



## **ST. DOMINIC SCHOOL PROGRAMS**

Early Childhood Development  
Elementary Education  
School-Age Care

1474 East Center Street  
Kingsport, TN 37664  
(423) 245-8491

## **FAMILY HANDBOOK**

## Prayer for Catholic Schools

Loving God, Catholic schools are Communities that inspire by teaching your word, living your message and loving your people. Grant that we will grow and flourish in this mission. Give us strong wills and generous hearts to build values for a lifetime in our school communities of today. Give us the courage to accomplish your desire for us. We ask this in the name of your son, our brother, Jesus. Amen.

## Prayer to St. Dominic

God of Truth you gave your church a new light in the life and preaching of our Father Dominic. Give us the help we need to support our preaching by holy and simple lives. We ask this through our Lord Jesus Christ, your Son, who lives and reigns with you and the Holy Spirit, God, forever and ever. Amen.

### **Electronic Devices**

Children are not to bring electronic devices to school, after school care or the summer program unless they are part of the curriculum. We cannot be responsible if they are broken or lost.

### **Invitations for Activities Outside of the School (i.e. Birthday Parties)**

Invitations to outside school parties or activities should not be given out on school property during school hours if all the students in the classroom are not invited. If **all** the students in the classroom are invited, the invitations may be distributed with the Principal's permission.

### **Family Handbook**

The Diocese of Knoxville requires that all schools provide parents a handbook, such as this one, containing school policies, rules, and procedures.

Parents/Guardians must sign a statement indicating that they have received, have read and support the provisions of the handbook.

The St. Dominic School Handbook may be revised as needed. Revisions will be sent home to the parents.

### **Student Personal Property**

Each student is responsible for his/her **personal belongings**. The school cannot be responsible for personal items that are left on the school premises. Items turned in to the office will be placed in a lost-and-found box in the hallway.

## **MISSION STATEMENT**

St. Dominic School Programs are an educational ministry of St. Dominic Church that encourages the learning of faith in the daily setting of school. The school serves students from Pre-school through Fifth Grade of St. Dominic Church as well as other Catholic children from the area. Children from families of other faiths are served when space allows and when the philosophy and mission of St. Dominic School is accepted.

The school provides for the spiritual, academic, moral and physical growth of children in an atmosphere of love and trust. A positive self-esteem is fostered while self-discipline and responsibilities are developed. The faculty and staff serve as role models for children to learn to live their faith.

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There are special occasions during the school year when parents and their preschool-age children are invited to celebrate with the school. Such occasions may be holiday celebrations, birthday celebrations, Catholic Schools Week, etc. Students will take home an invitation to these celebrations.

Parents or family members wishing to join their child for lunch should review the section titled, “Lunch” in the handbook.

### **Weapons**

St. Dominic School’s Weapon Policy is to provide for the health, safety, and welfare of all. No student shall possess, handle or transmit any object(s) that can be considered a weapon or other dangerous object of no reasonable use to the student at school;

- On the school grounds, including parking lot and playgrounds, during or immediately before or after school hours
- On the school grounds at any other time when the school is being used by a school or non-school group
- Off the school grounds at a school-related function, activity, or event
- On vehicles when students are being transported to or from a school-related function, activity or event.

Students in violation of this policy shall be subject to suspension and/or expulsion.

### **eXtras**

#### **Approval: School**

St. Dominic School is in compliance with State Department Rules and Regulations and receives agency approval each year from the Diocese of Knoxville Catholic Schools Office. Certification from the State of Tennessee Department of Education is conducted and granted each year by the Diocese of Knoxville Catholic Schools Office as the approving agency for the State. (Diocese of Knoxville Policy & Procedure #1035)

## **Personnel and Regular Volunteers: Alleged Sexual Misconduct Diocesan Policy**

All employees and volunteers must receive training through VIRTUS and have background checks completed and on record. Personnel and regular volunteers who work with children and vulnerable adults must comply with the “Diocese of Knoxville Policy and Procedure Relating to Sexual Misconduct.”

Clergy, religious, employees, ministers, independent contractors and regular volunteers must be instructed on the “Diocese of Knoxville Policy and Procedure Relating to Sexual Misconduct.” Personnel and regular volunteers must complete all required forms.

Anyone who has actual knowledge of or who has reasonable cause to suspect an incident of sexual abuse should report such information to the appropriate civil authority first, then to the Bishop’s office in Knoxville, 865-584-3307.

## **Rules and Procedures**

The school has rules and set procedures. All people entering are expected to abide by those rules.

## **Telephone**

The telephone at the school is for business. Students may use the phone in case of an emergency only and with the permission of the Principal or secretary. Students may **not** bring pagers or cell phones to school. If a student is found with a cell phone, the phone will remain in the office until the parent comes to retrieve it. School telephone numbers are: 245-8491 (Voice Mail), 245-0362, 245-8483.

## **Visits to School**

During school hours, visitors and volunteers must stop at the office and sign in.

Classroom visits should be scheduled in advance with the classroom teacher and must be approved by the Principal.

