



**St. Dominic School**  
**Handbook for Parents and Students**  
**2020-21**

## TABLE of CONTENTS

Introduction		Health and Medical Information	22-24
Brief History of St. Dominic	2	Homeroom	24
Core Values	2	Homework	24
Mission and Vision	2	Honor Roll	24
Philosophy	2	Knight Time	245
Academic Program	3	Knight Watch	25
Access to Records	3	Mass Attendance/ Mass Preparation/Weekend Mass	25
Admissions	3-5	Meet Your Teacher Night/ Back-to-School Bash	25
After School Program (ASP)	5	Morning Program/Assemblies	25
Algebra	5	One-Call Communications	25-26
Arrival and Departure	5-6	Parent Folder	26
Asbestos Abatement	6	Parent-Teacher-Student (PTS) Conferences	26
Athletic Programs	6	Perfect Attendance	26
Attendance Information	7	Playground/Recess	26
Background Checks	7	Preschool/Early Childhood Programs	26
Building and Grounds Safety	8	Promotion and Retention	26-27
Bullying	8	PTO	27
Bus Rules and Safety	8-9	Reconciliation/Confession	27
Cafeteria/Lunch Program Information	9-10	Recycling	27
Calendar	11	Report Cards	27
Cancellation/Delay of School	11	Safe Environment Program	27
Cell Phones	11	School Board	27-28
Christmas Program	11	Search and Seizure	28
Code of Conduct	12	Spirit Day	
Confirmation	12	<i>See Dress Code: Out-of-Uniform Guidelines</i>	18
Curriculum and Assessment	13	Stewardship	28
Deliveries of Flowers and Gifts	13	Support Services:	
Disciplinary Consequences	13-14	Archdiocese of Louisville	28
Discipline Forms	14	Office of Catholic Schools	28
Discipline Infractions and Consequences	14-16	Parish	28
Dress Code:		Washington Co. Schools	29
Uniform Guidelines	16	Syllabus	29
Out-of-Uniform Guidelines	17-18	TeacherEase	29
Drug Policy	18-19	Technology	29
Emergency Drills and Procedures	19	Teen Night	30
Entering and Exiting the Building	19	Toys	30
Extended School Services	19	Truancy	30
Extracurricular Activities	19-20	Volunteers/Chaperones	30
Field Trips	20	Website	30
First Holy Communion	20	Wednesday Folders	30
Grading Policies and Procedures	20-21	Yearbook	30
Graduation	21		
Grievance Procedures	21		
Harassment	22		

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## GENERAL INFORMATION

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### BRIEF HISTORY OF ST. DOMINIC SCHOOL

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

In the midst of an historic economic depression, St. Dominic pastor Fr. James Maloney spoke these words to his parishioners as they embarked on their mission to construct St. Dominic School. Since the completion of St. Dominic School in 1929, Fr. Maloney’s words about sacrifice hold true today. Our stewardship model requires sacrifice--giving of one’s time, talent and treasure--but our collective work to continue the mission and vision of St. Dominic School is well worth any sacrifice. Working together through the decades has made many things possible for the faculty, staff and students of St. Dominic School, from the addition of classrooms and a cafeteria in 1964 to the 2010 construction of the new entrance, offices, library media center and gym, to the 2012 Alltech science lab in 2012. St. Dominic School is sustained by the belief that anything worth having takes effort to achieve. With your support, we believe St. Dominic School will continue to provide an outstanding Catholic education for many decades to come.

### CORE VALUES

- I am the good person God created me to be.
- I will be a friend to everyone.
- I will respect all people, including myself.
- I am called to help and serve others.
- I will be responsible in all that I do.

### MISSION and VISION

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, so that our students may become whole persons for the glory of God.

Our **VISION** is that St. Dominic School remains dedicated to helping students build a broad Catholic foundation of strong character, deep faith, respect and service to the community and sharing a personal relationship with God by providing a dynamic, rich and caring learning environment.

### PHILOSOPHY

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 each 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 everyone. 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 our students, we appeal to the child’s creativity and encourage 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 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.

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## GENERAL INFORMATION

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### ACADEMIC PROGRAM

Our academic program is guided by the Archdiocese of Louisville Office of Catholic Schools and is accredited through AdvancEd. Our curriculum is based on state and national standards and is updated on a regular cycle. To see the Archdiocese of Louisville Curriculum Handbook, go to: <https://louisvillecatholicschools.com/join-us/curriculum/>.

### ACCESS to RECORDS

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

### ADMISSIONS INFORMATION

**ADMISSION PHILOSOPHY:** The mission of Catholic schools is to ensure that Catholic faith, morals and values are fully integrated into the daily life and academic program of its students. While we welcome students of all faith backgrounds, we require that all students participate fully in the school's Religion programs, with the exception of receiving the sacraments of Communion, Reconciliation and Confirmation.

#### **ADMISSION REQUIREMENTS:**

1. A child must be five (5) years of age on or before AUGUST 1 of the current year in order to enter kindergarten and six (6) years of age on or before AUGUST 1 of the current year in order to enter first grade. Children entering first grade must have attended a certified kindergarten or comparable preparatory program in order to enter first grade.
2. Parents are required to inform the school of their child's specific academic, emotional or physical needs as well as any testing or diagnosis for learning disabilities. Documentation of testing and/or a diagnosis are required in order to be considered for admission. St. Dominic School reserves the right to determine if its educational program will best meet a child's special learning needs.
3. Admissions policies and procedures differ for parish and non-parish families:

#### **PARISH FAMILIES:**

- A. must be officially registered through the parish office
- B. must attend Mass at St. Dominic Church regularly
- C. must participate in the parish stewardship program by volunteering their time and talent at the church, and by tithing in consideration of the recommended levels of giving:

#### Recommended Tithing Contributions for School Families:

# Children	Weekly	Monthly	Annually
1	\$65	\$281.67	\$3,380
2	\$90	\$390	\$4,680
3	\$115	\$498.34	\$5,980
4	\$125	\$541.67	\$6,500

- D. must participate in the school stewardship program by volunteering their time and talent at school, and by supporting the fundraising efforts of the PTO, including paying PTO dues (\$75)

- E. must pay an instructional fee of \$1,000 for each child enrolled

**NON-PARISH FAMILIES:**

- A. must participate in the school stewardship program by volunteering their time and talent at school, and by supporting the fundraising efforts of the PTO, including paying PTO dues
- B. must pay tuition rates:
  - 1 child \$4,400
  - 2 children \$6,700
  - 3 children \$9,000
  - 4 children \$11,300

See “2020-21 Financial Information” document for complete details.

**CLASS SIZE:** The maximum class size is 30 students. Enrollment beyond the maximum 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 classroom space considerations. An instructional assistant will be provided for primary classes (K-3) having more than 25 students and for any classroom containing two or more students whose special needs accommodations require assistance beyond the capacity of the regular classroom teacher.

**ENROLLMENT/NON-DISCRIMINATORY POLICY:** St. Dominic School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities available to students. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational programs, admissions policies, tuition assistance, scholarships, 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.

**PRIORITY of ADMISSION:**

1. Children of registered parishioners:
  - A. children from parish families already enrolled at St. Dominic School
  - B. oldest child 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 at St. Dominic School
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 a personal interview, the designated parish authority judges the intent and motivation to be in accord with the purpose of Catholic education
5. In the resolution of individual applications, the Pastor 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 primarily in the spring, but may take place throughout the school year. Enrollment or transfer must take place in advance of the entry date. Children must accompany the parent/guardian at the time of registration.

**REGISTRATION REQUIREMENTS:**

- Records from the previous school attended, including individual student accommodations plans (i.e. 504 Plan, Student Strategy Plan)
- Birth certificate (copy)
- Baptismal certificate (copy), if Catholic
- Social security number
- Physical exam (not more than a year old)
- Eye exam (not more than a year old)
- Up-to-date immunization certificate that adheres to 2018 KY immunization requirements:
  - Documentation that the student has received two doses of the Hepatitis A vaccine
  - Documentation of all vaccines on the Immunization Status form (2018)

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

The St. Dominic After School Program (ASP) provides child care in a structured environment for students in Preschool through 8th grade until 5:30 PM daily. A snack, recreation, arts and crafts, games and study time are included in the activities. The ASP adheres to Kentucky child care licensing guidelines. Registration for the ASP is available year-round. See the *After School Program Handbook* for more information.

