

MISSION STATEMENT

The Mission of Saint Dominic School is to enliven the Catholic faith, foster respect and responsibility, and facilitate academic excellence in every student in order to send forth future leaders to our Church and society.

PHILOSOPHY

Saint Dominic School, a Catholic Elementary School, was called into existence by the Saint Dominic Parish Community, Trenton Diocese, in 1965. As a Catholic Educational Institution, our focus is to minister to the spiritual, intellectual, psychological, social, cultural, and physical needs of children in grades Pre-Kindergarten through Eight.

The students learn respect for God's creation, regard for the dignity of the human person, and responsibility, as members of the people of God through instruction in Catholic faith and values, providing them with a strong sense of moral direction. The development of each child's faith life is nurtured through times of prayer, liturgical celebrations, service, and the study of the Gospels.

Saint Dominic School conducts academic programs to promote personal growth and develop the full potential of each child. Opportunities for athletic, cultural, and social activities are provided. This quality education prepares the students to be productive and positive members of society.

Saint Dominic's purpose calls us to lead young men and women to witness to Christ through prayer, example, and service. As Catholic educated youth, they serve God and their country with a spirit of respect and social justice.

ACADEMIC REQUIREMENTS

Each student's progress and effort is unique to the individual. Students completing a grade's work to the extent of their ability are to be promoted to the next grade level. When it becomes evident that it is necessary for a student to repeat the grade, parents will be notified by March. An approved summer school or tutor may be accepted in order that the student is prepared for the next grade level. Approval must be given by the principal.

All students in Grade Eight need to pass all major subjects in order to be eligible for graduation. Any student who is not promoted in either seventh or eighth grade may not repeat the year at Saint Dominic School.

Assessments will be given periodically throughout the marking period at the teacher's discretion. A final exam will be held at the end of the year for students in Grades Seven & Eight in major subject areas.

Criteria for Grouping: The following criteria may be used to group students in math/language arts:

- Past academic performance
- Standardized testing scores
- Teacher recommendations
- Study habits
- Placement test

Students will be monitored in their groups and adjustments may be made accordingly.

ADMISSIONS

Saint Dominic School does not discriminate on the basis of race, color, gender, national/ethnic origin, and/or disability if with reasonable accommodation the student can meet the educational programs or activities operated by the school.

Policy for Admission to Saint Dominic School:

The demand of a quality Catholic education in Saint Dominic School far exceeds the number of spaces available. Therefore, the following policy will be in effect for admittance into Preschool through Grade Eight:

ELIGIBILITY:

1. Saint Dominic Parishioners (registered, attends Sunday Mass, and uses envelopes for at least one year) and who have sibling(s) in the school
2. Saint Dominic Parishioners (registered, attends Sunday Mass, and uses envelopes for at least one year)

3. Families of other Catholic parishes will be accepted only if there is space available.

CRITERIA:

1. Proper Age
2. Date of registration in Saint Dominic Parish
3. All required registration information submitted
4. Space Availability

Acceptance into pre-school, will not mean an automatic acceptance into Kindergarten. Eligibility policy is required.

In admitting children to preschool, students must be three or four years old by October 1st. Kindergarten children must be five by October 1st. Children are considered for admission during the school year only if there is space in the grade and all other criteria are observed. The principal is the final determiner of admission. Many factors must be taken into consideration. Being eligible and meeting the criteria stated does not guarantee admission, but establishes an admission review policy.

At the time of registration, parents must present original certificates of birth, baptism, and current health and immunization records for their children. Immunization records must be current and signed by a physician. All new students must also present a record of a physical examination by a doctor before acceptance can be completed. In the case of separation or divorce, the custodial parent must provide an official copy of the custody section of the Separation/Divorce Decree.

Registration for preschool - Grade Eight is held in January/February. The exact dates are published on the school website and in Saint Dominic's Church bulletin. All registrations must be made in person.

Incoming Transfers: Parents who intend to transfer their children into Saint Dominic School must present original birth, baptismal, health records, report cards, standardized testing, and a transfer card from the previous school attended. Evidence of successful completion of the grades in which they are currently enrolled must be submitted before acceptance. There is a probationary period for all new students during the first two trimesters of their enrollment.

Outgoing Transfers: Parents of children who are leaving the school and transferring to another school should inform the principal one week in advance in order that transfer papers may be prepared. No records will be sent until a request form is received from the new school and all financial obligations are paid in full and cleared through the bank.

ARRIVAL & DISMISSAL PROCEDURES

Students in Kindergarten - Grade Eight are to enter the front doors of the school at 8:20 A.M. Upon entering, students are to report directly to their classrooms. All preschool students are to arrive by the preschool wing at their designated arrival time. Morning and full-day sessions begin at 8:30 A.M.

