment from home without prior approval from the classroom teacher.

### 4. RULES OF PLAY

Kickball and football may be played on the football field only. NO TACKLING is permitted. Dodgeball is not permitted. Good sportsmanship is required at all times. No spitting, shoving, inappropriate language, name-calling or unnecessary roughness is allowed. Students must report inappropriate behavior to the playground monitor immediately. **For safety's sake, running on uneven pavement is not allowed.** Monitors have final say regarding students' playground activities.

### 5. LEAVE PLAYGROUND PROMPTLY WHEN RECESS HAS ENDED

When recess time has ended, students are to retrieve any lunch bags and all playground equipment belonging to their class and line up to wait for their teacher to arrive.

## **PROMOTION and RETENTION**

Academic consideration for progression shall be determined on the basis of TWO or MORE of the following:

- teacher evaluation of the student
- acceptable ability-related achievement of a pupil on a standardized test
- student progress toward mastery of the Archdiocesan outcomes

Decisions regarding retention will be made by the teacher(s), principal, parents, and counselor.

## **PTO**

Through direct subsidy of around \$40,000 annually, as well as the support of PTO volunteers for school activities such as Grandparents' Day and Catholic Schools Week, the PTO is one of the largest service providers for St. Dominic School. Major fundraising events include the PTO 300 Club and the annual Golf Scramble, in addition to "Spirit Wear" sales of t-shirts, hoodies, and other items with the St. Dominic logo.

PTO meetings are held every other month beginning in September. Students whose parents attend the PTO meeting will enjoy a PTO Dress Down Day on the following day. Parents must pick up a PTO Pass at the end of the meeting in order for their children to dress down.

## **RECONCILIATION**

Under the coordination of the 2nd grade teacher and the parish DRE, students will make preparations for and attend their First Reconciliation (Confession) in the 2nd grade.

## **RECYCLING**

Receptacles are available for recycling plastics, non-glossy paper, inkjet/laser printer cartridges, cell phones, cardboard, newspapers, and aluminum cans. St. Dominic School participates along with other schools in the county in an annual recycling competition. Classrooms also may collect aluminum cans on their own to fund field trips or other expenditures. Please promote recycling efforts!

## **REPORT CARDS**

Report cards are to be completed within one week following the end of each trimester. The third trimester report card must be signed by the Principal. First- and second- trimester report cards are sent home in the Wednesday folder, signed, returned by the parent, and kept by the teacher. The final report card of the year is sent home and kept by the parent, with final grades recorded in the student's permanent records file by the teacher.

## **SCHOOL BOARD**

The St. Dominic School Board generally meets at 7:30 p.m. in the meeting room of the Parish Office on the 4th Thursday of every other month from August through June. Teachers are required to attend meetings on a rotating basis, and other staff members, such as new employees, may be required to attend as needed. In addition to the teacher representative, the board is comprised of the pastor, principal, and six (6) elected parishioners.

The responsibilities of the school board include:

- Long range planning
- Policy formation
- Finance
- Principal appointment/selection
- Development and public relations
- Evaluation of its internal and external performance

Guests are always welcome to attend school board meetings; however, if you plan to speak at the meeting, you will need to be placed on the agenda. To do this, you must contact the Principal or the School Board President at least one week prior to the scheduled meeting.

## **SEARCH and SEIZURE**

If the principal believes that a student is carrying a dangerous item on his/her person, the principal should ask the student for the item. If the student refuses, the student can be asked to empty his/her pockets, book bag, purse, etc.

If the student still refuses, the principal must make a choice. If the principal believes that persons are in danger, the principal will have to take whatever action appears necessary to gain possession of the item. If the situation permits, the best course of action would appear to be to contact the parent and have the parent come to school and conduct a search of the child. Obviously, such a procedure is a serious one and should be undertaken only under appropriately serious circumstances.

## **STEWARDSHIP**

St. Dominic is a stewardship parish, and all parish school families must demonstrate a desire to share their time, talent, and treasure in Thanksgiving for God's blessings. One of those great blessings is St. Dominic School, and the parish, through tithing, provides a subsidy to St. Dominic school of nearly \$490,000 annually. The school budget depends largely upon the stewardship participation through tithing. In addition to their monetary pledges, all St. Dominic School families, regardless of their church membership, must complete a stewardship form for the school; on this form, families volunteer for a variety of school activities, from office helpers to PTO officers.

Just as the stewardship form at St. Dominic Church asks for young people to volunteer their time and talent as musicians, servers, and the like, St. Dominic School offers its students at every grade level the opportunity to learn about stewardship and to practice being good stewards. Teachers in every class and at every grade level must do their part to teach, model, and train St. Dominic School students that it is a Catholic, Christian responsibility to support the Church, to help others in need, and in doing so spread the Gospel of Jesus Christ. Dress Down Days, Spirit Days, and Penny Days are opportunities not just to dress out of uniform but to raise money for charities, to help families or individuals in need, and to help sustain parish and community programs and services. In addition, students support nationally recognized charitable organizations like the American Cancer Society, Operation Rice Bowl, and the American Heart Association, to name a few.

