



ST. DOMINIC
PARENT
AND
STUDENT
HANDBOOK

2011-2012

St. Dominic School - Parent/Student Handbook
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St. Dominic School

Mission Statement:

St. Dominic Parish School, working cooperatively with parents, strives to teach every student about the Catholic faith and its traditions, while building a strong foundation of academic excellence.

Message: To demonstrate an active response to the Gospel call through our examples, attitudes, and interactions with others in everyday life.

Community: To encourage the students and families to foster an atmosphere of thoughtfulness and respect where Catholic values are evident.

Worship: To invite students and families to be actively involved in the worshiping community with their sacramental, liturgical, and prayer life.

Service: To understand and proactively respond to the needs of those less fortunate.

Academic: To nurture a desire for continuing intellectual and spiritual growth.

Philosophy Statement:

We believe that, through the combined efforts of the faculty, parents, and pastoral staff, St. Dominic School provides exemplary Catholic education.

Philosophy Goals:

1. To recognize each child as an exceptional individual with talents and abilities to be developed to each child's full potential.
2. To enhance and support academics with religious faith and values.
3. To encourage each child's spiritual, creative, physical, psychological, and social growth.
4. To provide an academic environment that challenges each individual and cultivates a desire for a lifetime of learning.
5. To teach respect, acceptance, and justice for all people in the tradition of Catholic social teaching.
6. To fulfill the standards of the Milwaukee Archdiocese and the State of Wisconsin.

August 2011

St. Dominic School is a viable part of St. Dominic Parish and comes under the jurisdiction of the Parish Council. The school also follows all policies and directives from the Milwaukee Archdiocesan Office for Schools, Child & Youth Ministries.

SAFEGUARDING GOD'S CHILDREN

The Milwaukee Archdiocese requires all volunteers working with children on a regular (more than once annually) basis to complete "Safeguarding God's Children" training (formerly known as "VIRTUS") and to submit to a federal and state background check.

This means that all parents doing Playground Supervision or volunteering in the school in any way must:

1. Sign and return the Parish Acknowledgement Form
2. Submit to a federal and state background check (Complete and return the Volunteer Enrollment Form in the Family Folder- **NEEDED TO BE DONE EVERY FIVE YEARS**).
3. Take a "Safeguarding God's Children training session.

To register for a session, please visit <http://www.archmil.org/offices/safeguarding.htm>, click on the date you would like to attend, and follow the registration instructions.

"Safeguarding" Training must be completed before volunteering for any activity, including Lunch Supervision and chaperoning for any field trips.

If you have any additional questions about "Safe Environment" training, please contact Debbie Caputo, Parish Center Office, 262-781-3480, Ext. 250.

ACCREDITATION

St. Dominic School has been accredited through the Archdiocese of Milwaukee's Office for Schools, Child & Youth Ministries and WNSAA (Wisconsin Non-Public School Accreditation Association). The evaluation process required by the Archdiocese is followed each school year in order to maintain School Accreditation.

EXEMPLARY RECOGNITION

St. Dominic School was awarded Exemplary Status by the Archdiocese of Milwaukee in the area of Innovation Programs for its SMART Team. Previously part of the accreditation process, the Exemplary Schools Program is now a separate process to identify schools with exceptional programs. Schools applied for recognition in several categories by submitting written applications. Schools with superior written applications were selected to be visited by a team of experts. The visiting team recognized that the SMART Team program was an exceptionally effective tool for promoting outstanding student learning. St. Dominic is only one of 4 schools (out of a total of 114 elementary schools in the Milwaukee Archdiocese) identified as having exemplary programs.

PROFESSIONAL QUALIFICATIONS

The Administrator and all teachers at St. Dominic School have academic degrees appropriate for their particular assignments and are certified by the State of Wisconsin. Both administrator and teachers have required Certification in Religion according to Archdiocesan Policy.

PARENT/GUARDIAN RESPONSIBILITIES AT ST. DOMINIC SCHOOL

1. Foster Catholic/Christian values in the daily activities of their children.
 - a. Attendance at weekend Eucharistic Liturgy.
 - b. Celebrate Family prayer time each week.
 - c. Participate in Sacramental Reception.
 - d. Foster respect and acceptance of all people.
2. Promote Parish Essential Mission:
"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 School.
4. Awareness of child/children's academic and moral progress.
5. Attendance at school related meetings, conferences and functions.

6. Volunteer help in the various areas of school life where schedules permit.
7. **Five days or more** of service per year per family for Lunchroom & Playground Supervision.
8. Awareness of the information in the Parent/Guardian/Student Handbook, Electronic Family Folder/ Principal's Newsletters and communications from classroom teachers, School Board, Home & School Association and Athletic Association.
9. **Fulfill all financial obligations to St. Dominic School and Parish Community, including financial stewardship as an active parish member. To receive parish member tuition, an annual stewardship pledge card must be submitted.**
10. Parents assure compliance to the St. Dominic School Uniform Code.
11. **All parents are expected to keep any observed student issues while volunteering, confidential and not for discussion with others.**

SCHOOL PERSONNEL - 2011- 2012

Pastor:	Rev. David Reith	
Assoc. Pastor	Rev. Sean O'Connell	
Principal:	Mr. John Chovanec (x281)	
Secretary:	Mrs. Mary Kay Reinbold (x280)	
Maintenance:	Mr. Steve Veres, Mr. Dan Hughes, Mr. Terry Timm (x282)	
3-Year Kindergarten	Mrs. Brenda Kornacki(x286)	
4-Year Kindergarten	Mrs. Danita Stich (x272)	Aide for K-4 Mrs. Mary Zinda
5 Year Kindergarten	Mrs. Mary Pat Russell (x273) Mrs. Michelle Kornburger (x276)	Aide for K-5 Mrs. Sofia Noll
Grade 1	Mrs. Kathy Thomas (x274)	& Mrs. Kristin Becker (x275)
Grade 2	Mrs. Danielle Herzog (x260)	& Mrs. Ann Grunwaldt (x261)
Grade 3	Mrs. Megan Lilly (x259)	& Mrs. Jennifer Bass (x262)
Grade 4	Mrs. Melanie Polaski (x258)	& Mrs. Donna McCormack (x257)
Grade 5	Ms. Beth Platz (x255)	& Mrs. Maureen Koplien (x256)
Grade 6	Mrs. Sara Daggett (x268)	& Mrs. Jan MacDonald (x267)
Grade 7	Mrs. Mary Goll (x269)	& Mrs. Michelle Bula (x265)
Grade 8	Ms. Donna LaFlamme (x263)	& Ms. Kris Seifert (x264)
Music	Mrs. Christine White (x283)	
Spanish	Mrs. Lori Miller (x266)	
Physical Education	Mr. L. Dwayne Wunschel Jr. (x290)	
Librarian	Mrs. Patti Simmons (x279)	
Extended Care	Mrs. Debbie Becker (x285)	
Strings Director	Ms. Maria Gesiorek (x238)	
Band Director	Mrs. Joan Lueneburg (x238)	
Reading Specialist	Mrs. Gordonna Komassa (x254)	
Technology Coordinator	Mrs. Joyce Sauer (x270)	
Art Teachers	Mrs. Sheila Barker	& Ms. Cynthia Lorenz
Guidance Counselor	Mrs. Wendy Weinfurter (x289)	
Academic Support	Mrs. Betsy Sauer (x254)	

Staff Email Addresses: First Name.Last Name@stdominic.net

SAINT DOMINIC SCHOOL BOARD 2011 – 2012

Elected Members:	Bill Schenkelberg, Chairperson John Sohn, Vice Chairperson Rob Reilly, Secretary Brian Schreiber Andy Orgovan Mike Urban Mindy Hughes
Recording Secretary	Dena Fura
Teacher Rep.	Danita Stich
Non-Voting Members:	Rev. David Reith, Pastor Mr. John Chovanec, Principal

The School Board serves in an advisory capacity and assists in the development and definition of policies which govern the school. Educational innovations are areas of responsibility assumed by the Board.

The School Board meetings will be held on the 3rd Monday of each month. Meetings are open to the St. Dominic School community. Any party interested in addressing the School Board shall contact the Principal or School Board Chairperson no less than three business days prior to the start of the regularly scheduled meeting. The Board does reserve the right to call executive sessions.

Monthly copies of the School Board Minutes are published on the Parish Website and copies are sent home via e-mail in the Family Folders.

SCHOOL BOARD MISSION STATEMENT

The School Board of St. Dominic's 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 Parish Council.

The Board strives to:

- promote a Christian atmosphere and viable Catholic identity;
- foster high standards of spiritual, academic, and social growth;
- develop and define fair and just policies.

ST. DOMINIC HOME AND SCHOOL ASSOCIATION

President:	Patti Burbach and Amie George
Vice-President:	Tina Jessick
Secretary:	Michelle Minessale
Treasurer:	Michelle Sands
Volunteer Coordinators:	Tina Reilly

Home and School Association General Meetings will be held on the 2nd Tuesday of the month beginning at 6:30 P.M. in the School Meeting Room.

Agenda and Meeting Minutes will be printed in the Home & School Newsletter.

ST. DOMINIC HOME AND SCHOOL ASSOCIATION 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 co-partners with the school in the education of their children.

Encouraging the development and maintenance of high standards of Christian family life.

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.

11/96

ATHLETIC ASSOCIATION

Students in grades 5 through 8 at St. Dominic School 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.

The true goals of athletic competition are sportsmanship, leadership and team play which develop physical skills. Athletic activities play an important but secondary role in the education of St. Dominic School students.

Requirements for participation in the athletic program:

1. Parental/guardian permission
2. Physical examination
3. Consistent academic achievement
4. Consistent evidence of self-discipline

STUDENTS WHOSE ILLNESS HAS ABSENTED THEM FROM SCHOOL DURING THE DAY MAY NOT PARTICIPATE IN SCHOOL SPORTS THAT NIGHT.

The principal, pastor, Director of Religious Education and Athletic Board reserve the right to remove a child from competitive sports on academic and/or disciplinary grounds. Athletic Association Minutes are posted on the Parish Website.

