



ST. DOMINIC

CATHOLIC SCHOOL

Parent & Student Handbook

2025-2026

To be reviewed:
Annually

Effective:	September 2, 2025
Revised:	Annually
Reviewed by:	Principal
Date:	August 5 th 2025
Approved by:	Pastor and Managing Director
Date:	

18255 West Capitol Drive, Brookfield, WI 53045



Welcome

Welcome to St. Dominic Catholic School!

We are the Knights! We are the defenders of all that is sacred and true. We value our academics, our faith, and our commitment to one another in service and community. We strive to be courageous in our efforts and humble in our accomplishments. We honor history for it informs us but embrace the present to prepare for the future. We have a legacy to uphold and a path to forge. We are the Knights!

It is my honor and privilege to be the principal of St. Dominic Catholic School. You will find that enshrined within these walls a history of humble excellence. You will find a tradition of service to our Lord and Savior, Jesus Christ. It is here that you will find all that you cherished about your own Catholic education, all the excellence that Catholic education represents, and the joy of being a child. It is also here that you will find a respect and focus on the uniqueness of each student and each family. We provide quality instruction with an attention to the needs of each child. We are God-centered and student focused. We value parents as the primary educators of our students and encourage their involvement in the education of their child. We value teamwork. The family is the heart of society. We invite you and your family to become a part of our family through volunteering in our classrooms and in our school and actively engage in the life of the parish. Jesus needed help to carry out his mission and so do we. We strive to provide an experience for students and their families that is accessible, affordable, and available to all in order to build up a community of believers, to evangelize the culture, and to serve the common good of society as noted in the Holy See's Teaching on Catholic Schools (2006).

In this handbook, we wish to share with you all of those elements that make our school run effectively and efficiently in light of our school mission. We encourage you to read the contents and review them often. We live by a code, this code, much like the code of chivalry employed under Emperor Charlemagne in the middle ages. Our Knights are loyal, brave and true to the cause. A Knight is a defender of the faith while faithful to God and neighbor upholding virtue over vice. I humbly ask that you take up the task with us – to be defenders of the faith by living a life in relationship with Jesus Christ; to do all things for His greater glory.

Mary, Mother of God, pray for us!

St. Dominic, pray for us!

Colleen Rooney

Principal

St. Dominic Parish Mission Statement

"To Seek Christ, Know Christ and Become Christ, each one for the sake of all."

We are a thriving community of Christians in the Roman Catholic Tradition, assembled under the patronage of St. Dominic, the preacher and teacher.

We hear the voice of the Lord in our lives and desire to live the call of the Gospel by growing in faith through:

- Actively participating in liturgy, the Word of God, prayer, and the Sacraments;
- Extending ourselves in hospitality and evangelization;
- Serving human concerns of persons within and outside our Parish family;
- Offering lifetime opportunities for Christian formation and ongoing conversion; and
- Sharing in stewardship with our time, talent, and treasure.

St. Dominic Catholic School Mission Statement

St. Dominic Catholic School is inspiring minds, developing character and seeking Christ.

Philosophy Statement

We believe that it is our mission as disciples of Jesus Christ to continue His work in order to bring children and families into relationship with Him through our instructional programming. By honoring parents as the primary educators of children, we strive to serve the entire family through God-centered, student- focused learning opportunities that benefit the development of the whole child.

Inspiring Minds

We recognize that each child is an exceptional individual with talents and abilities to be developed to each child's full potential. We provide an academic and co-curricular environment that challenges each individual and cultivates a desire for a lifetime of learning.

Developing Character

We enhance and support rigorous academics with religious faith and Catholic values by encouraging each child's spiritual, creative, physical, psychological and social growth.

Seeking Christ

Each individual at St. Dominic Catholic School is encouraged to find Jesus in their neighbor, to deepen their relationship with Jesus Christ through participation in the Mass, prayer, and formational opportunities, and to work to be the hands of Jesus for others. We teach respect, acceptance, and justice for all people in the tradition of Catholic social justice teaching and the gospel message of Jesus Christ.

SCHOOL PERSONNEL

Priests:	Rev. Dennis Saran Rev. David Sweeney		
Principal:	Ms. Colleen Rooney		
School Office Administrative Assistants:	Mrs. Lisa Taubner, Mrs. Kathy Becker		
Maintenance:	Mr. Steve Veres Mr. Tom Gerow		
3-Year Kindergarten Aide for K-3	Mrs. Kimberly Landolt Mrs. Colleen Malcolm		
Discovery Room Aides	Ms. Corinna Langenohl	&	Ms. Katie Listwan
4-Year Kindergarten Aides for K-4	Mrs. Katie Albrecht Mrs. Gina Aringer	&	Mrs. Audrey Markey Mrs. Susan Rieck
5-Year Kindergarten Aides for K-5	Mrs. Jennifer Baumann Mrs. Shelly Conrad	&	Mrs. Erika Ufnowski Mrs. Heather Thompson
Grade 1	Ms. Amy Baumann	&	Mrs. Heather Petersons
Grade 2	Mrs. Rosi Kwaitkowski	&	Mrs. Kate Evans
Grade 3	Mrs. Megan Lilly	&	Ms. Sophie Zmuzinski
Grade 4	Ms. Sarah Wagner	&	Mrs. Patti Simmons
Grade 5	Mrs. Maureen Koplien	&	Mrs. Pam Patterson
Grade 6	Mrs. Jennifer Marlock	&	Danny Rice
Grade 7	Mr. Adam Czajkowski	&	
Grade 8	Mrs. Aimee Weiner	&	Mrs. Jessica Brown
Art	Mr. Matt Holden		
Extended Care Team Gongola and Julie Bruders	Ms. Katie Cebelka - Lead, Veronica Pfundstein, Ms. Rose Pfundstein, Sophia		
Kitchen/Cafeteria Team	Ms. Jennifer Ortmann, Mrs. Genie Hilbert- Baade, Mr. Kieshaun Taylor		
Media Specialist	Mrs. Michelle Kornburger		
Music	Mrs. Tina Sherman		
Physical Education	Mr. Don Enger		
Reading Teacher/ Learning Support	Mrs. Carol Machulak, Mr. Mark Delaney, Mrs. Christine Rudek, Mrs. Barb Corby, Mrs. Mariellen Roeder		
Recess supervisors	Mr. PJ Galganski, Kimberly Mateljan, Mrs. Jill Fisher		
Spanish	Mrs. Jessica Rohr		
Strings Director	Mr. Mark Eagon		

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St.

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



Acrostic created by the graduating class of 2012-2013.

**Dominic
Catholic**

School Code of Conduct

I. Expectations for Admission

At St. Dominic Catholic School, we honor the parents as the primary educators of their children. We work cooperatively with parents to teach every student about Jesus Christ and the Catholic faith and its traditions while building a strong foundation of academic excellence.

A. Parent/ Guardian Rights and Responsibilities

The education of your child is a partnership between you and the school. We encourage parents/guardians to be actively engaged in the St. Dominic Catholic School community. These are some suggested guidelines for how to be a part of the home and school collaborative.

Parental Rights

1. To have your children's safety be a priority
2. To have your children receive an authentic Catholic education in a Catholic environment
3. To have your child's learning needs met if the program can reasonably accommodate them
4. To have your children taught by competent teachers and led by those who respect and care for them
5. To talk with personnel and to have requests for meetings answered in a timely manner
6. To have your children "try out" for all program activities and teams
7. To review records and respond
8. To participate in the life of the parish/school

Parental Responsibilities

1. Foster Catholic values in the daily activity of the children.
 - a. Attendance at weekend Eucharistic liturgy (Mass)
 - b. Celebrate family prayer time
 - c. Participate in Sacramental reception
 - d. Foster respect and acceptance of all people
 - e. Partner with the parish/school in the education and formation of your children
2. Promote the essential mission of the parish: "To Seek Christ, Know Christ and Become Christ, each one for the sake of all."
3. Support the staff, mission, and policies of St. Dominic Catholic School

4. Monitor a child/ children's academic and moral progress
5. Discuss concerns and problems with the person(s) most directly involved before contacting other authorities
6. Attend school related meetings, conferences and functions
7. Volunteer in the life of the parish/school when possible
8. Acknowledge the information in the Parent/ Student Handbook, family folder, and communications from classroom teachers, School Advisory Committee, Home and School Association, and the Athletic Association
9. Fulfill all financial obligations to St. Dominic Catholic School and Parish Community, including financial stewardship as an active parish member.
10. Assure compliance with the St. Dominic Catholic School uniform and non-uniform policy
11. Keep any observed student issues while volunteering confidential and not to discuss these observations with other parents. Issues of concern are to be brought to the classroom teacher or principal.
12. Promote our parish and school and to speak well of them to others

Since the education of a child is a partnership, should that partnership be irretrievably broken, the school reserves the right to require parents to withdraw their child. The administration will make every effort to prevent this from occurring but will always act in the best interest of the child in support of the parents.

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. The proper channels for discourse are to first address concerns with the teacher. If the result of that conversation is not satisfactory to the parent, they may then address their concerns to the principal. If dissatisfaction remains, they are to address their concerns to the pastor. The Archdiocese of Milwaukee Office for Schools is to be the last recourse for families should they remain dissatisfied.

Expectations for families attending Catholic schools as noted in Canon Law

Canon 22.6.2. Because they have given life to their children, parents have the most serious obligation and enjoy the right to educate them; therefore, Christian parents are especially to care for the Christian education of their children according to the teaching handed on by Church.

Canon 793.1. Parents as well as those who take their place are obliged and enjoy the right to educate their offspring: Catholic parents also have the duty and the right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances.