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## SCHOOL POLICIES

### **Change in Physical Custody of Child**

“No school official shall permit a change in the physical custody of a child at such official’s school or child care center unless:

1. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a TN court placing custody of such child in such person; and
2. The person seeking custody gives the school official reasonable advance notice of such person’s intent to take custody of such child at such official’s school or child care center (T.C.A. 36-6-105; Policy & Procedure #1090).

### **Child Brutality, Abuse, Neglect, or Child Sexual Abuse: Reporting**

All St. Dominic School personnel are required by law to immediately report suspected cases of brutality, abuse, neglect or child sexual abuse to Child Protective Services or one of the following: Judge having jurisdiction over the child, Sheriff of the county where the child resides, chief law enforcement official of the municipality where the child resides.

### **Environment: Smoke Free/Alcohol Free/Drug Free**

No smoking or use of tobacco products is allowed in school buildings at anytime. (Policy & Procedure #1241)

No smoking is allowed on school field trips where children are present; before, during or after school hours.

Alcohol shall never be served, available or otherwise consumed at any event associated with the parish school when children are in attendance.

Illegal drugs are prohibited within 1000 feet of the School property.

All children will go outside for recess. Children with medical conditions such as asthma need to bring a note from their doctor stating their condition; that they should not go outside for recess, and stating any limitations their medical condition puts on them.



### **School Functions**

Assemblies are scheduled at various times throughout the year. Birthdays are celebrated each month at an all school Liturgy. Dates and times for these events will be noted on the menu/calendar and in the Monday Memo.

There are a few functions held after school hours that the students are required to attend. If their class is involved they are required to attend. Examples of specific occasions are:

- Christmas Program
- Catholic Schools Week program on Wednesday evening during Catholic Schools Week
- 9:30 Sunday Mass celebrating Catholic Schools week
- Operetta

### **School Parties**

School parties are held for Halloween, Christmas, Valentine's Day and an Egg Hunt at Easter; other school-wide parties may be scheduled during the year. Parties are sponsored by the Home and School Association (HASA) and planned by the homeroom parents and HASA chairperson with the approval of the Principal.

## **HOW TO USE THIS HANDBOOK**

Any reference to "Parent" is understood to mean parent or legal guardian.

For easy reference, this document has been organized alphabetically by both major headings and sub-headings.

This document has been hyperlinked to facilitate easy online viewing. To access, go to the Table of Contents: hold the CTRL key, and then click the left mouse key on the heading/sub-heading.

Below are the links for the School website and Facebook page. To activate, click right mouse key and select "open hyperlink."

<http://www.saintdominiccatholicschool.com/>

<http://www.facebook.com/pages/St-Dominic-School-Kingsport-TN/113141735407467?v=info>

### **Diocesan Policies and Procedures**

Most procedures in the St. Dominic School Family Handbook have been developed in accordance with the policies and procedures of the Diocese of Knoxville. Copies of the Diocesan Policy and Procedure Manual are kept in the school office, the Principal's office, and the library. These are available for reference by parents/guardians upon request.

### **Handbook Policy Application**

All policies and procedures listed in this handbook apply to all students and programs unless specifically stated otherwise (e. g. the uniform policy is only applicable to students in the K – 5 elementary school program).

If you have any questions, please phone the school office. We will be happy to answer them.

## ADMISSION

### Age of Eligibility

In compliance with the State of Tennessee Department of Education, Kindergarten applicants must be five (5) years old on or before September 30 of the school year in which they apply. Kindergarten is compulsory in the State of Tennessee. First grade applicants must be six (6) years old on or before September 30 of the school year in which they apply.

### Availability of Catholic Education

No Catholic child will be denied a Catholic education because of inability to pay tuition. The family will be referred to Catholic Charities working together with the pastor of St. Dominic Church as may be appropriate. Families may seek advice and council from both principal and pastor as needed. (Policy & Procedure #1060)

### Class Size

Kindergarten through third grade must have a class size *average* of 20 or less students per grade with a per classroom maximum of 25 students. Fourth and Fifth grades must have a class size *average* of 25 or less students with a per classroom maximum of 30 students. School Enrollment shall be closed after a total of 80 students are enrolled in grades K through 3 and 50 students have been enrolled in grades 4 and 5.

### Immunization

All students must have the proper certified immunization records in their school files. Failure to do so may exclude the student from school until such time as their file is brought up to date. The State of Tennessee audits immunization records.

### Non-Discrimination Policy

St. Dominic School Programs admit students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Dominic School Programs does not discriminate on the

lunch should notify the school office by 9:00 a.m. so that they may be added to the lunch count. The regular lunch charge applies. Please do not bring food to your child from any outside eating establishment.

### Free and Reduced Meal Benefit

Meal benefits are available for eligible students. Applications will be sent home at the start of the school year. One application per family, listing all students, children and adults in the household must be completed, signed by the parent, and turned into the school office. Detailed instructions and information will be sent home with the application.

### Morning Breaks

Since a child's diet has a significant impact on performance at school as well as overall well being, we encourage students to eat nutritious lunches and snacks. Each afternoon the Kindergarten class enjoys a snack drink that is brought from home. First grade has a milk or juice break in place of snack time. Milk or juice may be purchased from school for this break.



