

# **Student and Parent Handbook**

2011-2012

**St. Dominic School  
Quincy, Illinois**

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**St. Dominic School** of St. Anthony of Padua Parish is a **State Recognized** Catholic school in Quincy, Illinois and the Diocese of Springfield, Illinois and presently serves students in preschool through 8<sup>th</sup> Grade. The school has been in existence since 1963. It is staffed by certified and degreed teachers who are committed to Catholic education.

At St. Dominic School, we try to provide a learning atmosphere that is warm and loving. We hope that our students will gain knowledge and confidence in themselves as well as treat one another with concern and respect. The following **guidelines** will help our students successfully reach these goals.

1. **Believe in yourself.**
2. **Be honest.**
3. **Mind your manners.**
4. **Be on time.**
5. **Do your best always.**
6. **Be a good listener.**
7. **Be kind.**
8. **Respect everyone.**
9. **Show pride in yourself and your school.**

### **ST. DOMINIC'S MISSION STATEMENT**

St. Dominic School is a dedicated Catholic school community promoting spiritual growth and academic excellence, while challenging students to use their talents to lead and serve

### **ST. DOMINIC'S SCHOOL PHILOSOPHY**

**We strive** to enrich the life of each member of the school community by integrating all learning with Christian values and principles as found in the Gospel of Jesus Christ.

**We believe** in the Catholic Christian formation and development of the whole person. Therefore, we are committed not only to the pursuit of academic excellence, but also to the development of every facet of the child's life: spiritual, moral, intellectual, cultural, social, emotional, and physical.

**We believe** that we are called to foster this growth together as members of the Body of Christ. Thus, we recognize each student, parent, and staff member as unique, having dignity and self-worth. Further, we acknowledge the prime responsibility of the parents in the education of their children, and we collaborate with them in this endeavor.

We are dedicated to building a faith community of love, hope, justice, peace, and compassion. **We believe** that the curriculum and learning environment must encourage all members to respect these values in their own lives and in the world community. Thus we encourage our pastor, parents, staff, and students to be people of dedication and prayer as they assist each other to make our school unique, contemporary, and oriented to Christian service.

## **ST. DOMINIC'S GOALS AND OBJECTIVES**

**Spiritual and Moral:** *We will develop the spiritual and moral life of the students by striving to fulfill these objectives:*

1. Be teachers committed to Christ who reveal the Gospel message, not only by word but also by example.
2. Offer a Catholic religious education program that fosters spiritual growth through study of scripture and doctrine.
3. Provide a variety of religious experiences in which staff and students grow as a prayerful people by participating together in prayer, in the liturgy, in sacramental celebrations, and in paraliturgical activities.
4. Foster a spirit of prayer by having a variety of daily prayers in the classroom.
5. Act as partners with the parents helping the students to clarify their ideas on self-esteem, sex, reverence for life, authority, justice, prejudice, violence, and to formulate their values on these subjects in the light of the Gospel.
6. Encourage staff and students to develop a faith community wherein the members are witnesses of love, respect, hope, justice, compassion, and peace.
7. Help the students to realize their call to ministry and to provide opportunities for them to grow in concern for and in service to one another, the Church, and the world community.

**Intellectual:** *We will develop the intellectual ability of the students by striving to fulfill these objectives:*

1. Foster an intellectual curiosity and reverence for life.
2. Provide an instructional environment that encourages the intellectual development of each student as an individual.
3. Provide learning activities that develop independence, critical thinking, creativity, and the sharing of ideas.
4. Enable students to develop basic communication skills – listening, reading, speaking, and writing.
5. Group and individualize instruction when appropriate to meet the various abilities and performance levels of the students.
6. Utilize a variety of instructional materials and resources.
7. Evaluate the students' progress by using standardized tests, prepared and teacher-made tests, performance assessments, quality work, progress reports, parent conferences, and then provide for the enhancement of strengths and the remediation of weaknesses.
8. Participate in workshops and classes to provide an up-to-date, challenging, and stimulating educational program.

**Social and Cultural:** *We will encourage students to witness religious values in their relationships with others endeavoring to fulfill these objectives:*

1. Foster a respect for and a responsible attitude toward self and other people and their rights and property.
2. Help students to be aware of the social issues, poverty, injustice, the absence of peace, and respect for life.
3. Develop Christian leadership skills in all students.
4. Provide opportunities to help students appreciate the beauties of nature and the arts.
5. Provide opportunities for the students to commit themselves to a responsible role in the school, the parish, and the world community.

**Psychological and Physical:** *We will encourage habits of living that will contribute to physical growth and emotional development by striving to fulfill these objectives:*

1. Provide a program of health and hygiene, emphasizing an understanding of concern and respect for the human body.
2. Develop a climate in the teaching-learning situation in which students learn to deal constructively with strengths, weaknesses, success, and failure.
3. Aid students in developing their own unique personalities.
4. Be sensitive to special needs of students and aid parents in securing assistance.
5. Increase the students' awareness of the effects of harmful drugs.
6. Provide physical education classes for the students' growth and development.
7. Offer opportunities for the student to participate in team sports organized by the school or community.

## **ACADEMIC EXPECTATIONS**

**In order to achieve the mission, goals, and objectives of St. Dominic School, the students will:**

- Model their lives on the teachings of Jesus through prayer, respect for life, practice of self-discipline, and responsible decision-making.
- Participate in the life of the Church, especially in the sacraments, liturgy, and service.
- Demonstrate knowledge of Catholic Church teachings, traditions, and history.
- Demonstrate the ability to read fluently and with understanding.
- Demonstrate the ability to communicate clearly and correctly through speaking and writing for a variety of purposes.
- Demonstrate the effective use and application of computational skills and mathematical concepts.
- Demonstrate the effective use of scientific method and concepts.
- Exhibit the knowledge of our country's democratic process, history, and cultural diversity needed to become active citizens within our country and the global community.
- Express themselves creatively through the fine arts.
- Work both independently and cooperatively.
- Demonstrate the personal and social skills needed for spiritual, physical, and emotional wellness.
- Demonstrate a respect for legitimate authority in the school and community.

## **ADMISSION POLICIES**

**STATEMENT ON NON-DISCRIMINATION:** "St. Dominic School admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs, and athletic and school administered programs."

**REGISTRATION POLICY:** St. Dominic's tries to limit class size to 30 students as strongly recommended by the Springfield Diocesan Office for Catholic Education. (*An ideal class size is 25 students.*) Therefore, we will register students in the following priority:

1. Those who already have brothers and sisters in St. Dominic School.
2. Those Quincy Catholic parishioners who are new to our school.
3. Those who are not parishioners of any of the Quincy Catholic parishes.

**AGE REQUIREMENTS FOR ADMISSION:** A student entering kindergarten must be 5 years of age by September 1 of that year. A birth certificate and a Baptismal certificate must be presented at the time of registration unless the child was baptized at St. Dominic's. A student entering first grade must be 6 years of age by September 1 of that year.

**EARLY ADMISSION POLICY:** Students not fulfilling the age requirement for kindergarten or first grade may be considered for early admission if they meet the required criteria. Students need to be five for kindergarten or six for first grade on or before September 1st and by December 31<sup>st</sup> in order to be eligible to be considered for early entrance. In order to determine eligibility, the student would need to have adequate testing, and possess sufficient maturity and skills to enter kindergarten/first grade. The child would then be allowed to begin kindergarten/first grade and would be monitored for six weeks. After that, a conference will be held and the school will recommend whether the student continues in that grade or returns the following the year. It is the responsibility of the parents to arrange for the testing.

**STUDENTS WITH DISABILITIES:** St. Dominic School shall do all in its power to provide Catholic education to students with disabilities and learning differences. Those students who cannot be fully integrated into the total school program shall be encouraged to take advantage of dual enrollment. Present statutes require that public school districts accept in part-time attendance, via dual enrollment procedures, students who are enrolled in non-public schools and who are in need of special education and related services not available in the non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school. St. Dominic students must live within the Quincy Public School District to qualify for dual enrollment in the Quincy Public Schools.

### **AGREEMENT TO ABIDE BY THE HANDBOOK**

The St. Dominic's School Student and Parent Handbook contains the school's policies and procedures which pertain directly to the students and parents of St. Dominic School and are in conformity with Springfield Diocesan policy. The handbook is updated yearly and you will be informed of any changes from one year to the next.

Since support to the entire educational process of St. Dominic School is essential to its success, students and parents need to be familiar with and follow the policies and procedures. Therefore, all students and parents are asked to sign a statement to show that they have read the handbook and agree to follow the school's policies and procedures. This statement reads: "*We have read and agree to be governed by the St. Dominic's School Handbook.*" This agreement, which is handed out with the handbook each year on the first day of the school year, will be kept on file for the duration of the school year. (Copy on page 48)

### **ARRIVAL AND DISMISSAL PROCEDURES**

**School begins at 8:15 A.M.** Students are **not** to arrive before 8:00 A.M. unless they are enrolled in the *Before School Program* or arrive on an early bus. Students arriving between 8:00 A.M. and 8:15 A.M. should go directly to their classrooms. They may also stop off in the cafeteria to purchase lunch tickets before going to their rooms.

**Arrival:** Parents and guardians bringing their children to school may drop off their children at the northwest school doors. Do not park your car at these doors to walk your children inside, as the area needs to remain open for the buses to unload students as well. Please drive with caution for the safety of all the children crossing streets and walking across the parking lot to school. Walkers and bicycle riders must cross Columbus Road with the crossing guard at the entrance of the school grounds.

**Bicycles:** Students riding bikes to school are to park or lock them in the bicycle rack located northwest of the school. The school assumes no responsibility for lost or stolen bikes. Bike riders must ride their bikes on the edge of the school drive and cross Columbus Road with the crossing guard. Students are not to ride their bikes around the school grounds before school or at dismissal for the safety of all.

**Dismissal:** Dismissal begins with our bused students, bike riders, and walkers who leave 5 minutes before the final bell. These students exit out the west school doors. The area along the west entrance of school must be left open for our buses; therefore, do not park along this side of the school. Walkers and bike riders must stay to the right of the parking lot and cross Columbus Road with the crossing guard at the entrance of the school grounds.

When the final bell rings at 3:00 P.M., the remaining students will dismiss through the west school doors and wait to be picked up. Those picking up students may 1) park in the parking lot, meet the children by the school doors, and walk them to the car, or 2) join in the line of cars and wait their turn to pull up to the dismissal area. At no time may **any** student cross the parking lot area without an adult.

**Be alert and use much caution.** Excited children often forget to look both ways.

**NOTE:** \* *If your child will be going home by means other than his/her usual transportation (car, bus, walking, going to after school program), or with a different person, please send a note to his/her teacher or call the office before dismissal.*

### **ASBESTOS MANAGEMENT PLAN**

St. Dominic School has an Asbestos Management Plan, which is on file in the main office and is available for review during normal business hours in accord with federal regulations.

### **ATTENDANCE POLICIES**

**ABSENCES:** Please call the office (224-0041) by 9:00 A.M. if your child will be absent for the day. The school will contact parents of absent students who have not called the office to inquire about their absence.