Canon 793.2. Parents also have the right to make use of those aids to be furnished by civil society which they need in order to obtain Catholic education for their children.

Canon 796.1. Among educational means the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task.

Canon 796.2. It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.

Canon 774.1. Under the supervision of legitimate ecclesiastical authority this concern for catechesis pertains to all the members of the Church in proportion to each one's role.

Canon 774.2. Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation.

B. Admission

St. Dominic Catholic School respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship.

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 school admits students of any race, color, national origin, and ethnicity as all are recognized as children of God. Catholic education promotes and fosters the teaching and values of the Catholic Church as professed by the Magisterium of the Catholic Church and articulated in the *Catechism of the Catholic Church*. Catholic schools, through their educational efforts, provide an essential ecclesiastical ministry, the primary purpose of which is evangelization through a critical transmission of culture in the light of faith and the integral formation of the human person, mind, body, and spirit, to fulfill God's calling for all to a fullness of Christian living in this world and the next. The final decision for admission, instruction, and retention of any student rests with the principal and pastor.

The Catholic schools offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. The Catholic schools shall not be a refuge for parents/students who seek to avoid integration in the public schools. As such, the student and his or her parents must agree that while enrolled in the school he or she will respect Catholic teaching concerning faith and morals. The Church believes that the body and soul are intimately united: the body does not contain the soul like water in a glass, but the two are intimately dependent upon each other to express humanity as the highest order of creation. We believe that the sexes are complementary and that as “male and female he made them”. Our given biological sex is part of the divine plan. The Church teaches that sexual identity is “a reality deeply inscribed in man and woman,” it constitutes but is more than one’s biological identity, and a person “should acknowledge and accept his sexual identity”. One’s biological sex and gender expression are not to be disaggregated, but should be seen in harmony, according to God’s plan.

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 affiliations

The administration will give careful consideration to the admission of students with special needs in keeping with its mission to teach every student about Jesus Christ and the Catholic faith and its traditions while building a strong foundation of academic excellence, but is not required to enroll, re-

enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations. St. Dominic Catholic School will continue and, where needed, intensify their efforts to enroll students to achieve racial integration and cultural plurality while maintaining the Catholic character of the school.

In development of preferential options for the poor, St. Dominic Catholic School will provide financial assistance in any means possible for students from low income families or those needing temporary assistance based on individual circumstances. Parents/guardians should never hesitate to ask for help when help can and will be provided.

All new students transferring from another school need to present their most recent report card as evidence of their achievement level. When the transfer is not due to a change of address, the student will be enrolled temporarily while the principal contacts the former school for the reasons of the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled. All transferring students will be on probation for the first semester that they attend St. Dominic Catholic School in order to determine if St. Dominic's educational program can meet the needs of the particular student(s).

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.

St. Dominic Catholic School strives to provide modest class sizes. The sum total of children attending the K3 programming is not to exceed 45 children. The capacity in the 2 day AM, 3 day AM or 5 day AM options should not exceed 15 in any combination. Once an enrollment reaches 10 students at K3, an aide will be provided. The maximum number of children in K4 is 22 children. The Discovery Room program is 20 children in either the AM or PM to serve the full day option at St. Dominic K3 programming. The maximum number of children in the five year old kindergarten is 25 children in each room. The maximum number of children in the first grade is 26 children in each room. Grades 2 through 8 there may be 28 children in each space. Should a situation arise where the determination regarding class placement be at odds with this expectation, the principal with the approval of the pastor may act on the best interest of a family or the school. On the rare occasion, all classes may accept +1 child as deemed appropriate by the principal with the approval of the pastor and School Advisory Commission. If a class size falls below an acceptable minimum of 5 students, the principal and pastor will determine a course of action with the affected families and teachers in consult with the School Advisory Commission and Pastoral Council.

C. Early Admission Policy

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.

The following procedures for early admission into kindergarten or first grade at St. Dominic Catholic School are in accord with the Archdiocese of Milwaukee Office of Schools, Child and Youth Ministry policy.

1. The parent/ guardian applies to the principal. An interview is held to determine reasons for requesting early admission to first grade or kindergarten.
2. Application needs to take place by May 31. An appropriate test will be administered to the candidate to determine readiness for early admission.
3. The principal will inform the parent/guardian of the candidate's test results and his/her final decision as to the acceptance or not of the candidate for early admission into first grade or kindergarten. Students meeting the proper age requirements have priority over underage applicants.
4. Admission of underage first grade or kindergarten student is considered to be on a trial basis for the duration of the first semester of the school year.

D. Student Acceleration

A student may be accelerated one grade level in exceptional cases. Acceleration should be considered upon the recommendation of the student's teachers and must have the approval of parents. The principal should consult with the Office for Schools prior to making the final decision on an individual student's acceleration.

Utilization of all available local resources within the school and community in the assessment and educational program modifications for the student(s) in question needs to be a part of the process. Intellectual, developmental, social and emotional factors must be taken into consideration before any final decisions are made. Any arrangements for acceleration are on a trial basis for a mutually agreed upon amount of time before becoming permanent.

E. 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 which the liturgy is celebrated.

F. Anti-Bias Practices

All people are sons and daughters of a loving God and share equally in God's unconditional love. All formational programs for children and youth are to reflect this loving, inclusive experience.

Formational programs are directed to be proactive in the promotion of an appreciation for diversity and inclusiveness in language and behavior according to the policies of the Archdiocese of Milwaukee. This appreciation is demonstrated in the curriculum and is evidenced by statements in various handbooks.

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.

G. 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. All tuition and school fees need to be paid before transfer of student records takes place.

Student records will not be transferred until all financial payments are made to St. Dominic Catholic School. Only those records will be withheld for the scholastic period in which the unsatisfied financial obligation was incurred.

H. Tuition Contract and Fees

All new and currently enrolled families will be charged a nonrefundable registration fee of \$250. This includes a \$150 tuition deposit which will be applied to the tuition statement upon return of your signed Tuition Contract. The non-refundable registration fee per family will be paid at the time of registration.

If a child is put on a “waiting list”, the deposit will be returned to the family with notification of the child’s “waiting list” status.

The following fee schedule has been approved by the Pastor, Trustees and Finance Council for the 2025-2026 St. Dominic Catholic School year.

Tuition is paid in full, 4 payments or 8 equal monthly payments. Qualifying for the Parishioner Tuition Rate is dependent on meeting the Parishioner Tuition Eligibility criteria, including demonstration of parish engagement, service and stewardship. St. Dominic Parish subsidizes our day school. Without this support, operating our school at the exceptional standards we maintain would not be possible. We ask parents/guardians to take seriously their responsibility of Parish Engagement and Financial Stewardship.

Annual Tuition and Fees for the 2025-2026 School Year

ANNUAL TUITION – DISCOUNTED RATES FOR ACTIVE REGISTERED PARISHIONERS

(Note: Full day K3 (5day) or K4, with siblings in K5 to 8th will receive a \$500 discount)

	Half Day	Full Day
K3 (2 day)	\$ 2,194.00	\$ 3,533.00
K3 (3 day)	\$ 3,288.00	\$ 5,224.00
K3 (5 day)	\$ 4,392.00	\$ 6,977.00
K4 student	\$ 4,090.00	\$ 6,276.00

(The following discounted rates for 2, 3, or 4+ children apply only to children in grades K5 or higher)

- K5 or One child \$ 4,147.00
- Two children \$ 7,645.00 (discount \$649.00)
- Three children \$10,542.00 (discount \$1,899.00)
- Four or more children \$12,490.00 (discount \$4,098.00)*4,147 5+ child

ANNUAL TUITION – NON-PARISHIONERS – TUITION PER CHILD

Additional Full-Day Children for non-members would receive the following discount:

Two Children Discount: \$325.00 Three Children Discount: \$950.00 Four or more Children Discount: \$2,050.00

	Half Day	Full Day
K3 (2 day)	\$ 3,636.00	\$ 4,893.00

K3 (3 day)	\$ 5,510.00	\$ 7,115.00
K3 & K4 (5 day)	\$ 7,150.00	\$ 9,106.00

GRADES K5 - 8 \$ 6,523.00

ANNUAL SCHOOL FEES (in addition to tuition)

- Registration Fee (per family) \$250 (\$150 applied to tuition)
- Supervision Fee (per families K5-8) \$100
- Daily Snack Milk Fee (per student K4 & K5) \$100
- Technology Fee (per student K5-8) \$125
- Graduation Fee (per 8th grade student) \$ 75

I. Tuition and Fee Collection Procedure

All students attending St Dominic Catholic School are charged tuition and fees. Payments shall be made in accordance with the guidelines published by the school and stated on the Tuition Contract. Families select a contractual payment obligation by completing and signing the tuition contract. In addition, all families claiming eligibility for the parishioner tuition rates must contribute personal time, talent and service to the parish and school in conjunction with their financial obligations.

Tuition payments are monitored by the Parish Finance Department. Should payments fall out of compliance with the contractual obligation, the Parish Finance Department will mail, e-mail, and/ or make phone contact with the families in an effort to produce payment or develop a mutually agreeable payment plan. A student may be dismissed during the school year if the family fails to meet their financial obligations. 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..

Should it be necessary for a student to withdraw, the following tuition refunds may be requested:

- Prior to the first day of the school year: Full refund of the tuition less any fees paid, including registration, technology, etc.
- After the start of the:
 - First trimester: 66.7% of tuition refunded. Fees are not refunded
 - Second trimester: 33.3% of tuition is refunded. Fees are not refunded.
 - Third trimester: no refund of tuition nor fees
- Should the amount collected to date be less than that which is owed for the trimester to date, the balance is due immediately. Payment must occur prior to the transferring of any student records.

