

School Handbook 2019-2020



ST. DOMINIC
SCHOOL

Tomorrow's Leaders Start Here

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DEFINITIONS

Some of the defined terms used frequently throughout this Handbook are:

“**School**” and “**the School**” mean St. Dominic School.

“**Parent**” and “**Parents**” includes legal guardians. Where a student has only one custodial parent or legal guardian, any requirement in this Handbook requiring action by both Parents or legal guardians shall be read to require action only by the sole legal custodial parent or legal guardian.

“**Written notice**” may be either on paper or via e-mail to the school secretary, tkelly@stdominicschool.net.

Singular and Plural. References to the singular includes a reference to the plural and vice versa. For example, a reference to “children” includes a reference to one child.

NOTES ON USE

The School reserves the right to revise, supplement, or rescind any policies or portion of this Handbook at any time as it deems appropriate, based on the needs of the School and at the sole discretion of the Principal and Pastor without prior notice to students or Parents.

MISSION STATEMENT

To educate and inspire students in grades K-8 through a challenging, innovative, faith-based curriculum to be competent, confident, compassionate leaders focused on learning, worship, love of God, service to others, and community involvement.



DIVERSITY STATEMENT

The School is committed to create, support, nurture, and celebrate a diverse community with inclusion and mutual respect. The School seeks to provide an environment for learning and growth through which students welcome, embrace, and celebrate differences, including learning styles, physical ability, race, age, culture, ethnicity, religion, and socioeconomics and learn to value and become transformed by these differences in an increasingly interconnected global community.

ADMISSION POLICIES

Non-Discrimination Policy: No student will be refused admission because of race, color, sex, or national origin. In accordance with Diocesan Guidelines for Admission to Schools in the Diocese of Cleveland, any student, whether parishioner, non-parishioner, or non-Catholic seeking admission to St. Dominic School for reasons related to avoiding the racial composition or desegregation of the previously attended school will not be accepted.

Admission Procedure: St. Dominic School is a Catholic elementary school providing a quality Catholic education to children of families who are registered members of St. Dominic Parish. Non-parishioners will be considered for admission if space and financial considerations permit. Applications for St. Dominic School will be considered on the basis of the following guidelines.

Students will be considered for admission to St. Dominic School on the basis of academic ability, conduct, and moral character according to the following priorities:

1. Parishioners: i.e., children of families who are registered, attend, and contribute to St. Dominic Parish.
2. Catholics from parishes without an elementary school: i.e., non-parishioners who are registered, attend, and contribute to a Catholic parish without an elementary school with the specific written permission of the pastor.
3. Catholics from parishes with an elementary school: i.e., non-parishioners who are registered, attend, and contribute to a Catholic parish with an elementary school with the specific written permission of the pastor.
4. Non-Catholics: i.e., children of families of other faiths who desire a Catholic education. Those families who live within St. Dominic Parish boundaries are given preference.

Age Requirements: To be considered for Kindergarten, a student must be 5 years old by August 1st. It is assumed that students entering grades 1-8 will follow the same date of birth guidelines and/or provide evidence of successfully completing their current grade level in an accredited school.

Registration Requirements:

Re-registration of students already attending St. Dominic School: Families whose children already attend St. Dominic School will be required to re-register for the following academic year. Re-registration will take place during the second semester, usually in January or February. It must be confirmed by the completion of the registration form and non-refundable registration fee of \$100.00.

Registration of New Students: Registration of new students takes place during the second semester. Re-registration of the current members must be completed and/or the number of available places determined prior to the acceptance of new students.

Registration Procedure: Parents seeking admission of their children to St. Dominic School should call the school office (216-561-4400) for a registration packet. This is to be filled out and returned to the school. Copies of previous testing, academic and conduct records (report cards), and recommendation letters must be included. The recommendation letter must be filled out by the child's current principal/head of school, or a current teacher, and returned to St. Dominic School. It is also required that students entering grades 3rd through 8th participate in a shadow visit in their current grade level once they have met the criteria for phase one of the admission process. Families applying for enrollment will be contacted according to the admission procedures. The principal, grade level teachers, and if necessary – the pastor, will review the student's academic and conduct records as well as the other documentation required for admission. If it is determined that St. Dominic School is able to meet the educational needs of the student, the family will be notified about the acceptance decision and additional enrollment forms will be provided.

The following documentation must be verified by the school:

- Parish registration and city of residence
- Birth and baptismal certificates
- Report cards, academic testing and conduct records from current school
- Special Services Form
- Other records as the principal may require to establish the applicant's qualifications for admission, including standardized test results, parent and teacher evaluation (Gr. K-1) and principal/head of school or teacher recommendations (Gr. 2-8)
- Child custody (copy of court order) if applicable
- The non-refundable deposit of \$100.00 is due at the time of acceptance

Testing: Kindergarten and 1st Grade applicants will be given the Gesell Developmental Readiness screening to determine readiness for St. Dominic School.

Students applying to St. Dominic School in grades 2-8 will be required to provide results of standardized testing. Students must meet the minimum requirement on this assessment, in addition to fulfilling other admissions criteria.

Transfers: Students transferring to St. Dominic School must meet all admission requirements. Seventh and Eighth graders are considered for admission only if they are transferring from another parochial school upon moving into the parish. All requests for admission at this age level are referred to the principal and pastor directly for consideration.

Withdrawal: If a parent wishes to withdraw a student from St. Dominic School, **the Parent must submit a written withdrawal notice to the school principal.**

If it is the decision of the school that a student must withdraw, the school principal will provide a written letter to the student's parent stating the reason for the removal of the student. This letter would be provided following a face-to-face meeting with the parent(s).

I. GENERAL SCHOOL INFORMATION

A. GENERAL PROCEDURES

School Hours (Office Hours): Students should be in their classrooms by 7:50 a.m. Classes begin at 7:55 a.m. Dismissal for students is at 2:30 p.m.

The building opens at 7:15 a.m. Parents may not drop students off before that time. All students must leave the building at dismissal unless under adult supervision (i.e., teacher, coach) or part of the After School Program. Students not picked up by 2:45 p.m. will be placed in the After School Program, and charges will apply.

Appointments: Medical and dental appointments should be made outside of school time if possible. Parents must provide written notice to the School identifying the individual who will be picking up the student by 8:05 a.m. if the student is to be excused for an appointment during the school day. Students must be picked up in the office by the person specified in the note. Students will not be released out of the building without an adult signing him or her out of the office first. Students who miss 2 hours or more of the school day will be marked as half-day absences.

School Year Vacation Trips: The School discourages Parents from scheduling vacations during the school year when classes are in session. However, if a student will be absent for a vacation, Parents should give the Principal and homeroom teacher written notification of the student's impending absence. Teachers *may* give work to be done while *on* vacation. Otherwise, students must see teachers to get missed work once they return. Work is to be completed within one week of the student's return unless other arrangements are made with the teacher.

Care of Books and Property: Since books are expensive both to purchase and maintain from year to year, Parents are urged to help their student(s) be responsible for their books. Books must be covered and clearly identified based on the teacher's requirements.

Parents are financially responsible for the loss or damage of textbooks and other materials provided for their child's use during the school year.

The School does not assume responsibility for personal property a student brings from home to School.

Home-School Communications: Each Friday, families will receive the following week's Week Ahead information. Homeroom teachers will send home graded and corrected student work and other information home each Tuesday in poly envelopes. Please remove the contents of these envelopes and RETURN THE ENVELOPE TO SCHOOL. If a student does not return the envelope to School, paper communications will be sent home clipped together. Parents are encouraged to ask their children and to check book bags so that no family is without important information that is being sent home.

Phone Messages to Teachers During School Hours: Phone messages for teachers will be accepted from 7:30 a.m. to 3:30 p.m. Teachers will return your call within 24 hours either during the school day when they are free or after school. All incoming messages for teachers will be directly sent to the teacher's voicemail or placed in their school mailbox.

