

*Learning
for Life*

A stylized cross logo consisting of a vertical bar and a horizontal bar, both with rounded ends, intersecting at the center. The letters 'SDS' are superimposed on the intersection.

SDS

St. Dominic School

*Faith
for Living*

**Faculty & Staff
Handbook**

TABLE OF CONTENTS

INTRODUCTION

Brief History of St. Dominic School	1
Mission of St. Dominic School	1
Philosophy of St. Dominic School	1
Vision Statement	2

GENERAL INFORMATION

Absences/Leaves	2
Bereavement, FMLA, Sick Days, Personal Days & Unpaid Leave	2-3
Academic Program	3
Access to Records	3
Admissions Information	3-5
After School Program	5
Arrival and Departure	5-7
Drop-Offs and Walk-Ins	6
Bus Riders, Car Riders & Walkers	6-7
Changes in Transportation	7
Checking In/Out	7
Faculty & Staff	7
Visitors & Late Arrivals	6
Assembly	7-8
Athletic Eligibility	8
Athletic Programs	8
Attendance Information	8-9
Band Program	9
Beverages	9-10
Bloodborne Pathogens Training	10
Building and Grounds Safety	10
Bulletin Boards	10
Bus Rules/Bus Safety	11
Cafeteria/Lunch Information	11-13
Calendar	13
Cancellation/Delay of School	14
Child Abuse Reporting/Safe Environment	14
Christmas Program	14
Class Rules/Class Meetings	15
Cleanliness/General Care of Facility/Hygiene	15
Code of Conduct: Faculty & Staff	15-16
Code of Conduct: Students	17
Communicating w/Parents	18
Communications Chain	18
Computer Lab	18
Confirmation	18
Copier/Risograph Use	19
Copyright Laws	19
Curriculum and Assessment	19
Deliveries of Gifts, etc.	19
Discipline Information	20-22
Dress Code: Students	23
Dress Code: Faculty & Staff	24
Dress Down Days	24
Drug Policy	24-25
Emergency Drills and Procedures	25-26
Employment Forms	27
Event/Activity Sponsors	27

Entering the Building	27
Extracurricular Activities	27-28
First Aid/CPR	28
First Communion	20
Floor Plan	28
Grading Policies & Procedures	28-30
Grievance Procedures	30
Harassment	30-31
Health & Medical Information	31-33
Home Room	33-34
Homework	34
Honor Roll	34
Late Work Days	34
Lesson Plans	34-35
Lounge	35
Lunch	35
Maintenance/Custodial Requests	35
Mass Preparation	35
Money/Fee Collection	35
Orientation of New Employees	35
Paper Allotments	36
Parent-Teacher-Student (PTS) Conferences	36
Parking	36
PeaceBuilders/PeaceBuilders Pledge	36
Perfect Attendance	37
Permission Forms (field trips, movies)	37
Phone Calls/Cell Phones	37
Professional Development	37
Promotion & Retention	38
PTO	38
Recess	38
Reconciliation	38
Recycling	38
Report Cards	39
School Board	39
Search & Seizure	39
Service Hours	<i>see Youth Stewardship</i>
Special Needs	40
Staff Meetings	40
Stewardship	40
Substitutes/Sub Folder	40
Support Staff & Services	41
Syllabus	41
Teen Night	41
Temperature Control	41
Time Sheets/Issuing Paychecks	42
Travel/Mileage	42
Truancy	42
Volunteers/Chaperones	42
Website	42
Wednesday Folders	42
Youth Stewardship	42

HANDBOOK ACKNOWLEDGEMENT

INTRODUCTION

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 and the After School Program were added in 2007-08 and the preschool program will begin in Fall 2010. In addition, a \$3 million parish capital campaign made possible 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, completed in 2010.

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

The mission of St. Dominic School is to provide an educational program which promotes academic excellence while emphasizing the teaching of the Catholic faith in a safe, nurturing environment, that our students may become whole persons for the glory of God.

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 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

“Learning for Life — Faith for Living”

GENERAL EMPLOYMENT TOPICS

ABSENCES/LEAVES

BEREAVEMENT DAYS

Employees are granted up to three (3) paid days off from work immediately following the death of a parent, spouse, child, sibling, grandparent, or in-law (father, mother, sister, brother). Other requests for bereavement absence will be handled on an individual basis after consultation with the principal.

FMLA (Family and Medical Leave)

Upon receiving a written request from an employee, the parish may grant FMLA leave if the employee is eligible. All employees are eligible to receive one week paid leave upon the birth or adoption of a child. Maternity/paternity leave will allow one (1) week of the twelve (12) weeks to be with pay. The additional weeks will be unpaid unless sick leave is used.

PERSONAL DAYS

Two (2) personal days shall be granted to each full-time employee. Part-time employees receive pro-rated personal days. Personal days are to be used at the employee's discretion in accordance with the following guidelines:

1. Request for personal leave must be made via email or in writing at least one week in advance.
2. The request will be approved by the principal, provided the time off does not impede/interrupt the academic or work program. Circumstances under which personal time may NOT be approved are:
 - No substitute can be found
 - There are too many other employees who will be absent on the day(s) requested
 - There is a special event (meeting, workshop, etc.) on the day requested for which the employee's attendance is required and/or the employee's absence would adversely impact the special event
 - The personal leave falls within the last two weeks of school, the first two weeks of school, or the day before scheduled school holidays/breaks.
3. Personal days do not accumulate. At the end of the school year, unused personal days are converted to sick days and added to the employee's accrued sick leave.