- A student must be in school for at least 300 minutes of instructional time to be counted as a full day of attendance.
- Students at school for 150-299 minutes of instruction will be counted as 1/2 day of attendance. Any student who misses two and 1/2 instructional hours of the school day will be marked as 1/2 day absent.

*(Minutes of instructional attendance do not include lunch/recess, and are per Illinois School Code.)*

#### **EXCUSED ABSENCES**

Valid reasons for absence from school are:

- Personal illness
- Medical appointment
- Death in the immediate family
- Family emergency (determined by the school principal)
- Observance of religious holidays
- Civil Court Appearances.

#### **UNEXCUSED ABSENCES**

All other reasons not listed above can be considered unexcused absences, including but not limited to:

- Parent or other family member ill
- Family vacation or out of town trip
- Missed bus
- No transportation/car trouble
- Hair appointment
- Resting/Oversleeping
- Medical appointments for other members of the family

All Absences and tardies are recorded on the report card and in the student's permanent record.

**FREQUENT ABSENCES:** Frequent absences may hinder a student's academic growth. Students who are absent 1/10 of the school year (approximately 18 days) will be considered for possible retention, per Illinois School Code.

**LEAVING DURING THE SCHOOL DAY:** Students who must be **excused for appointments** during the school day must bring a written notice in advance stating the time, length, and reason for the absence. Students must be signed out in the main office by a parent or guardian, and must be signed back in at the main office by a parent/guardian upon return. Students who leave during the school day **due to illness** must also be signed out by the parent or guardian who picks him or her up. Parents or guardians picking up students during the school day for any reason should report to the main office upon arrival

**TARDY:** Students who arrive at school after 8:15 A.M, but within the first 45 minutes of school, will be marked as tardy. (8:15-9:00 A.M.)

**TRUANCY:** The Truancy Officer at the Regional Office for Education may be called regarding students who have a pattern of chronic or excessive tardiness or unexcused absenteeism.

**VACATIONS DURING SCHOOL TIME:** Regular attendance is essential to the student's academic growth. Therefore, vacations during the school year are **highly discouraged** and are considered an unexcused absence. If a vacation must be taken causing a student to miss several days of school, please notify the teacher(s) and the office prior to the vacation. If possible, the teacher may give a portion of the assignments in advance. The majority of the assignments, however, will be issued upon the return of the student so that the teacher is present to give the appropriate instruction and explanations.

### **BEFORE AND AFTER SCHOOL PROGRAM**

St. Dominic School has a *Before and After School Program* for our children of working parents. The program is offered before school from 6:30 A.M.- 8:00 A.M. and after school from 3:00 P.M.- 5:30 P.M. The adult supervised program operates on days when school is in session and includes various activities as well as an after school snack. Parents of enrolled children pay an hourly rate. There is also a registration fee.

### **BIRTHDAY CELEBRATIONS**

Birthday celebrations are quite important to children. To mark the occasion, children may bring **simple treats** to share with the class. Parents/guardians are encouraged to send healthy treats in support of our Wellness Policy. A list of alternative healthy treats is in the back of the handbook. (*Note: Pizza is not a simple treat, and is not allowed as a birthday treat. It is reserved for special classroom parties during the school year.*)

School deliveries of balloons and flowers for students is discouraged. Such deliveries will not be given to students until dismissal. Therefore, we ask that these items be delivered to the student's home instead.

**Invitations to private parties** should not be distributed at school, unless the entire class is invited (or all of the boys for a boy's party or all of the girls for a girl's party), so as not to embarrass children who are not included.

### **BLOODBORNE PATHOGENS CONTROL PLAN**

In conformity with Springfield Diocesan Policy and O.S.H.A. regulations, St. Dominic School has on file a "Bloodborne Pathogens Plan Control Plan" which is available for inspection during school office hours. **Universal precautions are used when handling blood and other body wastes for the protection of our students and staff.**

### **BOOKS**

Students are responsible for the care of their textbooks, workbooks, and library books. A fee will be charged for books that are lost or damaged. Textbooks must be kept covered. Books should be brought to school in a book bag to protect them from the elements.

### **BULLYING POLICY**

We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. Students at St. Dominic School are expected to:

- Treat others with respect,
- Refuse to bully anyone.
- Refuse to watch, laugh, or joke when someone is being bullied or harassed.
- Report bullying or harassment to an adult.

**Bullying** is defined as a repeated exposure over time to negative actions on the part of one or more students with the intention of hurting another student. Bullying results in pain and distress to the victim. Some examples of bullying are:

- Putting others down or ganging up on someone.
- Teasing others about their appearance, possessions, clothing, etc.
- Verbal or written threat.
- Name-calling.
- Hurting someone physically by hitting, kicking, tripping, pushing, or any use of violence.
- Intimidating phone calls, e-mails, or notes.
- Gestures or body language meant to put others down or exclude them from a group.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get others not to play or associate with someone.
- Stealing or damaging someone's belongings.
- Racial taunts, graffiti, or gestures.

**Cyberbullying** refers to bullying and harassment of others through the use of the Internet or other technology. Cyberbullying involves sending or posting harmful material or engaging in other forms of social aggression using email, instant messaging, text messages, blogs, cell phones, pagers, personal websites, etc. Cyberbullying is willful and recurring and may include anger, harassment, threats, sexual remarks, defamation of character, trickery, or impersonation, and can extend to cyberstalking or cyberthreats. The impact of cyberbullying on students can be severe, interfering with education and producing long-term psychological damage.

Although cyberbullying may take place outside of the school, it may become a school issue when it affects the educational environment. Engagement in online blogs (MySpace, Facebook, etc.) may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, faculty, students, or the parish.

Bullying and cyberbullying issues will be left up to the discretion of the administration in the following ways:

- Consultation with student.
- Parent notification by phone.
- Parent conference.
- Disciplinary action.

Law enforcement will be contacted if there is an imminent threat of violence and danger to others.

### **BUS PASSES**

Students who are non-bus riders may not ride the bus home with another student, nor may students who are regular bus riders get off at a stop other than their own, without a written request from the parent and permission from the school office. Written requests should be brought to the school office at the beginning of the school day. A bus pass will be issued if the request is approved and room is available on the bus. The student must present the pass to the bus driver when entering the bus

### **BUS TRANSPORTATION**

Students residing within St. Dominic School and St. Anthony Parish boundaries who live 1 ½ or more miles from St. Dominic School, or living within designated dangerous areas, may ride the Quincy Public School buses. Contact the Transportation Department (224-5910) to make the necessary arrangements for bus transportation.

Riding the bus is a privilege. Students are responsible for knowing and following bus rules. Students who do not comply with bus rules, damage bus property, or display inappropriate conduct and behavior may lose their privilege to ride the bus. The bus driver, transportation disciplinarian, and principal will confer in regards to any disciplinary action. Parents will be notified.

### **CELL PHONE AND TELEPHONE USE**

**Cell Phones:** Students may bring cell phones to school or a school activity under the following conditions:

- Cell phones must be turned off and kept in the student's schoolbags from 8:00 A.M.–3:15 P.M. or until the student is off school grounds.
- No cell phones may be used for picture taking.
- No harassment or threatening of persons via the cell phone is permitted
- Cell phones may not be used for text messaging, game playing, listening to music, watching a video, Internet or email access, or making purchases of any kind.

Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

**Telephone Use:** Students needing to call a parent or guardian during the school day will be allowed to use the school office phone after receiving permission from their teacher or the principal. Students will not be allowed to call parents for permission to make after school plans with classmates. Please make all after school plans and arrangements before coming to school. Students and teachers will not be called from class to take phone calls, unless it is an emergency.

## **CHANGE OF ADDRESS, PHONE NUMBERS, ETC.**

The school should be notified immediately of any change of address or phone numbers. Other important changes, such as changes in a parent's employment, should also be updated on the child's record. Please keep your emergency contact persons and phone numbers up-to-date. It is important for the school to be able to contact parents should an emergency arise.

## **COMMUNICATION**

Communication between school and home is very important. We generally send home a weekly newsletter to keep parents informed of school news. This newsletter and any other flyers or information needing to be passed along are sent home with the oldest child of each family usually on the last day of the school week. The weekly newsletter can also be found on our website ([www.stdominicquincy.org](http://www.stdominicquincy.org)).

Teachers communicate with parents through notes, newsletters, and phone calls. They also share student progress with parents during *Parent/Teacher Conferences*.

Parents are encouraged to communicate their ideas, concerns, and student grievances. **Concerns and grievances regarding a child's progress, homework, or a classroom situation should always be discussed with the child's teacher first.** Other concerns or unanswered questions can be discussed with the principal. If a concern is still not resolved, the pastor can be contacted. (See "Grievance Procedures") If you need to speak with a teacher, please call ahead for an appointment rather than just stopping in before or after school.

## **CONDUCT, WHETHER INSIDE OR OUTSIDE SCHOOL**

St. Dominic's students are expected to model Christian behavior and values in and out of school. What students do and say off-campus can detrimentally impact the school's reputation, as well as that of its students and employees. Therefore, the administration reserves the right to discipline a student for off-campus conduct.

## **CONFLICT RESOLUTION**

Conflict between people is normal. How we manage the conflict makes a difference. Students are encouraged to handle conflict with one another by working together to solve the problem. Faculty and staff members are also encouraged to handle conflicts with one another, with parents, and with students in the same way. Steps to take are as follows: 1. *Cool down.* 2. *Describe the conflict.* 3. *Describe what caused the conflict.* 4. *Describe the feelings raised by the conflict.* 5. *Listen carefully and respectfully while the other person is talking.* 6. *Brainstorm solutions to the conflict.* 7. *Try your solution.* 8. *If one solution doesn't get results, try another.* If the conflict cannot be resolved, agree to disagree. People can get along even when they disagree. Faculty members may be called upon to help mediate the conflict resolution between the students. The administrator may be called upon to mediate conflict resolution between faculty members or faculty members and parents.

## **CRISIS MANAGEMENT PLAN**

The school has a Crisis Management Plan in place for various emergencies and crisis situations that could develop. The plan is updated and reviewed yearly. Parents will be notified as needed if a crisis has taken place in the school. In the event that the students must be evacuated, parents will be notified through our SchoolReach Parent Communication System. If it is necessary to evacuate to another site, we will walk to Columbus Road Baptist Church or be bused to St. Peter's gym. Students may be picked up by their parents or guardians, who will be required to sign the student out with his or her teacher before the student will be dismissed.