### Recess

Children have at least 30 minutes of recess everyday except on Mondays and Fridays when they have P.E.

The children go outside when weather permits. Accordingly, children should wear a coat to school during colder weather. If the temperature is 32°F or lower, taking the wind chill factor into effect when it applies, the children stay inside and use the gym.

## SCHOOL ACTIVITIES: NON-ACADEMIC



### Lunch

St. Dominic School's cafeteria provides a well-balanced hot lunch at a moderate price for those students who wish to purchase their lunch. Soft drinks and/or fast food lunches **MAY NOT BE SENT OR BROUGHT TO THE SCHOOL** for student lunch. Breakfast is not served at the school. Please make sure your child has eaten a nutritious breakfast before he/she comes to school.

Hot lunches, which include milk, are provided daily; milk for those bringing bag lunches may be purchased separately. Only students with milk allergies who have an authorized physician's note may purchase juice instead of milk.

Each child has a lunch account in the school office. Money may be deposited in this account in any amount to cover the cost of lunches and snack drinks. Checks may be written to St. Dominic School to pay for lunches and snack drinks and may be combined on a single check with other school charges, but please itemize your payments. In the event that there are insufficient funds in a lunch account, students will be allowed to charge one hot lunch and a note is sent home to the parents. Parents are expected to reimburse St. Dominic School for any charged meals within 5 school days

All adults must pay for their lunch. No free lunches will be provided except to children on the government free lunch program. Parents are invited any time during the school year to have lunch in the cafeteria with their children. Parents who wish to buy a hot

basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic or other school administered programs.

It is the parents' responsibility to provide all files for the student prior to acceptance. Failure to do so may result in the student being denied acceptance. If it is discovered after the student has been admitted that records were withheld, the parents may be asked to withdraw the student. (Diocese of Knoxville Policy & Procedure #1010)

### Order of Acceptance

St. Dominic School will admit all Catholic and non-Catholic applicants who were enrolled the previous year. Other students will be enrolled according to the following priority:

1. Catholic children in the parish
2. Catholic children without a parish school
3. Non-Catholic children with siblings already enrolled in the school
4. Catholic children from other parish schools
5. Non-Catholic children



## ARRIVAL AND DISMISSAL

It is expected that parents ensure their child(ren) arrive at school on time and, if applicable, ensure they are picked up within 15 minutes after the 3:00 p.m. dismissal bell. Staff members will supervise students for 30 minutes before school begins, and 15 minutes after school is dismissed. School Age Care is available for

students who need care before or after these times. The regular schedule for St. Dominic School is as follows:

- 7:00 - 7:30 a.m. Before School Care  
(A separate charge applies.)  
All should enter through the playground gate at the Early Childhood Development Center door.
- 7:30 - 8:00 a.m. Students supervised in the gym.  
All should enter through the front doors at the office area.
- 8:00 - 3:00 p.m. Classes in session.  
(Students who arrive after 8:00 a.m. and are not signed in by an adult will receive an Unexcused Tardy.)
- \*3:00 - 3:15 p.m. Students supervised in classrooms.
- 3:15 - 5:45 p.m. After School Care  
(A separate charge applies.)

\*Except Wednesdays: dismissal is at 2:00 p.m. and students are supervised in classrooms from 2:00 - 2:15 p.m.

### **Dismissal Procedure**

School staff will take the names of parents or drivers who are waiting to pick up students. Students will remain in their regular classrooms until their names are announced on the intercom for dismissal. All students remaining in the classroom at 3:15 p.m. will be dismissed to After School Care.

Between 3:00 and 3:15 p.m., students may be picked up in either of two ways:

1. Parents/drivers may park in the lot, walk across the street, and wait outside the building for students to be dismissed.
2. Parents/drivers may wait in their vehicles on Crescent Drive for students to be dismissed (drivers who participate in car pools will receive a laminated sign for each family name in the car pool). Carpooling families must fill out forms to authorize children to be picked up by carpool drivers. The names from the first three vehicles will be called. As those cars load and leave, the remaining cars will advance down into the area between bottom curb and driveway. Their names will then be called. If you need to be at the school for an extended period

year. Grading in K – 1 is primarily on a Satisfactory scale. Grading for 2 – 5 is primarily on an A, B, C scale. Letter grades are expected to be assigned consistently by all teachers, including the related arts classes.

### **Retention**

Retention is always a last resort. It is only recommended when it is believed that the student will have a successful experience by repeating the current grade level. The following is required before a student is retained.

- Appropriate screening, tests, examinations, and other educational information.
- Teacher/Principal consultation
- Teacher/Principal/Parent/Guardian consultation

The principal makes the final determination regarding a student's retention in a grade-level.