SICK DAYS

Sick days may be used by the employee for personal illness or for the illness of a spouse, children, and/or parents of the employee. **Sick days may not be used for any other purposes.**

1. The general rule of thumb in computing sick days is as follows:
 - An employee accrues one day per month for a total of ten (10) days for 10-month employees and twelve (12) days for year-round employees.
- 2
- Employees who work part-time for 10 months per year earn a minimum of one-half of one sick day per month for a total of five (5) sick days.
 - An employee can accrue a maximum of 60 sick days.
 - When a contract employee has used all of his/her sick days, the employee's salary will be deducted at the rate of 1/185th of the total salary.
 - Unused sick days are not reimbursed at the time of termination of employment.
 - At the end of the school year, or at the end of employment, the principal will verify employment and the sick/teaching days on the contract teacher's final appraisal.

- Accumulated sick days may be carried from one position to another within the Archdiocese.
2. During a period of illness, the parish/school in question will continue to provide benefits for which the employee is eligible.
 3. Pre-planned use of sick leave for doctor's appointments, medical procedures or medical procedures of family members must be approved by the Principal in advance if at all possible. Employees must make every effort to schedule medical appointments and procedures outside the school day.
 4. Any absence certified by a physician as medically necessary will not of itself be considered as sufficient cause for cancelling/declining to renew an employee's contract unless it lasts beyond a period of twelve (12) weeks.
 5. A physician's statement may be required for frequent illnesses, illness exceeding five (5) consecutive days' absence, and/or job performance adversely affected due to illness.

UNPAID LEAVE

Absences not covered by other provisions shall be subject to the forfeiture of one day's pay for each day absent, equivalent to 1/185th of the contract employee's salary.

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,

3

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 of their child's specific academic, emotional, or physical needs. St. Dominic 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.
- 4
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 automatic withdrawal as set up at the time of enrollment.
 - b. New parishioners (those who have been members of St. Dominic Church for less than two

years) as well as parishioners who are not officially registered with St. Dominic Church must pay tuition for at least one year in addition to participating in the parish stewardship program and completing the school stewardship form. Stewardship should reflect time and talent donated to St. Dominic Church and School activities. While new parishioners may still wish to tithe, they will not be expected to tithe at the amount suggested for school families. After one year, such parishioners may be eligible for enrollment based on participation in the parish stewardship form, if they are considered a parishioner in good standing with St. Dominic Church.

Parishioners in good standing are those who are active and faithful to St. Dominic Church and School in terms of time, talent, treasure and regular attendance at Mass. Tuition may be paid in full or in installments through automatic withdrawal set up at the time of enrollment.

- c. Recommended levels of giving for parishioners may be paid through participation in the parish stewardship program and the completion of the school stewardship form. After reviewing the costs and fees, tuition, and the recommended levels of giving through church stewardship, parents who are members of St. Dominic must complete the parish stewardship form, which includes the tithing pledge. This form is confidential and is not viewed by school personnel. It should be sent to the parish office or placed in the church collection basket. Beginning with the 2010-11 school year, it is strongly recommended, but not required, that existing school families complete and participate in automatic withdrawal of the tithing pledge on a monthly or twice monthly basis. All new school families as of the 2010-11 school year will be required to utilize the automatic withdrawal system to fulfill their tithing obligations. Such participation better ensures that the total amount of pledged tithing more accurately reflects the actual amount received.
- c. Parents who are St. Dominic parishioners who opt not to complete the parish stewardship form and/or the school stewardship form and participate in parish stewardship will be charged 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--Students & Parents

7:30-7:45 a.m.	Study Hall (cafeteria)
7:45-8:10 a.m.	Home Room/Morning Announcements
11:00 a.m. -12:40 p.m.	Lunch and Home Room
2:44 p.m.	<u>1st Dismissal</u> Main Street/Front Door Walkers Bus riders to Small World & WCES High Street/Back Door Walkers Bus Riders to WCHS
2:46 p.m.	<u>2nd Dismissal</u> Car riders
2:46 p.m.	<u>2nd Dismissal</u> Car riders
2:48 p.m.	<u>3rd Dismissal</u> ASP & Theatre Students
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 AM. Students arriving between 7:30 and 7:45 AM 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 at 7:45 AM. Students arriving after 7:45 will report directly to their classrooms. Students arriving after 8 AM 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 -- HIGH STREET PARKING LOT ONLY

Parents may drop off students in a single file line of traffic along the sidewalk in front of the Parish Community Center entrance. Two cars at a time will be allowed to drop off students. **Please make sure students have book bags, lunch bags, etc. in hand and that they are ready to get out of the vehicle quickly in order to keep traffic flowing smoothly.**

WALK-INS -- LOWER LEVEL GYM PARKING LOT ONLY

Parents of preschoolers and kindergarteners without older siblings to walk them into school may wish to park and walk into school with their children. In addition, parents may need to assist students by helping them to carry in snacks or projects. In these cases, they may park in the lower level gym parking lot off High Street.

VISITORS & LATE ARRIVALS -- HIGH STREET PARKING LOT ONLY

Visitors and those who arrive any time after 8:00 a.m. may park in the High Street parking lot.

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. A bus monitor oversees St. Dominic 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 High Street parking lot (upper level) 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. Parents who pick up their children must do so in the school parking lot only.
3. Please be considerate and patient and always keep the safety of the children in mind.
4. The first car entering the parking lot should form a row closest to High Street and the church. The next nine cars should complete the first row, so that there are 10 cars in the first row.
5. After the first row is filled, the next three rows will fill up in the same way as the first row.
6. 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.
7. Remember traffic rules regarding buses. Drivers may not pass school buses that are loading/unloading students. ***Teachers/monitors must report violators.***

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

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

CHANGES in TRANSPORTATION cont.

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 parents know that they will be checking their child out of school, they may call the school office or send a note to school so that teachers can have the child in the office when the parent arrives.