## DAILY SCHOOL SCHEDULE

6:30 A.M.	-	Doors open for the Before School Program
8:00 A.M.	-	Doors open for all other students.
8:15 A.M.	-	The bell rings. School begins.
10:30 A.M.	-	Morning Recess (Grades K-5) to 10:45 A.M.
11:40 A.M.	-	Lunch for Grades K-4
	-	Recess for Grades K-4
12:05 P.M.	-	Lunch for Grades 5-8 (to 12:30 P.M.)
	-	Recess for Grades 5-8 (to 12:30 P.M.)
2:55 P.M.	-	Bus Riders, Bike Riders, and Walkers Dismissed
3:00 P.M.	-	Final Dismissal
		After School Program Begins

## DISCIPLINE POLICY

*The essence of Christian discipline is self-discipline. All disciplinary action should be created to help the student grow in understanding of him/herself and of his/her Christian responsibilities to others. This is achieved best when principal, teachers, and parent(s) or guardian cooperate in guiding the student's growth in Christian attitudes, values, and behaviors. (From the Diocesan Handbook of Education Policies)*

**St. Dominic's Discipline Policy** includes rules and regulations as well as the consequences for breaking these rules. Our school rules are set to provide safety and uniformity as well as promote Christian attitudes, values, and behaviors within our students. Our school-wide program of **Positive and Productive Behaviors** and **Character Education** focuses on the teaching and modeling of positive behaviors as well as character development. We incorporate Stephen Covey's *7 Habits of Highly Effective People* into our program to teach our students strong character skills for life and to help them to become leaders.

Individual teachers will deal with most minor behavior problems according to the school-wide Positive and Productive Behavior Plan. Corporal punishment is not allowed or used. Parents should be aware that their support and cooperation are important and necessary when their child is having behavior or academic problems at school.

A listing of the Positive and Productive Behavior Expectations for K-8, as well as the Progressive Consequences, is listed in the back of the handbook. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Some specific character expectations are as follows:

### **1) BE RESPONSIBLE:**

- Students are expected to follow school and classroom rules.
- Students have the responsibility to see that their **academic work is completed and delivered to the teacher on time.** Late work may receive a consequence on the behavior plan, and/or may result in a lower grade. Missing work may receive a zero for a grade, but may still be expected to be completed and handed in.

### **2) BE TRUSTWORTHY:**

- **Cheating** is morally wrong and does not promote Christian growth. Any student found to be cheating will receive a zero for the test or assignment and earn a consequence on the Behavior Plan.

### 3) RESPECT OTHERS:

- Students shall **respect those in authority** and follow the wishes of the teacher, principal, or person in charge at all times when he or she is enforcing the rules of the school.
- Students shall be **respectful to one another** and shall conduct themselves as Christians at all times. Pushing, shoving, and horseplay are never permitted. **Keep your hands and feet to yourself** and off others at all time. What begins as playing between friends may end up with someone being physically or emotionally hurt.
- **Bullying** will not be tolerated and bullies will be disciplined.
- **All threats** will be taken seriously and be investigated. If after the investigation the principal deems it warranted, the school may require a student who threatens others through words or actions to be removed from school and not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the students to return to school. Parents will be responsible for paying for any required psychological evaluation.

### 4) RESPECT THE PROPERTY OF OTHERS:

- Students are responsible for the **proper care of all books, supplies, and furniture**. Anyone who damages school property or equipment in any way will be required to repair the damage done, pay for the damage, or replace the item. Disciplinary action will also take place, depending on the extent of the situation.
- **Gum Chewing** is not tolerated on the school premises, which includes the building and playground. Gum can create many problems as well as add to the maintenance work. For this reason, gum should not be brought to school for treats. Consequences for chewing gum will include a fine to be paid to the Holy Childhood Association for the Missions.

### CAFETERIA RULES:

**Responsible behavior** will be expected in the cafeteria at all times. Talking in conversational tones will be allowed during lunchtime. Students should eat their own lunches and not ask others for their food. Proper table manners are to be used by all. Students are also expected to pick up after themselves and place their trays, milk cartons, and trash in the proper places. Obnoxious noises, improper handling of food, and any other inappropriate behavior will not be tolerated. Any student offending cafeteria policy will be disciplined appropriately and according to the offense (ex: Moved from the table, assigned to pick up the cafeteria, or a consequence on the Behavior Plan).

**PLEASE NOTE:** Soda has no nutritional value and will not be allowed at lunch.  
Refrigeration for student lunches is not available.

### PLAYGROUND RULES:

**Christian behavior** is expected on the school grounds at all times. In order to prevent physical harm, all fighting and wrestling is prohibited. There is to be no littering in or on the school property. There should be no snowball throwing on school grounds during the school day as well as before and after school. Students are not permitted to run in and out of the building during the play period. Entering the building or leaving the school grounds may be done only with the permission of the playground supervisor. Any offenses of school rules will be handled with appropriate consequences. Playground equipment will be provided by the school. Students are discouraged from bringing items from home to play with on the playground and must check with their classroom teacher before doing so.

### DETENTION:

Detentions will be held after school for 45 minutes. A notice will be sent home with the student the day the detention is issued, and at least 24 hours prior to the date of detention, for the parents to sign. The student is expected to return the signed detention notice on the next school day. If the signed notice is not returned, the student will be required to phone the parent from the office to notify him or her of the detention. If a student is unable to stay for the detention on the assigned date, the office must be notified so an alternate date may be arranged. This should only occur in the event that a previous appointment (such as doctor or orthodontist) has been scheduled. Transportation home for students serving a detention is the responsibility of the parents.

A student may receive a detention for the following reasons:

- reaching that consequence on the Behavior Plan
- disrespect (not obeying those in authority)
- fighting/physical harm, improper use of hands, feet, and objects
- throwing snowballs or any object that can cause physical injury
- obscene or vulgar language or gestures toward other students or adults
- vandalism or willful destruction of school or personal property  
(in addition to payment or repair)
- theft, including school or personal property
- continuous disruption in the classroom
- name calling
- threatening others
- forgery of parent's or guardian's signature
- serious acts that endanger the safety of others.

### **IN-SCHOOL SUSPENSION:**

Students may receive in-school suspension by reaching that consequence in the Behavior Program or due to specific behavior that warrants removal from classes. In-school suspension shall be authorized by the principal, and the parents will be notified by phone and in writing. The signed written form must be returned to the school within 24 hours and will be kept on file. A conference with parent(s), teacher(s), and the principal will be held as soon as possible.

A student placed on in-school suspension is expected to attend school during the regular hours, but will spend the time in a separate room under the supervision of the principal or someone appointed by the principal. The student will be expected to do the academic work that has been assigned. In addition, the student shall only be permitted three restroom breaks, shall eat lunch in the assigned room alone, and shall not be permitted to participate in any recesses, assemblies, or extra-curricular activities. An in-school suspension shall not exceed five days.

### **SUSPENSION:**

*A student shall not be suspended until there has been a conference with the parent(s) or guardian. The time period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file. (From the Diocesan Handbook of Catholic Education Policies)*

Suspension may be issued for serious misconduct including:

- repeated refusal to comply with school rules
- striking a teacher
- threats and serious acts that endanger the safety of others
- bringing weapons to school
- drugs, alcohol, and tobacco possession, sale, or use on school property  
(will result in an immediate 5 day suspension)
- intentional body harm
- arrest

- consequence in Behavior Program

The principal will make preliminary suspension decisions after notifying and consulting with the parents, pastor, and school board. Parents may appeal any suspension decisions to the pastor. Upon appeal, the pastor will have the final decision.

It shall be the responsibility of the parents to make arrangements with the teacher(s) to collect the assigned work so that the educational process does not stop during this time. At the end of the suspension period, the student must show the results of the work completed at home in order to reenter class. A follow-up conference will also be held. If the student reverts to the past, serious behavior patterns after the suspension, the parents will be required to meet with the teacher(s) and principal each week until the behavior is corrected. A student who is suspended is not allowed to be on school property unless accompanied by a parent and may not participate in extra-curricular activities.

### **EXPULSION:**

*The expulsion of a child from a Catholic school is so serious that it should be invoked rarely and then only as a last resort. The principal should use every means available to discover the cause of the problem and should exhaust all appropriate remedies such as conferences with parents, referral to a guidance clinic, physician, or pastor.*

*The general situations which demand removal of a student from the school are as follows:*

- 1. delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other pupils, and*
- 2. chronic and incorrigible misbehavior which undermines classroom discipline and impede the academic progress of the entire class.*

*The pastor will make the final decision and communicate this decision to the parents. If expulsion is necessary, he will help the parents make arrangements for the further education of the child. (From the Diocesan Handbook of Education Policies)*

### **DRESS CODE POLICY**

The Quincy Catholic Schools strive to create an atmosphere conducive to learning, appropriate behavior, neatness, orderliness, and good morals and values. The way one dresses is a direct reflection on the individual student and the school itself. Students are expected to dress neatly, modestly, and appropriately for school. At any time, the principal has the discretion to decide if an item of clothing or a child's personal appearance does not abide by the dress code and will take the proper steps to remedy the situation.

**Full parent cooperation and assistance in monitoring your child's attire and compliance with this dress code is expected.** Many stores and catalogs carry clothing that fit our dress code. All area major clothing stores have been contacted regarding our dress code requirements in order to stock appropriate clothing and sizes. Please contact the principal with any questions you may have regarding appropriate school attire for your child.

### **GIRLS**

1. The girls may wear **skirts, jumpers, slacks, Capri pants, skorts, or walking shorts** in the solid colors of **navy blue, black, or khaki tan**. They are to have no lettering, emblems, or designs and are to be made of a "dressy material" such as cotton twill, wool, corduroy, or polyester blend. Skirts, jumpers, skorts, and shorts must have a hemline no shorter than three inches above the knee. Sweatpants, bib overalls, jeans, denim, nylon sportswear, leggings, and spandex are not allowed.
2. Girls are to wear **blouses, shirts, or turtlenecks** in the *solid* colors of **red** (not maroon), **white, light (powder) blue, navy blue, black, or forest/hunter green**. All tops must have turndown collars, and may have long or short sleeves. No lettering, contrasting colors, emblems, etc. are permitted except

for a small logo (no larger than 2" X 2") original to the shirt. Shirts and blouses are to be *tucked in*. T-shirts and other shirts worn under regular school shirts must be white with no lettering or pictures to show through the school shirt. The sleeves must not be longer than those of the outer shirt.

3. Girls may also wear **tights** in the solid colors of **red, white, blue, forest/hunter green, and black**.
4. No **make-up** may be worn to school. Clear fingernail polish is allowed. Artificial fingernails are not permitted.

## BOYS

1. Boys are to wear **slacks or walking shorts** in the solid colors of **navy blue, black, or khaki tan**. They are to have no lettering, emblems, or designs and are to be made of a "dress material" such as cotton twill, wool, corduroy, or polyester blend. Shorts must have a hemline no shorter than three inches above the knee. Sweatpants, bib overalls, jeans, denim, nylon sportswear, leggings, and spandex are not allowed.
2. Boys are to wear **shirts** in the solid colors of **red (not maroon), white, light (powder) blue, navy blue, black, or forest/hunter green**. Shirts must have turndown collars, including turtlenecks, and may have long or short sleeves. No lettering, contrasting colors, emblems, etc. are permitted except for a small logo (no larger than 2" X 2") original to the shirt. Shirts and blouses are to be tucked *in*. T-shirts and other shirts worn under regular school shirts must be white with no lettering or pictures to show through the school shirt. The sleeves must not be longer than those of the outer shirt.