Emergency Messages to Students during School Hours: In an emergency, School personnel will deliver a message to a student. Parents may not interrupt classroom learning during school hours. Students may only make phone calls from the School Office with the permission of the Student's teacher and the School secretary and/or the Principal.

School Visitors: All visitors to the School building, including Parents, must immediately report to the Main Office, sign the visitor log, and receive and wear a "visitor" sticker while in the School building.

Parent Observations in Classrooms: To respect the privacy of all our students, the School prohibits Parents in the classrooms for the purpose of observing their child's academic progress and participation or that of any other student. If there is a situation of concern, a conference will be scheduled with all involved parties.

Psychologist Visits and Observations: There are situations that warrant a school psychologist to observe the classroom setting. In most cases, the students do not know who or what is being observed. The School prohibits a psychologist from making audio or visual recordings of the students or teachers. If a psychological evaluation requires such recording, the hospital or clinical research team conducting the observation will contact the Parents of all students in that class to request a written agreement for the recording process.

B. ATTENDANCE

Absences: The School expects that students will attend school regularly. Students who miss five (5) or more consecutive days of school due to illness during one quarter will be expected to bring a note from a health care provider before he or she may return to school.

If a student has a total of eighteen (18) absences (10% of school days), even if they are excused, the School will require Parents to come in for a conference with the Principal and the homeroom teacher. Parents and students should understand that lengthy absences may mean that some work cannot be made up, and the student's grades could suffer as a result. If the extended absence is due to a medical condition, and a doctor's note is received, there will be no penalty for missed work if it is made up in a timely fashion, to be determined by the teacher and the Principal in conjunction with the family.

Reporting an Absence: Parents are required to contact the school office by 8:20 a.m. to inform the office of any student who will not be in due to illness. *This is a state law.* Parents who do not call in an absence will be called by the school. Parents may also leave a message of their child's absence on the school's answering machine. An email notification of the absence can also be sent to the administrative assistant and/or Principal.

Please notify the school office *immediately* if the illness is of a contagious nature (e.g., strep, pink eye, impetigo, chicken pox, or head lice). *See* additional health information on pages 11 - 12.

Tardiness: Since tardiness interferes with the student's progress in school and disrupts the classroom teaching, Parents are expected to help their children cultivate the habit of punctuality. Students are considered tardy if they are not in their classrooms by 8:05 a.m. Students who are tardy must report directly to the office for tardy slips. Parents of students who accumulate 10 tardy slips will be called to come in for a conference with the Principal and the homeroom teacher to determine a strategy for getting the student to school on time.

C. TRANSPORTATION, ARRIVAL AND DISMISSAL PROCEDURES, AND AFTER CARE

Transportation: Students are transported under the provisions of the Ohio Fair Bus Law, which provides that elementary school pupils who live more than two miles from the school they attend must be transported to that school by the public school district in which they live, if transportation is provided to public school students in that district. However, if the distance between their school and the public school they would have attended is more than a 30-minute ride, the district is not responsible for busing. Only children eligible for bus service are permitted to ride the buses.

A parent may request that a child ride the bus home from school with a friend by sending written notice to the School office, but it is permitted only if seating is available, and if the school district permits it. Notes from Parents requesting a transfer of buses must be signed by the School secretary. Students may only ride the bus within the district of their residence.

The following neighboring public districts provide transportation for St. Dominic students: Cleveland Heights-University Heights, Shaker Heights, Orange/Pepper Pike, and Beachwood. Each of the public districts determines eligibility according to its own policy. Bus transportation from the various school districts is related to funding. When districts face insufficient funding issues, busing may be dropped.

Each district notifies Parents of routes and schedules in August. Kindergarten transportation varies according to the school district in which you live.

Responsibilities of Students on Bus: Students who ride a bus to and/or from School must obey the following rules to contribute to safe and orderly bus riding, and a student's failure to obey the rules may result in the student's loss of the privilege to ride the bus:

1. Load and unload from bus at your designated stop in an orderly manner.
2. Ride the regularly assigned bus and unload at the regular stop, unless your parent and the principal's office sign a note stating otherwise. This note must be presented to the driver upon boarding the bus.
3. Eating, drinking, littering, throwing objects, chewing gum, and vandalism are not permitted on the bus.
4. Noise on the bus shall be kept to a minimum. The same behavior is expected on a school bus as in a classroom, but students may talk quietly to the person next to them.
5. You must not change seats while the bus is in motion.
6. You must not hold objects or any part of your body out of the bus window.
7. Smoking, consuming alcoholic beverages, and fighting will cause immediate termination of bus riding privileges.
8. Cross the street at least ten feet ahead of the bus. If crossing in either direction while the bus is stopped, wait until driver signals that the way is clear, or traffic in front of and behind the bus is completely stopped.
9. Dogs, cats or other animals are not permitted on a school bus.
10. Glass jars are not permitted on school buses. Also, items that cannot be stored comfortably on a bus seat or protrude into the aisle are illegal to transport.
11. When dismissed from school, go promptly to your bus. School bus drivers are instructed to depart seven (7) minutes after dismissal.

Students are expected to cooperate with bus drivers, crossing guards, safety patrol, and teachers on supervision. Students who choose not to cooperate will receive violations to be signed by Parents. School personnel support and cooperate with all bus districts in the issuance of bus violations according to district policy.

Morning Arrival Procedure: Buses will drop their riders off in the safety zone near the main entrance to the school. Parents should drop their children off at the entrance and watch them enter school, or park and walk them into the lobby.

Students may enter the School building at 7:30 a.m. and may sit and play quietly in the cafeteria or engage in physical activities in the gym or outside until students are allowed into the classrooms at 7:50 a.m. Parents are NOT to walk children to their classrooms.

Afternoon Dismissal Procedure: Buses will line up on Winslow Road. Cars entering the parking lot must park in the marked areas. Children are supervised by the teachers in the pick-up areas. Children are to WALK to their cars with an adult or remain in the safety zone until a parent arrives. Once Parents have their children, they are responsible for their behavior and safety. Parents may not pull out of the lot until students have cleared the areas. The safety of the children is the priority, and Parents who do not observe these safety rules will be asked to meet with the principal and pastor. All cars picking up children are to enter the parking lot; children are not permitted to meet their rides at the street (Norwood or Van Aken).

Dismissal Changes: If Parents need to change dismissal plans for a student, please call no later than 1:30 pm, so the office has time to deliver the message to the teachers and students.

Walkers and Bike Riders: Walkers are to cross at the guarded intersections ONLY. Walkers and bike riders are expected to follow the directions of the crossing guard and safety patrol. Walkers are to use the sidewalks and may not cut through private property on the way home. Bike riders are to walk their bikes in the schoolyard and at crossings. Walkers and bike riders are dismissed to the Norwood side of the building to avoid the congestion of the parking lot and ensure their safety. The School is not liable for any injury to the student that occurs off School property.

After Care Program: The School provides a fee-based after school program for students in grades K-8 from 2:30 p.m. until 6:30 p.m. *All* families must register for this program at the beginning of the school year in case it is needed on a drop-in basis, but no charge will be incurred unless the program is used. Please see the After Care Program Handbook, which all Parents and students must sign, and which is incorporated herein by reference.

D. CAFETERIA

The School offers lunch through its cafeteria program. This program is not subsidized by the Diocese. The School participates in the National School Lunch Program (NSLP) enabling qualifying families to participate in government funding for free/reduced lunch. The information regarding the school lunch program and the NSLP is distributed to families at the beginning of the school year. Parents can place lunch orders through FACTS/Renweb. Hard copies of the lunch menu and order forms will also be sent home each month. Students who carry their lunches from home can purchase juice or a half-pint of milk, the cost of which is also announced. Salads are also available for purchase every day. Parents

who may not have been able to pack a lunch in the morning may call in to school and request that a meal be provided for their children; charges will apply.