ARRIVAL and DEPARTURE--Faculty & Staff

7:00 a.m.	Arrival	Study Hall monitor
7:30 a.m.	Arrival	Office staff
7:45 a.m.	Arrival	Custodian and Full-Time Faculty
8:00 a.m.	Arrival	Teacher Assistants & Resource Teachers

Part-time teachers must arrive at least 10 minutes before their first class.

3:00 p.m.	Departure	Earliest departure for Full-time Teachers and Teacher Assistants
4:15 p.m.	Departure	Earliest departure for Custodian and Office Staff

Part-time teachers, teacher assistants and resource teachers may leave at the end of their assignments.

LUNCH/PLANNING

Faculty and staff may not leave during their lunch or planning time without first notifying the office.

ASSEMBLY

At 8:00 a.m. each day, morning assembly time will be led by the office staff via the phone system. Please have students seated and quiet in your classroom by 8:00 a.m. During the announcements, birthdays and sports news will be communicated; we will recite the Pledge of Allegiance and the PeaceBuilders Pledge, and we will recite prayers. Students are to stand during Assembly. Special programs, held in the gym, will be added to the morning Assembly routine during Lent and Advent and on other special occasions. Sports reports will be led by 8th grade students. The 8th grade home room teacher will assign students to come to the office to make announcements each morning.

ATHLETIC ELIGIBILITY

Athletic eligibility periods run from Monday to Monday. Each Monday, teachers of student athletes are

to check their grade books to see that all student athletes are eligible for play and practice that week. Student athletes may be deemed ineligible to participate in sports if they have:

- a class average below 70%
- incurred a disciplinary action (detention, suspension) during the week

Ineligibility must be reported by 1 p.m. each Monday by email. The following information must be reported to the principal regarding the student athlete's status:

- current grade in the class (Math, Social Studies, etc.) that he/she is failing
- specific areas in which the student is struggling (class participation, test scores, homework)
- recommendation for improving academic performance (turn in project, pass test/quiz, etc.)

The principal will meet with the student and contact his/her parents and coach before the end of the school day. Ineligibility will run for a minimum of one week.

ATHLETIC PROGRAMS

St. Dominic has enjoyed a rich history of excellence in its sports programs. Students are eligible to participate in sports as long as they are earning passing grades and maintaining appropriate discipline. 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.stdominicelem.org.

Baseball	Grades 7-8	Football	Grades 6-8
Basketball	Grades 4-8	Football	Grades 6-8
Cheerleading	Grades 7-8	Volleyball	Grades 7-8

ATTENDANCE INFORMATION--Students

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

ATTENDANCE CRITERIA

TARDY	Arrive between 8 a.m. and 10 a.m.
ABSENT	Full day absent OR check out before 10 a.m.
HALF DAY ABSENT	Absent more than two (2) hours of instructional time
EARLY DISMISSAL	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.

ATTENDANCE RECORDS

Teachers are required to maintain accurate attendance records in their grade books and to review and file daily attendance reports from the office. At the end of each trimester, the office will distribute an attendance summary to homeroom teachers along with attendance awards for the period. Teachers will compare their attendance records against the office report(s) before issuing the awards.

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.

BEVERAGES

Beverages are allowed to be consumed by faculty and staff in the classroom while students are present; however, they should be kept in a discreet location and consumed discreetly as well. Students are not allowed to get soft drinks from the machine for teachers at any time. Federal law prohibits students from using the vending machines within two hours of lunch time. Therefore, students may not retrieve/receive soft drinks before 2 p.m. Students may be allowed soft drinks as special rewards or for classroom celebrations if held at 2 p.m. or later. Students may keep bottled water with them in the classroom as long as doing so does not cause a disruption. Students should be encouraged to drink plenty of water throughout the school day.

BLOODBORNE PATHOGENS TRAINING

Every school employee will receive annual training for bloodborne pathogens provided by the school or present proof of attendance of training at another location. Teachers will receive one hour of professional development credit for completing BBP training. **Costs associated with BBP training received outside the school will not be reimbursed.**

BUILDING and GROUNDS SAFETY

Keeping everyone in school safe and secure is a top priority. For this reason, students, faculty, and staff are instructed NOT to allow entry to anyone trying to enter a locked exterior door. All visitors must enter via the Parish Community Center main entrance. Classroom doors also are to remain locked. Each classroom has a phone that is connected to the school's public address and emergency alert system.

- Teachers are to make sure that visitors to their classroom have a visitor's pass from the office.
- Students must be issued a hall pass if they leave the classroom.
- The kitchen door is not to be used by persons other than cafeteria staff, custodial/maintenance staff, or office staff.
- If a suspicious person and/or vehicle is discovered on the school or parish campus, call the school office immediately. **If there is a clear and present danger, call 911 first and then notify the school office.**

BULLETIN BOARDS

The bulletin boards listed below are the shared responsibility of the classes assigned to maintain each one. Each group of teachers should work out a schedule for keeping the bulletin boards decorated. Displays of student work are strongly encouraged.

- Bulletin board in connecting hallway: Kindergarten, 1st Grade & 2nd Grade
- Bulletin board upstairs: 3rd Grade, 4th Grade & 5th Grade
- Bulletin board between 6th and 7th grade classrooms: 6th Grade, 7th Grade & 8th Grade
- Bulletin board to right of kitchen door: Office & Cafeteria
- Bulletin board in cafeteria: After School Program & Cafeteria
- Bulletin board next to restrooms: Office/Principal

The office has a supply of bulletin board trimmers. Paper rolls are stored beneath the stairs. A supply of construction paper for die-cutting and class projects is stored in the work room.

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

Every 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.

<u>COSTS</u>	Faculty & Staff lunch	\$3.00	Extra milk or juice	\$.45
	Regular student lunch	\$2.25	Guest lunch	\$3.50

Reduced price student lunch \$.40

DAILY LUNCH COUNT

Teachers are to take an accurate lunch count each morning, noting the number of students eating each entree, the number of students who brought their lunch, teachers/assistants eating lunch, and any guests eating lunch that day. This lunch count, along with any payments for lunch accounts, is to be sent to the cafeteria manager during morning home room.

