

| AUGUST 2011 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| SUN         | MON | TUE | WED | THU | FRI | SAT |
|             | 1   | 2   | 3   | 4   | 5   | 6   |
| 7           | 8   | 9   | 10  | 11  | 12  | 13  |
| 14          | 15  | 16  | 17  | 18  | 19  | 20  |
| 21          | 22  | 23  | 24  | 25  | 26  | 27  |
| 28          | 29  | 30  | 31  |     |     |     |

# September 2011

| OCTOBER 2011 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| SUN          | MON | TUE | WED | THU | FRI | SAT |
|              | 1   | 2   | 3   | 4   | 5   | 6   |
| 7            | 8   | 9   | 10  | 11  | 12  | 13  |
| 14           | 15  | 16  | 17  | 18  | 19  | 20  |
| 21           | 22  | 23  | 24  | 25  | 26  | 27  |
| 28           | 29  | 30  | 31  |     |     |     |

| SUNDAY   | MONDAY   | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY   | SATURDAY   |
|--|--|---|---|---|--|--|
| <b>Back To School</b><br> |  |   |   | 1   | 2  | 3<br> |
| 4  | 5<br><i>Labor Day</i><br>                             | 6<br>★<br>• School Opens for Grades 1-8<br>• Communication Envelopes<br>• 12:30 P.M. Dismissal                        | 7<br>• Kindergarten Orientation for Parents         | 8<br>• Kindergarten Begins (A-L)<br>• Pre-K 3 Yr. Orientation | 9<br>• Kindergarten Begins (M-Z)<br>• Pre-K 4 Yr. Orientation<br>• Opening School Mass at 11:00 A.M. (Student Council) | 10   |
| 11   | 12<br>• Pre-K 4 Yr. Begins<br>• Early Dismissal for Pre-K<br>• Signed Parent Calendar/Handbook Agreement & Acceptable Use Policies due | 13<br>• Pre-K 3 Yr. Begins<br>• Early Dismissal for Pre-K 3Yr.<br>• Back to School Night (Pre-K - Gr. 3) at 7:00 P.M. | 14<br>• Back to School Night (Gr. 4-8) at 7:00 P.M. | 15<br>• Communication Envelopes<br>• Fall Fundraiser Begins   | 16   | 17   |
| 18   | 19   | 20  | 21  | 22  | 23   | 24   |
| 25   | 26<br>• Spirituality Day for Staff<br>• School Closed for Students   | 27  | 28  | 29  | 30<br>• Communication Envelopes  |  |

## **MISSION STATEMENT**

The Mission of St. Dominic School is to enliven the Catholic faith, foster respect and responsibility, and facilitate academic excellence in every student in order to send forth future leaders to our Church and society.

## **PHILOSOPHY**

Saint Dominic School, a Catholic Elementary School, was called into existence by the Saint Dominic Parish Community, Trenton Diocese, in 1965. As a Catholic Educational Institution, our focus is to minister to the spiritual, intellectual, psychological, social, cultural, and physical needs of children in grades Pre-Kindergarten through Eight.

The students learn respect for God's creation, regard for the dignity of the human person, and responsibility, as members of the people of God through instruction in Catholic faith and values, providing them with a strong sense of moral direction. The development of each child's faith life is nurtured through times of prayer, liturgical celebrations, service, and the study of the Gospels.



St. Dominic School conducts academic programs to promote personal growth and develop the full potential of each child. Opportunities for athletic, cultural, and social activities are provided. This quality education prepares the students to be productive and positive members of society.

St. Dominic's purpose calls us to lead young men and women to witness to Christ through prayer, example, and service. As Catholic educated youth, they serve God and their country with a spirit of respect and social justice.

| SEPTEMBER 2011 |     |     |     |     |     |     |
|----------------|-----|-----|-----|-----|-----|-----|
| SUN            | MON | TUE | WED | THU | FRI | SAT |
| 4              | 5   | 6   | 7   | 8   | 9   | 10  |
| 11             | 12  | 13  | 14  | 15  | 16  | 17  |
| 18             | 19  | 20  | 21  | 22  | 23  | 24  |
| 25             | 26  | 27  | 28  | 29  | 30  |     |

# October 2011

| NOVEMBER 2011 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| SUN           | MON | TUE | WED | THU | FRI | SAT |
| 6             | 7   | 8   | 9   | 10  | 11  | 12  |
| 13            | 14  | 15  | 16  | 17  | 18  | 19  |
| 20            | 21  | 22  | 23  | 24  | 25  | 26  |
| 27            | 28  | 29  | 30  |     |     |     |

| SUNDAY  | MONDAY  | TUESDAY   | WEDNESDAY  | THURSDAY   | FRIDAY   | SATURDAY  |
|---|---|---|--|--|--|---|
|                         |   |   |  |  |  | 1   |
| 2   | <b>3</b><br><ul style="list-style-type: none"> <li>• 8<sup>th</sup> Grade Cap &amp; Gown Pictures</li> <li>• P.T.A. Board Meeting at 7:00 P.M.</li> </ul> | <b>4</b><br><ul style="list-style-type: none"> <li>• Individual Portraits Gr. K-7</li> </ul>              | 5  | <b>6</b><br><ul style="list-style-type: none"> <li>• Fall Fundraiser Ends</li> </ul> | <b>7</b> ★<br><ul style="list-style-type: none"> <li>• First Friday Mass at 11:00 A.M. (Gr. 8)</li> <li>• Early Dismissal (Pre-K at 12:00 P.M. &amp; K-8 at 12:30 P.M.)</li> </ul> | 8   |
| 9   | <b>10</b> <i>Columbus Day</i><br><ul style="list-style-type: none"> <li>• Columbus Day</li> <li>• School Closed</li> </ul>                                | 11  | <b>12</b><br><ul style="list-style-type: none"> <li>• McTeachers' Night from 4:00 P.M.-7:00 P.M.</li> </ul>  | 13   | <b>14</b><br><ul style="list-style-type: none"> <li>• Communication Envelopes</li> <li>• Progress Reports</li> <li>• Entertainment/Kidstuff Books</li> </ul>                       | 15  |
| <b>16</b><br><ul style="list-style-type: none"> <li>• Middle States Reaccreditation Team Visit</li> </ul> | <b>17</b><br><ul style="list-style-type: none"> <li>• Middle States Reaccreditation Team Visit</li> </ul>   | <b>18</b><br><ul style="list-style-type: none"> <li>• Middle States Reaccreditation Team Visit</li> </ul> | <b>19</b><br><ul style="list-style-type: none"> <li>• Middle States Reaccreditation Team Visit</li> <li>• Early Dismissal (Pre-K at 12:00 P.M. &amp; K-8 at 12:30 P.M.)</li> </ul> | 20   | 21   | 22  |
| 23  | <b>24</b><br><ul style="list-style-type: none"> <li>• Confirmation Meeting for 7th Grade Parents at 7:00 P.M.</li> </ul>                                  | 25  | 26   | 27   | <b>28</b><br><ul style="list-style-type: none"> <li>• Halloween Dance for Grades 7 &amp; 8 at 7:00 P.M.</li> </ul>   |  |
| 30  | <b>31</b> <i>Halloween</i><br><ul style="list-style-type: none"> <li>• Communication Envelopes</li> <li>• Halloween Parade at 1:00 P.M.</li> </ul>        |   |  |  |  |   |

## **ACADEMIC REQUIREMENTS**

Each student's progress and effort is unique to the individual. Students completing a grade's work to the extent of their ability generally are to be promoted to the next grade level. When it becomes evident that it is necessary for a student to repeat the grade, parents will be notified by March. An approved summer school or tutor may be accepted in order that students are prepared for the next grade. Approval must be given by the principal.

All students in Grade 8 need to pass all major subjects in order to be eligible for graduation. Any student who is not promoted in either seventh or eighth grades may not repeat the year at St. Dominic School.

Tests will be administered periodically throughout the marking period at the teacher's discretion. A final test will be held at the end of the year for students in Grades 7&8 in major subject areas.

**Criteria for Grouping:** The following criteria may be used to group students in math:

- Past academic performance
- Local percentiles on the most recent standardized test scores
- Teacher recommendations
- Study habits
- Placement test

Students will be monitored in their groups and adjustments may be made accordingly.

## **ADMISSIONS**

Saint Dominic School does not discriminate on the basis of race, color, gender, national/ethnic origin, and/or disability if with reasonable accommodation the student can meet the educational programs or activities operated by the school.