**St. Dominic School CALENDAR
2011 – 2012**

August	18, 22 and 23	Teacher In-Service Planning Days/No School
August	24	School Meet and Greet Day AND SCHOOL PICTURES 2:00 – 5:30p.m.
August	25	School Begins
August	28	Home and School Welcome Back Picnic
August	31	Curriculum Night (K4 through 5 th)
September	5	No School – Labor Day
September	7	Curriculum Night (6 th , 7 th and 8 th)
October	13 & 14	Teachers’ Convention (Local)- No Classes
October	27	Fall Open House (5:30-Potential Families,6:30 to 8 –Current Families)
November	4	Teacher In-service Day/No School
November	21	Parent/Guardian/Student Conferences- No Classes Grades K-4 thru 8 9:00 A.M. - 8:00 P.M.
	22	Parent/Guardian Conferences - No Classes Grades K-4 thru 8 2:00 - 8:00 P.M.
November	23	No School
November	24 & 25	Thanksgiving Recess - No Classes
December	20	Christmas Program at 10:00 A.M. & 7:00 P.M.
December	22	Christmas Vacation Begins at noon dismissal
January	3	Classes Resume
January	5	Yearbook Activity Pictures
January	6	Current School Family Registration Begins
January	20	Current School Family Registration DUE
January	23	Teacher In-service Day/No School
January	29	St. Dominic School Parish Open House/New Family Registration Begins
January	29 – Feb. 2	Catholic Schools Week
February	3	Conferences – 9:00 A.M. – 4:00 P.M.
February	24	Teacher In-service/No School –Archdiocese Faith Formation Day
March	1	8th Grade Graduation Pictures
March	5 to 16	Iowa Test Weeks for Grades 3, 5, & 7
March	19	Teacher In-service Day/No School
April	5	Easter Vacation begins with noon dismissal
April	16	Classes Resume
May	4	V.I.P. Day and Noon Dismissal for Teacher Appreciation Lunch
May	10	Spring Music Program
May	11	High Interest Day
May	28	No School - Memorial Day
June	1	8 th Grade Graduation(6:00p.m.)
June	5	Dismissal for Summer Vacation 10:30 A.M. - Bus Service

Report Card Dates

November 16th, February 1st, April 4th & June 5th

Progress Reports

Available on StandardScore

Noon Dismissals

Dec. 22nd, April 5th & May 4th

School Board Meetings

Third Monday of each month at 6:30 P.M. in the Library (August through June)

Home and School Meetings

Second Tuesday of each month at 6:30p.m. in the School Meeting Room (August through June)

SCHOOL PROGRAMS

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

Our formational 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 and is evidenced by our Mission/Philosophy Statements and by all of our school policies included in our Parent/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 our school's handbooks for faculty, students and parents.

ORGANIZATION

St. Dominic School provides instruction for children in 3 Year, 4 Year and 5 Year Kindergarten through Grade 8.

COMMUNICATION

A weekly Parent Newsletter/Electronic Family Folder will be sent to school families every Friday morning (during the school year). Any information/flyers for the Family Folder or Parent Newsletter must be submitted to the principal and school secretary by 10:00a.m. on Thursday morning.

KINDERGARTEN

The 3 Year Kindergarten features a 2 day session (Tuesday/Thursday), a 3 day session (Monday/Wednesday/Friday) from 7:50A.M. until 10:15A.M and a 5 day session (Monday-Friday) from 12:00P.M. until 2:15P.M. Children must be 3 years of age on or before September 1st to qualify for this program.

The 4 Year Kindergarten features a morning session from 7:50 A.M. until 10:30 A.M. and an afternoon session from 12:00 Noon to 2:45 P.M. Children must be 4 years of age on or before September 1st to qualify for this program.

Our 5 Year Kindergarten features a morning session from 7:50 A.M. until 12:00 P.M. and a full day session from 7:50 A.M. to 2:45 P.M. Children must be 5 years of age on or before September 1st to qualify for Kindergarten.

Emphasis is placed on religious education and the development of reading and math readiness skills. However, the following subjects are also included in the Kindergarten child's curriculum: social studies, science, music, art, physical education and computer education.

EXTENDED CARE

The Extended Care facility provides care for children before school, during and after school from 7:00A.M. until 5:45P.M. The Extended Care reinforces the school's philosophy of teaching Christian values. The program provides a balance of structured and non-structured activities for the children. Learning activities are balanced with free play activities.

The Extended Care room is located in Room 6 until after school when rooms 5 and 6 are both used. The children are divided according to age, and the activities are age appropriate. From 3:00 until 4:00 we provide a library study program with a St. Dominic's teacher for grades 2-8.

The Extended Care is staffed by state certified persons. The cost for scheduled time is \$5.50 per hour, with a maximum fee of \$44.00/day or an eight hour cap. The cost for unscheduled time is \$6.50 per hour, subject to availability. Snack fee is \$1.00 per day or \$125.00 for the entire school year.

Extended Care will be provided only on days when school is in session. Extended Care will be provided until 5:45 P.M. on days when school is dismissed at Noon.

An Extended Care Handbook is given to all families using this service. An annual registration fee of \$50.00 is required of anyone using the Extended Care.

RELIGION PROGRAM FOR ALL STUDENTS

- 1) Presents our Catholic faith in a way consistent with the age and readiness of the student.
 - 2) Empowers students with Catholic knowledge and the ways to best practice their Catholic faith.
 - 3) Engage the family and students in faith sharing and Scripture reflection.
- (Religion Textbooks used are Silver Burdett Ginn Company).

CHILDREN'S LITURGIES AND SACRAMENT PREPARATION

Students in grades K-4 through 8 attend weekly Liturgy (Wednesday Mornings) as a total School Community. These Liturgies are 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 Religious Education. Parents/guardians play an important role in this area. First Reconciliation is received in grade 2 and children in grade 2 also prepare to receive their First Eucharist.

PRIMARY - GRADES 1, 2, & 3

LANGUAGE ARTS

Language skills and concepts include reading, writing, spelling, penmanship and grammar. These skills are incorporated throughout the curriculum.

MATH

The basic concepts of numeration, addition, subtraction, multiplication and division are introduced, reinforced and mastered in these grades.

SCIENCE

The objectives of this program are to encourage discovery and observation. There will be many hands-on lessons and experiments.

SOCIAL STUDIES

Instruction includes community life, geography, history, map skills and interpretation of graphs and charts.

INTERMEDIATE UNIT - GRADES 4, 5, & 6

LANGUAGE ARTS

To continue to meet the diverse needs of our students, reading instruction is taught in grade level grouping with attention to individual needs. Writing, spelling and grammar continue to be taught at grade level. Trade books will be incorporated across our curriculum.

MATH

Reinforcement of basic skills as well as application of problem solving skills related to daily usage.

SCIENCE

Emphasis on hands-on activities that reinforce the basic principles in science

SOCIAL STUDIES

The focus is on the expansion and development of the United States. In grade 4, there is a special emphasis on the State of Wisconsin.

JUNIOR HIGH - GRADES 7 & 8

Instruction in the junior high is departmentalized. Each teacher is responsible for his/her area of expertise. Academic core areas are Science, Math, Literature, Social Studies, Religion, English and Spanish.

ADDITIONAL CURRICULAR AND EXTRA-CURRICULAR AREAS

LANGUAGE: SPANISH

Students in Grades 1-8 have formal instruction by a certified teacher in Spanish. Spanish curriculum will involve skill development, speaking with fluency and cultural awareness.

ART

Students in Grades K5-8 have formal instruction by a certified teacher in Art.

MUSIC

Music is provided twice a week by the music specialist for children in Kindergarten through grade 5 and once a week for students in grades 6, 7 and 8.

Music is an important part of our school liturgies. The parish music liturgist directs the Youth Choir which includes students in grades 1 to 6. The parish music liturgist also assists our students and teachers in planning liturgies.

Children in grades 4 through 8 who are interested may join in our school band. Private band lessons are held during the school day. Students are responsible for work missed during these class periods. Band students from St. Dominic join with Band students from St. John Vianney in concerts held periodically during the school year.

Children in grades first through eighth may also join the String Program. Private violin lessons are held during the school day with group lessons after school.

PHYSICAL EDUCATION

Physical Education is provided at least twice a week by a physical education specialist. Students will not be excused from physical education classes unless they present a doctor's excuse or a parental/guardian excuse signed by the principal. Non-marking tennis shoes are required for participation. **Students in Grades 6, 7 and 8 are required to wear a school designated Gym Uniform.**

LIBRARY

Library is available to students throughout the school day for research and reference. It is staffed by a library resource teacher along with parent volunteers, who instruct the students in library skills, share the joy of oral reading with younger students, and handle circulation of books.

READING SPECIALIST/ACADEMIC SUPPORT

St. Dominic School has a Reading Specialist to provide additional reading support for students in grades 1 through 4. The Reading Specialist also provides diagnostic testing for individual students when needed. The Academic Support teacher provides support for grades 5-8 in all subject areas.

SCHOOL GUIDANCE COUNSELOR

A School Counselor is available to provide classroom instruction for our students on a part-time basis.

STUDENT COUNCIL

The Student Council will involve all students by having representatives who will voice student concerns and give input into various school activities. Service Projects and School Spirit Activities will also be generated through Student Council. Officers will be elected from and by the 8th Grade Class. Student Council is facilitated by teachers of St. Dominic School.

FORENSIC PROGRAM

Forensics is individual and team competition in various categories of speech. Students in Grades 4-8 can participate in this program. Parent volunteers take care of the organization, coaching and judging of the Forensic Program.

LEGO CLUB

All students in grades 1-3 are invited to participate. "Brickmasters" in the 4th-8th grades are welcome to help assist at the meetings.

CHESS CLUB

The St. Dominic Chess Club meets on the 2nd and 4th Mondays from November through March in the Marcy Center. Chess Club is open to all students from 3rd to 8th grade.

BIO MOLECULAR TEAM

The St. Dominic Bio Molecular Modeling Team is open to 8th graders who are serious students and willing to do additional academic work after school and at home. These students are enthusiastic learners willing to extend their knowledge of biology and technology. The team will be part of the Milwaukee Area S.M.A.R.T. (Students Modeling A Research Topic) Team Program, run by the Center for Bio Molecular Modeling at the Milwaukee School of Engineering. Their science teacher has been certified by the CBM to advise a SMART Team. All teacher advisors and scientist mentors are volunteers.

DRAMA CLUB

All 7th and 8th Graders are given the opportunity to participate in Drama.

SCHOOL NEWSPAPER

Students in Grades 6-8 make up the Newspaper Staff with teacher facilitators. However, all students are encouraged to submit contributions to the Newspaper Staff. The School Newspaper is published periodically to the School Students and the Parish Community.