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. Forms are handled confidentially; students who qualify are not identified to 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 accounts can be made weekly, monthly or yearly. **MAKE CHECKS PAYABLE TO ST. DOMINIC CAFETERIA.** Write the PIN number or name on the check.

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.

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 in the Cafeteria

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	Preschool	December	2nd grade
October	Kindergarten	January	3rd grade
November	1st grade		

In lieu of Special Friends Day, teachers in grades 4-8 are encouraged to invite parents and others to eat lunch with students in conjunction with projects or special programs in their classes. This should be documented on the Reflection Sheet completed each month.

TABLE-WASHING

Teachers will assign students to wash tables on a weekly basis. Kindergarten students are required to clean up their personal eating space as well as to remove food/trash from their seat and beneath their seat. Older students will wash kindergarteners' tables.

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, and a “one call” announcement will be sent to all public school and St. Dominic School families. 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.

All faculty and staff are notified of school cancellations and delays by “one call” messaging through Washington Co. Schools.

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.

To report child abuse or neglect, call (800) 752-6200 or (502) 595-4550. A report must be made within 24 hours of observation or notification of abuse/neglect. Reporting may be done in the presence of the Principal and Counselor; both the Principal and the Counselor must be notified when a report has been made. When an abuse accusation involves church personnel, such a report must be forwarded to the Chancellor of the Archdiocese of Louisville.

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 Safe Environment workshop; the training generally last two hours and participants receive a booklet with a certificate of completion inside that must be completed and submitted to the office and kept in employees’ permanent records.

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, Religion and Physical Education curriculum. Attendance is required for every student, faculty and staff member.

CLASS RULES/MEETINGS

Homeroom teachers are to have an orientation meeting in the first days of school in August during which the handbook contents are reviewed and **students are actively involved in creating a set of five to ten class rules**. The rules must be posted in the classroom and should be referenced as often as needed in order to create class unity and promote self-regulation of student/class behavior. Class meetings are strongly encouraged throughout the year to discuss issues of concern to students, reiterate PeaceBuilders principles and to review rules of behavior and consequences for misbehavior.

CLEANLINESS/GENERAL CARE of FACILITY/HYGIENE

Faculty and staff are responsible for doing their part to maintain a clean, neatly organized work environment. The school custodian performs routine sweeping, mopping and dusting, along with cleaning and sanitizing of desks, tables, chairs, etc. and general maintenance work. Faculty and staff are to assist the custodian with maintaining the cleanliness and neatness of the lounge and work rooms as well as the classrooms and restrooms.

Teachers and students must establish a routine list of chores necessary for keeping the classroom clean and neat at all times:

- taking out trash/recycling
- dusting
- sweeping
- cleaning and organizing desks, shelves, computer work stations
- cleaning white boards and chalk boards
- cleaning and organizing shelves and cubbies, books and resource materials
- picking up pencils, pens, etc. from floors and work spaces
- shutting down computers and turning off lights

Bathrooms are to be checked after use. Teachers must assign bathroom checkers if they use restroom facilities in groups. Faculty, staff and students are required to wash their hands after using the restroom. Hand sanitizer must be made available for use in classrooms and in the cafeteria, and students should use hand sanitizer after using the restroom and prior to eating lunch.

Food and drink must never be left overnight in classrooms or any work/lounge area.

Cafeteria staff must wear hair nets and observe all sanitation and food preparation requirements established by the Archdiocese of Louisville.

Care must be taken not to mar the walls, doors, or windows with adhesives, nails, or other display materials. No one may alter the landscape or the interior of any classroom or work area without prior approval from the principal.

The use of candles, hot plates/warmers, lamps, refrigerators, etc. must be approved by the principal.

CODE OF CONDUCT for Faculty and Staff

Faculty and staff are to maintain respectful, courteous and Christian behavior at all times. All faculty and staff are to be role models for their students. Therefore, all faculty and staff are to be PeaceBuilders; they should follow school rules, and they must be models of professionalism, confidentiality and discretion at all times, especially whenever St. Dominic students are present.

Specific conduct requirements for faculty and staff are as follows:

1. Dress appropriately.
2. Be on time.
3. Practice good hygiene and personal grooming habits.
4. Do not smoke in the presence of any student or staff member at any time on the school campus. If you smoke, you must do so on a scheduled break and out of view of students or staff. Cigarette lighters and cigarettes must be kept out of sight.
5. Be present in your work area at the designated times, and notify the office if you must leave it.
6. Be responsible. If you make a mess, clean it up. If you observe something that should be reported, report it. If you break it, jam it, damage it or lose it, report it.
7. Do not leave students unattended for any reason. Even if you are not assigned the duty of monitoring a student or group of students, if you observe students who are not supervised, you

become the responsible party and must take on the supervisory role until the designated monitor is notified/located.