Students in Kindergarten - Grade Eight are dismissed in the front of the school. Students being transported by car are dismissed first at 2:45 P.M., followed by students who ride busses at 2:50 P.M. Students in preschool are dismissed by the preschool wing in the back of the school. Students in the morning session are dismissed at 11:00 A.M. and students in the full-day session are dismissed at 2:30 P.M.

Cars – When entering or leaving the building, extreme caution must be used. Parents who choose to drive their children to school each day must park their cars in the parking lot and walk their children into school. No cars are permitted in the circle or in the bus lane (the road in front of the school) at arrival or dismissal. Cars may not park in the handicapped spaces unless they display a handicapped sign/license plate.

Anytime a student's dismissal method is changed, a note must be sent to the student's homeroom teacher at the beginning of the day. Children sometimes have difficulty in remembering last minute changes. Please **do not** call the office in the afternoon with changes in transportation unless there is an emergency. Classes should not be interrupted to give personal messages.

Bus – Brick and Point Pleasant Boards of Education provide bus transportation for eligible Kindergarten - Grade Eight students. Bus authorizations and passes are handled by the local Public School District in which the student resides and must be filled out each year before May 1st. Only authorized students may ride the bus to which they are assigned. Students are not permitted to go home on a different bus when visiting a friend's house after school. This Brick Transportation Policy has been adopted at all Brick schools.

Students are expected to conduct themselves properly while riding to and from school. Infractions of the Board of Education bus behavior code will be dealt with by the principal upon written notification from the bus driver. This may lead to a student being suspended from riding the bus. Brick Transportation's Policy can be viewed on our website at www.stdomschool.org.

Changes in Dismissal – Early dismissals during the school day interfere with the instructional process and are discouraged. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. A written request from the parent or guardian must be submitted on or before the requested day of early dismissal stating the reason for this request. Telephone requests will be honored only in cases of an emergency and upon satisfactory identification of the caller. A parent is to meet the child at the school office where he/she must sign the child out of school. No child will be permitted to wait in the school yard or on the street. **Please do not request early dismissal after 2:00 P.M.**

ATTENDANCE

To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school each day.

A parent must call the nurse's office before 8:20 A.M. and leave a detailed message to report a student's absence. A written note must be presented upon the child's return to school with the following information: child's name, grade, date of absence, reason for absence, and signature by a parent or guardian. If any student is absent for four or more days, a doctor's note must be presented to the school nurse. Any contagious disease must be reported as soon as diagnosed.

It is the student's responsibility to personally check with the teacher(s) to determine the work that is missed during an absence from school. Homework may be requested after a second day of absence. Excuses from physical education will be granted only upon a written statement from a parent/guardian. Excuses from physical education for a long term illness must have a written statement from the child's physician. In the event of an extended absence for illness is necessary, parents must contact the school for arrangements for necessary classwork, assignments, or home instruction. Absences due to extended vacations are not encouraged. Missed work will be assigned upon the student's return to school. Teachers are not responsible to assign work before the class receives the assignment or is taught the material. Parents assume the responsibility of teaching the material their child missed while on vacation.

Tardy and Truant: Punctuality is very important in the education of a student. A student who is late must sign in at the office before reporting to homeroom. Students must be in their homeroom by the 8:30 A.M. bell. Detention will be issued to those students who are habitually late. The only exception is where tardiness has been caused by the school bus. Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy will be considered a serious offense.

BEFORE/AFTER-CARE PROGRAM

Saint Dominic School's Before and After-Care Program is held every day that school is in session, even on early dismissal days. The program is held from 6:45 A.M. to 8:00 A.M. and dismissal time until 6:00 P.M. Information regarding the program is sent home in September and is available on the school website.

CAFETERIA

Students in Kindergarten - Grade Eight may bring lunch from home or buy lunch in the cafeteria. Menus will be issued at the beginning of each month. Milk and other drinks may also be purchased. Lunches are paid for on a daily basis. In an emergency, students may charge lunch for the day and pay the following day.

CARE OF SCHOOL PROPERTY

Reasonable care of the school building, furnishings, books, and instructional materials is emphasized at all times. Parents are requested to render active support to this program. In this manner, operational and maintenance expenses can be held to a minimum.

Each child is required to have clean covers on her/his books at all times. If any book is torn or defaced, payment must be made for the replacement. Bookbags are to be used by all students for carrying school books. Marking or in any way destroying school property is inexcusable and subject to disciplinary action. Payment may also be required.

CHANGE OF ADDRESS OR PHONE

Written notification of a change in address or telephone number is to be sent to the school office immediately when the change is made. This is necessary to keep school files as current as possible.

COMMUNICATION

Mutual understanding between home and school plays an important role in the development of the child. The following points will help produce a harmonious relationship and a level of understanding that is essential.