COMPUTERS AND TELECOMMUNICATIONS

Any person wishing to use the school's/parish's computer and/or telecommunications equipment is to sign an Acceptable User Policy before being permitted to use such equipment.

This policy will be given to each family & student at the beginning of the school year.

The use of the computer is integrated into the school's curriculum. Children in 4 Year Kindergarten through grade 5 use commercial and teacher-made software to reinforce basic skills. All students will be given experience with keyboarding software. All students will be given some experience in word processing, power point and spreadsheet manipulation and other activities designed to help children use the computer as a learning tool. A Technology Aide is available in the Computer Lab to provide support.

ACADEMIC EXPECTATIONS

Whenever school personnel and administration suspect a student may have exceptional educational needs, the parents/guardians are contacted immediately. After thorough discussion of the student's needs, a referral for testing is made with either the St. Dominic Supportive Consultant or the local Public School District within which the parents/guardians reside. If the child requires more than St. Dominic can provide, then a public school referral or other support agency may be recommended. Each student will be evaluated on a yearly basis.

HOMEWORK

Homework is an essential part of the school program. Recent studies, such as Nation at Risk, reinforce the role of homework in educational excellence. To be used to its maximum effectiveness, parents/guardians should monitor their child's homework to develop organizational skills, neatness and accuracy. The Archdiocese of Milwaukee, Office of Child and School Ministry, provides the following guidelines for homework at each grade level.

Primary	15-50 minutes
Intermediate	30-60 minutes
Junior High	60-90 minutes

Please remember, however, that some children will need more or less time to complete the same amount of work. Each child is different.

A homework assignment need not always be written. Students are strongly encouraged to use additional time for outside reading, memorizing basic facts or spelling words, and reviewing the day's lessons.

Homework/Classroom assignments are an extension of the day's learning experience. Therefore, it is imperative that homework/classroom assignments be completed for the day they are assigned. When a student is absent due to illness, he/she will have one school day for each school day absent to complete classroom homework assignments. Provisions must be made to have the assigned work picked up on each day of absence.

Excused absences, such as vacations, dental/doctor, and other professional appointments, etc, are highly discouraged during school days, because the student is then denied the learning experience provided by the teacher. For extended vacations: Parents assume the responsibility for instruction of material missed during family vacations taken during scheduled school days. In these instances, classroom/homework assignments must be completed within one school day for each absent school day. Assignments cannot be given in advance but are to be picked up on each day of absence and/or the day of return to school after vacation time.

All assignments are to be completed in a neat and legible manner and to each teacher's specifications. Specific homework time lines will be stated for each grade level by the teachers.

EVALUATION

Evaluation is a means of reporting student progress and is based on specific data gained from a variety of techniques and methods. Formal evaluation takes place four times during the year by means of written report cards. Mid-quarter Progress Reports are sent home for grades 4th-8th. Mandatory Parent/Guardian-Teacher conferences are held at the conclusion of the first quarter.

Please do not wait until a formal reporting if you have a concern about your child's progress. Conferences can be scheduled at any mutually convenient time during the school year, whenever the teacher or parent/guardian feels it is necessary.

GRADING

Two methods of grading are used on assignments and report cards. Academic areas such as Math, Reading, Science, English and Social Studies are graded using the traditional A, B, C, D, U scale for achievement. Achievement in art and religion is graded either Satisfactory or Unsatisfactory. Music and Physical Education grades for K4 through Grade 3 are Satisfactory or Unsatisfactory. Grades 4 through 8 are given letter grades for Music and Physical Education. K3 uses a separate Evaluation Form.

By giving grades, we hope to inform both the student and parents/guardians of his/her achievement. In addition, we hope that this feedback will motivate students to higher levels of achievement as well as provide them with satisfaction for a job well done.

A number of factors are considered when assigning grades. First of all, they are based on programs that meet measurable objectives. This criteria includes test scores, the quality of student's daily work, as well as class participation. Second, the student's individual abilities are considered. Finally, the student's effort is considered. This takes in a wide range of factors including the child's overall responsibility. Do they have work done on time? Does he/she bring materials when requested? Is the work done neatly with correct spelling, capitalization and punctuation?

If a child is absent more than one-third of the grading period, the teacher will assign no marks for that period. The word "INCOMPLETE" will be inserted.

ACHIEVEMENT GRADE KEY

Grades K-4 though 3 rd	S = Secure	Student demonstrates age appropriate behavior
	P = Progressing	Student has shown progress with age appropriate behavior
	N = Needs Improvement	Student needs to develop age appropriate behavior.
Grades 4 through 8:	A =	Excellent, Exceptional, Advanced Quality
	B =	Very Good, proficient and Meets Quality Expectations
	C =	Satisfactory and Meets Basic Expectations
	D =	Needs to improve / Inconsistent / Minimal Performance
	U =	Unsatisfactory

STANDARDS / PROFICIENCY KEY FOR STATE STANDARDS / EXIT EXPECTATIONS

* ' ADVANCED		Demonstrates exemplary understanding and application (Not applicable for K4 through 3 rd grade)
+ ' PROFICIENT		Demonstrates consistent understanding and application
/ ' BASIC	K-4 - 3	Demonstrates a general understanding
	4 - 8	Demonstrates a general understanding, but an inconsistent application of the information
~ ' MINIMAL	K-4 - 3	Needs more time to develop
	4 - 8	Demonstrates a lack of understanding of key concepts & skills
' EMPTY		Not assessed at this time

STANDARDIZED TESTING

Each spring, students in grades 3, 5 and 7 take the Iowa ITBS Achievements Test and Educational Ability Series. Consult the School Calendar for exact dates. Vacations, dental and doctor appointments during these two weeks is highly discouraged, since the tests have to be administered by a teacher in a standardized setting. Therefore, any student missing one or more of these tests due to vacations, routine dental and/or doctor appointments will not be able to make up the missed test(s). His/her report will be incomplete.

If a student misses one or more of these tests due to illness or some other emergency, the teacher will arrange for a time to make up that particular test(s).

The Archdiocese of Milwaukee Religion assessment is administered to all students in Grades 3, 5 and 7 at the scheduled March Iowa Testing time.

The WI Knowledge and Concepts Examination (WKCE) is also administered to students in 8th Grade.

PROMOTION OF STUDENTS

A student will be promoted to the next grade when the student has successfully completed the academic requirements of the current grade.

RETENTION OF STUDENTS

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 second Report Card. A conference will include reasons for the recommendation of possible retention and a program for remedial action.

In early May, another conference with parents, principal and teacher will be held to inform the parents of the school's final decision in regards to retention or promotion of the student. Final decisions of retention or promotion rest with the local school authorities.

ST. DOMINIC SCHOOL FEES - 2011- 2012

All new families will be charged a nonrefundable registration fee, plus a tuition deposit, which will be applied to your September tuition payment. This non-refundable payment per family will be paid at the time of registration.

If your child is put on a Waiting List, your deposit will be returned to you with notification of your child's Waiting List status.

Currently enrolled families will be charged a nonrefundable re-registration fee each year at the time of re-registration. A tuition deposit will also be required at the time of re-registration. The tuition deposit will be applied toward the September tuition payment.

The following fee schedule has been adopted by the Parish Council for the 2011 - 2012 St. Dominic School Year.

1. TUITION (includes the cost of books and materials)

Payments due by:	<u>FULL</u>	<u>SEMI-ANNUAL</u>	<u>*MONTHLY-SEE NOTE BELOW</u>
(You will receive a bill in July)	(Due August 1 st)	(Due Aug. 1 st & Dec. 1 st)	<u>*SEVEN PAYMENTS -ACH ONLY</u>

TUITION CHARGES FOR REGISTERED PARISH MEMBERS:

To receive parish member tuition, an annual stewardship pledge card must be submitted.

K-3 (2 day)	\$ 1,146.00	\$ 573.00	\$ 163.71
K-3 (3 day)	\$ 1,719.00	\$ 859.50	\$ 245.57
K-3 (5 day) or K-4 Student	\$ 2,314.00	\$ 1,157.00	\$ 330.57
K5 or One child	\$ 3,082.00	\$ 1,541.00	\$ 440.28
Two children	\$ 5,202.00	\$ 2,601.00	\$ 743.14
Three children	\$ 6,858.00	\$ 3,429.00	\$ 979.71
Four or more children	\$ 7,897.00	\$ 3,948.50	\$ 1,128.14

(If you have one child in K-3 (5 day) or K-4 and others in K-5 & 1st-8th, you would pay the applicable rate for 2, 3 or 4 children.)

TUITION CHARGES FOR NON-MEMBERS:

K-3 (2 day) (each child)	\$ 1,923.00	\$ 961.50	\$ 274.71
K-3 (3 day) (each child)	\$ 2,872.00	\$ 1,436.00	\$ 410.28
K-3 (5 day) or K-4 (each child)	\$ 3,886.00	\$ 1,943.00	\$ 555.14
Grades K5 and 1-8 (each child)	\$ 5,177.00	\$ 2,588.50	\$ 739.57

Additional Full-time Children for non-members would receive the following Discount:

Two Children	= \$1,602.00 Discount
Three Children	= \$3,944.00 Discount
Four or More Children	= \$7,395.00 Discount

***NOTE:** Payable in 7 equal monthly installments. The first payment (by check) is due on or before August 1st.

The 6 subsequent monthly payments will be collected via ACH debit from October through March.

SCHOOL FEES: (due by August 1st)	Registration Fee (per new family)	\$100
(You will receive a bill in July)	Re-registration Fee (per family)	\$ 85
	Education Fee (per student)	\$125
	Supervision Fee (per family, K-5 & 1 st -8 th) *	\$ 85
	Milk Fee (per student, K-4 & K-5)	\$ 45
	Computer Fee (per student)	\$ 30
	Home & School Association Fee (per family)	\$ 75

* Supervision Fee: You are expected to sign up for 5 days of lunchroom supervision. If you are unable to sign up for 5 days, an additional **\$150.00** charge will be added to your fees.