8. Do not fraternize or socialize with other faculty and staff members while in charge of teaching, monitoring, or providing other services (assessment, tutoring, etc.) to children.
9. Be a model steward. Share your time and talents whenever and wherever possible. Never ask or require of students what you are not willing to do yourself.
10. Be respectful to your colleagues at all times. Never engage in public arguments or disagreements.
11. Be familiar with your job requirements.
12. Clean up after yourself in the lounge and work room.
13. Always observe quiet in the halls and insist on the same from students and staff around you.
14. Demonstrate good conduct and manners to your students; always insist on proper etiquette from them.
15. Do not participate in the spreading of gossip/rumor, especially as they pertain to colleagues, parents, or students.
16. Confidentiality must be maintained in and outside the school setting.
 - a. A student's disciplinary infractions, grades, test scores, medications, and other private information such as 504 Plan accommodations may not be discussed or shared in any way with faculty and staff who do not teach the student. The principal, pastor, and counselor will determine a faculty or staff member's right or responsibility to know confidential student information.
 - b. Faculty and staff will not discuss at any time any personnel or student conflicts, emergency situations, or confidential school matters outside the school setting with parents and other members of the community.
 - c. Breaches of confidentiality observed by other faculty and staff members must be reported.
 - d. Any confirmed breach of confidentiality will be subject to probation or other disciplinary action, including dismissal.
17. Treat students with respect at all times. Never publicly "dress down" a student, criticize him/her in front of classmates or others, or use punitive measures that are not in accordance with school policy. Sarcasm, threats, and threatening gestures will not be tolerated.
18. Recognize your role in promoting St. Dominic School. Be loyal, positive and supportive of the school and its personnel, policies and procedures, as well as those of the parish. Most importantly, expect the same from those with whom you communicate and socialize.
19. Be positive! Smile! Support and compliment your students and colleagues whenever possible. Do your part to create a family atmosphere in the workplace.
20. As in any family, conflicts will arise. Be sure to handle them properly and seek help if needed.

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, custodian, 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 worthy 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 as lectors, servers, cantors, greeters and ushers.

COMMUNICATING WITH PARENTS

The most important communication tools we have with parents are (1) the opportunities that we ourselves create to make positive connections with parents and students and (2) the timeliness with which we make the communication. For this reason, teachers are to utilize email, photos, newsletters, post-it notes, written comments on student work, and Positive Postcards as frequently as possible to celebrate student work and conduct.

- Keep parents informed about special projects through rubrics, notes, newsletters, etc. Invite them into the classroom to help with projects or to be a part of the instructional team for special assignments.
- Set up a classroom distribution list on your email account that includes all of the email addresses of your students’ parents. Send a mass email message every week or two to let everyone know about

upcoming projects, due dates, outstanding efforts, etc. Keep things positive!

- Send Positive Postcards to students for achievements beyond celebrating straight A's. Focus on promoting individual student progress in meeting specific goals as well as highlighting PeaceBuilding, stewardship, and leadership.
- Place a cover sheet on the Wednesday folder for parent comments and signatures.

When parents request a meeting to discuss their child's academic progress or behavior issues, teachers must notify the principal prior to any meeting that takes place, and the principal should be invited to attend the meeting at the teacher's discretion. All parent communications must be documented on the monthly Reflection Sheet, and samples or copies of parent communications (emails, newsletters, etc.) must be included in the Lesson Plan folder.

COMMUNICATIONS CHAIN

Faculty and staff are provided with a copy of a communications chain so that everyone will receive proper notification of pertinent information related to faculty and staff as well as emergencies and other situations unique to St. Dominic School. The chain might be activated, for example, if a staff member has a death in his/her family or there is a water leak in the school. If you receive a call from someone above you on the communication chain, you are expected to contact the next person on the list; if that person cannot be contacted, leave a message if possible and then call the next person on the list. A copy of the communication chain should be kept with you at all times.

COMPUTER LAB

The computer lab is to be utilized in the following ways:

- Grade-level technology instruction by the Technology instructor
- Internet research, Portfolio assignment work, or PowerPoint creation led by classroom teachers or conducted in collaboration with the Technology instructor
- After School Program activities
- Yearbook production
- Tutoring/remediation
- Individual teacher use during planning time

Students are not allowed in the lab without a supervisor. Teachers wanting to use the lab for a class activity must consult with the Technology instructor and refer to the master schedule for lab availability.

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.

18

COPIER/RISOGRAPH USE

COPIER USE

Each teacher is given a copy code to key in before making copies. Teachers are to use the copy machine for making no more than **25 copies** at a time. Teachers are allotted **3000 copies** per trimester on the copier (excludes Risograph). The teacher's classroom account will be charged **three cents** per copy for each copy made beyond the 3000-copy limit. Note: two-sided copies use only one sheet of paper, but they count as making two copies. Teachers should be sure to clear their ID number from the copy machine after each use.

RISOGRAPH USE

Teachers are to use the Risograph machine any time they need to make more than 25 copies of a document. There is no copy code for the Risograph; therefore, use of this machine does not count against the 3000-copy limit.

COPYRIGHT LAWS

U.S. copyright laws prohibit photocopying of any copyrighted materials without permission. All faculty and staff are required to check all materials prior to copying to determine copyright status.

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.

Teacher collaboration is critical to maintaining horizontal and vertical curriculum alignment. Time is allotted on Late Day Mondays each month, as well as at the start and conclusion of each school year for curriculum and assessment review and alignment.

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

LEVEL I CONSEQUENCES:

1st Incident—
Teacher conferences with student
Teacher documents infraction

19 2nd Incident—

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

LEVEL II INFRACTIONS cont.:

*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 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

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

LEVEL II CONSEQUENCES cont.:

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 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

Unauthorized use of prescription and non-prescription medication
*Vandalism

2nd Incident—
Becomes Level IV Infraction

LEVEL IV INFRACTIONS:

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

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

Faculty and staff, 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 Faculty and Staff

All faculty and staff are expected to dress in a manner that reflects both their profession, their work environment, and their daily classroom activities. With the exception of the P.E. instructor, who may wear appropriate active wear on P.E. days, the following items are NOT to be worn by faculty and staff on regular days (excluding Penny and Spirit days):

- Jeans
- T-shirts
- Hoodies
- Warm-up suits
- Flip flops
- Shorts/skorts
- Sweat pants
- Low-cut/revealing attire

Faculty and staff are encouraged to participate in Spirit and Dress Down days, and they are required to pay just as students do.