## EVERYONE

1. **Neatness and cleanliness** are very important. Clothing must be **neat and clean**, must **fit appropriately**, and be **properly mended**, as needed.
  2. **Sweaters, sweater vests, crewneck sweatshirts, and fleece tops** in the solid colors of **red, white, blue, black, and forest/hunter green** may be worn, provided they are worn over the regular school shirt and are not hooded.
  3. **Official St. Dominic School sweatshirts** may also be worn, provided they are worn over a regular collared school shirt.
  4. Scouting **uniforms** may be worn on scout meeting days.
  5. **Socks** are required. They are to be a solid color and must be visible above the shoe.
  6. **Shoes:** Sandals, flip-flops, Crocs, backless shoes, and high-heeled shoes are not to be worn to school for safety reasons.
  7. **Jewelry**, including watches, necklaces, bracelets, and earrings, should not be distracting to the student or to others. Due to safety reasons, only **small post- style earrings** are allowed.
  8. **Hair cut, color, appearance, and accessories** should not be a distraction or disruption to the student or to others. Extreme hairstyles (i.e. various colors, Mohawks, length, etc.) are prohibited. Hats, scarves, etc. may not be worn in the classroom during the school day.
  9. **Tattoos** (permanent and temporary) and visible body piercings other than ears are not allowed.
- DRESS CODE VIOLATIONS:** Students are expected to follow the school dress code. When violations occur, a Dress Code Communications Form will be sent home, requiring a parent signature,

and the parents may be called to bring appropriate clothing to their child. If the student receives five or more violations, he or she will receive a detention.

**NON-DRESS CODE DAYS:** An Out of Dress Code Day is usually celebrated on the last Friday of each month and on other designated days throughout the school year. Students may wear non-dress code tops and bottoms, including jeans that are appropriate for school with proper length and fit. Tank tops and shirts with spaghetti straps are not allowed unless worn over another shirt. Shirts that expose the abdomen, back, etc. are inappropriate and are not allowed to be worn to school. The regular school dress code applies for shoes, jewelry, hair, etc. on out of dress code days

### **EDUCATIONAL PROGRAM**

Our educational program meets the requirements for State Recognition. The kindergarten through eighth grade curriculum includes instruction in *religion, reading, math, science, social studies, language arts, spelling, phonics and penmanship* (primary grades), *music, art, physical education, technology, drug prevention education, and human-sexuality* (Gr. 5-8). Students receive *computer* experience in the computer lab as well as in the classroom. There are also opportunities for participation in *Spelling Bees, Geography Bees* (Gr. 4-8), *D.A.R.E. Program* (Gr. 6), *Pizza Hut "Book It!" Program* (Gr. K-6), and *educational field trips*, as well as submitting entries in various essay, poster, and art contests. Assemblies and special school activities foster school spirit and enrich fine arts experiences.

### **ELECTRONIC TOYS, GAMES, AND OTHER DEVICES**

Electronic games, toys and devices such as Gameboys, Ipods, etc., are not to be brought to school. Classes that bring items for Show and Tell must follow the teacher/classroom rules regarding acceptable items. Kindles, Nooks, eReaders, etc., may be brought to school if used appropriately. If used inappropriately, they will no longer be allowed. The school assumes no responsibility for lost, stolen, or damaged items.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities, activities associated with the school that take place outside the normal school day, are available for our students. These activities, such as CYO sports, PMO band, Scouts, and school skating parties, are held after school or during the evening. In order for our students to participate in an afternoon or evening activity, they must be in attendance at school the day of the event. Any student who is absent from school because of illness or leaves school during the day due to illness may not participate in extra-curricular activities that day. If a student is absent from school for reasons other than illness, the decision of his or her participation will be left up to the discretion of the Principal.

**CYO SPORTS:** Boys and girls from 5th - 8th grades may participate in the CYO Athletic Program, which consists of volleyball, basketball, and softball for the girls and flag football, basketball, and baseball for the boys. These sports are conducted after school hours and are coached by volunteers. Students who wish to participate register through the CYO office and pay an assessed fee for each sport they play. Students must have a current physical exam on file and proper medical insurance coverage. The CYO provides free physical exams in the spring or summer for all for students in grades 6, 7, and 8. Fifth grade students are covered by their required fifth grade school physical exam. Weekly grades, conduct, effort, and health are all considerations as to whether a student may participate. Students who become ineligible will be notified and will be suspended for one week from practices and games. After one week, students may resume playing once their grades, conduct, or effort in question have improved. (See "Quincy Catholic Schools Sports Policy" in this handbook.)

**PMO BAND:** Students in grades 5-8 are invited to join the Parochial Music Organization Band. The band consists of students from the parochial schools in Quincy. They meet at Quincy Notre Dame on Tuesdays after school or in the evening. Members in 5th and 6th grades also receive instruction once a week at school. The band performs two concerts each year

**SCOUTING PROGRAM:** Boys and girls in grades K-8 may join St. Dominic's Scout Troops, which are organized and led by parents who volunteer as scout leaders. Information about joining the programs is sent home early in the school year.

### **EVALUATION AND ACHIEVEMENT**

Student academic progress is evaluated on a day-to-day basis by the classroom teacher through achievements on daily assignments, tests, special projects, and daily classroom participation.

- Students in grades 1-8 receive **report cards** four times a year, one following the end of each quarter.
- Students in grades 2-8 also receive **midterm grades**.
- Students in kindergarten receive **progress reports** three times a year.

**GRADING SCALE:** St. Dominic uses the following Grading Scale for Grades 1-8::

<i>A+ = 99 - 100</i>	<i>B = 88 - 91</i>	<i>D+ = 75 - 76</i>
<i>A = 96 - 98</i>	<i>B- = 86 - 87</i>	<i>D = 72 - 74</i>
<i>A- = 94 - 95</i>	<i>C+ = 84 - 85</i>	<i>D- = 70 - 71</i>
<i>B+ = 92 - 93</i>	<i>C = 79 - 83</i>	<i>F = 69 and below</i>
	<i>C- = 77 - 78</i>	

\* The grading scale may be adapted or modified for students with learning problems or special needs. This will be determined on an individual basis.

**HONOR ROLL:** The Honor Roll recognizes students for their academic performance during each quarter. The divisions are as follows:

"A" HONOR ROLL - Recognizes students who have earned straight A's on their report card.

"B" HONOR ROLL - Recognizes students who have earned a combination of A's and B's or a B average.

**PROMOTION AND RETENTION:** Students must exhibit satisfactory growth and performance in the subjects of Religion, Reading, Math, English, Science, and Social Studies in the grade in which he/she is presently enrolled in order to be promoted to the next higher grade. Lack of such growth and poor performance in the core subjects may result in the student being retained to repeat a grade. If a student is failing in two or more core subjects, the teacher, parents, and principal will meet to study the student's problems and seek to reach a conclusion that will best benefit the student. The teacher and principal will then make a recommendation to promote or retain the student. If the parent decides not to follow the recommendation of the teacher and the principal, he/she must sign a statement to that effect. The students will then be transferred, rather than promoted to the next grade.

**Frequent absences** may hinder a student's academic growth. Students who are absent more than 18 school days (1/10 of the school year) will be considered for possible retention.

**GRADUATION:** Eighth grade students who satisfactorily complete the academic requirements and pass the Illinois and United States Constitution tests will graduate at the end of the school year. A graduation ceremony will be held and each graduate will receive a diploma as long as all expected criteria are met.

## **STANDARDIZED TESTING:**

The **TerraNova CAT** achievement tests are administered to students in grades 2-8 between September 15 and September 26 of each year. Grades 3, 5, and 7, who are required by the Diocese to be tested, are also given a cognitive abilities test. Test results are used for diagnostic purposes and are shared with parents during *Parent/Teacher Conferences* in November.

The **ACRE Religion Assessment** is administered to students in grades 5 and 8 between February 1 and 15 of each year. The assessments measure each student's faith knowledge, religious attitudes/Catholic values, and religious practices.

## **FIELD TRIPS**

Individual classes take field trips during the school year to correlate with teaching units and to achieve curricular goals. Field trips are a privilege and students can be denied participation due to lack of academic effort and improper behavior. School and diocesan permission forms will be sent home for any trips to be taken. A written official permission slip, signed by the parent or guardian, is required before a child is permitted to attend a field trip activity. Signed permission slips must be returned to the child's teacher before the day of the trip. A telephone call will not be accepted in place of the proper form.

Sample forms are included in the back of this handbook. The signed permission forms release the school from liability. Parents have the right to refuse to allow their child to participate in a field trip.

**Volunteer drivers** are often sought to help with transportation. Drivers/chaperones must have completed background checks and have attended a *Protecting God's Children* training session. They must also complete a field trip driver's form. Parent drivers and chaperones must not bring siblings of the students on the field trip. If there are not enough drivers available, the students will be either be assessed a fee to help pay for a bus or the field trip will be cancelled.

## **FINANCES**

St. Dominic School is financed through tuition, book/instructional fees, parish subsidy, fundraising, special gifts, and the Annual Fund Drive. St. Dominic's has **tuition policies** for parishioners and non-parishioners that are reviewed each year. Tuition and instructional fees are not tax deductible, but qualify for the Illinois Education Tax Credit.

### **QUINCY CATHOLIC ELEMENTARY SCHOOL 2011-2012 TUITION**

	<u>Registered Parishioner</u>	<u>Non-Catholic</u>
1 Child:	\$2,300	\$3,000
2 or More Children:	\$3,300	\$5,000

**TUITION PAYMENT OPTIONS** are as follows:

- 1. Prepaid Tuition** – Parents may pay the tuition for the upcoming school year in full prior to July 1<sup>st</sup>, or
- 2. Guaranteed Loan Program** –Parents may secure a loan through a selected financial institution by July 1<sup>st</sup> for all or part of the parent cost of tuition. The amount of the loan, which includes bank fees and interest rates, is paid in 10 monthly payments with the first payment due on August 1st.

***Note:** If a family defaults their secured bank loan, they will not qualify to apply for a secure bank loan in the future.*

A 10% late fee will be assessed if the full amount is not taken care of by July 1<sup>st</sup>.

**REGISTRATION** for each upcoming school year will be take place in the spring to allow parents of returning students to select their preferred tuition payment schedule. Completed and signed forms will be due by a selected date. For those choosing to take a loan, the bank will prepare the proper loan documents for parents or guardians to sign.

**INSTRUCTIONAL FEES** are used to purchase textbooks, educational supplies, supplemental materials, testing materials, and computer software for the school program. Instructional fees for 2011-2012 are \$185.00 per student, which is due at the time of registration and are non-refundable.

**FINANCIAL ASSISTANCE** is available for eligible families. Forms are available upon request in the spring and must be completed and submitted to Private School Aid Service (PSAS) with the required processing fee by a set due date. Families will be contacted once the determination has been made. Note: In order to be eligible to request financial assistance for the 2012-2013 school years, a family must participate in the Gene Grawe Education Fund gift card program during the 2011-2012 school year.

**OUTSTANDING FINANCES DUE:** The final report card, diploma, and official student record will be held until all monies owed to any school program are paid. This includes tuition, instructional fees for the ending school year, lunch money, library fines, before and after school program costs, playground substitute fee, and payment for service hours not completed. Unless payment arrangements for outstanding finances have been reached with the Pastor, admittance for the next school year will be denied. Finances due from the previous school year for students not returning, for which payment arrangements have not been made, may be turned over to a collection agency.