St. Dominic Parish subsidizes our day school. Without this support, operating our school would be impossible. As a result, parents/guardians should take seriously their responsibility of Parish Financial Stewardship. **To receive parish member tuition, an annual stewardship pledge card must be submitted.**

2. ADDITIONAL FEES

- A. Education Fee: (paid in August) \$125 per student
- B. Kindergarten Milk Fee \$45.00 per student
- C. Registration Fee of \$100.00 per New Family and \$85.00 per family for re-registration for the following school year. Advanced Tuition Payment of \$140.00 per family. Registration Fee and Advanced Tuition payment are nonrefundable. The advanced tuition portion may be refundable for job-transferred families only.
- D. Playground/Lunchroom Supervision Fee for students in Grades K5 and 1-8 is \$85.00 per family to be paid in August. Sign up for 5 days of service by October 15th OR payment of an additional \$150.00 if not able to do 5 days of Supervision.
- E. Computer Fee of \$30.00 per student.
- F. Home & School Association Dues-\$75.00 per year.

ST. DOMINIC SCHOOL TUITION PAYMENT POLICY

Tuition and fees must be paid by all students attending St. Dominic School. Payments shall be made in accordance with the guidelines published by the school and stated on the Tuition Contract. All families are encouraged and expected to contribute personal time, talent and service to the school in conjunction with their financial obligations.

1. TUITION & FEES COLLECTION PROCEDURES

- a. Payments will be monitored by the Parish Business Office.
- b. Reminders will be sent to families not complying with their contractual obligations on a periodic basis.
- c. Direct phone contact will be made if the written communication does not produce payment of tuition in a timely manner.
- d. If obligations have not been met by the last day of June, then the family will not be able to return to St. Dominic School for the following term. A student cannot be dismissed during the school year for financial reasons.

2. FINANCIAL EDUCATION GRANTS

- a. If a family cannot maintain its tuition obligations, then they should submit an Educational Grant application form to either the pastor or to the principal.
 - 1. Application forms are available from the principal.
 - 2. Only the pastor and principal will have access to the names and financial information supplied by those families applying for Education Grants.

- b. Individual arrangements should be made with the principal and pastor for unusual circumstances. (Seasonal worker, illness, etc.)
- c. Review of these agreements is to be made on a yearly basis.

3. HARDSHIP FAMILIES

- a. St. Dominic Parish and School are willing to maintain those families that are truly experiencing extraordinary financial problems and will waive all financial responsibilities for specific time periods to these families.
- b. The determination of “hardship” families will be the prerogative of the pastor, principal and the Educational Grant Committee.

4. TUITION CONTRACT

All families desiring to have their children attend St. Dominic School will sign a contract. A copy will be given to the family and the original will be kept by the school. All tuition/school fees will need to be paid on a timely basis throughout the year (see page 13) and in full before report cards and/or diplomas are issued at the end of the school year. Every effort will be made to avoid the embarrassment of any student, since financial obligations are the responsibility of the parents/guardians.

Non-payment of agreed upon tuition and/or fees may result in non-admission for the following school year. Student records will not be transferred until all tuition and fees are paid in full. **To receive parish member tuition, an annual stewardship pledge card must be submitted.**

5. TUITION REFUNDS

Families who leave St. Dominic during the school year shall have any paid but unused portion of their tuition refunded on a prorated (by school days attended) basis.

6. STUDENT RECORDS

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

DAILY SCHEDULE

School Hours

3 Year Old Program	7:50 – 10:15 A.M. (2 day or 3 day sessions) 12:00-2:15 P.M. (5 day session)
4 Year Kindergarten	7:50 - 10:30 A.M. session 12:00 - 2:45 P.M. session
5 Year Kindergarten	7:50 - 12:00 P.M. session 7:50 A.M. - 2:45 P.M. Full Day Session
Grades 1 - 8	7:50 A.M. - 2:45 P.M.

Early release – Every Thursday the students will be released at 1:45. Student tutoring will be provided at the teachers’ request. Tutoring will be from 1:45 P.M. until 2:30 P.M.

No child will be dismissed from school during class hours without a written request from his/her parents/guardians. Students leaving school early must be picked up at the school office.

LUNCH SCHEDULE

Hot lunch is ordered online monthly. Milk is provided with hot lunch.

Milk can be ordered on the milk punch card order form. (30 punches for \$10.50) The order form is on the St. Dominic web site. www.stdominic.net

Lunch Times	11:30 - 12:05	Grades 3, 4 & 5
	11:55 - 12:30	Grades 6, 7 & 8
	12:10 - 12:45	Grades 1 & 2
	12:15 - 12:45	K-5 Full Day

Lunchroom/Playground Supervision Requirement

Each family with a child in K5 Full Day and grades 1-8 is expected to sign up for one (1) day per quarter throughout the school year plus one (1) extra day for a total of five (5) days. Sign-up for 5 days of service needs to be completed by October 1st. After October 1st, people can sign up for additional days. Supervisors will receive payment of \$10.00 per day.

If you are unable to work your assigned lunchroom/playground supervision duty, it is your responsibility to find a substitute. The substitute supervisor will receive the \$10.00 payment for the day, and the original scheduled supervisor will still receive credit for the day (minimum of 5 days credit required).

Supervisors that show up late for their assigned supervision duty may not receive full credit/payment for that day. If you fail to show up for your assigned supervision duty and do not find a substitute, you will not receive credit/payment for that day.

ATTENDANCE PROCEDURES

REPORTING ABSENTEES

In order to insure the safety of our students, parents/guardians are asked to call the school office between 7:30 A.M. and 8:00 A.M. to report their child's absence. If no call reaches the school by 8:00 A.M., the parents/guardians will be contacted.

PARENTS/GUARDIANS ARE REQUIRED TO SEND A WRITTEN EXCUSE FOR:

1. After an absence from school stating the reason for the absence
2. Early dismissal
3. Tardiness
4. Leaving grounds during school hours
5. Walking home or riding to a friend's house or going home differently than their usual way

SICKNESS

Sickness or contagious illness excuses a child from school. After having a serious type of disease, a child may not be admitted to school without a certificate from the doctor. The principal will dismiss any child showing symptoms of a communicable disease. Before the child is dismissed, the parents/guardians will be contacted to provide transportation and to insure that someone is at home to receive the sick child.

TARDINESS

A student arriving at school after 7:50 A.M. should bring an excuse from his/her parents/guardians for his/her tardiness. Late arrivals due to a delayed bus will not be considered as tardiness. Consistent tardiness is inexcusable. After 4 tardies per quarter, 30 minutes will be served after school. Parents are responsible for transportation home after the time has been served.

SCHOOL POLICIES / ARCHDIOCESE POLICIES

NEW STUDENT ADMISSION POLICY

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

1. Children who are presently enrolled as of the present school year. This priority will be forfeited if the children leave school.
2. Children of families with siblings currently enrolled in St. Dominic 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 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

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 School in order to determine if St. Dominic's educational program can meet the needs of the particular student(s).

Students entering St. Dominic 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.

EARLY ADMISSION POLICY

A 3 Year Kindergarten child has to be 3 years old on or before September 1st. A 4 Year Kindergarten child has to be 4 years old on or before September 1st. A 5 Year Kindergarten child has to be 5 years old on or before September 1st. A first grade child has to be 6 years old on or before September 1st.

The following procedures for early admission into first grade or Kindergarten at St. Dominic School are in accord with Milwaukee Archdiocesan 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 an 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.

NON-CATHOLIC STUDENT ADMISSION POLICY

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

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

TRANSFERRING TO ANOTHER SCHOOL OR MOVING

Parents/guardians should notify the school office 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.

CLASS SIZE POLICY effective 1/2007 (based on 2 classes per grade)

1. 3 Year Kindergarten-Maximum class size of 16 students with full-time aide.
2. 4 Year Kindergarten - Maximum class size of 20 students with full-time aide.
3. 5 Year Kindergarten - Maximum class size of 25 students with full-time aide.
4. Grade 1: 26 students per class
Grade 2: 27 students per class
Grade 3: 28 students per class

An additional component of this Class Size Policy Proposal would be, for example:

- If Grade 1 classes each had 26 students enrolled and a multiple child family moved into our area with a 1st Grader, the Principal, in a joint dialogue with the Teacher could accept one more student if there was not an already existing waiting list for this Grade.
- Configuration of student needs in the class need to be analyzed
- Teacher capabilities and talents need to be addressed

Note: Class Size in Grade 1 would not go beyond 27 students and Grade 2 not beyond 28.

4. Grades 4 to 8 - Maximum class size of 28 students with no aide.

When class size has reached the maximum, a waiting list will be formulated.

TEACHER REQUESTS

As the school year comes to a close, teachers for each grade get together to discuss the best placements for each individual student for the next grade level. Teachers look at many factors when determining student placements for the next grade. Factors such as class size, amount of boys and girls, academic performance, student personalities and teacher strengths are all discussed when determining placement.

Because of the time spent during the school year with each individual student, current year teachers

are best able to make the judgment as to the best placements for each child. In situations in which parents have valid reasons for requests for teachers, those requests **must be in writing to the principal by May 1st**. Due to student additions during the summer and current teacher reasons for placement, parent requests for teachers are not guaranteed.

GUIDELINES FOR SCHOOL BEHAVIOR AND 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 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 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.

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 the proper care.

Students attending a Catholic School are representatives 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

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 central and main emphasis of discipline at St. Dominic School is to enable positive behavior, which does not disrupt the learning process. The consequences/procedures for unacceptable behavior range from verbal reprimand, time out, phone call to parents, meeting with the Guidance Counselor, meeting with the principal to Correction Notice, Detention, Suspension, Probation, or Expulsion.

At the teacher's discretion, a Correction Notice may be given for inappropriate behavior. These notices will be given on a specific form. They are to be signed by the parent and returned the following day. After a third Correction Notice is given to a student he/she will then be given Detentions (30 minutes after school) for further offenses. Place and time of the detention will be specified on the Detention Notice. Parents will be required to pick up the student promptly at 3:15 P.M. in the assigned detention room.

After receiving a second DETENTION, a parent/student/teacher/principal conference will be held after the Detention to jointly develop an action plan, which describes the student's misbehavior and states the intervention techniques that will be used to help the student choose appropriate behavior. This Student Action Plan will be agreed upon and signed by the student, parents, teacher and principal. Copies of the Student Action Plan will be given to the student and kept on file with the teacher to monitor the student's progress. An evaluation conference between the student and principal will be held at an appropriate time to determine the student's progress.

After receiving a third DETENTION, the student will be issued an in-school suspension for further violations of school rules. A parent/student/principal conference will be held after the suspension. The student will be placed on Probation for a designated period of time after which an evaluation conference will be held with parent/student/teacher/principal to determine status of the student. If the student persists in uncooperative behavior, another school setting will be recommended. Expulsion procedures will begin.