1. Communication Alerts/Envelopes are sent to parents to keep them informed of school news and events. These alerts/envelopes are generally sent home to parents on the 15th and 30th of each month.
2. When in doubt regarding a school regulation, please contact the school office to clarify the question.
3. Faculty members will be happy to make arrangements for a conference with any parent at a time that is convenient for both parties. Arrangements may be made through the school office or by note to the teacher.
4. Parents may not disturb a student or a member of the teaching staff before school or during the school day. Items that the children forget may be left

at the office. When entering school, parents are asked to come to the office only.

5. Appointments with the principal or the assistant principal may be made by calling the main office.
6. Parents must communicate with their children's teachers when and if difficulties arise, whether they be academic or disciplinary in nature, before contacting the principal.
7. The education of a student is a partnership between the parents and the school. Just as the parents have the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

CURRICULUM

Saint Dominic School upholds high standards for student learning through a well-rounded, value enriched curriculum that is reflected in standardized test scores and high school placement. Diocesan, National, and NJ Core Curriculum Content Standards are achieved through the various academic programs offered. The standards are starting points to ensure our students receive an excellent education as well as provide a framework for instruction. Teachers are responsible to follow the scope and sequence of the curriculum and to ensure they meet the needs of every student. Teachers are also encouraged to integrate curriculum in order to maximize instructional time and facilitate the transfer of skills and understanding. Areas of study include the following: Religion, Integrated Language Arts, Math, Science, Physical Education/Health, Social Studies, Computers, World Language, Music, Art, Library Research, and Character Education.

DISCIPLINE

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual and of the Catholic school community as a whole so that student actions promote the Christian development of each member and thereby enhance the school community.

It is the responsibility of the school to help develop self-control. A sound policy of correction must be based on a clear understanding of motivation as well as a clear understanding of the nature of the child. Order is essential to the effective management of any school. It is maintained not only by a good teaching staff, efficient administration, and good educational programs, but also by the development of rational self-control in the child. To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when an individual's actions interfere with the right of teachers to teach and students to learn. Discipline plans are developed with the students and include the rules for the classroom and consequences when the rules are not followed. Emphasis will be placed on reinforcing positive behavior in the classroom. Students are reminded that any teacher/staff member has the right to correct students for discipline or dress code infractions.

Detention – Central detentions are held once a week from 7:30 A.M. - 8:20 A.M. A notice of detention will be sent home with students for parental signature prior to the detention being served. Detention slips must be signed and returned to the student's homeroom teacher to avoid further consequences.

Three detentions in any one marking period will be deemed as excessive and carry additional consequences and may result in school/community service.

Detention or community service may be assigned for the following reasons, although the list is not all-inclusive:

- Excessive tardiness to school or class
- Failure to complete classwork or homework
- Chewing gum
- Disrespect exhibited to other students, faculty, or school volunteers
- Violations of the current dress code
- Possession of unauthorized items such as toys, electronic devices, and cameras
- Behavior which interrupts the educational process of others
- Miscellaneous offenses handled by the principal
- Violation of cell phone policy

Suspension or Expulsion – Situations will arise in which in/out of school suspension or expulsion may be merited. While it is not possible to enumerate all cases that could arise, the following are examples of student behavior that violate school policy whether they occur at school, or outside of school:

- Possession of and/or trafficking alcohol or other drugs
- Willful defiance of authority
- Possession of weapons, such as knives, guns, or look alikes
- Physical assault/fighting
- Extortion
- Arson
- Vandalism
- Theft/cheating
- Plagiarism
- Truancy
- Criminal activity
- Abusive/vulgar language
- Harassment

- Leaving a classroom without permission
- Threatening bodily harm
- Bullying/cyberbullying
- Conduct, whether inside or outside the school, that is detrimental to the reputation of the school or unbecoming a student in a Catholic school

Harassment, Intimidation, and Bullying Policy – Saint Dominic School subscribes to the Diocese of Trenton, Department of Catholic Schools, Policy #5050.6. This policy states, "A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic Schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization." The complete Harassment, Intimidation, and Bullying Policy is located on the school website at stdomschool.org under the *Current Families* tab.

Rights of Principal – The principal reserves the right to determine the seriousness of student behavior. The principal will also determine if certain cases of misconduct require stronger measures or police notification. The principal may waive any disciplinary rule for just cause at her discretion.

The following procedures will be implemented in cases of out-of-school suspension or expulsion:

1. The student will be given oral and written notice of the charges against him/her.
2. A disclosure of the evidence the authorities have in their possession
3. An opportunity for the student to present his/her side of the story to the school's discipline board
4. Parents of the student will be notified as soon as possible.