### **Testing**

In addition to the regular teacher prepared tests, Grades 1-5 take the Iowa Test of Basic Skills. The Cognitive Abilities Test is also given to 3<sup>rd</sup> and 5<sup>th</sup> Grades. Kindergarten students do not get tested. Each grade level is tested, as recommended by the Diocese of Knoxville, in a manner that affords the opportunity of student skill assessment. It is a rare occurrence that a student misses most or all of the testing and time and/or staffing does not allow the tests to be made up. This is the principal's decision and holds no negative consequences for the child.

### **Textbooks**

Textbooks used in the Diocese of Knoxville must come from the approved textbook listing developed by the Textbook Committee and approved by the Superintendent. These textbooks must meet the minimum standards and objectives outlined in the Diocesan Curriculum Guides as well as the State of Tennessee Guidelines.

Religion Texts must be on the approved Catechetical Listing of the United States Conference of Catholic Bishops.

scheduled class or meeting is in session. Books that are not reference books may be checked out from the library on check-out days. Lost or damaged books must be paid for by the end of each grading period.

### **Music**

Students in Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades attend music class twice per week and Liturgical music once per week.

Students in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades attend music class twice a week, Liturgical music once per week, and Chorus once per week. Students in these grades study beginning recorder playing. The students purchase appropriate recorders and books through the school office. Daily recorder practice is required, and each student is expected to keep a weekly practice chart that is to be signed weekly by the parent. It is the child's responsibility to make sure both are accomplished. Students in 4<sup>th</sup> and 5<sup>th</sup> grades will also ring bell chimes.

### **Physical Education**

K – 5 students attend physical education class twice a week. Students should be especially aware of safety and should be responsible for the well-being of others during these classes. Students must be dressed in appropriate clothing and shoes in order to participate in physical activities. Children are expected to participate in P.E. unless they have a written note from their doctor.

### **Report Cards and Grading**

Report cards are issued four times per year. Progress reports are sent out halfway through each grading period. The parent is responsible for reviewing, signing, and returning the report card to the school in a timely manner. If a parent has questions or concerns regarding a child's report card, the parent is to contact the teacher.

Typically, grades are based on in-class performance on tests, homework, and classroom participation. The teachers communicate their grading policy at the beginning of the school

of time, please park in the parking lot. That way you will not impede the flow of dismissal. **You must not wait mid-hill to make a left turn.**

3. Student safety is our primary concern during arrival and dismissal. Loading on Crescent Drive is a privilege, and we need cooperation by all who participate in order for the children to safely return home. Do not block the lane at the top of Crescent Drive during dismissal. Drivers must have both lanes open to go through the light. If there is not enough space for your car to fit in the Crescent Drive dismissal line without your car's tail end sticking out, please park in the indented area on Watauga. Wait there until the cars on Crescent Drive move down. Between 7:30 and 8:00 a.m. and between 2:30 and 3:15 p.m., Crescent Drive is a **loading and unloading zone only**. Students should load and unload on the **curbside only**. Please do not make a U-turn on Crescent Drive during pick-up and drop-off in order to get into the carpool line. Please make the turn from Watauga Street. **Double parking on Crescent Drive is against the law. Turning left from the right-turn-only lane on Crescent Drive is against the law.** Do not block the driveway, or pull into the driveway to turn around. The circular drive on Center Street, near the gym entrances, is the handicapped-accessible entry and should remain clear at all times. All students, parents, and visitors should enter the building through the front doors by the office.

### **Wednesday Dismissal**

School dismissal time on Wednesdays is 2:00 p.m.

### **Early Dismissal**

No student may be removed from the school premises during school hours without being signed out at the office by a parent. This is especially important during and after special events like school parties.

It is requested that appointments with doctors, dentists, etc., be made outside of school hours. When it is necessary for appointments to be made during school hours, it is required that a note be sent to the teacher. The teacher will turn in this note to the

office. A student may be released from school **only** to his/her parents or other authorized persons. (See Releasing Students to Adults Other than Parents below.) The person coming to pick up the student should report to the office, sign the child out, and wait for the student to be sent to the office.

### **Releasing Students to Adults Other than Parents**

If a student is leaving the school building with an adult other than the parent, the procedure is as follows:

1. The parent/guardian **MUST** send a signed, dated note to school with the student giving permission for the child to leave with another person.
2. The teacher will initial the note and send it to the office.
3. The adult who is picking up the child **MUST** park in the lot, walk across the street, and come inside the building to sign the child out at the school office.
4. If we are not familiar with the adult picking up your child, we will ask to see identification. This is for the safety of each child.

### **Homework**

Homework strengthens and reinforces a school's educational program and is essential for maximum learning. Homework is the responsibility of the student. Students should be encouraged by the school and the parents to accept personal responsibility for their homework assignment.

St. Dominic School uses the NEA guidelines for amount of homework per grade level. The Kindergarten teacher will send home specific skills to work on for specific students occasionally but there is not a daily assignment.

First Grade—no more than 10 minutes

Second Grade—no more than 20 minutes

Third Grade—no more than 30 minutes

Fourth Grade—no more than 40 minutes

Fifth Grade—no more than 50 minutes

Homework assigned in the Related Arts Classes, such as recorder practice for Music Class, is in addition to the times referenced above.