Some basic criteria for student behavior are:

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. Questions are encouraged, but only in a respectful and timely manner and place.
5. When movement is required between classes, all students are expected to do so in an orderly and non-disruptive manner...no loud conversation is to take place at this time.
6. Students may not drink soda, eat food, candy, etc. nor chew gum in class, in gym, in church, on the playground, on field trips, etc., except on special occasions designated by the teacher/principal. Fast foods are not to be brought into the school and/or cafeteria during school hours.

7. 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.
8. Students are requested to greet one another and the staff with friendliness and proper respect.
9. Literature and magazines not pertaining to academics are not to be in the school. These materials may be confiscated by the teacher or principal.
10. Electronic games, boom boxes, radios, tape players, CD players, I-pods, etc. may not be brought to school.
11. Cell phones will be kept off and in the locker during the school day.

NOTE: Detentions will be served Monday through Wednesday of each week. Assigned Detention Room and date will be indicated on the Detention Notice.

UNACCEPTABLE BEHAVIOR

Examples of unacceptable behaviors are:

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.
5. Vandalism - Vandalism or theft of school, parish, or personal property.
Parents of students 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 for teachers, other adults, or students.
10. Any severe anti-social or inappropriate conduct on school premises 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 or use 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.
16. Bullying behavior 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 student's 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 extra-curricular school activities.

In-School Suspension - can be directed for varying lengths of time, but shall not exceed five (5) 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 (5) 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 (15) 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 to be 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 Archdiocesan Superintendent of Schools/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:
 - Expel
 - Suggest other disciplinary actions in lieu of expulsion
 - 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 guardian, 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 Hearings in Elementary and Middle Schools

- 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.
- The Expulsion Hearing Committee is composed of 3-4 people. Choose members from various sources within the parish – former trustees or parish 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 needs to chair/facilitate the hearing, not the pastor.
- An expulsion hearing is not a legal proceeding, therefore neither party may have an attorney present during the hearing.
- The pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
- 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.
- 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.
- 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.

- 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.
- The hearing is ended and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives the pastor a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- 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.
- 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).
- Be sure the right to appeal to the Superintendent of Schools is noted in the letter to the family if proceeding with expulsion (as per the expulsion process outlined in P & R 5144).

CORRECTION NOTICE

Student _____ Date _____
 Teacher _____ No. of Correction Notice _____
 Reason for Correction Notice _____
 Return Correction Notice on (Date) _____
 Parent Signature _____

DETENTION NOTICE

Student _____ Date _____
 Teacher _____ No. of Detention Notice _____
 Reason for Detention _____
 Detention will be served on _____ In Room _____
 Return Detention Notice on (Date) _____
 Parent Signature _____

Note: Student must be picked up promptly at 3:15 P.M. from the assigned Detention Room.

STUDENT ACTION PLAN

Student _____ Date _____

Teacher(s) _____

Principal _____

1. Describe the student's behavior(s) _____
2. Identify the goal(s) of the student's behavior(s) _____
3. Intervention Strategies to help the student choose appropriate behavior(s) _____
4. Time frame for the Student Action Plan: _____

Starting Date _____ Ending Date _____

Re-evaluation Conference Date _____

Student Signature _____ Teacher Signature _____

Parent Signature _____ Principal Signature _____

CONCILIATION PROCEDURES FOR PARENTS/GUARDIANS OF ST. DOMINIC SCHOOL

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our schools or parish religious education programs and an employee (e.g. Principal, Teacher, DRE, Youth Minister, Catechist) of the parish. Before any formal grievance can be initiated, the parent(s) or 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(s) /guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) 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 (5) work days to respond and then schedule a meeting of all parties within ten (10) 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 parent(s)/guardian(s) will provide the pastor with a copy of the letter noted in STEP 1 within five (5) 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 for 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 (30) days after the parent(s)/guardian(s) 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(s)/ guardian(s) can submit within ten (10) 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.

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.

CHILD ABUSE POLICY

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. The report will be made by telephone or personal visit to the local County. Child Welfare Agency, the office of the County Sheriff or the City Police Department.

ST. DOMINIC SCHOOL DRESS CODE

PURPOSE: We believe that attire 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 School traditions and values.

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 **weather appropriate**.

Hair should be clean and worn in an appropriate hairstyle. Mustaches, beards and goatees are not acceptable. No body piercing, tattoos or body drawings are allowed. Minimal make-up will be permitted. Black nail polish is not acceptable. Nails should be kept short and clean. 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 classes.** Hats may not be worn inside the school.

KINDERGARTEN: No uniform. Suitable school attire and footwear, as described above, should be worn.

ATTIRE FOR SCHOOL MASS: Uniforms must be worn to School Masses.

BIRTHDAYS: Students may be out of uniform on the Friday of the week of their Birthday. Weekend/Summer Birthday students may choose a Friday to celebrate their Birthday by being out of uniform.

CLUB OR ACTIVITY REPRESENTATIVES: Shirts designating participation in a club or activity (such as Student Council, Peer Mediation, Drama, etc.) may only be worn over the School Uniform and tucked in on designated dates. **Club or activity shirts may not be worn to the school Mass.**

Uniforms can be purchased at The Uniform Place, 811 North 68th Street, Milwaukee, WI 53213, 414-258-7888, 1-800-236-6320, www.theuniformplace.com

UNIFORM POLICY:

Item(s):	Color(s):	Type(s):
Shirts	White	Knit shirt with a collar and placket; Turtleneck shirt; Blouse with a plain collar; Oxford cloth button down shirt; Long or short sleeves. No insignia or logo (other than the embroidered school logo). All shirts must fit appropriately and be tucked in.
Sweaters, Vests, Sweatshirts, Fleece Jackets	Navy- solid color only	Cardigan or Long-sleeve pullover sweaters; sleeveless fleece vests with embroidered school logo; sweatshirts with embroidered school logo; fleece jackets with embroidered school logo. No hoods or drawstrings. Team sweatshirts are not permitted.

Pants (Boys and Girls)	Navy	Uniform Store Style; Cotton Twill or Corduroy. No pockets on pant leg; No insignia or logo.
Jumpers/Skirts	Belair Plaid	Grades 1 – 4: Jumper (Uniform Place #8812); Grade 5: Jumper (#8812) or Skirt (#1890); Grades 6 – 8: Skirt (#1890). Jumpers and Skirts must be knee length.
Shorts (Optional)	Navy	Cotton Twill (not knit) walking/dress shorts; No pockets on pant leg; No insignia or logo. May not be worn from October 15th to April 15th.
Socks	Solid Navy or White only	Socks must be worn.
Footwear		Shoes must have backs to fit securely; must be safe and practical for playground wear. Non-marking gym shoes are required for all students in gym classes. No Crocs™ or similar rubber shoes are allowed. No Boots, including Uggs® or similar boots, are allowed in the school building. Boots or footwear that goes above the ankle may only be worn on the playground.
Belts	Solid Navy, Brown or Black Leather	Grades 6 – 8: Belts must be worn whenever uniform pants or shorts are worn.

OUT-OF-UNIFORM POLICY: Clothing should/ shall be **modest**, neat, clean, and in good repair and of appropriate size and length. Offensive pictures or messages on shirts, shorts or other articles of clothing and camouflage or military attire are not acceptable. Clothes should/ shall be comfortable, and **weather appropriate**. Students may only be out of uniform on Fridays, with an out of uniform pass, unless specific exceptions are permitted at the discretion of the Principal.

Item(s):	Type(s):
Shirts/Sweaters/Sweatshirts	Tank tops, halters, tube tops, spaghetti straps, bare mid-drifts and muscle shirts are not permitted.
Pants/Shorts/Skirts	Torn or cut off pants, shorts and skirts, spandex biking shorts, very short skirts and shorts, form fitting leggings and tight pants are not appropriate classroom attire. Skirts and shorts must be a modest length. Clean, non-baggy blue jeans may be worn. Jeans with frayed bottoms, cuts or tears are not permitted. Shorts may not be worn from October 15th to April 15th.
Athletic Attire	Sweat suits or sweatpants are allowed as long as they meet the criteria above.
Footwear	Shoes must have backs to fit securely; they must be safe and practical for playground wear. Non-marking gym shoes are required for all students in gym classes. No Crocs™ or similar rubber shoes are allowed. No Boots, including Uggs® or similar boots, are allowed in the school building. Boots or footwear that goes above the ankle may only be worn on the playground.

COLD WEATHER POLICY: 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 lockers. Pants or leggings may be worn under skirts or jumpers outside only.**

DETERMINATION OF APPROPRIATENESS: If the Principal deems a student's attire is not appropriate for school, the Principal may:

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

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

PROCEDURE FOR CODE REVISIONS: Questions or concerns about these policies should be directed to the Principal. The School Board will consider review and revisions annually in March.

GYM UNIFORMS FOR GRADES 6, 7 AND 8

St. Dominic School requests that all students in grades 6, 7 and 8 have gym uniforms for Phy. Ed. class. Order forms should be completed and returned to the school at the start of the first and second semester.

The Physical Education teacher (under the supervision of the principal) will be responsible for determining policy related to the wearing of Gym uniforms in Phy. Ed. classes. This policy will be communicated at the Parent Curriculum Night meetings at the start of each school year.

SUPERVISED PLAY

Due to the number of St. Dominic students and to insure proper safety during the morning and lunch recess periods, the Capitol Drive parking lot will be used as Playground space. Therefore, this lot will be blocked off between the hours of 10:00 A.M. and 1:00 P.M. Cars will not be able to drive onto the Capitol Drive parking lot during this time frame.

PLEASE NOTE

1. Cars parked on Capitol Drive parking lot need to park on the west end of the lot.
2. All arrivals and dismissals after 7:50 A.M. and before 2:45 P.M. will take place on the School Office parking lot. This includes Field Trips.

During the morning period, students in grades K5 through 4 are supervised by members of the faculty. All students are expected to adhere to the following playground regulations written for their safety and well being.