St. Dominic School DRESS CODE for Boys and Girls

Belts

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

Capri Pants

Color: Solid navy or khaki
Styles: Same as for pants
Rules: May be worn August-Oct. 31 and after Spring Break

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 & Skorts

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

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

Pants

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

Shirts

Color: Solid white or light blue
Styles: Long- or short-sleeved **UNIFORM** shirt (no 3/4 length or cap sleeves)
-- 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 in; belt must be visible

Shoes

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

Shorts

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; no leggings
Rule: No logos visible

Sweaters

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

Sweatshirts

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

DRESS DOWN DAYS

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 (American Heart Association).

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

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 parish building campaign or other designated project.

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 without the express permission of their coach.

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.

CODE A ALERT

In-house emergencies not related to fire, tornado, or earthquake may include an intruder or a suspicious person on the campus or any situation that occurs in the building that is potentially dangerous. If such a situation arises, the office will make the following announcement:

“TEACHERS, PLEASE ENACT CODE A PROCEDURES A THIS TIME.”

Once the announcement is made, all faculty and staff are to take the following steps:

- All doors and windows are to be closed and locked.
- Move students to a position out of sight and away from doors and windows.
- Classes meeting outside the regular classroom setting are to go to the closest secure room.
- Cafeteria workers are to lock all doors to the kitchen area and stay away from windows.
- Any faculty and staff member not in a secured setting must seek the closest secure room that can be locked.
- Doors should not be opened for anyone unless it is a student, a staff member, or the police.
- Teachers should take roll and maintain quiet and calm.
- Doors are to remain locked until the all-clear signal is given.
- Make contact with the office **ONLY** if you have information relevant to the situation.
- Any teacher who is outdoors with students or at the church will be contacted by cell phone and given specific instructions for the situation at hand.

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.

When the alarm sounds:

- All faculty, staff and students will take cover for 60 seconds.
- Remain calm and quiet; listen for any announcements or instructions.

- After 60 seconds, evacuate the building according to the route posted in each classroom/work area.
- Teachers are to take their record books and emergency kits with them and take care to see that all students are accounted for.

EMERGENCY KITS

Teachers are responsible for maintaining their classroom emergency kits and for bringing the kits with them during all drills and actual emergencies. Each emergency kit must be equipped with the following:

- Class roster
- Student Information sheet
- Flashlight (w/batteries)
- First Aid supplies

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.

When the alarm sounds:

- All faculty, staff and students will walk single-file out of the building via the nearest exit (refer to posted emergency drill procedures) and go to their appointed area.
- Teachers are to take their record books and emergency kits with them and take roll immediately.

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. Teachers are to take their record books and emergency kits with them and take care to see that all students are accounted for.

Tornado Drill Posture:

- kneel with head and knees facing wall
- bend head toward knees and clasp hands around back of neck
- cover ears and side of face with arms
- remain silent and calm

EMPLOYMENT FORMS

All faculty and staff members are responsible for having on file in the office those forms required by OLFE. These include but may not be limited to the following:

All Employees--

- Physical Exam
- TB skin test
- Archdiocese of Louisville employment application
- Safe Environment certificate
- Criminal Background Check
- College/technical school transcripts

Certified Teachers--

- Official college transcripts
- KY teacher certification (current)
- Catechist Certification (Religion teachers)

EVENT/ACTIVITY SPONSORS

Teachers share in the tasks of preparing special events and managing specific activities/programs throughout the school year. These assignments are distributed at the start of the school year. Opportunities to collaborate with other teachers on these activities/events are available on Late Days and any day before or after school as well as during common planning times.

ENTERING THE BUILDING

St. Dominic School welcomes parents, family members and friends. However, for the safety of our students and staff, our visitors must follow the safety rules. All visitors are to use the Parish Community Center's main entrance. 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 AID/CPR

Certification classes are provided by school annually at no cost to employees who desire this training or who are required to have it. In addition to the principal and office, custodial, Health/P.E. and After School Program staff, at least one teacher on each floor/wing must receive this training each year. Costs associated with First Aid/CPR training not provided by the school will not be reimbursed.

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.

FLOOR PLAN

A detailed floor plan must be posted in every classroom and work area, including the kitchen and cafeteria.

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.
- Teachers must keep 504 plan accommodations in mind as they pertain to grading procedures.
- 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.
- **Special class teachers must submit the summary grade report for each grade level to each home room teacher at least three days before report cards are issued.**
- At the end of the year, the final Report Card is sent home with students and a copy of the Report Card is to be filed in students’ records.
- Grade books are filed in the office.
- **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

POINTS-PERCENTAGE METHOD OF GRADING

This method of record-keeping that teachers may want to utilize balances larger assignments with smaller ones in addition to allowing flexible scoring opportunities for any given day. Teachers do not have to pre-determine the total points possible for each grading period. Instead, as assignments are made, teachers decide how many points the particular assignment or set of assignments is worth; at the end of the grading period, teachers add all points possible and then divide the points earned by each student to obtain the average for that grading period.

Weight projects and assignments according to their cumulative value:

<u>Projects and Tests</u>	100 pts. each
<u>Quizzes</u>	25-50 pts. each
<u>Portfolio pieces</u>	100 pts. each
<u>Writing drafts</u>	25-50 pts. each
<u>Daily/Weekly checks for homework completion*</u>	10-25 pts.
<u>Individual homework assignments**</u>	10-50 pts.
<u>Class participation</u>	<u>0-5-10 pts. each</u>
For classes that meet daily, you do not need to record daily class participation. For those that meet weekly, record participation for each class meeting.	0 = <i>Little or no effort; disruptive/off task</i> 5 = <i>Worked part of period; somewhat disruptive</i> 10 = <i>Full participation throughout class period</i>

* At the start of the period, before the homework assignment is reviewed, walk by each student's desk and quickly check to see that the assignment was attempted/completed. Award points for the attempt made to complete the assignment, not the correctness of the work. Then check for knowledge/comprehension with a whole-class review of the homework.

