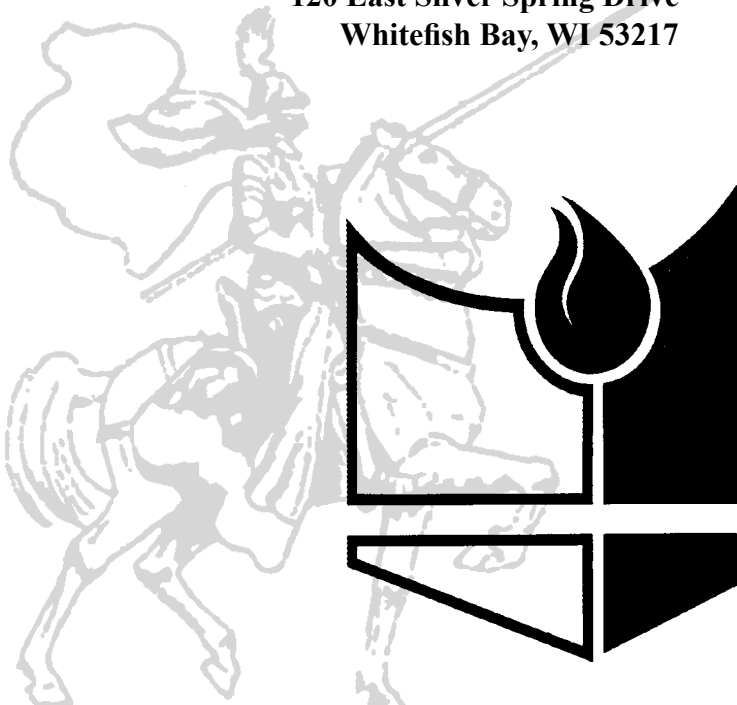


Dominican High School

120 East Silver Spring Drive
Whitefish Bay, WI 53217



Main Phone: 414-332-1170

Attendance: 414-332-5876

Fax: 414-332-4101

www.dominicanhighschool.com

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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**DOMINICAN HIGH SCHOOL, SPONSORED BY THE
SINSINAWA DOMINICANS, PROVIDES YOUNG ADULTS WITH A
QUALITY, CATHOLIC, COLLEGE-PREPARATORY EDUCATION
BASED ON THE TEACHINGS OF JESUS.**

**OUR FAITH-DRIVEN SCHOOL COMMUNITY FOSTERS SPIRITUALITY
AND CREATIVITY, RESPECTS UNIQUENESS AND DIVERSITY, AND
ENCOURAGES INTELLECTUAL, SOCIAL, PHYSICAL AND ARTISTIC
DEVELOPMENT. WE COMMISSION OUR STUDENTS TO DEVELOP
A HEIGHTENED SENSE OF SOCIAL RESPONSIBILITY AND
RESPECT FOR HUMAN DIGNITY BASED ON THE
VALUES ARTICULATED BY THE SINSINAWA DOMINICANS:**

**TRUTH
COMPASSION
JUSTICE
COMMUNITY
PARTNERSHIP**

STUDENT ETHICS

AT

DOMINICAN HIGH SCHOOL

We believe the following about the role of students:

Students should provide an environment in which all students can excel spiritually, academically, and personally with a sense of responsibility and respect.

To show a sense of responsibility towards being on time and attending school, we will:

- Come to school prepared and ready to go
- Be on time for all classes, activity events, meetings, and outside events

To demonstrate respect and obedience for dress code, we will:

- Dress in a manner that promotes human dignity and modesty
- Make a conscious effort to follow the school dress code

To respect others and ourselves by maintaining safety, we will:

- Use only peaceful means to resolve problems and arguments
- Keep our campus free of any items that can cause harm to others
- Neither use nor tolerate threats and harassment among students
- Respect our bodies by refraining from the use of alcohol and other harmful substances inside and out of school
- Respect our building and Dominican property by refraining from vandalism and littering
- Show respect to others through our actions and choice of language

