

St. Dominic Catholic School



School Handbook



St. Dominic School Handbook

Absences	Indoor Recess
Access To Building	Internet Use
Agenda Book	Lost And Found
Attendance	Lunch Policy
Bicycles	Medication to Students
Birthdays	Newsletter
Bullying	Photography
Care of School Property	Parent Volunteers
Cell Phone Use	Parking (Pickup and Drop-off)
Communication - Parental	Playground
Concerns	
Counselling	Custody Agreements and
	Other Court Documents
Discipline	School Advisory Council
Dress Code	School Calendar
Early Departure	School Celebrations
Edmonton Catholic Schools	School Phone
Emergency Procedures	
Extra-curricular	Student Records
Field Trips	Valuables
Footwear	Visitors to the School
Health Services	Weather and Dress
Homework	

Absences	Parents are asked to please contact the school office if your child will be absent from school. In the event that the school is not notified, student contact information that is on file will be used to contact the home. It is extremely important that the school is notified of changes to this contact information (i.e. emergency contacts, work contacts, home contacts).	Return To Top
Access To Building and Security	The front door is open at 8:25 a.m. Outdoor supervision begins at 8:10 a.m. Please do not you're your child to school prior to this time as there will not be school supervision present. We are asking parents to not enter beyond the front doorway without signing in with our secretary. Permission and a subsequent visitors tags for parents and other visitors must be approved by the office first.	Return To Top

Agenda Book

It takes the cooperation of everyone to successfully use the agenda book. The following are some responsibilities of individuals involved with the day-to-day use of the agenda book.

[Return
To Top](#)

Student Responsibilities:

- Makes sure that assignments are written in agenda book.
- Take agenda book home.
- Complete assigned work by due date.
- Ask teacher for clarification if an assignment is not understood.
- Review school handbook with your parents.
- Record the Home Reading/Homework assignments for each day.
- Indicate any key announcements that need to be communicated home for any given day.

Parent Responsibilities:

- Review agenda book with your child.
- Check agenda book regularly for assignments, test quiz dates and notes.
- Sign agenda book.
- Communicate relevant information to teacher
- Initial agenda book each night after students have completed assigned work. Assist child when necessary.

Teacher Responsibilities:

- Ensure that assignments and test dates are clearly written on the board.
- Review agenda book with students.
- Check books for parent signatures.
- Give students time to enter assignments.
- Arrange for periodic reinforcement of appropriate agenda book use.
- Communicate relevant information to parents.

Attendance

Student attendance is taken in the morning and afternoon. Students attending school is a legal requirement of all students. To ensure accurate tracking of all students, an individual who arrives after the bell at registration must obtain a late stamp from the office. Parents are asked to call the office if a child will be late or absent.

[Return
To Top](#)

Bicycles

Bicycles are to be locked in the racks that are provided in the playground and they shall be left alone until dismissal. Bicycles are left at the school at the student's own risk. The school does not take responsibility for theft or damage. By law and in consideration for their own safety, students must wear bicycle helmets.

[Return To Top](#)

Birthdays

Birthdays are a special event in a child's life. In recognition of this fact, St. Dominic School announces birthdays during our regular morning announcements and students also receive a Birthday Treat (i.e. pencil, sticker). Birthdays that fall on weekends and holidays are also recognized either immediately before OR after the holiday.

[Return To Top](#)

Bullying

****Please See Student Code of Conduct Policy On This Website for more specific information related to Bullying (Click [HERE](#)) or contact the school.*

[Return To Top](#)

Care of School Property

Students registered at St. Dominic Catholic School must return all school owned, borrowed materials in a satisfactory condition. Additionally, students while utilizing school facilities and amenities (i.e. gymnasium, physical education equipment, science equipment, computers, school furniture, technology, washroom facilities) must do so in a respectful manner.

[Return To Top](#)

Loss or damage of school material or property, through student negligence or improper conduct, is the responsibility of the student. Failure to observe this responsibility could result in the student being assessed the cost of repair or replacement.

Cell Phone Use

We are asking that students NOT bring cell phones to school.

- If parents would like their child to bring a cell phone for purposes of emergency communication to and from school, this choice is at the family's own risk. The school is not responsible for lost or stolen cell phones.
- If parents choose to send their child with a cell phone, this phone must remain off and in their child's backpack all day (i.e. it cannot be taken outside at lunch or recess).
- Students cannot bring cell phones on field trips.
- Students while on school property before and after school, should not be taking photos.

Communication - Parental Concerns

Parental Concerns

The Edmonton Catholic School District and St. Dominic Catholic School are committed to working cooperatively with our parent community.