## **ALGEBRA**

At the end of the 7th grade year, students in Archdiocese schools will take an Algebra readiness exam. Schools use the results to evaluate their own program and to determine the placement and course of action for their students. At the end of the 8th grade year, students will take a nationally-normed Algebra proficiency exam. Schools use the test results to evaluate their own programs, while high schools use the results along with teacher recommendation as determining factors for freshman mathematics placement. Enrollment in 8th grade Algebra does not ensure an equivalent course to 9th grade Algebra I. In some cases, students move into the second year of high school math (i.e. Algebra II, Geometry). In other cases, students are placed in Algebra I. The elementary school does not make placement decisions; high schools make their own decisions based on assessment data, teacher recommendation and other factors, and they communicate decisions about math placement directly to the parent/guardian.

## **ARRIVAL and DEPARTURE**

All transportation information must be complete and up-to-date to ensure the safe arrival and departure of our students. A transportation form is required to be kept on file for every student. Changes in the regular transportation plan for students must be communicated to the school office by **phone**. Any change in a child's departure routine must be communicated to the school office by **phone** before 2:15 PM each day. **Please do not text or email the office or your child's teacher regarding his/her transportation--always call the office.**

If a student's after-school plans change, for a day or for the duration of an athletic season, for example, parents should call the office before 2:15 PM or send a signed note to the school office that gives permission for the student to remain at school for the after-school activity.

### **ARRIVAL 7:25-7:55 AM -- SEE COVID-19 HANDBOOK FOR ADDITIONAL INFORMATION**

- Students may not be dropped off at school before 7:25 AM when student supervision begins.
- Students must be in their homeroom class by no later than **7:55 AM**. Students will be marked TARDY if they arrive after 7:55 AM. Tardy students must be signed in by the parent/guardian.
- Parents must drop off students in a single-file traffic line along the sidewalk at the main entrance.
- Parents who accompany students into the school are not allowed to park in the main (church/school) parking lot. They must park in the lower gym parking lot and walk with their child along the sidewalk leading from the gym parking lot into the main entrance. Parents will not be allowed past the office due to COVID-19 restrictions; they must be temperature-checked and sign in if they enter the building.
- For arrivals after 7:55 AM, parents may park in the school/church parking lot.

### **DEPARTURE**

- Walkers are dismissed first at 2:45 PM. Those traveling along Main Street will leave school from the front doors of the 1929 building, while those departing from High Street will leave school from the side doors nearest the churchyard.
- Bus transportation is provided by Washington Co. Public Schools and the Washington Co. Fiscal Court. Bus transportation is offered in the morning and afternoons daily, with the exception of Fridays, when there is no afternoon bus transportation. The bus departs for the WCMS/WCES campus at approximately 2:46 PM. From there, students will be loaded onto the buses that will take them home.
- Cars should be in the school parking lot by 2:45 PM. Cars will line up in rows in the parking lot to await student dismissal. No car may leave the parking lot until every student has been placed in a vehicle. A teacher/monitor will release vehicles row by row. Car riders are dismissed at approximately 2:47 PM.
- Homeroom teachers will bring their students to the parking lot and hold them in a group until the responsible party picks them up. Only authorized adults listed on the transportation form may pick up students.

**CHECK IN/OUT:** A parent/guardian or other authorized person must sign students in and out of school.

## **ASBESTOS ABATEMENT**

In 1988, the EPA and the Commonwealth of Kentucky adopted a rule requiring inspections, assessments and management of asbestos-containing building materials (ACBM) in schools. This rule is called "AHERA." In an effort to maintain a safe environment for all students, staff and visitors, and in order to comply with the rule, the Archdiocese of Louisville completed all of the necessary tasks and maintains a viable asbestos management program throughout the school system.

This notice is being provided to comply with those most recent notification requirements. Although there are no (longer) asbestos-containing building materials as defined by the AHERA rule present in our school, recent personnel changes within the state department that oversees the asbestos-in-schools program has brought about some changes with respect to recordkeeping and annual notification requirements, even for schools that have no asbestos as defined in AHERA.

A copy of the school asbestos inspection and management is available in the office for inspection.

## **ATHLETIC PROGRAMS**

Students are eligible to participate in sports as long as they are earning passing grades and maintaining appropriate conduct in school. Parent and community volunteers coach each St. Dominic athletic program; they also are responsible for working at the gate, in concessions, and with fundraising activities and tournaments. Parents also serve on the Athletic Committee as the Athletic Director and Assistant Athletic Directors. In addition to St. Dominic Athletic programs, students may participate on the Bethlehem Prep or Washington Co. middle school teams, depending on which high school they plan to attend.

Participation on teams other than St. Dominic teams will be contingent upon the number of students who desire to play a particular sport. For example, if there are not enough athletes signed up to play football, then those planning to attend Bethlehem are invited to play on the Bethlehem Prep team, while those planning to attend WCHS may join the middle school team, provided there is an agreement between St. Dominic and the other school's team. No St. Dominic School student is allowed to join a school's athletic team other than a St. Dominic team without school- and board-level approval.

See the *St. Dominic Athletic Handbook* for more information.

## ATTENDANCE INFORMATION

Students are allowed ten (10) absences per year. Once a student has missed a total of ten (10) days, the following is required in order to excuse the absence:

- Doctor/Dentist statement (for appointments that cannot be scheduled before or after school)
- Serious illness/injury that prevents attendance
- Statement of court order
- Statement of death in immediate family/attendance at funeral
- Statement of attendance at family and/or religious function (i.e. wedding, graduation)
- Pre-approval for educational family vacation
- Notification of natural disaster or other family emergency (principal's discretion)

For unexcused absences above the 10-day limit, the student must make up the missed time before or after school. Six (6) hours of makeup time is required for every day missed that is unexcused.

When your child is absent, please notify the school office. The office will call home each day to confirm all absences that are not called in.

### **ATTENDANCE CRITERIA:**

<b>TARDY</b>	Arrive between 7:55 and 10 AM <i>OR</i> Check out at 1 PM or later
<b>ABSENT</b>	Full day absent <i>OR</i> Check out before 10 AM
<b>HALF-DAY</b>	Absent more than two (2) hours of instructional time

### **MAKING UP MISSED 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 allowed one day for every day they are absent plus one additional day to make up missed work.

Parents may call the school office to request that an absent student's assignments are sent to the office for pickup by the parent or other responsible party at the end of the school day.

### **PERFECT ATTENDANCE:    *SUSPENDED DUE TO COVID-19***

Perfect attendance is defined as having no tardies or absences.

### **TARDIES:**

Students must learn the value of adhering to a schedule and arriving on time for school. Parents are responsible for ensuring that students arrive between 7:30 and 7:55 AM daily. Tardiness results in lost instructional time; for this reason, students who are tardy more than four (4) times will make up the time before or after school. Fifteen (15) minutes of makeup time is assigned for every tardy beyond the first four.

**Students who arrive at school after 7:55 AM must be accompanied by a parent or other responsible party who will sign in the student.**

## BACKGROUND CHECKS

Volunteers or chaperones for class trips or other events must undergo a criminal record check for volunteers pursuant to KRS17.160. Parents are required to complete the Archdiocese's Background Check Request form at the beginning of the school year. The cost of the background check is the parent's responsibility. The background check costs \$15 and is good for five years.

Parents should keep in mind that grandparents or other family members must complete a background check if they plan to volunteer or chaperone.

Volunteers/chaperones also must complete Safe Environment training.

## **BUILDING and GROUNDS SAFETY**

Keeping everyone in school safe and secure is a top priority. For this reason, students, faculty and staff have been instructed NEVER to allow entry to anyone trying to enter the school through a locked exterior door. All visitors must enter the school at the main entrance, sign the visitor's log and wear a visitor's badge/sticker.

Classroom doors remain locked throughout the school day. Each classroom has a phone that is connected to the school's public address system. Teachers also have two-way radios. Security cameras monitor activity inside and outside the building.

## **BULLYING**

All people have dignity because they are created in God's image and are of infinite value. As a Catholic community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school communities and provide physically and emotionally safe environments for all members.

**BULLYING**: Unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual.

**CYBER-BULLYING**: Conduct as defined above that is undertaken through the use of electronic devices including but not limited to telephones, cell phones, computers, email, instant or text messaging, video games, websites and any form of social media.

Bullying and cyber-bullying shall not be tolerated and are strictly prohibited. St. Dominic School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that

- occurs on or is delivered to school property or a school-sponsored event on or off school property
- occurs off school property or outside of a school-sponsored activity or event if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operation of the school or school-sponsored activity or event

**Faculty and staff members** are required to be alert to signs of bullying and act promptly and firmly according to the school's discipline policy. They must report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified. Faculty and staff will offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed. Faculty and staff will encourage all students to refrain from bullying behavior and encourage reporting of any bullying behaviors they witness.