In the case of expulsion, the student will be given a choice of a private administrative hearing or one before an independent tribunal. The student will also be reminded of his/her right to withdraw from school before the beginning of any formal action. A record of the hearing will be kept by the school. When an action by a student appears to constitute a potential case for expulsion, the principal will notify the superintendent of Catholic Schools. The school will follow the guidelines issued by the Department of Catholic Education, Diocese of Trenton.

DRESS CODE

Regulation school uniforms are worn by all students in Kindergarten - Grade Eight. Uniforms are to be worn from the first day of school through the last day. Students are required to be neat and clean in appearance and shirts must be tucked in at all times. All uniforms must be purchased from The School Uniform Shop, Point Pleasant Beach. (732) 892-6655

All students must purchase the required official Saint Dominic School uniform. Official uniform requirements are marked with an *. The official uniform may be worn from September - June. Optional uniform choices are listed under both the winter and summer uniforms.

WINTER UNIFORMS – *Winter uniforms are worn during the months of November, December, January, February, & March.*

BOYS (GRADES K-5):

- * Gray dress pants and belt
- * White shirt (short or long sleeved)
White turtleneck with monogram (optional)
- * Navy blue plaid school tie
- * Dark or white socks with school shoes
- * Navy blue V-neck school sweater/or vest with monogram

GIRLS (GRADES K-5):

- * Navy blue plaid jumper (jumper length may not be shorter than 1 inch above the knees)
- * White blouse (short or long sleeved) with round collar and navy blue plaid tie
White turtleneck with monogram (optional)
- * Navy blue knee socks or navy blue stockings with school shoes
- * Navy blue cardigan school sweater with monogram
Navy blue school slacks (optional from Nov. 1 to April 1)

BOYS (GRADES 6-8):

- * Gray dress pants and belt
- * White or blue oxford shirt (short or long sleeved)
- * Solid navy blue tie
- * White or navy blue sweater (crew neck or V-neck)/or vest with monogram
- * Dark or white crew socks with school shoes

GIRLS (GRADES 6-8):

- * Navy blue plaid kilt (kilt length may not be shorter than 1 inch above the knees)
- * White or blue oxford shirt (short or long sleeved)
- * White or navy blue sweater (crew or V-neck) with monogram
- * Navy blue knee socks or navy blue stockings with school shoes
Navy blue school slacks (optional from Nov. 1 to April 1)

SUMMER UNIFORMS – *The summer uniform is an option that may be worn during the months of September, October, April, May, & June.*

BOYS AND GIRLS (GRADES K-5):

- White or blue knit school shirt with monogram
- Navy shorts and belt
- Navy culottes (girls only)
- School shoes and white or navy crew socks

BOYS (GRADES 6-8):

- White or blue knit school shirt with monogram
- Navy shorts or gray pants and belt
- School shoes and white or navy crew socks

GIRLS (GRADES 6-8):

- White or blue knit school shirt with monogram
- Navy shorts or navy blue plaid kilt
- School shoes and light weight navy knee socks

SHOES: All shoes for boys and girls must be black, brown, navy or tan; have non-marking soles; and heels that do not exceed one inch in height. Sneaker look-alikes are not permitted. A pre-approved list of appropriate school shoes is given to all students prior to September. For the safety of our students, both on the stairs and playground, the following shoes are prohibited to be worn: Ballet Flats, Moccasins, Sanuks, Uggs, and Clogs.

PHYSICAL EDUCATION & PREK UNIFORM: Regulation uniforms are to be worn by all students (K-8) for physical education and daily for PreK (4 Yr.) program. These uniforms are purchased through the School Uniform Shop, Point Pleasant Beach. The uniform consists of school shorts, school t-shirts, and white crew socks. Students must wear school sweats from November 1st through April 1st. A well fitted tie or Velcro sneaker is to be worn with the physical education/PreK uniform. Sneakers should be white or complement the uniform.

JEWELRY & HAIR: Necklaces (other than religious medals), bracelets, hair wraps, dangling earrings, nail polish/gels/tips and make-up are not permitted. Simple watches may be worn by both boys and girls. Girls may wear small post earrings; however, earrings for boys are not permitted. Boys' hair should be short and well groomed. Hair length may not exceed the back of the shirt collar and should be above the eyes. Fad haircuts and hair coloring/highlighting of any kind are prohibited. Body piercing or body art is prohibited.

*All clothing should be personally labeled. The school is not responsible for lost or stolen articles. **The Principal determines violation of the Dress Code.***

EARLY DISMISSAL DAYS

First Fridays throughout the school year have been set aside for faculty meetings. Additional days may be set aside for professional development for all faculty as designated by the Department of Catholic Education. All early dismissal days are indicated on the school calendar. Students will be dismissed on these days at 12:30 P.M.

EMERGENCY CLOSINGS

In the event of emergency closings, delayed openings, or emergency early dismissals, parents will be notified via the Honeywell Instant Alert System. It is the responsibility of the parents to register at <https://instantalert.honeywell.com>, create a profile, and keep their information current. Information regarding the Honeywell Instant Alert System and directions for creating a profile will be distributed to all parents prior to September. This information will also be available on our school website and by contacting the school office.