Any request for variation from this policy must be submitted in writing and will be determined by the Pastor, Principal, Director of Finance, and Managing Director.

J. 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 request when they are made aware of need. The Tuition Assistance Application is available on the school website under “Resources.”

K. When a Family Experiences a Hardship

St. Dominic Parish is committed to supporting the continued Catholic education for families that are experiencing extraordinary financial problems and St. Dominic will waive all financial responsibilities for specific time periods to these families. The determination of “hardship” families will be the prerogative of the pastor, principal and the Director of Finance. Families that encounter a change in their financial situation are encouraged to contact the principal so that guidance and possible assistance may be given

L. 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. As we strive to honor the parents as the primary educator, we do realize that parents hold the best interests of their child at heart. In situations where a parent has valid academic reasons for requests for teachers, those requests must be in writing to the principal by May 1. These requests will be taken under the advisement of the principal. Due to student additions during the summer and current teacher reasons for placement, parent requests for teachers are not guaranteed.

II. A Knight Is An Ally

It is an important element of the Knight Code to work in relationship with others to defend God and His Church. At St. Dominic Catholic School, we appreciate our existence in the greater community. We are most grateful for the support of the parish in maintaining our humble excellence in providing quality academics. In addition to the wonderful staff, the school benefits from the work of the School Advisory Commission and the Home and School Association.

A. 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, Fine Arts 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. The School Advisory Commission of St. Dominic Catholic School works cooperatively to provide vision and leadership within the school community. This vision and leadership should consider and balance the concerns and beliefs of parents, teachers, staff, students and Pastoral Council.

The School Advisory Commission meets as part of Common Leadership Night. Meetings are open to the St. Dominic Parish and Catholic School community. 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. The basic functions and brief overview are as follows:

- Educational Planning
- Communication
- Financing
- Marketing/Public Relations
- Principal Search and Selection
- Voting, Recommendations and Results

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.

2025/2026 St. Dominic Catholic School – School Advisory Commission Roster

Fr. Dennis Saran (Pastor) dennis.saran@stdominic.net

Ms. Colleen Rooney (Principal) colleen.rooney@stdominic.net

Katie Albrecht (Teacher Representative) katie.albrecht@stdominic.net

Adam Keller (Chair), Marketing, term through 2026 adam.keller@nm.com

Rob Dillon (Vice Chair), Technology, term through 2027 rdillon@kelloggalumni.northwestern.edu

Travis Gardner (Secretary), Marketing, term through 2026 gardner2472116@gmail.com

Rachel Moore, Marketing, term through 2026 moorefamily2840@gmail.com

Simon Orozco, Catholic Identity, term through 2026 spporozco@gmail.com

Dan Gundrum, Catholic Identity, term through 2027 dangundrum@yahoo.com

Rebecca Murray, Technology, term through 2027 rlang2302@yahoo.com;

Jessica Liesmeyer, term through 2028 jessicabliesemeyer@gmail.com

Josh Umfleet, term through 2028 jumfleet83@gmail.com

Luke Eskau, term through 2028 luke.eskau@gmail.com

B. Home and School Association

The Home and School Association serve 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 general meetings are typically held on the second Tuesday of the month beginning at 6:30 in the school Library

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

Association Executive Board Members 2025-2026

Co-Presidents: Heather Thompson & Rachel Mueller

Secretary: Karla Sprosty

Treasurer: Terri Maloney

Volunteer Coordinator: Elizabeth Keller

Enrichment Coordinator: Celia Kinsella

C. 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.

D. Family Folder

In order for any school to run smoothly, there must be a constant flow of communication between home and school. At St. Dominic Catholic School, we communicate through the weekly Family Folder. The Family Folder is our electronic newsletter that will be sent via Constant Contacts on Thursday 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.

E. 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.

II. A Knight is Dedicated

A. School Schedule

3 Year Old Kindergarten

2 day or 3 ½ day	7:45 AM -11:00 AM
2 or 3 day with Discovery Room	7:45AM-2:30PM
5 day	7:45 AM – 2:30PM

4 Year Old Kindergarten

½ day option:	7:45-11
Full day option:	7:45-2:45

K5 – Grade 8

7:45 AM – 2:45 PM

Students may arrive at St. Dominic Catholic School as early as 7:00. Students arriving this early are to be registered with our Extended Care program. Staff members will be outside to assist with the carline

beginning between 7:20 and 7:30. Students are allowed in the building at 7:30 for a soft start. Please note that staff will not be outside supervising students on the playground during morning drop off. You are to remain with your children in your vehicle until a staff member arrives. Carline doors will be shut at 7:45AM and students who arrive after 7:45AM will be considered tardy. Tardy students should enter the front doors of school.

Students not taking the bus are expected to be in their after school locations by 3:00. The supervising teachers will deliver students needing to be picked up to the office by 3:00. The school office closes at 3:15. Students still waiting for parents/ guardians at 3:15 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.

Lunch

Students are able to receive hot lunch every day at St. Dominic Catholic School. 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. Hot lunch is \$5.00 per child per meal. Milk is provided with hot lunch. Milk can be purchased through Lunchtime for students bringing lunch to school for 75 cents.

Extended Care

The Extended Care program assists families in the safe keeping of their children before school and after school. 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 7:00 AM -7:30 AM Monday - Friday (Discovery Room)
- After School 2:45 PM - 5:45 PM (Monday – Thursday); 2:45 PM – 5:00 PM (Friday)

Fees:

- Before School \$3.50/child
- After School \$7.25/child/hour

- Late pick up \$1.00/ minute after 5:45 PM (or 5:00 on Friday) to be billed in 15 minute increments

It is recommended that families register for Extended Care if the possibility of using this service exists. Families may be placed on a waiting list if average utilization rates are higher than our space and staffing can safely accommodate. Registration forms are available online at the school website or from the extended care team. There is a \$75 registration fee. This fee covers the cost of maintaining our computer software used in Extended Care and staffing.

Extended care is only open when school is in session.

B. Attendance

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and 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. A communication to the parent from the school upon the fifth day, and again on the tenth day, to be made in compliance with Wisconsin State Statute 118.15. This statute mandates that a child may not be excused from school by a parent for more than ten days in a school year.

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
- Severe weather when school does not officially close
- Car troubles
- Traffic obstacles (train, accident, traffic jam, etc..)

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

Pupils continually absent or tardy without sufficient cause should be referred to the school nurse, social worker, or persons assigned to the responsibility. "There is no legal number of absences, which if exceeded, leads to automatic retention" (Archdiocesan policy 5113(a), 5123).

To ensure the safety of our students, parents/ guardians are asked to call the school office between 7:30 and 8:00 AM or before to report their child's absence. Families may also report an absence by emailing the school office at school@stdominic.net. If no call or email reaches the school by 9:00 AM, the parents/ guardians will be contacted by office personnel.

St. Dominic Catholic School is considered an open campus. Parents may take their child(ren) off site during the day for appointments or other obligations. 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.

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 7:45 AM is considered tardy. Students will need to receive a pass from the school office before proceeding to their classrooms. If a student arrives late on a Wednesday during mass, the student must first report to the office for a tardy pass before attending mass. Late arrivals due to a delayed bus will not be considered as tardy. Consistent tardiness is inexcusable and will be addressed by the principal. After 5 unexcused tardies per quarter, parent notification will be made via a letter.

Children will be considered a 1/2 day absent if arrival is after 9:30 AM or leave before 1:00 PM on a regular school 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. Here their needs will be tended to as best as the staff can provide. Parents will be alerted by phone if a child has a fever (temperature over 100.4° or more), is vomiting or has diarrhea. Parents will always be alerted when a child experiences a head injury. Students with a fever must be picked up **within one hour** of being called. Their child will need to go home. A child will also go home if an injury is beyond the care of the school staff. Please be considerate to the needs of the child and school staff and make arrangements for your child to be picked up. Diagnosis and treatment of illness are never school responsibility and should not be undertaken by any school personnel. Under the Good Samaritan Laws (Wisconsin Statute 118.29), any licensed school bus operator and any private school employee or volunteer, other than a health care professional, who in good faith renders emergency care to a pupil is immune from civil liability for his or her acts or omissions in rendering such care.

Immunizations

School administrators must be in compliance with state immunization laws. 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.

Only limited quantities of any medicine are to be kept at the school. 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.**

Teachers are not to be asked to administer any medication.

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 will not be transported home by a student. Medications not retrieved from the school office will be properly disposed of.

Asthma Inhalers

Schools recognize the importance and necessity of students being allowed to carry 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.

C. 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, St. Dominic Catholic School will typically follow Elmbrook. To ensure that all families are aware, the principal will enact the robotic calling system. This system will also be enacted should 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 can anticipate going outside for recess everyday unless the temperature or wind chill is less than zero degrees. The school office utilizes The Weather Channel website (www.weather.com) to make final decisions about the temperature and wind chill.

Should there be a need to close the school as a result of natural disaster, pandemic, or other situation outside the control of administration, families will be informed of the need to transition to an alternative instructional platform as soon as possible through the Bright Arrow communication system within Power School.

How cold is too cold?

St. Dominic Catholic School operates under the "zero rule" when it comes to outdoor play. The zero rule dictates that if the temperature is zero degrees or less or the wind chill is zero degrees or less, the children will be staying inside for recess.

To close or not to close for weather?