If the child is absent, parents can call by 9:00 a.m. to request that the teacher send home make up work. Parents may pick this work up after 3:00 p.m. each day the child is absent. Work should be finished and brought in the day the child returns to school. If the child is too ill to do the work, the make up should be completed in the time the child's teacher deems appropriate in accordance to the child's age and abilities.

### **Related Arts Classes**

#### **Art**

Students attend art class two times per week. Art is also integrated into classroom activities. An old shirt or art smock is needed for art class. The other supplies needed will be listed on an Art supply list that will be distributed to the appropriate classes.

#### **Library**

Students attend library class two times per week. The library is available during school hours for research except when a

## SCHOOL ACTIVITIES: ACADEMIC

### Educational Trips/Outings

All field trips will provide an on-site learning experience that enhances the material the child is learning in the classroom. Preferably, the field trip should not last more than a half-day. After returning to school, a reasonable amount of time is devoted to classroom discussion in order to establish the values of the field trip.

All students participating in a field trip must submit school-approved permission slips that are signed by a parent. A note with permission slip attached will be sent home.

For local trips, students may be transported in approved private automobiles. Volunteer drivers must sign a Diocesan required form listing vehicle, driver's license, and insurance information. Each child who is being transported must have a functioning seat belt and no student may occupy a seat that has an air bag. Additional methods of transportation include the use of the church bus, KATZ bus system, and walking.

### Permissible Non-Classroom Activities

*Curricular*--These activities are sponsored by the school as a whole or by a single class. Attendance at these events is mandatory since these events are part of the learning process and development of the child.

*Extra-Curricular*--These activities are totally outside of school hours. These activities are not mandatory for the students but are voluntary activities.

### 5<sup>th</sup> Grade End of Year Trip

This much anticipated trip is a privilege 5<sup>th</sup> Grade students earn based on their responsible conduct during the school year and participation in fund raising events. For the 5<sup>th</sup> Grade Trip, it is preferred that a commercial carrier transports the students.



## ATTENDANCE

School attendance is required by state law. Since class participation comprises a significant portion of the grade, in the event a student has been absent for more than ***one-third (1/3) of a grading period***, the Principal, in consultation with the teacher, may determine whether or not a grade is assigned for that grading period.

**Since class participation comprises a significant portion of the grade, in the event that a student has thirty (30) absences (excused or unexcused) during a school year, the Principal will determine whether or not the student is retained in the same grade level.**

Frequent absences impede the learning process. **After five (5) unexcused absences, the Superintendent will be notified** as stated in *Tennessee Code Annotated* #49-6-3007. In addition, the local school district is to be notified. Upon returning to school, the student must submit a written note from the parent stating the reason for the student's absence. The Principal will make the decision as to whether an absence is excused or unexcused.

Students will be required to complete missed class or homework assignments as deemed appropriate by the teacher.

Parents are encouraged to schedule appointments with their child's doctors or dentists at times other than during school hours;

however, when necessity demands, the appointment should be made as early or as late in the day as possible.

### **Communication with Parents**

1. It is the parent's responsibility to call the school by 9:00 a.m. when a student is going to be absent. **DO NOT SEND AN E-MAIL.** If the parent has not called by then, the school will make a reasonable effort to contact the parent.
2. Parents are required to send a written excuse stating the reason for absence. When the student returns to school after being absent, the written excuse is to be given to the teacher who signs it and sends it to the office. Arrangements for making up work missed during a student's absence should be made with the classroom teacher when the student returns to school. Work may be sent home if the student will be out more than one day. Parents must call the office by **9:00 a.m.** to request make-up work; assignments must be picked up at 3:00 p.m.
3. If a student is tardy, his/her **parents must sign** the student in at the office.

### **Exemptions**

1. A student requiring homebound placement is exempt from the provisions of this policy for the duration of the placement.
2. Students who miss classes to participate in school functions approved by the Principal are not counted absent.

### **Perfect Attendance Awards**

Perfect Attendance Awards are given to students who have been present all day every day during the school year from 8:00 a.m. to 3:00 p.m. with no tardies.

### **Sickness**

**Students who are sick must not attend school.** Using the following guidelines, parents should determine when the student is ready to return to school after an illness:

1. **Chicken pox**--the student may return to school after all lesions have scabbed over (usually a week).
2. **Colds**--a slight cough and stuffy nose with no fever should not be cause to keep your child home.

### **Medication**

Students may not keep medication in the classroom. Medication may be dispensed to students by school staff during the day under the following circumstances:

1. A form authorizing school staff to dispense medication is completed and signed by the parent or guardian. This applies to both prescription and over-the-counter medication.
2. The medication is turned in to the office in its original container along with the authorization note.

Medication will be kept at the school unless the office is notified to send it home with the child at the end of each day.

A Medical Log for each student is kept in the front office indicating:

- Date
- Time medication is administered
- Type of medication given
- Initials of person witnessing the administration of medication

When a student requires non-scheduled medication (prescription or OTC) to be administered, a written notification will be prepared by the staff member administering the medication and sent home with the student after 1:00 p.m.

