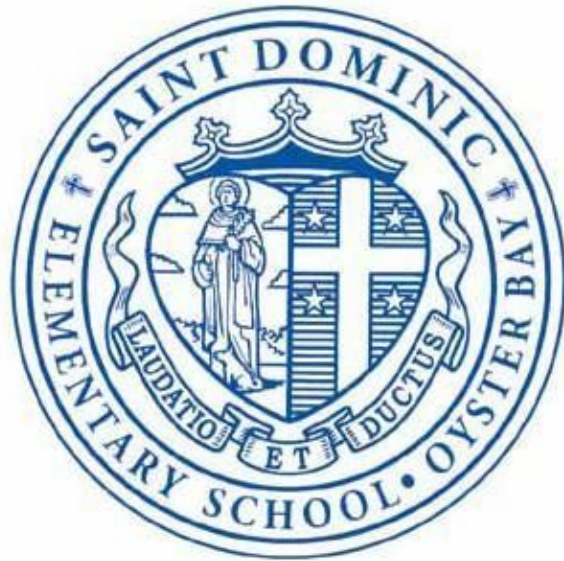


Saint Dominic Elementary School

**2017-2018
Student Handbook**



**35 School Street
Oyster Bay, New York 11771
(516) 922-4233
www.stdomsob.org**

Mission

The primary mission of Saint Dominic Elementary School is to incorporate the teaching, values, and traditions of our Catholic faith into the religious, academic, physical, and social development of our students in order to prepare them to be the leaders of tomorrow.

We are dedicated to creating a faith community that teaches the dignity of human life and witnesses of compassion and respect for others. Our goal is to foster a strong academic and religious education program utilizing technology of the 21st century.

We believe:

Our purpose is to teach the message of Jesus, to foster academic excellence, and to build community.

Education encompasses the whole of human life according to the example and teaching of Christ.

A vibrant Christian community is essential to the spiritual development of faculty, students, and parents.

Each child is a person of worth encouraged to develop an attitude of acceptance of others.

Each child should recognize his/her responsibility to live a Christian way of life.

~PASTOR~

Rev. Kevin M. Smith

~PRINCIPAL~

Mr. Ronald J. Martorelli
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~TUITION OFFICE~

Mrs. Bernadette Cahalane
(516) 922-4488 Ext. 1122



Admission Policies

Pre - Kindergarten

1. A child must be three or four years of age by December 1st of the current year.
2. A Baptismal Certificate must be presented for all Catholic children. Non - Catholic children must present a Birth Certificate.
3. The child's record of immunization must meet New York State Standards.

Kindergarten

1. A child must be five years of age by December 1st of the current year.
2. The other requirements are the same as above.

Grade One

1. A child must be six years of age by December 1st of the current year.
2. The other requirements are the same as above.

Grades Two - Eight

1. The most recent report card must be presented.
2. The other requirements are the same as above.

Tuition Policy

Rates are subject to change and are published with registration notices each year. All families are asked to meet their financial obligations to St. Dominic School on a regular and prompt basis. Families experiencing financial difficulties are encouraged to contact the Principal as soon as such difficulties arise. Tuition payment arrears may result in the loss or delay of privileges.

Withdrawal

Families withdrawing students from the school should notify the Principal as soon as possible. Parents must sign a release form if we are to forward records. All financial obligations must be paid before records are forwarded to the new school.

School Uniform Policy

UPDATED 10-30-17

School uniforms are required. There is a spring/fall and winter uniform. The spring/fall uniform is in effect from May to October. The winter uniform is in effect from November to April. These dates may change due to weather conditions and are at the discretion of the Principal. Uniform apparel must be ordered from the Flynn and O'Hara Uniform Company or Lands' End.

A written excuse must be presented to the main office upon arrival if it is necessary for a child to be out of uniform. Students using N.U.T. Cards (see below) must provide the card to their homeroom teacher any time they choose to use it. **If a student is otherwise out of uniform, he or she will be offered replacement apparel from the school donation closet to wear for the day. After September, middle school parents should not expect students to call home for a change of clothes if they are out of compliance, although Parents will receive a text or email notification. This will not be treated as a disciplinary issue unless there are multiple occurrences.**

SHOES – All Seasons

Girls and Boys

Shoes must be black, dress or dress-like shoes. Rubber or soft soles are recommended. An example of acceptable shoes from the (Flynn & O'Hara catalog) are below. If choosing loafers, please remember that students often have recess on asphalt.



NOT PERMITTED: sneakers, boat or deck shoes, boots, slippers, top-siders, sandals, clogs, Uggs, or heels.