As part of the school's educational mission to foster stewardship, stewardship in the form of service work is part of the requirement for the sacrament of Confirmation in the 8th grade. Performing service work officially begins in the 6th grade, when the school's Youth Stewardship program begins.

## **SUPPORT STAFF AND SERVICES**

### **OFFICE OF LIFELONG EDUCATION AND FORMATION (OLFE)**

Support from OLFE at Flaget Center in Louisville is also available. OLFE offers the Media Center, which provides books, tapes, videos, materials, etc. for use by the classroom teacher. The Special Needs team offers support for the teacher in addressing the needs of students in the classroom. Leisa Schulz is the Superintendent of Schools; her office provides assistance and guidance for the Principal and Pastor in school finance, enrollment management, governance, and policy issues. OLFE also provides professional development programs for faculty, staff, and administration with local and nationally recognized presenters through its annual Summer Institute. There also are coordinators in the areas of Technology, Curriculum, and Assessment who assist schools at all levels in enriching the academic program at every school in the Archdiocese.

### **PASTORAL SUPPORT**

Fr. Pepper Elliott, Pastor of St. Dominic Parish, is available to talk with students as needed, and is scheduled throughout the school year to speak to Religion classes. In addition, Fr. Pepper is consulted as part of the Mass planning process.

### **PUBLIC SCHOOL SUPPORT SERVICES (Washington Co. Schools)**

There are support services provided by the Washington County Board of Education through federal Title funds. St. Dominic participates in these federally funded programs and services:

- Evaluation for students, educational and psychological, is provided
- Speech therapy is provided by the Speech therapist from Washington Co. Schools
- Title I Reading Remediation
- Title II Part A: Preparing, Training, and Recruiting High Quality Teachers and Principals
- Title II Part D: Enhancing Education Through Technology
- Title IV: Safe and Drug-Free Schools and Communities

## **SYLLABUS**

All teachers must prepare a syllabus for the current school year for parents and the Principal. Included in the syllabus will be general information for parents regarding grading practices, homework policies, class activities, and curriculum topics, as well as contact information for the Teacher. Parents are to be given a copy of the syllabus at Meet Your Teacher night in August each year.

## **TEEN NIGHT**

Parents of 7th and 8th graders volunteer through their Stewardship forms to coordinate and chaperone structured events aimed at providing opportunities for Christian fun and fellowship. Teen Night functions are planned by Teen Night leaders and the Principal before the start of each school year; activities include two school dances each year along with bowling, ice skating, and other activities.

## **TRUANCY**

Each school district in Kentucky has a Director of Pupil Personnel whose duties include enforcement of the compulsory attendance law as it pertains to all children residing within the boundaries of the district he/she serves. The DPP has the authority to investigate any case of non-attendance at the school of any child of compulsory age, to ascertain causes of irregular attendance and truancy, and to seek resolution of those causes. Kentucky Common School Law defines a “truant” as any child who has been absent or tardy for more than three days without an excuse. All truants must be reported by the Principal to the DPP of the appropriate school district.

## **VOLUNTEERS/CHAPERONES**

Volunteers or chaperones for class trips or other events must meet the following requirements:

- Undergo a criminal record check for volunteers pursuant to KRS17.160. Parents should complete a “Background Check Request Form” at the beginning of each school year.
- Complete Safe Environment Workshop as required by the Archdiocese of Louisville if volunteering on a routine basis.
- Understand and adhere to the philosophy and all policies of the school regarding student conduct, disciplinary rules and procedures, child/sexual abuse, confidentiality and harassment
- Be a role model for students
- Be responsible for the safety of each student

**WEBSITE**      [www.stdominicalem.org](http://www.stdominicalem.org)

## **WEDNESDAY FOLDERS**

Teachers will send home a communications folder every Wednesday. The Wednesday folder will contain graded papers, newsletters and other classroom communications as well as information from the office, PTO, Athletics, and other programs. The monthly school calendar is also sent home in the Wednesday folder. Teachers may require signatures and/or assign a point value to transporting the Wednesday folder to and from school so as to ensure that the materials are properly received by the parents/guardians.

## **YOUTH STEWARDSHIP**

As part of their instruction and practice in the Catholic social teaching, St. Dominic School’s junior high students complete a minimum number of service hours each year: Sixth grade -- 10 hrs.; 7th grade -- 20 hrs.; 8th grade -- 30 hrs. See *Youth Stewardship Handbook* for information.

***ST. DOMINIC SCHOOL  
STUDENT-PARENT HANDBOOK***

**ACKNOWLEDGEMENT**

I have read the St. Dominic Student-Parent Handbook and I have shared its contents with my child/ren. I understand and agree to abide by the policies and procedures in the handbook.

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

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

Date \_\_\_\_\_

*Return this form to the school office.*