**Parents** should report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal or other designated individual. Parents should support the school's anti-bullying policy and actively encourage their child/ren to avoid bullying behavior. Being vigilant with regard to their child's use of electronics and social media is also the responsibility of the parent.

**Students** should report to the teacher in charge, or to another staff member, any incidents of bullying they witness at the time of the incident, or as soon as possible following the incident. When possible, they should stand up for the student being bullied and refrain from joining in the bullying behavior. Students should treat others with the respect and dignity that is expected of a Catholic school student, not only in face-to-face situations but also in the way in which they conduct themselves using electronic devices, text messages and social media.

## **BUS RULES and BUS SAFETY**

Bus riders are to conduct themselves properly at all times. Because we utilize Washington Co. public school buses, our students are subject to the rules of conduct as well as the consequences for misbehavior:

- 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 students are behaving in such a way as to endanger the safety of other passengers, the driver may choose to discharge the student. In this event, the driver will promptly notify the principal of the school or the superintendent, along with the student’s parent/guardian.
- Each principal has the ultimate responsibility for ensuring the good conduct of his/her students.
- St. Dominic School employs a bus monitor who oversees students as they board buses and who has the authority to ensure appropriate conduct and report misbehavior to the principal.
- The principal has the authority to deny bus-riding privileges to students for a maximum of ten (10) days per occurrence in the case of habitual or serious conduct violations.
- The Superintendent or his/her designee may withhold bus-riding privileges up to the remainder of the school year.
- The parents/guardians may be held responsible for restitution of any damages, beyond normal usage, inflicted by their child.

While not every student rides the bus to and from school each day, students will likely ride a bus when taking part in field trips. Each year, Washington Co. Schools bus transportation personnel provide all students (P-8), faculty and staff with instruction on bus safety and emergency procedures.

## CAFETERIA/SCHOOL LUNCH INFORMATION

The St. Dominic School Lunch Program offers a variety of meal options daily. The staff are dedicated to providing lunches that are healthy and appealing to students, faculty and staff. Parents should read through the monthly menu with their child to help him/her make good choices each day and to encourage him/her to try new things whenever possible. The cafeteria staff invite your input on menu items and will gladly answer any questions you have about any aspect of their food service program.

**LUNCH:** Menus are published monthly on the reverse side of the school calendar.

Full-priced lunch	\$3.00	Juice, Water, a la carte items:	\$ .55
Reduced-price lunch	\$ .40	Guest lunch:	\$4.25
Extra entree:	\$1.75	Staff lunch:	\$3.50
Extra side (fruit/vegetable)	\$1.00	Staff a la carte entree:	\$1.75
Extra milk	\$ .55		

**BRINGING LUNCH:** Students may bring their lunch to school in accordance with the following guidelines:

- A healthy, non-caffeinated beverage is required. No sodas or drinks high in sugar.
- No fast food in original restaurant packaging is allowed.
- Entrees that need to be kept cool will require a cold pack; we cannot refrigerate student lunches.
- Do not pack items that need to be microwaved.
- Students who bring their lunch may purchase beverages and a la carte items from the cafeteria.

**CAFETERIA FEE:** There is a \$15 cafeteria fee charged per student annually. Families of 3 pay a discounted rate of \$40 ; families of four will pay \$50 . Cafeteria fees are to be paid at the time of enrollment in the lunch program.

### **CAFETERIA RULES for STUDENTS:**

- Manners are strongly encouraged! Respect the cafeteria staff and lunchroom monitor. Follow their instructions. Be polite and courteous. Say “Please” and “Thank You” and “Yes, Ma’am.”
- Talk QUIETLY at the lunch table with those around you. Do not try to talk to people at other tables or at the end of the lunch table.
- Do not change your mind about your entree choice. You must choose the entree you chose when the lunch count was taken in the homeroom.
- Do not run, and be careful when walking with your lunch tray.
- Raise your hand if you need assistance from the cafeteria monitor.

- DO NOT SHARE FOOD. DO NOT PLAY WITH FOOD. DO NOT WASTE FOOD.
- Respect the personal space of others. Do not reach over someone or touch their lunch tray, food, etc.
- If you make a mess, clean it up. Empty your lunch tray, and remove all napkins and waste from the table.
- If you are a table-washer, do your best to thoroughly clean the tables and benches.
- Misbehavior is subject to disciplinary action.

**CHARGES/FORGOTTEN LUNCH MONEY:** Charges must be repaid as soon as possible. Outstanding lunch charges at the end of the school year will result in the student’s report card and other records being held until the balance is paid. Your child will be sent home with a lunch slip if his/her account is in a deficit. Parents can deposit money into their child’s lunch account and track expenses online through the MySchoolBucks program.

**ENROLLMENT:** Enrollment in the school lunch program typically takes place at Meet Your Teacher Night prior to the start of the school year. Enrollment includes payment of the cafeteria fee and selecting meal account options for each child, as well as making deposits into each account.

**FREE/REDUCED LUNCH PROGRAM:** Your child/ren may qualify for free or reduced-price lunch. The cafeteria provides an application for free and reduced meal benefits, along with a detailed set of instructions. Applications are held in strictest confidence. Since all students pay for their meals using a PIN, and since students’ account information is visible only to the cashier, no child is ever identified or made aware of his/her lunch program status.

**GUESTS/SPECIAL FRIENDS LUNCH:** There is a Special Friends Lunch each month, beginning with the 8th grade in August. These dates are published on the school calendar, and a lunch form is sent home prior to the lunch. Guests are welcome to eat lunch with students any day of the week, as long as they notify the cafeteria buy 9 AM on they day they plan to eat lunch. **DUE TO COVID-19 RESTRICTIONS, THERE WILL BE NO GUESTS OR SPECIAL FRIENDS LUNCHES UNTIL FURTHER NOTICE.**

**MEAL PLAN OPTIONS:** All accounts are prepaid. Make checks payable to ST. DOMINIC SCHOOL CAFETERIA. If you have more than one child, your payment will be divided equally among all of their accounts unless you designate otherwise.

- **OPTION 1**      **OPEN ACCOUNT (Unlimited)**  
Funds are deposited into an individual meal account. Funds are accessed with an assigned PIN and may be used for meals, beverages and a la carte items. Those who bring their lunch may use this option to purchase beverages. There is no limit as to what may be purchased or how many purchases may be made under this plan.
- **OPTION 2**      **CLOSED ACCOUNT (Limited)**  
Funds are deposited into an individual meal account. Funds are accessed with an assigned PIN but may be used only for meals and beverages. No a la carte or extra items may be purchased.
- **OPTION 3**      **MEAL w/EXTRA BEVERAGE**  
Funds are deposited into an individual meal account. Funds are accessed with an assigned PIN and may only be used for meals and beverages. No a la carte items may be purchased.
- **OPTION 4**      **CASH on the LINE**  
Cash/check is accepted at the point of purchase for a meal and/or a la carte items.

**PERSONAL IDENTIFICATION NUMBER (PIN):** All students, upon enrollment at St. Dominic School, are assigned a PIN, the last three digits of which are typed onto a keypad in the cafeteria as the student goes through the lunch line. Younger students are given assistance with their PINs as needed.

See the *St. Dominic School Lunch Program* handbook for more information.

## CALENDAR

St. Dominic School generally follows the calendar for Washington Co. Schools, with some exceptions about which parents will be notified. The exceptions include:

- PTS Conference days: Twice a year, on Fridays, following PTS conferences held Monday through Thursday, students will not attend school. This is called PTS Day. If students attend a conference with a parent/guardian during the week, they will be counted present for school on PTS Day. If they do not attend a PTS conference, then they will be marked absent on PTS Day.
- Non-Traditional Instruction (distance learning) or NTI: In the event of inclement weather or widespread illness (such as COVID-19), St. Dominic School will be online for as many days as is necessary. In the event of a COVID-19 outbreak, for example, St. Dominic School would move to NTI days if required to do so by the state of Kentucky, the local health department, or if there is widespread illness in the school and/or a lack of substitute teachers. If the public school district shuts down due to illness and we do not have widespread illness and are not forced by a state or health department mandate to move to NTI, then St. Dominic would continue with in-person instruction.
- Any school cancellation in the public school system that does not affect St. Dominic School. Examples are public school work/data days for teachers.