### **Running**

There is to be **NO** running in the halls at any time, including after school time, summer camp, and during after school programs. Parents please help enforce this. This is for the safety of all.

### **Security**

The school building has a security system. Every outside door remains locked except in the morning between 7:30 a.m. and 8:00 a.m. and during dismissal from 3:00 p.m. to 3:15 p.m. During the school day (8:00 a.m. – 3:00 p.m.) you must ring the doorbell at the office door to enter the building. After 3:15 p.m. you must ring the doorbell at the gym area to be admitted.

### **In-School Sickness or Injury of Student**

A student with a temperature of 100°F or higher will be sent home. Emergency forms are kept in the school office. For minor incidents of sickness or injury during school hours, a written notification will be sent home with the student. In case of serious sickness or injury during school hours, the teacher will contact the office and office personnel will contact the parent. **It is the parent's responsibility to update the emergency information for his/her child.** THIS IS VERY IMPORTANT.

### **Inclement Weather**

If inclement weather occurs, St. Dominic School will announce its delay or closing online at [www.tricities.com](http://www.tricities.com) or

[www.saintdominiccatholicsschool.com](http://www.saintdominiccatholicsschool.com)

or you can arrange to receive a text alert through WCYB. We do not follow Kingsport City Schools—we will be a separate listing. Please make sure you listen for “St. Dominic School” and “St. Dominic Day Care.”

Occasionally, emergencies occur that are beyond the control of school personnel. Under certain conditions (e.g., no water for an extended period of time) the school (or School Age Care) may not be allowed to remain open. Parents will be notified in as timely a manner as possible.

### **Inclement Weather: School Age Care**

Every effort is made to keep Day Care open during inclement weather in order to provide childcare for working parents. However, if road conditions are extremely hazardous, hours may be adjusted to allow time for the staff to arrive safely or the program may be closed.

If a delay has been announced and then turns into a school closing, the SAC caregivers will serve the following for lunch: Cheese pizza, vegetable, fruit, and milk.

3. **Coughs**--if a student has a hacking, persistent cough, he/she should be kept home until he/she sees a doctor.
4. **Ear infection**--the student may return to school after starting medication.
5. **Fever**--temperature should be normal 12 hours before returning to school.
6. **Strep throat**--the student may return to school 12 hours after initial medication and is fever-free for at least 12 hours.
7. **Vomiting and diarrhea**--the student should keep fluids down at least 12 hours before returning to school.
8. **Lice**—If lice are detected on your child at school, you must pick up your child and provide proper treatment. The child may return to school when all treatment instructions have been followed.

### **Tardiness**

A student who arrives after the designated school starting time (8:00 a.m.) is tardy. It is the responsibility of parents to ensure that students arrive at school on time.

Parents of students who arrive late to school are required to sign the student in at the Office before the student may report to his/her classroom. Students who arrive late and are not signed in by a parent will receive an Unexcused Tardy.

It is the principal's discretion as to what constitutes an unexcused tardy.

## DISCIPLINE

One goal at our school is to help develop self-discipline in our students with help from the parents. Students are expected to use their time at school productively. Respect for every individual in the St. Dominic School community is expected at all times.

Appropriate discipline will be administered in a Christian manner when necessary. Corporal punishment is not allowed.

Disciplinary action and its administration will be handled in a positive, non-humiliating manner. The school staff and teachers guide the students in establishing Christian character in areas of self-control, good conduct, orderliness, moral development, and respect for persons and things to name a few. Parents must accept the responsibility for helping their children develop self-control.

Each teacher will establish a written classroom management plan approved by the Principal. At the beginning of the school year, a copy of this plan will be sent home to the parents. There will also be a copy of each plan maintained in the school office. A general approach to student discipline includes:

- The teacher or staff member handling a discipline problem will make a maximum effort to explain to the student why the behavior in question was not considered appropriate.
- The teacher/staff member will counsel the student as to positive alternative behaviors to the inappropriate behavior.
- If the inappropriate behavior continues, the teacher/staff member will then explain to the student that if the behavior happens again, the student will have a conference with the Principal.
- If a Principal/student conference is held, the student will need to explain what the inappropriate behavior was and what alternate behavior should have occurred.
- If the student can accomplish this explanation, indicating his or her understanding of the problem, the

## SAFETY, SECURITY, EMERGENCY RESPONSE

### **Authorization for Release from School**

No child may be released from school without written permission of the parent. Persons picking up a child must be known to the school or be able to show proof of identity.

A parent will send a written notice to the school asking early release of the student. In the absence of a written note, a parent must request **in person** the release of the student. **DO NOT SEND E-MAIL.**

### **Emergency Information**

Any changes in emergency information during the school year should be reported to the school office immediately. Emergency information will be updated annually. Current emergency information is critically important for the health and safety of students.

During a class trip, a copy of each student's emergency information must accompany the driver of the vehicle in which the particular student is assigned. In case the student is traveling on a bus, the emergency information must accompany the individual in charge of the bus the student is assigned. (Policy and Procedure #1181 & #1250)

### **Emergency Procedures**

The Principal shall establish Emergency Procedures that provide for the safety of the students, faculty and staff in situations such as fire, tornado, bomb threat, earth quake and intruder in the building. These Emergency Procedures will be posted in each classroom. The students will be instructed in these procedures.