### ***Policy for Admission to Saint Dominic School:***

The demand of a quality Catholic education in Saint Dominic School far exceeds the number of spaces available even for parishioners. Therefore, the following policy will be in effect for admittance into pre-school through eighth grade:

### **ELIGIBILITY**

1. Saint Dominic Parishioners (registered, attends Sunday Mass, and uses envelopes for at least one year) and who have sibling(s) in the school
2. Saint Dominic Parishioners (registered, attends Sunday Mass, and uses envelopes for at least one year)

3. Families of other Catholic parishes will be accepted only if there is space available.

### **CRITERIA**

1. Proper Age
2. Date of registration in Saint Dominic Parish
3. All required registration information submitted
4. Space Availability

***Acceptance into pre-school, will not mean an automatic acceptance into kindergarten. Eligibility policy is required.***

In admitting children to pre-school, students must be three or four years old by October 1. Kindergarten children must be five by October 1. Children are considered for admission during the school year only if there is room in the grade and all other criteria are observed. The principal is the final determiner of admission. Many factors must be taken into consideration. Being eligible and meeting the criteria stated does not guarantee admission, but establishes an admission review policy.

At the time of registration, pupils must present original certificates of birth, baptism, social security, and current health and immunization records. Immunization records must be current and signed by a physician. All new students must also present a record of a physical examination by a doctor before acceptance can be completed. In the case of separation or divorce, the custodial parent must provide an official copy of the custody section of the Separation/Divorce Decrees.

Registration for pre-school - Grade 8 is held during Catholic Schools Week in January/February. The exact dates are published in Saint Dominic's Church bulletin. All registrations must be made in person.

**Incoming Transfers:** A child coming into school must present the original birth, baptismal, social security, health records, report cards, standardized testing, and a transfer card from the previous school attended. All new students must also present evidence of successfully completing the grade in which they are currently enrolled before acceptance. There is a probationary period for all new students during the first two trimesters of their enrollment.

**Outgoing Transfers:** Parents of children who are leaving the school and transferring to another school should inform the principal one week in advance so that papers may be prepared. No records will be sent until a request form is received from the new school and all financial obligations are paid in full and cleared through the bank.

| OCTOBER 2011 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
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| 2            | 3   | 4   | 5   | 6   | 7   | 8   |
| 9            | 10  | 11  | 12  | 13  | 14  | 15  |
| 16           | 17  | 18  | 19  | 20  | 21  | 22  |
| 23           | 24  | 25  | 26  | 27  | 28  | 29  |
| 30           | 31  |     |     |     |     |     |

# November 2011

| DECEMBER 2011 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| SUN           | MON | TUE | WED | THU | FRI | SAT |
| 4             | 5   | 6   | 7   | 8   | 9   | 10  |
| 11            | 12  | 13  | 14  | 15  | 16  | 17  |
| 18            | 19  | 20  | 21  | 22  | 23  | 24  |
| 25            | 26  | 27  | 28  | 29  | 30  | 31  |

| SUNDAY  | MONDAY   | TUESDAY  | WEDNESDAY  | THURSDAY  | FRIDAY  | SATURDAY   |
|---|--|--|--|---|---|--|
|  |  | <b>1</b><br>• All Saints Day Mass at 9:00 A.M. (Gr. 6) | <b>2</b> ★<br>• Confirmation at 4:30 P.M.<br>• Early Dismissal (Pre-K at 12:00 P.M. & K-8 at 12:30 P.M.)   | <b>3</b><br>• Pre-school Individual Portraits & Class Pictures  | <b>4</b> ★<br>• Pre-school Individual Portraits & Class Pictures<br>• Early Dismissal for K-8 at 12:30 P.M. | <b>5</b>   |
| <b>6</b>  | <b>7</b><br>• P.T.A. Board Meeting at 7:00 P.M.  | <b>8</b>   | <b>9</b><br>• 3 <sup>rd</sup> & 4 <sup>th</sup> Grade Concert at 7:00 P.M.   | <b>10</b>   | <b>11</b> <i>Veterans Day</i><br>• Veterans' Day<br>• End of 1st Trimester                                  | <b>12</b><br>• Catholic High School Placement Test |
| <b>13</b>   | <b>14</b><br>• Class Group Pictures & Individual Make-ups<br>• First Reconciliation Meeting for 2 <sup>nd</sup> Grade Parents at 7:00 P.M. | <b>15</b><br>• Communication Envelopes                 | <b>16</b>  | <b>17</b>   | <b>18</b><br>• P.T.A. Fall Auction at Woodlake Country Club   | <b>19</b>  |
| <b>20</b><br>• Advent Wreath Gathering at 1:00 P.M.                               | <b>21</b><br>• Third Grade Thanksgiving Feast  | <b>22</b>  | <b>23</b> ★<br>• Early Dismissal (Pre-K at 12:00 P.M. & K-8 at 12:30 P.M.)<br>• No Aftercare<br>• School Pep Rally at 10:30 A.M.<br>• Students Dress in Blue & White | <b>24</b> <i>Thanksgiving Day</i><br>• Thanksgiving Recess<br> | <b>25</b><br>• Thanksgiving Recess  | <b>26</b>  |
| <b>27</b>   | <b>28</b>  | <b>29</b>  | <b>30</b><br>• Communication Envelopes   |   |   |  |

## **ARRIVAL AND DISMISSAL PROCEDURES**

Students in Kindergarten – Grade 8 are to enter the front doors of the school at 8:20 A.M. Upon entering, students are to report directly to their classrooms. All pre-school students are to arrive by the pre-school wing at their designated arrival time. Morning pre-school sessions begin at 8:30 A.M. and afternoon sessions begin at 12:00 P.M.

Students in K – 8 are dismissed in the front of the school. Students being transported by car are dismissed first at 2:45 P.M., followed by students who ride busses at 2:50 P.M. Students in pre-school are dismissed by the pre-school wing in the back of the school. Students in the morning session are dismissed at 11:00 A.M. and students in the afternoon session are dismissed at 2:30 P.M.

**Cars** - When entering or leaving the building, extreme caution must be used. Parents who choose to drive their children to school each day must park their cars in the parking lot and walk their children into school. No cars are permitted in the circle or in the bus lane (the road in front of the school) at arrival or dismissal. Cars may not park in the handicapped spaces unless they display a handicapped sign/license plate.

Anytime a student's method of going home is changed, a note must be sent to the homeroom teacher at the beginning of the day. Children sometimes have difficulty in remembering last minute changes. Please **do not** call the office in the afternoon with changes in transportation unless there is an emergency because we need to interrupt the entire class to give a personal message.

**Bus** - Brick and Point Pleasant Boards of Education provide bus transportation for eligible K – 8 students. Bus authorizations and passes are handled by the local Public School District in which the student resides and must be filled out each year before May 1. Only authorized students may ride the bus to which they are assigned. Students are only permitted to ride buses that are assigned to them. This means no student may go home on a different bus when visiting a friend's house after school. This Brick Transportation Policy has been adopted at all Brick Schools.

Students are expected to conduct themselves properly while riding to and from school. Infractions of the Board of Education bus behavior code will be dealt with by the principal upon written notification from the bus driver. This may lead to a student being suspended from riding the bus.

**Changes in Dismissal** – Early dismissals during the school day interfere with the instructional process and are discouraged. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. A written request from the parent or guardian must be submitted on or before the requested day of early dismissal stating the reason for this request. Telephone requests will be honored only in cases of an emergency and upon satisfactory identification of the caller. A parent is to meet the child at the school office where he/she must sign the child out. No child will be permitted to wait in the school yard or on the street. **Please do not request early dismissal after 2:00 P.M.**

## **ATTENDANCE**

To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school each day. Illness of the pupil, death in the family, and exceptional instances that affect the child are the only legitimate excuses for absence from school. Oversleeping is not an excuse for absence.

A parent must call the nurse's office before 8:20 A.M. and leave a detailed message to report a student's absence. A written note must be presented upon the child's return to school with the following information: Child's Name, Grade, Date of Absence, Reason for Absence, and Signature by a parent or guardian. If any student is absent for four or more days, a doctor's note must be presented to the school nurse. Any contagious disease must be reported as soon as diagnosed.



It is the student's responsibility to personally check with the teacher(s) to determine the work that is missed during an absence from school. Homework may be requested after a second day of absence. Excuses from physical education will be granted only upon a written statement from a parent/guardian. Excuses from gym for a long term illness must have a written statement from the child's physician. In the event of an extended absence for illness is necessary, parents must contact the school for arrangements for necessary classwork, assignments, or home tutoring.