SPRING/FALL UNIFORM: MAY 1ST– OCTOBER 31ST

Girls and Boys – All Grades

- Navy walking shorts (in cooler weather students may wear winter uniform pants: boys: belted navy pleated pants; girls: navy flat-front girls slacks)
- White short-sleeved polo shirt with logo
- Navy or white crew socks that cover the ankle

WINTER UNIFORM: NOVEMBER 1ST—APRIL 30TH

Girls (K-5)

- Shirt: Yellow button-down, long or short sleeved shirt with Peter Pan collar
- Socks: Navy or dark green socks or tights. No stockings.
- Jumper: Green plaid. No shorter than one inch above knee.
- Accessories: Green plaid criss-cross tie. No dangling or hoop earrings. One item of wrist jewelry.
- Hair: Conservative, natural color. No accessories other than one bow or narrow head band.
- Make-up: Not permitted.
- Sweater: Navy v-neck cardigan sweater (optional)

Girls (6-8)

- Shirt: White short or long sleeve convertible collar blouse
- Socks: Navy or dark green socks or tights. No stockings.
- Jumper: Green plaid sewn down knife pleat skirt. No shorter than one inch above knee.
- Pants: Navy flat-front girls slacks
- Accessories: No dangling or hoop earrings. Two items of appropriate wrist jewelry.
- Hair: Conservative, natural color. No accessories other than one bow or narrow head band.
- Make-up: NOT permitted.
- Sweater: Navy v-neck pullover sweater
- Vest: Navy bolero vest (optional)

Boys (K-5)

- Shirt: Yellow button-down long or short sleeved shirt, white tee or undershirt underneath.
- Socks: Navy or black socks
- Pants: Belted navy pleated pants
- Hair: Conservative, short, natural color. No designs.
- Accessories: Green plaid tie. One item of wrist jewelry.
- Sweater: Navy v-neck cardigan sweater (optional)

Boys (6-8)

- Shirt: White button-down long or short sleeved shirt, white tee or undershirt underneath

Socks: Navy or black socks
Pants: Belted navy pleated pants
Hair: Conservative, short, natural color. No designs.
Accessories: Green plaid tie. Two items of appropriate wrist jewelry.
Sweater: Navy v-neck cardigan sweater (optional)

GYM UNIFORMS

The gym uniform consists of St. Dominic navy blue sweat pants and/or navy blue shorts, white short sleeved polo, white athletic socks. Sneakers must be plain white and/or black sneakers. Students may wear their gym uniforms to school instead of their uniform on days that they have gym class. A St. Dominic sweatshirt is permitted. Gym uniforms are also offered by Land's End.

OTHER SCHOOL APPAREL

A polar fleece jacket and other outerwear with the school logo are available from Flynn & O'Hara or Land's End. This may be worn to and from school but is not to be worn as part of the uniform during the school day.

St. Dominic sweatshirts are only permitted to be worn during the school day as part of a gym uniform or with a N.U.T. Card.

School spirit wear is available through our Parent Association. School spirit wear may be worn for N.U.T. card days or other days as designated by school administration. It may not be worn in place of the school uniform.

N.U.T. Card Days

The Parent Association sells N.U.T. (No Uniform Today) cards several times a year. Students may use these cards to dress in an approved alternative to their uniforms.

The N.U.T. Cards may be used on any day except

- a day of a planned Mass (First Fridays, Holiday Liturgies, etc.)
- gym days (students must wear gym uniforms)
- for field trips (students wear school uniform for field trips unless authorized)
- any specific day that school administration cancels N.U.T. Card privileges

Dress Code guidelines for N.U.T. Card Days

- Students must always look neat, remember that they are dressing for school, and that they represent St. Dominic's in the way that they appear to others.
- Sweatpants, tank tops, clothes that are ripped/undersized/oversized, inappropriate graphic language or imagery, or otherwise sloppy dress is not permitted.
- Jeans or casual pants are permitted.
- During the spring/fall uniform season, shorts similar in length to school shorts are permitted. Shorts may not be shorter than one inch above knee.
- Any authorized school spirit wear is permitted. St. Dominic High School spirit wear is permitted.
- Any article of clothing that supports a particular political ideology, cause, or support for non-school approved organizations is not permitted.
- Any footwear potentially dangerous in school conditions (no flip-flops, open backs, Crocs, or similar) is not permitted.
- Excessive accessories (earrings, necklaces, bracelets) are not permitted.
- Hats, hoods, or other head coverings are not permitted.