Archdiocese of Louisville Catholic Schools operate on a 175-day school year calendar. Students are required to attend 175 days and 1,072 hours.

In addition to publishing an annual calendar, St. Dominic School publishes a monthly calendar (lunch menu on back), and a monthly calendar is also accessible on TeacherEase.

## CANCELLATION/DELAY of SCHOOL

In the event of inclement weather, St. Dominic School will follow the Washington Co. Schools schedule for delays and cancellations. Parents will be notified, if they choose, by the Washington Co. School System, as well as by St. Dominic School through our one-call system. In addition, school cancellations are published on TeacherEase. If school closes early, there will be no After School Program that day.

See "CALENDAR" above for more information.

## CELL PHONES

Students are not permitted to use cell phones while they are on the school campus, unless they are given permission to do so. Students bringing their cell phones to school must keep them turned off and in their lockers/cubbies throughout the school day. Students who need to call home may do so with teacher permission from the classroom or office phone.

Students who use their cell phones without permission will be subject to disciplinary action and the cell phone will be retained by the principal in the office until the parent/guardian retrieves it.

## CHRISTMAS PROGRAM--***MAY BE SUSPENDED DUE TO COVID-19 RESTRICTIONS***

St. Dominic School presents a Christmas program each year. This program has both afternoon and an evening performance and involves active participation from every student in the school. It is a planned part of the St. Dominic School Music and Religion programs. Attendance is required of every student.

## CODE of CONDUCT for STUDENTS

**CHARACTER:** 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.

**CONDUCT:** Since our students are identified in the community by their uniforms, we expect the same high standards of behavior off the school grounds, especially to and from school, at sporting events and at events sponsored by clubs or organizations in which our students are officially or unofficially representing St. Dominic School. It is expected that our students attending activities and events sponsored in or by other schools also will exhibit proper Christian behavior. Students are expected to be quiet and orderly when changing classes, going to the restroom and eating lunch. Students are not to disturb other classes. Hairstyles, clothing and accessories, gum, candy, cell phones--anything that draws unnecessary attention to the student and away from class activities--is not allowed.

**RESPECT:** Students must respect themselves and others. We insist on obedience to and respect for those in authority--teacher, principal, pastor, instructional assistants, ASP staff--anyone in charge of students. Speech and behavior should reflect favorably upon the home and the school. Good manners and respect for oneself and others are to be observed at all times. Students are expected to use appropriate communication skills, including 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 for 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. Defacing of school property will not be tolerated.

**RESPONSIBILITY:** Students are expected to be active, productive, responsible participants in the teaching and learning process. Older students should model responsible behavior for younger students at all times and should 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 be caretakers of the school and keep it as clean, neat and functional as possible. Restrooms should be left clean after use. Students must clean up after themselves in the cafeteria and be willing to wipe down the tables, sweep and mop the floors and take out the trash if called on to do so. Students should keep their classroom spaces (desks, cubbies, lockers) clean and neatly organized. Students should do their part to keep the school grounds clean and neat as well.

**STEWARDSHIP:** We expect students to understand the stewardship principles of sharing their time, talent and treasure with others in thanksgiving for God’s blessings. Students in grades 6-8 must complete a minimum of service hours each year. Meeting the minimum requirement is not the only expectation; students, with the help of their parents, should develop a sense of dedication to their community, whether it be the school or the church they attend, or the larger Springfield-Washington County community. Good stewards recognize the need to give back to the community that supports them, and to give back to the Church for all of the ways in which God has blessed their lives. Spirit Days and other opportunities to support charitable causes should be supported. Students should do their part to help with school and church stewardship opportunities, from helping at the annual Chili Supper to acting as servers or greeters at church.

## CONFIRMATION

The sacrament of Confirmation is made during the 8th grade year under the coordination of the school’s Religion and Stewardship teachers and the parish Director of Religious Education (DRE). Projects, retreats and other

activities, in addition to service hours, make up the sacramental preparations. The 7th grade class is required to sing in the choir at the Confirmation Mass.

## CURRICULUM and ASSESSMENT

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

Art	Language Arts	Music	Science	Spanish (3-8)
Health & Physical Education	Mathematics	Religion	Social Studies	Technology

Teachers utilize the Archdiocese of Louisville Curriculum Framework, a comprehensive guide for each subject area that is reviewed and revised annually and aligned with state and national standards. You can view the curriculum document at <https://louisvillecatholicschools.com/join-us/curriculum/>.

### Assessments include:

Algebra Readiness	7th grade	MAP Reading & Math Assessment	Grades 3-7
Algebra Proficiency	8th grade	MAP Reading Fluency	Grades K-2
Brigance Assessment	Kindergarten screening	NCEA/ACRE Religion Assessment	Grades 5 & 8

MAP is administered twice annually, and MAP Reading Fluency is administered three times during the school year. All other assessments occur once a year.

Students in the 8th grade have the option of taking the High School Placement Test in December. The HSPT is used by Catholic High Schools in the Archdiocese of Louisville and is given locally at Bethlehem High School in Bardstown.

## DELIVERIES of FLOWERS, GIFTS

Students who receive flowers or other special deliveries may pick them up in the school office at the end of the day. Balloons and flowers 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 office staff deliver them to the classroom.

**Deliveries on Valentine's Day are not allowed.**

## DISCIPLINARY CONSEQUENCES

The following are considered appropriate consequences for disciplinary infractions by the Archdiocese:

<b><u>COMMUNITY SERVICE:</u></b>	Student may be asked to stay after school or come in on Saturday to repay time lost, repair damages done, or improve the school environment.
<b><u>DETENTION:</u></b>	Detention lasts one hour and may take place before or after school.
<b><u>PROBATION:</u></b>	Student is evaluated by teacher and principal with regard to his/her behavior and attitude over a specified period of time in order to determine the student's resolve to remain in the school community.
<b><u>SATURDAY SCHOOL:</u></b>	Saturday School lasts four (4) hours and a fee of \$50 may be charged to cover supervision by school staff.
<b><u>SUSPENSION:</u></b>	In-school or at-home suspension is generally 1-3 days and requires that students are removed from the student population and barred from all athletic, school, or extracurricular activities for the duration. Indefinite suspension is used in cases

where probation and temporary suspension seem inadequate to effect the desired change in the student's behavior. If the 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 is resolved.

## **DISCIPLINE FORMS**

The following forms are used to document disciplinary infractions:

<b><u>UNIFORM NOTICE:</u></b>	Form used for dress code infractions; can be issued three times before becoming subject to disciplinary action
<b><u>DETENTION NOTICE:</u></b>	Form used when detention is assigned
<b><u>DISCIPLINE NOTICE:</u></b>	Form used for 2nd incident of Level 1 infraction
<b><u>OFFICE REFERRAL:</u></b>	Form used for 3rd incident of Level 1 infraction and all Level 2 and 3 infractions

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## **DISCIPLINE INFRACTIONS and CONSEQUENCES**

### **LEVEL 1**

#### **INFRACTIONS**

Dress code violation	Minor class disruption
Failure to follow class/playground/cafeteria rules	Note-passing
Gum/candy/food/drink without permission	Public displays of affection
Horseplay	Unsportsmanlike conduct
Leaving seat/room without permission	Other minor offenses deemed as such by the principal
Unauthorized use of a cell phone	For cell phones: cell phone taken to office; kept by the principal until it is retrieved by the parent/guardian

#### **CONSEQUENCES**

1st incidence:	Teacher conference with student Teacher documents infraction
2nd incidence:	Teacher conference with student Teacher completes DISCIPLINE NOTICE form DISCIPLINE NOTICE signed by parent Clean-up duty/extra work/loss of privileges
3rd incidence:	Student issued DISCIPLINARY REFERRAL form Student sent to Principal's office Parent contacted Detention and/or other consequences deemed appropriate by the principal Non-participation in athletic/extracurricular activities

### **LEVEL 2**

#### **INFRACTIONS**

Persistent Level 1 behavior	*Minor vandalism
Cheating	Misbehavior under substitute teacher supervision
*Defacing books, desks, school/student property	Non-participation/lack of cooperation in class

Disrespect toward faculty or staff (verbal/nonverbal)  
Forgery  
Gambling  
Improper conduct (field trip, assembly, event)

Off school grounds/out of class without permission  
Plagiarism  
Suggestive language/behavior  
Teasing/harassing/disrespecting other students

### **CONSEQUENCES**

1st Incidence:

Student sent to office with DISCIPLINE REFERRAL  
Student conference with principal  
Parent contacted  
Detention and/or other consequences deemed appropriate by the principal  
Non-participation in athletic/extracurricular activities