1. The students of St. Dominic School will respect the right of others to have a quiet environment conducive to education.
 - a. Electronic games, boom boxes, radios, tape players, CD players, I-pods, etc. may not be brought to school.
 - b. Students may not play on the ramp or on the grassy area west of the ramp. Students should also avoid play near parked cars on the west end of the parking lot.
 - c. Students should go directly outside after lunch.
 - d. Students should line up promptly when the bell rings.
2. The students of St. Dominic School will respect their own safety as well as the safety of others.
 - a. After their arrival, students may not leave the campus until dismissal. In the event the student has to leave early for a doctor's appointment, a note should be sent to the office from the parent/guardian. Students are released from the school office only.
 - b. Excessively rough games, such as: Tackle Football, Chicken Fighting, King of the Hill, etc., are not allowed
 - c. Students should remain on the blacktop and playing fields. They may not explore the swamp or go behind the school building.
 - d. Children should come to school prepared for an outdoor recess. In cold weather, they should have mittens, boots, hats, etc.
 - e. Bike riders should follow all safety rules. All bikes must be locked on the bike racks. Bike riders **MUST** wear helmets.
3. The students of St. Dominic 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 hour recess.

We know that we can rely on the cooperation of our students to follow rules. However, we also realize that mistakes sometimes happen, and rules can be broken. Nevertheless, we can learn from our mistakes. To help our students to do this, the following will occur in the event a rule is broken.

1. The child will receive a warning from the teacher on duty or playground supervisor.
2. If the behavior is repeated, the student will take "time out" until he/she can control his/her behavior (this generally is a short period of time), or write an essay examining his/her behavior. "Time out" Line is on blacktop of Capitol Drive Parking Lot.
3. Should the behavior continue, the child is sent to the School Office, and the parent/guardian is contacted through a written Correction Notice.
4. Noncompliance with school rules may result in removal of the student from the recess period for a reasonable period of time.
5. If the behavior persists, the parents/guardians will be asked to come for conference with the child, his/her teacher, and the school principal to prepare a plan for acceptable behavior.

LUNCHROOM RULES

1. Hot lunch is available on a daily basis from Elmbrook School District. Lunches are ordered monthly. Credits will be given for absences.
2. Fast Food deliveries to the students are not allowed.
3. Students are to demonstrate proper and courteous eating habits and table manners.
4. Students are to visit only with the students at their table.
5. Students are to remain seated while eating. When finished eating, the student is to clear his/her place at the table, throw garbage in the container provided, and proceed in an orderly fashion out to the playground when the supervisor gives permission to leave the lunchroom.
6. Soda is prohibited.

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

Discipline for Misbehavior in the Lunchroom or on the Playground

If a student persists in his/her misbehavior or does not follow directives of the Supervisor, then the student will be sent to the Principal. The Principal will fill out a Correction Notice and send it home for a Parent Signature.

PLAYGROUND RULES

FOR THE SAFETY OF ALL CHILDREN, WE DO NOT ALLOW THE FOLLOWING:

1. No food is allowed on the playground
2. No chewing gum
3. Games such as Tackle Football, Keep Away, Dog Pile, Slam Game or similar games
4. Kicking, tripping, pushing or disrespectful bullying type behavior toward other students
5. Bad language
6. Disrespect to the supervisors

** Misbehavior of the above nature should be reported to the principal

Students are not to leave the playground for any reason, without the permission of a supervisor - such behavior should be reported to the Principal immediately.

If the student/s does not follow the correction of a supervisor, then the supervisor reports his/her name and the offense to the Principal. If need be, the student/s can be sent directly to the office for immediate attention.

If a student/s becomes ill or injured, the student should be sent to the office with another student. If the injury is too serious, the student should not be moved. Supervisor should contact school office for assistance by way of the Walkie-Talkie Radio.

Since winter has its own problems, we will expect boots to be worn by all students whenever there is snow on the ground. Children should not be sliding or throwing snowballs.

In spring, bats and balls are permissible, if approved by the Physical Education Teacher.

PLAYGROUND EQUIPMENT

Each classroom is supplied with a minimum amount of playground equipment: balls and jump ropes. Children are permitted to bring the same from home if well identified. Encourage your children to leave their other play things at home. Proper care of playground equipment is expected.

MOVIE POLICY

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

The preferred rating of the movie being shown should be G

If a movie has other than a G rating, the teacher will write a cover letter stating the purpose of the movie, (educational, 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.

The showing of the movie cannot violate any copyright laws.

MEDICATION POLICY

Administration of Medicine Policy

This policy comes from the Milwaukee Archdiocesan Office of Child and School Ministry, and is also standard policy in the Public School System.

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 individual(s) administering the medication and/or the School Nurse.
 - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the principal/school secretary.
 - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the principal/school secretary.
 - c. The School Office shall maintain an accurate medication file which includes all of these necessary forms on each student who receives medication.
2. Medication to be given in the school must 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 principal/secretary/or Health Room Person.
IT IS THE RESPONSIBILITY OF THE STUDENT, NOT SCHOOL PERSONNEL, TO GET HIS/HER MEDICATION AT THE DESIGNATED TIME.

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, such as inhalers and glucagons, 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

physician, parent/legal 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 Secretary.

4. Only limited quantities of any medicine are to be kept at school.
5. All medication administered at the school will be kept in the school office. NO MEDICATION, AT ALL IS TO BE KEPT IN THE CHILD'S CLASSROOM, OR ON THE CHILD'PERSON. Parents sending a one-time dose of aspirin, cough syrup, etc. are to send this to the office along with a note giving permission to administer and instructions for the administration.

TEACHERS ARE NOT TO BE ASKED TO ADMINISTER ANY MEDICATION, EXCEPT ON A FIELD TRIP AND THEN ONLY WITH WRITTEN PERMISSION FOR THE TEACHER IN CHARGE, TO ADMINISTER THAT ONE TIME DOSAGE.

6. The length of time for which a drug is administered, which is not to exceed the current year, shall be contained in the written instructions from the prescribing physician. Further written instructions must be received from the physician if the drug is to be discontinued or the dosage time changed from the original written instructions.
7. School personnel should not, UNDER ANY CIRCUMSTANCES, provide any non-prescription medicine to any student without meeting the criteria in 1 - 6 above, including the necessity of having written authorization from the student's physician.
8. An accurate and confidential system of record keeping will be established for each student receiving medication.
9. The principal/secretary may provide aspirin or other non-prescription medicine to students with written authorization from the student's physician and/or parents.

DIAGNOSIS AND TREATMENT OF ILLNESS AND THE PRESCRIBING OF DRUGS ARE NEVER SCHOOL RESPONSIBILITY AND SHOULD NOT BE UNDERTAKEN BY ANY SCHOOL PERSONNEL!

EMERGENCY POLICY/SECURITY PLAN (Updated 6/2003)

This safety plan was developed for the safety of our children, parents and staff at St. Dominic School. We continue to encourage an open atmosphere that welcomes parents and encourages community participation keeping the students' health and safety foremost.

1. Exterior Doors
All school doors are locked during the school day. Whenever you come to school, you will need to ring the doorbell by the Office. We will BUZZ you in after we check our monitor to see who you are. Day Care people will have this same capability after school hours. This is another feature of providing a Safe School Environment for our School Community.
2. Visitors
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. They will sign in and receive a Visitor badge to wear when in the school building. They will sign out and return the badge when they depart. Parents are welcome to visit their child's class at anytime. For the mutual convenience of teachers, students and parents, prearranging the time and date is required.
3. Volunteers
All volunteers are asked to sign in on a log in the office and wear a volunteer button.
4. Strangers
All staff members have been instructed to introduce themselves to anyone not wearing a volunteer button, 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.

5. Student Pick-ups and Items Dropped Off

Parents are asked to pick up their child at the School Office when the child is leaving during the school day. Parents may be asked to show identification if they are unfamiliar to the office staff. If someone other than a parent is picking up a child, we will need written authorization from the parent to release the child.

Items needed to be taken to the child can be either dropped off in the office, or a parent may use a volunteer button to go to the child's locker. Interruptions to the classroom are not permitted.

6. Bus Requests

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 the parish website) from their parent and signed by school personnel. The approved request will be given to the bus driver.

7. Threat or Danger

A building wide emergency code will be in effect with a plan of action to secure all rooms and move children away from immediate danger. A code phrase will be used to alert staff members of the danger.

8. Exterior Threat

- All exit doors will be secured
- PA announcement or e-mail will give further information or needed instructions
- Recess and other outdoor activities will be canceled
- All staff need to prepare to accept additional responsibilities at dismissal, e.g. supervision of students, bus duty, hallway duty, etc.

9. Interior Threat

- An appropriate action plan will be implemented.
- Maintenance staff will lock school office entrance door.
- Teachers will lock their classroom doors and windows, take student attendance, close drapes and move students to the safest place of their classroom.
- Hallway travel will be restricted to emergency use only.
- Classes wishing to return to their classroom from a "Special" will do so only with administrative approval.
- Teachers who are free from direct student supervision responsibilities during the lock up period will report to the principal and assist with general monitoring of the building.
- If dismissal bells ring within this lock up period, a special bus loading and car riding procedure will be implemented. Busses will be dismissed one at a time.
- Once the building is determined to be safe, an All Clear message will be given over the PA system.

Emergency Security Procedure during Noon or Recess Time

- When there is a threat, a bell will ring for all students to return to the building.
- Supervisors will line students up at their original doors.
- Teachers will meet their classes at the doors and escort them to their rooms.
- Once the playground is clear, lunch time supervisors will report to the principal and assist with general monitoring of the building.
- Restrooms will be checked by the maintenance staff.

Fire Drills/Fire

In the event of a fire, it is essential that the students evacuate the building in an orderly manner and to reach a point of safety. Teachers should take a class list with students' phone numbers with them. Teachers will also take an Emergency First Aid Packet.

Each room in the building has a specific exit and route with alternate routes to follow during these drills. The fire emergency exit directions are posted in close proximity to the doors. Students should be aware and instructed of regular and alternate exits from the room and building.

Tornado Drill/Tornado

In the event of a tornado, a signal will be given for students to proceed to a designated safety area in a quiet and orderly fashion. Teachers should take a class list with students' phone numbers with them. The Emergency First Aid Packet must also be taken along by the teacher.

Windows in the classroom should be open.

In the safety areas, students need to kneel with hands over the backs of their necks. Teachers stay in close proximity of students for whom they are immediately responsible.

Fire & Tornado Drill Procedure

When all students are accounted for, the teacher responsible for the class will raise his/her hand. Teacher responsible with the Walkie-Talkie will communicate with Principal/Designee that all students are accounted for. Then the Drill will be completed and the "All Clear" signal given.