No peanut or tree nut products are used in the cafeteria meals. *Any allergies to food items must be reported to the Director of the Cafeteria. In extreme cases, alternate seating may be arranged for students whose medical conditions (allergies) warrant extra protection.*

Parents may not bring in fast food for their children at lunch time, even as a special treat. Students who bring in such meals will eat them out of the cafeteria.

The School does not require students to eat their lunch. However, a call will be made to Parents indicating the student did not eat that day. Students who bring a lunch from home and do not eat are asked to bring the lunch home rather than throw it out.

Lunch/Recess Regulations: Students MAY NOT leave the playground during recess without the Principal's permission. Failure to comply with the regulation is considered a serious violation of the Student Code of Conduct (see pages 24 - 30).

It is the School's goal that all students understand the importance of correct behavior and proper courtesy on the playground. The School will deny use of the playground to students who consistently violate safety and courtesy rules.

Birthday Celebrations: If you wish to send in a birthday treat for your child's classmates, please make sure it is individually wrapped and ready to be sent home at the end of the school day. We will be happy to sing and cheer, but we will not distribute treats until dismissal. Please make sure you **do not** send in any items that include nut products. Be creative – there are lots of non-food items that can be part of the celebration. Birthday invitations must be mailed or emailed to students in the class; they will not be distributed through take home folders or Backpack Mail. All student/parent contact information can be found in the directory on FACTS/RenWeb.

E. TUITION, FEES AND PAYMENTS

Financial Obligations, Restriction to Return, and Expulsion: The St. Dominic Parish Finance Board determines tuition each year. St. Dominic parishioners pay a percentage of the per pupil cost. Non-parishioners pay the per pupil cost. Families are responsible for all tuition and fees associated with School organizations and programs, including After Care, cafeteria, library, band, FEA and Technology. If payments are not received by the applicable due dates, the School will lock student academic accounts and withhold access to student records. *All* fees and tuition must be up-to-date by the end of each quarter for a student to return for the following quarter. This restriction to return is in addition to the locking of student accounts and withholding of records. The School reserves the right to dismiss a student from School for failure to pay tuition.

Notices and reminders regarding payment of fees and tuitions will be sent to all families. If a special circumstance occurs to a prevent payment by the due date, Parents must contact the School.

Returned Checks: It is the policy of St. Dominic Parish that checks returned from the bank identified as NSF will be treated as follows:

- First Offense: NSF check writer will be fined an amount similar to the charges assessed to the parish for handling such NSF checks (currently \$10.00). One call will be made to the check writer to determine if the check can be resubmitted.
- Second Offense: NSF check writer will be fined an amount similar to the charges assessed to the parish for handling such NSF checks, and fined an additional \$25.00.
- Third Offense: NSF check writer will be fined an amount similar to the charges assessed to the parish for handling such NSF checks, fined an additional \$25.00, and required to pay tuition and other fees only by cash or certified check.

Tuition Assistance: St. Dominic parishioners who wish to be considered for financial assistance must complete the FACTS online application. An independent third party manages the applications and makes recommendations to the School regarding the availability of assistance. Parish funds are limited and application for assistance must be made early in the process. Only families completing the FACTS applications may be given financial assistance. This information is kept in strictest confidence. St. Dominic Parish and School do not participate in the Diocesan Tuition Assistance Program.

Tuition Payment: There are several payment plans from which to choose. Payment is expected according to the dates and deadlines provided in the Enrollment Agreement. Tuition is *NOT* tax-deductible. Tuition and FEA dues or other fees are to be paid with separate checks and sent directly to the School or rectory business office. Payments can also be made through the Parish Online Giving, featured on the parish website.

Student Withdrawal: If a student wishes to withdraw from the School during the current school year, the Parents must contact the Principal and complete a written withdrawal form. Early withdrawal will not release or reduce the obligation to pay tuition, fees, or other amounts due the School.

F. PARENT INVOLVEMENT

Parent Responsibilities: The primary responsibility for the education of the children belongs to parents. However, this responsibility is shared with the school as a matter of practical necessity. The greatest single factor in building a child's intellectual, cultural, moral and spiritual attitude is the example you provide in your home.

Parents are responsible for:

- Supporting school policy and the authority of the administration and teachers,
- Modeling and supporting your children's practice of the Catholic faith,
- Encouraging your children to complete all assignments,
- Insisting that your children obey the regulations and follow principles of good behavior,
- Discussing problems with the persons concerned and avoiding any criticism of teachers and school policy in front of children,
- Following the policies and procedures stated in the handbook,
- Paying all fees (tuition, FEA, After Care etc.) on time,
- Reimbursing any property destroyed (accidentally or intentionally).

VIRTUS Policy: The School requires all employees and volunteers to be VIRTUS-trained before they can work and/or volunteer with the students. All volunteers who work directly with students must have a “no record found” BCI report on file in the main office. For more information regarding VIRTUS requirements, please contact the School office.

Parent Volunteer Policy: To promote the mission of the school to teach students love of service to others and community involvement, all families must contribute 10 hours of their time throughout the course of the school year to school or parish organizations. A student’s required service hours do *not* count toward the 10-hour family total. Parents have many opportunities to be involved in activities at the School. At the beginning of each academic year, the School will send Parents a list of volunteer opportunities, and each family must choose at least one volunteer opportunity. Parents can log volunteer hours using the Parent Involvement Form located in the SDS Families section of the website.

Family Education Association: The Family Education Association (the “FEA”) provides support for teachers and the School community through fundraising and community-building activities. All Parents and faculty are members; meetings are open to all, and Parents are encouraged to attend. Family dues of \$60 are charged for membership. Failure to pay dues by the end of August will result in the withholding of report cards and access to RenWeb until the fee is paid.

G. FIELD TRIPS

Field trips are educational excursions related to the curriculum. While the FEA contributes funds to offset the cost of field trips, an extra cost may be charged per student. Students must have updated medical/emergency information recorded in RenWeb in order to attend field trips. The supervising teacher will send home a field trip permission form prior to the scheduled field trip. The School will not accept verbal permission.

The School reserves the right to cancel any field trip for safety or other reasons and is not responsible for any fees Parents may have incurred or spent in relation to the field trip. If a field trip is under way and must be recalled for safety or other reasons, buses would be directed to return to school or a designated safe area.

School buses will be used to transport students on field trips. Some field trips are close to the School, so parent drivers or the rapid transit may be utilized.

H. HEALTH, ACCIDENT, AND EMERGENCY PROCEDURES

A government-funded school nurse aide staffs the School Clinic twenty hours per week. All other times, the school administrative assistant and Principal assist the students. The teacher or supervisor in charge will send students who are ill or injured to the clinic/office. The nurse-aide or School staff will contact the Parent when warranted. In case of emergency, 911 will be called.

Administration of Medication: If a student needs medication during the school day, Parents must provide written consent on forms obtained through RenWeb or the School office. Parents must bring the medication to the School office in its original container labeled with the child’s name. *Under no circumstances are controlled substances ever to be self-administered; controlled substances include narcotic pain medications, as well as stimulants such as Ritalin.*

When Your Child is Sick: *Do not send your child to school if any of the following conditions were present in the last 24 hours:*

- Oral temperature of 99.9 degrees F or above. Your child should be fever free for 24 hours without medication before returning to school.
- Your child is experiencing vomiting and/or diarrhea.
- Your child has a contagious/communicable disease. Please see the list below relating to communicable diseases. Documentation must accompany the student of any treatment or diagnosis from the health care provider.
- Your child exhibits any of these symptoms, do not send to school for at least a 24-hour period. In order to return to school, your child must be fever free without the use of medication for 24 hours.
- Admission to hospital for any observation/treatment of illness.

Any student with the above symptoms will be sent home.

Communicable Illness: All communicable diseases should be reported to the school, even if students develop them over the weekend and are well enough to return to school on Monday. It is important for the school nurse to be able to track infectious disease occurrences throughout the school to better provide Parents or staff with information about their prevalence and any necessary precautions.