**TUITION REIMBURSEMENT POLICY:** In the event a student leaves St. Dominic School during the school year due to his/her family moving out of the Parish, a reimbursement of prepaid tuition will be provided. The reimbursement of prepaid tuition will be pro-rated weekly, based on the number of weeks school was in session. Instructional fees are non-refundable.

**ANNUAL FUND DRIVE:** The Annual Fund Drive generates funds for our school to help meet operating costs as well as provide other needs and capital improvements to the school. The fund drive consists of a mailing campaign as well as support through the parish's monthly Annual School Support envelope. Parents are requested to support the Annual Fund Drive each year through financial gifts and prayer. Parental support is important in enabling us to apply for certain grants for our school.

## **GRIEVANCE PROCEDURES**

St. Dominic School shall deal with student and parent grievances in this manner:

1. Anonymous complaints will not be dealt with.
2. Grievances and appeals must be brought in the following manner:
  - a. Parent or complainant shall contact the staff person concerned.
  - b. If not satisfactorily resolves, complainant shall contact the Principal, who shall call a grievance session.
  - c. If still not satisfactorily resolved, complainant shall appeal to the Pastor, who shall call a grievance session.
3. Grievance sessions shall be processed in this manner:
  - a. In fairness to both parties in the dispute, the Principal or Pastor will meet with all parties in a dispute, that is, parent or complainant and the staff member concerned.
  - b. In the session, the Principal or Pastor shall:
    1. Document the grievance/complaint;
    2. Document the answer to the grievance/complaint;
    3. Document the agreement reached or not reached.
    4. Read the report to the complainant and the staff member.

## **HARASSMENT**

Discriminatory harassment or mistreatment of others based on race, ethnicity, religion, sex, creed, national origin, ancestry, age, handicap, disability, or other improper considerations is not acceptable and will be subject to disciplinary or other appropriate action.

Without limiting the scope of this policy, sexual harassment is any unwanted, unwelcome, and uninvited sexual pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Non-sexual harassment means unwelcome verbal, written, or physical conduct which is directed at an individual based on race, national origin, age, handicap, sex, or sexual orientation. Students, parents, and staff are encouraged to bring to the attention of the principal and/or pastor any instances believed to involve discriminatory and/or sexual harassment for investigation.

Complaints of harassment will be investigated by the administration and School Board. If the investigation shows that the harassment did occur, the school's normal disciplinary procedure will be followed in determining the appropriate consequence for harassment, up to and including termination.

## **HEALTH & SAFETY POLICIES**

**AIDS:** Students with AIDS who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish Religious Education Programs. Students who are known to have AIDS should be individually evaluated by the pastor, appropriate administrator(s) physician(s) and other professional personnel in order to determine if their behavior or physical condition poses a high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student.

Persons seeking employment in parishes, schools, and other facets of the educational mission shall not be discriminated against on the basis of AIDS, unless the nature and extent of the illness reasonably precludes the performance of such employment or impair any of the operations of the employing agency. Employment by the parish, school, or other facet of the educational mission shall not be terminated unless the nature and extent of the illness reasonably precludes the performance of such employment or impair any of the operations of the employing agency.

The parish/school shall respect the right to privacy of the individual. Knowledge that a student/teacher has AIDS should be confined to those persons with a direct need to know. Those persons shall be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons shall also be made aware of confidentiality requirements. (*Diocesan Policy*)

**ASTHMA PATIENTS:** Students with asthma may carry their asthma medications on their persons per Illinois School Code. There are request forms and agreements that must be completed and signed by the doctor and the parents in order for the students to keep their inhalers, etc., with them. Forms may be requested from the school office. Samples are in the back of this handbook

**COMMUNICABLE DISEASES:** The principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease. In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school. (*From the Diocesan Handbook of Educational Policies*)

**DENTAL EXAMINATIONS:** Students entering **kindergarten, second, and the sixth grades** are required to receive dental examinations. Forms completed by the dentist must be on file in the school office by **May 15** of the school year.

**DISPENSING OF MEDICATIONS:**

**Non-Prescription Medications** - According to State Law, we are **not** allowed to dispense any non-prescription medications at school. Non-prescription medications include aspirin, Tylenol, antacids, antihistamines, and any other medication.

**First Aid** - If an **injury** occurs, we will use soap and water and inform the parent if the child needs further treatment or needs to be sent home. No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used. If the child needs medication, the parent will be called and he/she resumes the responsibility to bring the child medication or take the child home.

**Prescription Medications** - For students needing prescription medication, you are asked to adjust the dosage times to before and after school, supertime, and bedtime to eliminate the need for dispensing it during the school day. However, if a student is **required** to take **prescription oral medication** during the regular school day, the following regulations must be followed in order for the medicine to be taken at school:

1. **Written orders from a physician** detailing the name of drug, dosage, and time interval the medication is to be taken.
2. **Written request and permission from the parent or guardian** requesting that the school comply with the physician's order. (A form is include in the back of this handbook. Additional forms are available in the office)
3. Medication must be brought to school in the original container labeled by the pharmacy or physician.
4. Every medication given will be recorded on a medication log, which includes date, time, dosage, and signature of person giving medication.
5. The medication must be brought to the office where it will be dispensed and recorded by the person designated by the principal.

**\* STUDENTS ARE NEVER TO HAVE DRUGS ON THEIR PERSONS TO TAKE ON THEIR OWN, with the exception of asthma patients. \*** (\*See “Asthma Patients”)

**FEVER/VOMITING:** Children with fevers, in particular temperatures of 100 or above, should not be sent to school. Any child with a temperature of 100 or above will be sent home. Children should not return to school until they have been free of a fever for 24 hours. Any child who is vomiting should be kept at home until he/she can keep food down and is eating normally again.

**HEALTH RECORDS AND IMMUNIZATIONS:** (As required by Public Act 81-184, Section 27-8.1 of the School Code of Illinois.)

1. All children entering kindergarten, sixth, and eighth grades must have on file in the school office **by October 15** of the current year a recent **completed written health exam** by a physician. Forms will be received at Kindergarten Roundup and will be sent home with 5th and 8th graders in the spring of the year.

**NOTE:** Sports physicals are NOT ACCEPTABLE as the required health exams. However, the 6<sup>th</sup> grade health exam will fulfill the sports physical requirement for the school year.

2. All students must have received the **proper immunizations** required by Illinois State Law:
  - Diphtheria, Tetanus, Pertussis (DTP) - 4 or more doses
  - Polio (TOPV or IPV) - 3 or more doses
  - Measles, Mumps, Rubella - 2 doses (PreK – at least 1 dose)
  - Hepatitis B - 3 doses
  - Varicella (Chickenpox Vaccine) - 1 dose OR Proof of prior disease with date signed by physician

3. Children entering kindergarten must also receive a **lead screening**.
4. Children entering kindergarten or enrolling in school for the first time must have an **eye exam**.
5. Any child who is **not in compliance by October 15** of the current school year **will be excluded from school** until he or she has received the proper immunizations and/or health exams.
6. It is the parent's responsibility to inform the school of any **physical abnormalities or health problems** (For example, allergies, birth defects, diabetes, epilepsy, etc.).

**ILLINOIS SEX OFFENDER REGISTRY:** Parents may access information regarding registered sex offenders through the Illinois Sex Offender Registry. The Illinois Sex Offender Registry is available through a link on the Illinois State Police website at <http://www.isp.state.il.us/>.

**PREGNANCY/PARENTING:** St. Dominic School affirms the moral teaching of the Catholic Church including the teaching of holiness and the giftedness of life. St. Dominic School equally asserts the values of forgiveness and compassion. Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent, the principal, and the pastor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being. Married students will not be allowed to attend St. Dominic School.

**VISION EXAMINATIONS:** All students entering school for the first time (generally kindergarten) must receive a vision exam by a licensed optometrist by October 15 of the school year.

**VISION AND HEARING SCREENING:** Each year, students in PreK, 2<sup>nd</sup> and 8<sup>th</sup> grades receive vision screenings, and students in PreK-3<sup>rd</sup> grades receive hearing screenings. Vision & Hearing Screenings are not diagnostic tests, but are done to identify children who may have a vision or a hearing problem. Those children are then referred to the appropriate doctor for further testing.

### **HOMEWORK**

Homework fosters academic growth in all students by strengthening the concepts taught in the classroom. It also provides the parents with the opportunity to follow what and how their children are doing in school. Parental cooperation in supervising homework is a vital element in the learning process of the children.

Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Homework may be in the form of written work, reading, studying, research work, or art work. While each child is unique and works at his or her own pace, a general guideline for the amount of time to be spent each night per grade is as follows:

- 1<sup>st</sup> grade – 15 minutes
- 2<sup>nd</sup> grade – 15 to 30 minutes,
- 3<sup>rd</sup> grade – 30 to 45 minutes,
- fourth and fifth grades – 45 to 60 minutes
- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades – 60 to 90 minutes.

Some nights may have more assigned than others, especially in grades 6, 7, and 8 where the students have three teachers each day. If your child is spending an unreasonable amount of time each night on homework or never brings home homework (especially in grades 3-8), there is a problem. Please contact his or her teacher regarding either situation.

**Homework for Absent Students:** When calling to report your child's absence, please let the office know if you will be picking up the homework or if it should be sent home with another student. Requested homework will be in the school office at 3:00 P.M. If you are unable to be here at that time, you may request to pick it up in the After School Program. Students may also receive missing assignments from their teacher when they return to school. Ordinarily, all assigned work and tests announced prior to the student's absence are made up the day the student returns. Students will generally be allowed one day for each day of absence due to illness to complete other missed work. For example, a student who was absent for three days in a row should be given three school days to complete the missing work. For homework for absent students due to vacation, see *Vacation During School Time* under Attendance Policies.

## **INTERNET USE POLICY**

St. Dominic Catholic School promotes and encourages the use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the school and the Springfield Diocese. In an effort to further those objectives and maintain the integrity and reputation of the school and Diocese, the following *Code of Conduct* has been developed for persons who access the Internet through the school or diocese. Access is conditioned upon the user's agreement to and continued compliance with the *Code of Conduct*.

### **Internet Filtering**

St. Dominic's has installed Internet filtering as a precaution to block and restrict controversial sites and inappropriate material. The filtering, through Comsift, is updated on a regular basis.

### **Authorization for Internet Access – User Agreement Form**

Each faculty and staff member wishing to use the Internet must sign an *Authorization for Internet Access* user agreement form as a condition for using St. Dominic's Internet connection. Each student and his parent must also sign a form before being given supervised access. Please read the document carefully before signing. All use of the Internet shall be consistent with St. Dominic's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The failure of the user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The signature(s) at the end of the document is legally binding and indicates that the party who signed has read the terms and conditions carefully and understands their significance. Students, parents/guardians, and faculty and staff need only to sign the *Authorization for Internet Access* once while enrolled or employed by St. Dominic School.

### **Terms and Conditions**

- 1. Acceptable Use** – Access to St. Dominic's Internet must be for the purpose of education or research and be consistent with the educational objectives of St. Dominic School.
- 2. Privilege** - The use of the school's Internet access is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke or suspend access at any time. His or her decision is final.