Announcements of emergency closings or delayed openings will also be made over radio stations WOBM (11.7 AM - 92.7 FM) and WJLK (1310 AM - 94.3 FM), on News Channels 4 & 12, on Twitter and Facebook, and our school website (www.stdomschool.org). If Brick Public Schools are closed or dismissed early for inclement weather, Saint Dominic School will also close or dismiss early. **Parents should make arrangements with their children ahead of time, whose house to go to if no one is home.**

EXTRA-CURRICULAR ACTIVITIES

Saint Dominic School offers several activities in which the students may participate if they meet the academic and physical requirements. The school does not intend to place total emphasis on these activities, and parents are asked to follow the same practice. However, for a well-rounded education, Saint Dominic School offers a balance between academic studies and extra-curricular activities in order for students to develop intellectually, morally, emotionally, physically and culturally. Parental permission is required for students who participate in these programs.

A student who participates in any school sponsored activity must maintain satisfactory conduct and passing grades in all subject areas. Students who fail to meet this requirement may not participate in the activity for a designated period of time. Students who participate in sports activities must have a yearly physical examination by a physician on file. **Students who are absent from school may not participate or be present at any activity after school or be present on school property.**

FIELD TRIPS

Periodically, students are taken on field trips as part of their educational program. These trips are considered a privilege and a student may be denied participation if he/she fails to meet the academic or behavioral requirements. Such trips are made only with the written permission of the parent. When such trips are being planned, permission slips will be sent home to be signed and returned to school. Forms, other than the school form, will not be accepted. **Any student who fails to submit the official signed form will not be able to participate. Telephone calls will not be accepted in lieu of the proper form being completed.** A parent has the right to refuse to allow their child to participate in the field trip. Any student who does not participate in the field trip must report to school. All trips are supervised by the classroom teacher and other adults. The number of students assigned to each accompanying adult will be determined by the classroom teacher and approved by the school administration. The school is not liable for any accidents which may occur during the class trip. Parents may not take students home early from a class trip.

FIRE/EMERGENCY DRILLS

In compliance with New Jersey State Law, fire and emergency (ex. evacuation, lockdown) drills are held monthly throughout the school year. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with state law requirements.

FINANCIAL COMMITMENTS

A Parental Statement of Agreement for each school year is signed between the Pastor and Parent/Guardian. This statement specifies the conditions governing children's attendance at Saint Dominic School.

Tuition cost is used to help defray the cost of educating a student at Saint Dominic School. A tuition and fee notice is sent home in January indicating the cost for the next school year. Supplemental fees are derived from each family's participation in the fundraisers and the Food Certificate Program sponsored by the school, P.T.A., and Parish. Full cooperation by **every family** is expected in order to maintain the family tuition plan. **Non-participation will result in an additional fee. All financial obligations must be kept current.** Parents who do not pay tuition on time may be informed that their children must be transferred at the end of the marking period. School records will be withheld until all financial obligations are met. Refunds will not be given for any fees paid at registration. Parents who experience unexpected financial difficulties should inform the Pastor immediately.

GUIDANCE SERVICES

Students may be referred to the guidance counselor by the administration, teacher, or parent for academic, behavioral, or social issues. The guidance counselor may see a student for up to three times without parental notification. After the third visit, parents will be notified. If serious concerns exist, parents will be notified whenever the concerns arise.

HEALTH/MEDICATION

A parent will be notified if their child becomes ill or is injured while at school. Emergency numbers for parents and two other people responsible for the child must be on file in the nurse's office and kept current.

Students needing medication prescribed by a doctor while at school must have a statement of permission signed by the doctor. A labeled prescription bottle with the student's name and dosage is required and must be left in the nurse's office. No staff member, including the nurse, may issue aspirin or medication to any student at any time if not doctor prescribed. This includes over the counter medication. If a student needs medication and the nurse is not present, parents will be called to administer it to their child. It is imperative that the school knows where to reach parents at all times. Medication must be dropped off/picked up by parents. Any medication left will be discarded at the end of the school year.

Parents are encouraged to practice good health habits with their children, which will be reinforced at school. The main phases of our Health Program are as follows:

1. The test for tuberculosis is given to pupils in accordance with the rulings of New Jersey State Board of Education. This test is to be performed by your family physician. The Mantoux Test is the only screening acceptable.
2. Health appraisal is required for students entering Kindergarten. It is the parent's responsibility to provide for such an exam and return a doctor's certificate to the school.
3. Vision tests are given to students in the following grades: K,2,4,6,8
4. Hearing tests are given to students in the following grades: K-3 and 7
5. Scoliosis screening is performed on every pupil in grades five and seven. Any pupil shall be exempt from the examination upon written request of a parent or guardian. Parents may be present for the examination.