School administration has final say in all N.U.T. Card Day apparel. It is difficult to define every possible variation of clothing as acceptable or not acceptable. Students and parents must keep in mind that the N.U.T. Card privilege should not be construed as a 'wear anything' card. **If a student is deemed to be wearing any article of clothing or accessory that is inappropriate for our school, he or she will be offered replacement apparel from the school donation closet to wear for the day. Parents will receive a text or email notification. This will not be treated as a disciplinary issue unless there are multiple occurrences.**

St. Dominic Elementary School Comprehensive Attendance Policy (CAP)

For the complete CAP refer to St. Dominic Elementary School's website: www.stdomsob.org

Attendance Objectives:

Attendance in school is linked to positive school culture. School culture is the overall physical and psychological atmosphere in a school, the behaviors, attitudes and beliefs exhibited by all school staff, parents, and community. A positive school culture has profound effects on student performance.

St. Dominic Elementary School encourages all school staff, parents, and community

members to foster such an atmosphere for all students. This environment will be accepting and inclusive, providing all students the opportunity to learn.

Strategies:

Due to the positive correlation between consistent school attendance, class participation and successful academic performance, St. Dominic Elementary School has adopted this attendance policy to ensure that all students comply with the academic standards set by the New York State Department of Education Law Section 3205 for successful school completion and to ensure the maintenance of adequate records verifying attendance of all children at instruction in St. Dominic Elementary School.

This policy also establishes practical strategies for the school to account for the whereabouts of its children throughout each school day and ensures sufficient pupil attendance at all scheduled periods of actual instruction or supervised activities.

- Attendance will be taken at the beginning of each day prior to first period.
- Attendance will be taken at the beginning of each scheduled class period (5-8).
- Attendance will be taken after the pupils return from lunch.
- Attendance will be taken on class and/or school field trips.
- In the event a child is absent, the parent or guardian must call the health office at 922-4233 ext. 1 before 9:00 A.M. If St. Dominic’s does not receive a telephone call, the school will attempt to call the parent or guardian in our records who is listed on a health form distributed to the children at the beginning of the school year.
- Upon the return to school, a note explaining the reason for absence is required.
- A doctor’s note is required when a student is absent for 3 or more consecutive days.

All families will be notified of a communicable illness in the building at the first incident each week as determined by the school nurse.

Excused and Unexcused Absences:

<p style="text-align: center;">Excused</p> <p>The following reasons for absence or tardiness may be considered excused.</p>	<p style="text-align: center;">Unexcused</p> <p>The following reasons for absence or tardiness would ordinarily be considered unexcused.</p>
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sick, scheduled medical appointments, sickness or death in family, day of religious observance, bad weather; impassable roads, court appearance, family emergency, district bus problem, funeral, other school activity	music lessons, take child to work, high school visits, family trips, CYO trips, didn't have a ride, truant
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Attendance and Course Credit:

Elementary school students, grades K-5: 10 absences/trimester and 30 absences for a full year may result in the denial of credit for the year. Middle school students, grades 6-8: 5 absences/trimester and 15 absences for a full-year may result in the denial of credit for the year. Excessive absences due to extraordinary circumstances will be considered on an individual basis by the attendance committee and the Principal.

Notification Process:

Two attempts by the health office will be made to reach a parent or guardian, usually before 10:00 am. The school will assume no responsibility beyond making reasonable efforts to reach the parent or guardian through the telephone number(s) provided to the school.

Intervention Strategies:

Absenteeism: Health Office will call parent to verify child's absence on the first day of absence. A written notification will be sent home if communication via the telephone is not successful after two attempts.

Tardiness: Students arriving at school after 7:45 am must report to the Main Office where they will receive a late pass allowing them to report to class. Tardiness is entered in our attendance system. Since tardiness may impact a student's ability to start the academic day successfully, excessive or regular tardiness may result in a mandatory parent meeting with the Principal.

Early Departure: Parent or guardian must sign child out from the Main Office and indicate in the sign-out book the reason for early departure. The child should bring a note to school in the morning so that teachers are aware the child is leaving school early and may, at the teacher's discretion, provide home study work for lessons missed due to the early

dismissal.

Review of Attendance Records:

The Principal will review attendance records monthly and initiate action to address attendance issues. Homeroom teachers will notify the Principal if an attendance issue arises prior to the monthly review.

Visitors

To provide for the safety of the children entrusted to our care and to insure a minimum amount of interruption to the classroom schedule, all visitors to the school are to report to the main office, sign-in and receive a visitor's pass. Access to the building or classes is at the discretion of the Principal.