**3. Unacceptable Use** –Users are responsible for their actions and activities involving the network.

Some examples of unacceptable use are:

- a. Using the network for any illegal activity, including violation of any U.S. or State regulation.
- b. Unauthorized uploading or downloading of software, regardless of whether it is copyrighted or de-virused.
- c. Downloading copyrighted material for other than personal use.
- d. Using the network for private financial or commercial gain.
- e. Wastefully using resources, such as file space, chain letters, etc.
- f. Gaining unauthorized access to resources or entities.
- g. Trespassing in others' folders, work, files, or changing computer files not belonging to the user.
- h. Invading the privacy of individuals.
- i. Using another User's account or password, or sharing passwords with others.
- j. Posting material authored or created by another without his/her consent.
- k. Posting anonymous messages.
- l. Using the network for commercial or private advertising.
- m. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal messages, pictures, or materials.
- n. Using the network while access privileges are suspended or revoked.

**4. Network Etiquette** - Users are expected to abide by the generally accepted rules of computer network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not send or display offensive messages or pictures.
- d. Do not reveal personal addresses, e-mail addresses, or telephone numbers of any student, staff person, and/or faculty member.
- e. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in any way that would disrupt its use by other users.
- g. Consider all communications and information accessible via the network to be private property other contracts.

**5. No Warranties** – St. Dominic School makes no warranties of any kind, whether expressed or implied, for the service it is providing, and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at the user's own risk. St. Dominic School specifically denies any responsibility for the accuracy of quality information obtained through the system.

**6. Indemnification** - The user agrees to indemnify St. Dominic for any losses, costs, or damages, including attorney fees, incurred by St. Dominic relating to, or arising out of, any breach of this *Authorization*.

**7. Security** – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from the individual. Attempts to log-on to the Internet as a system administrator will

result in cancellation or user privileges. Any user identified as a security risk may be denied access to the network.

- 8. Vandalism** - Vandalism will result in cancellation or privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy computers, data of another User, the school's network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 9. Financial Obligations.** St. Dominic School assumes no responsibility for any unauthorized charges of fees, including telephone charges, long distance charges, per minute surcharges, and/or equipment or line costs.

### **AUTHORIZATION FOR INTERNET ACCESS**

**All use of the Network will be consistent with the school's goal of promoting educational excellence and the teaching of Christian values. *The failure of any User to follow the terms of the Internet Code of Conduct will result in the loss of privileges and disciplinary action.***

#### **USER AGREEMENT**

I understand and will abide by the *Authorization for Internet Access*. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the school's network connection and having access to public networks, I hereby release the school and its board members, employees, or agents from any claims and damages arising from my use, or ability to use, the network.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **PARENT PERMISSION**

I have read the *Authorization for Internet Access*. I understand that access is designed for educational purposes, and that St. Dominic has taken precautions to eliminate controversial material. However, I also recognize that it is impossible for St. Dominic to restrict access to all controversial and inappropriate materials. I will hold harmless St. Dominic School, its employees, agents, or Board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to St. Dominic's Internet.

\_\_\_\_\_  
(Signature of Parent or Guardian of Minor) Date: \_\_\_\_\_

### **LIBRARY**

The St. Dominic School library is open every Tuesday afternoon. Classes are assigned library times, and students may check out books for one week at a time. Students are responsible for the books they check out. A fine is charged for each day a book is overdue. The library is organized and manned by volunteer librarians.

## LOST AND FOUND

Any item found in the school building or on the school grounds should be taken to the main office to be placed in the Lost and Found Basket. Items will remain there for 30 days. After 30 days, items will be donated to charity.

## LUNCH PROGRAM

Nutritious lunches are served daily at school. Monthly menus are sent home for your convenience. Lunches cost **\$2.25 each**. Free and reduced lunches are available for children from low-income families. Tickets are sold in the cafeteria before school. Each ticket is for **five meals** and we recommend that you buy five meals at a time for your child, if possible. However, you may just purchase the number of meals your child will be eating during the week. Meals not used on the ticket one week can be used the next week or anytime throughout the year. Please send lunch money **on the first day of the school week**.

To help make the purchase easier, especially for our younger children, please send the money in an envelope or baggie marked with your **child's name, grade, the amount enclosed, and the number of meals you are purchasing for your child** noted. **If sending a check**, you may note the information on the bottom. Parents who wish to pay for meals monthly may buy more than one ticket at a time. The tickets are stored in the teacher's desk for safekeeping.

**Charging lunches** is a bad habit to get into and does not help in teaching responsibility to our children. It is better to pay for a week or two ahead rather than charge for that time. Please adjust lunch payments around your paydays so that your children do not have to charge their lunches. If an occasional charge occurs, please pay for it the next school day. Students having three charges in a row will make a phone call to parents to inform them of the need for lunch money.

**Milk and juice** may be purchased in the cafeteria for **25 cents** each. Milk is included in the price of hot lunch; however, students may purchase an extra milk or a carton of juice to have with their lunch, too. Milk/juice tickets are also sold in the cafeteria before school.

Students who **bring their lunches** should bring them in lunch bags or boxes marked with their names.

## NON-CUSTODIAL PARENTS

In the absence of a court order, what is said in this handbook of policies applies to any parent and legal guardian, whether or not the student lives with the parent.

## PARENTAL PERMISSION FOR INTERVIEWING, PHOTOGRAPHING, VIDEOTAPING AND PUBLISHING PHOTOS OF STUDENTS

Throughout the school year, opportunities occur when students may be photographed, videotaped, and/or interviewed while participating in various school activities. Results may be used for class or school projects, may air on television or radio, or may be published in newspapers, newsletters, the school yearbook, or on our website. A form is sent home at the beginning of each year school year to all parents/guardians to request permission to include their children in these projects and public relations / marketing opportunities. A copy is on page 48 of this handbook.

## **PARENTS AS PARTNERS**

As partners in the educational process at St. Dominic School, we ask parents:

To set rules, times, and limits so that your child:

Gets to bed early on school nights;

- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To support and assist in fundraising for the school.

## **PARENT'S ROLE IN EDUCATION**

We, at St. Dominic School, believe that we work in partnership with you, the parent, in the education of your children. We believe that parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically.

### **We Believe:**

- Good example is the strongest teacher. Your personal relationship with God, each other, and the Church community will affect the way that your child relates to God and to other people.
- Ideals taught in the school are rooted in the child when they are fostered by the example of good Catholic/Christian morals in your family life.
- During the formative years (Preschool-Grade 8), your child needs constant support from both parents and faculty to reach their potential.

- Parents and teachers must support each other as partners in the educational process. Allowing oneself to be caught between the student and the other partner will not have positive results. To divide authority between the school and home will only teach disrespect of all authority.
- At times students lose focus and when that occurs, students need understanding and discipline. Children may perceive this discipline as restrictive; however, it is this discipline that provides young persons with both security and guidance.
- It is essential that students take responsibility for grades he/she has earned and for homework, long-term assignments, major tests, and all other assignments. This responsibility also extends to times of absence.

Let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **PLAGIARISM**

Students who choose to copy, cut, and paste from a book, Internet site, etc. are plagiarizing. This will result in a zero for the assignment. Students who plagiarize will be required to redo the assignment without receiving a grade.

### **PLAYGROUND / RECESS SUPERVISORS**

All parents are asked to help with recess supervision during the noon recess (from 11:40 A.M.-12:30 P.M.) and will usually be scheduled two or three times a year. If you cannot take your duty, please let us know one week in advance and send \$5.00, per scheduled time, in order for us to get a substitute. If you would like to be on our substitute list, please call the office.

### **POLICE QUESTIONING AND APPREHENSION**

When students become involved with law enforcement officers, the officer will be requested to confer with the student when he/she is not under the jurisdiction of the parish/school, if this can be arranged. The following steps shall be taken to cooperate with the authorities:

- the officer shall properly identify him/herself,
- the parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities,
- the student's parent(s) or guardian have/has a right to be present if the conference is held in the parish/school,
- if the student's parent(s) or guardian cannot be located, authorities are not to confer with the student unless they produce a warrant, and
- if there is a warrant or if it is impossible for the parent(s) or guardian to be present and they request it, the administrator should be a witness to the conference held in the parish/school. *(from the Diocesan Handbook of Educational Policies )*

### **POSSESSIONS BROUGHT FROM HOME**

All items students bring to school should be marked with their name (coats, lunchboxes, etc.). No item should be brought to school that can harm others. The school assumes no responsibility for lost, damaged, or stolen items.

## **PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK**

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification of any changes that are made.

## **RELIGIOUS EXPERIENCE OPPORTUNITIES**

The faith formation of our students is an important part of our school program. Religion is taught daily. Prayer is an important part of each school day, both in the classroom and in special settings. Students plan and participate in the celebration of weekly All School Masses, which are celebrated in our gym on Wednesday mornings. Special liturgies and prayer services are held throughout the year. During Advent and/or Lent, our students have the opportunity to receive the Sacrament of Reconciliation. After much **sacramental preparation**, second graders make their first Reconciliation and receive their First Holy Communion and eighth graders receive the Sacrament of Confirmation. Throughout their preparation, 8<sup>th</sup> grades have opportunities to participate in retreats and other special activities.

## **SCHOOL COMMITTEES AND ORGANIZATIONS**

**PTO - PARENTS AND TEACHERS ORGANIZATION:** The membership in the PTO, is open to all the parents of the children attending St. Dominic School. The PTO, governed by a Lay Advisory Board, assists in sponsoring school projects through fundraising activities. Proceeds from these activities are used to support student educational needs not included in the annual budget.

**SCHOOL BOARD:** The School Board is a lay advisory group who assist the principal and pastor in making school related decisions, formulating school policies, and planning for the future. Parents who are not members of the School Board may assist the Board by serving on committees under its jurisdiction.

**SPORTS COORDINATOR:** The Sports Coordinator helps to organize St. Dominic's teams for participation in the CYO Athletic Program. Responsibilities include getting coaches for each team, scheduling gym practice times, and inventorying and distributing uniforms and equipment for each team.

## **SEARCH AND SEIZURE**

A school official may properly conduct a search of a student's person, desk, or personal belongings if there is reasonable suspicion that a crime has been or is in the process of being committed. A search may also occur if school officials believe that the search is necessary to maintain school discipline or to enforce school policies.

## **SERVICE HOURS**

Each family is required to complete 10 service hours per year for the school. There are various ways throughout the year for you to volunteer your time to meet this requirement. Five of these service hours may be completed for parish activities. The family is required to pay \$10.00 for each service hour not completed by the end of the school year. A service hour sheet will be sent home for record keeping. You may also obtain a copy from our website ([www.stdominicquincy.org](http://www.stdominicquincy.org)).

## **STUDENT ACCIDENT INSURANCE**

It is recommended that parents have a student accident insurance policy for their children. School Accident Insurance is made available to St. Dominic's students at the beginning of each school year for a

nominal cost. Forms will be sent home on the first day of school. Parents should return the forms whether or not they wish to purchase the insurance. Those wishing to purchase the insurance should also send the payment along with the form.