The decision to close school due to snow or extreme cold is not an easy one. The process begins with the associate superintendent of the local public school system contacting the Department of Public Works. Should the DPW determine that travel for buses is unsafe, the associate superintendent will alert the superintendent. A conference call is made among all local superintendents to arrive at a decision. Should the decision be made to cancel school, a call is made to all local principals in that

district and the media. In turn, the principals notify their school communities and the media. St. Dominic Catholic School utilizes an automated calling system to alert families. If you wish additional contacts to be notified such as a grandparent or babysitter, please inform the office of that as well. We fall under the umbrella of Elmbrook Schools when alerts are made on the news. If Elmbrook closes due to inclement weather, St. Dominic will typically follow Elmbrook.

IV. A Knight is Well Rounded

All people are sons and daughters of a loving God and share equally in God's unconditional love. All of our programming for the students at St. Dominic Catholic School reflect this loving, inclusive experience where children feel safe to take risks in order to reach their full potential.

Our formal programs strive to be pro-active in the promotion of an appreciation for diversity and inclusiveness in language and behavior. This appreciation is demonstrated in the curriculum as it is dictated by the Archdiocese of Milwaukee Office of Schools, Child and Youth Ministry and is evidenced by our Mission/ Philosophy statements and by all of our school policies included in our Parent and Student Handbook.

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.

A. Academics

St. Dominic Catholic School provides instruction for children 3 years of age through eighth grade.

All information pertinent to families about the community of St. Dominic Catholic School is communicated via the Family Folder. The Family Folder is an electronic newsletter sent to every family. Families can expect the Family Folder to reach their inbox every Thursday. The Family Folder is also archived on the school website. Any information/ flyer needing to be shared with the community must be submitted to the principal for review by 10:00 AM on Wednesday morning.

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 occurs 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 is 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 K5-8 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 4. 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

The faculty and staff of St. Dominic Catholic School work to provide a God-centered, student focused approach to instruction. Academic support specialists 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

Student Academic Plans 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

St. Dominic Catholic Schools strives to "meet students where they are" in terms of the use of technology. We provide lo tech and hi tech approaches to classroom instruction. 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 courses. It is the role of the media facilitator to assist the teachers in identifying the most appropriate resources to use in order to address specific learning objectives.

St. Dominic Catholic School is committed to supporting the use of 21st century technology and skills necessary to compete in the global marketplace.

Athletics

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 Metro Volleyball Conference and the Don Bosco League of the Archdiocese of Milwaukee.

B. Fine arts

Students enrolled at St. Dominic Catholic School have the opportunity to participate in several options in the area of the fine arts. All offerings are made possible through the efforts of the Fine Arts Committee of the Home and School Association.

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.

C. 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. Signature of both parents/ guardians on the field trip permission slip is highly encouraged.

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.

D. Additional Curricular and 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 due to illness are not allowed to participate in meetings, practices, activities, games, meets or other extracurricular activities that day or evening.

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. The Student Council will involve all students by having representatives who will voice student concerns and give input into various school activities. 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.

Eligibility for the Student Council include but are not limited to:

1. Be able to work collaboratively and respectfully with executives and other representatives
2. Be able to work collaboratively and respectfully with the principal and adult supervisors
3. Be able to communicate ideas clearly and effectively
4. Be creative and have fun
5. The ability to stay after school for meetings and events

Executive positions can be held by 8th graders. Elections for executive positions are held in September. The executive officers are the president, vice president, secretary, and treasurer. These roles work very closely with the adult supervisors. When applying, students must share the responses to the following questions:

1. Why are you seeking this position?
2. Why would you make a good executive officer?
3. What do you want to do as a Student Council officer?

Parents and a faculty member must approve the application. Student council advisors and the existing executive board will review applications to select the two candidates to run at each position.

Classroom representatives are selected by their peers in grades 4-8. Students from the seventh grade class are representatives for students in grades K-3. When school begins in September, the executive officers will come talk to homerooms at the discretion of the classroom teacher. Students will fill out nomination forms. Classroom elections will occur based on the nominations. Classroom teachers will provide the opportunity for each candidate to share their rationale for wanting to be the classroom representative. A vote will then be held to determine the classroom representative.

Responsibilities of the Student Council representative:

1. Attend Student Council meetings (first and third Mondays of the month from 3-3:30)
2. Bring ideas to the meetings from classmates
3. Report back to classmates
4. Participate in all Student Council activities

Project Lead The Way (PLTW)

With the support of our Home and School Association and funding from the 2024 St. Dominic Gala, seventh and eighth grade students at St. Dominic Catholic School are able to participate in Project Lead The Way. Eighth grade will participate in the programming entitled Medical Detectives and seventh grade will participate in the programming entitled Automation and Robotics as part of the education at St. Dominic.

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

Eighth grade students have the opportunity to engage in the programming entitled PLTW Design and Modeling. 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.

Scouting

Students in grades kindergarten through eighth grade are welcome to join Boy or Girl Scouts affiliated with St. Dominic.

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.

There are five main areas where Campus Ministry is involved in the faith life of the school community, including Reconciliation, Advent, Saints of the Day, Lent, and Mary, including Rosary and May Crowning.

In an effort to be even more intentional with faith-forward growth and development, students will engage in Campus Ministry in smaller groups, which will encourage active sharing and support for discipleship. Campus Ministry members will have the opportunity to lead the community in prayer and faith formation, as well as partake in small group layers, focusing on Scripture and prayer.

Service

Jesus Christ commanded us to serve one another. At St. Dominic Catholic School we take that commissioning quite seriously. Every grade level participates in various service projects throughout the school year. Students in grades six through eight must perform service to understand and appreciate the importance of giving of ourselves in stewardship to others. 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. The expectation is that work be done for the sake of being the eyes and hands of Jesus Christ to other and not for financial gain.

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.

IV. A Knight is Responsible

It is the expressed goal of St. Dominic Catholic School to nurture a desire for continuing intellectual and spiritual growth of its students. We strive to provide an academic environment that challenges each individual and cultivates a desire for a lifetime of learning. We honor parents as the primary educators whereby the faculty and staff serve as support. We encourage parents to be involved in the education of their children while respecting the professional training of the teachers. A positive collaborative relationship that exists between home and school results in happy and successful children.

A. Homework

Homework is aligned to the learning targets in the classroom and is allows students the opportunity to receive feedback on a mastery toward a specific standard. 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

Homework/ classroom assignments are an extension of the day's learning experience and are given for extra practice with a learning target. In standards based grading, homework is not graded; it is marked.

Please remember that some children will need more or less time to complete the same amount of work. Each child is different. Homework assignments may not always involve problems to solve or worksheets to be completed. Students are strongly encouraged to use additional time outside of school reading, practicing basic operations in math, spelling words and reviewing the day's lessons. If a parent/ guardian has concerns about homework, they should bring their concern to the classroom teacher.

Parents are encouraged to...

- Ask their child about what the child is studying in school
- Ask their child to show them any homework assignments
- Assist their child in organizing homework materials
- Help their child formulate a plan for completing homework
- Provide an appropriate space for their child to do homework
- Communicate to the teacher when your child is frustrated with a concept or task due to observable lack of understanding

Parents may, if they wish...

- Help their child interpret assignment directions
- Proofread their child's work, pointing out errors
- Read aloud required reading to their child
- Give practice quizzes to their child to help prepare for tests
- Help their child brainstorm ideas for papers or projects
- Praise their child for completing homework to expectation and independently

Parents should not...

- Attempt to teach their child concepts or skills the child is unfamiliar with
- Complete assignments for their child
- Allow their child to sacrifice sleep to complete homework

In an instance of an extended vacation or an illness, parents may request that work be sent home. Students are expected to make up any summative assessments within the one school day for each absent school day. Should a student want to receive feedback on homework and formative assessments missed, they should turn these in within one school day for each absent school day and allow 48 hours for feedback.

B. Power School

Throughout the course of a school year, teachers utilize many tools to determine student growth and progress. The results of these measures are recorded using an online student information system called Power School. Through Power School 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. After one week, Power School will be turned “on” for parent/ student viewing of the report card and information for the new trimester. Report cards will no longer be sent home as a paper form. Additionally, parents are encouraged to attend conferences to discuss their child’s progress with the teacher. It is the collaborative spirit between home and school that results in student success.

Teachers use Power School to inform parents of the child(ren)’s progress. 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. There may be times through the course of instruction that there may not be notable progress to share as work may be moving toward an expected learning outcome. In addition to grades, Power School also allows teachers to write comments and concerns about assignments, tests, quizzes, and projects. It is advised that parents and students access Power School to be advised of progress. Teachers will be utilizing email, weekly letters, class websites and Google Classroom, or phone calls to apprise parents of student progress. Teachers are to monitor the academic progress of a child closely.

Families receive password information at the beginning of each school year. Please protect the confidentiality of this information. Please note that passwords cannot be changed for any reason.

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

C. Grading

St. Dominic Catholic School employs standards based grading and assessment practices as directed by the Archdiocese of Milwaukee Office for Schools. “Standards based grading and assessment” means that students are graded on what they know and have learned how to do after they were taught specific content or skill (a “standard”). In standards based grading systems, students, parents, and teachers have more accurate information about exactly what students should be learning and what they actually have learned as a result of instruction.

Many school districts across the country utilize standards based grading systems because of the increasing need to ensure that students are learning the concepts and skills they need in order to be successful and responsible citizens in the 21st century. Other skills and attributes, such as effort, organizational skills, courtesy, and timeliness still matter, of course. In standards based grading, however, the main purpose of a grade is to show what is actually learned.