School Property

Students are expected to take proper care of all school textbooks and materials. Students must carry their books in a lightweight backpack. Loss or damage to any school text or library book will be subject to replacement or a fine covering the cost of the book. School furniture, desks, equipment and all other school facilities and property are to be responsibly cared for. Any child who damages, defaces or destroys it may face disciplinary consequences. Parents or guardians are required to assume the cost of repairs or replacements.

School Day Hours

Pre-K 3 Year-Olds:

A three or five-day schedule is available and in session from 8:45 am -11:45 am. The three-day schedule meets on Mondays, Wednesdays, and Fridays.

Pre-K 4 Year-Olds:

Full and Half Day Sessions are available three or five days/week. A Combination Program is also available - two half days on Mondays and Fridays, and three full days on Tuesdays, Wednesdays and Thursdays. The full day schedule is in session from 8:45 am -2:30 pm and the half day schedule is in session from 8:45 am -11:45 am.

Kindergarten and Grades One to Eight

The school schedule is from 7:45 am to 2:45 pm. After school activities begin at 3:00 pm.

Traffic Safety

To insure the safety of our students, teachers and parents, parents transporting their children to and from school must follow the traffic patterns established by the school. In the morning, children are to be dropped off at the parking lot beside the church on Anstice Street. Parents are NOT to drive into the lot. The drop-off line opens at 7:20 am. and closes at 7:45 am.



Parents picking up students at the end of the day dismissal must follow traffic supervisor instructions to line up on Weeks Ave, or around the corner on Anstice Street. Teachers conducting traffic control will signal for cars to move up when appropriate. No cars are permitted in the parking lot on Weeks Ave where the school buses park.

Lunch and Recess

Grades K-8 eat lunch in the Social Room. The lunch menu is available on the school website. Children may also bring their own lunch.

Recess and Playground

When weather permits, students have an outdoor recess period during the lunch break. Children at lower grades are permitted on the school playground. A school employee and volunteer parents supervise the students during these outdoor recess periods. If the weather prohibits outdoor recess, students have a supervised recess period in the classrooms or Social Room.

Homework Policy

There are several reasons for homework, the most important of which is that it helps students retain information learned earlier that day or it helps students prepare for a lesson planned for the next day. Educational research indicates that students who continue to study and work after school better retain what they have learned in school. It is therefore important that parents or guardians supervise and guide the homework process, and keep it free of distractions.

Homework should be completed carefully and correctly. It should be neat and presented in the proper format to teachers. Students are expected to complete their own homework on time. Independent reading and studying are an important part of the homework process and are expected nightly even if a specific assignment is not given. Parents may view homework assignments online by visiting teacher pages on the school website.

Homework Request for an Absent Student

When students are absent they are expected to make up missed work within a time frame established by their teacher(s). A parent/guardian may request homework assignments from the child's teacher(s) when reporting that the child will be absent for an extended period of time. Most assignments are available on the school website. Books or other materials may be picked up in the Main Office.

Standardized Testing

St. Dominic Elementary School participates in the New York State ELA and Math testing program for grades 4 and 6. Grades 4 and 6 take the NYS Science exam as well. Grades 2-8 participate in Iowa Assessments. Grades 1, 4 and 7 takes the CogAT assessments.

St. Dominic administrators and teachers used the data from these tests to assess student progress so that teachers may adjust teaching and learning methods and practices. These assessment tools are not used for teacher evaluation or student placement. The results are shared with the child's parents as well.

Progress Reports and Report Cards

In order to keep parents informed of their children's progress, a parent portal to view students' grades is available throughout the school year. The portal is closed during

report card distribution. Report cards are distributed three times a year.

Parent/Teacher Conferences

Parent/Teacher Conferences for all families are scheduled at the appropriate times throughout the year. Additional conferences may be scheduled if either the teacher or the parent deems it necessary. Requests for individual conferences should be made directly with the student's teacher

Parent/Teacher Communication

Our teachers periodically contact parents to keep them advised of their child's progress. Parents are also encouraged to contact teachers if they have questions about their child's progress. The best way to communicate with teachers is via their school email account, which may be accessed from the school website. Teachers are not available for telephone calls during the school day, and it is a school policy that teachers' home phone numbers are not released to parents. Parents who contact teachers by telephone should expect a return phone call within 24 hours.

Use of School Telephone by Students

Students often request to call home for forgotten lunch, materials, assignments, clothing, music or sports equipment, etc. Each request is considered by the school secretary. To encourage accountability and responsibility, students are often not permitted to call home for missing assignments. Our approach is one of increased responsibility over the course of the school year and as students' progress and mature up through grades. Parent cooperation in developing responsibility is encouraged.