We recognize at times there may be differences in understanding, interpretation and opinion. The district has a protocol for addressing classroom and school concerns. All parties in a conflict situation must recognize and respect this protocol, and more specifically the principle of "**first contact.**" This means that the person who has the concern, has a responsibility to begin addressing the concern directly with those persons with whom they have the concern **before** taking their concern elsewhere.

On the basis of the principle of "**first contact**" parents must address concerns directly to teachers before raising these concerns with the school administration or Catholic Education Services staff, when their concerns are about their child's teacher, program, and/or program support.

[Return
To Top](#)

**Communication
- Parental
Concerns
(Cont'd)**

Likewise, if a parent has a concern about the school administration, the parent is expected to deal with that concern with the school administration first, before raising these concerns with the Superintendent of Schools.

If, in the view of the complainant, the ruling of the school principal is unacceptable, the complainant may address his/her concern(s) to the Superintendent of Schools (School Operations).

Counselling

Although St. Dominic School does not have a school-based counsellor, to supplement assistance that may be provided by staff, referrals to outside agencies may be made. We also have access to counselling services in crisis situations. Please contact the school if assistance is required. We would be happy to provide direction.

[Return
To Top](#)

Curriculum

Students in pre-Kindergarten (100 Voices) through Grade 12 follow the approved *Program of Studies* as outlined by Alberta Education. In September, you are invited to attend "Meet the Teacher Night" where each teacher reviews the curriculum areas and goals to be achieved during the school year. Alberta Education publishes a [curriculum handbooks](#).

[Return
To Top](#)

Discipline

The St. Dominic Catholic School Community recognizes the need for a learning environment that is well-organized and safe. It is everyone's responsibility to provide a non-threatening Christian environment within which all students and staff are able to work to their full potential. It is important that all individuals respect the dignity and self-worth of other members in our school community.

[Return
To Top](#)

Process for Dealing with Unacceptable Behaviour

If problem behaviour occurs, the school will follow a simple step procedure.

Minor offences are best dealt with by the teacher/supervisor at the scene.

The supervisor helps the student to identify the behaviour and notifies the classroom teacher. The teacher and student discuss ways to avoid the behaviour in the future.

If the negative behaviour continues, parents may be asked to become involved in helping the teacher to resolve the situation.

In the case of major offenses, or when repeated attempts by a student, parent, and teacher to resolve the situation have not been successful, the administration will be asked to provide assistance. Major offences are those behaviours which endanger the safety or well-being of self or others, or which cause persistent disruption of the teaching/learning process.

School administration may determine that serious consequences are required. These might include meeting with parents before a student may return to the regular classroom and/or in-school or out-of-school suspension.

****Please See Student Code of Conduct Policy On This Website for more information (Click [HERE](#)) or contact the school.*

**Dress Code/
Footwear**

[Return
To Top](#)

In dressing for school, please assist your child in making clothing choices that are appropriate for a Catholic elementary school learning environment. For St. Dominic School students, school is their 'work place' and we encourage students to dress accordingly. Grooming and clothing choices should be made in good taste and err on the side of modesty. This means that tube tops, halter tops, spaghetti strap tops, tank tops, belly shirts, muscle shirts, short skirts, short shorts, bandanas and tops with inappropriate slogans are not allowed. Underwear/undergarments should not be visible.

Sleeveless tops should cover two finger widths at the shoulder. Shorts/skirts/dresses must reach a students' knuckles when their arms are relaxed at their sides.

Due to the exploratory/movement component that is necessarily part of a child's Early Learning experience (100 Voices and Kindergarten) leggings may be worn. For Grades 1 – 6, leggings may also be worn provided that a shirt/top of an appropriate length is also worn. This shirt/top should be long enough to reach a student's knuckles when their arms are relaxed at their sides.

If students are wearing a dress or skirt, they need to wear shorts underneath, so they may still participate comfortably in Physical Education activities.

Students are asked not to wear hats, caps, hoodies, or sunglasses on their head within the school.

Notwithstanding the above guidelines, the administration reserves sole discretion on what constitutes appropriate dress or grooming in any given case. Students who do not come to school appropriately dressed may be sent home to change or be given an alternative outfit.