A total of ten fire drills are conducted per school year with two of those during the first two weeks of school. They are conducted once a month during the summer program. Tornado safety drills or disaster drills are also conducted during the school year.

outside the school environment, which stretch beyond the boundaries of discrimination. Catholic Schools are called upon to make the Catholic faith a reality. (Policy and Procedure #1400)

### **Religion Class: Participation**

Religious education and participation in worship services are considered integral parts of the curriculum and school day. As such, all religion classes will get equal priority with time allocated for class as relates to other core classes. In order to instill the knowledge that Jesus, present in the Eucharist, is the center of our lives, and to deepen their understanding of the Liturgy, the students are given the opportunity to plan and participate in Eucharistic Celebrations for their own classes and the entire school.

Catholic doctrine will be presented with charity as well as with due firmness. The religious freedom of others should be respected. Words and methods of explaining doctrine that could “lead separated brethren or anyone else into error regarding the true doctrine of the Church” should be avoided (Vatican II, Lumen Gentium, 67).

### **Sunday Activities and Sports at School**

School activities should not be scheduled before 1:00 P.M. on Sundays.

In addition, no activities should be scheduled during the Triduum of Holy Week. (Holy Thursday, Good Friday, Holy Saturday)

Principal will explain to the student that a parent conference will be scheduled if the inappropriate behavior happens again.

- If the student is unable to explain the inappropriate behavior and an alternate behavior that should have occurred, the Principal will explain to the student why the behavior was inappropriate and suggest possible alternative behaviors instead. The Principal will also explain that a Parent conference will be scheduled if the inappropriate behavior occurs again.
- Additionally, during this process to include the Principal/student conference, the student may lose certain privileges.

If a student engages in behavior that is physically hurtful to themselves or other students, a Parent conference will be scheduled immediately. If the hurtful behavior continues, disciplinary actions such as suspension or expulsion will be discussed with the parents.

## **DRESS CODE**

School uniforms and a dress code support the school community and develop school spirit. They also promote an environment of courtesy, respect, self-discipline, and high personal standards. School uniforms and a dress code minimize distraction associated with clothing and focus the child’s creativity and individuality on their school work.

### **Dress Code Policy Guidelines**

- All clothing must be neat, clean and fit properly.
- Shirts must be tucked in.
- The hemline of shorts, skorts, skirts, dresses, and jumpers must be no shorter than a dollar bill’s width above the knee. The Principal has the discretion to allow shorter hemlines towards the end of the year to avoid extra cost of a new uniform.

## RELIGIOUS ACTIVITIES

**All students will receive formal religious training as part of an established religious curriculum and environment.**



### **Mass and Rosary**

Mass is celebrated at St. Dominic School in the gym on Tuesday and Thursday mornings, beginning at 8:15 a.m.; and Wednesday mornings, beginning at 9:00 a.m. Grades 3, 4, and 5 participate in the Tuesday Mass, Wednesday is an all-school Mass, and Grades K, 1, and 2 participate in the Thursday Mass. Rosary services and some Holy Day Masses are scheduled throughout the school year; families will be notified by memo when these are to be held. Families are invited to attend these services and worship with us here at school.

During Catholic Schools Week, all students are required to attend the 9:30 a.m. Sunday Mass at the Church.

### **Nondiscrimination Practices**

Catholic Schools in the Diocese of Knoxville exist to assist the Church in accomplishing its mission of evangelization. The schools strive to prepare academically qualified citizens committed to pursuit of learning and to the service of humankind. They strive to teach Christian standards to be followed in life, work, and leisure. Catholic Schools endeavor to instruct students in a religious way of thinking which will show the connection between the living out of Gospel values and the effect they will have on one's final end. They offer experiences of service both within and

- Shorts are allowed from the beginning of school until October 31 and from March 1 through the last day of school.
- Hats and sunglasses are not permitted to be worn in the building
- During cold weather months, students should wear or bring a jacket to school for outdoor recess. Students will go outdoors for recess unless there is rain; heavy, wet snow; and/or if the wind chill/temperature is below freezing
- Outerwear is not to be worn indoors during the school day. Any sweatshirt or 'hoodie' not conforming to the uniform code is considered outerwear.
- Wearing make up, temporary tattoos, etc. will not be permitted.
- Wearing hose, as opposed to tights, will not be permitted.
- Shoes must be closed toe and worn with socks.

### **Enforcement**

The enforcement of the uniform policy and dress code is based on a partnership between the School's administration, teachers, and staff and our families to ensure all children are in compliance with the uniform policy and dress code. The discretion on all school clothing issues will be left to the Principal. Families with questions or concerns regarding compliance with the Uniform and Dress Code Policies should contact the Principal for guidance and assistance.