6. All students are weighed and measured each year.
7. First-aid, if needed, is given by the nurse during the school day. The usual antiseptics used are hydrogen peroxide, first aid cream, and soap. If a child is allergic to these or other adhesive tapes of any particular substance, it is the parents' responsibility to inform the school nurse so that unnecessary problems can be avoided.
8. Parents will be notified if a child becomes ill at school. It is the parents' responsibility to provide transportation home.
9. School insurance is provided for all students in September. This insurance is in addition to a family's regular health plan. The insurance covers students during school hours and while participating in school-sponsored activities. It is not a primary plan.
10. Medications, both prescription and non-prescription, will be given by the school nurse to students during the school day only if the permission to administer is given in writing by the doctor and parent or guardian. Medication must be in a labeled prescription bottle with the student's name and required dosage. This permission must be updated yearly.
11. Children are not permitted to carry medications, not even aspirin.
12. Injuries occurring at home will not be treated in the clinic.
13. After an illness, children will be allowed to remain in the building at lunch time, only if they have a written request from home.
14. **After any absence, a note from the parents must be presented to the school.** This note must state the student's name, the reason for the absence, the dates of the days absent, and the signature of the parent or guardian. After a four-day absence, a doctor's note must be presented to the school nurse.
15. If a child contracts a communicable disease, parents are asked to keep their child home from school until a physician gives permission for the student to return. The school must be notified immediately. State Law requires a doctor's certificate if a communicable disease is the cause of an absence.
16. Children who are sent home for fever/vomiting must stay home for a minimum of 24 hours prior to returning to school.
17. If a student contracts lice, the parents must notify the school. After the child is treated, he/she must be checked by the school nurse before entering the classroom.

HOMWORK

The school's policy is to assign homework, either written or study, as a carryover of the work that has been covered in class. This home study provides a reinforcement and enrichment of material learned in school.

Parents are asked to schedule a homework period and a special place for their children to study each evening and make certain that the work is completed neatly and legibly. Parents should not do their children's homework, but they should supervise home study and train their children to present their work to them for approval. Advice and direction are sometimes needed, but children develop self-confidence and a sense of responsibility when working independently. If definite study has not been assigned for the night, it is advisable for students to review their work in preparation for the next day's classes.

Kindergarten to Grade Three may have study and written work, given at the discretion of the teacher, for approximately thirty minutes. Grades Four and Five may have study and written homework not to exceed one hour. Grades Six - Eight may have study and written homework not to exceed one and a half hours. All classes may have homework daily. Long-range projects may also be assigned. All work missed through absences, etc. must be made up and presented to the teachers.

INSURANCE

The school provides School Accident Insurance for all students during school hours and while participating in school-sponsored activities. This insurance is not a primary plan, but can be used in conjunction with a Family Health Plan.

LIBRARY/MEDIA CENTER

The Library/Media Center contains over 9,100 holdings, which are managed by an electronic card catalog and circulation system. Nonfiction, general fiction, reference, biography, story collection, paperback, easy audio visual and professional categories make up this number. These holdings have been obtained through federal entitlements, donations, the P.T.A., and the school budget. The Library/Media Center is also equipped with eighteen computers with internet access for student and staff use, a networked laser printer, a catalog computer station to check book availability and a Smart Board for instructional use, including viewing DVD and/or videos. Supplemental materials are also available for

electronic download via Discovery Education. The Library/Media Center is available to all students in PreK - Eighth Grade. Teachers may bring their class into the library, or they may send individual students to conduct research.

Materials that are borrowed from the Media Center should be returned promptly. A fine will be charged for overdue books. Destruction or loss of any book necessitates payment for the full amount needed to replace the book.

LOST & FOUND

Articles that have been found, other than textbooks and library books, should be taken to the office. Library books and textbooks should be taken to the librarian. Lost articles can be claimed by proper identification. It is a good idea to clearly mark items with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. The school is not responsible for any items that are lost or stolen.

PARENTS' RIGHT TO SCHOOL RECORDS

Parents may review their children's records in the presence of the school principal. This request must be made in writing to the principal. The school will respond to the request within twenty-four hours. The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

PARENT TEACHER ASSOCIATION

The education of children involve a cooperative enterprise between home and school. Parents are urged to contribute suggestions and viewpoints concerning the educational needs of their children. The most efficient means to carry out this privilege is to become an active member of the P.T.A. The objectives of this organization are as follows:

1. To help parents and teachers develop a mutual understanding and appreciation of the ideals of Catholic education; namely, message, community, service and worship.
2. To provide programs, opportunities, and funds which:
 - a. Assist the children to develop a personal and community life-style grounded on Catholic teaching and Gospel Values.
 - b. Foster the religious, intellectual, physical, cultural and social development of each child.