As a professional community, to include all the teachers in the Archdiocese of Milwaukee, we wish to be transparent about our grading practices. The following beliefs demonstrate the guiding principles by which we hold ourselves accountable:

- We believe assessment and grading are ongoing processes that guide continuous learning.
- We believe grading should be standards-based and reflect what students know and are able to do.
- We believe grading should only reflect student achievement.
- We believe grading should support a growth mindset.
- We believe the purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments
- We believe grading should be transparent and promote common understanding between students, parents, teachers, and schools.

The assignment of grades is important for monitoring student progress. St. Dominic Catholic School utilizes a standard report card used by the schools in the Archdiocese of Milwaukee. A number of factors are considered when grading students. First, grades are based on programs that meet measurable learning objectives set forth by the curriculum of the Archdiocese of Milwaukee Office for Schools. This criterion includes mastery of content area objectives that are developmentally appropriate. This comprises the “Content Standards – Grade Level Exit Expectations” indicated on the report card. A “grade” will reflect mastery of content at the moment an assessment is provided. Grades will be reflective of the proficiency scale below. Mastery of learning outcomes are to be viewed on a continuum. Second, student individual abilities and aptitudes are considered. Finally, the student’s sense of personal responsibility is weighed. These last two factors comprise the “Success Indicators” noted on the report card. A “grade” does not reflect behavior but mastery of content.

Teachers are responsible for communicating with parents about their child’s progress. Teachers will utilize the progress reporting scale below.

Proficiency Scales for Standards Based Grading Practices

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 (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.

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

Student as Learner

- Transitions effectively between activities
- Demonstrates persistence in learning tasks
- Collaborates effectively to achieve defined outcomes
- Accepts and applies constructive feedback
- Completes learning tasks efficiently and independently
- Engages in learning in various settings
- Sets goals and monitors progress
- Utilizes effective organizational and time management skills

Student as Citizen

- Demonstrates respect for people and property
- Engages in active listening
- Demonstrates honesty
- Uses socially appropriate language
- Demonstrates empathy and kindness
- Practices appropriate conflict resolution skills
- Considers the impact of behavior on others

Student as Disciple

- Demonstrates care for all of God's creation
- Demonstrates a spirit of selfless service
- Expresses forgiveness in word and action
- Manifests a willingness to grow in faith and share beliefs (Middle School only)

D. Retakes

Standards-based grading allows a student to retake summative assessments. In order to support students to take ownership of their learning, teachers will not oblige the request of a parent but only that of the student. This practice will apply to students in fourth through eighth. Summative retakes should be completed within a week of receiving the summative grade. If it is determined that a student does indeed understand the major concepts but fails to demonstrate that knowledge on a particular summative assessment, the teacher may provide an alternative way of assessing a student.

E. Standardized testing

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 two times a school year, in the fall and spring, to students in grades K5 through 8. Students in grades K5 and 5 are additionally tested in the winter to monitor essential readiness skills. The information provided by these tests inform the instruction teachers provide so that we remain true to our God-centered, student-focused philosophy of education.

F. Promotion

A student will be promoted to the next grade when the student has successfully completed the academic requirements of the current grade. Promotion is indicated on the final report card of the academic year.

G. Retention

Retention of a student will be done judiciously after considering grade standard, as well as many other factors affecting retention. When retention seems likely, parents will be contacted formally by the issuance of the second report card. A conference will include reasons for the recommendation of possible retention and a program for remedial action to include an Education Action Plan. Final decisions of retention or promotion rest with the local school authorities.

V. A Knight is Thorough

Other policies exist at St. Dominic Catholic School to ensure the well- being of every child physically, spiritually, intellectually, emotionally and socially.

A. 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 site to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance learning projects.
- Using 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 any mobile devices, 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 programs 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 communication, 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.

The network and its applications such as the internet are provided for students to conduct research and communicate with others for the purposes of educational growth and discovery. Independent access to network services is provided to employees who agree to act in a considerate and responsible manner.

Access is a privilege, not a right. Access entails responsibility.

Individual users of the school 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 be always 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. There are times when a teacher may utilize one of these sites for instructional purposes. Only then, under the supervision of that teacher, will social networking sites be permitted. Parents are to monitor student conduct on social networking sites from their own homes as the school is not responsible for the conduct of children in their homes. It is hoped that the expectations expressed in this handbook are supported at home. It is hoped that parents monitor the conduct of their children on social media sites to maintain the integrity of their child, their family and their faith community. While the school has no jurisdiction over what students do in their homes and in their private lives, the ramifications of their actions can find itself to be a school matter. Therefore, any misuse of or misconduct related to the misuse of any social media platform should be brought to the attention of the principal immediately, especially when the content can be of great detriment to the person and their well-being. Actions that run contrary to our mission and beliefs will result in disciplinary action in conversation with the parents and parties involved. Likewise, any postings of information, positive or negative, that has implications on the St. Dominic community will be up for disciplinary action.

Email Accounts

Students will be given an email account. These accounts are highly restricted, and students only have access when needed. 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 always use their mobile devices in a responsible and ethical manner 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 music account(s).

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 Google Apps for Education. ***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.

Mobile Devices Left in Unsupervised Areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, STEM 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 per the approval, direction and supervision of the classroom teacher and/or media facilitator. Students using these devices are held to the same policies employed for the iPads with the following rules:

- 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.
- 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 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.

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 Chromebooks will be subject to the disciplinary consequences expressed on p. 50 of the Parent and Student Handbook. 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 up to \$600.00
- Additional disciplinary action as defined on p. 52 of the Parent and Student Handbook
- Notification to law enforcement agencies

B. 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. Two students per bench.
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. After the table is dismissed, students should exit the cafeteria walking and keeping hands to the self.
6. Soda is prohibited.

Misbehavior will be reported to the principal before the supervisor leaves lunchroom duty.

Students that persist in misbehavior or do not follow directives of the supervisor will be sent to the principal. The principal will fill out a Correction Notice or provide other appropriate disciplinary action. The Correction Notice will be sent home for a parent signature.

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.

C. 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 and the far kickball diamonds 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 supervisor blows the whistle 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 in the three recess zones.
 - 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.
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 one of the following consequences.

- Receiving a verbal warning
- Separation from the game/ activity through a “time out”
- The issuance of an Infraction Notice
- Conversation with the principal

D. Playground Equipment

The school supplies playground equipment for children to use outside. Proper care and use of all playground equipment is expected. 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. Only students in grades 3rd and above may use the monkey bars.

E. Playground After Hours

St. Dominic Catholic School appreciates the support its community provides. We love that our community is able to use our campus for exercise and fun. Upon dismissal of the students, the care of the children is expressly that of the parents. For consistency and safety playground rules apply until 5PM regardless of whether the child is in extended care or the care of their parents. Students not registered for extended care 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.

F. Movie Policy

The St. Dominic Catholic School policy 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.

G. 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).

H. 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. These include

1. Completing the required web-based training.
2. Attending the live, in-person session
3. Completing the renewal per the schedule (currently 5 years) which includes background checks.

Safeguarding must be completed before volunteering for an activity and chaperoning for any field trips. Contact the managing parish director if you have any questions.

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)).

A. 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.

VI. A Knight is Modest

Students at St. Dominic Catholic School are expected to wear a uniform in grades K5-8. We believe that what a person wears does both influence and reflect school behavior and learning.

The following guidelines are established to clarify the minimal expectations for students' attire. The descriptions are intended to assist in minimizing distractions and time spent "enforcing" dress code policies. Concern for students' safety shall be a consideration in determining appropriateness of attire. Students' attire should reflect a sense of respect for themselves and those around them. The school atmosphere, in general, should maintain a sense of connection with Catholic tradition and values to promote the virtue of chastity (CCC# 2344).

General Guidelines

As parents make choices to accommodate the individual needs of students, it is necessary to bear in mind the stated purposes of the 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. 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.

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 in to boots to go outside.

A. Uniform

Uniforms can be purchased through Lands End via our school website. Please see our website for our uniform policy.

B. Non uniform

Periodically throughout the school year, students will be permitted to be out of uniform. When out of uniform, it is important that students continue to practice making appropriate clothing choices to

emulate the virtue of chastity. Therefore, 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.** The only expectation is hoodie with our athletic or academic logo from our spirit wear vendor on spirit wear days. 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 15 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 frayed bottoms, cuts or tears, are not appropriate. 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 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 Heals, are allowed in the school building even on out of uniform days.** Socks are to be worn at all times.

Students may only be out of uniform on announced days or with an earned out of uniform pass on.

Spirit wear Fridays are different than out of uniform days. On Spirit Wear Fridays, students are permitted to wear solid color jeans (no rips or tears) and spirit wear top with a St. Dominic logo. Students must adhere to the above guidelines for footwear. Students are allowed to wear Uggs on Spirit Wear days.

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 an Infraction

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.

C. Gym Uniforms

Students in grades 5, 6, 7, and 8 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**. Total cost per uniform will be \$15 (\$6 per shirt and \$9 per short). Families can order as many as they choose.
- Samples of the various sizes of the uniform T-shirts and shorts will be available at the Meet and Greet Day.
- The uniforms will be delivered in September and distributed in the classroom to the child you designate on the Order Form.
- 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.

D. Scout Uniforms

Girl Scouts should 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. These can be worn on the Friday before Sunday meetings.

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.

E. 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.

F. Winter clothes

Students are expected to come to school with appropriate warm clothing for playing outside during the winter months. Students will be required to go outdoors for recess. Warm jackets, gloves, hats and adequate footwear are required when appropriate. It is also a good idea to 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 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. When it snows, children should bring snow pants and boots for recess. 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.