2nd Incidence:

Student sent to office with DISCIPLINE REFERRAL  
Meeting with principal, parent, teacher and student  
Two detentions and/or other consequences deemed by the principal  
Non-participation in athletic/extracurricular activities

3rd Incidence:

Student sent to office with DISCIPLINE REFERRAL  
Meeting with principal, parent, pastor, teacher and student  
Saturday School or in-school suspension and/or other consequences deemed appropriate by the principal  
Non-participation in athletic/extracurricular activities

## **LEVEL 3**

### **INFRACTIONS**

Persistent Level 2 behavior  
Activation of fire alarm  
Possession of obscene/vulgar materials  
Skipping school  
Stealing

Threatening behavior/communication toward individual  
Unauthorized use of Internet  
Unauthorized use of prescription or non-prescription drug  
\*Vandalism

### **CONSEQUENCES**

1st Incidence:

Parent conference and plan of action to include:  
In-school suspension and/or at-home suspension and/or Saturday school  
Other actions deemed appropriate and necessary  
Pastor notification  
Probation  
Non-participation in athletic/extracurricular activities

2nd Incidence:

Becomes Level 4 infraction

## **LEVEL 4**

### **INFRACTIONS**

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

## **CONSEQUENCES**

<b><u>Minimum:</u></b>	Conference with principal, pastor and parent Immediate at-home suspension Non-participation in athletic/extracurricular activities Other actions deemed appropriate and necessary Recommendation for expulsion
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*\*Student is responsible for clean-up (if possible) and/or the cost of repair or replacement of damaged items*

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## **DRESS CODE**

## **Uniform Guidelines**

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<b><u>MASK:</u></b>	--A cloth ear-loop mask is required for grades 1-8. Kindergarten students will only be required to wear a mask when they are outside the classroom, such as traveling to and from the gym.
<b><u>BELTS:</u></b>	--SOLID navy, black or brown; solid leather or fabric with no ornamentation --A belt must be worn if pants/shorts have belt loops
<b><u>JUMPERS:</u></b>	--Grades K-3 --SOLID navy, black or khaki; knit, cotton or cotton blend fabric --Hemline may not be more than three inches above the top of the knee --May be worn year-round with leggings, tights or socks
<b><u>LEGGINGS,</u></b>	--Grades K-8; K-3 may wear leggings instead of tights with the school uniform and on Spirit/Dress Down days place of pants; for grades 4-8, leggings may ONLY be worn in place of tights under the uniform skirt/skort or under a skirt/dress on Spirit/Dress Down days; leggings may not take the place of pants for gr. 4-8
<b><u>SOCKS &amp; TIGHTS:</u></b>	--SOLID navy, black or white --No logos visible
<b><u>SHIRTS:</u></b>	--SOLID navy, light blue or white --Uniform shirt must have a collar; polo, oxford cloth shirt or blouse --Turtleneck shirt or t-shirt (white) may be worn under the uniform shirt --Shirts must be tucked in except on Spirit/Dress Down days
<b><u>PANTS:</u></b>	--SOLID navy, khaki uniform pants in cotton/cotton blend (no denim) --No logos visible --Plain or pleated front --NO CARGO PANTS w/ exterior pockets --Same-color stitching --With or without belt loops --No low-rise or skinny-fit styles --Capri-style uniform pants may be worn by girls from Aug.-Oct. and after Spring Break --No rips or tears; pants must be hemmed and in good repair
<b><u>SHOES:</u></b>	--Athletic shoes are recommended for daily wear

- Athletic shoes must be worn for P.E. class
- No slick soles
- Non-marking soles
- Shoes must have a back strap and closed toe
- Boots may be worn beneath pants or with a jumper

**SHORTS/SKORTS:**

- All grades
- SOLID navy or khaki
- Same style guidelines as for pants above
- Shorts may be worn August-October and after Spring Break
- Skorts may be worn year-round with tights, leggings, or socks

**SWEATSHIRTS,**

**HOODIES &**

**SWEATERS:**

- SOLID navy, royal blue or white
- Crewneck or hoodie sweatshirt--with or without St. Dominic School/Athletics logo
- Crewneck or v-neck sweater--plain or button-front; with or without School/Athletics logo
- Uniform shirt must be worn with hoodies, sweaters and sweatshirts
- No logos other than official St. Dominic School & Athletics allowed
- Please do not make your own logo designs!

**MISCELLANEOUS:**

- |                          |  |
|--------------------------|--|
| MAKEUP                   | --No makeup or lip gloss   |
| HAIR                     | --Hair must be neat and clean<br>--Boys' hair must not touch the eyebrows or shirt collar<br>--No distracting hairstyles (i.e. mohawk) or colors (i.e. purple)   |
| JEWELRY &<br>ACCESSORIES | --Wristwatch permitted<br>--No fitness trackers or watches with Internet access<br>--Girls may wear a single pair of non-dangling earrings<br>--Necklaces with crosses or crucifixes and religious medals may be worn beneath the uniform shirt<br>--No other jewelry is permitted |
| NAILS                    | --No nail polish or artificial nails permitted<br>--Nails must be clean and neatly clipped   |
| OTHER                    | --Yoga or compression pants are not permitted<br>--No tattoos or body piercings<br>--No hats permitted inside the school building  |

**OUTERWEAR:**

- Jackets and coats may not be worn in the classroom
- Outer wear must be worn on cold/inclement weather days

**DRESS CODE**

**Out-of-Uniform Guidelines**

**DRESS DOWN DAY:**

- Held for the whole school, individual or group for reward or specific purpose
- May be free or low-cost (\$1 or canned good)
- Student will receive a pass in order to dress down

**RULES:**

- No belt is required
- No form-fitting pants allowed for gr. 4-8
- Leggings worn by K-3 instead of pants
- Leggings must be worn with a skirt or dress by gr. 4-8
- No holes or rips in clothing
- Shirts must be modest in style; no off-the-shoulder styles permitted; no bare midribs or backs; not more than 2 inches below the collar bone
- No clothing advertising bars, alcohol, tobacco, etc.
- No open-toed sandals or flip flops
- Athletic shoes required for P.E. class
- Shorts/Skorts may be worn August through October and after Spring Break; they may not be more than 5 inches above the top of the knee
- Shirts do not need to be tucked in

**KNIGHT TIME:**

- Every Friday, students in K-8 will have an intervention and enrichment period called “Knight Time.”
- Students may wear the “Knight Time” t-shirt instead of the regular uniform shirt

**SPIRIT DAY:**

- Spirit Days are posted on the monthly calendar, typically once a month
- Students may wear a “spirit shirt” instead of the regular school uniform top (t-shirt or hoodie with school, athletics or school organization logo)
- Students may pay \$1.00 in order to wear non-uniform pants, skort/short, etc.

**RULES:**

- See rules for Dress Down Day above

## **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 school or a school-sponsored activity, 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, lookalikes 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. The parent/guardian will be called to take the student home unless emergency help is necessary.
3. The superintendent and/or Safe & Drug-Free Schools coordinator will be notified and consulted.
4. A conference will be held with the student, parent/guardian and school officials.
5. Law enforcement authorities will be informed.
6. A professional assessment for chemical dependency will be required; the student may be suspended from school pending the assessment results.
7. Assessment results, disciplinary history and other pertinent information will be 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 alcohol or illegal drugs, lookalikes or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. The parent/guardian will be called to take the student home.
2. Law enforcement authorities will be informed.
3. The superintendent and/or Safe & Drug-Free Schools coordinator will be 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 with 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 and PROCEDURES**

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

**EARTHQUAKE DRILL:** --Held annually in accordance with state and Archdiocesan guidelines  
--Students are required to take cover for 60 seconds and then evacuate the building

**FIRE DRILL:** --Held monthly in accordance with state and Archdiocesan guidelines  
--Exit plans are posted in every classroom  
--Students are required to evacuate the building and go to their appointed safe zone

**LOCKDOWN DRILL:** --Held four times annually  
--Students are required to go to their closest safe zone; classrooms are locked and barricaded; students will hide, be silent and wait for the “all clear” signal

**TORNADO DRILL:** --Held four times annually  
--Tornado zones are posted in every classroom  
--Students are required to go to their classroom tornado safe zone; assume the tuck and cover position; be silent and wait for the “all clear” signal

## **ENTERING and EXITING the BUILDING**

Every visitor must use the main entrance, sign the visitor’s log and obtain a visitor sticker/badge. When leaving, visitors must sign the visitor’s log and leave from the main exit. **DUE TO COVID-19, VISITORS MUST WEAR A MASK, SIGN IN, HAVE THEIR TEMPERATURE CHECKED, AND MAY NOT GO PAST THE MAIN OFFICE.**

## **EXTENDED SCHOOL SERVICES (ESS)**

After-school tutoring is available to students who need extra help with Reading and Math skills. The program is made possible through Title funds and is available to students who qualify on the basis of (1) free and reduced lunch program participation; (2) receiving Title I services during the school day and (3) teacher recommendation based on assessment/observation data.