**Tardy and Truant:** Punctuality is very important in the education of a student. A student who is late must report to the office to obtain an admittance slip to class. Students must be in their homeroom by the 8:30 A.M. bell. Detention will be issued to those students who are habitually late. The only exception is where tardiness has been caused by the school bus. Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy will be considered a serious offense.

| NOVEMBER 2011 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| SUN           | MON | TUE | WED | THU | FRI | SAT |
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| 13            | 14  | 15  | 16  | 17  | 18  | 19  |
| 20            | 21  | 22  | 23  | 24  | 25  | 26  |
| 27            | 28  | 29  | 30  |     |     |     |

# December 2011

| JANUARY 2012 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| SUN          | MON | TUE | WED | THU | FRI | SAT |
| 1            | 2   | 3   | 4   | 5   | 6   | 7   |
| 8            | 9   | 10  | 11  | 12  | 13  | 14  |
| 15           | 16  | 17  | 18  | 19  | 20  | 21  |
| 22           | 23  | 24  | 25  | 26  | 27  | 28  |
| 29           | 30  | 31  |     |     |     |     |

| SUNDAY  | MONDAY  | TUESDAY   | WEDNESDAY  | THURSDAY   | FRIDAY   | SATURDAY   |
|---|---|---|--|--|--|--|
|    |   |   |  | <b>1</b>   | <b>2</b><br><ul style="list-style-type: none"> <li>• Parent/Teacher Conferences</li> <li>• Report Cards</li> <li>• School Closed for Students</li> </ul> | <b>3</b>   |
| <b>4</b>  | <b>5</b><br><ul style="list-style-type: none"> <li>• P.T.A. Board Meeting at 7:00 P.M.</li> </ul>                         | <b>6</b>  | <b>7</b><br><ul style="list-style-type: none"> <li>• Discovery Day for New Prospective Families</li> </ul>   | <b>8</b><br><ul style="list-style-type: none"> <li>• Immaculate Conception</li> <li>• School Closed</li> </ul> | <b>9</b>   | <b>10</b>  |
| <b>11</b>   | <b>12</b><br><ul style="list-style-type: none"> <li>• Pre-school Individual Make-ups &amp; Group/Team Pictures</li> </ul> | <b>13</b><br><ul style="list-style-type: none"> <li>• Christmas Concert (Gr. K &amp; 1) at 6:30 P.M.</li> </ul> | <b>14</b>  | <b>15</b><br><ul style="list-style-type: none"> <li>• Communication Envelopes</li> </ul>                       | <b>16</b>  | <b>17</b>  |
| <b>18</b>   | <b>19</b>   | <b>20</b>   | <b>21</b>  | <b>22</b>  | <b>23</b> ★<br><ul style="list-style-type: none"> <li>• Early Dismissal (Pre-K at 12:00 P.M. &amp; K-8 at 12:30 P.M.)</li> <li>• No Aftercare</li> </ul> | <b>24</b> <i>Christmas Eve</i><br><ul style="list-style-type: none"> <li>• Christmas Eve</li> <li>• Christmas Vacation</li> <li>• School Closed</li> </ul>  |
| <b>25</b> <i>Christmas Day</i><br><ul style="list-style-type: none"> <li>• Merry Christmas!</li> <li>• Christmas Vacation</li> <li>• School Closed</li> </ul> | <b>26</b><br><ul style="list-style-type: none"> <li>• Christmas Vacation</li> <li>• School Closed</li> </ul>              | <b>27</b><br><ul style="list-style-type: none"> <li>• Christmas Vacation</li> <li>• School Closed</li> </ul>    | <b>28</b><br><ul style="list-style-type: none"> <li>• Christmas Vacation</li> <li>• School Closed</li> </ul> | <b>29</b><br><ul style="list-style-type: none"> <li>• Christmas Vacation</li> <li>• School Closed</li> </ul>   | <b>30</b><br><ul style="list-style-type: none"> <li>• Christmas Vacation</li> <li>• School Closed</li> </ul>   | <b>31</b><br><ul style="list-style-type: none"> <li>• Christmas Vacation</li> <li>• School Closed</li> </ul>   |

## **BEFORE/AFTER-SCHOOL PROGRAM**

St. Dominic's Before and After-School Program is for students whose parents work. It is held every day that school is in session, even on early dismissal days. The program is held from 7:00 A.M. to 8:00 A.M. and dismissal time until 6:00 P.M. Information regarding the program is sent home in September.

## **CAFETERIA**

Students in Kindergarten – Grade 8 may bring lunch from home or buy lunch in the cafeteria. Menus will be issued at the beginning of each month. Milk and other drinks may also be purchased. Lunches are paid for on a daily basis. In an emergency, students may charge lunch for the day and pay the following day.

## **CARE OF SCHOOL PROPERTY**

Reasonable care of the school building, furnishings, books and instructional materials is emphasized at all times. Parents are requested to render active support to this program. In this manner, operational and maintenance expenses can be held to a minimum.

Each child is required to have clean covers on her/his books at all times. If any book is torn or defaced, payment must be made for the replacement. Bookbags are to be used by all students for carrying school books. Marking or in any way destroying school property is inexcusable and subject to disciplinary action.

## **CHANGE OF ADDRESS OR PHONE**

Written notification of a change in address or telephone number is to be sent to the school office immediately when the change is made. This is necessary to keep school files as current as possible.

## **COMMUNICATION**

Mutual understanding between home and school plays an important role in the development of the child. The following points will help produce a harmonious relationship and a level of understanding that is essential.

1. When in doubt regarding some school regulation, please contact the school office to clarify the question.
2. Faculty members will be happy to make arrangements for a conference with any parent at a time that is convenient for both parties. Arrangements may be made through the school office or by note to the teacher.
3. Parents may not disturb a member of the teaching staff, or a student, before school, in the morning, or during the school day. Items that the children forget may be left at the office. When entering school, parents are asked to come to the office only.
4. Appointments with the principal or the assistant principal may be made by calling the main office.

5. Parents must communicate with their child's teacher when and if difficulties arise, whether they be academic or disciplinary in nature, before contacting the principal.
6. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## **CURRICULUM**

Saint Dominic School upholds high standards for student learning through a well-rounded, value enriched curriculum that is reflected in standardized test scores and high school placement. Diocesan and New Jersey Core Curriculum Standards are achieved through the various academic programs offered. The standards are starting points to ensure our students receive an excellent education as well as provide a framework for instruction. Teachers are responsible to follow the scope and sequence of the curriculum and to ensure they meet the needs of every student. Teachers are also encouraged to integrate curriculum in order to maximize instructional time and facilitate the transfer of skills and understanding. Areas of study include the following: Religion, Integrated Language Arts, Math, Science, Physical Education/Health, Social Studies, Computers, World Language, Music, Art, Library Research, and Character Education.

## **DISCIPLINE**


The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual and of the Catholic school community as a whole so that student actions promote the Christian development of each member and thereby enhance the school community.

It is the responsibility of the school to help develop self-control. A sound policy of correction must be based on a clear understanding of motivation as well as a clear understanding of the nature of the child. Order is essential to the effective management of any school. It is maintained not only by a good teaching staff, efficient administration, and good educational programs, but also by the development of rational self-control in the child. To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Discipline plans are developed with the students and include the rules for the classroom and consequences when the rules are not followed. Emphasis will be placed on reinforcing positive behavior in the classroom. Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place and at any time.

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| 18            | 19  | 20  | 21  | 22  | 23  | 24  |
| 25            | 26  | 27  | 28  | 29  | 30  | 31  |

# January 2012

| FEBRUARY 2012 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| SUN           | MON | TUE | WED | THU | FRI | SAT |
| 5             | 6   | 7   | 1   | 2   | 3   | 4   |
| 12            | 13  | 14  | 15  | 16  | 17  | 18  |
| 19            | 20  | 21  | 22  | 23  | 24  | 25  |
| 26            | 27  | 28  | 29  |     |     |     |

| SUNDAY   | MONDAY   | TUESDAY   | WEDNESDAY  | THURSDAY   | FRIDAY  | SATURDAY  |
|--|--|---|--|--|---|-----------|
| <b>1</b> <i>New Year's Day</i><br>• Happy New Year!<br> | <b>2</b><br>• School Closed  | <b>3</b><br>• School Reopens<br>• P.T.A. Board Meeting at 7:00 P.M.   | <b>4</b><br>• Communication Envelopes  | <b>5</b>   | <b>6</b> ★<br>• Feast of the Epiphany<br>• Early Dismissal (Pre-K at 12:00 P.M. & K-8 at 12:30 P.M.)<br>• First Friday Mass (Gr. 7) | <b>7</b>  |
| <b>8</b>   | <b>9</b>   | <b>10</b>   | <b>11</b>  | <b>12</b>  | <b>13</b>   | <b>14</b> |
| <b>15</b>  | <b>16</b> <i>Martin Luther King Day</i><br>• Staff Professional Day<br>• School Closed for Students  | <b>17</b><br>• Communication Envelopes  | <b>18</b>  | <b>19</b>  | <b>20</b><br>• Progress Reports   | <b>21</b> |
| <b>22</b>  | <b>23</b>  | <b>24</b>   | <b>25</b><br>• Pre-school & Kindergarten Registration for Siblings & Current Pre-K Students from 9:00 A.M. - 1:00 P.M. | <b>26</b><br>• Pre-school & Kindergarten Registration for Siblings & Current Pre-K Students from 9:00 A.M. - 1:00 P.M. | <b>27</b>   | <b>28</b> |
| <b>29</b><br>• Catholic Schools Week Begins<br>• Catholic Schools Week Mass at 9:00 A.M.<br>• P.T.A. Communion Breakfast                 | <b>30</b><br>• School Leadership & Volunteer Day<br>• Prayer Service at 1:15 P.M.<br>• Scholastic Book Fair<br>• Tuition Credit Raffle Begins<br>• Communication Envelopes | <b>31</b><br>• Open House (Pre-K - Gr. 3) from 9:00 A.M. - 10:00 A.M. & 1:00 P.M. - 2:00 P.M.<br>• Registration for New Families (Pre-K - 8) from 9:00 A.M. - 1:00 P.M.<br>• Scholastic Book Fair |  |  |   |           |

**Detention** –Central detentions are held once a week from 7:30 A.M. – 8:20 A.M. A notice of detention will be sent home with students for parental signature prior to the detention being served. Detention slips must be signed and returned to the student’s homeroom teacher to avoid further consequences.

