

St. Dominic Catholic School



Parent-Student Handbook

2026 – 2027

*Inspiring Minds, Developing Character,
and Seeking Christ.*

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Act with **K**indness

Love God and your **N**eighbor

Include and respect others

Put **G**od first in your life

Help those in need

Take responsibility

Seek Christ, know Christ,
become Christ – each one for the
sake of all

Graduating class of 2012-2013

Parent/Guardian rights and responsibilities

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

Since the education of a child is a partnership, should that partnership be irretrievably broken, the school reserves the right to require parents to terminate enrollment of the student due to parent behavior.

Admission

St. Dominic Catholic School respects the dignity of the child. Neither race, nationality, or other forms of discrimination shall prevent a child from being accepted in the Catholic school or religious education program.

The following priorities will be used to determine admission to full classes at St. Dominic Catholic School.

1. Children who are presently enrolled as of the present school year. This priority will be forfeited if the children leave the school.
2. Children of families with siblings currently enrolled in St. Dominic Catholic School who are active, registered parish members.
3. Children whose parents/ guardians are active registered St. Dominic Parish members. Enrollment priority for this group will be based on the following order:
 - a. Those on the present year's waiting list and who have requested consideration for the coming year.
 - b. St. Dominic Catholic School Registration Form receipt date
 - c. St. Dominic Parish enrollment date
4. Children of St. Dominic teachers and other parish staff members
5. Children whose parents/ guardians are not registered St. Dominic Parish members in the following priority order
 - a. Families who were on the present year's waiting list and request consideration for the coming year
 - b. Families of other Catholic parishes
 - c. Families of other religious affiliation

All new students transferring from another school need to present their most recent report card and test scores as evidence of their achievement level. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled. All transferring and new students will be on probation for the first year that they attend St. Dominic Catholic School.

6164.3: Children with Exceptional Educational Needs

Catholic schools/parishes in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs. Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodation the school will provide to a student with special learning needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodation.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process for the identification and intervention of their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodation should be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will consider the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodation.

All new students transferring from another school need to present their most recent report card and test scores as evidence of their achievement level. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled. All transferring and new students will be on probation for the first year that they attend St. Dominic Catholic School.

Home School Student Admission

Students entering St. Dominic Catholic School from a home-school program shall be placed in a grade level following an academic assessment determined by the principal. The final decision of grade placement is made by the principal.

Grade Level/Program	Maximum Enrollment
K3 (total program)	40 students
K3 (2-day, 3-day, 5 day)	15 students
K4 AM session	20 students
K4 PM session	20 students
Discovery Room (full-day K3)	20 students
Kindergarten (5-year-old)	24 students
Grade 1	26 students
Grades 2-8	28 students

In rare circumstances, these may change. Final discretion lies with the principal.

Admission Age

A 3 year kindergarten child has to be 3 years old on or before September 1. A 4 year kindergarten child has to be 4 years old on or before September 1. A 5 year kindergarten child has to be 5 years old on or before September 1. A first grade child has to be 6 years old on or before September 1.

Non-Catholic Admission Policy

Non-Catholic students attending St. Dominic Catholic School will be expected to participate in all religion classes, prayer and liturgical celebrations. Non-Catholic students will be encouraged to share their particular religious beliefs in order to expand appreciation and understanding of

other faith denominations. Open hostility toward, or defiance of, Church teaching indicates that a student is not a proper fit for the school.

Non-Catholic students at St. Dominic's will not receive the Sacraments of Eucharist or Reconciliation because such reception represents a faith commitment to the specific faith tradition of the church in which the liturgy is celebrated.

Anti-Bias Practices

The staff of St. Dominic Catholic School shall respond appropriately when instances of discriminatory or exclusive language or behavior is detected or reported. Parents and students are encouraged to share any instances of discriminatory or exclusive language with the principal.

Transferring to Another School/ Moving

Parents/ guardians should notify the school office in writing and in advance of their plans to take children out of school. The school which the student is entering will provide parents/ guardians with a release form to transfer the child's transcript.

Tuition Contract and Fees

Please see tuition information on the school website under family, resources, tuition contract. (stdominic.net/school)

Tuition and Fee Collection Procedure

Payments shall be made in accordance with the guidelines published by the school and stated on the Tuition Contract.

Families with open balances at the end of the school year will not be allowed to enroll and return to St. Dominic Catholic School for the following term, unless the balance is paid. Families who leave St. Dominic Catholic School during the school year shall have any paid but unused portion of their tuition refunded on a prorated basis.

Tuition Assistance Application

If a family cannot maintain its tuition obligations, they should communicate with the principal or pastor. Families are encouraged to complete and submit a Tuition Assistance application form to either the pastor or to the principal when they know they may require financial assistance to provide a Catholic education for their child(ren). Only the pastor, principal, and director of finance will have access to the names and financial information supplied by those families applying for Tuition Assistance. Individual arrangements should be made with the principal and pastor for unusual circumstances (seasonal worker, illness, etc.) Review of these arrangements are made on an annual basis. St. Dominic assists with all requests when they are made aware of need. The Tuition Assistance Application is available on the school website under "Resources."

Tuition Refund Policy

Tuition refund policy allows for partial tuition refunds - based on the Trimester.

Withdrawal during the first trimester will result in a refund/adjustment of 2/3rds of tuition, with no refund of fees.

Withdrawal during the second trimester will result in a refund/adjustment of 1/3rd of tuition, with no refund of fees.

Withdrawal during the third trimester results in no refund or adjustment of tuition.

Note - if a family has set up a payment plan, timing of withdrawal and payments made to date may result in a balance still owed to St. Dominic.

Teacher Requests

Throughout the school year, teachers become keenly aware of the academic, social and behavioral needs of each of the children in their classrooms. This information is used to discuss the best placements for the students into the next grade. Factors such as class size, amount of boys and girls, academic performance, and student personalities are all discussed to determine the “best fit” in regard to student classroom placement. Due to the time and care spent during the school year with each individual student, current year teachers are best able to make the judgment as to the best placement for each child. Parent requests are not allowed.

School Advisory Commission

<https://stdominic.net/school/support/school-advisory-commission/>

The purpose of the St. Dominic School Advisory Commission is to assist in the development and definition of policies which govern the operation of St. Dominic Catholic School, promote the implementation of said policies under the direction of the Pastoral Council, and advise and provide counsel in the operation of the school. The School Advisory Committee works collaboratively with the Home & School Association, Athletic Association and Parish Marketing Committee. The recommendations of the School Advisory Commission shall be subject to the approval of the Pastoral Council and the Pastor of St. Dominic Parish as provided by the policy and rules of the Milwaukee Archdiocesan Office of Schools.

Meetings are open to the St. Dominic Parish and Catholic School community to observe. Any party interested in addressing the commission shall contact the commission chairperson no less than three business days prior to the start of the regularly scheduled meeting. The commission does reserve the right to call executive sessions. Meeting minutes are published on the parish website and meeting minutes are posted in the Family Folder. The School Advisory Commission is a group of discerned parishioners who, along with the pastor and principal, are dedicated to the promotion and welfare of Catholic education.

The School Advisory Commission is an advisory body. The effectiveness of its actions and decisions are subject to the establishment of a harmonious, cooperative working relationship with the Pastor, School Principal and Pastoral Council.

Further guidelines for commission membership, terms, meetings, relationships, and operation are available within the School Advisory Commission By-Laws located on the St. Dominic's school website.

https://s3.amazonaws.com/account-media/19627/uploaded/2/0e15912181_1684531998_2023-sac-bylaws.pdf

Home and School Association

The Home and School Association serves as a liaison between the homes of students attending St. Dominic Catholic School and the school. All parents/ guardians whose children currently attend St. Dominic Catholic School shall be eligible for membership in the Home and School Association.

Home and School Mission Statement:

We the Catholic Community of St. Dominic Home and School Association work cooperatively with the faculty and parents to foster spiritual, academic and social growth by:

- Assisting in the development of spiritual and educational growth experiences
- Providing structure that encourages parents to exercise their role as partners with the school in the education of their children
- Promoting a quality Catholic education
- Offering, through well-planned programs, information of interest and value to parents as well as educational enrichment for the students
- Fostering an atmosphere to encourage school spirit and a sense of community through volunteerism and fundraising

Athletic Association

Students in grades 4 through 8 have opportunities to sign up for participation in competitive sports apart from the regular physical education program. These opportunities are offered in the after school hours and on weekends. They are sponsored by the Parish Athletic Association. Forms for parental/ guardian permission and indication of student's interest are issued seasonally by the Association. St. Dominic Catholic School is a member of the Don Bosco League of the Archdiocese of Milwaukee.

Family Folder

We communicate through the weekly Family Folder. The Family Folder is our electronic newsletter that will be sent via Constant Contact on Friday of every week we are in school. Submissions to the Family Folder are due to the school office by 8:00AM the preceding Wednesday. All items must be reviewed by the principal before it is included in the Family Folder.

St. Dominic Catholic School Website

All families are encouraged to utilize the St. Dominic Catholic School website as a one stop resource. All information regarding our school and its allied resources can be found at www.stdominic.net under the “School” tab.

School Schedule

3 Year Old Kindergarten

2 day or 3 half day sessions	7:50 AM -11:00 AM
5 day	7:50 AM – 2:45PM

4 Year Old Kindergarten

½ day option:	7:50 AM-11 AM
Full day option:	7:50 AM-2:45 PM

K5 – Grade 8

7:50 AM – 2:45 PM

Students are allowed in the building at 7:30 am.

Students not taking the bus are expected to be in their after school location. Students still waiting for parents/ guardians at 3:00 will be sent to Extended Care where a cost for unscheduled time will be incurred by the parents/ guardians. Students will not be released to other individuals without parental consent.