The following are *examples* of conditions which should be reported, but by no means is this list exhaustive:

- | | |
|----------------------------------|---------------------------------|
| ● chickenpox or shingles; | ● head lice; |
| ● strep throat or scarlet fever; | ● rotavirus; |
| ● pink eye (conjunctivitis); | ● influenza; |
| ● ringworm; | ● mononucleosis; |
| ● fifth's disease; | ● meningitis; |
| ● impetigo; | ● hand, foot and mouth disease. |
| ● scabies; | |

Absences for PE class: A student will be excused from PE when *a physician states in writing that specific physical activities will jeopardize the student's health*. Parent notes will not be permitted for exemption from PE class. Without a physician's notice on the day of class, the student will receive an unexcused mark for the class. Notices will not be accepted after the actual PE class. In order to participate in PE class after an injury, students must have clearance from a health care provider.

Epi Pens and Inhalers: All students who are prescribed EpiPen or Inhalers for Asthma must have an order form the physician and health care plan on file in the clinic. All EpiPens and Inhalers are readily available in the clinic for the students use when needed. All medications provided to the clinic to be administered during school hours must be active and not expired. Medications will be returned at the end of the school year.

Emergency Medical Authorization: Emergency medical information must be documented on RenWeb by the first day of school. This information gives the school specific instruction about whom to call in the event of a medical emergency. Kindergarten and new students must have completed medical forms by the first day of school. A specific care plan is created for each student with a chronic illness, e.g. Diabetes, Asthma.

Food Allergies: St. Dominic School follows a ‘No Nut’ snack and hot lunch policy for the safety and health of the students and staff. A list of safe snacks is available at SnackSafely.com. Please check ingredient labels prior to sending snacks to school.

Immunizations: Every student must have the required immunization according to Ohio State Law by the first day of school each year. Any exceptions must have a waiver from parent/physician on file at school.

Wellness Policy: The St. Dominic School Wellness Policy is on file with the National School Lunch Program at the Ohio Department of Education. A copy is also available in the school office for any parent/guardian that wish to review the policy.

Weather Closings/Delayed Starts: The School will close independently of the surrounding public school systems based on building issues or the Principal’s discretion. Once the Principal makes the decision to close the School or operate on a delayed start schedule, he or she will contact news media, and information regarding the closing or delayed start will be sent via email, text message, or phone through FACTS/RenWeb’s Parent Alert Communication System. In addition, the room parents may be contacted to initiate an emergency phone chain if necessary. Please do not call the School or rectory to find out if school is closed or operating on a delayed start schedule due to weather or another emergency.

If there is a weather-related late start to school, the School building will open thirty (30) minutes prior to the announced start of classes. If there is an early dismissal from School due to inclement weather, Parents must pick up their children within 30 minutes following the announced early dismissal time.

Emergency Procedures and Drills: The School holds fire, tornado, and intruder drills periodically, in keeping with best practices and guidance from local and state authorities to better prepare the staff and students for a potential threat. If there is an actual emergency on campus, faculty and staff will implement the appropriate crisis response procedures. The School has a comprehensive safety/crisis plan approved by the State of Ohio. Please contact the Principal with any questions or concerns regarding the plan.

Change of Family Information: Changes to personal information – address, phone numbers, email addresses, emergency numbers, employment information, etc. may be made throughout the year by sending the changes to the School office.

AIDS Policy Regarding Students (Diocese of Cleveland): The School follows the Diocese of Cleveland AIDS Policy Regarding Students. The Principal will provide information regarding this policy upon Parent request.

II. ACADEMICS

A. CURRICULUM

Instructional Program: St. Dominic School implements the Diocesan Curriculum set by the Cleveland Diocesan Education Office in compliance with the Common Core State Standards.

Kindergarten: The students in Kindergarten receive instruction in religion, readiness activities in handwriting, phonics, mathematics and reading, as well as English/language arts, science/health, art, music, computer, physical education, social studies and Spanish.

Grades 1 – 8: Students at each grade level receive instruction in religion, English/language arts, mathematics, science/health and social studies. In addition, instruction in Spanish, art, music, technology, and physical education is given weekly. Students in the 8th grade are offered both pre-algebra and algebra for mathematics; the decision for placement is based on grades and test scores.

Time Allocations: Class schedules reflect the time allocations appropriate to the age and abilities of students and as directed by the Standards of the State of Ohio. Flexibility is allowed in the weekly schedule in view of the total instructional time over the semester period.

Textbooks: Textbooks are selected by the Principal and teachers select textbooks and course materials from established companies approved by the State of Ohio. If a student damages a textbook and the teacher determines the textbook is not usable, Parents must pay the cost of replacement. Report cards will be held and access to Renweb locked until the School receives payment for the cost of replacement.

Religious Education Program: Religion classes are taught daily for at least 30 minutes at all grade levels, and daily prayer occurs within the classroom. The entire School attends weekly Mass on Friday mornings, and classes take turns preparing for Mass with opportunities for students to serve as lectors, gift bearers, cantors, and altar servers. Student instruction and participation in the sacraments of Eucharist and Reconciliation are part of the religious curriculum for students in the second grade. Students in Grades 5 through 8 are required to complete quarterly service hours as part of their Religion coursework. Students also participate in an all-school retreat day designed to enhance their spiritual lives.

Second grade students receive instruction in the Sacraments of Reconciliation and the Eucharist. Attendance at parent education programs is required for those whose second graders will be receiving these sacraments. The Director of Religious Education communicates meetings and formative activities for the Parents of those children preparing for these sacraments.

Fine Arts Program: All grades participate in the Fine Arts Program, which includes general music, instrumental music, art appreciation and visual art. A certified music teacher provides weekly instruction to all grades in general music, including instruction using classroom instruments, movement, song, and dance. A certified art instructor offers art classes to every grade level once a week. Band is a graded *elective* course of study for Grades 4 through 8 which provides the opportunity for small group lessons during the school day and participation in the St. Dominic School Band.

B. HOMEWORK POLICIES

Homework: Daily homework is an outgrowth of class work. Time allotments for homework depend on the type of assignment and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. If Parents feel the homework assignments are excessive, or if students express exceptional difficulty dealing with homework, Parents may request an appointment to discuss such issues with the teacher. Generally, students are given 10-20 minutes of homework starting in kindergarten. This time requirement increases by approximately 10 minutes with each rising grade level resulting in approximately 1 -1 ½ hours of homework per day by 8th grade. This

is an average measure of time, based on all subject areas and long-term assignments. Students must responsibly manage their time and workload.

Homework for Excused Absences: If a child is absent due to illness, it is understood that he/she needs time to rest and regain strength. Students have as much time to make up work as they have been sick, e.g., if they are out for three days, they have three days upon return to make up work. If a student is absent for an extended period, arrangements for homework may be made after consultation with the Principal and the teacher(s).

Late Homework: At the discretion of the teacher, credit may or may not be given for late or incomplete homework. Parents should refer to each teacher's homework policy.

C. STUDENT EVALUATION AND COMMUNICATION

FACTS/RenWeb: The School offers an online communication system through FACTS/RenWeb. This site provides the lunch menu, library information, school calendar, links to school organizations, parental access to children's grades, assignments, and progress, and enables electronic communication between Parents and teachers. At the beginning of the year all Parents are given special codes to access FACTS/RenWeb. Each student has his/her own academic account. Parent accounts link siblings together thus allowing the parent(s) to view each of their child (ren's) account(s) with one login.

Information and grades are updated weekly. While FACTS/RenWeb is not meant to provide a daily listing of work and events, it is an important resource for families who wish to stay aware of their children's academic growth and school events. Students in grades 4 through 8 activate and configure their accounts in technology class at the beginning of the school year and are encouraged to check often to assess academic progress.

Monitoring and Evaluating Student Achievement: The School monitors student achievement based on Diocesan curriculum objectives, which are incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments and written class work, as well as other appropriate formative and summative means to measure achievement in the particular subject on a given grade level.

Grading scale for Kindergarten:

- O** The student **consistently meets** and/or exceeds the performance indicators for the grade level.
- S** The student **regularly meets** the performance indicators as required for the grade level.
- N** The student is **beginning to** meet the performance indicators as required for the grade level.