** Be careful not to put too much value on homework assignments, as the work done on them is generally not the sole work of the student.

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 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 (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 AM 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.

Following the daily lunch period, students will return to the classroom for 20 minutes of structured activity established by the teacher. Examples include creative play (puzzles, educational games), reading, working on a project and taking Accelerated Reader quizzes. This period does not constitute indoor recess; it is designed as an extension of the learning that has taken place earlier in the day or as preparation for upcoming class activities. Classrooms will be monitored by a staff member until the teacher returns from his/her lunch break.

Teachers are required to clearly identify the rules and procedures for this midday homeroom period with students, and activities should be clearly posted for the classroom monitor.

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 under any circumstances 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. Homework may not be “loaded” onto one or two nights so that the overall homework AVERAGE does not exceed the time frames above. Teachers are strongly encouraged to monitor the amount and frequency and overall VALUE of homework assignments. Teachers who ignore the homework policy may be subject to reprimand, probation, and even termination.

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 will **electronically** submit students’ names to the Principal who then issues the certificates. There will be no distinction given on the Honor Roll certificate to designate that a student has earned straight A’s. Certificates are to be sent home in the Wednesday folder. Honor rolls will not be published in the newspaper.

LATE WORK DAYS

Thursdays have been designated as late work days, when teachers and the principal will hold team and staff meetings. See the schedule in your Resource Manual.

LESSON PLANS

All teachers are required to have a written lesson plan for each day of the week--at the start of the week. The consumable St. Dominic Curriculum Handbook should be the primary lesson planning tool. The following components must be documented on each day’s lesson plans:

- **Unit**
- **Objectives**
- **Academic Expectations**
- **Activities**

Teachers are free to use the plan books provided or they may create/use custom templates.

Teachers must submit their lesson plan folders to the principal for review two weeks prior to the plan implementation. A planning guide is included in the lesson plan folder along with space for written comments by the principal. The following are to be included in the folder:

- **Copy of lesson plans for month**
- **Reflection Sheet (once a month)**
- **Samples of student work**
- **Up-to-date curriculum handbook**

LOUNGE

Faculty and staff may use the lounge during lunch and planning time as needed. Anyone using the microwave, coffee maker, or refrigerator must take responsibility for keeping these appliances clean and used properly. Anyone using the lounge must clean up his/her eating area, and all recycling/trash must be discarded appropriately. All items left in the refrigerator for prolonged periods of time will be discarded along with their storage containers. Teachers will take turns for one month being responsible for the appearance of the lounge.

LUNCH

Faculty and staff will receive 30 minutes of lunch time. Faculty and staff may not leave the school during lunch time without notifying the school office. Teachers need to report to the lunch line with their students on schedule. Students and teachers will say grace before lunch. Teachers will remain with students as they go through the lunch line and monitor student etiquette while they are in line. While teachers are at lunch, students will be supervised in the cafeteria and at recess by other staff members. On occasion, teachers will be required to eat lunch with their students.

MAINTENANCE/CUSTODIAL REQUESTS

There is a binder in the lounge for writing maintenance and custodial requests of a non-emergency nature. Contact the office or custodian if you have a request that needs immediate attention.

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.

MONEY/FEE COLLECTION

Money collected for field trips or other class or school-wide activities is not to be kept in the classroom. Turn in all money to the office. Teachers are responsible for documenting that students participating in dress down days have paid the money required for participation and for collecting all money owed by students for dress down days.

MORNING & AFTERNOON DUTY--see schedule in teacher binder

ORIENTATION of NEW EMPLOYEES

New faculty and staff members will meet with the appropriate supervisor to review policies and procedures and may be assigned to meet periodically with another staff member designated as a mentor for the new employee. New employees also must attend the next school board meeting after their hire date in order to be formally introduced to the board members.

PAPER ALLOTMENT

Home room teachers:	2 cases	
Special class teachers:	1/2 case	<i>Any paper not used at year-end</i>
Counselor:	request as needed	<i>must be returned to the office</i>
Technology lab:	8 cases	

The office will supply paper for the Risograph and copy machines.

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.

PARKING

Faculty and staff are to park in designated areas only. Faculty and staff may be assigned particular places to park depending on their classroom proximity to parking.

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.

See PEACEBUILDERS PLEDGE in Resource Manual.

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

Unless an emergency arises, phone calls should be made before or after school or during instructional breaks such as lunch or planning. The use of cell phones to make or receive personal calls during class time is

strictly prohibited. Staff members will not be asked to take phone calls during instructional time unless an emergency occurs. Calls will not be transferred to the classroom unless the teacher is on his/her planning period. Students should be instructed how to use the classroom phones so that they may use the phone during an emergency; however, students are not allowed to use the phones at any other time.

Students are not allowed to have cell phones turned on while they are on school property. Students who bring cell phones to school must keep them turned off and store them in their book bags and/or lockers. Students are not allowed to make phone calls on their cell phones during the school day except in an emergency. Students may bring cell phones with them on field trips but they may not be used without the teacher's permission and supervision. **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.**

Students who need to use the phone during the school day may do so in the classroom under teacher supervision as long as class time is not compromised. Otherwise, students needing to use the phone must do so during lunch/recess time.

Faculty and staff members who are outside the school building with their students should keep their cell phones turned on so that the office can reach them if necessary.