Extended Care

The Extended Care reinforces the school’s philosophy of teaching Christian values. The Extended Care before and after school programs provide a balance of structured and non-structured activities for the children; learning activities are balanced with free play. Older children will have the opportunity to complete their assignments as part of their stay in the after- school care program.

Hours:

Before School 6:45 AM -7:20 AM Monday - Friday (Discovery Room)

After School 2:45 PM - 5:45 PM (Monday – Thursday); 2:45 PM – 5:00 PM (Friday)

Fees and registration can be found on the website.

Extended care is only open when school is in session

Lunch

Students are able to receive hot lunch every day at St. Dominic Catholic School. Lunch must be ordered by the prior month, any student who does not order lunch, can receive the sandwich/bagel option only. All exchanges and information related to our hot lunch program is coordinated through the Lunchtime app. Lunchtime app is an online program that tracks ordering and account balances for a family. Through Lunchtime, children will have a lunch card that will be taken with them to lunch every day. Families will be able to order lunch for their child(ren) through Lunchtime a month in advance. Please see the website for current pricing.

Attendance

Students are expected to attend school regularly in compliance with the law for compulsory attendance. A pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held per semester is considered habitually truant.

In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.

Excused/Unexcused Absences

Absences are sometimes necessary due to illness, death in the family, a doctor or dental appointment, or whenever the principal considers that exemption from attendance is in the best interest of the pupil. All absences, excused and unexcused, must be recorded in the legal attendance records. Principals are authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing.

Examples of excused absences are, but not limited to:

- Personal illness (a doctor's note will be expected after a third day of absence)
- Family emergency or crisis
- Funeral
- Religious service
- Medical or legal appointment

Examples of unexcused absences are, but not limited to:

- Student working
- Babysitting
- Oversleeping
- Absence without reason

- Running late
- Sporting events or other performances not associated with the school
- Road construction when it is known
- Shadowing a high school beyond two visits
- Vacation

To ensure the safety of our students, parents/ guardians are asked to call or email the school office between 7:30 and 8:00 AM or before to report their child's absence. If no call reaches the school by 8:00 AM, the parents/ guardians will be contacted by office personnel.

It is advised that appointments and vacations be made around the school schedule so that instruction may be kept uninterrupted and consistent. This is for the benefit of the child.

Students leaving school must be picked up from the school office.

Planned Vacations- unexcused absence

Regular attendance plays an important role in a student's academic development and overall success. Because so much learning takes place through daily classroom instruction, discussion, activities, and interaction with classmates, it can be difficult to fully recreate the school experience outside of the classroom. For this reason, vacations are considered an unexcused absence. Families are encouraged to **plan vacations during scheduled school breaks** and to **avoid extending school breaks and holidays**—including Labor Day, Thanksgiving, Christmas, Easter, Spring Break, and Memorial Day—with additional vacation days.

We also ask families to schedule appointments outside of the school day. This helps all students make the most of their learning time and minimizes interruptions to classroom instruction.

If a family plans to take a vacation during the school year or to extend a scheduled school break, an email to the principal and homeroom teacher must be submitted at least one week prior to the planned vacation.

A few important things to keep in mind:

- Teachers will not be expected to provide assignments or classwork in advance of planned absences.
- Parents/guardians are responsible for providing any additional instruction or support their child may need to make up for learning missed during an unexcused absence.
- Students are responsible for completing all missed work and assessments. Students will have the same number of school days to complete missed work as the number of days they were absent.

We appreciate families working with us to support regular attendance and provide all students with the best possible opportunity to learn, grow, and succeed.

Child Custody Disclosure Policy

When a student(s) is the subject of a court decree, a request shall be given by the school authority to the parent who maintains primary physical placement of the child to submit a copy of the court decree about the student. All families will be asked to fill out a Confidential Family/Student Information Form when they register with the school. This information will be updated on a regular basis. It is the responsibility of the parents to inform the school of all custodial arrangements.

Tardiness

In order to take full advantage of the academic excellence and spiritual formation of your child offered by our teachers and staff, it is essential that children arrive on time and ready to learn on a daily basis. A student arriving at school after 7:50 AM is considered tardy. Students will need to receive a pass from the school office before proceeding to their classrooms. Late arrivals due to a delayed bus will not be considered as tardy. Consistent tardiness is inexcusable and will be addressed by the principal.

Children will be considered a 1/2 day absent if arrival is after 9:30 AM or they leave before 1:00 PM on a regular school day. Children will be considered 1/2 day absent if they arrive after 9:00 AM or leave before 10:00 AM on an 11:30 dismissal day.

Health Room

For the health and safety of all of the staff and students at St. Dominic Catholic School, it is imperative that sick individuals stay home to lower the transmission of illness and infection.

When a child becomes sick or injured during the course of the school day, they will be sent to the health room located in the school office. Parents will be alerted by phone if a child has a fever (temperature over 100.4° or more), is vomiting or has diarrhea. Students with a fever must be picked up **within one hour** of being called. Students must be fever/diarrhea/vomiting free without the use of medication for 24 hours to return to school.

Parents will always be alerted when a child experiences a head injury. Their child will need to go home. A child will also go home if an injury is beyond the care of the school staff. Diagnosis and treatment of illness are never school responsibility and should not be undertaken by any school personnel.

Immunizations

Wisconsin law requires schools to develop and implement a plan to encourage compliance with state immunization laws and parents to present written evidence, paper or electronic, that their

child has received specified vaccinations. Parents may claim waivers based on reasons of health, personal conviction, or religious beliefs. Waivers based on health reasons must be signed by a physician.

A school may issue a notice for student exclusion for noncompliance on the grounds of health and safety. The school will notify all parents that failure to comply with the state immunization requirements will be reported to the county district attorney in accordance with the law.

5141.31

Medication Policy

1. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the school office. The form is valid for the current school year only.
 - a. Medication Consent Form must be filled out by the parent/ guardian, addressed, and returned to the school office.
 - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the school office.
 - c. The school office shall maintain an accurate medication file which will include all of these necessary forms on each student who receives medication.
2. Medication to be given in the school must come in pharmacy labeled container and have the following information printed on the container:
 - a. Child's full name
 - b. Name of the drug and dosage
 - c. Time to be given
 - d. Length of time to be administered
 - e. Physician's name
3. Medication will be taken by the child at the designated time, administered by the office staff.

It is the responsibility of the student, not school personnel, to get his/her medication at the designated time.

All medication administered at the school will be kept in the school office in a locked cabinet. No medication is to be kept in the child's classroom or on the child's person unless an epi pen or inhaler and documented for this by a doctor.

Any medications remaining in the health room at the end of the school year must be picked up by a legal parent or guardian. Medications not retrieved from the school office will be properly disposed of.

Asthma Inhalers

Students in grades K-12 may self-administer certain emergency prescription medications while at school only under the supervision of school staff. An elementary student who carries an inhaler on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physical, parent/guardian, principal and homeroom teacher. The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/ her inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler. This form can be obtained from the school office.

Epi-Pens

Students with severe allergies may keep an epi-pen in the school office or in their possession. Parents/ guardians need to fill out the required form for the office to store and use an epi-pen regardless if the epi-pen is in the office or with the child. This form is available in the school office. Epi-pens will be returned at the close of the school year. The school is absolved from any responsibility in safeguarding the student's epipen.

School Closings

When there is a question of school closing or of an early dismissal, an announcement will be carried by the local TV (channels 4, 6 and 12) or radio stations (WISN, WTMJ and WITI). Please do not call the school or parish office. If Elmbrook Schools close due to weather, St. Dominic Catholic School will automatically close. To ensure that all families are aware, the principal will enact the robotic calling system. This system will also be enacted should the school need to close early due to extreme weather or other emergency. The closing of school for unexpected reasons will be made at the discretion of the principal and the pastor. Please be sure to maintain current contact information with the school office.

Students should anticipate going outside for recess everyday unless the temperature or wind chill is less than zero degrees or less or feels like zero degrees or less.

Non Discrimination

All of our programming for the students at St. Dominic Catholic School reflects a loving, inclusive experience where children feel safe to take risks in order to reach their full potential.

School personnel will respond appropriately when instances of discriminatory or exclusive language or behavior is detected or reported. Consequences of such discriminatory and/ or exclusive language or behavior are articulated in the school handbooks for faculty, students and parents.

Academics

Religion

The teachings and traditions of the Catholic faith are at the core of our instruction at St. Dominic Catholic School. Formal instruction in the faith exists in every classroom and is infused throughout the day. This does not negate or replace the instruction by the parents in the home. The faculty, staff and administration of St. Dominic Catholic School recognize the parents as the primary educators of their children. Therefore, we strive to

- Present the Catholic faith in a way that is consistent with the age and readiness of the students
- Empower the student with Catholic knowledge and the ways to best practice their Catholic faith
- Engage the family and students in faith sharing and Scripture reflection

Full time students in grades K4 through 8th attend weekly Mass on Wednesday morning in addition to any holy days of obligation that occur during the week. The Mass is planned by the students, teachers, parish music liturgist and priests. Parents/ guardians are always welcome to join in our liturgies.

Sacramental preparation is done in cooperation with the Director of Child Ministry. Students in second grade receive the Sacrament of Reconciliation in the fall and the Sacrament of Eucharist in the spring.

Curriculum

Teachers at St. Dominic Catholic School follow the curriculum of the Archdiocese of Milwaukee Office for Schools. This curriculum is in line with that of the Department of Public Instruction. If you would like to view the curriculum, please visit the archdiocesan website at <http://schools.archmil.org/Schools-home.htm>.