### **School Uniforms**

It is expected that all students in grades K – 5 will be dressed in the school uniform everyday with the exception of designated Uniform-Free Days. The school uniform policy is designed to provide options and minimize cost to families. In general, the school uniform consists of red, white, or navy logoed tops and khaki or navy bottoms. A detailed Uniform Policy is published separately and may be found on the school website.

### **Uniform-Free Days**

There will be specified uniform-free days. On these days the children will be permitted to wear clothes other than their

## **Parent Appeal**

Before initiating a formal appeal, parents are encouraged to dialogue with the individual(s) against whom they hold a grievance. Failure to comply with this policy could result in delay of the resolution of the grievance. When conflicts are resolved through dialogue in an attitude of mutual Christian respect, the greatest beneficiary is the child.

- In the case of a teacher, parents should first consult with the teacher before conferring with the Principal.
- In the case of a principal, parents should first consult with the Principal and then the Pastor.
- When attempts at dialogue do not result in a resolution at the local level, the case may be formally appealed to the Superintendent.

## **Parent Conferences**

Conferences are held in the fall of each school year. A letter stating the time of the conference will be sent home to parents. Classroom teachers attempt to schedule siblings' conferences back-to-back for parent convenience. If parents have a conflict, they need to notify the teacher as soon as possible.

If other conferences are desired, an appointment should be made. A parent desiring a conference should contact the school office. The teacher will then contact the parent to determine a convenient time. **PLEASE** do not stop teachers in the hall or lunchroom to confer about your child.

## **Parent Responsibility for Providing Student Information**

The student whose parent fails to provide the school with vital information concerning his/her child's educational, physical, social or psychological needs will not be allowed to remain enrolled in the school if the behavior of the child is seen as detrimental to the well-being of the child and/or to the well-being of the students in the class/school. The final decision is the responsibility of the Principal after consultation with appropriate school personnel.

uniforms. These clothes must follow the Dress Code Policy Guidelines above. Additionally, the following items are prohibited:

- Tank tops, flip flops, cut-off shirts or shorts, any blouses that show the midriff, and stretch pants (unless accompanied by a top which is mid thigh length);
- Clothing with advertising or logos that promote or reflect immoral, humiliating, degrading, or unhealthy attitudes (If the message is questionable, it is not appropriate).

As with all school clothing issues, discretion is left to the Principal. If the Principal feels that a particular item of clothing is not appropriate for school, parents will be contacted and asked to bring appropriate clothing for the child. If a parent cannot be reached, the student may be given alternate clothing to change into for the duration of the school day.

## **FINANCIAL OBLIGATIONS**

All payments should be made at the school office. Cash and checks are accepted. Checks should be made payable to St. Dominic School. Prompt payment of tuition, fees, and other financial obligations is expected unless alternate arrangements have been made with the school office.

Current tuition and fees are available on the school website for all St. Dominic School Programs. Tuition and fees for the Child Development Center are to be paid monthly, with payment due on the 1<sup>st</sup> of the month. Fee for the School Age Care Program (Before School and After School) are to be paid monthly. Fees for Summer Camp are to be paid when reservations are made (payment in advance).

There are several payment options for elementary school tuition. Annual tuition that is paid in full or in two equal payments will be eligible for a discount. Two other available payment options are 10 or 12 monthly payments. The 10-month payment option begins in August and continues through May of each academic year. The

12-month option begins in July and ends in June of each academic year.

Tennessee law authorizes school systems to withhold grades and report cards if students have lost textbooks or equipment belonging to the school or owe fines or tuition, regardless of whether the student is on the free or reduced lunch program. It is vital that students be responsible for books and equipment issued to them by the school. Every effort will be made to retrieve lost items before charging fines or cost of replacement. For 5<sup>th</sup> grade students, all accounts must be current prior to the 5<sup>th</sup> grade Spring Trip.

**The Pastor and Principal will deal with questions pertaining to tuition confidentially on an individual basis.**

### **Tuition Assistance**

No Catholic child shall be denied a Catholic education because of inability to pay tuition. Tuition assistance through St. Dominic Church is available to Catholic families actively participating in the Church to include regular attendance at Sunday Mass.

Families needing assistance will be referred to Catholic Charities working together with the pastor of St. Dominic Church as may be appropriate. Tuition assistance may be available for non-Catholic families. Contact the office for information. Families may seek advice and council from both principal and pastor as needed. (Policy & Procedure #1060)



## **PARENT PARTNERSHIPS**

### **Communication from the School**

Weekly school bulletins called, “Monday Memos” are distributed one per family in the oldest child’s communication folder. Other communications from the school will be sent home in a similar fashion. It is the parent’s responsibility to look for these communications and read them. The school is using e-mail and Facebook more frequently as well.

### **Official School Organizations**

School Board  
Home and School Association

Contact information for both the School Board and Home and School Association (HASA) is available upon request. All parents (Elementary and Early Childhood Development Center) are encouraged to participate in the School Board and HASA according to the by-laws of each of these organizations. Please contact the school office for more information regarding participation. Both organizations are integral supporting organizations to the school and its mission. Letters, notices, flyers, etc. from official school organizations or other groups that are to be sent home should be submitted to the secretary the day before they are to be distributed.