PROFESSIONAL DEVELOPMENT

All faculty and staff are required to attend professional development training. Custodial and office staff attend CPR/First Aid, Safe Environment, and other training as needed or required by the school, parish or Archdiocese. Cafeteria staff will attend training as required by the school and the Archdiocesan Food Services program. The principal and counselor must complete 42 hours of EILA (Continuing Education) coursework every two years as required by the Archdiocese and the State of Kentucky. Other mandatory training may be required at the local and Archdiocesan level. Teacher assistants may be required to attend professional development if the subject matter pertains to their work, but there is no minimum number of hours required beyond Bloodborne Pathogens and Safe Environment training.

All full-time teachers must complete a minimum of twelve (12) hours of professional development annually, and they may be required to complete other in-service programs as needed. Teachers of Religion and the principal must complete 15 hours of catechetical coursework every two years as required by the Archdiocese. All part-time teachers are required to complete a minimum of six (6) hours of professional development annually, and they also may be required to attend additional training at the request of the principal, pastor or Archdiocese.

In lieu of attendance at other in-service training, equivalent professional and/or cultural experiences may be approved by the principal for professional development credit.

Full- and part-time teachers must complete a Professional Growth folder that includes a Professional Growth Plan and a summary of relevant professional development completed throughout the school year.

All training must be approved by the principal in advance. Travel is not reimbursed except when the workshop is covered by Title funds.

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 MEETINGS

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.

Full-time faculty members are required to attend PTO meetings, which are held on Mondays beginning in September. Other staff members are encouraged but not required to attend. Teachers are asked to present a brief report to parents at every PTO meeting. In addition, teachers are encouraged to make special presentations, including student demonstrations and displays of student work, in conjunction with the regular PTO meeting.

Staff members and 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.

RECESS

Because teachers will take their students to recess on days when they will not have Health/P.E. class, teachers are to establish and maintain their own rules for student behavior. However, these general rules will apply to all teachers:

- Teachers may not use recess as a punishment tool. All students will have physical activity of some sort during the recess period unless noted on the child’s 504 Plan or outlined in a doctor’s statement.
- P.E. equipment may not be borrowed without the express permission of the P.E. teacher.
- Each class is to maintain its own supply of playground balls and other equipment.
- Dodgeball is not permitted.
- Teachers are to make every effort to have recess at the assigned times on the schedule so as not to impact the recess of another class.
- Recess times have been established so that two classes may have recess together if they choose.

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, with final grades recorded on each student’s permanent record 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 Wednesday of every month from August through June.

TEACHER REPRESENTATIVES

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. Teacher representatives collect information to present at the meeting, plan their portion of the meeting, and attend meetings according to the tentative schedule below; teachers are required to stay for the duration of the regular meeting so that they may make a full report of the proceedings at the next faculty meeting. Teacher representatives are strongly encouraged to make special presentations as part of their faculty report, involving students as much as possible. Teachers may provide demonstrations or samples of student work, or they may showcase student talent during the school board meeting.

Board Meeting Assignments

AUGUST	All teachers	FEBRUARY	Chelf
SEPTEMBER	Grider & Carey	MARCH	Porter
OCTOBER	Pre-K and Kindergarten	APRIL	Polin
NOVEMBER	Fattizzi & Fenwick	MAY	Spaulding
DECEMBER	Spalding	JUNE	Graves & Walker
JANUARY	Ellery		

SCHOOL BOARD RESPONSIBILITIES

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 parents or others plan to speak at the meeting, they will need to be placed on the agenda. To do this, they 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.

SPECIAL NEEDS

504 PLANS

Teachers must be active participants in the creation and maintenance of students' 504 plans. A copy of each student's 504 plan must be kept in the teacher's lesson plan book or class record book at all times so that accommodations for each Special Needs students will be followed closely and documented carefully. All meetings must be attended and documents associated with 504 plans are to be kept up with and filed appropriately. Home room teachers have the responsibility of sharing techniques and strategies with special class teachers to create consistency and maximize student progress toward meeting goals. Confidentiality is mandatory. **Teachers who do not follow 504 Plan accommodations will be subject to formal reprimand, probation, and even termination.**

STAFF MEETINGS

Full-time faculty are required to attend monthly staff meetings. Cafeteria staff are not required to attend. Teacher assistants and part-time faculty must attend or send a representative. The principal may require attendance at more than one meeting each month. As a rule, staff meetings are held one Monday each month at a date published at least one week in advance.

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.

SUBSTITUTES/SUB FOLDER

If you need a sub, you must call the office manager by no later than 6:45 a.m. on the day of your absence or 10 p.m. the night before. If the office manager cannot be reached, contact the principal.

Lesson plans must be provided for subs. Email or fax plans if necessary. Each teacher must keep an up-to-date substitute folder containing information about the schedule, class rules, and specific information regarding students (allergies, for example) and class procedures as well as assigned morning or dismissal duties.

The substitute folder should be kept on/in your desk for easy reference in your absence.

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.

TEMPERATURE CONTROL

The custodian will set all temperature controls in the classrooms and hallways in consultation with the principal. Faculty, staff and students are not allowed to adjust thermostats. So that we may conserve energy and keep our utility bills under control, in addition to maintaining the efficiency of our heating and cooling systems, please adjust your wardrobe to account for cooler temperatures in winter months and warmer temperatures in Spring and Fall.

TIME SHEETS/ISSUING PAYCHECKS

Time sheets must be completed, signed, and submitted to the office by no later than noon three days prior to the end of the pay period. Employees who do not turn in their time sheets by the deadline will receive their pay in the next pay period. Paychecks will be deposited by automated deposit on the 15th and 30th of each month in 12-month increments (twice a month for 12 months).

TRAVEL/MILEAGE

Unless the program to which you are traveling is paid for through Title funds, there is no travel reimbursement available.

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

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
FACULTY-STAFF HANDBOOK***

ACKNOWLEDGEMENT

I have read the *St. Dominic Faculty-Staff Handbook*, and I fully understand and agree to abide by the policies and procedures therein.

Signature _____

Date _____

Return this form to the school office.