Parents of students who receive detention must provide transportation home for their child. Public transportation is not available.

Three detentions in any one marking period will be deemed as excessive and carry additional consequences and may result in school/community service.

Detention or community service may be assigned for the following reasons, although the list is not all-inclusive.

- Excessive tardiness to school or class
- Failure to complete classwork or homework
- Chewing gum
- Harassment
- Disrespect exhibited to other students, faculty, or school volunteers
- Violations of the current dress code
- Possession of unauthorized items such as toys, electronic devices, and cameras
- Behavior which interrupts the educational process of others
- Miscellaneous offenses handled by the principal

**Suspension or Expulsion** - Situations will arise in which in/out of school suspension or expulsion may be merited. While it is not possible to enumerate all cases that could arise, the following are examples of student behavior that violate school policy whether they occur at school, during school, or outside of school:

- Possession of and/or trafficking alcohol or other drugs
- Willful defiance of authority
- Possession of weapons, such as knives, guns, or look alikes
- Physical assault
- Extortion
- Arson
- Vandalism
- Theft
- Plagiarism

- Truancy
- Criminal Activity
- Abusive/vulgar language
- Fighting
- Leaving a classroom without permission
- Threatening bodily harm
- Bullying/Cyberbullying
- Conduct , whether inside or outside the school, that is detrimental to the reputation of the school or unbecoming a student in a Catholic school

**Bullying/Cyberbullying Policy:** Saint Dominic School subscribes to the Diocese of Trenton, Office of Catholic Schools, Policy #5050.7. This policy states, "A safe and civil environment is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying/cyberbullying (using technology to bully such as but not limited to: posting an inappropriate picture of a student on the Internet) and other violent behaviors will not be tolerated in a school environment. Any student who engages in this behavior may be asked to leave the school environment if this is seen to be in the best interest of the rest of the school community. Bullying includes but is not limited to: threatening physical harm, verbal abuse, intimidation, cyberbullying, etc."

**Rights of Principal:** The principal reserves the right to determine the seriousness of student behavior. The principal will also determine if certain cases of misconduct require stronger measures or police notification. The principal may waive any disciplinary rule for just cause at her discretion.

The following procedures will be implemented in cases of out-of-school suspension or expulsion:



1. The student will be given oral and written notice of the charges against him/her.
2. A disclosure of the evidence the authorities have.
3. An opportunity for the student to present his/her side of the story to the school's discipline board.
4. Parents of the student will be notified as soon as possible

In the case of expulsion, the student will be given a choice of a private administrative hearing or one before an independent tribunal. The student will also be reminded of his/her right to withdraw from school before the beginning of any formal action. A record of the hearing will be kept by the school. When an action by a student appears to constitute a potential case for expulsion, the principal will notify the superintendent of Catholic Schools.

| JANUARY 2012 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| SUN          | MON | TUE | WED | THU | FRI | SAT |
| 1            | 2   | 3   | 4   | 5   | 6   | 7   |
| 8            | 9   | 10  | 11  | 12  | 13  | 14  |
| 15           | 16  | 17  | 18  | 19  | 20  | 21  |
| 22           | 23  | 24  | 25  | 26  | 27  | 28  |
| 29           | 30  | 31  |     |     |     |     |

# February 2012

| MARCH 2012 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| SUN        | MON | TUE | WED | THU | FRI | SAT |
|            |     |     |     | 1   | 2   | 3   |
| 4          | 5   | 6   | 7   | 8   | 9   | 10  |
| 11         | 12  | 13  | 14  | 15  | 16  | 17  |
| 18         | 19  | 20  | 21  | 22  | 23  | 24  |
| 25         | 26  | 27  | 28  | 29  | 30  | 31  |

| SUNDAY  | MONDAY  | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY  | SATURDAY  |
|---|---|---|---|---|---|---|
|   |    |   | <b>1</b> <ul style="list-style-type: none"> <li>• Open House (Pre-K 4 Yr. &amp; Gr. 4-8) from 9:00 A.M. - 10:00 A.M. &amp; 1:00 P.M. - 2:00 P.M.</li> <li>• Registration for New Families (Pre-K - 8) from 9:00 A.M. - 1:00 P.M.</li> <li>• Scholastic Book Fair</li> </ul> | <b>2</b> <ul style="list-style-type: none"> <li>• Student Appreciation Day</li> <li>• Mega Party for Pre-K - Grade 8</li> <li>• Scholastic Book Fair</li> </ul> | <b>3</b> ★ <ul style="list-style-type: none"> <li>• Scholastic Book Fair</li> <li>• Early Dismissal (Pre-K at 12:00 P.M. &amp; K-8 at 12:30 P.M.)</li> <li>• Teacher Appreciation Day</li> <li>• First Friday Mass at 11:00 A.M. (Gr. 4)</li> </ul> | <b>4</b>  |
| <b>5</b>  | <b>6</b>  | <b>7</b>  | <b>8</b>  | <b>9</b>  | <b>10</b> <ul style="list-style-type: none"> <li>• Valentine Dance for Grades 7 &amp; 8 at 7:00 P.M.</li> </ul>   | <b>11</b> <ul style="list-style-type: none"> <li>• Father/Daughter Dance</li> </ul> |
| <b>12</b> <ul style="list-style-type: none"> <li>• First Reconciliation at 2:00 P.M. (Gr. 2)</li> </ul> | <b>13</b>   | <b>14</b> <i>Valentine's Day</i> <ul style="list-style-type: none"> <li>• St. Valentine's Day</li> </ul>  | <b>15</b> <ul style="list-style-type: none"> <li>• Communication Envelopes</li> <li>• Re-enrollment Contracts sent home</li> <li>• Spring Fundraiser Begins</li> <li>• School Play - Wizard of Oz at 7:00 P.M.</li> </ul>   | <b>16</b> <ul style="list-style-type: none"> <li>• School Play - Wizard of Oz at 7:00 P.M.</li> </ul>   | <b>17</b> <ul style="list-style-type: none"> <li>• End of 2<sup>nd</sup> Trimester</li> </ul>   | <b>18</b>   |
| <b>19</b>   | <b>20</b> <i>Presidents' Day</i> <ul style="list-style-type: none"> <li>• Presidents' Day</li> <li>• School Closed</li> </ul> | <b>21</b>   | <b>22</b> <ul style="list-style-type: none"> <li>• Ash Wednesday Mass at 1:00 P.M.</li> </ul>   | <b>23</b>   | <b>24</b>   | <b>25</b>   |
| <b>26</b>   | <b>27</b>   | <b>28</b>   | <b>29</b> <ul style="list-style-type: none"> <li>• Communication Envelopes</li> </ul>   |   |   |   |

The school will follow the guidelines issued by the Office of Catholic Education, Diocese of Trenton.

**DRESS CODE**

Regulation school uniforms are worn by all students in K – 8. Uniforms are to be worn from the first day of school through the last day. All students are required to be neat and clean in appearance and dress; shirts must be tucked in at all times. All uniforms must be purchased from The School Uniform Shop, Point Pleasant Beach. (732) 892-6655

All students must purchase the required official St. Dominic School uniform. Official uniform requirements are marked with an \*. The official uniform may be worn from September – June. Optional uniform choices are listed under both the winter and summer uniforms.