Academic Policies

It is our desire to teach each child according to the individual's ability. Students must fulfill the required objectives in each subject in order to progress to the next grade.

Grades 1-8

A final grade of 1 (one) in math or ELA/Reading requires fifteen (15) hours of tutoring by a certified teacher, attendance in a learning center, or completion of an approved summer school program. A certificate of completion must be presented to the Principal before the first day of school in order for the student to proceed to the next grade level.

Students in 8th grade may be required, at the Principal's discretion, to complete such a program before a diploma can be granted (see below).

Grades 1-7

If a student is experiencing difficulty in math and/or ELA/Reading/Literature, and received a final grade of 2 (two) the teacher may recommend additional extra help, tutoring, attendance in a learning center, or summer school.

Academic Intervention Services: AIS (EXTRA HELP)

New York State's Department of Education has mandated all schools to provide academic intervention services for students who have not met their state testing standards. For students in grades that have not been tested under the state's assessment program, classroom evaluation, teacher input and standardized testing will determine the students who qualify for extra help. Parents and students may also request extra help, or it may be required by a teacher, in the general course of the school year to assist the student in achieving academic success.

Retention and Academic Probation

If a student is experiencing difficulty in many areas, retention may be suggested to the parents for the child's benefit. After a meeting with the parents/guardians, and with input from the student's teacher(s), the decision to retain a student rests with the Principal. In our Pre-Kindergarten and Kindergarten programs, retention is determined based on classroom observations, informal testing, and other assessment instruments.

Graduation Policy

If an eighth grade student fails two (2) or more major subjects as his/her final grade, fifteen (15) hours of tutoring, attendance in a learning center, or completion of an approved summer school program is required for each subject failed. A signed certificate of completion must be presented to the Principal before the student's records will be forwarded to a high school. Although the student may attend graduation, the diploma will be held until all of the requirements are met.

High School Policy

Acceptance into any of the Catholic high schools is contingent upon the successful

completion of the eighth grade. If an eighth grade student fails a subject, St. Dominic Elementary School is required to notify the HS which the student will be attending in the fall. The high schools reserve the right to rescind the acceptance of the student.

Field Trips

Trips are planned to be a learning experience and an extension of the educational process appropriate to a student's age/grade. Parents will be notified whenever students will be taken on a trip. Students who do not participate in school trips (regardless of the reason) should attend school the day of the trip for an alternative lesson. Students are expected to follow school rules and our behavioral code while on the field trip.

- A parent or guardian must sign a permission form for all trips. Each Field Trip Permission Form will include details of the trip, required apparel, supplies, food accommodations, etc. This form will release the school from liability brought about by non-adherence to the guidelines set forth by the academy. Under no condition will a child be permitted on a trip without a completed, signed consent form.
- Trips are educational and planned for the benefit of the entire class. While all students are expected to participate, students with excessive absences, lateness and unruly behavior can be excluded from trips. This decision is at the teacher's/Principal's discretion. Students may not be able to attend any trip if there are outstanding financial obligations.
- Parent chaperones, if needed, are chosen by the teacher, subject to approval of the Principal. All chaperones must be Virtus trained prior to the trip.
- Every student, whether or not accompanied by a parent, must return to the school for official release following a class/school field trip. Exceptions may be made at the discretion of the Principal.
- Because buses and tickets must be paid for in advance, the school cannot refund money when a student is absent on the day of a class trip.

St. Dominic Cares AfterCare Program

St. Dominic's provides a variety of supervised after-school program for children in grades K through 7. These programs focus on creative play, physical activity, and homework time. The program, which is coordinated, supervised, and presented by qualified personnel, provides a variety of activities. The children can do puzzles, or play quiet games. A period of physical activity will be provided in the schoolyard. Quiet time to complete homework will also be provided. A snack will be served every day to add to the students' comfort and

enjoyment. Our emphasis is on safety, fun, and friendship.

Behavior

Appropriate behavior is essential for the safety and well-being of all the children. If the behavior code is not followed, parents will be notified and dismissal from the aftercare program may follow.

Procedures

The program will be in operation on the days school is normally in session, including early dismissal days (with the exception of the last day of school before Thanksgiving, Christmas, and Easter. The program will end the second to last week of school in June), from dismissal until 5:30 P.M. CHILDREN MUST BE PICKED UP NO LATER THAN 5:30 P.M. It will not operate on school holidays or during vacation. Any number of days per week can be chosen, but it is expected that students will attend on a regular basis. The opportunity to switch days within a week from time to time may be available depending on space. The After School Program fee is for September through June.