Students are to remove outside footwear upon entry to the school (in both winter and summer). **A clean pair of running shoes (non-marking) must be worn inside the school for safety reasons and are required for students to participate in Physical Education classes.**

Early Departure	Parents are asked to notify the office if they are leaving the school early during regular school hours. If a student returns to school or comes back during the day they must once again check in at the office. A late slip will then be issued to the student. This is for safety and security reasons.	Return To Top
Edmonton Catholic Schools	Edmonton Catholic Schools provides quality education surrounded by the love and faith of Jesus Christ. Courses in all District schools are taught using the Gospel values of dignity and respect to ensure the best possible learning environment for each child. Catholic education is complete education addressing the needs of the whole child - spiritual, academic, physical, emotional and social. Visit our website.	Return To Top
Emergency Procedures	A district mandated <i>On-site Crisis Management Plan</i> exists within the school. Fire Drill, On Alert and Lock Down practice occurs regularly. Additionally, in the event that an evacuation of the school building is warranted, students and staff would be relocated to the JJ Bowlen School, right across the playground from St. Dominic School.	Return To Top
Extra-curricular	Students have an opportunity to participate in a variety of extracurricular activities at St. Dominic Catholic School. Please monitor the school newsletter, student agenda book and notes home for further details.	Return To Top
Field Trips/Signatures	Field trips, tours and out-of-town excursions are school-planned enrichment activities that complement the curriculum. Students are expected to participate. Each teacher is responsible for the organization of field trips taken by the class. Parents will be informed in advance of the field trip as to the nature of the trip and costs involved. An <i>Edmonton Catholic Schools</i> consent form must be signed and completed for each child. Field Trip Forms (and all school signatures for that matter) may only be signed by a parent or legal guardian.	Return To Top
Footwear	Student footwear should be clearly labelled in order to facilitate a prompt return in the event of loss. For	Return To Top

cleanliness and safety reasons, each student is asked to have outdoor and indoor footwear. We would ask that students wear inside footwear of the 'non-scuff' variety. All footwear must be appropriate and safe.

Health Services

Alberta Health Services works with schools and community agencies to provide a range of coordinated health and support services for school aged children and their families. Our common goal is to build on the health and education potential of students by providing nursing, rehabilitation, speech and language and dental services in schools. If you have any concerns about your child's health, please talk to your local Public Health Centre.

[Return
To Top](#)

Homework

Homework is an extension of the student's daily activities. The amount of time each student will spend doing homework may vary according to grade, ability and study habits. Many studies conclude that regularly assigned homework leads to immediate higher academic achievement, as well as to improved study skills and attitudes. Students are advised to have a "homework buddy" that may forward any classroom material and assignments that are missed in the event of an absence. It is strongly recommended that parents engage in their child's Home Reading Program.

[Return
To Top](#)

Homework should serve to help a student to:

- complete assignments that the child has been unable to finish at school.
- carry-out "Catch-up" work that may be assigned by the teacher if the child has been absent from school.
- overcome academic difficulties through the assignment of supplemental work.
- encourage motivation in areas of personal interest.
- promote self-reliance and good study habits.
- share his or her progress with parents.
- develop and learn concepts taught

There are many ways parents can help with homework including:

- Providing a quiet, consistent place in which a child may do homework.
- Helping the student organize his or her time for assignments
- Being the “audience” for reading practice and spelling and math drills.
- Checking and signing the student’s agenda book.

Indoor Recess Students are encouraged to have games or other activities ready in the event that an indoor recess is required. Lunch monitors assist in the classrooms and staff members supervise designated indoor areas. [Return To Top](#)

Internet Use To ensure appropriate use of the Internet, all St. Dominic Catholic School staff and students must sign the Edmonton Catholic Schools *Acceptable Use Policy* document prior to accessing the Internet. [Return To Top](#)

Legal Custody Agreements and Other Court Documents Please ensure that any court documents that a court has deemed necessary to share with St. Dominic School administration are made available to the school AND are kept up-to-date.

Lost and Found Please appropriately label all items of clothing (jackets, shoes, boots, etc.) with your child’s name. This will facilitate the prompt return of misplaced items. A lost and found box is located near the gym. Unidentified items will be placed in this box. We encourage students and parents to check this box frequently. Smaller items such as keys are normally kept in the office. [Return To Top](#)

Lunch Policy All students are welcome to enjoy the privilege of eating lunch at school. Appropriate student behaviour is expected at all times. Students are expected to follow the rules of the lunch supervisors and monitors. Students who stay for lunch are NOT to leave the school property unless a parent or guardian personally meets their child at the school. [Return To Top](#)

Medication to Students

On occasion we have been asked by parents to ensure their child receives prescribed medication. Please be aware that in order for school staff to do so, parents must complete a "Request For Administration of Medication At School" form and have it signed by their family doctor. The school will administer the medication according to the Doctor's prescription, provide safe, limited access storage, and shall keep a record of each student receiving medication. Please assist us in ensuring that prescribed pills, liquids and inhalers are not casually left in student frequented areas AND please ensure that prescriptions are filled and up-to-date.