**WINTER UNIFORMS** - Winter uniforms are worn during November, December, January, February, March

**BOYS' - GRADES K-5:**

- \* Gray dress pants and belt
- \* White shirt ( short or long sleeved )  
White turtleneck with monogram ( optional )
- \* Navy blue plaid school tie
- \* Dark or white socks with school shoes
- \* Navy blue V-neck school sweater/or vest with monogram

**GIRLS' - GRADES K - 5:**

- \* Navy blue plaid jumper (jumper length may not be shorter than 1 inch above the knees)
- \* White blouse (short or long sleeved) with round collar and navy blue plaid tie  
White turtleneck with monogram ( optional )
- \* Navy blue knee socks or navy blue stockings with school shoes
- \* Navy blue cardigan school sweater with monogram  
Navy blue school slacks (optional from Nov. 1 to April 1)

**BOYS' - GRADES 6 – 8:**

- \* Gray dress pants and belt
- \* White or blue oxford shirt ( short or long sleeved )
- \* Solid navy blue tie
- \* White or navy blue sweater (crew neck or V-neck) /or vest with monogram
- \* Dark or white socks crew socks with school shoes

**GIRLS' - GRADES 6 – 8:**

- \* Navy blue plaid kilt (kilt length may not be shorter than 1 inch above the knees)
- \* White or blue oxford shirt ( short or long sleeved )
- \* White or navy blue sweater ( crew or V-neck) with monogram
- \* Navy blue knee socks or navy blue stockings with school shoes
- \* Navy blue school slacks (optional from Nov. 1 to April 1)

**SUMMER UNIFORMS** - The summer uniform is an option that, may be worn during the months of September, October, April, May and June.

**BOYS' AND GIRLS - GRADES K - 5:**

- White or blue knit school shirt with monogram
- Navy shorts and belt
- Navy culottes (girls only)
- School shoes and white or navy crew socks

**BOYS' • GRADES 6 - 8 :**

- White or blue knit school shirt with monogram
- Navy shorts or gray pants and belt
- School shoes and white or navy crew socks

**GIRLS' - GRADES 6 – 8:**

- White or blue knit school shirt with monogram
- Navy shorts or navy blue plaid kilt
- School shoes and light weight navy knee socks

**SHOES** – All shoes for boys and girls must be black, brown, or tan; have non-marking soles; and heels may not exceed one inch in height. A pre-approved list of appropriate school shoes is given to all students prior to September.

**PHYSICAL EDUCATION & PRE-K 4 UNIFORM:** Regulation uniforms are to be worn by all students (Gr. K-8) for physical education and daily throughout the year for Pre-K (4 Yr.) program. These uniforms are purchased through the School Uniform Shop, Point Pleasant Beach. The uniform consists of school shorts, school t-shirts, and white crew socks. Students must wear school sweats from November 1st through April 1st. A well fitted tie or Velcro sneaker is to be worn with the gym/Pre-K uniform. Sneakers should be white or complement the uniform.

**JEWELRY AND HAIR:** Pre-K-8th: Necklaces (other than religious medals), bracelets, hair wraps, dangling earrings, nail polish/gels/tips and make-up are not permitted for students. Simple watches are permitted for both boys and girls. Girls may wear small post earrings. Boys' hair should be short and well groomed. Hair length may not exceed the back of the shirt collar and should be above the eyes. Fad hair cuts and hair coloring/ highlighting of any kind are prohibited. Boys may not wear earrings. Body piercing or body art is prohibited.

**The Principal determines violation of the Dress Code.**

All clothing should be personally labeled. The school is not responsible for lost or stolen articles.

| FEBRUARY 2012 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| SUN           | MON | TUE | WED | THU | FRI | SAT |
|               |     | 1   | 2   | 3   | 4   |     |
| 5             | 6   | 7   | 8   | 9   | 10  | 11  |
| 12            | 13  | 14  | 15  | 16  | 17  | 18  |
| 19            | 20  | 21  | 22  | 23  | 24  | 25  |
| 26            | 27  | 28  | 29  |     |     |     |

# March 2012

| APRIL 2012 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| SUN        | MON | TUE | WED | THU | FRI | SAT |
| 1          | 2   | 3   | 4   | 5   | 6   | 7   |
| 8          | 9   | 10  | 11  | 12  | 13  | 14  |
| 15         | 16  | 17  | 18  | 19  | 20  | 21  |
| 22         | 23  | 24  | 25  | 26  | 27  | 28  |
| 29         | 30  |     |     |     |     |     |

| SUNDAY    | MONDAY  | TUESDAY  | WEDNESDAY  | THURSDAY   | FRIDAY  | SATURDAY   |
|-----------|---|--|--|--|---|--|
|           |                                        |  |  | <b>1</b>   | <b>2</b><br>★<br>• Early Dismissal (K-8 at 12:30 P.M.)<br>• Report Cards<br>• First Friday Mass at 11:00 A.M. (Gr. 3)<br>• Spring Fundraiser Ends | <b>3</b>   |
| <b>4</b>  | <b>5</b><br>• TerraNova Standardized Testing (Gr. 2-8)<br>• School Contracts due<br>• P.T.A. Board Meeting at 7:00 P.M. | <b>6</b><br>• TerraNova Standardized Testing (Gr. 2-8) | <b>7</b><br>• TerraNova Standardized Testing (Gr. 2-8) | <b>8</b><br>• TerraNova Standardized Testing (Gr. 2-8) | <b>9</b><br>• TerraNova Standardized Testing (Gr. 2-8)  | <b>10</b>  |
| <b>11</b> | <b>12</b><br>• Professional Development Day for Staff<br>• School Closed for Students                                   | <b>13</b>  | <b>14</b>  | <b>15</b><br>• Communication Envelopes                 | <b>16</b><br>• Tuition Credit Raffle Winner Announced   | <b>17</b><br><i>St. Patrick's Day</i><br>• St. Patrick's Day |
| <b>18</b> | <b>19</b><br>• First Communion Meeting for Parents (Gr. 2) at 7:00 P.M.<br>• St. Joseph's Day                           | <b>20</b>  | <b>21</b>  | <b>22</b>  | <b>23</b>   | <b>24</b>  |
| <b>25</b> | <b>26</b>   | <b>27</b>  | <b>28</b>  | <b>29</b>  | <b>30</b><br>• Communication Envelopes  | <b>31</b>  |

## **EARLY DISMISSAL DAYS**

First Fridays throughout the school year have been set aside for faculty meetings. Additional Fridays may be set aside for continuing In-Service for all faculty as designated by the Office of Catholic Education. All early dismissal days are indicated on the school calendar. Students will be dismissed on these days at 12:30 P.M.

## **EMERGENCY CLOSINGS**

In the event of emergency closings, delayed openings, or emergency early dismissals, parents will be notified via the Honeywell Instant Alert System. It is the parents' responsibility to register at <https://instantalert.honeywell.com>, create a profile, and keep their information current. Information regarding the Honeywell Instant Alert System and directions for creating a profile will be distributed to all parents prior to September. This information will also be available throughout the school year by contacting the school office.

Announcements of emergency closings or delayed openings will also be made over radio stations WOBN (11.7 AM - 92.7 FM) and WJLK (1310 AM - 94.3 FM), on News Channels 4 & 12, and on our school website ([www.stdomschool.org](http://www.stdomschool.org)). If Brick Public Schools are closed or dismissed early for inclement weather, St. Dominic School will also close or dismiss early. **Parents should make arrangements with their children ahead of time, whose house to go to if no one is home.**

## **EXTRA-CURRICULAR ACTIVITIES**

Saint Dominic School offers several activities in which the students may participate if they meet the academic and physical requirements. The school does not intend to place total emphasis on these activities, and parents are asked to follow the same practice. However, for a well-rounded education, St. Dominic's offer a balance between academic studies and extra-curricular activities so that one has the opportunity to develop intellectually, morally, emotionally, physically and culturally. Parental permission is required for students who participate in these programs.

A student who participates in any school or sport activity **must maintain passing grades in all subject areas and also in conduct.** Students who do not maintain passing grades may not participate in the activity for a designated period of time. Students who participate in sports activities must have a yearly physical examination by a physician on file.

Students who are absent from school may not participate or be present at any activity after school or be present on school property.

## **FIELD TRIPS**

Periodically, students are taken on field trips as a part of their educational program. These trips are considered a privilege and a student may be denied participation if he/she fails to meet the academic or behavioral requirements. Such trips are made only with the written permission of the parent. When such trips are being planned, permission slips will be sent home to be signed and returned to school. Forms, other than the school form, will not be accepted. **Any student who fails to submit the proper form signed will not be allowed to participate. Telephone calls will not be accepted in lieu of the proper form being completed.** A parent has the right to refuse to allow the child to participate in the field trip. Any student who does not participate in the field trip must report to school. All trips are supervised by the classroom teacher and other adults. The number of students assigned to each accompanying adult will be determined by the classroom teacher and approved by the school administration. The school is not liable for any accidents which may occur during the class trip. Parents may not take students home early from a class trip.

## **FIRE/EMERGENCY DRILLS**

In compliance with New Jersey State Law, fire and emergency (ex. evacuation, lockdown) drills are held monthly throughout the school year. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with state law requirements.

## **FINANCIAL COMMITMENTS**

A Parental Statement of Agreement for each school year is signed between the Pastor and Parent/Guardian. This statement specifies the conditions governing children's attendance at St. Dominic School.