Grading scale for Grades 1 and 2:

- O = Outstanding (100-93%)**
- S = Satisfactory (92-77%)**
- N = Needs Improvement (76-70%)**
- U = Unsatisfactory (69% and below)**

Grading scale for Grades 3 through 8:

A = Superior (100-93%) Consistently does superior work in accomplishing goals, objectives and requirements; thorough in daily work and related assignments; demonstrates ability to work independently and cooperatively; consistently high test grades.

A+ 100-98%

A	97-95%
A-	94-93%

B = Above Average (92-85%) Usually does above average work in accomplishing goals, objectives, and requirements; good knowledge and use of skills in subject matter; thorough in daily work and related assignments; demonstrates ability to work independently and cooperatively; above average test grades.

B+	92-90%
B	89-87%
B-	86-85%

C = Average (84-77%) Usually does average work in accomplishing goals, objectives, and requirements; adequate knowledge and use of skills in subject matter; completes daily work and related assignments; demonstrates ability to work independently and cooperatively; average test grades.

C+	84-82%
C	81-79%
C-	78-77%

D = Below Average (76-70%) Usually does below average work in accomplishing goals, objectives, and requirements; insufficient knowledge and use of skills in subject matter; limited effort in daily work and related assignments; demonstrates limited ability to work independently and cooperatively; low average test grades.

D+	76-75%
D	74-72%
D-	71-70%

F = Failing (69-0%) Usually does unsatisfactory work in accomplishing goals, objectives, and requirements; daily and related work below standard; limited ability to work independently and cooperatively; unsatisfactory test grades.

O = Outstanding (100-93%)
S = Satisfactory (92-77%)

N = Needs Improvement (76-70%)
U = Unsatisfactory (69% and below)

(O, S, U are used for conduct and effort and *may* be used for Music, Art, Physical Education, Spanish, and Technology grades)

Academic Honors: The School awards Academic Honors to grades 5 through 8. The following subject areas are included in the determination of honors: Religion, Math, Reading, English, Social Studies, Science/Health. In determining honors, no grade point is “averaged” or “rounded up.” A grade of “D”, “F”, “N”, “U”, and/or 2 or more “C’s” **in any subject** area excludes a student from appearing on any honor roll. Honors status will not be awarded to students who receive an “N” or “U” in the conduct or effort section of any class.

Honors are given according to the following guidelines:

First Honors: Earned by students with a grade average of 93% to 100% (A average)

Second Honors: Earned by students with a grade average of 86% to 92.9%. (B average)

Improvement Award: The Improvement Award is given at the second, third, and fourth quarters. This award is earned by students in grades 5 through 8 who have a net gain in three academic areas used to determine honors.

Effort Award: This award is earned by students who have demonstrated outstanding consistent effort in their work but have not otherwise qualified for honors.

Recognition: At the end of each quarter, students who earn academic honors will be recognized during an assembly the week after report cards are sent home. A schedule of the ceremonies will be on the calendar, and each will begin at 8:10 am in the cafeteria for grades 5 through 8. At the end of the year, fourth quarter honors will be recognized as part of the final all-school awards assembly on the last day of school (the “Final Assembly”). There will be special recognition given to those students who have maintained a year-long average qualifying for honors, effort, most improved, and perfect attendance. Parents and family are invited to attend the Final Assembly. At the end of the year, teachers *may* also recognize students in grades K through 8 who have earned special awards in various subject areas. These awards will be shared during the school day instead of at the Final Assembly.

The St. Dominic Award: This award is given to one student from each grade, K through 8. Students may receive this award only once. The award represents the spirit of St. Dominic School and all we believe in as a Catholic Christian Community. It is earned by students who demonstrate a faith-filled attitude, honesty, courtesy, kindness to others, and service. Teachers prepare the class for selection during a religion class and in the context of discerning prayer. Students make the selection on confidential ballots tallied by the teachers. The selected students receive the awards at the Final Assembly. Students who have received this award in previous years will also be recognized.

Parent-Teacher Conferences: Scheduled parent conference days during the school year promote a greater understanding of the needs and growth patterns of the student and strengthen home-school communications. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time. The first formal Parent-Teacher Conference for grades 1 through 8 is held in November. Conferences for Kindergarten Parents are held in January. Students in grades 5-8 may conduct student-led conferences. Other grade levels may also participate in this conference format. **Attendance at the first quarter conference period is mandatory.**

Promotion/Retention Policy: Promotion is based on the satisfactory completion of the respective grade level work.

Retention is considered in individual cases after thorough discussion by the teacher, Principal, and Parents. Parents will be notified by the end of the first semester if a student is being considered for retention. Retention may be considered for the following reasons:

- Failure in three or more major subjects, i.e., Reading, Math, English and Social Studies. (Failure in an individual subject is defined as receiving a grade of F for more than two quarters);
- Failure to master fundamental skills of reading in the primary grades;
- Determination that a student has been placed at a grade level that is not developmentally appropriate for the individual child;
- Absences, although excused, exceeding 18 (10% of school days).
- If it is determined by the St. Dominic School administration that a retention is necessary, a parent/guardian cannot override this decision unless withdrawing the student from St. Dominic.

Report Cards/Progress Reports/Interims: Interim reports are issued mid-quarter to alert Parents to the student's progress as well as suggest ways that Parents may assist the student at home. Areas of difficulty as well as satisfactory progress are noted. Interim reports and quarterly report cards for grades 1-8 will be posted on RenWeb by 5:00pm on indicated dates. Students will also bring home paper copies of their report cards in an envelope that is to be signed by a Parent and returned to School.

Standardized Testing: The testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic programs of the school.

Diocesan requirements:

- Measures of Academic Progress (MAP) - Students take the online MAP assessment three times during the school year. This assessment provides valuable data for the classroom teachers and Parents. Results of the assessments will come home after each testing period.

State requirements:

- State assessments for Language Arts, Math, Science, & Social Studies – Grades 3 through 8 participate in the online assessments in the spring. Participation in the state mandated testing depends on the enrollment and grade level status of students receiving the EdChoice Scholarship from the state of Ohio.

Families are asked to refrain from scheduling vacations during the testing time so that all students may participate in the testing program. See school calendar for specific dates.

D. EDUCATIONAL RESOURCES

Library: The School Library has a computerized circulation of books, periodicals, and reference materials available for student and teacher use. Grade K-6 participate in a weekly library period during which they are instructed to develop, maintain, and expand basic library skills and apply them to a variety of learning tasks on their grade level. Grades 7 & 8 attend with their teachers as needed for research purposes.

Media Resources: A wide variety of materials, including video, computers, laptops, iPads, Chromebooks, Kindles, DVDs, CDs, ActivBoards, and special equipment are centrally cataloged for efficient use by the teachers and students. All are expected to care for such equipment properly.

STREAM Lab: A fully-equipped STREAM lab is available for classes to collaborate on STREAM projects using 3D printers, poster printer, vinyl press, or green screen. Students in each grade level visit the lab each week for lessons on technology uses and applications.

E. STUDENT RECORDS

Student Record/Files: The School owns and maintains the records, including transcripts and report cards, of its students. Requests for records should be made through the Principal's Office with at least one week's notice. The School will not release a student's records without prior written consent of the Parents. The School will not release any records unless all amounts due under the current or any prior Tuition Contract or any other outstanding fees are paid in full.

F. STUDENT SUPPORT SERVICES

The School provides the following services :

Counseling: A part-time counselor is available to provide students who, with parent permission, could benefit from additional emotional support.

Enrichment: Enrichment programming is integrated with curriculum content for students in grades 2 through 8.

Math and Reading Program: A certified remedial tutor provides supportive instruction in individual and small group settings for children in all grade levels demonstrating a need for additional support. Placement in such a tutorial setting may be established through referral of teacher and/or Parent and with parental permission only.