Specials

St. Dominic Catholic School is grateful to be able to provide additional programming for its students in the way of Spanish instruction, physical education, general music and art.

- Spanish is presented to children in grades 2-8. The Spanish curriculum involves skill development, speaking with fluency and cultural awareness.
- Students in grade K5-8 receive physical education by a physical education specialist. Students will not be excused from physical education class unless they present a doctor's excuse or a parent/guardian excuse approved by the principal.
- Students in grades k4-8 receive music by a certified music teacher.
- Students in grades K4-8 receive formal art instruction from a certified teacher.

Reading Specialist

St. Dominic Catholic School is grateful in being able to provide a reading specialist for students who require additional support in reading in grades 1 through 8. The reading specialist also provides diagnostic testing for individual students when needed. The reading specialist works in collaboration with administration, classroom teachers, and learning support team members to identify and work with students needing support.

Learning Support

Academic support paraprofessionals and volunteers are available to assist classroom teachers in meeting the specific learning needs of students to the best of their ability.

The Learning Support Team (LST) at St. Dominic Catholic School functions to provide students who have specifically identified needs with the services both inside and outside of the classroom to make appropriate gains based on their abilities, become independent learners, and promote lifelong learning.

We accomplish this by:

- Creating effective learning environments given the resources and personnel available
- Establishing a team-based support system among all stakeholders
- Monitoring and communicating student progress to parents
- Serving as a resource for classroom teachers and families
- Collaborating with teachers and families to problem-solve, offer strategies, and assist in the child's success

Education Action Plans (EAP) may be created with the faculty and parents under the guidance of the principal should modifications to a student's learning environment be made that are beyond the scope of quality classroom instruction.

Technology

Students are exposed to interactive white boards and Chromebooks throughout the course of the day. Teachers utilize applications and websites for instruction and production throughout their course.

Fine Arts

String Orchestra

Students in grades 1 through 8 are able to participate in the string orchestra. Students may learn to play the violin, viola or cello. Individuals may take lessons during the course of the school day and will be expected to participate in a group lesson after school. It is expected that students will participate in several solo and group performances throughout the school year.

School Musical

Students in grades 4 through 8 have the opportunity to broaden their performance art skills through the school musical. Students are able to audition for roles or work as members of the crew to make our production its absolute best in collaboration with the music teacher and Fine Arts Association. The music teacher supervises all auditions, rehearsals and production of the performance.

Forensics

Forensics is individual and team competition in various categories of speech. Students in grades four through eight can participate in this program. Parent volunteers take care of the organization, coaching and judging of the Forensics Program.

Field Trips

A field trip is planned to enhance and enrich a particular classroom learning experience. Participation in a field trip is a privilege based on a student's attitude and behavior here at school. Students are expected to travel to and from field trips under school supervision. If a student has served an in-school suspension, he/she may be denied attendance on a field trip.

If a student needs to take medication or has some special physical need, then a parent/guardian may be required to attend the field trip as a chaperone. All chaperones must have Safeguarding All God's Children training.

Additional Extracurricular Offerings

Participation in extracurricular activities is a privilege that can be revoked. Academic studies should be the primary focus and responsibility of St. Dominic Catholic School students. Conduct during school, at school-sponsored or school-related activities can affect a student's ability to participate in extracurricular activities.

Students suspended or absent from school for any part of the school day are not allowed to participate in meetings, practices, activities, games, meets or other extracurricular activities that day or evening. Exceptions include funerals, pre planned medical appointments etc. and this must be approved by the principal.

Student Council

The Student Council focuses on school spirit and service opportunities for the students of St. Dominic Catholic School. They work to lead and promote service activities, create spirit days, honor students, and publicize school events while developing leadership skills. Representatives are selected from the fourth through eighth grade classrooms. Officers will be elected from and by the eighth grade class. Student Council is facilitated by teachers of St. Dominic Catholic School.

Project Lead The Way (PLTW)

With the support of our Home and School Association, eighth grade students at St. Dominic Catholic School are able to participate in Project Lead The Way. They will participate in the programming entitled Medical Detectives as part of the education at St. Dominic. Through PLTW, students play the role of real-life medical detectives as they collect and analyze medical data to diagnose disease. They solve medical mysteries through hands-on projects and labs, measure and interpret vital signs, examine nervous system structure and function, and investigate disease outbreaks.

Advancing Science Foundations

Advancing Science Foundations is a course for our eighth grade students who wish to dig deeper into high school level science. It is offered as an opportunity to explore biology and chemistry through more in depth, hands-on activities than what typically occurs in science class. It is an opportunity to explore high level science topics in a low pressure environment.

Geometry

Students in eighth grade have the opportunity to receive geometry instruction during the course of the school day. This course will run parallel to required algebra instruction for those students who meet the pre-requisites for the course.

STEM

Seventh grade students have the opportunity to explore science, engineering and technology topics more in depth through STEM class. Led by the middle school science teacher, middle school math teacher, and the media facilitator, students learn coding using online resources.

Eighth grade students have the opportunity to engage in performance based learning to expand on concepts taught in their core classes. The students link their content knowledge with 21st Century skills such as critical thinking, creativity, collaboration, communication and technology use. All projects are completed during class time due to the hands-on nature of the class. Students often work in small groups to create models and designs to solve real world problems.

Campus Ministry

The St. Dominic Campus Ministry is a group of students in grades 6 through 8 who voluntarily give of their time to be the driving force for developing opportunities for the school community to deepen their faith during the school year. Through their leadership roles in Campus Ministry, students learn how to stand firm in their faith, become comfortable sharing their faith out loud, learn to walk with Jesus throughout the day, and work to embrace others where they are at in their own faith journey.

Service

In order to develop a habit of service, sixth through eighth grade students are to accumulate an expected number of service hours per school year.

Expectations:

- **Sixth grade** = 10 hours (5 within the St. Dominic Catholic School and Parish community/ 5 outside of the St. Dominic Catholic School and Parish community)
- **Seventh grade** = 12 hours (5 within and 7 outside)
- **Eighth grade** = 15 hours (8 within and 7 outside)

These expectations are shared with students during the first week of school. Students are encouraged to take initiative in finding and completing service projects. Students are responsible for having an adult sign their sheets to verify that the service was completed to

expectation. Students and their teachers will engage in reflection about service performed as part of their religion classes every semester.

Homework

Homework is an essential part of the school program. The Archdiocese of Milwaukee Office of Schools provides the following guidelines for homework at each grade level. We strive to meet 10 minutes per grade such that first grade would expect to have 10 minutes, second grade would expect 20 minutes, etc.

Primary (K – 2)	10-20 minutes
Intermediate (3 – 5)	30-50 minutes
Middle School (6-8)	60-80 minutes

When a student is absent due to illness, he/she will have one school day for each school day absent to complete classroom homework assignments. Provisions must be made between home and school to have the assigned work picked up on each day of absence. Parents are made aware of grade level

If a parent/ guardian has concerns about homework, they should bring their concern to the classroom teacher.

In the instance of an extended vacation, work will be given upon return and will need to be completed within one school day for each absent school day. Students are responsible for and will be held accountable to complete and turn in the work they miss while absent.

Power School

Power School is a tool where parents are able to view student progress. Families receive a summation of student progress three times a year by means of an online electronic report card. At the end of each trimester, Power School will be turned “off” from parent/student viewing for one week in order for the grades to be closed out and posted.

Teachers in grades 4 through 8 will post progress marks for parents to access on Power School. Teachers are expected to update student progress every two weeks or as soon as information becomes available. It is advised that parents and students access Power School to be advised of progress. Teachers are to monitor the academic progress of a child closely.

Please do not wait until a formal reporting time if you have a concern about your child’s progress. Conferences between parents and teachers can be scheduled at any mutually agreed upon time throughout the course of the school year.

Grading and Assessment

St. Dominic Catholic School follows the **standards-based grading and assessment practices of the Archdiocese of Milwaukee Office for Schools**. Standards-based grading focuses on what students know and are able to do after receiving instruction on specific content and skills.

The purpose of grading and assessment is to provide students, parents, and teachers with clear information about student learning and progress. Grades reflect **academic achievement and mastery of learning standards**. Student behaviors and learning habits are reported separately through **Success Indicators**.

Guiding Principles

St. Dominic Catholic School believes that:

- Assessment and grading are ongoing processes that guide learning.
- Grades should reflect what students know and are able to do.
- Grades should reflect student achievement rather than behavior.
- Assessment should support growth and continuous improvement.
- Homework provides opportunities to check understanding, receive feedback, and prepare for assessments.
- Grading practices should be transparent and clearly communicated to students and families.

Proficiency Scales

Grades K–3

3 Proficient (Application Level Learning)	● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. ● Student can complete assigned tasks independently.
2 Developing	● Student demonstrates partial understanding of grade level standards.

(Foundation Level Learning)	● Student can sometimes complete learning activities without assistance.
1 Emerging (Readiness Level Learning)	● Student needs more time to develop understanding of grade level standards ● Student can complete learning activities with assistance.

Grades 4-8

4 Advanced (Extended Level Learning)	● Student demonstrates understanding of concepts and skills extending beyond grade level standards. ● Student can independently complete self-directed studies.
3 Proficient (Application Level Learning)	● Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. ● Student can complete assigned tasks independently.
2 Developing (Foundation Level Learning)	● Student demonstrates partial understanding of grade level standards. ● Student can sometimes complete learning activities without assistance.
1 Emerging (Readiness Level Learning)	● Student needs more time to develop understanding of grade level standards ● Student can complete learning activities with assistance.