To oppose attitudes that do not treat each person and their bodies as gifts from God, we will:

- Reject the ideas that premarital sex is something that is expected of teenagers and that teenagers are unable to exercise self-control
- Strive to help one another resist the pressures to be sexually active
- Neither use nor tolerate threats, harassment or any actions that create a hostile learning environment, including harassment that is sexual in nature

To promote a mindset of appropriate behavior, we will:

- Obey requests of faculty and staff members
- Use respectful language
- Attend all classes and be honest in academic affairs
- Stay within the school building and always have a pass for hallways
- Sign in and out of the main office and ask permission to use the telephone
- Keep food in the cafeteria and work to keep the cafeteria clean.
- Avoid disruption of our learning atmosphere with cellular phones and pagers

To show care for facilities and student services, we will:

- Properly use resource labs
- Keep locker decorations appropriate
- Turn lost items in to office
- Respect the main parking lot and north campus
- Respect the privacy of others' property, including student mailboxes
- Use computers and the Internet as tools of learning enhancement

To encourage school spirit and devotion to school activities, we will:

- Take part in school events whenever possible
- Respect the diversity of others as well as represent the Catholic values of Dominican at all events

PARENT ETHICS

IN THE

DOMINICAN HIGH SCHOOL COMMUNITY

We believe the following about the role of parents:

Parenthood is a vocation—a calling from God to steward the gift of unique life that is each child, preparing each child for a life that responds to his/her own calling from God.

This vocation includes:

- Nurturing the development of the whole child: physical, intellectual, spiritual
- Loving our children unconditionally
- Being role models for our children
- Working together in the school and larger community to toward the healthy growth of all children
- Not trying to be friends to our children – they need us to be their parents

We teach our children that their bodies, minds and spirits are each a gift from God:

- **We respect our own bodies and those of others.** We are clear with our children; they should refrain from using tobacco, alcohol, and other illegal substances throughout their school years.
- **We reject violence and degradation in all forms.** Media, including television, movies, music, games and other forms of entertainment that violate the dignity of the human person are harmful to our children.
- **We honor the unique commitment of marriage.** During adolescence, children have time to learn about healthy, happy and lasting relationships. We stand counter to cultural values that treat sexuality as a commodity or a harmless diversion. Sexual activity is neither healthy nor acceptable for our students.
- **We value our selves and others as children of God.** We use respectful language and seek to cultivate trust. We learn about our differences and embrace diversity as revealing the image of our Creator. We expect our selves and our children to avoid words and actions that diminish the worth of any person or group of people.
- **We commit to the importance of prayer and study—foundations of the Dominican community for centuries.** Family prayer is part of our daily lives. Quiet time for daily study in each of our homes is essential for our children and our selves.
- **We respond to the call to share our gifts from God.** We commit our precious time to this shared vocation. We bring our special and specific talents to our school community. We find fulfillment in sharing our financial treasure for the benefit of the children in our community—understanding our abundance is in our Creator.

In order to carry out our vocation to teach our children, we will:

- Model the behavior we want our children to emulate
- Instruct our children in our core beliefs and our reasons for holding them
- Love our children freely
- Set age-appropriate boundaries for curfews and the use of television, telephones, computers, automobiles, etc.
- Make healthy and legal choices about chemical use in our own lives and avoid enabling our children to do otherwise
- Foster a home environment with space and time for quiet study each day
- Work together with other parents in our community
- Speak with respect when referring to students, parents, teachers, coaches, advisors, and others who serve our children
- Tend to our own spiritual growth
- Pray each day with our children and for our children
- Say “No” to our children when our vocation and our love demand it
- Tell our children that we love them
- Let go of our children when their life calling grows beyond our own fears and dreams for them

*Adopted by the **Dominican Parent Association**: December, 2002*

DOMINICAN HIGH SCHOOL

STUDENT / PARENT

INFORMATION & RESPONSIBILITY GUIDE FOR 2007-2008

SECTION I: GENERAL INFORMATION

A. ACCREDITATION & MEMBERSHIPS

Dominican High School is accredited by the North Central Association of Schools. We also share membership in the National Catholic Education Association, the National Association of Secondary School Principals, and the Association of Supervision and Curriculum Development.