### **STUDENT RECORDS**

St. Dominic's keeps permanent cumulative records of each student during his/her years at St. Dominic School. These records are kept on file for at least sixty-two (62) years once the student has left St. Dominic School. The information in all records is confidential.

According to the ***Buckley Amendment***, parents have the right to inspect and review any and all official records, files, and data directly related to their children and intended for school use. To do so, parents need to contact the school office. Written consent of the parents must be obtained before a student's records are to be made available to parties outside the school system. Parents shall also have an opportunity to be heard regarding the content of their child's school records to insure that records are not inaccurate, misleading, or otherwise in violation of the privacy or rights of the student.

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

### **TRANSFER OF STUDENT RECORDS**

When a new student enrolls in St. Dominic's, the parents will complete a request form to send to the former school asking for the release of records. When a student leaves St. Dominic's to transfer to another school, copies of the student's records will be sent to the new school within 10 days of receiving the written release of records request from them.

### **STUDENT SERVICE OPPORTUNITIES**

**ALTAR BOYS AND GIRLS:** Boys and girls in grades 5-8 may become altar servers. Those interested receive training in the 5<sup>th</sup> grade. They serve for school masses as well as regular parish masses, weddings, and funerals.

**CAFETERIA WORKERS:** Students in grades 5, 6, 7, and 8 help in the cafeteria during lunch time by setting up tables, serving food, selling milk and juice, scraping trays, washing dishes, and wiping off and taking down tables and benches. Classes are scheduled on a rotation basis.

**COMMUNITY OUTREACH:** Throughout the year, all students have the opportunity to participate in activities that support our community. Some of those activities include *Jump Rope and Hoops For Heart* (for the American Heart Association) collecting food and needed items for the Ladies of Charity, Madonna House, Quanada, Quincy Catholic Charities, and other organizations, and making cards for residents of local nursing homes.

**MISSION SUPPORT:** Each year our students help support children in Third World countries by becoming members of the Holy Childhood Association. Students raise funds through membership fees and through special activities.

## **STUDENT SUPPORT SERVICES**

**COUNSELING:** St. Dominic School is able to utilize the services of a resource person from the Quincy Catholic Charities to provide support services for our students and staff. The resource person will be present in our building as needed to assist in the development and maintenance of a safe and healthy school environment. He or she may present whole-group lessons in various life skills areas, meet individually with student or staff members to assess or instruct in these areas, provide healthy alternatives to problems in learning and behavior, and help to strengthen working relationships between educators, students, parents, and the community.

**PERSONAL SAFETY TRAINING:** Students in kindergarten – 8<sup>th</sup> grades receive personal safety instruction yearly through a *Protecting God's Children* “Touching Safety” program. This personal safety training, which is a diocesan requirement, is provided by our diocese and is taught by the classroom teachers. The lessons are age appropriate and are organized in a three-year cycle. Parents will receive information about the presentation beforehand and have the right to exclude their child from the presentation.

**READING RECOVERY:** Students in the first grade who are struggling with reading skills may be eligible to receive additional instruction through the Reading Recovery Program. The teacher, shared by the four Catholic grade schools, will screen potential students. Parents of eligible children will be contacted regarding the program, which is provided in our building during the school day.

**SPEECH:** Students may be recommended by their teachers to be screened by a speech/language pathologist provided by the Quincy Public Schools to determine the need for further evaluation of the student’s speech/language needs. Parents of those students who would benefit from speech/language services will be contacted by the speech/language pathologist to make arrangements for the services to be provided. This service will be provided for our students off site in a public school building. It is the responsibility of the parents to provide transportation to and from speech instruction.

**TITLE I PROGRAM:** Students in grades four, five, and six who have reading and/or math difficulties may be eligible to receive remedial help through Title I, a federally funded program that provides funds to our school which enable us to provide supplemental services to our students. Students may work with a Title I teacher, provided by the Quincy Public Schools. Parents of eligible children will be contacted regarding the program, which is provided in our building during the school day. To be eligible, students must live in the Quincy Public Schools boundaries.

## **TECHNOLOGY PLAN**

St. Dominic School, in cooperation with the Diocese of Springfield, has an approved technology plan in place. This plan enables us to prepare for future technology needs, and allows us to receive discounted telephone and technology services through the ERATE Program.

## **USE OF SCHOOL GROUNDS**

Students are not to arrive on school grounds before 8:00 A.M. unless they are enrolled in the Before School Program. At the end of the school day, students should be off school grounds by 3:15 P.M. unless they are enrolled in the After School Program, are being tutored, are in detention, are at a scheduled after school practice or meeting, or are in the supervision of their parents. The school is not liable for unauthorized students on school grounds before 8:00 A.M. and after 3:15 P.M. on normal school days.

The use of the school gym after school hours is reserved for school and parish functions such as the After School Program, CYO sports practices, meetings, and scheduled fundraisers. Arrangements are made for its use through the parish office and the sports coordinator.

### **VISITORS**

All parents and visitors must report to the main office to sign in upon entering the building and sign out when they leave. Classes should not be interrupted during the school day by parents and visitors unless arranged with the teacher and principal ahead of time. Parents bringing forgotten lunches, homework, etc. are to leave them in the office and they will be delivered to the students.

### **VOLUNTEERS**

Volunteers are needed to help the students and faculty in a variety of ways. Volunteers serve as room parents, classroom helpers, tutors, computer assistants, librarians, bulk mailing preparers, label counters, bulletin board letter cutters, coaches, scout leaders, etc. Sign up forms are sent home early each year. All volunteer activities count towards the service hours requirement.

The Diocese **requires** all parish and school volunteers who have significant contact with our students to read the **“Pastoral Policy on Sexual Abuse by Church Personnel”** and **complete a background check.** The Diocese also **requires** that all volunteers who work *with* our students (coaches, scout leaders, librarians, etc.), drive for field trips, or chaperone activities attend a three hour **“Protecting God’s Children”** training session. The training is offered a few times each year at various parishes in our community. Because our parents help us in so many functions, we invite all of our parents to attend a session and complete a background check.

### **WEATHER-RELATED EARLY DISMISSAL & SCHOOL CANCELLATION**

During the winter months, with the possibility of inclement weather or other emergency conditions occurring, it may be necessary to dismiss students earlier in the day than usual or to cancel school for the day. If this occurs, local radio and TV stations will broadcast the information. On days when such conditions exist, please listen to the local stations for early dismissal times and announcements of school closings. Listen for *“Quincy Public and Catholic Schools . . .”*. Parents will also be contacted regarding school cancellations and early dismissals through our SchoolReach Parent Communication System

Buses will be running on days when we dismiss early due to winter weather conditions. On such days, all extra-curricular activities such as CYO sports and PMO Band will be cancelled. Our After School Program will be in session.

Since our school is air conditioned, we will not dismiss early on extremely hot days in the fall or spring. If the public schools should decide to dismiss early, St. Dominic School will stay in session. On these days, dismissal busing will not be available, so parents will need to arrange for transportation home from school.

Again, please listen to the local stations for weather related cancellations and public schools early dismissals information and help us keep our phone lines open for emergencies.

## **WELLNESS POLICY**

St. Dominic School and the Diocese of Springfield in Illinois are committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle, and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. A Wellness Policy is in place to ensure that the entire school environment is aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, the school staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.

The policy, which meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, includes goals for nutrition education, physical activity and other school-based activities designed to promote student health and wellness and reduce childhood obesity, as well as nutrition guidelines for all foods available during the school day. A copy of the entire wellness policy is available for viewing in the principal's office.

A list of healthful food and beverage options for school functions is included in the back of the handbook.

## QUINCY CATHOLIC SCHOOLS SPORTS POLICY

The Quincy Catholic Schools Athletic Policy consists of the following:

- A. Before playing, students will have **proper medical insurance coverage** and the necessary **physical exam**.
- B. When a student becomes **15 years old**, he or she will be ineligible to play on any team.
- C. Students will have **competent supervision** that is approved by the principal and/or sports director and equipment will be maintained with safety in mind.
- D. A student cannot be on more than **one CYO team at a time** and he or she will experience an **equal amount of playing time** despite his or her ability.
- E. The **length of a season** for all sports will not exceed fifteen games and two tournaments. All schedules must be approved by the principal.
- F. **No cheerleading squads** of any kind are permitted.
- G. **Parents** who attend games are expected to exhibit behavior that sets a good example to our children.
- H. Any child who is a member of any parish but is not enrolled in a Catholic school may participate on the school's CYO team for a particular sport **PROVIDED** the student regularly attends the parish PSR program.
- I. All students wishing to play CYO sports must play on their parish school's team unless the school does not have a CYO team for that sport. In that instance, the student will be placed on another CYO team.

### **INELIGIBILITY:**

- A. **Conduct, effort, and health** are all considerations as to whether a student may participate in CYO sports.
- B. A student will be suspended for **an "F" or two "D's"** in any core subject. (English, Math, Reading, Religion, Science, Social Studies, and Spelling).
- C. Any student getting a **"5" in conduct or effort** will be suspended.
- D. During the sports season (when games begin), students will be suspended on a **one-week basis from games and practices**. The suspension will **begin on Monday** and continue **through the following Sunday**. Grades will be reported to the principal weekly who will in turn contact the parents and coaches.
- E. If a student's best grades, based on effort, are not passing grades, his eligibility to play will be decided by the principal.
- F. All final judgments concerning eligibility rest with the principal.
- G. Athletes who are reported by coaches for not following the rules can be suspended.
- H. All students who play on CYO teams and who attend the public schools must bring their **mid-quarter and quarter grades** to their coach or to the principal. The same academic standards as mentioned above will apply to students who attend public schools.

The Quincy Catholic Schools Policy is consistent with the Diocesan Athletic Policies of the Handbook of the Catholic Education Policies.

## HEALTHFUL FOOD AND BEVERAGE OPTIONS FOR SCHOOL FUNCTIONS

At any school function (parties, celebrations, meeting, etc.), we are encouraged to have healthful food options available to promote student, staff, and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupes, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit in the first ingredients
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat –free or low-fat milk
- Trail mix (dried fruit and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken and tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

*This list is not all-inclusive and is meant to provide parents and school staff with guidance for healthier food and beverage choices.*

## POSITIVE AND PRODUCTIVE BEHAVIOR PLAN K-8 BEHAVIOR EXPECTATIONS

### **A. Be prompt and prepared.**

1. Come on time.
2. Come with needed materials.
3. Come with assignments complete.
4. Follow dress code.

*“Be on guard, therefore, the Son of Man will come when you least expect it.” Luke 12:40*

### **B. Respect authority.**

1. Listen to authority.
2. Follow directions promptly.
3. Accept responsibility for your behavior.

*“Pay attention and you will have understanding.*

*What I am telling you is good, so remember it.” Proverbs 4:2*

### **C. Respect the rights of others.**

1. Use appropriate voice and language.
2. Listen to the speaker.
3. Respect the opinion of others.
4. Refrain from harassment.