VII. A Knight is Conscientious of Mind and Body

A. Knights For Christ

"Finally, draw your strength from the Lord and his mighty power. Put on the armor of God so that you may be able to stand firm against the tactics of the devil. Our battle is not against human forces but against the principalities and powers, the rulers of this world of darkness, the evil spirits in regions above. You must put on the armor of God if you are to resist on the evil day; do all that your duty requires, and hold your ground. Stand fast, with the truth as the belt around your waist, justice as your breastplate, and zeal to propagate the gospel of peace as your footgear. In all circumstances hold faith up before you as your shield; it will help you extinguish the fiery darts of the evil one. Take the helmet of salvation and the sword of the spirit, the word of God." – Ephesians 6: 10-17

When St. Paul spoke these words during his travels in Ephesus as a missionary, he was addressing a group of people who did not know the will nor the power of God. Ephesus was the third largest city in the Roman Empire. It was the center of several pagan religions. Paul knew a battle waged ahead of him and his fellow disciples as they entered its walls. The people of Ephesus, much like people today, were people filled with uncertainty about their futures and fear that their fate was in the hands of something beyond their control. Like the people in ancient times, we are struggling with uncertainty, fear, and doubt created by a whole host of issues plaguing our modern world. For the sake of survival, we put up defenses that can weigh heavily on our hearts, our minds, and on our souls. These defense mechanisms prevent us from being the loving people that we have been created to be.

The armor of God is a spiritual strength to which our children can draw on to protect themselves from the moral challenges present in today's society. The best remedy against sin is virtue, arming children with what is good and right according to our Catholic traditions. Each month we will focus on a piece of God's armor, a virtue that will embolden us against the forces that make us less than what we are to be. In introducing the virtue, and working on the virtue in school, we invite parents to engage with us as the primary educators of their children. Each month, a guide sheet will come home through the weekly Family Folder that will assist parents in putting on the armor of God in their families. The armor of God shields us from the attacks of the post-Christian era that we live in. As Knights for Christ, we have the opportunity to not only strengthen our resolve individually, but also as a community of faith.

Our program is modelled after, and incorporates many components of, the Virtues in Practice program developed by the Dominican Sisters of St. Cecilia Congregation in Nashville, Tennessee. Putting on the Armor of God has been created with the support and approval of the Catholic Identity subcommittee of the School Advisory Committee advisory to the principal.

B. Behavior expectations/ Discipline

All people are sons and daughters of a loving God and share equally in God's unconditional love. All school programs for children are to reflect this loving, inclusive experience.

School programs are to be pro-active in the promotion of an appreciation for diversity and inclusiveness in language and behavior.

The need to belong, which means "to feel significant and important", is basic to each person. Since students spend at least six hours a day in school, their ability to find a satisfying place in this school community is of major importance.

To experience a strong sense of belonging, each student must feel capable of completing tasks in a manner that meets the standards of the school. They need to believe they can connect successfully with teachers and classmates. They need to know they contribute in a significant way to the group.

In order to create such a climate in which students can learn, belong and enjoy school, a few simple regulations are enforced. These rules are based on the Knight Code of Conduct and the mutual respect children should have for one another and for adult members of the school community. The school staff will work at maintaining an educational environment that encourages optimum human growth and development.

Positive concepts of discipline are built on a belief in the dignity of each person. A central goal of the school is to help students develop self-discipline. Self-direction rather than external control is the ultimate aim of true discipline. A climate of mutual understanding, respect, and trust based upon faith in the worth and dignity of each individual as they are created in the image and likeness of God does much to promote self-discipline.

Standards and rules are necessary for the successful operation of a school. Teachers, with the support of parents/guardians and school administrator, make sure that each child understands his/her rights and responsibilities as a member of this school community as indicated by the Knight Code of Conduct.

1. Right to be respected as a person and responsibility to give respect to others.
2. Right to have one's personal equipment, clothing and other belongings without harassment and responsibility to allow others the same.
3. Right to a fair share of the teacher's time and responsibility to allow other students their share.
4. Right to personal safety on school premises (classroom, lunchroom, hallway, washrooms, playground and so on), and responsibility to follow rules made to insure that right for self and others.
5. Right to use educational materials and facilities and responsibility to give them proper care.

Some basic criteria for student behavior include:

1. Students are to attend class regularly and be on time.
2. Students are to be in place and ready to work at the beginning of each class period. Being prepared means having the proper books, materials, paper, pens, pencils, etc.
3. Students are to follow the directions of the teacher/ alternate teacher. Courtesy and respect must be given to all adults and classmates.
4. When movement is required between classrooms and school spaces, all students are expected to do so in an orderly and non-disruptive manner. No loud conversations are to take place at this time.
5. Students may not drink soda, eat food, candy nor chew gum in class, in gym, in church, at recess, or on field trips. Fast foods are not to be brought into the school and/or cafeteria during school hours without permission from the classroom teacher or principal.

6. Students are expected to treat all adults and students with Christian respect and dignity and also to respect the school property and the property rights of others. (Do unto others as you would have them do unto you.)
7. Students are requested to greet one another and the staff with friendliness and proper respect.
8. It is encouraged that all mobile devices and electronics be kept at home and not brought to school. The school is not responsible should they become lost or broken.
9. Students are to participate in the care and keeping of the school, its attached facilities, and the grounds. All are encouraged to clean up after themselves and assist in keeping our campus free of litter and debris. We are to strive to leave a place better than how we found it.

Students attending St. Dominic Catholic School are representative to the civic community of the school they attend and the church that sponsors the school. Any behavior on the part of the student which causes negative or adverse publicity for the school may be a cause for disciplinary action on the part of the school.

Discipline Plan

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.

Three basic premises that underlie all discipline procedures are:

1. Procedures/rules are established and posted in each classroom.
2. Consequences for inappropriate behavior are posted in each classroom.
3. The consequences 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.

Infractions

At the teacher's discretion, a Major and Minor Infractions may be given for inappropriate behavior. These notices will be given on a specific form. It serves as a way to communicate a situation that

occurred at school to parents/guardians. An Infraction provides for an opportunity to open up dialogue regarding a child's particular behavior. These notices are to be signed by the parent (though a parent's signature does not validate the infraction) and returned the following day. Should a parent want more information on the infraction, he or she should reach out directly to the student's teacher.

Detentions

At a fourth minor infraction notice (or two major infraction notices), a student will serve a detention. The administration may determine in certain cases that a detention and/or restorative justice be served prior to the fourth minor or second major infraction, especially in the case of excessively disruptive behavior or physical harm or destruction to property. This detention can include a lunch detention or an after school detention. Detention must be served within 2 school days of receiving the infraction. If a detention is not served, a student may be held from class for an in school suspension until the detention can be served. The student completes restorative justice to make amends for the harm or disruption that was caused. Restorative justice projects can include but are not limited to letters of apology, cleaning up the school grounds, or the like.

Should a child receive a second detention within the same trimester, a parent/student/teacher/principal conference will be held after the detention to jointly develop a behavior action plan. This plan will serve to identify a goal behavior and state intervention techniques to help the student choose appropriate behaviors. This behavior action plan will be agreed upon and signed by the student, parent, teacher and principal. Copies of the behavior action plan will be shared with all staff members who have contact with the child throughout the course of the school day to include coaches. An evaluation of the behavior action plan will occur at regular intervals.

A third and fourth detention will result in an in-school suspension and/or removal from extra-curricular activities. A parent/student/principal conference will be held before a student returns to class.

The student will be placed on probation for a designated period of time after subsequent detentions. If the student persists in uncooperative behavior, another school setting will be recommended. Expulsion procedures will begin.

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 consult with the faculty and/or 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 or possession of alcoholic beverages and/or controlled substances on school/parish premises, at school related activities or arriving at school under the influence. Use or possession of smoking materials on school/parish premises or at school functions.
3. Sexual harassment – Unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical conduct of a sexual nature” on school/ parish premises or at school-related activities includes, but is not limited to the deliberate, repeated display of offensive sexually graphic materials which is not necessary for educational purposes.
4. Verbal or physical harassment to include online activity through social media and applications.
5. Vandalism – Vandalism or theft of school, parish, or personal property. Parents of student shall be responsible for the vandalism of their children. The acts of vandalism that result in significant damage include burglary, theft, malicious mischief, property damage, breaking and entering, and arson.
6. Physically fighting or any threatening behavior in school, on school premises or at school-related activities, on buses, field trips, etc.
7. Possession on school premises or at school-related activities of printed or written materials deemed inappropriate or obscene by the teacher or principal.
8. Truancy
9. Verbal abuse such as swearing, obscene language, racial insults, derogatory ethnic slurs, disrespect activities that endanger the life or safety of another.
10. Any severe anti-social or inappropriate conduct on school premises, online or at school-related activities that endanger the life or safety of another.
11. Possession of and/or use of weapons or possession of “look alike” weapons.
12. Possession of any object deemed potentially harmful to others.
13. Cheating, plagiarism or copying other students’ work.
14. Altering grades on assignments, tests or report cards.
15. Possession of and/ or use of laser pointers/pens or pens that can be used for recording.
16. Bullying behavior in person or online towards others is totally unacceptable and will be appropriately addressed by teachers and/ or principal when reported.
17. 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.

Probation

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. The principal's decisions are final.

Suspension

Suspension is justified only in unusual circumstances. Although the teacher or other personnel may initiate the action, the principal is the only person authorized to suspend a student, or in the absence of the principal, the designated person in authority.