Emergency Parent Telephone Chain

We have established a telephone chain to be used for emergency purposes. This telephone chain would be used if parents needed to be contacted and time does not permit distributing a written communication to go home that day. In this instance, the office would contact the Room Parent with the message to be delivered to parents, and she would relay that information to the other Room Parents. The telephone chain could also be used for other emergency closings such as water or heating problems, bomb threat evacuation or other unforeseen emergencies.

Each Room Parent would have designated families to contact in the school.

Bomb Threat Procedures

1. The person taking the call should ask questions designed to keep the person on the line and complete the form located in the Office. If the bomb threat is not received by telephone but by letter or other document, the document must be carefully preserved for processing for fingerprints, handwriting and other data.
2. The principal or designee is to be advised immediately. The principal or designee will call the Brookfield Police Dept. (782-6200 or 911). A decision will be made on whether the Police will contact the Milwaukee Bomb Squad. The principal or designee will make the decision to evacuate the building.
3. As a general rule, nothing will be done until it is decided whether an emergency evacuation is warranted.

Evacuation Procedures

1. Specific directions for dismissal/evacuation will be given over the PA. If an off-site evacuation is warranted Maxim's Restaurant will be used. In good weather, students will evacuate to their designated area for a fire drill. Teachers must take along a class list with students' phone numbers, and the Emergency First Aid Packet.
2. Student should put on their coats in inclement weather. Teachers should take along coats, car keys, etc. since there is a possibility the school may be closed for the day.
3. Restrooms will be checked by the Maintenance Staff.
4. The Police Department will search the building for the bomb or explosive. The

- Police will notify the bomb squad if necessary.
5. Specific Communication Information
 - a. At the same time the evacuation is being made, a designee will call 911 and, If necessary, the Bus companies (Laidlaw, 797-7680, Dairyland, 542-8861).
 - b. All media inquiries shall be directed to the principal.
 6. Other Considerations
 - a. Students should report to classroom teachers unless there is an immediate evacuation.
 - b. No one will be allowed back into the building until the “all clear” is announced.

Suggestions to Telephone Attendants:

1. Keep caller on the line as long as possible. Ask caller to repeat the message. Record every word spoken by person making the call.
2. If caller does not indicate location of the bomb, or time of possible detonation, ask for this information.
3. Pay particular attention for strange or peculiar background noises, such as motors running, type of background music if any, or other noises, which might give even a remote clue as to the place from which the call is being made.
4. Listen closely to the voice (male/female), voice quality, accents and speech impediments. Immediately after caller hangs up, the person receiving the call should report it to the principal.

REMINDER: Contact the police and provide a copy of the information to the Police Department.

5. Suggested questions to ask:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?

ST. DOMINIC SCHOOL CRISIS RESPONSE TEAM PLAN

Crisis situations involving the sudden death of a student, an act of violence, a fire, or a natural catastrophe could become a reality for the staff and students of St. Dominic School. It is impossible to describe or predict a typical crisis. The crisis may occur at school, away from school, during the day or evening, weekday or weekend, involve students or staff members. To effectively handle a crisis an appropriate crisis response plan and crisis response team is developed to facilitate the delivery of crisis counseling and to help maintain order throughout the school building.

Crisis Response Team includes:

1. Principal/Designee who directs the crisis effort and coordinates the work of the crisis team.
2. Pastoral Staff Members from St. Dominic Parish.
3. Pastoral Staff Members from St. John Vianney, St. Joseph, or St. Mary's as is necessary.
4. Counselors: Dr. Doug Meske: 262-646-3788 Home
262-797-2818 Midwest Clinical Services
15285 Watertown Plank Road
Elm Grove, WI 53122

Note: Appropriate training will be provided for members of the Response Team.

St. Dominic School Crisis Response Plan:

1. Verify Information - facts of the crisis situation are to be verified as to their

1. Student/Staff attendance at memorials, etc.
 2. School's expression of sympathy, etc.
 3. Contingency plan for control of students in upcoming days
 4. Identification of students in need of further intervention and procedure to access those services
7. Crisis Team meets at end of the day to:
- a. Debrief regarding response plan effectiveness
 - b. Designate personnel to provide follow-up intervention
 - c. Contact parents of serious distraught students and give them information on resources available, what reactions they might expect and what actions parents could take
 - d. Decide need for continued involvement of Supportive Services Crisis Response Team
 - e. Decide need for community involvement/support
8. Crisis Code over the PA to be used when appropriate:
- a. **ALL** students are to return to their classroom
 - b. **ALL** classroom doors are to be locked until further notice
 - c. Students and teachers are to keep away from doors and windows

Terrorist Emergency Plan Terrorist Emergency Plan Terrorist Emergency Plan

- I) Information
- A) Biological Threat – deliberate release of germs or other biological substance that can make you sick
 - 1) May or may not be immediately obvious
 - 2) Learn of thru emergency radio or TV or some other source
 - 3) Protection: quickly get away from it, cover mouth or nose with fabric layers that can filter air but allow breathing, examples – T-shirt, towel, tissue or paper towels.
 - 4) Wash with soap and water & contact authorities
 - B) Chemical Threat – release of toxic gas, liquid or solid that can poison people and environment
 - 1) Signs – watery eyes, twitching, choking, trouble breathing or losing coordination
 - 2) Protection: get away or shelter-in-place
 - 3) Exposure: strip immediately and wash with soap, seek medical attention
 - C) Radiation Threat or Dirty Bomb – explosive to spread radioactive materials over a targeted area
 - 1) Protection: shielding between yourself and the radioactive materials – distance, the farther away the lower the exposure – time, minimize the time exposed
 - Watch TV or listen to the radio for official news
- II) Creating a Shelter -
- Move to Marcy Center or Church
 - Close all doors
 - Turn off heating system
 - Listen to battery radio for news
 - Take medications from office
 - Walkie-talkies from office
 - Classroom emergency lights
 - Cell phones
- A) Water & Food Kits – prepare for 3 days (72 hours)
 - 1) Store water correctly in plastic containers (1 gallon per person per day)
 - 2) Non-perishable food
 - 3) Manual can opener/eating utensils
 - B) Clean Air

- 1) Bandage cuts in skin
 - 2) Other barriers: heavyweight garbage bags or plastic sheeting, duct tape, scissors
- C First Aid Kit
- 1) 2 pairs of gloves
 - 2) Sterile dressings
 - 3) Soap & antibiotic towelettes to disinfect
 - 4) Antibiotic ointment
 - 5) Burn ointment
 - 6) Adhesive bandages in variety of sizes
 - 7) Eye wash solution
 - 8) Thermometer
 - 9) Medication from office
 - 10) Medical supplies
 - 11) Cell phone
 - 12) Scissors
 - 13) Tweezers
 - 14) Petroleum jelly
- D Basic Supplies
- 1) Flashlights & extra batteries
 - 2) Battery radio
 - 3) Garbage bags, ties, toilet paper, feminine supplies
 - 4) Whistle
 - 5) Moist towelettes
 - 6) Paper cups, plates & utensils
 - 7) Paper towels
 - 8) Disinfectant
- III) Parent Communication/Buffer Rooms
- 1) Parents could come up to Capitol Drive Church doors with name of child on paper to staff person
 - 2) Child called for on walkie-talkie
 - 3) Child escorted to gym door
Buffer Room - possibly the Gym
 - 4) Shelter-in-place Notification
 - (a) Posted on School Office, Kindergarten entrance, Gym and Capitol Drive Church doors
 - (b) Radio announcement

HEALTH & SAFETY

Welfare, Health and Safety

School Wellness Policy

Before the 2006 school year, all schools, including private schools that participate in authorized programs under the *National School Lunch Act* or the *Child Nutrition Act* must develop a local school wellness policy. The requirement is specified in the *Child Nutrition and WIC Reauthorization Act of 2004*.

This requirement applies to those schools participating in programs such as the free and reduced-price lunch program, the school breakfast program and the special milk program. It implies that reimbursable school meals meet the program requirements and nutrition standards set forth under the legislation.

As required by law, a local wellness policy, at a minimum, shall include:

- Goals for *nutrition education, physical activity and other school-based* activities that are designed to promote student wellness in a manner that the school determines is appropriate.
- Guidelines for all foods and beverages available on school campuses.

Policy - 5140.4 - Archdiocese of Milwaukee - Policy approved: 5/11/2006

Welfare, Health and Safety

School Wellness Policy

Nutrition Education

The primary goal of nutrition education is to influence students' behaviors by enhancing their knowledge and skills to help them make healthy eating and physical activity choices. Schools should provide nutrition education that is appropriate for and reflects students' cultures; is integrated into subjects such as math and reading; and provides opportunities for students to practice skills and have fun. Schools should also choose education curricula that are easy to teach and foster lifelong healthy eating.

The key elements of the school's nutrition education policy are that:

1. Students receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. Nutrition education is offered in the school lunchroom as well as in the classroom, with coordination between the foodservice staff and teachers.
3. Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community and media.
4. Health education curriculum standards and guidelines include both nutrition and physical education.
5. Nutrition is integrated into the health education and other core curricula (e.g., math, science, language arts.)
6. Schools link nutrition education activities with the school health program.
7. Staff who provide nutrition education have appropriate training.

Physical Activity

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 that:

1. Students are given opportunities for physical activity during the school day through physical education (PE) 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 afterschool 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.

Other School-Based Activities

The primary goal for school-based activities is to create a total environment that is conducive to healthy eating and encouraging students to be physically active.

The key elements of the school's activities policy are that:

1. The school provides a clean, safe, enjoyable meal environment for students.
2. The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
3. The school makes drinking fountains available so that students can get water at meals and throughout the day.
4. The school encourages all students participate in school meals program and protects the identity of students who eat free and reduced price meals.
5. The school encourages fundraising efforts that are supportive of healthy eating.
6. The school provides opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.
7. The school makes efforts to keep physical activity facilities open for use by students outside school hours.
8. The school encourages parents, teachers, administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
9. The school encourages and provides opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas..

Regulations - 5140.4 (b) - Archdiocese of Milwaukee - Policy approved: 5/11/2006

School Wellness Policy

School Nutrition Guidelines

Nutrition influences a child's development, health, well being and potential for learning. To afford the students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

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.

Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area. Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.

2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.

3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.

4. Reduce student access to foods of minimal nutritional value.

Ensure the integrity of the school breakfast and/or lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs.

Encourage the practice of good nutrition by reducing the sales or distribution of foods of minimal nutritional value through a plan that focuses on:

- Reducing access to non-nutritional foods
- Educating students about healthy foods

The principal shall be responsible for ensuring that the school wellness policy is implemented and that there are measurable goals.