Psychological Testing: While a school psychologist is not part of the School staff, Parents may request testing services from the Shaker Heights School District. Questions regarding testing and other services may be directed to the Principal before communicating with the Shaker Heights Schools District.

Hearing Screenings: Hearing screenings are conducted on all children in kindergarten, first, third, and fifth grades according to guidelines established by the Ohio Department of Health. The screenings generally occur during the fall of the school year. Parents and teachers may request hearing screenings for any student. Referrals will be sent to Parents when warranted.

Vision Screenings: Vision screenings are conducted on all students in the kindergarten, first, third, fifth and seventh grades according to the guidelines established by the Ohio Department of Health. The screenings generally occur during the fall of the school year. Parents and teachers may request a vision screening for any student. Referrals will be sent to the parent/guardian when warranted.

Postural Screenings: A postural screening program is provided for students in grades 5 through 8 each spring. The purpose of the screening is to aid in the detection of postural abnormalities. All screenings are done in privacy with students wearing PE clothing. Referrals will be sent to the parent/guardian when warranted.

G. EXTRA CURRICULAR ACTIVITIES

A complete listing of all School Extracurricular Activities is available on the school web site www.stdominicschool.net.

III. APPEARANCE AND UNIFORM POLICY (Updated May 2019)

The purpose of the School's Appearance and Uniform Policy is to:

- provide a means of identification and belonging to the School;
- provide for a neat and orderly appearance appropriate to a learning environment;
- avoid competition in dress;
- control clothing costs for families; and
- be age and activity-appropriate

The School believes that there is a direct relationship between being well-groomed and properly dressed and having productive work habits for school. Clothing can have a bearing on students' external conduct as well as their internal attitude. The plaid uniform and logo polos, fleeces, and sweaters are to be purchased at Land's End or Schoolbelles; otherwise items may be purchased at the store of your choice.

School faculty and administration reserve the right to determine if a student is dressed in a manner consistent with the School uniform policy. Students in grades K-8 who are not in compliance with the uniform policy three times will lose the privilege of participating in the next out-of-uniform or dress down day. The School will send notice to the Parents after each uniform infraction.

The Principal reserves the right to rule on all questions relating to the areas of dress and grooming not expressly covered by the Appearance and Uniform Policy. The Principal, in his or her discretion, may require a Parent to bring proper clothing to School if the Principal determines that a student's choice of clothing is inappropriate.

The administration reserves the right to rule on all questions relating to the areas of dress and grooming not covered by code until such time as this code may be amended or revised.

GIRLS STANDARD UNIFORM:

Option A

Grades K-4: Jumper and blouse

- Plaid Schoolbelles/Land's End v-neck, pleated jumper
- Peter pan collared blouse (Long or short sleeve, white or light blue)
- Girls may wear full-length leggings (navy or hunter green) or modesty shorts under the jumper.

Grades 5-8: Skirt and Polo Top

- **Skirt:** SDS plaid Schoolbelles or Land's End skirt, styles to include either pleated, two kick pleated, wrap around kilt, A-line, or flat front skirt. (hem no shorter than 2 inches above the knee); girls may wear full-length leggings (navy or hunter green) or modesty shorts under the jumper.
- **Polo Top:** Banded polo with SDS monogram (worn untucked), or non-banded polo with SDS monogram (worn tucked). Short or long sleeve, solid white, dark green or navy blue.

Option B

Grades K-8: Pants, polo top and belt

- Navy blue or khaki dress slacks. (Must be worn at the natural waist and be standard dress style)
- Polo style shirt with SDS monogram
 - Long or short sleeve
 - White, navy blue or dark green
 - Shirts must be tucked in unless they are the banded polo style

BOYS STANDARD UNIFORM:

Grades K-4: Pants and Polo

- **Pants:** Navy blue or khaki corduroy or dress pants
- **Polo Shirt** with SDS monogram
 - Long or short sleeve

- White, navy blue, or dark green
- Shirts must be tucked in

Grades 5-8:

Summer Uniform (worn August – October 31 and April 1 – June)

- **Shorts/Pants:** Navy blue or khaki corduroy or dress pants with belt or Bermuda-length shorts
- **Shirt:** polo shirt with SDS monogram
 - Long or short sleeve
 - White, navy blue, or dark green
 - Shirts must be tucked in

Winter Uniform (worn November 1 through March 31)

- **Shirt:** Long sleeve or short sleeve dress shirt, white or light blue; must be tucked in.
- **Tie:** Tie or bowtie, solid color, print or striped, to be worn tied.

ADDITIONAL UNIFORM REQUIREMENTS FOR BOYS IN GRADES K-8:

Belt: Belt in solid blue, black, brown, khaki, or uniform plaid must be worn with pants and shorts. Belts with long “tails” are not permitted.

Socks:

Girls: Ankle, crew, calf-length, knee-high socks, or tights (matching **solid** white, black, hunter green, tan, or navy)

Boys: Ankle, crew, calf-length (matching solid white, black, hunter green, tan, or navy)

Shoes: Solid brown, navy, gray, tan, or black oxford, buck, Sperry, sneaker, Mary Jane, saddle, or loafer dress shoes. No boots.

Sweater/fleece (optional)

- Solid navy blue or hunter green pullover sweater or vest, crew neck or v-neck cardigan with SDS monogram
- Solid navy blue or hunter green fleece pullover or zip vest with SDS monogram
- Solid pullover crew neck sweatshirt with SDS monogram (no hoods or zippers)

Undershirts: If a student chooses to wear an undershirt, it must be plain white and worn tucked in.

Weather Boots: Boots should be worn to and from school during winter and inclement weather. An appropriate pair of dress shoes must be worn in school.

Hair: Hair is to be clean, groomed, combed & styled appropriately for student learning. It must be a natural color; **no dye**. No fad hairstyles. Any accessories must coordinate with the school uniform and may not have a logo other than a St. Dominic logo.

Jewelry

Girls: Make-up (other than cover-up), nail polish (other than clear), and jewelry (other than a simple cross necklace) are not permitted. Only post-style earrings or simple small hoops (one pair only) may be worn. Choker style necklaces, rope fashion and metal fashion necklaces are not permitted. Bracelets (except for religious style) are not permitted. A single wristwatch may be worn. Apple watches are not permitted.

Boys: No jewelry of any kind except for a single wristwatch or religious style bracelet. Apple watches are not permitted.

Dress Up Days: On these days, students may wear special dress clothing. High-heeled shoes, jeans of any kind, low-rise pants, shorts, leggings, play clothes or dress-down attire are *not* permitted. The jewelry and make-up policies must still be observed. Clothing should be appropriate for a Catholic elementary school. Girls' dresses or tops should have straps at least 2 inches wide. No bare shoulders or midriffs, and no low-cut tops. Tennis/running shoes are not allowed. Ballet-type shoes for girls are permitted. No denim of any kind is permitted.

Dress Down Days: Clothing must be appropriate for a Catholic elementary school. T-shirts with rock groups or inappropriate language or signs, spandex pants, sweatpants, jeggings, low-rise trousers or slacks, mini-skirts, camouflage pants or shirts, tank or net or other see-through or tight-fitting or low-cut tops, bare midriffs, mini shorts, and oversized pants or shirts are not permitted. Sandals are not allowed at any time. "Wheelies" are NOT allowed at any time, with or without wheels. Jeans that are not torn or frayed, wind/running style pants, leggings (only with mid-thigh shirt), t-shirts, sweatshirts, sweatpants with no words on backside, tennis shoes, clog-type shoes, ballet-type shoes and "cros" are permitted on dress down days. The Principal reserves the right to require a student to change clothing (after a telephone call to the Parent) if the Principal, in his or her discretion, deems clothing to be inappropriate or offensive.