Success Indicators

Success Indicators provide families with information about important skills and habits that support student success. These are reported separately from academic achievement and may include:

- Responsibility, organization, and time management
- Persistence and independence
- Collaboration and communication
- Accepting and applying feedback
- Respect, honesty, empathy, and kindness
- Conflict resolution and consideration of others
- Service, forgiveness, and growth in faith

Reassessment and Retakes

St. Dominic Catholic School does not routinely offer retakes for summative assessments. Teachers work with students before an assessment to address misunderstandings and provide opportunities for learning and correction.

When a student has demonstrated understanding but does not successfully demonstrate that learning on a particular summative assessment, a teacher may provide an alternative form of assessment. Students in Grades 4–8 may request reassessment. To encourage students to take ownership of their learning, **reassessment requests must come from the student rather than the parent**. Teachers may determine whether reassessment is appropriate and establish the expectations and timeframe.

Students may have opportunities to correct or redo work when appropriate and when requested by the student or offered by the teacher.

Communication with Families

Teachers are responsible for communicating student progress with families. Grades and assessment information are intended to provide a clear picture of student achievement, progress toward standards, and areas for continued growth.

Grades 5–8 Hybrid Grading Model

Achievement Grades

Achievement grades communicate a student's overall level of academic performance and are based on multiple sources of evidence, including assessments, projects, written work, presentations, performance tasks, and other demonstrations of learning. Grades are intended to reflect **academic achievement and mastery of learning standards**, not behavior, effort, organization, or participation. Habits of Learning are reported separately.

Standards-Based Scoring

Standards-based scores provide additional information about a student's progress toward specific learning standards. This feedback helps students and families identify areas of strength, areas for growth, and the skills that still require development.

Grade Calculation

Framework for St. Dominic Catholic School: Grades 5–8		
Category	Grades 5–6	Grades 7–8
Formative Evidence	20%	20%
Performance Assessments	40%	40%
Summative Assessments	40%	40%
Habits of Learning	Reported Separately	Reported Separately

Habits of Learning are reported separately and do not affect the academic achievement grade.

<u>Grading Scale</u>	
Letter Grade	Percentage
A	100-93
B	92-85
C	84-77
D	76-70
F	69 and below

Assessment Retakes

At St. Dominic Catholic School, assessments provide students with opportunities to demonstrate learning and continue working toward mastery. A retake is intended to demonstrate **new learning**, not simply repeat an assessment. Retakes are primarily available for major assessments and are not automatically available for every quiz, assignment, or project.

Students must complete required homework, review teacher feedback, and demonstrate readiness before completing a retake. Teachers establish the timeframe and format for reassessment.

- **Grades 5–6:** Students receive greater teacher guidance and may generally have **one retake per major assessment**.
- **Grades 7–8:** Students assume greater responsibility for identifying areas of need, preparing for reassessment, and requesting a retake. Students may have **one retake per major assessment**.

Teachers may use professional judgment regarding reassessment opportunities and formats.

Our Commitment:

The Hybrid Grading Model allows St. Dominic Catholic School to maintain standards-based instruction while providing families with a familiar achievement grade. It supports student growth, encourages increasing responsibility and independence, and helps prepare students for the academic expectations of high school and beyond.

Standardized testing (MAP)

St. Dominic Catholic School utilizes the Measure of Academic Progress (MAP), a computerized adaptive test, which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth. The MAP is administered three times a school year, in the fall, winter, and spring to students in grades K5 through 8.

Retention

Retention is a rarity and is only in kindergarten due to social/ maturity concerns. Parents will be involved in this process

Acceptable Use of Technology

St. Dominic Catholic School provides computing and network resources for the use of students, employees, and others affiliated with St. Dominic Catholic School. The data generated, received or stored, equipment, software and network capacities provided through St. Dominic Catholic School computer services are and remain the property of St. Dominic Catholic School. All users are expected to conduct their on-line activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Appropriate or acceptable educational uses of these resources include but are not limited to:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance learning projects.
- Using listservs and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of the network etiquette, the teachings of the Catholic Church or hamper the integrity or security of a network connected to the Internet.

Some unacceptable practices include:

- Sending, accessing or displaying offensive, profane, vulgar and/or obscene messages or pictures
- Harassing, insulting, attacking others or any other forms of disrespect
- Damaging computers, computers systems or computer networks
- Trespassing in others' folders, work or files
- Employing the network, Internet or Email for commercial purposes, personal gain, illegal activity or political promotion
- Using obscene language
- Violating copyright laws
- Using others' passwords
- Intentionally wasting limited resources or monopolizing those resources
- Any action that violates existing school policies or public law.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad/ Chromebook/ laptop settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps.

- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of anonymous and/or false communications.
- Students are not allowed to give out personal information over the Internet – with the exception of teacher-directed instances.
- Vandalism of school equipment, which includes any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer
- Using the internet for personal entertainment
- Access discussion groups, chat rooms, bulletin boards, private email or social networking sites without the consent of a supervising teacher

Transmission of any material in violation of any US or state law is prohibited. This includes, not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through St. Dominic Catholic School E-mail or other network resources in violation of US copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons or the transmission of use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by St. Dominic Catholic School. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

Network Responsibility Agreement

Employees and students are responsible for good behavior on school computer networks and the internet. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed.

Network and on-line storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private. A password is not an indicator of personal privacy.

Social Networking Sites

Social networking sites such as Facebook, Instagram, Snapchat, YouTube or similar applications will not be permitted on individual devices, mobile or otherwise, provided for students by St. Dominic Catholic School.

Email Accounts

Students will be given an email account. These accounts are highly restricted and controlled by the ETA Technology Services and the Media Facilitator. These accounts will be monitored and randomly checked. The purpose of the accounts is to allow students access to various web-based tools, to provide individual on-line storage and to email, collaborate and share their assignments. The school is able to view who the students e-mail and who they receive emails from. Students are strictly prohibited from using school email accounts for personal use and entertainment.

Mobile Device Policy

This policy exists and applies to all mobile devices on campus to include iPads, laptops, and Chromebooks.

Responsible Use

Students are to use their mobile devices in a responsible and ethical manner at all times as indicated by the responsible use standards established in the acceptable use policy.

Students are to monitor all activity on their account(s)/device. If a student should receive inappropriate digital content, he/she should immediately notify an adult. A student transmitting inappropriate digital content will automatically lose privilege to such devices for an allotted time as determined by the administration.

Students will use only school installed and/or approved apps. Mobile devices are intended to be educational tools only. Any student installing apps without expressed permission from the media facilitator will be subject to consequences as defined in the consequences portion of the acceptable use policy.

Students will keep iPads in a protective case at all times.

Students will not sync their iPad or Chromebook with their home iTunes account.

Sound, Music Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Students must have headphones with them at school each day so that they can listen to audio as directed by the teachers.

Personal music is not allowed on the mobile device.

All software/apps/games will be provided by St. Dominic Catholic School and will be managed through our Mobile Device Management (MDM) system. ***Students may not sync their iPad/Chromebook with their home computer or iTunes account!***

Students may not record teachers or other students with their iPad without permission from that person.

Printing

Printing will be available with the school's mobile devices on a limited basis. Students should talk to their teachers about when and how to print and should only print when directed by the teachers.

Saving to the iPad/Home Directory

Students may save work on their iPads. Limited storage space will be available on the iPad – BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing their files.

Mobile Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, computer lab, unlocked classrooms, locker rooms, library, and hallways. Please keep them plugged in, locked and secure in the storage carts. Students will not be permitted to keep devices in their lockers or backpacks as the devices will not be permitted to be taken out of the building.

Chromebook and Laptop Policy

Students are permitted to use the school Chromebooks and laptops per the approval, direction and supervision of the classroom teacher and/or media facilitator. Student using these devices are held to the same policies employed for the iPads with the following rules:

- All laptops and Chromebook are numbered. Students will only use the numbered laptop/Chromebook that they have been assigned if available. Many students will be using the same device so it is crucial that students take care of it. Please let the teacher know if you notice anything different about your device right away. Do not wait.
- Close laptop/Chromebook and always carry it with two hands.
- NEVER lean or write on top of the device. The screen could crack.
- You should not be eating while using the device.
- Hands must be dry and clean prior to handling any device.
- Keep water and all liquids away from the device.

- NEVER store your work on a classroom laptop/Chromebook. ALWAYS save your work to your own folder, your flash drive, or the Google drive.
- You should only be using the device for assignments given to you by your teacher. The devices are not for entertainment purposes.
- You must abide by the schools' Acceptable Use Policy signed at the beginning of the year.
- Return your laptop/ Chromebook to its specified place in the cart and plug it in.
- If the device is available at an unreserved time, it is able to be used by another class.
- Ask if a device is available before taking, another class may have reserved them.
- Enter the lab quietly as classes are in session.

CONTRADICTIONS TO RESPONSIBLE USE FOR ALL MOBILE DEVICES

Students found to be in violation of the acceptable use policies and the expressed care for the iPads will be subject to the disciplinary consequences. Depending on the severity of the infraction, the following actions may be taken by the supervising teacher and administration.

- Verbal warning and a phone call to the parent or guardian
- Confiscation of the device and a phone call to the parent or guardian
- Loss of access to equipment for a determined period of time
- Equipment replacement fine of \$600.00
- Suspension
- Notification to law enforcement agencies

Lunchroom rules

Hot lunch is available on a daily basis from our own kitchen staff. Lunches are ordered a month in advance through an online ordering system, LunchTime, connected to Power School. Credits will be given for absences.