[Return To Top](#)

Medical Alert:

If your child has a condition that would require special medication, please complete the "Medical Alert" form as accurately as possible. Complete and return it to the school as indicated each year. It is important that you keep us informed of any changes in your child's medical status.

Allergies:

If your child suffers from serious allergies, please notify office personnel so that appropriate preventative measures may be taken.

Newsletter (Weekly)

An electronic weekly newsletter is sent home each week via Synervoice/Swift. This newsletter contains important information regarding school activities and community events. It is one of our prime instruments for keeping parents informed about school activities. Please watch for the newsletter and keep it as a handy reference.

[Return To Top](#)

Photography

Due to our District FOIP (Freedom of Information and Privacy) Policy, students are asked NOT to take photos of other students OR in the school itself unless permission is first granted.

[Return To Top](#)

If parents are volunteering on fieldtrips, or are in the school in any capacity, they are asked not to take photographs of students.

**Parent
Volunteers**

We are most grateful for the assistance, time and talents that parents, and other interested persons in the community, are willing to share with our school. Volunteers can assist the school in a number of areas. Volunteer Permission Forms must be filled out before volunteering may take place. Please contact the school for more details.

[Return
To Top](#)

**Parking (Pickup
and Drop-off)**

For the safety of all St. Dominic Catholic School, we would ask that parents refrain from picking up and dropping off students from the school parking lot.

[Return
To Top](#)

There is a pickup/drop-off area in front of the school.

Playground

Students are expected to:

[Return
To Top](#)

- Adhere to a 'Hands and Feet to Yourself' policy whereby students must not lay hands on a fellow student. This means no tackle or touch football, contact soccer, etc.
- Use school equipment appropriately and safely.
- Play safe games that will not harm or potentially endanger themselves or others
- Gather and play in designated playground areas.
- Stay on school property
- Show consideration for others
- Attempt to solve playground problems peacefully, using respectful strategies, involving staff when appropriate

School Advisory Council	The St. Dominic Catholic School “School Advisory Council” (SAC) is a collective association of parents, school administrators and staff who seek to work together, through the exchange of ideas, to promote the well-being and effectiveness of the entire school community. The SAC is a means to facilitate cooperation among all parties within the school community. SAC meetings are held once a month. Please contact the school for more details.	Return To Top
School Calendar	An up-to-date school calendar can be found on our school website.	Return To Top
School Celebrations	A number of religious and other celebrations are held during the year. Celebrations may be school-wide or within individual classrooms. Please check our website calendar for dates and times. Attendance by parents is always welcome!	Return To Top
School Phone	Students require permission from their homeroom teacher to use the phone. This use is for emergency or illness purposes (not for school or social activities). After-school activities must be arranged outside of school.	Return To Top
Student Records	Student records of attendance, achievement, program special services, promotion and vital statistics are kept by the school. These records are maintained in strictest confidence to respect the “worth and dignity” of each student. Parents/guardians have a right to be informed as to the content of the educational record and to receive an interpretation, when necessary, of such records by qualified school staff. You may obtain access to your child’s record through an administrator. All procedures are in keeping with the Freedom of Information and Protection of Privacy Act.	Return To Top
Valuables	Children should refrain from bringing money and expensive personal items to school. If money is brought for necessary reasons (i.e. fieldtrip or bus pass) students should never leave money and valuables on or in their desks, in their coat pockets, in boot rooms or back packs. To avoid loss or theft	Return To Top

of this money, these funds should be placed in an envelope and immediately given to the teacher who will forward this money to the office.

Students should not bring articles such as electronic devices, iPhones/iPads, MP3 players, games (i.e. Gameboys), cell phones and similar items.

We strongly suggest that articles and items with personal meaning be kept at home. The school cannot be held responsible for damage or loss.

Visitors to the School

All visitors are required to report to the school office. Visitors, which include parents, are not to see staff during class time. Normally, visitors should wait until a teacher is free. Access to teachers by parents is for the purpose of discussing the impact of learning on a child's program, progress and behaviour.

[Return To Top](#)

Visitors must sign in at the office and obtain a Visitors tag from the school secretary. Visitors are asked to sign out when they leave.

Weather and Dress

If the weather is inclement students will be kept indoors during recess and noon hour. This policy will be followed when:

[Return To Top](#)

- a) The temperature is -20 C or colder
- b) There are periods of continuous rainfall
- c) Playground conditions are hazardous (i.e. wet, slippery)

Students are encouraged to have games or other activities ready for indoor recess. Lunch monitors assist in the classrooms and staff members supervise designated indoor areas.