Tuition cost is used to help defray the cost of educating a student at Saint Dominic School. A tuition and fee notice is sent home in January/February indicating the cost for the next school year. Supplemental fees are derived from each family's participation in the fund raisers and the Food Certificate Program sponsored by the school, the PTA and the Parish. Full cooperation by **each family** is expected in order to maintain the family tuition plan. **Non-participation will result in an additional fee.**

**All financial obligations must be kept current.** A parent who does not pay tuition on time may be informed that her/his child/ren must be transferred at the end of the marking period. School records will be withheld until all financial obligations are met. Refunds will **not** be given for any fees paid at registration. A parent who is having unexpected financial difficulties should inform the Pastor immediately.

| MARCH 2012 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| SUN        | MON | TUE | WED | THU | FRI | SAT |
| 4          | 5   | 6   | 7   | 8   | 9   | 10  |
| 11         | 12  | 13  | 14  | 15  | 16  | 17  |
| 18         | 19  | 20  | 21  | 22  | 23  | 24  |
| 25         | 26  | 27  | 28  | 29  | 30  | 31  |

# April 2012

| MAY 2012 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| SUN      | MON | TUE | WED | THU | FRI | SAT |
| 6        | 7   | 8   | 9   | 10  | 11  | 12  |
| 13       | 14  | 15  | 16  | 17  | 18  | 19  |
| 20       | 21  | 22  | 23  | 24  | 25  | 26  |
| 27       | 28  | 29  | 30  | 31  |     |     |

| SUNDAY  | MONDAY   | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY   | SATURDAY  |
|---|--|---|---|---|--|---|
| <b>1</b> <i>Palm Sunday</i><br>• Palm Sunday  | <b>2</b>   | <b>3</b>  | <b>4</b>  | <b>5</b> <i>Holy Thursday</i> ★<br>• Holy Thursday<br>• Early Dismissal (Pre-K at 12:00 P.M. & K-8 at 12:30 P.M.)<br>• Live Stations of the Cross at 9:30 A.M. & 10:45 A.M.<br>• No Aftercare | <b>6</b> <i>Good Friday</i><br>• Good Friday<br>• School Closed<br>• Live Stations of the Cross (Gr. 5) at 7:00 P.M. | <b>7</b>  |
| <b>8</b> <i>Easter Sunday</i><br>• Happy Easter!<br> | <b>9</b><br>• Easter Vacation<br>• School Closed | <b>10</b><br>• Easter Vacation<br>• School Closed                                     | <b>11</b><br>• Easter Vacation<br>• School Closed | <b>12</b><br>• Easter Vacation<br>• School Closed   | <b>13</b><br>• Easter Vacation<br>• School Closed  | <b>14</b>   |
| <b>15</b>   | <b>16</b><br>• School Reopens                    | <b>17</b><br>• Communication Envelopes  | <b>18</b>   | <b>19</b>   | <b>20</b><br>• Progress Reports  | <b>21</b>   |
| <b>22</b>   | <b>23</b>  | <b>24</b>   | <b>25</b>   | <b>26</b><br>• Writing Roadmap Test for Grades 4 & 7  | <b>27</b><br>• Writing Roadmap Test for Grades 4 & 7   | <b>28</b><br>• First Holy Communion (Gr. 2) at 10:00 A.M. |
| <b>29</b>   | <b>30</b><br>• Communication Envelopes           |  |   |   |  |   |

## **GUIDANCE SERVICES**

Students may be referred to the guidance counselor by the administration, teacher, or parent for academic, behavioral, or social problems. The guidance counselor may see a student for up to three times without parental notification. After the third visit, parents will be notified. If serious concerns exist, parents will be notified whenever the concerns arise.

## **HEALTH/MEDICATION**

A parent will be notified if their child becomes ill or is injured while at school. Emergency numbers for parents and two other people responsible for the child must be on file in the nurse's office and must be kept current.

Students needing medication prescribed by a doctor while at school must have a statement of permission signed by the doctor. A labeled prescription bottle with the student's name and dosage is required and must be left in the nurse's office. No staff member, including the nurse, may issue aspirin or medication to any student at any time if not doctor prescribed. This includes over the counter medication. If a student needs medication and the nurse is not present, a parent will be called to administer it. It is imperative that the school knows where to reach parents at all times.

Please help your child to practice good health habits which we will enforce at school. The main phases of our Health Program are as follows:

1. The test for tuberculosis is given to pupils in accordance with the rulings of New Jersey State Board of Education. This test is to be performed by your family physician. The Mantoux Test is the only screening acceptable.
2. Health appraisal is required for students entering Kindergarten. It is the parent's responsibility to provide for such an exam and return a doctor's certificate to the school.
3. Vision tests are given to students in the following grades: K,2,4,6,8
4. Hearing tests are given to students in following grades: K-3 and 7
5. Scoliosis screening is done on every pupil in grades five and seven. Any pupil shall be exempt from the examination upon written request of a parent or guardian. Parents may be present for the examination.

6. All students are weighed and measured each year.
7. First-aid, if needed, is given by the nurse during the school day. The usual antiseptics used are hydrogen peroxide, spectrocin ointment, and soap. If your child is allergic to these or other adhesive tape of any particular substance, please let the nurse know so that we may avoid unnecessary problems.
8. Parents will be notified if a child becomes ill at school. It is the parent's responsibility to provide transportation home.
9. School insurance is provided for all students in September. This insurance is in addition to your regular health plan. It covers students during school hours and while participating in school-sponsored activities. It is not a primary plan.
10. Medications, both prescription and non-prescription, will be given by the school nurse to students during the school day only if the permission to administer it is given in writing by the doctor and parent or guardian. Medication must be in a labeled prescription bottle with the student's name and required dosage. This permission must be updated yearly.
11. Children are not permitted to carry medications, not even aspirin.
12. Injuries occurring at home will not be treated in the clinic.
13. After an illness, children will be allowed to remain in the building at lunch time, only if they have a written request from home.
14. After any absence, a note from the parents must be presented to the school. This note must state the student's name, the reason for the absence, the dates of the days absent and the signature of the parent or guardian. After a four-day absence, a doctor's note must be presented to the school nurse.
15. If your child contacts a communicable disease, do not send the child to school until your physician gives you permission. Please notify the school immediately. State Law requires a doctor's certificate if a communicable disease is the cause of an absence.

| APRIL 2012 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| SUN        | MON | TUE | WED | THU | FRI | SAT |
| 1          | 2   | 3   | 4   | 5   | 6   | 7   |
| 8          | 9   | 10  | 11  | 12  | 13  | 14  |
| 15         | 16  | 17  | 18  | 19  | 20  | 21  |
| 22         | 23  | 24  | 25  | 26  | 27  | 28  |
| 29         | 30  |     |     |     |     |     |

# May 2012

| JUNE 2012 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| SUN       | MON | TUE | WED | THU | FRI | SAT |
| 3         | 4   | 5   | 6   | 7   | 8   | 9   |
| 10        | 11  | 12  | 13  | 14  | 15  | 16  |
| 17        | 18  | 19  | 20  | 21  | 22  | 23  |
| 24        | 25  | 26  | 27  | 28  | 29  | 30  |

| SUNDAY   | MONDAY   | TUESDAY                             | WEDNESDAY                        | THURSDAY   | FRIDAY   | SATURDAY |
|--|--|-------------------------------------|----------------------------------|--|--|----------|
|  |  | 1                                   | 2                                | 3  | 4 ★  | 5        |
|  |  |                                     |                                  |  | <ul style="list-style-type: none"> <li>• May Crowning Mass at 11:00 A.M. (Gr. 2)</li> <li>• Early Dismissal (Pre-K at 12:00 P.M. &amp; K-8 at 12:30 P.M.)</li> </ul> |          |
| 6  | 7<br>• P.T.A. Board Meeting at 7:00 P.M.                       | 8                                   | 9                                | 10   | 11<br>• Field Day Grades 6-8   | 12       |
| 13<br><i>Mother's Day</i><br>• Happy Mother's Day!<br> | 14   | 15<br>• Communication Envelopes     | 16<br>• Dance, Dance, Revolution | 17<br>• Ascension Thursday Mass at 9:00 A.M. (Religion Service Club)           | 18<br>• Field Day Grades K-2   | 19       |
| 20   | 21   | 22<br>• Spring Concert at 7:00 P.M. | 23                               | 24<br>• P.T.A. New Families for 2012-2013 School Year Coffee Hour at 7:00 P.M. | 25<br>• Field Day Grades 3-5   | 26       |
| 27   | 28<br><i>Memorial Day</i><br>• Memorial Day<br>• School Closed | 29                                  | 30<br>• Communication Envelopes  | 31   |  |          |

## **HOMEWORK**

The school's policy is to assign homework, either written or study, as a carryover of the work that has been covered in class time. This home study provides a reinforcement and enrichment of material already taught.