## **EXTRACURRICULAR ACTIVITIES**

**4-H:** Students in 4-H participate in a variety of activities outside the school day as well as the annual Talk Meet, which is incorporated into the English Language Arts

curriculum for grades 4-8. In addition, a 4-H instructor will conduct classes periodically through the Science lab.

**ATHLETICS:** See the Athletics Handbook for more information.

**CONSERVATION:** A Conservation instructor visits school periodically to speak to students in grades 4-6 on a variety of fish, wildlife and conservation topics.

**JUNIOR BETA CLUB:** Junior Beta Club is a state and national honor society that is open to 7th and 8th grade students who meet the following eligibility requirements:

- Maintain “A” grades
- Perform service work
- Be a role model
- Possess good character traits and conduct
- Must have the desire to develop leadership and interpersonal skills
- Must complete a written component required in application process
- Pay membership dues are \$20

## **FIELD TRIPS**

All field trips are approved in advance by the principal. Teachers will typically plan one field trip per year. Field trips are aligned with the curriculum. Chaperones must have an Archdiocese background checks and a Safe Environment workshop certificate on file.

## **FIRST HOLY COMMUNION**

Students will make preparations and receive their First Holy Communion in the 2nd grade. The 2nd grade teacher coordinates the sacramental preparations with the parish Director of Religious Education (DRE). Non-Catholic students will participate fully in the classroom preparations and are welcome to attend and/or participate in the ceremony without receiving the sacrament.

## **GRADING POLICIES and PROCEDURES**

It is Archdiocesan policy that all students will receive a grade for each subject area. When grading, teachers must assess student performance based on established progress codes (see below). An “A” represents excellence that is above average, while a “C” is mid-range on the scale, indicating adequate or average performance.

Student records are maintained on TeacherEase. Parents have access to student grades on TeacherEase once they are registered with TeacherEase and assigned a login and password.

No teacher shall give all students the same grade at the end of a grading period. Teachers will provide students and parents with a course syllabus outlining grading practices and other assessment information.

A grade report will be part of each Parent-Teacher-Student (PTS) conference.

Grades are reported every trimester; there are three, 12-week trimesters each school year. Report cards will be issued each trimester. A copy of the final report card will be filed in students’ permanent records.

No assignment or final grade shall be worth more than 100 points.

Extra credit will not be given to a student in order to bring up his/her grades. Extra credit or bonus points should be awarded to those students who go above and beyond what is expected.

### **PROGRESS CODES for KINDERGARTEN through GRADE 2:**

E      Excellent Progress

- S Satisfactory Progress
- N Needs Improvement
- U Unsatisfactory

**PROGRESS CODES for GRADES 3-8:**

- |   |           |   |
|---|-----------|---|
| A | 93-100%   | Excellent understanding of subject matter and demonstration of skills                 |
| B | 84-92%    | Very good understanding of subject matter and demonstration of skills                 |
| C | 75-83%    | Adequate understanding of subject matter and demonstration of skills                  |
| D | 70-74%    | Has difficulty understanding subject matter and demonstrating skills                  |
| U | Below 70% | Unsatisfactory/inadequate understanding of subject matter and demonstration of skills |

**GRADUATION**

The 8th grade class will graduate prior to the closing day for grades K-7. The day includes a luncheon, graduation Mass and a dance for 7th and 8th graders. The chaperones for the graduation dance will be 7th grade parents, and 7th graders will be involved with the graduation Mass as servers, ushers, greeters and choir members.

The Kindergarten class will have a graduation ceremony on an evening prior to the last day of school.

Dates for graduation are posted on the annual calendar but will be subject to change based upon the number of inclement weather days that must be made up at the end of the year.

**GRIEVANCE PROCEDURES**

Authority as exercised by 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 times. 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. Faculty/Staff | 6. Office of Catholic Schools (OCS)     |
| 3. Principal     | 7. Due Process Board of the Archdiocese |
| 4. School Board  | 8. Archbishop                           |

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 school board level by notifying the school board president. 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) 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**

Archdiocese of Louisville schools do not condone harassment in any form. All employees and students alike are to be treated with dignity and respect. Harassment in any form is prohibited and applies to all faculty and staff, volunteers, consultants, clergy, vowed religious and lay persons.

### **TYPES of HARASSMENT:**

SEXUAL conduct	Unwelcome sexual advances, requests for sexual favors and other verbal or physical 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 or gestures

### **CONSEQUENCES of HARASSMENT:**

- Immediate suspension
- Formal apology
- Possible loss of employment (employees)
- Any other action deemed necessary to resolve the issue

## **HEALTH and MEDICAL INFORMATION**

*See Covid-19 Handbook for additional information*

### **DOCTOR/PARENT NOTES**

- The parent/guardian should notify the school of any condition which may affect a student's participation in school.
- In cases of illness or injury in which the child has received treatment by a physician, the parent/guardian should send a copy of the doctor's orders to the school if the condition will affect student participation in any way.
- In cases of illness or injury in which the child was not treated by a physician, the parent/guardian must send a signed and dated note to school detailing the medical situation and stating any changes that should be made in the child's school routine.

### **FIRST AID**

- St. Dominic School has a minimum of two certified First Aid/CPR providers on staff. Minor injuries are the responsibility of these trained personnel.
- All school employees receive bloodborne pathogens training and first aid practices involve universal precautions for preventing contact with blood and other potentially infectious body fluids.
- First aid supplies are stored in classroom emergency kits and 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.

- Up-to-date emergency care information is maintained on the school database. It is the parent/guardian's responsibility to keep this information current and to notify the school of any changes in a student's emergency contacts, physician, insurance, health concerns and/or medications.

**First Aid Priorities:**

- |                                       |  |
|---------------------------------------|--|
| 1. Absence of or difficulty breathing | 6. Poisoning or ingestion of chemicals |
| 2. Absence of a pulse                 | 7. Broken or dislocated bones          |
| 3. Unconsciousness                    | 8. Diabetic emergency                  |
| 4. Severe bleeding                    | 9. Seizure control                     |
| 5. Head or neck injury                | 10. Allergic reaction                  |

**LICE POLICY:**

1. If a child is detected to have lice, the parent/guardian will be contacted and required to pick up the child.
2. The school will tell the parent/guardian that head lice has been found and that the child will need to receive the proper treatment.
3. The child will be readmitted to school only with a notice from the child's physician or health department stating that the child is not contagious.
4. 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.
5. If a parent detects lice in his/her child's head, the parent must notify the school.
6. At no time will a child with head lice be publicly identified or made to feel ashamed, stigmatized or guilty.

**MEDICATIONS**

- At the beginning of the school year, each student must have up-to-date medical information on file. This information includes physician, parent and emergency contact information, information regarding medications the child is taking and information regarding allergies or other medical conditions of which the school should be made aware.
- The school will not dispense medication without parent/guardian permission. Parents must complete a medicine authorization form at the start of the school year in order for their child/ren to receive over-the-counter medications (ibuprofen, acetaminophen, cough drops, etc.) during the school day.
- In cases of illness or injury when prescription or over-the-counter medications must be taken during the school day, the following procedures must be followed:
  1. If the medicine (prescription or over-the-counter) is sent from home to be administered during the day, a written note or a copy of the school's medicine authorization form must be sent to the school office in a zip-lock plastic bag.
  2. Prescription medication will be given if the child's name is on the prescription, if the prescription is current, and will be dosed only as prescribed on the label.
  3. Over-the-counter medication will be dosed only according to the label's instructions.

**MEDICATIONS**

4. No child may keep medication with him/her. Medication is to be kept in the school office during the school day.
5. Over-the-counter medications such as Tylenol and Motrin will not be dispensed to a student for more than three consecutive days without a doctor's written instructions.
6. Self-medication such as an asthma inhaler will be allowed to stay with the student only per doctor's orders.