PHYSICAL EDUCATION UNIFORM: GRADES K-8

- Solid navy athletic gym shorts, SDS shorts are permitted
- Gold, navy, or grey St. Dominic t-shirt. SDS Show shirts and other t-shirts are not permitted.
- Athletic shoes: Shoes must be non-marking (no black soles). Shoes must have shoelaces.
- No jewelry may be worn during PE class
- Navy blue sweatshirt and sweatpants are recommended for winter months.
- On physical education days, students in Grades K-2 must wear their Physical Education Uniform to school all day in place of their regular school uniform. In cooler weather, girls may wear leggings under their shorts, and boys may wear sweatpants over their shorts.

IV. STUDENT CELL PHONE AND ELECTRONIC DEVICE POLICY

It is the policy of the School that students are not allowed to use cell phones, iPods, personal iPads, Apple Watches, cameras, or electronic game devices (collectively referred to as "Electronic Devices") in school or on field trips. If Parents feel a cell phone is needed for safety reasons while a child is commuting to and from school, *the phone must be kept off in the student's backpack until the student has been dismissed at the end of the school day and is off school property.*

If School staff finds a student using an Electronic Device during school hours, School staff will confiscate the device and a consequence will be administered at the Principal's discretion.

A. POLICY FOR THE ETHICAL AND RESPONSIBLE USE OF TECHNOLOGY

Digital Citizenship and Technology Use: The School promotes the use of technology in all grades, recognizing the need to prepare students to be responsible, ethical, and contributing members of society and the work force. Students do not have an expectation of privacy in their use of the School's technology or technology resources such as devices, networks, and other facilities. The School may monitor in its sole discretion the use of the School's technology or technology resources, including but not limited to the Schools' devices, networks, and other facilities.

The School commits itself to teaching ethical and responsible use of technology. Students are taught and encouraged to use technology to ease communication with teachers, facilitate high quality research, improve their writing and presentation skills, and gain technical literacy. Cellphones and smartwatches carry their own conveniences and responsibilities, which overlap with those of computers. Please see the School's Cellphone and Electronic Device policy above. Use of the Internet and electronic communication platforms broadens the impact of a person's behavior as files are easier to copy, images are easier to send, and words can be sent for good or ill to the widest possible audience.

The School prohibits students from engaging in Inappropriate Electronic Conduct (defined below) and communications that contain Inappropriate Electronic Content (defined below).

Inappropriate Electronic Conduct

The School prohibits the following examples of inappropriate use and activity on Cell Phones or other Electronic Devices even if sent outside of School via electronic mail, chats, or texts:

- Sending or displaying offensive messages or pictures;
- Downloading, viewing, sending, storing, or printing files, images, or messages containing Inappropriate Electronic Content;
- Harassing, insulting, or verbally attacking others;
- Damaging computers, computer systems, or computer networks;
- Violating copyright laws;
- Using another's password, using or opening another person's files, or altering work or programs of another;
- Posting personal information (name, address, phone number, password, credit card number, etc.) about yourself or others;
- Downloading music and/or video files unless the files are used for school projects;
- Joining online chats or instant messaging;
- Using the School Network to play games in class without permission;
- Employing the network for commercial purposes;
- Posting negative comments about St. Dominic School.

The preceding list is not an exhaustive list of inappropriate uses and activities; the Principal may, in his or her discretion, determine whether activity is inappropriate. Violations may result in a loss of access as well as other applicable disciplinary or legal actions.

Inappropriate Electronic Content means any electronic content that (a) is of a sexual and/or pornographic nature; (b) threatens, libels, slanders, disparages, harasses, hurts, or embarrasses students, teachers, and staff of the School; (c) is illegal, contains illegal content, or encourages illegal conduct; (d) involves gambling; (e) contains extremist or militant propaganda; (f) uses profanity, vulgarity, and/or obscene language; or (g) in the Principal's sole discretion causes harm to the School, its students, teachers, and/or staff.

B. ACCEPTABLE USE POLICY FOR INTERNET SAFETY

The School adopts and follows the Diocese of Cleveland Acceptable Use Policy. The School provides a copy of the Acceptable Use Policy, incorporated herein by reference, to each family and student at the beginning of the school year via RenWeb and in hard copy on the first day of school via Backpack Mail. Parents and students must sign the Acceptable Use Policy acknowledgement form each year.

Students are responsible for good behavior on the School network (the “School Network”) just as they are in a classroom or a school hallway. Communications on the School Network are often public in nature. Students in grades 4-8 will have email access only under their teacher’s direct supervision using a classroom account.

The School Network is provided for students to conduct research and to communicate with others. Access to School Network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right.

Individual users of the School Network are responsible for their actions. It is presumed that users will comply with the Acceptable Use Policy. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network, even though the network has a filter.

The School reserves the right to monitor all electronic communications through the network without notice to the users. Users of the School Networks have no privacy right to any data received or disseminated on the School Network, and by utilizing the School Network they consent to the School’s right to audit all e-mails, files, and documents. If a School Network user acts inappropriately through the communications systems, the School will report such actions to any outside authorities and/or take appropriate internal disciplinary action.

Social Media/Networking:

The School is not responsible for any material, including but not limited to photos, video, and audio, placed or posted by Parents or Students without its knowledge or permission online on personal websites, social media sites, social communication platforms, or other external media. Parents, students, and School Staff shall not engage in internet or social media activity that could appear to represent the School. Such activity includes using Internet names, aliases, twitter handles, avatars, or media profile titles that include “St. Dominic School,” “St. Dom,” “SDS,” “the Bulldogs,” or otherwise suggest a connection to the School or that feature the School logo, building, or other images associated with the School.

V. STUDENT CODE OF CONDUCT

Community Standards: Code of Conduct Grades K-8

The School expects students in grades K-8 to present themselves as Christians in keeping with the School’s Mission Statement. The School expects them to:

- demonstrate kindness, compassion, and empathy for each other;

- respectfully and attentively engage in religion class, School liturgies, and prayer and religious activities;
- give generously in service to others;
- demonstrate respect when teachers, classmates, or parent volunteers are speaking;
- turn assignments in to the teacher completed and on time;
- show respect for creation by becoming good stewards of resources;
- take responsibility for their actions;
- dress in complete uniform unless they have a dress-down pass or it is a dress-down day;
- take care of their personal belongings and School property;
- conduct themselves during recess in a manner that does not endanger other students;
- be cooperative, considerate, and respectful of others in speech and in actions;
- attend school regularly and arrive on time;
- use appropriate behavior on school buses, walking to and from school, and on field trips;
- use honesty and integrity when speaking to others; and
- use honesty and integrity in classroom work, homework, and testing.

A. DISCIPLINARY SYSTEM

In all matters relating to the discipline in and conduct of this School and its students, teachers and other employees shall maintain discipline in the School (including on School and Parish grounds) and field trips. The School supports all laws of the state, and if the School has reasonable belief or suspicion of any criminal activity, the School will report it to the appropriate authorities.

The School will determine and administer consequences for disciplinary infractions in accordance with the Diocesan Education Office's policies and procedures. The standard consequences for violation of school policies, rules, and regulations (discussed more fully below) are:

- warning,
- detention,
- in-school suspension,
- out-of-school suspension,
- disciplinary probation, and
- expulsion.

Administration of these and other appropriate consequences lies in the sole discretion of the School. Parents will be notified when a student receives a standard consequence.

Conduct violations involving the use of technology may result in the loss of access to the technology available through the School in addition to other disciplinary measures. Please refer to the Policy for the Ethical and Responsible Use of Technology section of this handbook.

A student who commits an extremely serious offense or a student who shows an inability to conform to the standards of behavior requires of a student of the School will be subject to consequences and may be expelled.

The School reserves the right to dismiss any student for any reason that, in the sole discretion of the School, is the basis for a determination that continued enrollment of the student is no longer in the best interest of the student of the School.