Regulations - 5140.4 (c) - Archdiocese of Milwaukee - Policy approved: 5/11/2006

Welfare, Health and Safety

School Food Allergies

Some students in attendance at our schools have a dangerous allergy to certain foods such as peanuts, chocolate, etc. For this reason the schools' environment must be as free as possible from the allergy producing food products. In these grade levels all families need to consider this in preparing lunches, treats and snacks. The school will establish allergy free zones in the lunchroom and other instructional areas where appropriate. **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).**

Consultation with the Office for Schools and Catholic Mutual should occur when making accommodation arrangements for individual students and their families.

WEB SITE POLICY (Policy Adopted: 5-12-2005 from the Archdiocese of Milwaukee)

Any organization or individual who establishes a web site that contains information related to any Archdiocesan Parish or School will need to secure the approval of the School pastor and/or school administrator for the content of this site, and the use of the Parish/School name on this site.

The Administrator and/or Pastor will ensure that the site information is current and accurate and has a link established to the Parish/School web site. All appropriate Archdiocese policies relating to telecommunications will be adhered to. Failure to follow such policies may result in revocation of permission to use the name of the Parish/School.

Sites approved need to contain the following statement: "This site contains information that is authorized and approved by (name of Parish/School)." Photos of students may be used on Parish/School web sites under the following guidelines:

- Identified photographs of students may be published with written and dated permission from parents. Such photos would usually be for special reasons such as winning the Kohl Scholarship, contest winners or athletic achievement.
- No publication of student's addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.

PETS IN SCHOOL (Policy Adopted: 5-12-2005 from the Archdiocese of Milwaukee)

For health and safety reasons, family/household pets are not allowed in the school building. This does not include classroom animals.

The school administration, for special educational events such as St. Francis Blessing of the Animals, High Interest Day, of "Care for Critters," may grant exceptions.

HEALTH ROOM

Red Cross trained and certified volunteers are on duty daily from 11:30 A.M. to 1:00 P.M. The Health Room Chairperson coordinates, schedules and recruits volunteers who staff our Health Room. Volunteers are solicited at the beginning of each school year. A nurse from the Waukesha Public Health Department supplies health and nursing expertise, keeps the school administration and the Health Room Chairperson updated on the latest Public Health Information and serves as a consultant to the St. Dominic School health program.

ACCIDENTS AND INJURIES

Emergency data is kept on file in the school office. In the event of an accident or injury, these cards aid us in reaching you to determine quickly what course of action to take. Please keep us informed about where a parent/guardian can be reached during the school day. When telephone numbers are changed, please send the information promptly so that these cards are accurate at all times. When an injury occurs which is more serious than a scratched knee, an accident report will be filled out and sent home with the child. This report will state what happened and what first aid was administered.

HEALTH

It is the policy of St. Dominic School Health Room to contact parents/guardians when a student has: a temperature over 100 degrees, vomiting, head injury, any illness or injury of questionable significance. If a student must go home, the school office and teacher are notified; and the parent/guardian will pick up the student from the Health Room.

Health histories for all students are kept on file. Confidentiality regarding this information is maintained. When new students come to St. Dominic School, the school requests the student's health records from the school they previously attended. All children attending St. Dominic School MUST show proof of proper immunization in accordance with Wisconsin Statutes.

WINTER CLOTHES

The students are expected to come to school with appropriately warm clothing for playing outside during the winter months. This also means suitable clothing for playing in the snow. BOOTS are required by ALL students in ALL grades. The wind chill factor will always be checked before letting the children out for recess. If it is too cold or dangerously icy, the children will have recess inside.

NO STRINGS ATTACHED

The Department of Agriculture, Trade and Consumer Protection's Consumer Product Safety Section recommends the following guidelines for parents and teachers of preschool and

elementary school children.

*Do not purchase children's clothing and outerwear sized 2T - 16 with drawstrings anywhere on the garment.

*For all children's clothing and outerwear sized 2T - 16 previously purchased, remove all drawstrings and replace with elastic, buttons, snaps or Velcro.

WEATHER EMERGENCY

When there is a question of school closing or of an early dismissal, announcements will be carried by the local TV or radio stations. Please do not call the school or parish offices. If Elmbrook schools close, St. Dominic will close automatically.

WTMJ	WITI	WTMJ
TV 4	TV 6	620

Should school be closed early because of extreme weather, or some other emergency, the school phone chain will be used to contact students □ parents/guardians. However, parents/guardians should inform their child and the school office regarding where to go if school must dismiss early. The closing of school for unexpected reasons will be made at the discretion of the principal and the pastor.

BUS TRANSPORTATION

Buses will park on the playground by the Capitol Drive entrance at arrival time. Students will be able to enter school and proceed to their classrooms between 7:40 A.M. and 7:50 A.M. At dismissal time, the buses will use the Capitol Drive parking lot.

Children residing within our parish territory in the Elmbrook School District and the Hamilton School District are entitled to ride the bus. Families in the Pewaukee area of the parish receive a parent/guardian contract from the Pewaukee School District to compensate time for providing their own transportation. These parent/guardian contracts are dependent on specific boundaries.

The principal or school bus driver may deny or restrict a student's privilege to ride the bus for serious or persistent misconduct.

To help ensure that Elmbrook School District students have a safe and positive bus ride to and from school, the Board of Education adopted Policy 3541.37 on October 24, 1995 which approves the use of video cameras on buses.

The District's contracted bus company, First Student Bus Company, will begin to equip buses with a camera housing above the windshield. Inside the housing box, the camera will not be visible to students or the bus driver. Not all buses will have a camera in use at any one time.

Bus Requests - Students riding home on a different bus or to a different location other than their regular route must have a **Bus Notification Form** (available in the school office or the parish website) from their parent and signed by school personnel. The approved request will be given to the bus driver.

CARS/DROP-OFF PROCEDURES

All students arriving by bus or car are to use the Capitol Drive Parking Lot. Please follow the Track Lines (going east) and pull all the way up to the Kindergarten Room doors when dropping off. Please be aware of the safety cones and students on the playground. **All parents that need to enter the building (with or without children) should please park by the office and enter through the office doors.** This will keep the car and bus drop-off area less congested.

K-3, K-4 and K-5 students may enter upon arrival, but all other students will be supervised on the playground between 7:30 and 7:40AM. **Students will enter school at 7:40 A.M.** All students are to be in their classrooms and ready for daily announcements at 7:50 A.M. Classes begin at 8:00 A.M.

Students arriving after 7:50 A.M. are to enter the building by the School Office and inform the office of their arrival. All school doors are locked after 8:00 A.M.

The morning arrival routine is very helpful in allowing teachers extra time to prepare for the upcoming day. It also makes it possible for students to receive extra individual help in the morning or for parents to communicate with teachers before school (after 7:30 A.M).

Children are to be dropped off as close to 7:30 A.M. as possible. Many of our students enjoy the “extra” supervised recess time and time to meet with their friends before school. The more students that are dropped off at this time, the less congestion we will have at 7:40 A.M. (when most of the buses arrive).

BIKES

Bikes are parked at the Gym Entrance on the School Office side. All bikes must be locked. Students may not ride on the school grounds during the school hours. On the way to and from school, children should ride single file on the right side of the street and follow all bike safety rules. Bike helmets are required for all students riding to and from school.

WALKERS

Walkers should walk on the left side of the road facing traffic. Children who need to cross Capitol Drive should do so at the traffic lights by the entrance to school.

TELEPHONE

It is essential that phone numbers (home, cell, work and emergency) be kept up to date. If an emergency should arise, we need to contact you! Please notify the office immediately of any change.

Students will be allowed to use the classroom phones with the permission of the teacher for legitimate reasons only. Emergency calls for illness or injuries will be taken care of by the school secretary. No teacher or student will be disturbed during class time. All calls for teachers or Emergency Messages for students will be put into the classroom teachers’ voice mail. Teachers will check their voice mail at the end of each day after dismissal. Therefore, take care of all student plans before arriving at school each morning. School personnel do not give out teacher’s home phone numbers.

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 file them.

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 Form is highly recommended.

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.

CLASS PARTIES

Parties during the school day must be sponsored and directed only by the teachers. The teachers take charge of the group and are present at all times. Homeroom parents assist the teachers whenever possible. Parents/guardians may be called by homeroom parents to assist with refreshments or activities.

ST. DOMINIC - SMOKE FREE SCHOOL

St. Dominic School Building is a SMOKE FREE environment during the school day and during all school-sponsored activities.

ASBESTOS REINSPECTIONS

In compliance with the U.S. Environment Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the Spring of 1988 we performed an inspection of our school building for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the school administrative office since that time.

The EPA requires us to perform reinspections of the asbestos materials every three years and to do periodic surveillance of it every six months. During the month of May 1998, accredited asbestos inspectors performed these reinspections. An accredited management planner reviewed the results of the reinspections and recommended actions we should take to safely manage each asbestos material in our buildings. A record of these dates, name(s) of inspector, and recommendations have become part of the management plan. Another reinspection was held in June 2001.

“Asbestos containing material has been found in the storage room at the north end of the corridor on the first floor of the school building in the vicinity of Room 107. The material has been contained. The room is locked at all times and none of the children have access to the area”, -or- “Asbestos containing material has been found in the floor tile throughout the building. There is no danger to anyone unless the tile is disturbed by breakage. If any danger arises, the area will be contained and the condition repaired immediately.”

The Asbestos Management Plan may be reviewed by contacting the designated person at 783-7565 between the hours of 9:00 A.M. and 4:00 P.M. Monday through Friday. A copy of the Management Plan will be provided upon request at the cost of 10 cents per page.

During the major building renovations in the summer of 1996, asbestos containing material in the floor tile, Gym Concession, and cafeteria kitchen area were properly removed and disposed of by a properly authorized company. Some classroom floor tiles have been properly removed and disposed of by a properly authorized company in 1999, 2000 and 2001. The cafeteria floor tile was properly removed and disposed of by a properly authorized company in the summer of 2002.

Asbestos containing material found in the boiler room was properly removed and disposed of by a properly authorized company in the Spring of 1999. In the Spring of 2000, a properly authorized person, took many samples of Assumed to Contain (ATC) Asbestos to prove that most of the materials are non-asbestos. This process will continue on a regular basis so that eventually a clear list of non-asbestos materials can be documented.