**PHYSICAL EXAMS:**

Physical exams by a licensed physician are required for:

- All new students
- All students entering the 6th grade (requires completion of Archdiocese 6th grade physical form)
- All athletes (requires completion of KHSAA physical form)

The 6th grade and sports physical forms are available on TeacherEase and in the school office.

**VACCINATIONS:**

All students in grades K-8 must have on file by the first day of school:

- Up-to-date immunization record on new KY immunization status form
- Documentation on new immunization form that student has received two doses of the Hepatitis A vaccine

**VISION EXAMS:**

An eye exam by a licensed optometrist or ophthalmologist is required for all new students.

**HOMEROOM**

The school day begins at 7:55 AM in homeroom. During this time, students will say prayers, recite the Pledge of Allegiance and the St. Dominic School Core Values, and listen to morning announcements over the P.A. system. Also during homeroom, the lunch count will be taken, student notes will be collected and preparations will begin for the first period class. There is also an afternoon homeroom period from 2:30 until 2:44 PM daily.

**HOMEWORK**

Homework assignments are designed to reinforce and/or complement classroom learning. It is expected that each student will complete homework when it is assigned. If circumstances prevent a student from completing homework, the parent/guardian must send a note to the teacher. Work that is late or incomplete will be considered in the evaluation process. The general rule for homework is that the work will be given full credit only if completed on time. Late work deductions are generally 10 points for the first day, 50 points for the second day and zero credit for three or more days late.

The time frames for homework are as follows:

- Grades K-2                      30 minutes
- Grades 3-4                     45 minutes
- Grades 5-6                     60 minutes
- Grades 7-8                     75 minutes

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

**HONOR ROLL**

A-B Honor Roll certificates are awarded to students in grades 4-8 who earn A’s and B’s in a single trimester and for the entire year. A-Honor Roll certificates are awarded to students in grades 6-8 who earn all A’s in a single trimester and for the entire year.

**KNIGHT TIME**

Knight Time is a program of intervention and enrichment for students in Kindergarten through 8th grade that is held for 45 minutes every Friday after Mass. Students may wear a Knight Time t-shirt on Fridays instead of their regular uniform shirt.

## **KNIGHT WATCH**

Knight Watch is a program consisting of school volunteers, primarily males, who serve the school as role models, provide light security and maintenance duties, assist teachers as needed, and, in general, provide a male presence in the school for students, faculty and staff.

Volunteers must complete a background check and Safe Environment training. Volunteers for this program should contact the principal or read the handout/application on TeacherEase and in the annual parent folder.

## **MASS ATTENDANCE/MASS PREPARATION/WEEKEND MASS** *See COVID-19 HANDBOOK FOR PROCEDURES DUE TO COVID RESTRICTIONS*

Students in K-8 will attend Mass weekly and on holy days of obligation. Students at each grade level participate in weekly 8:30 Mass. Non-Catholic students also will attend and participate in the Mass, with the exception of receiving communion. A different grade each week is responsible for providing the liturgical roles, while another grade sings in the choir. Attendance at Sunday/weekend Mass is a requirement of our Catholic faith. As such, it is a part of our Religion studies to discuss the and other aspects of our beliefs with students. As the first and most important teachers of our students, parents are encouraged to share, discuss and model the tenets of our Catholic faith with their children.

## **MEET YOUR TEACHER NIGHT and BACK-TO-SCHOOL BASH** *CANCELLED DUE TO COVID-19 RESTRICTIONS*

The PTO sponsors a two-part event prior to the start of each school year, in late-July or early August:

**MEET YOUR TEACHER NIGHT:** This program typically runs from 4:00 to 5:30 PM. During this time frame, students will be able to:

- Come to school and meet their teachers, drop off their class supplies, pick up a course syllabus, and inquire about activities, procedures and policies.
- Meet with cafeteria staff to inquire about and set up lunch program accounts and pay cafeteria fees.
- Pick up a folder of forms and information from the office staff
- Purchase PTO “spirit wear” apparel and accessories
- Talk with Athletics representatives about sports programs

**BACK-TO-SCHOOL BASH:** This event follows Meet Your Teacher Night from 5:30-7:00 PM and is focused on food, fun and fellowship for students, parents/guardians and school faculty and staff.

## **MORNING PROGRAM/ASSEMBLIES**

Every Monday-Thursday morning at 7:58 AM, the principal leads the school in a morning program over the P.A. system that includes recognition of birthdays, news and information, prayers, the pledge of allegiance and the reciting of our school’s core values.

Every Friday at 8:00 AM, the school has a morning assembly program in the gym that follows the same morning program of prayers, information, birthdays, pledge of allegiance, core values and sports reports from students about their team’s games from the past week. --SUSPENDED DUE TO COVID-19 RESTRICTIONS

## **“ONE-CALL” COMMUNICATION**

Information can be communicated via phone and text message as long as the parent/guardian chooses the option to receive the messages. Messages include school cancellations and delays, emergency information, news and reminders about deadlines as well as upcoming events.

The parent/guardian must complete an information form at the beginning of the year in order to receive phone messages from St. Dominic School as well as from Washington County Schools, if desired.

In order to receive one-call text alerts, federal communications regulations require that the parent/guardian must send an “opt-in” text message to School Messenger: **Text “Y” or “YES” to 67587**.

## **PARENT FOLDER**

Prior to the start of the school year, each family will receive a folder containing forms and other information for the new school year. Most forms are time-sensitive and must be completed and returned in the folder in the first week. Items in the parent folder are also posted on TeacherEase.

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

The Archdiocese of Louisville’s conference model is focused on the belief that the relationships and common goals of parents, teacher and student are essential to individual student growth and achievement. Conferences take place within the first and second semesters, and attendance is required by the student and at least one parent/guardian. Schedules are sent home at least one week prior to conference week. The parent/guardian must notify the student’s homeroom teacher about changing the date/time of the conference if a schedule conflict arises.

Conferences involve prayer, goal-setting and progress reports, and the student plays an active part in the conference by sharing the results of his/her projects, assessments, daily work and/or writing. Conferences are scheduled to last no more than 15 minutes. If additional time is needed, or if the parent/guardian wishes to meet with a teacher other than the student’s homeroom teacher, meeting time can be scheduled at a later date.

Conferences are scheduled Monday through Thursday, and no conferences are scheduled on Friday of conference week. The Friday of conference week is called PTS Day, and there is no school that day. Students who do not complete a PTS conference are marked absent on PTS Day.

## **PERFECT ATTENDANCE**

Students who have perfect attendance will receive a certificate each trimester in which they have incurred no absences, tardies or early dismissals. Special awards and a certificate will be given to students who have perfect attendance for the year. **PERFECT ATTENDANCE AWARDS WILL NOT BE AWARDED**

## **PLAYGROUND/RECESS**

The playground may be utilized by students in Preschool through 8th grade. Recess is supervised by teachers and teacher assistance as their homeroom school allows and on days when students do not have Health/Physical Education classes.

## **PRESCHOOL/EARLY CHILDHOOD PROGRAMS**

St. Dominic School offers a preschool program for four-year-olds and an early childhood program for three-year-olds. See the *Preschool/ASP Handbook* for more information.

## **PROMOTION and RETENTION**

Promotion to the next grade level will be determined on the basis of two or more of the following criteria:

- Teacher evaluation of the student

- Acceptable ability-related achievement of a student on standardized tests
- Student progress toward mastery of Archdiocesan standards

Decisions regarding retention will be made by the teacher(s), principal and parent/guardian.

## **PTO**

The PTO is one of the largest providers of financial support for St. Dominic School, and school families are required to support this organization through annual dues of \$75 per family as well as by participating in PTO fundraisers. PTO meetings are typically held 4-5 Mondays per year at 6:30 PM; meetings are included on the school calendar. Students of any parent/guardian attending a PTO meeting will receive a dress down pass for the following Tuesday.

## **RECONCILIATION/CONFESSION**

Under the coordination of the teacher and the parish Director of Religious Education (DRE), students will receive the sacrament of Reconciliation (confession) in the 2nd grade. Confessions will be scheduled for students in grades 2-8 during the seasons of Lent and Advent.

## **RECYCLING**

Receptacles are available for recycling plastics, non-glossy paper, cardboard, newspapers and aluminum cans. Classrooms also may collect aluminum cans on their own to fund field trips or other expenditures. The PTO has a newspaper recycling program that consists of volunteers who collect newspapers for recycling along designated routes. We no longer accept donations of printer cartridges or cell phones for recycling.

## **REPORT CARDS**

Students will receive a report card at the end of each trimester. A copy of the final report card of the school year is kept in students' permanent records. Report cards will be withheld at the end of the year if account balances (lunch, instructional fees, tuition) are unpaid.