B. CONSEQUENCES FOR VIOLATIONS OF COMMUNITY STANDARDS

The teacher will typically handle minor offenses/violations of community standards. All classroom teachers will share their classroom management plans, including their disciplinary policy, with families no later than Back to School Night. RenWeb will be the main source of reporting concerns regarding violations of community standards to families. The teacher may, in his or her discretion, refer more serious offenses to the Principal, who, in his or her discretion, may give the following consequences:

DETENTION

If a student receives a detention, Parents will receive notice of the detention, and the student will remain at School after school hours on [what day of the week is detention held?] for [x] minutes. A student may not do homework during detention. Any student who misses detention or arrives to detention more than five (5) minutes late will have his or her detention doubled and will serve a ninety (90) minute detention on an agreeable date within two weeks from the date of the missed detention.

FULL-DAY DETENTION (IN-SCHOOL SUSPENSION)

If a student receives full-day detention, the student will spend one day or more in a private designated space where he or she will complete specific work. Tests and quizzes missed because of the in-school detention must be made up after school on the day of the detention. The student or Parents may request homework assignments to complete during the detention.

SUSPENSION

A student will be suspended if he or she commits a serious offense or repeatedly fails to observe community standards or rules as determined by the Principal. The Principal will notify the Parents of the reason for and the terms of the suspension. During a suspension, a student may not attend class or participate in any athletic or after-school activities. The student may submit homework due during the suspension to school via e-mail or delivery to the School. The student may make up quizzes and tests outside of school hours.

DISCIPLINARY PROBATION

The School may place a student on disciplinary probation if his or her conduct warrants such a measure in the Principal's sole discretion. After a conference with the student's Parents, the parties will agree to a student behavioral plan that the student must follow for a specified time. A student's failure to comply with the behavioral plan may result in expulsion. If a student is on disciplinary probation, the School will put on hold, for a time to be determined by the School, any application or contract for enrollment for the following year.

SERIOUS VIOLATIONS OF COMMUNITY STANDARDS

The following offenses, as well as those in the Ethical and Responsible Use of Technology section, are considered sufficiently serious that disciplinary measures beyond those described above may be instituted in the Principal's sole discretion, including immediate expulsion and/or notification of the police. If the student's infraction does not warrant immediate dismissal, then the Parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after consultation with the Diocesan Legal Office. The Principal or School staff has the right to search and seize any item, personal or otherwise, that is on School property if there are "reasonable grounds" that the search will turn up evidence that a student broke a school rule. The search must be reasonable and justified. Police and Parents may be notified if a situation warrants.

Internet Abuse and Cyberbullying: Whether on or off School property, students are members of the School community. The School will consider student use of the Internet and engagement and/or participation in electronic communications: (a) containing Inappropriate Electronic Content; (b) disrupting the School's learning environment; (c) violating the School's Community Standards; and/or (d) bringing shame or embarrassment to the School and its community and staff to be actionable offenses. Cyberbullying is a vicious form of verbal harassment that violates the School's Community Standards.

Stealing: Stealing is a violation of the rights of others. No student may use, take, or borrow any property belonging to another student without that student's permission. Similarly, no student may knowingly receive or possess stolen property given to them by others.

Lying: Lying is a violation of trust; students are expected to tell the truth and be honest in their dealings with others.

Plagiarism: Under no circumstances may a student present the ideas, interpretations, and words of another person as his or her own. As students learn to work with sources of information about their studies in each grade level, their teacher will help them learn appropriate source documentation. Through such learning, students will build their skills in incorporating and documenting borrowed material from other sources. Plagiarism, or the use of another's exact words, ideas, research, and/or findings, is theft, which the School will not tolerate. Consequences for plagiarism will be administered in the sole discretion of the teacher.

Vandalism: Care of school property is a sign of respect. Vandalism or the defacing of school property is contrary to the sense of community. A student who deliberately damages or defaces school property will be responsible for restitution. The School will determine the amount or method of restitution and notify the student's Parents. Depending upon the nature of the vandalism, the Principal, in his or her discretion, may take further disciplinary action against the student.

Offensive Language/Obscenity: The use of vulgarity and profanity is a sign of disrespect. This also includes viewing, downloading, sending, storing, or printing files or messages containing Inappropriate Electronic Content. The School considers any written or spoken profane or offensive language or Inappropriate Electronic Content to be a serious offense that will result in consequences to be determined in the Principal's sole discretion.

Dangerous Items: The School prohibits any student from bringing and/or using matches, lighters, fireworks, knives, firearms, explosive or incendiary devices, and other potentially dangerous item or deadly weapon to School. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles. The School will confiscate any such items found in a student’s possession at School or on a field trip.

Smoking/Vaping/Drug and Alcohol Use: The School is a smoke-free, drug-free, and alcohol-free building during school hours. Students are made aware of the dangers of smoking, drugs, and alcohol through the curriculum and other programming. Students may not possess tobacco products, e-cigarettes, alcohol, drugs, and/or drug paraphernalia at School. The School will confiscate any such items found in a student’s possession at School or on a field trip.

Racism/Sexism/Bigotry: The School commits itself to work against racism, sexism, and all forms of bigotry. Conduct demonstrating bigotry is considered a serious offense, and the Principal will administer consequences in his or her sole discretion.

Sexual harassment/violence:

The School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, the School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one’s possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds; continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but it is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are insufficient to constitute harassment and will be handled according to the student behavior code and in the sole discretion of the Principal.

Sexual violence is handled separately because of its potential criminal nature. If an incident of sexual violence occurs, the Principal, pastor, or other school authority is required under state law to report the incident (O.R.C. 2151.421). The Department of Human Services will be contacted immediately if there is any “reason to believe” (O.R.C. 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Diocesan Legal Office will also be contacted immediately in these situations.

Sexual harassment may be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical

harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law. In these cases, the Department of Human Services and the police will be contacted immediately.

C. SCHOOL HARASSMENT/BULLYING POLICY

The School expressly prohibits harassment and bullying in recognition of the sanctity of human life and personal dignity of the individual. The School will not tolerate harassment, intimidation, or bullying behavior by any student or School / personnel/staff/volunteer, whether on School property, field trips, or after-school hours via electronic communications or cyber-bullying. Such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bully," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts (for example, internet, cell phone, or wireless hand-held device) and Inappropriate Electronic Content, by a student or group of students toward other students/school personnel/staff/volunteer with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Examples of harassment and bullying include, but are not limited to:

- verbal or written taunting;
- threats of physical harm or actual physical harm;
- offensive, intimidating, or hostile conduct;
- jokes, stories, pictures, cartoons, drawings, or objects that are offensive, tend to alarm, annoy, abuse, or demean an individual or group;
- exclusion from peer group or spreading of rumors; and
- cyberbullying.

Allegations of harassment should be reported to the teacher and the Principal. An investigation of the report will take place. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The Parents of both the offender and the victim are obligated to cooperate in remedying the situation. If the allegations are substantiated, disciplinary action will be taken in the Principal's sole discretion.

Possible disciplinary actions may include but are not limited to any or all the following:

- verbal warning/reprimand and apology to the victim,
- a parent/student/Principal conference,
- written warning/reprimand entered into the student's file,
- detention or removal from selected school activities and/or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension, and
- expulsion.

A victim of harassment or bullying should:

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or Principal to help.
2. If the harassment does not stop, or the alleged victim does not feel comfortable confronting the harasser, the individual should:
 - a. Tell a teacher, counselor or Principal; and
 - b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or Principal including:

- i. What, when and where it happened;
- ii. Who was involved;
- iii. Exactly what was said or what the harasser did;
- iv. Witnesses to the harassment;
- v. What the alleged victim did.

The School expects staff to immediately report incidents of harassment or bullying to the Principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. “A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy.” (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11)

Complaint Procedure: The Principal, upon receiving a complaint from a student or staff, must notify Parents of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident subject to the provision of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended. The Principal may appoint an investigator. The complainant completes an Anti-Harassment/Bullying Complaint Form. Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the Principal, or the Principal has the authority to initiate an investigation in the absence of a written complaint. Any witness to the event is encouraged to complete an Anti-Harassment/Bullying Witness Disclosure Form. Information received during the investigation is kept confidential to the extent possible. The School prohibits retaliatory behavior against any complaint, witness or any participant in the complaint process.