If after all other reasonable means of correction have been taken without resolution and it is in the best judgment of the principal that the welfare of the student and/or others would be impaired by retaining the student, the principal may initiate the suspension process.

1. Prior to any suspension, the student must be advised of the reason for the proposed suspension.
2. The parent/guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
3. During the time of suspension, the student remains responsible for all academic assignments.
4. During the time of suspension, the student is not permitted to participate in any extracurricular school activities.

In School Suspension can be directed for varying lengths of time, but shall not exceed five days. In School Suspension conditions are to be determined by the principal. The suspended student remains the responsibility of the school.

Out of School Suspension is considered a rarity and is the responsibility of the principal. State law directs that a maximum of five days 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. Out of School suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

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 the 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 expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well articulated in the student handbook.

The Archdiocese of Milwaukee Office of School, Child and Youth Ministry designee is to be informed before any action leading to expulsion is taken.

Expulsion procedures

1. The actions and procedures for probations, suspension or expulsion shall be published in the school handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
3. Expulsion can take place only after 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. The hearing committee composition should be such as to insure objectivity and procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the secondary school principal/ elementary school pastor. The recommendation will be to:
 - a. Expel
 - b. Suggest other disciplinary actions in lieu of expulsion
 - c. Exonerate the student of any wrong doing
5. Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
6. If the decision to expel the student is made, parents are notified, in writing of the action. The right to appeal is made known to the parents.

Appeal

The student, or his/her parents or guardians, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation about at which step of the procedure needs to be further processed.

Procedural Guidelines for Expulsion Hearing in Elementary and Middle Schools

1. Insure that elements of the Suspension Policy and Expulsion Policy as outlined in P&R 5144 have been followed. The local disciplinary code and policies need to be consistent with those of the Archdiocese.
2. The Expulsion Hearing Committee is composed of 3-4 people. Choose members from various sources within the parish – former trustees or pastoral council members, parents of former students, at-large parishioners who have certain skills/backgrounds that would be a good “fit” for the situation. One of these hearings committee members need to chair/facilitate the hearing, not the pastor.
3. An expulsion hearing is not a legal proceeding; therefore neither party may have an attorney present during the hearing.
4. The pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
5. The school is represented by the principal, along with any teachers if appropriate. The school gets a certain amount of time (say up to maximum of 30 minutes) to present the chronology of events that lead up to the initiation of the expulsion process along with the supportive documentation and rationale as to why the expulsion is being sought.
6. 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.
7. 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.
8. 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.
9. The hearing is ended and the school representatives and the student/parent leave. The hearing committee weighs the facts and issues that were presented and gives the pastor a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
10. The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has final responsibility for the decision to expel or not.
11. The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. IF the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. Parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s).

12. Be sure to right to appeal to the Superintendent of Schools to note in the letter to the family if proceeding with expulsion as per the expulsion process outlined in P&R5144.

Conciliation Procedures for Parents/Guardians of St. Dominic Catholic School

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s)/ guardian(s) of a student enrolled in our schools or parish religious education programs and an employee (principal, teacher, DRE, youth minister, catechist) of the parish. Before any formal grievance can be initiated, the parent(s)/ guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. Any grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

Step 1- If there is no resolution, the parent/guardian can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten working days after the informal meeting noted above. The letter must contain the following:

- The date/time/place of the informal meeting
- The name and position of the employee with whom the disagreement exists
- Factual information and background regarding the disagreement
- Specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee five work days to respond and then schedule a meeting of all parties within then days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and the potential concern involves secondary schools, please go to Step 3. If resolution does not occur, and the potential concern involves elementary schools or parish programs, proceed to Step 2.

Step 2 – If resolution does not occur in the informal meeting or Step 1 and the concern involves elementary schools or parish programs, the parents/guardians will provide the pastor with a copy of the letter noted in Step 1 with five working days of the completion of Step 1.

The pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners:

1. The pastor will convene the parties in an attempt to reach mutual agreement.
(Disputes in which the pastor is the immediate supervisor begin here).

2. The pastor may contact the Archdiocesan Office of Schools, Child and Youth Ministry for assistance in resolving the matter. IF agreement is reached, the process is concluded.
3. The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him. See Step 3.

Step 3 – If there is no resolution through Step 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than thirty days after the parent/guardian forwards a copy of the letter noted in Step 1 to the committee. The committee, appointed by the pastor (principal, or president in a secondary school) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur a final Step 4 may be initiated.

Step 4 – Should resolution not occur through Steps 1, 2, and 3, the parent/guardian can submit within ten working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. The delegate for parishes will convene the grievance committee and chair its proceedings.

Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved.

The findings of the grievance committee will be communicated to all parties involved. Upon such communications, the work of the grievance committee will be closed.

C. Bullying

At St. Dominic Catholic School, we believe that all people should be treated respectfully as children of God. We aim to provide a safe and caring learning environment for our students. Bullying behaviors are actions that are contrary to these beliefs and to the teaching of our faith. Therefore, this policy has been put in place for all students attending our school.

The goal of the Bullying Prevention and Response Plan is as follows:

- To promote a Catholic educational environment in which bullying behaviors are not tolerated.

- To take positive action to prevent bullying behaviors from occurring through a well-communicated and clear policy
- To inform students, parents, faculty and staff of the expectations and to work together to maintain a positive school environment

Definition of Bullying

Bullying is defined as an imbalance of power by which the behavior of a student or a group of students is hurtful, threatening, or frightening to another individual or group while on school grounds, at a school sponsored activity or on a school bus. Additionally, school administrators may address bullying outside of the school setting, to include online behavior, if it has a direct and negative impact on a student's academic performance or safety in school.

Bullying is more than misconduct. Bullying behavior is intentional and repeated against the same student or group over time. An isolated incident is not bullying and will be addressed under the school's discipline policy.

Bullying includes but is not limited to the following:

Verbal harassment which includes name calling, teasing, put-downs, spreading gossip/rumors, threats.

Indirect harassment which includes social exclusion and isolation, intimidating through actions and gestures or making hurtful written comments.

Being an active bystander which is the assisting or reinforcing the mean behavior of an individual or group by not stopping or reporting the mean behavior.

Physical violence or threat of physical violence which includes hitting, shoving, kicking, throwing items at someone, taking items from someone, threatening or angry body language, destructive behavior with or towards objects, intimidation, forcing someone to do something, or other use of violence.

Cyber-bullying is using technology to intimidate, embarrass, harass, threaten or gossip.

Staff, parents and students must work together to prevent bullying behaviors and to end bullying behaviors should they begin. The success of this policy requires the following from parents and students.

Parents should:

- Be role models of proper Christian behavior; to act with love and mercy to our fellow human beings.

- Be aware of their child's actions and relationships. Maintain open communication with their child. Get to know their child's friends and observe how they interact in social settings.
- Report concerns of bullying behavior to their child's teacher, guidance counselor, and/or principal.
- Be open to the idea that their child may be involved in bullying behaviors and work with the school to eliminate these behaviors.

Students should:

- Report incidents of bullying they witness or experience to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
- Talk to parents or trusted adults about what they are experiencing in order to get help.
- Do not engage in violence or retaliation; act confident and walk away.
- Stand up for the student being bullied and refuse to join in if they see someone being bullied.
- Offer support for people being mistreated.
- Encourage students who are being bullied to talk to their parents or trusted adult.
- Treat others with the respect and dignity that is expected of any Catholic per the teachings of Jesus Christ.
- Surround yourself with people who treat you the way you deserve to be treated.

Consequences of Bullying Behavior

Bullying behavior will not be tolerated at St. Dominic Catholic School. However, the psychology of bullying requires more than what is required for other types of misbehavior. Should bullying behavior be identified, the disciplinary guidelines of the school will be followed with special attention being given to parent communication in cooperation with the school counselor and city social worker for both the bully and the victim. A behavior action plan may be developed depending on the severity and duration of the bullying behavior.

D. Intervention Specific to Extreme Behaviors

At St. Dominic Catholic School, we recognize and appreciate the uniqueness of every child. We know that the work of school is both academic and emotional, social and individual. Supporting a child in every way requires open and honest communication especially when it relates to the safety and security of everyone sharing the learning environment.

Behaviors are indicators of what is happening for a child internally. When a child is struggling with their ability to follow rules and regulate themselves accordingly, the school will make every effort to maintain the dignity of the child in support of the parents. When addressing behaviors, the school will first utilize the discipline program of the school as outlined above in the Parent/Student Handbook. Certain behaviors may be addressed through an behavior support plan; however, some behaviors are extreme and require immediate attention. This may require the assistance of outside personnel such as a school psychologist or independent doctor or therapist.

What qualifies a behavior as being “extreme”?

A behavior qualifies as “extreme” when the actions of a child has reached a high degree of intensity whereby, they pose an immediate threat to their own safety and well-being or to the safety and well-being of those around them as perceived by the faculty of the school and verified by the school principal. This may be a single instance or over a period of time. An extreme behavior may also be a behavior that, in being addressed through established disciplinary approaches, solicits no response or change in behavior despite collaboration between home, school, and/or outside agencies.

When making the determination, in the immediate and in the long term, the following three questions will be applied:

1. Is the behavior harmful to the student or others?
2. Does the behavior interfere with progress/learning/growth of the student or others?
3. Does the behavior infringe on the rights of the student or others ability to make or maintain social relationships?