## **SAFE ENVIRONMENT PROGRAM**

Safe Environment training is a requirement of the Archdiocese of Louisville's program of training and response for identifying, reporting and dealing with cases of child abuse and neglect.

**Attending a Safe Environment workshop is required for all school and parish employees as well as school and parish volunteers, including parents, grandparents and others who volunteer as chaperones for field trips and help with any and all school and parish functions.**

Completing the workshop takes about 90 minutes and, once participants complete the training, their lifetime certificate is placed in the Archdiocese of Louisville Safe Environment database so that they will have evidence of completing the training. Workshops are typically held at St. Dominic once a year and take place periodically at schools and parishes across the Archdiocese. See the current schedule of Safe Environment workshops at <https://www.archlou.org/about-the-archdiocese/archdiocesan-policies-guidelines-and-handbooks/restoringtrust/safe/>.

## **SCHOOL BOARD**

The St. Dominic School Board generally meets one Wednesday per month at 6:30 PM in the Library Media Center. The meeting schedule is published on the school calendar. The board is consultative in nature and consists of the pastor and principal as well as up to six parent members. One or more teachers will represent faculty and staff members at each board meeting on a rotating basis.

The school board also has committees on which parent volunteers can serve, along with teachers and board members who chair the committees. The committees are Academics, Advancement, Building & Grounds/Safety, Finance and Technology.

Guests are invited to attend school board meetings. Guests who intend to speak at board meetings must request to be placed on the agenda at least one week prior to the meeting.

Responsibilities of the board include consulting with the pastor and principal on long-range planning, policy formation, finance, principal appointment/selection, assistance in teacher hiring, development, public relations, and evaluation of its internal and external performance.

## **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 people 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 may be to contact the parent/guardian to come to school and conduct a search of the student. Obviously, such a procedure is a serious one and should be undertaken only under appropriately serious circumstances.

## **STEWARDSHIP**

St. Dominic Parish is a stewardship parish, and all parishioners must demonstrate a desire to share their stewardship of time, talent and treasure in thanksgiving for God's blessings. One of those blessings is St. Dominic School, and the parish, through stewardship of treasure (tithing), provides a subsidy of around \$375,000 to St. Dominic School each year. Parish families whose children attend St. Dominic School are required to volunteer at the school and parish level, and their tithing contributions are recommended in consideration of the church's subsidy to the school and the fact that the cost to educate each child at St. Dominic School is about \$4,500 per year.

Stewardship of time and talent is also practiced at the school level. Parish- and non-parish parent/guardians are required to contribute their time and talent to school-related programs and activities. Opportunities include helping with St. Dominic Athletics, the PTO and the St. Dominic School Board and its committees. Students practice stewardship throughout the year, volunteering and serving in support of a wide variety of school, local, community and global initiatives. Students in the 8th grade also have a class in stewardship that is part of the Religion curriculum and taught on Friday afternoons. In addition, beginning in the 6th grade, students are required to complete at least 10 hours of service.

## **SUPPORT SERVICES**

### **ARCHDIOCESE OF LOUISVILLE**

The Archdiocese of Louisville website provides a wealth of information and assistance related to the many school, parish and archdiocese-level programs and services it offers: [www.archlou.org](http://www.archlou.org).

### **OFFICE OF CATHOLIC SCHOOLS**

Support from Superintendent Leisa Schulz and the Office of Catholic Schools is available as needed in a wide variety of areas including curriculum and policy, assessment, crisis management, enrollment management, personnel support services, governance, student services, technology, continuous improvement, facilities management and faculty and staff development. A Summer Institute is offered to teachers in June each year so that they can receive professional development from local and nationally-recognized presenters on a range of teaching and learning topics.

### **PARISH SUPPORT**

Fr. David Farrell is available to talk with students as needed and is an integral part of the planning process for sacraments, weekly Mass and other religious observances. The parish's Director of Religious Education (DRE) also provides support for sacramental preparation and stewardship. The parish office staff also handle background checks and Safe Environment training and record-keeping.

### **WASHINGTON CO. SCHOOL DISTRICT (WCSD)**

The following support services provided through WCSD and federal Title funds:

- Educational and/or psychological evaluations
- Speech therapy
- Title I Reading remediation
- Extended School Services

## **SYLLABUS**

All teachers prepare a syllabus for the school year that is available to students and parents/guardians as well as the principal. Included in the syllabus is general information regarding grading practices, homework and class activities as well as home-school communication. Parents are provided a copy of the class syllabus at Meet Your Teacher Night prior to the start of the school year.

## **TEACHEREASE**

TeacherEase is a comprehensive online school information system utilized by St. Dominic School. It serves as the school's primary source of information, including

- Electronic school calendars for each month
- Email between school and home
- Student information (transportation, home and biographical data, etc.)
- Teacher gradebook
- Progress reports/report cards
- Digital "lockers" for access to electronic copies of handbooks, Wednesday folder items, newsletters, etc.

Parents/guardians will have access via login and password. For more information, contact the school office.

## **TECHNOLOGY**

As part of its commitment to maintaining 21st century learning environments, St. Dominic School offers students and staff access to technology for educational purposes before, during and after school hours. There are Smartboards and computers in every classroom. Primary grades also utilize iPads as a learning tool. Students in grades 4 and 5 share a set of chromebooks, and students in grades 6-8 purchase chromebooks for home and school use as our 1:1 technology initiative.

It is our policy that all technology--that which is the property of St. Dominic School and those devices, including chromebooks, which are owned by parents/guardians and operated by individuals in the school--is to be used in a responsible, efficient, ethical and legal manner, and that all who utilize these resources will adhere to the Archdiocesan Technology Acceptable Use Policy.

All faculty, staff, students and parents/guardians should read the Technology Acceptable Use Policy carefully, as it pertains to computers and devices provided by the school as well as cell phones, chromebooks and other personal electronic devices owned by students and parents/guardians. The comprehensive policy also addresses email and social media guidelines.

All parties are expected to know the rules, expectations and consequences for technology use and sign an agreement to abide by the policy each year. A digital copy of the policy is available on TeacherEase; a print copy is distributed in parent folders prior to the start of the school year.

## **TEEN NIGHT--*SUSPENDED DUE TO COVID-19 RESTRICTIONS***

Parents of 7th and 8th grade students volunteer to coordinate and chaperone a number of Teen Night activities throughout the school year. Teen Night events are primarily school dances (i.e. Halloween, Graduation) but also may include outings to the cinema, bowling alley, etc. A nominal fee is charged to cover food, DJ and other expenses.

## **TOYS**

Students may not bring personal toys, fidgets, spinners, or other gadgets to school without permission.

## **TRUANCY**

Each school district in Kentucky has a Director of Pupil Personnel (DPP) whose duties include enforcement of the compulsory attendance law for students. The DPP has the authority to investigate any case of non-attendance at the school of any child 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.

## **VOLUNTEERS/CHAPERONES**

Volunteers for school activities or chaperones for school trips must meet the following requirements:

- Complete a background check.
- Complete Safe Environment training.
- Understand and adhere to the philosophy and all policies of the school regarding student conduct, disciplinary rules and procedures, technology use and harassment.
- Be a role model for students.
- Be responsible for the safety and well-being of each student.

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

## **WEDNESDAY FOLDERS**

Teachers will send home a communications folder every Wednesday. The Wednesday folder consists of graded papers, class assignments/projects, teacher and school newsletters, and forms and information from the school office, PTO, Athletics or other school, parish or community programs. The Wednesday folder should be signed by the parent/guardian who reviews the folder materials. Forms and other information may be returned via the Wednesday folder on Thursdays.

Classroom papers aside, much of the paperwork in Wednesday folders will be scanned and uploaded to TeacherEase by Friday of each week. For this reason, parents can opt to have a "paperless" Wednesday folder and access items exclusively via TeacherEase each week.

## **YEARBOOK**

St. Dominic School publishes a yearbook. Pre-sales take place in May, and yearbooks are delivered in August. Additional copies are sold in August.

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

\_\_\_\_\_ As the parent/guardian, I have read the St. Dominic School *Parent-Student Handbook* and agree to abide by the guidelines and policies therein.

\_\_\_\_\_ As the Parent/Guardian, I have read and discussed the St. Dominic School *Parent-Student Handbook* with my child/ren who are enrolled at St. Dominic School so that they will understand and agree to abide by the guidelines and policies therein.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Oldest child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

**--Return to School Office--**