1. Fast food deliveries to the students are not allowed.
2. Students are to demonstrate proper and courteous eating habits and table manners. This includes cleaning up the table and floor where they sit.
3. Students are to sit at their assigned lunch table per homeroom.
4. Students are to remain seated while eating. When finished eating, the student should remain seated until the supervisor staff member dismisses the table to throw away their garbage. Tables will only be dismissed when their area is free of garbage (trash off floor, spills cleaned up, etc)
5. Soda and energy drinks are prohibited.

Food allergies

The school will establish allergy free zones in the lunchroom and other instructional areas where appropriate. Universal precautions are applied as best as possible throughout the school day in the cafeteria and classrooms to avoid cross-contamination. **It is the parents' responsibility to notify the school and homeroom teacher of any allergies and to provide any snacks for their own child(ren).** Parents of children with a food allergy are to fill out and submit a "Food Allergy and Emergency Care Plan" to the school office at the start of each school year. There is to be one form for each child on file. Parents are to provide the school with the proper medications for their child to respond to their food allergies. These will be kept in the school health room. We are unable to declare our school completely peanut free but strive to ensure the safety of all students with the above stated policy.

Playground Rules

Student safety and security are of utmost importance at St. Dominic Catholic School. Children are expected to conduct themselves properly in accordance with the gospel message of Jesus Christ. For that reason, the following behaviors will not be tolerated:

- No food is allowed on the playground
- No chewing gum
- Games such as Tackle Football, Dog Pile, Dodgeball, Tag, Slam Game or similar games
- Kicking, tripping, pushing or disrespectful bullying type behavior toward other students
- Picking up other children for the purposes of play such as to give piggy back rides
- Laying on top of one another such as to stack bodies or to make pyramids. Preference should be given to respecting personal space
- Bad language to include cursing, sarcasm, and offensive language

Students in grades K4-4 have a morning and afternoon recess. During the lunch hour, students in grades K5-8 are supervised by staff, paid playground supervisors, and parent volunteers when available. All students are expected to adhere to the following playground regulations written for their safety and well- being when at recess.

1. The students of St. Dominic Catholic School will respect the right of others to have fun at recess
 - a. Electronic and hand held devices may not be brought to school for use at recess.

- b. Students will be asked to refrain from any and all playground equipment if it is not being used appropriately or safely as determined by the adult supervisor.
 - c. Students are to avoid the parking lot near the school entrance when playing outside.
 - d. Children are to follow the directions of the adult supervisor in regard to whether they may play on the grass. Caution is taken after rain or during the spring thaw to avoid mud.
 - e. Students are expected to go directly outside when dismissed for recess.
 - f. Students should line up promptly when the bell rings at the end of recess.
- 2. The students of St. Dominic Catholic School will respect their safety and the safety of others.
 - a. Excessively rough games, such as Tackle Football, Chicken Fighting, King of the Hill, etc. are not allowed.
 - b. Students should remain on the blacktop and playing fields.
 - c. Children should come to school prepared for an outdoor recess. In cold weather, they should have mittens, boots, hats, etc. Indoor recess will be held if it is raining/ thunder and lightning or if it is single digit temperatures/ wind chill.
 - d. Bike riders should follow all safety rules. All bikes must be locked on the bike racks during the school day. Bike riders **MUST** wear helmets.
- 3. The students at St. Dominic Catholic School will help to maintain a pleasant environment with other members of St. Dominic Parish Community.
 - a. No food may be eaten on the playground during either the morning or lunch recess.
 - b. Items found to be litter shall be thrown away.

Any violation to the playground rules or show of noncompliance with the direction of an adult supervisor will result in any notifying the homeroom teacher and the appropriate consequences will occur.

B. Playground Equipment

The school supplies playground equipment for children to use outside. Proper care and use of all playground equipment is expected. Age restrictions do apply to the equipment. The school is not responsible for the loss of or damage to any items brought from home that are taken outside for recess. The child is doing so out of their own personal risk.

Playground After Hours

St. Dominic Catholic School appreciates the support its community provides. School rules for playground use apply until 5 pm daily regardless of whether it is Extended Care or parent supervision. Upon dismissal of the students, the care of the children is expressly that of the parents. While our after school program is available, students not registered will not be supervised by the team members. It is the responsibility of the adult picking up students after school to supervise their conduct on the grounds after school hours. While any adult will default to watching and caring for a child, our Extended Care team members need to ensure the students in their care are being supervised. It is appropriate for them to stop and correct behavior regardless of who is supervising the child. Employees and St Dominic's Congregation are not liable for accidents or injuries caused or incurred by a child not in our care. We strive for a safe and fun experience. Everyone should be vigilant. Please report any unfamiliar adults, teens, or children as well as any suspicious behavior to the principal, Extended Care team member, or Managing Director of the parish. In extreme circumstances, call 911 to report the situation.

Movie Policy

The St. Dominic Catholic School policy, adopted February 1996, regarding movies shown in the classroom is as follows:

- The preferred rating of the movie being shown should be G.
- If a movie has other than a G rating, the teacher will write a cover letter stating the purpose of the movie (education, reward, etc...).
- A permission slip will accompany the letter which must be signed by the parent/guardian and returned to the teacher stating whether the child may or may not view the movie. As the primary educator, a parent may always reserve the right to not have a child view a particular movie.
- Should a child not be allowed to view the movie, alternative supervision and appropriate activity must be provided by the teacher.
- The showing of the movie cannot violate any copyright laws.

Pets

For the health and safety of the children at St. Dominic Catholic School, family/household pets are not allowed in the school building. This does not include classroom animals approved by the principal. The school administration, for special educational events such as St. Francis Blessing of the Animals, High Interest Day, or "Care for Critters"

may grant exceptions (policy adopted August 3, 2017 from the Archdiocese of Milwaukee).

Safeguarding All God's Children – Mandatory Reporting

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child. The Archdiocese of Milwaukee requires all adults working with children on a regular (more than once annually) basis to complete "Safeguarding God's Children" training (formally known as "Virtus") and to submit to a federal and state background check.

This means that all parents volunteering in the school in any way must complete the Safeguarding curriculum and requirements as outlined by Catholic Mutual Group:

1. Complete the required web based training
2. Attend the live in person session
3. Completing the renewal per the schedule which includes background checks.

Safeguarding must be completed before volunteering for an activity and chaperoning for any field trips. To register for a session, please visit <https://milwaukee.cmgconnect.org/>

According to Wisconsin State Law, any pastoral or school administrator, teacher, counselor or related professional who has reasonable cause to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur is obligated to report the case immediately. Additionally, if a mandatory reporter believes, in good faith based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health or safety of a student or school employee or the public, the mandatory reporter is required to inform a law enforcement agency (Wisconsin Statute 175.32(3)). The report will be made by telephone or personal visit to the local county child welfare agency, the office of the sheriff or the city police department. Any person participating in good faith in the making of such a report has immunity from any liability, civil or criminal, that results by reason of action (Wisconsin Statute 175.32(4)).

Mandatory Reporting Child Abuse or Neglect

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter

the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Dress Code

Clothing should be modest, neat, clean and in good repair and of appropriate size and length. Clothes should be comfortable and appropriate for the day's weather. It is advised that all articles of clothing be clearly labelled with the child's name.

Hair should be clean and worn in an appropriate hairstyle. Any hair color or highlights should be natural looking. Mustaches, beards and goatees are not acceptable. No body piercing, tattoos, or body drawings are allowed. Minimal make-up that is natural in style will be permitted. Decorative pimple patches are not acceptable. Black nail polish is not acceptable. Nails should be kept short, clean and well-manicured.

Hair accessories, necklaces, bracelets, earrings and rings shall not be distracting or inappropriate. **Dangling earrings or other jewelry that present a safety hazard shall not be permitted. Jewelry must be removed for gym class.** Hats may not be worn inside the school or church building. Hats must be appropriate to the weather.

Students will always be in uniform for Mass and liturgical celebrations.

Students may not alter the school uniform in any way to include but not limited to rolling skirts at the waist, cutting them off at the hem or otherwise, removing threading, or applying duct tape to alter the fabric's appearance.

Uniforms

Uniforms can be purchased through Lands End via our school website.

Item	Color	Type
Shirt	White or red	Knit shirt with a collar and placket; turtleneck shirt; blouse with a plain collar; oxford cloth button down; long or short sleeves. No insignia or logo other than

		that of the school is allowed. All shirts must fit appropriately and be tucked in.
Sweaters, vests, sweatshirts, fleece jackets	Navy blue – solid color only	Cardigan or long-sleeve pullover sweaters; sleeveless fleece vests with embroidered school logo; sweatshirts with embroidered school logo; fleece jackets with the embroidered school logo. <u>No hoods or strings.</u> Team sweatshirts are not permitted but may be worn on spiritwear days.
Pants – boys and girls	Navy blue	Cotton twill or corduroy. Cargo pants are not permitted. No insignias or logos allowed.
Leggings	Navy blue	Girls may be allowed to wear navy blue leggings that fit tightly to the legs under their skirts or jumpers. Leggings that are loose fitting, have “boot cut”, or otherwise do not fit tightly against the legs are not allowed. Any leggings containing holes are not allowed. Leggings must cover the ankle bone.
Jumpers/ Skirts	Plaid	Jumpers and skirts must be no shorter than 2”

		from the top of the knee or should extend past the middle finger tip when arms are resting comfortably at the sides.
Shorts (optional) Shorts are allowed during certain months	Navy blue	Cotton twill walking/ dress short. No pockets on the pant leg. No insignia or logo. Shorts must be no shorter than 2" from the top of the knee or should extend past the middle finger tip when arms are resting comfortably at the sides. It is advised that girls wear shorts of any style under their uniform skirts/ jumpers provided they cannot be seen below the hem.
Socks	Solid navy blue, black or solid white	Socks must be worn at all times. *
Footwear		Shoes must have backs to fit securely; must be safe and practical for playground wear. No sandals, open toe, soft soled, or backless shoes are allowed. Crocs and Healys are not to be worn. Boots of any kind are not to be worn with the uniform. Students may change into boots to go outside.