Varia

Notices

School administrators send regular notices of school activities and events to parents by email and text message. Additionally, teachers send notices home with students. Parents may also check the school website for important news, announcements, and the school calendar. Parents and guardians may add an email address to the Parent Registration list so notices and updates will be sent to via email as well.

Invitations and Gifts

Party invitations may only be distributed through school IF EVERY CHILD IN THE CLASS IS INVITED or ALL the BOYS/ ALL the GIRLS. The school will NOT distribute party favors. Exchanging of gifts in school for birthdays, Christmas or any other holiday or reason is strictly forbidden.

Bus Transportation

Bus service to and from school is provided by the local school districts of the student. Parents and guardians must make arrangements for transportation. Applications for bus transportation must be completed and filed with the school local districts by April 1st each

year.

Cell Phone and Electronic Devices

Cell phones and electronic devices are prohibited during the school day unless permitted by the teachers or the Principal. These devices **MUST** be turned off during the school day and kept in the school's lock box. Failure to comply with this policy will result in the confiscation of the device and disciplinary action at the discretion of the Principal. Devices will be returned to the parent/guardian of the student. Parents are **NOT** to contact their child via their cell phone. If a parent needs to contact their child during the school day, they may do so via the school office.

SACRAMENTAL PROGRAMS

Reconciliation and First Communion: Grade 2

Parents of students in grade 2 will be expected to attend special meetings throughout the school year in preparation for their child's reception of the Sacraments of Reconciliation and Eucharist.

Confirmation: Grade 8

Parents of students in grade 7 and 8 are expected to attend meetings throughout the school year in preparation for their child's reception of the Sacrament of Confirmation. Further details regarding the reception of the Sacrament will be sent home at the appropriate time.

Health Office Policy

Emergency Health Care

St. Dominic's School Nurse is located in the Health Office on the first floor. Teachers may send students who feel ill to the Nurse with a fellow student. The School Nurse will contact the parent or guardian when warranted and in accordance with New York State guidelines.

In the event of an accident or illness on school grounds, students should report to the office. Health regulations prevent us from dispensing medications, however, immediate first aid and emergency treatment is available until either the parent or guardian is called. In the event of illness, parents are called to make arrangements for the student to be taken home. In the event of an accident or if hospitalization might be required, parents are called so that authorization may be received for appropriate care. In the case parents cannot be located students will be taken to the nearest hospital. Parents are asked to complete the emergency cards listing the name of the family physician.

Parents must notify the school of any serious chronic health problems - diabetes, epilepsy, etc., so that appropriate attention may be given to the student.

Emergency Information

It is essential that all information in the Emergency Contact File in the school office is accurate and up-to-date at all times. The school office should be notified in writing immediately should there be a change of address or telephone number (home or business).

Emergency School Closings

In the event of inclement weather that necessitates the closing of the school, the following communications and media outlets will be used to notify parents of St. Dominic Elementary School's closing:

- School Messenger text and email
- Emergency Broadcast System
- school website: www.stdomsob.org
- Television: News 12 Long Island and NBC News

If the Oyster Bay/East Norwich School District is closed, St. Dominic Elementary School is also closed. If the Oyster Bay/East Norwich School District has a delayed opening, St. Dominic is usually closed due to transportation issues.

School Disciplinary Policy

The Rules and Code of Conduct at St. Dominic's Elementary School are for the greater good of the school community. They are intended to help each student grow in individual freedom, personal responsibility, and self-discipline while displaying the good manners and character that are expected of a member of a Catholic school.

Enrollment of a student in our school implies an acceptance of the philosophy of our school and an agreement on the part of the student and parents to observe these rules. The Administration reserves the right to discipline, dismiss, and/or not re-register a student/family whose conduct, attitude or effort is considered contrary to our beliefs, policies, and Code of Conduct.

Being a student at St. Dominic's imposes responsibilities on each student in the classroom,

gym, cafeteria, auditorium, and schoolyard. In the classroom students are responsible to be prepared for class with homework and necessary resources, such as books, pens, etc. Students are expected to be respectful of others, their property, and of school personnel and property, at all times.