Parents are asked to schedule a homework period and a special place for your child to study each evening and make certain that the work is completed neatly and legibly. Avoid interruptions by the phone, friends, family members, television, and radio. Parents should not do their child's homework, but parents should supervise home study and train the child to present her/his work to them for approval. Advice and direction are sometimes needed, but the child develops self-confidence and a sense of responsibility when working independently. If definite study has not been assigned for the night, it is advisable for the student to review her/his work in preparation for the next day's classes.

Grades 1, 2 and 3 may have study and written work, given at the discretion of the teacher, for approximately thirty minutes. Grades 4 and 5 may have study and written homework not to exceed one hour. Grades 6, 7, 8 may have study and written homework not to exceed one and a half hours. All classes may have homework daily. Long range projects are also assigned. All work missed through absences, etc. must be made up.

## **INSURANCE**

The school provides School Accident Insurance for all students during school hours and while participating in school-sponsored activities. This insurance is not a primary plan but can be used in conjunction with a Family Health Plan.

## **LIBRARY/MEDIA CENTER**

Our new Library/Media Center contains over 9,100 holdings, which are managed by an electronic card catalog and circulation system. Nonfiction, general fiction, reference, biography, story collection, paperback, easy audio visual and professional categories make up this number. These holdings have been obtained through federal entitlements, donations, the PTA, and the school budget. The Library/Media Center is now also equipped with eighteen computers with internet access for student and staff use, a networked laser printer, a catalog computer station to check book availability and a Smart Board for instructional use, including viewing DVD and/or videos. Supplemental materials are also available for electronic download via United Streaming

The Library/Media Center is available to all students in Kindergarten - 8th Grade. Teachers may bring their entire class into the library, or they may send individual students to do research projects.

Materials that are borrowed should be returned promptly. A fine is charged for overdue books. Destruction or loss of any book necessitates payment of the full amount needed to replace the book.

## **LOST AND FOUND**

Articles which have been found, other than textbooks and library books, should be taken to the office. Library books and textbooks should be taken to the librarian. Lost articles can be claimed by proper identification. It is a good idea to clearly mark items with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. The school is not responsible for any items that are lost or stolen.

## **MUSICAL INSTRUCTION**

Musical instruction is provided in school by school personnel. This program is completely optional and children are responsible for all academic work missed during the music instruction period.

## **PARENTS' RIGHT TO SCHOOL RECORDS**

Parents may have access to review their child/ren's records. This request must be made in writing to the principal and the school will respond to the request within twenty-four hours. In the absence of a court order to the contrary, the school will provide the non-custodial parent with non-official copies of academic records and other school related information regarding the child(ren). If there is a Court Order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the Court Order.

## **PARENT TEACHER ASSOCIATION**

The education of the child involves a cooperative enterprise between home and school. Parents are urged to contribute suggestions and viewpoints concerning the educational needs of their child. The most efficient means to carry out this privilege is to become an active member of the PTA. The objectives of this organization are as follows:

| MAY 2012 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| SUN      | MON | TUE | WED | THU | FRI | SAT |
| 6        | 7   | 1   | 2   | 3   | 4   | 5   |
| 13       | 14  | 8   | 9   | 10  | 11  | 12  |
| 20       | 21  | 15  | 16  | 17  | 18  | 19  |
| 27       | 28  | 22  | 23  | 24  | 25  | 26  |
|          |     | 29  | 30  | 31  |     |     |

# June 2012

| JULY 2012 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| SUN       | MON | TUE | WED | THU | FRI | SAT |
| 1         | 2   | 3   | 4   | 5   | 6   | 7   |
| 8         | 9   | 10  | 11  | 12  | 13  | 14  |
| 15        | 16  | 17  | 18  | 19  | 20  | 21  |
| 22        | 23  | 24  | 25  | 26  | 27  | 28  |
| 29        | 30  | 31  |     |     |     |     |

| SUNDAY   | MONDAY    | TUESDAY   | WEDNESDAY  | THURSDAY   | FRIDAY  | SATURDAY  |
|--|-----------|-----------|--|--|---|-----------|
|  |           |           |  |  | <b>1</b> ★ <b>2</b><br>• Early Dismissal (K-8 at 12:30 P.M.)<br>• First Friday Mass at 11:00 A.M. (Gr. 1) 8 <sup>th</sup> Grade Students in Caps & Gowns            |           |
| <b>3</b>   | <b>4</b>  | <b>5</b>  | <b>6</b><br>• Last Day for Pre-K<br>• Kindergarten Promotion at 11:00 A.M. (Last Day for Kindergarten) | <b>7</b>   | <b>8</b><br>• 8 <sup>th</sup> Grade Graduation at 7:00 P.M.<br>                  | <b>9</b>  |
| <b>10</b>  | <b>11</b> | <b>12</b> | <b>13</b>  | <b>14</b><br>• Last Day of After Care  | <b>15</b> ★ <b>16</b><br>• Report Cards<br>• End of School Mass at 11:00 A.M. (Gr. 7)<br>• Early Dismissal at 12:30 P.M.<br>• Last Day of School<br>• No After Care |           |
| <b>17</b> <i>Father's Day</i><br>• Happy Father's Day! | <b>18</b> | <b>19</b> | <b>20</b>  | <b>21</b><br> | <b>22</b>   | <b>23</b> |
| <b>24</b>  | <b>25</b> | <b>26</b> | <b>27</b>  | <b>28</b>  | <b>29</b>   | <b>30</b> |

1. To help parents and teachers develop a mutual understanding and appreciation of the ideals of Catholic education; namely, message, community, service and worship.
2. To provide programs, opportunities, and funds which:
  - a. Assist the children to develop a personal and community life-style grounded on Catholic teaching and Gospel Values.
  - b. Foster the religious, intellectual, physical, cultural and social development of each child.
  - c. Enhance the ability of parents to participate actively and effectively in their child's education.

The goal of the PTA is to respect and foster the established policies and practices as set forth by the Bishop, the Office of Catholic Education, the Pastor and the Principal. The PTA belongs to the Regional and Diocesan PTA. Membership shall be open to all parents and guardians of students, the administration and the faculty.

### **PHONES**

Use of the office telephone by students is limited to emergency calls only. Calls for permission to go to a friend's home, or to bring in forgotten items from home, will not be permitted. Children should be prepared for school on a daily basis. Personal cell phones are discouraged. However, if parents deem it necessary for their child to carry a cell phone to school, it must be turned off and remain in the child's book bag during school hours or while riding the bus. If a student violates this policy, his/her cell phone will be confiscated for a designated period of time. Due to privacy issues, absolutely no camera cell phones are permitted in school at anytime. The school administration reserves the right to search cell phones.

### **SEARCHES**

The school reserves the right to search all school property such as desks and cubbies, and anything that is brought on school property.

### **PICTURES**

School pictures are taken yearly. The dates when pictures will be taken will be announced at the beginning of the school year. The purchase of these pictures is optional.

The school reserves the right to use student pictures in publications such as school and local newspapers and the school website. Any parent who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

### **RELIGIOUS EXERCISES**

The development of each child's faith life is fostered through times of prayer, participation in religious celebrations, liturgy, services and the study of the

scriptures, thereby providing a Christian foundation and climate of faith to mature. Children are encouraged to develop a daily prayer life, to receive the Sacraments on an on-going basis, and to perform acts of Christian service. Non-Catholic students are expected to participate in all religious activities except the Sacramental Life of the Catholic Church.

Children in Grade 2 will be prepared to receive the Sacraments of Penance and Eucharist. Students in Grade 8 will be prepared to receive the Sacrament of Confirmation.

### **REPORTS CARDS AND PROGRESS REPORTS**

Reports cards are issued three times during the school year so that parents are informed of the status of their child with regard to academic subjects and personal traits. Discussion of pupil progress and grades is provided by Parent-Teacher Conferences or by special appointment with the teacher. A schedule for these meetings is issued in the beginning of the school year.

Progress reports are issued between the marking period to keep parents informed of the child's progress. Cooperation between the school and home is absolutely essential for a child's successful academic achievement.

**MARKING CODE** - Students will receive a grade that reflects a variety of assessments such as classroom testing, class participation, performance assessments, portfolios and homework. Conduct does not enter into the grading process for major academic areas. However, poor conduct may lead to poor grades because of an inability to be fully involved in the teaching/learning process.

The marking code for Kindergarten students for major disciplines consists of a set of developmentally-appropriate performance indicators.