Undergarments	Solid white/ beige	All undergarments shall be white/ beige so as not to be seen through the school shirt. Sleeves of undershirts shall not exceed the length of the school shirt sleeve being worn.
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* This means that accent colors of any kind are not permitted. While we wish to acknowledge that socks are one way for students to display an individual style, we also don't wish to inadvertently allow for inclusive statements among groups of students or elitist practices. We also acknowledge that, at times, solid colored socks can be difficult to find. Therefore, we wish to only make concessions for accent colors that remain in the spectrum of white, navy or black. As an example, a black sock with a subtle accent of white, such as a logo or name along the trim, is acceptable. The final decision on whether a pair of socks is acceptable will fall under the authority of the principal.

Non uniform

Periodically throughout the school year, students will be permitted to be out of uniform. Clothing should be modest, neat, clean and in good repair and of appropriate size and length. Offensive pictures and messages on shirts, shorts, or other articles of clothing and camouflage or military attire are not acceptable. Clothes should be comfortable and appropriate for the day's weather.

Shirts/ Sweaters/ Sweatshirts: Tank tops, halter tops, tube tops, spaghetti straps, bare mid-drifts and muscle shirts are not permitted. **Sweatshirts with hoods or strings are not permitted.** Shirts are to be worn as shirts and not tied around the waist or shoulders.

Shorts and Skirts: Shorts and skirts may be worn provided the length **must be no shorter than 2" above the top of the knee or should extend past the middle finger tip when arms are resting comfortably at the sides.** Torn off pants, shorts and skirts, spandex biking shorts, distressed fabrics, or volleyball shorts are not acceptable. **Shorts may not be worn from October 12 through April 12.**

Pants: Pants should be of a looser fit and worn at the waist. Girls in grades kindergarten through third grade may wear leggings as pants. Girls in grades fourth through eighth **may not** wear leggings as pants. Clean, non-baggy blue jeans may be worn. Jeans with holes, cuts or tears, are not appropriate. PJ pants are not allowed.

When the school is observing a “dress up day”, denim will not be considered acceptable or appropriate.

Athletic Attire: Athletic suits or athletic pants are allowed as long as they meet the criteria above. When the school is observing a “dress up day”, athletic attire will not be considered acceptable or appropriate.

Footwear: Shoes must have backs to fit securely and have a hard sole; they must be safe and practical for the playground. Shoes should be hard bottomed not soft. Non-marking gym shoes are required for all students in gym classes. **No sandals, open toe, open sides, or backless shoes, including Crocs and Healys, are allowed in the school building even on out of uniform days. Tall boots and ankle boots/ fashion boots with hard soles will be permitted on out of uniform days as part of an outfit. Soft boots such as Uggs are not allowed in school but may be worn outside for warmth.** Socks are to be worn at all times.

Students may only be out of uniform on Fridays with an approved out of uniform pass or on spiritwear days unless specific exceptions are permitted upon the discretion of the principal.

Determination of Appropriateness

If the principal deems a student’s attire is not appropriate for school, the principal may:

- Give the student a warning
- Phone the parent/guardian
- Issue a detention

If the attire is deemed a distraction or a hazard, a parent will be asked to bring proper clothing to school and the child may not be allowed to attend class until he/she is dressed appropriately. This procedure will also be used for subsequent infraction after a warning is given.

Gym Uniforms

Students in grades 5th - 8th grade are required to wear a St. Dominic Catholic School gym uniform to physical education class. Non-marking shoes are required for participation.

- All students in 5th – 8th grade will be required to change into their gym uniform at the beginning of gym class and must change back into their school uniform before returning to their classroom. Gym uniforms will not be allowed in school during regular class time. The first 5 minutes and the last 5 minutes (approximately) of gym class will be made available to change.
- The uniforms will be available for purchase through an Order Form provided in **the Family Folder**.

- Order forms **MUST** be completed and returned to the school office by a specified date.
- It is your child's responsibility to have their gym uniform for class.
- Please make sure you label your child's uniform (both T-shirt and shorts) as everyone will have the same uniform. Consider labeling with last name only so that uniforms in good condition can be handed down.
- It is required that gym uniforms be clean and worn only if in good condition. No T-shirts with rips or holes will be allowed. It is the responsibility of the child and his/her parents to regularly launder the gym uniforms.

Scout Uniforms

Girl Scouts can wear their official Girl Scout uniform (tan pants and vest or sash) on days that they have meetings (no jeans). If there is an official Girl Scout white shirt those can be worn under the vest, otherwise the uniform white polo shirt should be worn under the vest.

Boy Scouts should wear their official Boy Scout shirt with their school uniform blue pants. Since it is a buttoned, collared shirt, there is no need to wear the uniform white polo shirt underneath the Boy Scout shirt. No Boy Scout t-shirts are allowed in place of the uniform.

No scout uniforms are to be worn on Mass days.

Spiritwear

Shirts designating participation in a club or activity at St. Dominic Catholic School, or having the St. Dominic Catholic School academic or athletic logo, may be worn on Spiritwear Fridays. It is only upon permission from the principal that an exception may be made. Hooded sweatshirts are not permitted at any time.

Winter clothes

Warm jackets, gloves, hats and adequate footwear are required when appropriate. Students should have an extra pair of socks, pants, etc. packed in your child's school bag in case their clothes get wet. Boots worn on the playground may not be worn in the school building; they are to be stored in or next to lockers. Boots/ extra shoes are required by all students in all grades. Pants or leggings may be worn under skirts or jumpers outside only. If it is too cold or dangerously icy, the children will have recess inside.

Students are to be prepared for the weather each day they come to school. Children in grades K3-5 will need to stand along the wall by the lower level doors when they do not have proper attire for the weather. Due to the nature of the middle school program,

students unprepared for recess will need to make decisions on their own behalf. Snow pants and boots are required for playing in the snow.

Bus Behavior

The bus is an extension of the school. All behavior expectations for the school are expected for the bus. Children should remain seated at all times until the bus comes to a complete stop. All rules set forth by the bus driver are to be followed. Students failing to comply with the bus driver's rules will be subject to disciplinary action by the principal.

If a family is experiencing difficulty with the bus company or bus driver, they are encouraged to contact their respective provider directly with their concerns.

Riteway (Elmbrook) 414-249-5048

Riteway (Pewaukee) 262-691-9868

Dairyland (Menomonee Falls/ Sussex) 262-253-4060

Students riding home on a different bus to a different location other than their regular route must have a Bus Notification Form (available in the school office or on the website) from their parent and signed by school office personnel. The approved request will be given to the bus driver. Children will not be permitted as a guest onto a bus without this form nor will they be allowed off at a different stop on the same route without this form.

Extracurricular and Co-curricular Eligibility Policy

Students that participate in clubs or other organized group activities outside of St. Dominic Catholic School are expected to prioritize St. Dominic over the club or other organized group in the event of a conflict. This is in keeping with archdiocesan policy and therefore applies to our programming.

Students suspended or absent from school for any part of the school day due to illness or behavior are not allowed to participate in meetings, practices, activities, games, meets or other extra-curricular activities that day or evening.

Probation from extracurricular activities

A student failing to satisfy any of the conditions will be placed on probation for two weeks during which time improvement must be evident before he/she is removed from this probationary status. During the probationary period the student may participate in meetings, practices, activities, games, meets, etc., with the expectation that the concerns leading to

probation will be remedied during this period. Parents will be notified of their child's probation through a formal letter signed by the school principal. The letter must identify the expectations for improvement and dates of the probation as well as consequences for failing to improve including potential suspension of further participation in extra-curricular activities. The principal will also notify the appropriate sport coordinator/ activity leader of a student's probationary status.

Suspension from extracurricular activities

A student failing to satisfy the expectations of the probationary period or committing misconduct of a serious nature will be suspended from participation in extracurricular activities for two weeks. Suspension includes non-participation in meetings, practices, activities, games, meets, or any other school associated extracurricular activity. Parents will be notified of their child's suspension through a formal letter signed by the school principal. The letter must identify the expectations for improvement and dates of the suspension as well as consequences for failing to show improvement during such period. The principal will also notify the appropriate sport coordinator/ activity leader of a student's suspended status. In the case of athletic activities, the sport coordinator will inform the student's coach of the suspended status.

Once a student fulfills the improvement expectation of the suspension he/she will be allowed to resume participation in extracurricular activities, but will be continually monitored throughout the remainder of the extracurricular activity. A student failing to improve will be disqualified from participation for the duration of the extracurricular activity or school year.

Any student who has been placed on probation three times during the academic year will be ineligible to participate in extracurricular activities for the remainder of the academic year. Appropriate notice will be given to parents.

A student disqualified from an extracurricular activity for flagrant unsportsmanlike conduct, will be suspended from further participation in extracurricular activities for no less than one competitive event if, after review, the director of the extracurricular activity (ex. Athletic director) determines that the offense warrants a suspension.

Exceptions to the enforcement of these eligibility standards may be granted at the discretion of the school principal after consultation with the activity leader. St. Dominic Catholic School reserves the right to review circumstances of individual cases and determine eligibility status as such.

Wellness

St. Dominic Catholic School recognizes its responsibility to promote a healthy learning environment that encourages maximum student potential. This policy is intended to create an

environment that supports the development of lifelong habits of healthy eating and physical activity. Additionally, this policy supports the mission of the school as it promotes life-long wellness behaviors and links healthy nutrition and exercise to student's overall well-being, scholastic performance and readiness to learn.