B. SPONSORSHIP

In this 2007-2008 school year, the Dominican High School community celebrates 161 years since the founding of our sponsoring Catholic religious order of sisters, the Sinsinawa Dominican Congregation. Founded in 1847 by the Venerable Father Samuel Mazzuchelli, O.P., the Congregation sponsors eleven education institutions in the United States. Through sponsorship, the Sinsinawa Dominican women carry out their ministry of preaching and teaching in order to participate in the building of a holy and just society.

C. CORE VALUES

Five core Sinsinawa Dominican values guide the mission of Dominican High School:

TRUTH
COMPASSION
JUSTICE
COMMUNITY
PARTNERSHIP.

We are a learning community united in the call to serve with Christ as the Kingdom of God is revealed in a world still in need of peace and justice. Grounded in the tradition of our sponsoring religious order, the Sinsinawa Dominican Congregation, we celebrate the presence of Jesus Christ in one another. Our search for truth, in the work and play of our daily lives and in the faith of our eternal destiny, is revealed in the spiritual, academic, and physical growth of our students. Each one of us — parent, teacher, support staff member, administrator, board member, alumnus, benefactor — are also called to lifelong growth, just as we nurture and challenge our students. *Dominican High School does not discriminate on the basis of race, religion, gender or national origin.*

D. PURPOSE OF THIS HANDBOOK

This handbook is intended to help you and your family as members of the Dominican High School Community. It contains information about our school, its policies, standards of conduct, the expectations we have for you and information about our staff, services, and facilities. We ask that parents and students share this handbook and discuss its contents with one another.

Our fundamental message to each student: While you are at Dominican you have responsibilities to yourself, to your parents, to our school — and to the Church, community, and global human family. Parents and many others have made sacrifices in the interest of your Catholic/Christian education in order to provide you with the benefits of Dominican High School. Use each of the opportunities presented to you to your best advantage. Your classmates want to see you succeed and be happy, and our staff will put forth their fullest efforts to help you reach your goals. All this can seem overwhelming at times, but your essential job is simple and joyous: *Become the person God has created you to be.*

E. ADMISSIONS POLICY

Dominican High School does not discriminate on the basis of race, sex or national origin. Our recruitment and admissions program casts a wide net to attract qualified students from a five county geographic base. As a result, the Dominican student body mirrors the very diversity that exists in Southeastern Wisconsin. All prospective students are required to take a standardized placement test, which includes submission of a writing sample. To discern a prospective student's ability to meet academic standards at Dominican, the Admissions Committee reviews the placement test results, writing sample, and grade school records of each applicant. Once admitted, all Dominican students, non-Catholic as well as Catholic, are required to earn one academic credit per year in our religious studies classes, as well as participate in all religious services and required retreats.

F. OFFICIAL GRADING SCALE

The following grading scale is used by all Academic Departments:

<u>Grade</u>	<u>Score</u>
A	95-100
A-	93-94
B+	91-92
B	87-90
B-	85-86
C+	83-84
C	79-82
C-	77-78
D+	75-76
D	70-74
F	0-69

G. DAILY SCHOOL SCHEDULE

Dominican's school day begins at 7:40 a.m. and ends at 3:15 p.m. every day. The regular school day schedule is printed below.

REGULAR DAILY SCHEDULE

Morning Bell	7:35 (signals 5 minute warning to clear the hallways)
Slot 1	7:40-8:35
Slot 2	8:40-9:35
Slot 3	9:40-10:35
Slot 4	10:40-11:35
L/R #1	11:40-12:05
L/R #2	12:10-12:35
Slot 5	12:40-1:35
Slot 6	1:40-2:35
OPTIONS	2:40-3:15

H. SCHOOL HOURS

The school building officially opens at 7:20 a.m. Parents/guardians who drop off students earlier than 7:20 a.m. must know that, unless otherwise indicated by a teacher, coach, or other Dominican personnel, their child may not be supervised by an adult until 7:20 a.m. Students may gain access to the academic wing of the building each morning at 7:20 a.m. To ensure security, all outdoor access doors are locked at 7:40 a.m. every school day. After that time, students or adults may only enter school through the Bay Ridge Street Visitor Entrance.