- c. Enhance the ability of parents to participate actively and effectively in their child's education.

The goal of the P.T.A. is to respect and foster the established policies and practices as set forth by the Bishop, the Department of Catholic Education, the Pastor, and the Principal. The P.T.A. belongs to the Regional and Diocesan P.T.A. Membership shall be open to all parents and guardians of students, the administration, and faculty.

PHONES

Use of the office telephone by students is limited to emergency calls only. Calls for permission to go to a friend's home or to ask a parent to bring in forgotten items from home will not be permitted. Children should be prepared for school on a daily basis. Personal cell phones are discouraged. However, if parents deem it necessary for their children to carry cell phones to school, completed Student Cell Phone Registration Forms must be submitted to the school office. Student cell phones that are brought into school must be registered, turned off, and placed in clear plastic bags labeled with the owner's name and homeroom. Cell phones will be collected during morning exercises and will be returned prior to dismissal. Students who violate this policy are subject to disciplinary action. The school administration reserves the right to search cell phones.

PICTURES

School portraits and class pictures are taken yearly. The dates when these portraits and class pictures are taken are listed on the school calendar. The purchase of these portraits/class pictures is optional.

The school reserves the right to use pictures of students in publications such as school and local newspapers and the school website. Parents who do not wish their children's pictures to be used in this manner must notify the principal in writing prior to the beginning of the school year.

RELIGIOUS EXERCISES

The development of each child's faith life is fostered through times of prayer, participation in religious celebrations, liturgy, services and the study of the scriptures, thereby providing a Christian foundation and climate of faith to mature. Children are encouraged to develop a daily prayer life, to receive the Sacraments on an on-going basis, and to perform acts of Christian service. Non-Catholic students are expected to participate

in all religious activities except the Sacramental Life of the Catholic Church. Children in Grade Two will be prepared to receive the Sacraments of Penance and Eucharist. Students in Grade Eight will be prepared to receive the Sacrament of Confirmation.

REPORT CARDS & PROGRESS REPORTS

Reports cards are issued three times during the school year in order that parents are informed of the status of their children with regard to academic subjects and personal traits. Discussion of pupil progress and grades is provided by Parent-Teacher Conferences or by special appointments with teachers. A schedule for these meetings is issued in the beginning of the school year.

Progress reports are issued to students in Kindergarten - Grade Two between the marking periods to keep parents informed of the children's progress. Parents of students in Grades Three - Eight receive access to their children's progress through Parent Portal. Cooperation between the school and home is absolutely essential for the students' successful academic achievement.

MARKING CODE – Students will receive a grade that reflects a variety of assessments such as classroom testing, class participation, performance assessments, portfolios and homework. Conduct does not enter into the grading process for major academic areas. However, poor conduct may lead to poor grades because of an inability to be fully involved in the teaching/learning process.

The marking code for Kindergarten students for major disciplines consists of a set of developmentally-appropriate performance indicators. The

- O – Progress is Outstanding S – Progress is Satisfactory
G – Progress is Good N – Progress is Needed

marking code for students in Grades One and Two consists of a set of performance indicators specific to these grade levels as follows:

- | | |
|--------------|-------------------------------------|
| A (93%-100%) | Outstanding |
| B (85%-92%) | Good |
| C (76%-84%) | Satisfactory |
| D (70%-75%) | Needs Improvement |
| F (<69%) | Not Meeting Curriculum Expectations |

The marking code for students in Grades Three - Five consists of a letter grade associated with a numerical range as follows:
Sixth through Grade Eight students will receive a numerical grade for each major discipline. Grades that are less than or equal to 69% are considered failing grades and do not meet curriculum expectations.

ROLE OF PARENTS

To assist the school in maintaining quality education, there must be effective communication between parents, students, teachers, and the administration. To help young people develop the self-control necessary to succeed to the best of their ability, adults are obligated to teach and give good example, in order to develop good habits of behavior in their children as well as proper attitudes toward school.

To help children in school, all parents should:

1. Recognize that the administration and teachers take the place of the parents while children are in school.
2. Teach and explain to children respect for law, for authority, for the rights of others, and for private and public property.
3. Talk with their children about school programs, activities, and share an interest in pupil progress. Praise improvement demonstrated by the children on progress reports.
4. Insist on prompt and regular school attendance and comply with attendance rules and procedures.
5. Be responsible for periodic health examinations.
6. Make every effort to attend individual and group parent-teacher conferences.
7. Arrange for a time and place for their children to complete homework assignments.
8. Work with the school in a cooperative effort to carry-out recommendations made in the best interest of the children.
9. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school to enforce disciplinary action.
10. Explain and review Catholic-Christian behavior with their children.
11. Parents, who are Catholic, must be practicing Catholics; accept responsibility for their children's Sunday Mass attendance; and live Catholic values in the home.