The policy of our school is to:

1. Provide a positive environment and appropriate knowledge regarding food. Ensure that all students have access to healthy food choices during school and at school functions. Provide a pleasant eating environment for students and staff.
2. Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.
3. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
4. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
5. Reduce student access to foods of minimal nutritional value. Ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch program.

Physical Activity Goals

The primary goals for the schools' physical activity components are: to provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short-and-long-term benefits of a physically active and healthful lifestyle.

The key elements of the school's physical activity policy are:

1. Students are given opportunities for physical activity during the school day through physical education classes, daily recess/ free-time, and the integration of physical activity into the academic curriculum.
2. Students are given opportunities for physical activity through a range of before and /or after school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
3. Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
4. Schools provide training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

Drug Free Zone

St. Dominic Catholic School is a drug free school zone. The use of drugs, alcohol, tobacco, or vaping products are strictly forbidden during the school day and during all school sponsored activities. Students found to be in possession of drugs, alcohol, tobacco, or vaping products will be subject to disciplinary action that may result in expulsion.

Parties and treats

Birthday treats must be small treats that are easily served in the classroom. Guidelines for class parties are as follows:

- Room mothers are to check with the teacher before beginning to plan the party.
- Classroom parties will be no more than one hour and 15 minutes in duration to include set up and clean up.
- Serve one treat and a drink. Please be mindful of food allergies in the classroom. St. Dominic Catholic School classrooms are nut free.
- Activities are to be inexpensive and gifts are to be handcrafted.
- Suggested activities include age appropriate games, stories, etc.
- Curriculum related gatherings and activities are an exception to the above.

Safety

School Entrances

All school doors are locked during the school day. All visitors to the school must enter at the main entrance. Visitors attempting to gain entrance through any other exterior doors will be denied access. Should admission to the school be necessary, a visitor badge will be issued by the school office personnel.

After school hours, admission to the school is prohibited. Families picking up students from Extended Care are to ring the doorbell at the lower level entrance only. An Extended Care team member will “buzz” in the parent in order for them to gather their children. Other individuals are not to be allowed in. Extended Care team members are not able to provide access through the main school entrance except in rare approved times.

All students and staff members are trained not to open doors during the school day even if they recognize the person seeking access. Families are not allowed re-entry to the school after dismissal

St. Dominic Catholic Parish utilizes interior and exterior surveillance cameras across the campus. These cameras are used for the purposes of monitoring the safety and security of the campus 24 hours a day, 7 days a week. These cameras record the activity on the

premises and are accessible by the Brookfield Police Department. The privacy of individuals in locker rooms and restrooms is maintained.

Drop Off and Pick Up

Families arriving to utilize before school care through the Extended Care Program are able to do so between the hours of 7:00 and 7:25. They are able to park in the north lot off of Capitol for drop off. Parents need to vacate the north lot by 7:25 to accommodate the drop off loop.

All children arriving at school between 7:30 and 7:45 are to be dropped off in the north parking lot off of Capitol Drive. It is recommended that families travelling eastbound on Capitol access the north parking lot via Mountain Drive and the frontage road. It is recommended that families travelling westbound turn into the north parking lot at Imperial Drive. Please see the map below for clarification. The flow of traffic should be kept moving as best as possible. Should a parent need to park their car and escort a child in, it is advised that they do so in the south parking lot by the school entrance.

Once the school day begins at 7:50, there is to be no traffic of any kind on the north parking lot. Anyone visiting our school between 7:50 and 2:45 will need to do so through the south parking lot by the school entrance.

At the end of the day, bus riders will be released from the south side of the building to board the buses. Car riders will be released from the doors on the north side of the building. Children will remain behind the designated yellow line until a parent physically retrieves them. Parents must park their car and meet their child near the doors. This time of day can be chaotic as cars and people are moving. It is advised the parents stay with their children as they move through the parking lot to return to their car.

If a child misses the bus or a parent/ guardian is late in picking them up, the child will be brought to the school office. The parent/guardian will be contacted by phone by the school office administrative assistant or office staff. **Any child left at school after 3:15 will be escorted to Extended Care and parents will have to pay the fee for unregistered use of the service.**



Walking

Students walking to and from school should do so on the left side of the road facing traffic if a sidewalk is not available.

Bikes

Students riding their bike to and from school should obey all traffic rules to include travelling in a single file. Bikes are to be parked at the PAF entrance on the south side of the building. All bikes must be locked to the bike rack. Students may not ride on the school grounds during school hours. Bike helmets are required for all students riding their bikes to and from school. Students are expected to stay at the bike rack until the after school supervising teachers gives permission for bikes to leave.

Electronic and Telecommunication Devices

Use of any personal electronic or telecommunication devices by the students during the school day is prohibited unless it is previously approved by the school administration for a specific educational purpose. Electronic and telecommunication devices include but are not limited to:

- Cell phones or similar devices
- Pagers and beepers
- iPods, MP3 players or similar devices
- Laser pointers or similar devices

- Cameras
- Recording devices
- Smart watches
- Fit Bits and other wearable exercise devices may be worn provided they are only being used for that purpose

Cellular devices (cell phones, Smart watches, etc.)

The use of personal cellular devices during the school day is strictly prohibited during school hours. Cell phones are to be off and in lockers. All notifications should be turned off. Should a student be found carrying or using their cellular device within the school building or on the premises during the school day, it will be confiscated and given to the principal. Cellular devices used for purposes other than tracking steps or telling time will also be confiscated. The principal or member of the office team will contact the parent to alert them that the cellular device is no longer with the student. The cell phone will only be returned to the child's parent. Repeated offenses will be subject to school disciplinary policy. Should a student need to contact a parent or guardian during the day, they are to do so from the school office and not on their cellular device or the classroom phone. Parents may not contact your child by cell phone call or text message during the school day. In regard to after school activities, the use of cellular devices is permitted upon the discretion of the supervising adult.

Lockers

Each student will be assigned a locker at the beginning of the school year. School lockers and desks are the property of the school, and at no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. Lockers are not to be locked during the school day. Locks can be used at the end of the school day and during weekends. Lock combinations are to be given to the teacher who will then keep them on file.

The exterior of the lockers are to be free of decoration unless permission has been given by the principal. The interior of the locker may be decorated. The use of masking tape, duct tape or other strong adhesive is strictly prohibited.

Weapons

All schools will be maintained as weapon free zones in protection of the safety of students, staff and visitors. According to Wisconsin State Statutes, no one, including a Conceal Carry Weapon (CCW) licensee may carry a firearm in or on the grounds of a school unless another specific statutory exception applies. No one, including a CCW licensee may carry any other dangerous weapon on school premises unless a specific exception applies. Individuals in violation of this

policy shall be reported to the police. Students found to be in possession of a weapon, or item resembling a weapon, will additionally be placed under disciplinary action as explained on p. 73 of the Parent/ Student Handbook.

Police Questioning and Apprehension

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

Search

Parishes/schools reserve the right to search anything brought onto parish/school property. Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students. Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

St. Dominic Catholic School has a crisis response plan. Details of this plan are confidential. All classrooms and public places provide access to the plan. In the event of a crisis situation, DO NOT COME TO THE SCHOOL. Communication for reunification will be made through the school directly to parents.

Drills

To be in compliance with Wisconsin State Statutes, the school conducts drills for fire emergencies, severe weather emergencies, and safety on a regular basis throughout the year.

Lockdown/ Secure Holds and Evacuation drills are conducted during the school year to prepare students and staff in the unlikely event there is a threat to the safety and security of the staff and students. Parent notification will occur after a drill is conducted.

General Conditions

The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made. Any errors or omissions in this document are considered reparable given the intent of the policy or procedure. Changes are deemed immediate.

Open Records Law and St. Dominic

St. Dominic is a private school and is not a governmental body or an “authority” as defined under Wisconsin’s Public Records Law (Wis. Stat. ch. 19, subch. II). Unlike public school districts, which are generally required to make many of their records available for public inspection upon request, St. Dominic is not subject to these open records requirements. As a private institution, we maintain discretion over the disclosure of internal records, personnel matters, and other institutional documents, except where disclosure is otherwise required by a specific statute, regulation, court order, or the terms of a program in which the school participates (such as certain reporting obligations under parental choice programs).

This means that records such as staff personnel files, internal communications, board meeting minutes, and administrative documents are not subject to public records requests in the way they would be at a public school.

Separately, please note that under 2025 Wisconsin Act 57, St. Dominic, like all Wisconsin schools, is required to provide same-day notification to parents/guardians in the event of a credible report of certain sexual misconduct by a school staff member. This notification requirement applies regardless of the school’s status under the open records law.

For questions about this policy, please contact the school administration.

Photo Policy

The parish or school must make every effort to protect the digital footprint of a child. The safeguarding standard is to ONLY post or share photos, videos or audio recordings of minors in groups of two (2) or more children.

In the occasional instance when a school or parish wishes to share a photo, video or audio recording of a single child for marketing or promotional purposes, please make sure ALL of the following requirements are met:

- Parental/guardian permission has been obtained via signed General Consent Form for Child Photo, Video and Audio Use
- The image has been reviewed and approved by at least two (2) school or parish staff/designated adult volunteer
- The parent/guardian is provided the image for her or him to review and approve the picture prior to posting or publishing it. The minor's last name is not published. The last initial is acceptable if needed. Personally identifiable information is not published.

Many times, parent chaperones will take photographs or video of children other than their own on a field trip. Opt-out language has been added to the Parent/Guardian Permission Slip for Field Trip and Indemnity Agreement to allow a parent to opt-out of photographs or videos being posted by a chaperone or staff for that specific field trip.