Code of Conduct

As a community of learners, we have established certain standards and guidelines to aid in preserving the ideals of a Catholic school and a safe, positive learning environment. Adherence to a Code of Conduct is an important part of being a member of the school community. At the core of this Code are the ideals of honesty and integrity, which fosters maximum growth for the individual and the school. Thus, the following actions are deemed inappropriate and will result in administrative review:

- Bullying and cyber-bullying
- Disrespect/disobedience/fighting
- Possession of a dangerous object/weapon/sharp object or any item considered a threat to the personal safety of our students and staff members
- Graffiti, tagging, destroying, defacing school property
- Cheating/plagiarism (the stealing of others words)
- Being in unauthorized areas without supervision, e.g. halls, backstairs
- Causing disorder on the school/church property
- Improper language or behavior
- Eating or drinking in the school other than at specified times
- Littering
- Any other serious and inappropriate behavior offensive to our school philosophy
- Possession or consumption of alcoholic beverages, illegal substances, tobacco or any other similar unhealthy substance disruptive to the educational process is strictly forbidden for students on school property, or at school-related trips/events, in or out of school uniform will not be tolerated and may result in immediate suspension and/or dismissal.

Discipline Policy

Discipline implies a willingness on the part of a student to accept responsibility for his/her actions. Acceptance of one's actions and their consequences helps an individual to grow socially and emotionally. The basis of disciplinary action is to lead a student to recognize the inappropriateness of his/her behavior while respecting the dignity of others and

themselves. Every attempt will be made to have discipline be a graduated tool: denial of recess, detention, in school suspension, out of school suspension, no invitation to return the following year and mid-year expulsion. However, each situation will be judged individually and in extreme situations intervening steps may be eliminated in favor of more extreme intervention.

All students are responsible to:

- Be respectful of the teacher and other students
- Be respectful of school property and that of others
- Accept and follow the policies of the school as presented in the Parent/Student Handbook, and as otherwise communicated to parents and students

Consequences for Behavioral Issues

Discipline implies a willingness on the part of a student to accept responsibility for his/her actions. Acceptance of one's actions and their consequences helps an individual to grow socially and emotionally. The basis of disciplinary action is to lead a student to recognize the inappropriateness of his/her behavior while respecting the dignity of others and themselves. Every attempt will be made to have discipline be a graduated process. However, each situation will be judged individually and in extreme situations intervening steps may be eliminated in favor of more extreme intervention.

The primary objective of our procedure to address behavioral issues is to provide our students with an opportunity to (1) understand the nature of their offense (2) understand the intended and unintended possible consequences to themselves and others, and (3) modify their behavior in the present and for the future.

The following is the general process if a student is unsuccessful in meeting his/her behavioral responsibilities:

- The Teacher will attempt to resolve the issue with the student. Parents will be notified of the infraction. The teacher may issue a detention.
- The Teacher will attempt to resolve the issue with the parent and student. The teacher may issue a detention.
- The Teacher and Assistant Principal or Principal will attempt to resolve the issue with the student or parent. The Assistant Principal or Principal may issue a detention, after-school detention (grades 6-8), and/or a loss of privileges.

- The Assistant Principal or Principal will meet with the student and parents to attempt to resolve the issue. The Principal may impose in-school suspension as part of the resolution.
- The Assistant Principal or Principal will place the student on Probation and review the student's continued enrollment either immediately or at the end of each trimester.

Disciplinary Actions

At any time, at the Principal's discretion, a parent may be required to appear at school to discuss a child's behavior and possibly pick up his/her child for the remainder of the school day.

- Lunch/Recess Detention: the student will remain in a designated area under supervision and will not participate in school activities. The student will eat lunch under supervision and spend the remainder of the period, including recess, in a disciplinary activity, such as writing a reflection of their behavior and how it will be corrected, copying sections of the Student Handbook. If the detention is the result of a Homework referral, the student will be required to complete assignments during this time. The number of periods or days is subject to the occurrence.
- Students in grades 6, 7 and 8 may receive After School Detention in addition to Lunch/Recess Detention, in which case the student will remain after school under supervision until 4:00 pm. The student will be required to complete assignments during this time. The number of days is subject to the occurrence.
- Loss of Privilege: student will not be permitted to participate in select school activities, such as, but not limited to, field trips, athletics, social events, or out of uniform days.
- Probation: student and parent will agree to a written set of goals to be maintained by the student during a specified timeframe to remain a member of the student body.
- Expulsion: student will be required to leave St. Dominic Elementary School.
- Any student engaging in physical violence will immediately be removed from the

situation and a parent will be required to come to school and take the child home. Serious and/or continued infractions may result in suspension or expulsion.

Knowledge of any of these infractions whether they occur inside or outside of our school and which come to the attention of any of our school members will be brought to the immediate attention of the Principal.

The above policies are subject to the discretion of the Principal, and may be modified for unforeseen events, age appropriateness, or other reasons. Conferences with parents or guardians may, in certain circumstances, be required before the regular process is complete. Similarly, the process may be modified for younger students or students with special needs or circumstances.