*“Whatever you do for the least of your brothers, you do for me.” Matthew 25:40*

### **D. Respect property.**

1. Respect property of others.
2. Respect own property.
3. Use materials and equipment appropriately.

*“Every good gift and every perfect present comes from God.” James 1:17*

### **E. Display a concern for others.**

1. Remain on task.
2. Allow others to remain on task.

*“If you want to be wise, keep the Lord’s commandments and He will give you wisdom in abundance.”*

*Sirach 1:26*

### **F. Display appropriate social skills.**

1. Cope (disagreement, teasing, failure).
2. Display courtesy and tact.
3. Interact with others appropriately.

*“Love your neighbor as yourself” Matthew 22:39*

### **G. Display appropriate character.**

1. Display positive character.
2. Display productive character.

*“Each one as a good manager of God’s different gifts must use for the good of others the special gifts he or she has received from God” 1Peter 4:10*

# **PROGRESSIVE CONSEQUENCES**

## **DEVELOPING STUDENT OWNERSHIP & RESPONSIBILITY**

### **1. Warning with an interaction.**

- A. What student did wrong.
- B. What is expected.
- C. What is next consequence.
- D. Student commitment to improve behavior.

### **2. Time-out (Elementary) or one-minute interaction after class.**

### **3. Behavior Improvement Plan 1,**

- A. Student describes inappropriate behavior.
- B. Student makes commitment to improve.

### **4. Phone call to parents.**

- A. Student must follow Parent Calling Form.
- B. Witness signs form.

### **5. Meeting with principal and serve detention.**

### **6. Meeting with parents.**

- A. Parents, student, teacher, principal meet.
- B. Group behavior plan is developed.

### **7. In-school suspension.**

### **8. Out of school suspension (1-5 days)**

### **9. Expulsion.**

*\* Severe Clause – Move to steps 4, 5, 6 \**

## **LEVELS OF BEHAVIOR**

**Annoyance:** Minor disruptions, Occasional misbehavior

**Minor Misbehavior:** Continual minor annoyances, Disruptions to learning.

**Severe Misbehavior:** Dangerous, immoral, illegal behavior.

## BEHAVIOR IMPROVEMENT PLAN

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Special Comments: \_\_\_\_\_

---

1. What did I do wrong?
  
2. What should I have done?
  
3. Why is it important to do what I am supposed to do?
  
4. How am I going to behave in the future?
  
5. What will be the benefits of choosing proper behavior?
  
6. (*If Behavior Plan 2*) What will parents do to help their child succeed?

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher's Signature (for acceptance): \_\_\_\_\_

## PARENT CALLING FORM

1. Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

3. Time student left room: \_\_\_\_\_ Time returned: \_\_\_\_\_

4. The reason I am calling is . . .  
(Student reads teacher's comments and describes checks to parents.)

\_\_\_\_\_ Not prepared for class.

\_\_\_\_\_ Did not show respect for authority.

\_\_\_\_\_ Did not display a concern for learning.

\_\_\_\_\_ Did not display appropriate social skills.

\_\_\_\_\_ Did not display appropriate character.

Because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. If I break another rule, I will have detention.

6. I intend to . . . (state plan to improve)

7. **Witness:**

I testify that \_\_\_\_\_ (student's name) called his/her parents, told them the rules which had been broken, and stated a plan for improving behavior in the future.

Witness' signature: \_\_\_\_\_

8. Student will need to return to the office to call.

Reason: \_\_\_\_\_

Witness' signature: \_\_\_\_\_

**ST. DOMINIC'S SCHOOL FIELD TRIP PERMISSION SLIP**

Date \_\_\_\_\_

Dear Parents,

A group **field trip** has been scheduled for grade \_\_\_\_\_ on \_\_\_\_\_  
to \_\_\_\_\_.

Reason for field trip: \_\_\_\_\_.

We will leave school at \_\_\_\_\_ A.M./P.M. and will return at \_\_\_\_\_ A.M./P.M.

Transportation: \_\_\_\_\_ School Bus \_\_\_\_\_ Car (We will need drivers.)

The cost per student is \_\_\_\_\_ Which is for \_\_\_\_\_.

Your child needs to bring \_\_\_\_\_.

**In order for your child to go on the trip, you must complete and sign the permission slip below and return it to school by \_\_\_\_\_ .**

Thank you.

-----  
**FIELD TRIP CONSENT FORM**

\_\_\_ Yes, I request that the school allow my child, \_\_\_\_\_ , to  
go on the field trip to \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_ No, \_\_\_\_\_ may not participate.

**I have read the information and release St. Dominic School and any and all of its employees from any and all liability and wave any claim against them.**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If drivers are needed and you would like to volunteer, please check below and fill out the needed information. You will be contacted. Drivers assume accident liability.

\_\_\_ **I will be able to drive and can transport \_\_\_\_\_ passengers with seat belts.**

**Automobile Insurance Company:** \_\_\_\_\_

**DIOCESAN FIELD TRIP RELEASE/REQUEST FORM**  
**Standard Activity**

We request that our child \_\_\_\_\_ be allowed to go on the following and/or participate in the following activity: \_\_\_\_\_ with \_\_\_\_\_ (hereafter the "Organization") presently scheduled to depart commence on \_\_\_\_\_ and to return/conclude on \_\_\_\_\_ because we believe this trip/activity will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization, will apply to this trip/activity and we have discussed these with our child. We further understand that we must assume all responsibility and liability for our child while traveling to, from, and during this trip/activity. With this knowledge, we freely assume this responsibility and liability.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles, which may or may not be covered by insurance. With this knowledge, we hereby consent to our child traveling to, from, and during this trip/activity in either of these manners.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child's actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip/activity and we agree to indemnify them for any damages.

**Emergency Contact / Medical Information: (Please Print)**

Father/Guardian: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Other Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_

Company Address: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Medical Conditions/Allergies: \_\_\_\_\_

**We hereby give our consent for our child to receive emergency medical care during this trip.**  
**We hereby also give our consent for photographs of our child to be taken and released.**

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUEST FOR ADMINSTRATING MEDICATION AT SCHOOL  
AND RELEASE FROM LIABILITY**

(This must be returned to school with child's prescription medication.)

I/we, the undersigned parents/guardian of the minor child \_\_\_\_\_, a student at St. Dominic School, hereby request St. Dominic School to allow said child to attend school in spite of his/her special health problem and to be given medication prescribed by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ under the supervision of school personnel.

The medicine is to be furnished by me and labeled by the physician or pharmacist with said child's name, doctor, drug store, name of drug, and the specific time it is to be given at school. I/we assume all responsibility for any mistake in furnishing an incorrect dosage.

For and in consideration of allowing said child to attend school in spite of his/her special problem, we hereby release and discharge St. Dominic School and/or any of its agents or employees from any and all liability for any injury or damage to the health of said child arising out of or resulting from the necessity of said child having to take medication during school hours.

I/we have read, understand, and agree to the school's regulations concerning giving medication at school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**\* Statement to be filled out by physician is on the reverse side.**

**STATEMENT OF PHYSICIAN**

(To be completed and returned with student's medication.)

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Method: \_\_\_\_\_

Time of Administration: \_\_\_\_\_ Date to Discontinue: \_\_\_\_\_

Predictable Side Effects: \_\_\_\_\_

Contraindications: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**MEDICATION LOG**

Date	Time	Dosage	By Whom	Comments
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Physician Request for Self-Administration of Asthma Medication**

**For**

Student's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

To: St. Dominic School  
4100 Columbus Rd.  
Quincy, IL 62305

**The above named student has** \_\_\_\_\_  
(Name of Disease or Syndrome)

**I am requesting** that he/she take the following medication during the school hours:

Name of Medication: \_\_\_\_\_

Type of Medication (Tablet, Liquid, Capsule, Inhaler): \_\_\_\_\_

Dosage: \_\_\_\_\_ Time(s) to be taken: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

**I certify that** \_\_\_\_\_ has been instructed in the use and self-administration of this medication. He/she understands the need for the medication and the necessity to report to school personnel any unusual side effects. He/she is capable of using this medication independently.

**I may be reached** at the following phone number in the event of a reaction to the medication or an emergency.

\_\_\_\_\_  
(Physician's Phone Number)

\_\_\_\_\_  
(Physician's Printed Name)

\_\_\_\_\_  
(Physician's Address)

\_\_\_\_\_  
(Physician's Signature)

Date: \_\_\_\_\_

**Parent Agreement for Child to Carry and Self-Administer  
Asthma Medication**

St. Dominic School  
4100 Columbus Rd.  
Quincy, IL 62305

I give permission for my child, \_\_\_\_\_, to carry and self-administer the asthma medication(s) described below. I will notify the school of any changes in medication for my child's condition.

<u>Name of Medication</u>	<u>Dosage</u>	<u>Frequency of Use</u>
_____	_____	_____
_____	_____	_____

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Self-Administration of Asthma Medication

St. Dominic School  
4100 Columbus Rd.  
Quincy, IL 62305

Dear \_\_\_\_\_,

St. Dominic School has received your request for the self-administration of \_\_\_\_\_, an asthma medication for your child, \_\_\_\_\_.

**State law requires** that we inform the parents or guardians of the student in writing that St. Dominic School and its employees and agents are to incur **no liability**, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

Before we can allow your child to self-administer the medication, we must ask that you **sign and return a copy of this document**.

The permission for self-administration of medication is **effective for the school year for which it is granted** and shall be renewed each subsequent year upon fulfillment of the requirements outlined above. A student with asthma may possess and use his/her medication while in school, at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. We recommend that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication.

\*\*\*\*\*

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_, acknowledge that St. Dominic School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the above-named student. I indemnify and hold harmless St. Dominic School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**ST. DOMINIC SCHOOL  
PARENT/STUDENT APPROVAL AND AGREEMENT FORM  
2011-2012**

**1. PARENTAL PERMISSION FOR INTERVIEWING, PHOTOGRAPHING, VIDEOTAPING, AND PUBLISHING PHOTOS AND INTERVIEWS OF STUDENTS.** (See Student/Parent Handbook)

\_\_\_\_\_ I give permission for my child to be included in any interviews, photographs, videotapes, new media coverage, or on our web site in respect to school news stories or instructional/informational projects and programs.

\_\_\_\_\_ I do not want my child to be included in any interviews, photographs, videotapes, news media coverage, or on web site in respect to school news stories or instructional/informational projects and programs.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
date

**2. AGREEMENT TO ABIDE BY THE ST. DOMINIC HANDBOOK  
2011-2012**

The St. Dominic School Student and Parent Handbook contains the school's policies and procedures which pertain directly to the students and parents of St. Dominic School and are in conformity with Springfield Diocesan policy. The handbook is updated yearly and you will be informed of any changes from one year to the next.

Since support to the entire educational process of St. Dominic School is essential to its success, students and parents need to be familiar with and follow the policies and procedures. Therefore, all students and parents are asked to sign this statement to show they have read the handbook and agree to follow the school's policies and procedures.

We have read and agree to be governed by the St. Dominic School Handbook.

\_\_\_\_\_  
Parent's/guardian signature

\_\_\_\_\_  
Parent's/guardian signature

\_\_\_\_\_  
student's signature

\_\_\_\_\_  
student's signature

\_\_\_\_\_  
student's signature

\_\_\_\_\_  
student's signature

dated:\_\_\_\_\_