SCHOOL HOURS

Kindergarten - Grade Eight are guided by the following times:

- 8:20 A.M. First Bell
- 8:30 A.M. Late Bell, Prayers and Announcements
- 8:35 A.M. Classes Begin
- 2:40 P.M. Prayers and Announcements
- 2:45 P.M. Dismissal for Car Students
- 2:50 P.M. Dismissal for Bus Students

The school will not accept responsibility for students before 8:00 A.M. Students may enter the building as they disembark from the bus. Students must leave the building by 2:50 P.M. When waiting for activities (athletics, social, etc.), the students must be supervised by an authorized adult. Any student not picked-up on time after dismissal will be placed in the After School Program where charges for that service will be incurred. Students may not be in the building at any other time unless they are supervised by an authorized adult. Periodically, students will be dismissed at 12:30 P.M. for staff development. Exact dates will be printed on the yearly calendar.

SCHOOL NEWS

Communication Alerts/Envelopes containing school information will be sent home/mailed approximately on the 15th and 30th of each month. The monthly school newsletter with important information, events, and calendar reminders will be included in this communication. Parents are asked to read the newsletter, updates, and all information that is sent home. When envelopes are sent, they will be sent through the YOUNGEST and/ or ONLY child in the family. When an alert is sent, it is sent through Constant Contact email or the Honeywell Instant Alert System of which the parents dedicate how this communication will be received through accessing their Honeywell Account. Parents must keep their profile at <http://instantalert.honeywell.com> current in order to receive all information.

SCHOOL YEARBOOK

Students' school pictures are displayed in a school yearbook. Yearbooks are available for purchase for all students in Preschool through Grade Eight. Information regarding purchasing a yearbook is included in a school newsletter and emailed to all parents.

SEARCHES

The school reserves the right to search all school property such as desks and cubbies, and anything that is brought on school property.

STANDARDIZED TESTING

The TerraNova is administered annually in Grades Two through Eight. This testing takes place in the spring of the school year and is designed primarily for following a student's growth from year to year within each subject area. Outside appointments should not be scheduled during the week of testing. This testing is valuable because the scoring is scaled to provide useful information for the teachers in evaluating and continuing the improvement of the student's educational progress. Cognitive tests are administered to the students three times during their eight years of elementary school in Grades Two, Four and Eight. Home reports are distributed to the parents after the tests are scored and returned to the school.

STUDENT ACTIVITIES/PROGRAMS

Saint Dominic School provides students with a range of activities for personal, spiritual, and academic enrichment. Students are encouraged to pursue their creative talents in activities that foster a well-rounded individual. The following programs are offered to the students of Saint Dominic School:

Altar Servers	National Spelling Bee
Art Club & Contests	Religion Service Club
Assemblies	Scholastic Olympics
Band/Flag	SDS News
Bell Choir	Show Choir
Ceramics	Sports League
Children's Choir	Student Council
D.A.R.E.	Talent Show
Drama Club	Technology Club
Math Contests	Yearbook
National Geographic Bee	Young Scientist Club
National Junior Honor Society	

TECHNOLOGY

Saint Dominic School is a leader in the use of technology to promote learning for the 21st Century. Students are instructed in a curriculum aligned to national technology literacy standards in a fully-equipped computer lab. Additional computers and peripherals are available in each classroom and in the Library/Media Center. A wireless data network is available throughout the school, and school-wide access to the Internet is provided through a broadband connection with content-filtering software. Several mobile wireless labs with iPads and laptop computers are available to support instruction. A 1:1 iPad program for sixth through eighth grade students provides access to digital textbooks and gives students the ability to create presentations, conduct research, and work collaboratively across all disciplines. Students have the opportunity to learn the basic elements of computer programming and robotics by interacting with NAO, a humanoid robot from Aldebaran Robotics. All classrooms have interactive whiteboards that facilitate presentations to the entire class. In addition, a wide array of educational technology is available to each class, including iPods, handheld interactive response systems, digital microscopes and scientific probes, and digital cameras and camcorders. Students use an in-house television studio to produce daily newscasts that are broadcast to every classroom via a closed-circuit TV system. Saint Dominic School also uses a high-end videoconferencing system for global collaboration, interactive presentations, and virtual field trips. A *Technology Acceptable Use Policy* is sent home for student and parent signature in September of each school year. Students who do not comply with usage rules may forfeit their computer privileges.

VISITORS

All visitors, including parent volunteers, except at the times of public functions, must sign in/out at the school office and receive a badge before walking through the school. Parents are to schedule conferences in advance at times convenient for both teachers and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Students are not permitted to have visitors during the school day.

SCHOOL/PRINCIPAL RIGHT TO AMEND

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.