Diocese of Rockville Centre Notices

NYS Mandated Reporting

In accordance with NYS law, all teachers, school personnel, and volunteers supervising children are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. If you suspect something, log it and report the incident to the Principal. If the Principal is not available, please contact the Nurse. If you prefer, you can call Child Protective Services directly. You may wish to visit the NYS Office of Children and Family Services website at ocfs.ny.gov website for additional information.

Confidentiality

Students must be advised that confidentiality may not be maintained if the matter involves health, life or safety. In which event, staff must report appropriately. Confidential information of the Department of Education must never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Reasonable care must be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations, such as messages left on voice message systems, public telephone conversations, and conversations in open areas.

Custody Issues

Unless or until documentation is presented otherwise, both parents have the same rights with regard to their child. Upon notification as to custodial issues, please advise the parents

to provide any and all court documentation regarding custody. The documents should be provided to the Principal for appropriate forwarding and review.

Student Technology Acceptable Use and Behavior Policy

St. Dominic Elementary School (the “school”) has established a technology network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student(s) and the parents and/or guardians of the student(s) fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school’s technology resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school’s administration. The school’s right to review is extended to any use by the student’s parents and/or legal guardian of the school’s computer resources in accord with the school’s policy for review of student records and/ or work.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school’s technology resources, which is viewed by the administration as a limited educational forum; and student behavior is expected to conform to values consistent with the Catholic faith both inside and outside the school setting.

All access to the school’s technology resources will be permitted only under the supervision of a member of the school staff.

The student agrees that all information transmitted through the use of the school’s technology resources (e-mail, web page publication, or other Internet postings) will be sent or received only under the direct, immediate supervision of a member of the school’s staff and with the explicit permission of that staff member.

The student agrees to stop using any and all of the school’s technology resources whenever requested to do so by a member of staff or other authorized person.

The student agrees never to transmit via the school’s technology or personal technology resources the personal information (name, age, gender, address, phone number, email

address and the like) of himself or herself as well as that of any other person.

The student agrees never to arrange for a meeting with any person at any time using the technology resources.

The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.

The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

The student agrees never to use the school's technology resources for commercial purposes. The student will never buy nor sell anything using the school's technology resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's technology resources.

The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's technology resources to gain unauthorized access to another technology network (hacking).

The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's technology network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.

The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks. Student behavior is expected to conform to values consistent with the Catholic faith.

The student agrees never to harass another person by use of any technology resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

The student agrees never to use any of the school's technology resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.

The student agrees never to participate in illegal activity using the technology resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's technology resources.

The school reserves the right to establish rules and regulations regarding the use of the school's technology resources, and behavior is expected to conform to values consistent

with the Catholic faith both inside and outside the school setting.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or expulsion, and /or legal action.

Social Networking - Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, relating to the use of and participation in social networking.

Any technology use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

Any technology use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

Media Permission and Release

I/We hereby grant permission, without reservation, to St. Dominic Elementary School, and to those authorized by St. Dominic Elementary School, to take photographs and to make recordings of my child or children enrolled in St. Dominic Elementary School, and to use them in original or modified form in all media now or hereafter known, with or without name or information, solely for the promotion, public education, and/or fundraising activities of St. Dominic Elementary School. From time-to-time, the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. I/We understand and agree that I/We am/are entitled to receive no compensation for the above.

I/We release St. Dominic Elementary School, its officers, directors, agents, employees, independent contractors, licensees and assignees from all claims that I/We now have or in the future may have, relating to the above. I/We further agree that St. Dominic Elementary School will be the sole owner of all tangible and intangible rights in the abovementioned photographs and recordings, with full power of disposition. I am the parent or guardian of the minor(s) named below, and I hereby consent to the foregoing on behalf of the minor(s) and myself.

Student Handbook - Acknowledgement and Acceptance

Parents – please complete below and have one child in your family return it to his/her homeroom teacher.

I/We have read, understand, and agree to the terms of this Student Handbook and the policies and terms put forth in this handbook. I have discussed it with my child/children, who also agree(s) to the foregoing terms and policies. I/We further acknowledge that I/we have read, understand, and agree to the policies and procedures set forth in this St. Dominic Elementary School Handbook.

Student Name _____
Students Grades 4-8 must sign
Signature _____
Date: _____

Student Name _____
Students Grades 4-8 must sign
Signature _____
Date: _____

Student Name _____
Students Grades 4-8 must sign
Signature _____
Date: _____

Parent/ Guardian
Print Name _____
Signature _____ Date: _____

Parent/ Guardian
Print Name _____
Signature _____ Date: _____