All images posted or published by an adult acting on behalf of the parish/school should adhere to the Archdiocese of Milwaukee Social Media and Digital Communication Policy guidelines. All images will be posted or published by the classroom teacher or supervisor to the official website or school social media account so that student privacy and parent wishes are respected for all students.

Photographs, videos, social media statuses and tagging should not be done in advance or in real time on social media sites. For example, if a chaperone posts "Going to the Milwaukee County Zoo with the kindergarten class today," the location of the kindergarten class has just been made available to anyone with access to that chaperone's social media account.

5140.12: Mandatory Reporting of School Violence Threats

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

The Act provides immunity from civil or criminal liability for any person or institution making a report in good faith, as well as immunity for health care providers who do not report based on their good faith belief and professional judgment that a report is not required.

The mandatory reporting created by Act 143 applies to threats of violence against public, private, or tribal elementary or secondary schools. An intentional violation of the reporting requirement is an unclassified misdemeanor, subject to a fine of \$1,000 or less, imprisonment of six months or less, or both.

7104: Parental Notification of Alleged Sexual Misconduct

Parish and school personnel shall ensure timely, transparent, and appropriate communication with parents or guardians when there is reasonable cause to suspect sexual misconduct involving a minor. All actions taken under this policy shall comply with Wisconsin law, uphold the dignity of the human person, and reflect the Archdiocese of Milwaukee's commitment to the protection of children and youth. This policy is adopted in compliance with 2025 Wisconsin Act 57 and applies to all Archdiocesan schools and parish-based educational programs and to all clergy, employees, and volunteers acting in an official capacity, for any report or allegation involving sexual misconduct directed toward a minor, regardless of when or where the conduct is alleged to have occurred.

For the purposes of this policy, sexual misconduct includes verbal or physical conduct of a sexual nature involving a minor, as defined by Wisconsin law. Reasonable cause means a determination based on credible information, observable behavior, or statements made by a student or witness. Absolute certainty is not required to establish reasonable cause.

Requirement for Parent/Guardian Notification

Parent or guardian notification is required when a parish or school administrator determines that there is reasonable cause to suspect sexual misconduct involving a minor. The alleged conduct includes:

Sexual misconduct as defined in Sec. 948.098 of the Wisconsin Statutes by a school staff member, which includes any person who provides services to the school, including an employee and a person who provides services under a contract, which can also include a bus driver.

That an individual who has been convicted of a serious child sex offense, as defined here, has engaged in an occupation or participated in a volunteer position that requires the individual to

work or interact primarily and directly with children in a manner that would be a felony under Wis. § 948.13.

That a sex offender has intentionally captured a representation of a minor student without the written consent of the minor student's parent or guardian.

Discipline

St. Dominic Catholic School utilizes the gospel message of Jesus Christ as its primary guidelines for the discipline of its students. The central and main emphasis of discipline at St. Dominic Catholic School is to maintain the dignity of every child and enable positive behavior which does not disrupt the learning process.

The teacher is the authority in the classroom. Students are expected to adhere to the individual classroom teacher's standards. The staff, along with the principal, will jointly establish these standards, and all shall have valid and justifiable purposes.

1. Procedures/rules are established and posted in each classroom.
2. The consequences established by teachers will address and make every attempt to change the inappropriate behavior. The faculty and administration believe in providing natural consequences for inappropriate behavior to make each situation a learning opportunity.

The administration always reserves the right to weigh each case independently and make choices for the benefit of the offending student as well as their classmates. The chain of consequences may be expedited depending on the circumstances and upon consultation with the pastor for the health and well-being of all involved.

Examples of unacceptable behaviors include but are not limited to:

1. Any violation of Wisconsin Criminal Statutes.
2. Substance abuse – The use/ possession/ distribution of alcoholic beverages and/or controlled substances on school/parish premises, at school related activities or arriving at school under the influence.
3. Sexual harassment – Unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Verbal or physical harassment to include online activity through social media and applications.
4. Vandalism – Vandalism or theft of school, parish, or personal property.
5. Physically fighting or any threatening behavior in school, on school premises or at school-related activities, on buses, field trips, etc.
6. Verbal abuse such as swearing, obscene language, racial insults, derogatory ethnic

- slurs, disrespectful activities that endanger the life or safety of another.
- 7. Possession of and/or use of weapons or possession of “look alike” weapons.
- 8. Possession of any object deemed potentially harmful to others.
- 9. Possession of and/ or use of laser pointers/pens or pens/ devices, AI glasses etc. that can be used for recording.
- 10. Bullying
- 11. Threats, verbal or written, which imply physical or mental harm.

Serious offenses will be handled under the discretion of the administration. The results may lead to immediate detention, probation, suspension and/or expulsion.

Definition of Bullying

Bullying is intentional, repeated behavior that involves an imbalance of power and causes physical, emotional, or social harm to another student or group of students. Bullying may occur on school grounds, at school-sponsored activities, on school transportation, or, when it directly impacts a student's safety or educational experience, through online or off-campus behavior.

Isolated incidents or conflicts that do not involve repeated behavior and an imbalance of power are not considered bullying and will be addressed according to the school's discipline policy..

Suicide Prevention

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services (CPS).

Detentions

Detentions can be given as a consequence. Detentions may also be considered for more severe or continuous behaviors at the discretion of the principal. Detentions are planned for 30 minutes after school.

If a student does not serve the detention when assigned, the student will receive one full hour of detention. If the student fails to serve a second time, the student will receive an in-school suspension and a meeting with the parents will occur. Refusal to sign the detention slip does

not mean that the student will not be required to serve the detention. The signature serves as an acknowledgement of receipt.

After 3 detentions in a trimester, the next infraction will result in an in-school suspension.

In the event of excessive and consistent behavior concerns, and after regular meetings with the parents to discuss concerns, the child may be placed on an **individual behavior contract**.

At the discretion of the principal, **an out of school suspension** can be implemented for more serious infractions. (continued)

If a child is suspended, they will be placed on probation for the remainder of the school year.

Probation

Probation is a monitoring and adherence to defined conduct for a defined time. A time limit will be set, loss of privileges may occur and regular meetings are part of this process. A student may be placed on probation for a trial period by the school principal. After conferences are held with the parents/guardians and relevant school personnel, the principal sets conditions for release from probation.

Final disposition will lie with the principal as to any consequences the child will receive. The principal's decision is binding.

5144: Discipline

Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance. The school reserves the right to contact law enforcement if a student's conduct is a potential criminal act. If a student is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence.

- Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:
 - Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
 - Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
 - Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
 - Vandalism
 - Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear

- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
 - Hazing or hazing-type initiations
 - Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
 - A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available
- The actions and procedures for probation, suspension, and expulsion must be published in the school handbooks.

Probation

A student may be placed on probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school. All students new to a school are considered on probation for a minimum of one semester.

Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others. Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held.

Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school. The final decision regarding suspension rests with the principal/administrator.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion. Students asked not to return the following year for behavior reasons are considered to be expelled. The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

1. The Expulsion Hearing Committee should be composed of three (3) to five (5) people. The committee composition should ensure objectivity to the greatest degree possible. a. Parish-sponsored school: members may include current or former parish trustees or council (pastoral and / or finance) members; parents of former students; or at-large parishioners. Current members of the School Advisory Commission, members of School Advisory Commission committees, or parents of current students are not allowed to serve on the Expulsion Hearing Committee. b. High school or Network school: members may include former School Board Directors or School Board committees; parents of former students; or at-large community members, such as, but not limited to, pastors or parish trustees of supporting parishes, or principals of Archdiocese of Milwaukee Elementary schools. Current School Board Directors, School Board committee members, or parents of current students at the school / network are not allowed to serve on the Expulsion Hearing Committee. Although not recommended, a school may use current employees, but the number of current employees should not constitute a majority of the Expulsion Hearing Committee.

2. The Expulsion Hearing Committee is chaired by a committee member who may be appointed by the pastor or chief school administrator (president or principal) or discerned by the committee members.. A school may hire an individual to preside over the Expulsion Hearing. This person may, but is not required to, be a voting member of the Expulsion Hearing Committee. The school is responsible for any expenses related to the hiring of this individual.

3. An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.

4. For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.

5. The following is required to be present for the entirety of the Expulsion Hearing: a. Parish-sponsored school: the pastor/parish director must be present b. Separately Incorporated High School or PreK – 12 School: the principal must be present c. Network Schools: The Chief Academic Officer, or equivalent, must be present

6. Each of the above may be present during the discussion of the Expulsion Hearing Committee to decide upon their recommendation

7. The school officials (e.g., elementary school principal, high school principal (network school) high school dean of students, or vice principal (stand-alone high school)) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.

8. The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.

9. Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.

10. A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.

11. The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.

12. The pastor/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level, CAO or equivalent at the network level, or school principal at the high school level has the final responsibility for the decision to expel or not.

13. The family of the student is informed of the final decision within 24 hours. The letter will detail the final action and signed by pastor and principal. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The letter must include notification of the right to appeal the decision. The parent is given the right to still withdraw the student before the deadline given in the final decision letter. Withdrawal must be done through a written notice signed by the parent(s)/guardian(s). A student who is withdrawn during this phase is considered withdrawn.

Appeal for Expulsions

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/network/school president in writing with rationale for appeal. The pastor/parish director or network/school president will review the hearing procedures to determine whether Archdiocesan and local school policy was followed. If procedures were not followed, the pastor/parish director or network/school president will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Advisory Commission (parish school), School Board of Directors or Board of Trustees (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

Alternatives to suspension and expulsion: Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

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