The marking code for first and second grade students consists of a set of performance indicators specific to these grade levels as follows:

- O – Progress is Outstanding    S – Progress is Satisfactory
- G – Progress is Good            N – Progress is Needed

The marking code for third through fifth grade students consists of a letter grade associated with a numerical range as follows:

- A (93%-100%) Outstanding
- B (85%-92%) Good
- C (76%-84%) Satisfactory
- D (70%-75%) Needs Improvement
- F (<69%) Not Meeting Curriculum Expectations

Sixth through eighth grade students will receive a numerical grade for each major discipline. Grades that are less than or equal to 69% are considered failing grades and do not meet curriculum expectations.

| JUNE 2012 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| SUN       | MON | TUE | WED | THU | FRI | SAT |
|           |     |     |     |     | 1   | 2   |
| 3         | 4   | 5   | 6   | 7   | 8   | 9   |
| 10        | 11  | 12  | 13  | 14  | 15  | 16  |
| 17        | 18  | 19  | 20  | 21  | 22  | 23  |
| 24        | 25  | 26  | 27  | 28  | 29  | 30  |

# July 2012

| AUGUST 2012 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| SUN         | MON | TUE | WED | THU | FRI | SAT |
|             |     | 1   | 2   | 3   | 4   |     |
| 5           | 6   | 7   | 8   | 9   | 10  | 11  |
| 12          | 13  | 14  | 15  | 16  | 17  | 18  |
| 19          | 20  | 21  | 22  | 23  | 24  | 25  |
| 26          | 27  | 28  | 29  | 30  | 31  |     |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY                    | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|------------------------------|----------|--------|----------|
| 1      | 2      | 3       | 4<br><i>Independence Day</i> | 5        | 6      | 7        |
| 8      | 9      | 10      | 11                           | 12       | 13     | 14       |
| 15     | 16     | 17      | 18                           | 19       | 20     | 21       |
| 22     | 23     | 24      | 25                           | 26       | 27     | 28       |
| 29     | 30     | 31      |                              |          |        |          |

## **ROLE OF PARENTS**

To assist the school in maintaining quality education, there must be effective communication between parents, students, teachers, and the administration. To help young people develop the self-control necessary to succeed to the best of their ability, adults are obligated to teach and give good example, in order to develop in their children good habits of behavior as well as proper attitudes toward school.

To help children in school, all parents should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach and explain to children respect for law, for authority, for the rights of others, and for private and public property.
3. Talk with children about school programs, activities, and share an interest in pupil progress. Praise improvement demonstrated by the child on progress reports.
4. Insist on prompt and regular school attendance and comply with attendance rules and procedures.
5. Be responsible for periodic health examinations.
6. Make every effort to attend individual and group parent-teacher conferences.
7. Arrange for a time and place for students to complete homework assignments.
8. Work with the school in a cooperative effort to carry out recommendations made in the best interest of the child.
9. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action.
10. Explain and review periodically the Catholic-Christian behavior with the child.
11. Parents, who are Catholic, must be practicing Catholics; accept responsibility for their child/ren's Sunday Mass attendance; and live the Catholic values in the home.

## **SCHOOL HOURS**

Kindergarten – Grade 8 are guided by the following times:

- 8:20 AM First Bell
- 8:30 AM Late Bell, Prayers and Announcements
- 8:35 AM Classes Begin
- 2:40 PM Prayers and Announcements
- 2:45 PM Dismissal for Car Students
- 2:50 PM Dismissal for Bus Students

The school will not accept responsibility for students before 8:20 A.M. Students may enter the building as they disembark from the bus. Students must leave the building by 2:50 P.M. When waiting for activities (athletics, social, etc.), the students must be supervised by an authorized adult. Any student not picked up on time after dismissal will be placed in the After School Program where charges for that service will be incurred. Students may not be in the building at any other time unless they are supervised by an authorized adult. Periodically, students will be dismissed at 12:30 P.M. for staff development. Exact dates will be printed on the yearly calendar.

## **SCHOOL NEWS**

Communication Envelopes containing school information will be sent home approximately on the 15th and 30th of each month. The information will be sent through the YOUNGEST and/or ONLY child in the family. A monthly school newsletter with important information, events, and calendar reminders will be sent home prior to or at the beginning of each month. Parents are asked to read the newsletter and all information that is sent home. Periodically, parents will be notified of upcoming events via the Honeywell Instant Alert System. Parents must keep their profile at <https://instantalert.honeywell.com> current in order to receive all information.

## **SCHOOL YEARBOOK**

Students' school pictures are displayed in a school yearbook. Yearbooks are available for purchase for all students in pre-school through eighth grade. Parents may reserve a school yearbook by completing a designated form in the beginning of the school year.

| JULY 2012 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| SUN       | MON | TUE | WED | THU | FRI | SAT |
| 1         | 2   | 3   | 4   | 5   | 6   | 7   |
| 8         | 9   | 10  | 11  | 12  | 13  | 14  |
| 15        | 16  | 17  | 18  | 19  | 20  | 21  |
| 22        | 23  | 24  | 25  | 26  | 27  | 28  |
| 29        | 30  | 31  |     |     |     |     |

# August 2012

| SEPTEMBER 2012 |     |     |     |     |     |     |
|----------------|-----|-----|-----|-----|-----|-----|
| SUN            | MON | TUE | WED | THU | FRI | SAT |
| 2              | 3   | 4   | 5   | 6   | 7   | 8   |
| 9              | 10  | 11  | 12  | 13  | 14  | 15  |
| 16             | 17  | 18  | 19  | 20  | 21  | 22  |
| 23             | 24  | 25  | 26  | 27  | 28  | 29  |
| 30             |     |     |     |     |     |     |

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         | 1         | 2        | 3      | 4        |
| 5      | 6      | 7       | 8         | 9        | 10     | 11       |
| 12     | 13     | 14      | 15        | 16       | 17     | 18       |
| 19     | 20     | 21      | 22        | 23       | 24     | 25       |
| 26     | 27     | 28      | 29        | 30       | 31     |          |

## **STANDARDIZED TESTING**

The Terra Nova test is conducted annually in Grades 2 through 8. This testing takes place in the spring of the school year and is designed primarily for following a student's growth from year to year within each subject area. Outside appointments should not be scheduled during the week of testing. This testing is valuable because the scoring is scaled to provide useful information for the teachers in evaluating and continuing the improvement of the student's educational progress. Cognitive tests are administered to the students two times during their eight years of elementary school in Grades 4 and 7. Skill Profile Sheets are distributed upon the return of the achievement tests to the parents.

## **STUDENT ACTIVITIES/PROGRAMS**

Saint Dominic School provides its students with a range of activities for their personal, spiritual, and academic enrichment. Students are encouraged to pursue their creative talents in activities that foster a well-rounded individual. The following programs are offered to the students of Saint Dominic School to provide optimal development for each student and the opportunity to express him/herself.

|                                 |                        |
|---------------------------------|------------------------|
| Altar Servers                   | National Geography Bee |
| Assemblies                      | National Spelling Bee  |
| Art Contests                    | News Studio            |
| Band/Flag                       | Religion Service Club  |
| Before/After School Care        | Scholastic Olympics    |
| Bell Choir                      | Show Choir             |
| Ceramics                        | Spelling Bee           |
| DARE                            | Sports League          |
| Drama Club                      | Student Council        |
| Geography Bee                   | Talent Show            |
| John Hopkins Talent Search      | Technology Club        |
| Marine Police Boat/Water Safety | Yearbook               |
| Math Contests                   | Young Scientist Club   |

## **TECHNOLOGY**

Saint Dominic School strives to be a leader in the use of technology to enhance the learning process. All students in Kindergarten through Grade 8 are instructed in a curriculum aligned to national technology literacy standards in a fully-equipped Computer Lab with thirty-four

networked workstations, two color printers, and a scanner. Additional computers and peripherals are available in each classroom and in the Library/Media Center. School-wide access to the Internet is provided through a broadband connection with content-filtering software. Also, a wireless data network is available throughout the school. Students have access to a mobile computer lab with laptop computers and a laser printer, which is contained in a moveable cart and can be quickly setup in the classroom to support the current lesson. Most classrooms have interactive whiteboards which, when combined with a computer and data projector, facilitate presentations to the entire class. These "SMART Boards" are touch-sensitive and allow handwriting in electronic ink as well as the display of digital data. In addition, a variety of digital devices are available to each class, including a hand-held interactive response system, iPods, and digital cameras and camcorders. An in-house television studio gives students the ability to produce daily newscasts that are then broadcast to every classroom via a closed-circuit TV system. Saint Dominic School also has use of a high-end videoconferencing system for interactive presentations and virtual field trips. An *Acceptable Use Policy* is sent home for student and parent signature in September of each school year. Students who do not comply with usage rules may forfeit their computer privileges and/or be subject to disciplinary action.

## **VISITORS**

All visitors, including parent volunteers to the school, except at the times of public functions, must sign in/out at the school office before going through the school and receive a badge. Parents are to schedule conferences in advance at times convenient for both teachers and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Students are not permitted to have visitors during the school day.

## **SCHOOL/PRINCIPAL RIGHT TO AMEND**

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.