Should a child’s behavior meet all three of these criteria, the following protocols will be put into action:

1. The child will be removed from the classroom setting as able. It may be easier and more appropriate to keep the child in the classroom and remove the rest of the class. The goal is to isolate the child in order to de-escalate their emotions.
2. The child’s parent(s)/guardian(s) will be contacted while appropriate staff work to de-escalate the situation.
3. The child will need to leave the premises. The child may not return until a plan is in place for the care of the child and for the safety of their classmates and staff.

The principal, in collaboration with the parents and others, including but not limited to, the Archdiocese of Milwaukee, members of the LST, teachers, and Brookfield Police Department as appropriate, is responsible for the developing and implementing a plan for the child. Each plan will include the following items of note:

1. A history of the students behaviors

2. A plan for the return to school contingent upon the successful completion of set criteria to include but not limited to:
 - a. Evaluation by medical or psychological personnel
 - b. Documented care that is consistent and successful
 - c. Identified period of time that is reasonable for care to be given
3. A plan for addressing academic instruction and completion of grade level expectations
4. A plan for re-entry
5. Signatures of principal, Learning Support Team Member, grade level teachers, and parents.

Failure to cooperate in the creation and implementation of a plan will result in the dismissal of the child from the school.

Because behavior does not happen in isolation, the principal will communicate as necessary and appropriate to the class, grade, or school. Should communication be necessary and appropriate, it will be done in collaboration with the parents involved.

Exceptionalities

In accordance with all mandatory reporting laws, any child voicing threats of self-harm, violence to themselves, classmates, or the school will automatically be subject to the protocols for extreme behaviors. These are threats that may be made in jest as well as those made in sincerity. It is advised that all actions, verbal threats, and non-verbal threats be treated seriously and without haste to the principal. Anyone with knowledge of a child making threats or have received a threat should report it immediately to police officials.

E. 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).

F. Mandatory Reporting of 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.

G. 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. Only those children getting off the bus should stand to leave. Children are expected to talk with those around them in respectful and polite tones and language. 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.

The bus company may alert the school of student misconduct. They may work in conjunction with the school to remedy problem bus behaviors. It is the school that is ultimately responsible for carrying out disciplinary action.

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.

GoRiteway (Elmbrook) 414-249-5048 Contact: Kayla X100

GoRiteway (Pewaukee) 262-691-9868 Contact: Jamie McIntosh

Dairyland (Menomonee Falls/ Sussex) 262-253-4060 Contact: Lori

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. Students are not allowed to ride out of district on a bus.

H. Extracurricular and Co-curricular Eligibility Policy

Participation in extracurricular and co-curricular 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 extra-curricular activities. It is to be understood that any student participating on behalf of St.

Dominic Catholic School is a representative of its mission and philosophy to those they encounter. Behavior unbecoming of a Knight will be met with appropriate consequences.

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 are not allowed to participate in meetings, practices, activities, games, meets or other extra-curricular activities that day or evening.

A student failing to satisfy any of the conditions listed below will be placed on suspension from extra-curricular activities by the school administration and/or activity leader according to the following expectations:

1. Habitual misconduct such as:
 - a. Disrespecting or not cooperating with school administration, teachers, school or parish staff or supervisors.
 - b. Disrespect and/or disregard for fellow students including but not limited to physical or verbal abuse, bullying behavior, and the use of foul language.
 - c. Any conduct or behavior not in keeping with the St. Dominic Catholic Parish and/ or school philosophy and policies.
2. Habitual academic concerns as determined by the student's teacher including:
 - a. Missing/ late assignments in any curricular area
 - b. Poor performance on assessments
3. Students not maintaining a minimum score of a 2 in any subject at the end of each grading period will be subject to academic probation from a sport or activity. Conversation between the school, parents, and coaches will be conducted in order to do what is just and appropriate for each student this applies to. Grades from the prior year will be used to determine the eligibility for fall activities.
4. Receiving an In-School or Out-of-School Suspension for behavioral or academic misconduct.
5. Multiple detentions served in one trimester
6. Failure to uphold the requirements in a student's behavior action plan

Probation from extracurricular activities

A student failing to satisfy any of the conditions listed above 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 up to 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.

I. 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 of 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.

J. 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.

K. 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. Avoid strong caffeine soda. Juice and juice drinks are preferred. 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.

IX. A Knight is Vigilant

The safety and security of the students, faculty and staff of our school is of utmost importance to the leadership of St. Dominic Catholic School. Efforts are continually made to increase the level of safety and security while maintaining a sense of community. It takes the cooperation of all members to ensure that our children experience the joy and fun of school knowing they are free of danger as best as they can be.

A. School entrances

All school doors are locked during the school day. Whenever a visitor comes to school, they are to proceed to the main school entrance to ring the doorbell. Visitors attempting to gain entrance through any other exterior doors will be denied access. Once the doorbell is rung, the principal, school administrative assistant or office assistants will “buzz” in the visitor. Visitors are to state the purpose of their visit at the school office immediately upon entering. 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 provide access through the main school entrance.

All students and staff members are trained not to open doors during the school day even if they recognize the person seeking access. We encourage our families not to return to school after hours to retrieve forgotten materials so as to not put the cleaning crew and Extended Care team in an awkward position. Important and valuable lessons can be learned from not returning to school to retrieve forgotten homework or books. We ask that our families not be offended if our staff remains consistent in following the expectations of their position to not let people into the school building after hours.

St. Dominic Catholic Parish utilizes 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 have a feed directly to the Brookfield Police Department. All cameras are located exteriorly except for the Parish Athletic Facility. The privacy of individuals in locker rooms and restrooms is maintained.

B. Visitor Check-In

A video doorbell is located outside of the main entrance of the school building. The intercom/door release is connected to the telephone system in the office which may result in a slight delay before the office staff is able to respond to the bell. All visitors to the school must report to the school office immediately upon arrival. Should access to the building be necessary, a visitor badge will be issued. The badge is to be worn for the entirety of the visit. Visitors will sign out upon completing their stay. If items need to be delivered to a particular child, they should be dropped off in the school office and a member of the office staff will deliver it to the child.

All staff members have been instructed to introduce themselves to anyone not wearing a visitor badge and request the reason for their presence in the school building. If the person has not signed in at the office, the staff member will escort them to the office.

C. Volunteers

The faculty and staff of St. Dominic Catholic School appreciate when parents and community members wish to be a part of the school day by volunteering in the classrooms, resource center or office. All volunteers are to have received Safeguarding All God's Children training. All volunteers must sign in at the school office and wear a visitor badge while working in the school.

It is our hope that most parents will want to volunteer at some point in their child's experience at St. Dominic Catholic School and thus will take the steps to be SafeGuarding certified. A reminder that to be able to volunteer as a coach, go on a field trip, assist in the classroom, etc. you must be certified in Safeguarding which requires:

- Attending the in-person session
- Background check every 5 years
- Acknowledgement of the Code of Ethical Standards and Mandatory reporting every 5 years

Parents who wish to drive students for school sponsored events during the school day will need to complete additional training and paperwork through Catholic Mutual Insurance.

D. 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 to school between 7:30 and 7:50 are to be dropped off on 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 on the south parking lot by the school entrance. Half day K3 and K4 students will meet the classroom teachers at the school entrance at the close of the morning session by 11:00. Students in the afternoon session will be escorted outside as explained below.

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. Teachers will escort their students out to the bus. When all children are accounted for, the teachers will wave the buses on. 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.**



E. 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. Children who need to cross Capitol Drive should do so at the traffic lights at the intersection of Imperial and Capitol Drives.

F. 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 PAAC 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.

G. 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. It is the responsibility of the student to inform their parent that their cell phone has been confiscated. The principal or member of the office team will also contact the parent to alert them that the cellular device is no longer with the student. The principal will only return the cell phone 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, please refrain from contacting your child by cell phone call or text message during the school day. All communications are to be conducted through the school office. Cellular devices are to be used for the purpose of communicating with parents via text or phone calling after hours under the direction of a supervising adult. In regard to after school activities, the use of cellular devices is permitted upon the discretion of the supervising adult.

H. 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

I. 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. Periodic general inspections of lockers and desks and any items in the lockers and desks may be conducted by the principal for any reason at any time, without notice, without student consent, and without a search warrant. 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. Items inside lockers are to be of minimal distraction and in line with the teachings of the Catholic Church and mission of the school. Students in violation of this policy will be told to remove their items.

J. 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.

K. 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.

L. Search and Seizure

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.

M. Crisis Response Plan

St. Dominic Catholic School openly shares its crisis response plan. 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 Brookfield Police Department and the Archdiocese of Milwaukee Communications Office. According to our plan on record with the Brookfield Police Department, families will reunite at Brookfield East High School located at 3305 Lilly Road.

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. Parents are alerted to when the initial drills are conducted so that they may be honored as the primary educators of their children as to why these drills take place. Teachers support this instruction in the classroom prior to the initial drill taking place.

Lockdown Drills

While most adults are familiar with fire drills and tornado drills, a lockdown drill is a more recent recommendation for schools to conduct. Lockdown 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.

Lockdowns are implemented when a situation occurs in or near school requiring students and faculty to remain secure in the classrooms. The guidelines for a lockdown are outlined in the Crisis Response Guidebook located in every room. During lockdowns, no one will be allowed in or out of the building until the situation is cleared.

A soft lockdown indicates that students and teachers must be secured in their rooms but teaching may continue. The hallways must remain clear until directed to do otherwise.

A hard lockdown indicates that there is a dangerous situation and the students and staff must be secured for their own safety.

- Doors closed and locked, windows closed, blinds shut
- Cover your door window with your room number sign
- Secure children in a safe spot in the room instituting silence and stillness until the threat is gone or otherwise directed.

X. 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.