Students are to work during the school day in assigned classes, resource centers, or in designated study areas. The concourse area is supervised at the end of the school day from 2:35-4:00 p.m. All students are expected to be out of the school and off campus by 4:00 p.m. unless under supervision by a member of the faculty, waiting

for practice, or with permission from the Vice-Principal for Student Affairs. Students waiting for transportation that arrives after 4:00 p.m. must be in the outer concourse while the transportation is in route.

On each floor, gates have been installed in the main corridors leading to classrooms and student lockers (the academic wing). These gates will be unlocked approximately 20-30 minutes before the start of school each day. The gates will be locked again by 4:00 p.m. each school day. When the gates are locked, students will not have access to the academic wing of the school on any floor. Students will always have access to pay phones and facilities located in the activity wing of school, which includes the cafeteria, concourse, gym, locker rooms, weight room, auditorium, student mailboxes. Students who are found in unauthorized areas after school hours may receive disciplinary consequences.

I. VISITOR PROCEDURE – BAY RIDGE STREET VISITOR ENTRANCE

We welcome parents and other approved adult visitors at Dominican. To ensure security, all visitors are required to register at the Main Office upon arrival. A Visitor's Pass will be provided.

On every day of school, students may enter school as usual through the main concourse entrances, directly adjacent to the main parking lot on the EAST side of the building (the Silver Spring parking lot). After the tardy bell rings at 7:35 a.m., ALL school entrances will be locked. **After that time, all students, parents, vendors, or visitors must enter the school through the WEST entrance at the Bay Ridge Street parking lot, next to the loading dock.** This entrance is in close proximity to the Main Office. Visitors will need to ring the doorbell to gain entrance to the school. A student ambassador or a member of the Main Office staff will be dispatched to answer the door.

The west parking lot off Bay Ridge Street (which includes the loading dock entrance) will be reserved specifically for daytime visitors. This lot has been previously designated for administrative and staff parking only. **For greater convenience, six visitor parking stalls will always be available in this lot.** Upon entering school, visitors will be asked to sign-in to a visitor log and register their vehicle.

J. STUDENT VISITORS

A Visitor's Pass must be obtained from the Admissions Director or Vice-Principal for Student Affairs for any student guests. Visitor passes will not be granted to students from other local schools or simply to provide students with an opportunity to socialize with their friends who do not attend Dominican. Infants and children younger than 7th grade are not to be brought to school. The school reserves the right to refuse admission to any student who does not have a visitor pass.

Procedures for Student Visits:

1. At least one week prior to the planned visit, a visitor pass form must be obtained from the Admissions Office. The student hosting the visitor must fill out the form and obtain signatures from both the host and guest's parents. After this is completed, the host student must obtain the signatures of the Director of Admissions and Enrollment (for grade school age students) or the Vice-Principal for Student Affairs (for high school age students) and all his/her teachers. This completed form is then returned to the Director of Admissions and Enrollment or Vice-Principal. The entire procedure must be completed two days prior to the visit.
2. If the request for a visitor is granted, a visitor pass will be available in the Main Office on the day of the visit. This pass must be worn throughout the entire day.

NOTE: Visitor pass requests are granted when a guest is legitimately researching Dominican as a potential school choice. Visitor passes will not be granted for the purpose of facilitating social rendezvous among friends who attend different schools.

K. SCHOOL CLOSINGS

School closings for inclement weather or for some severe mechanical difficulty in the school building will be announced over local radio stations as early in the morning as is possible. Radio station WTMJ (620 on the AM dial) and Channel 4 TV are the main sources for transmission of school closing announcements. Listen for the specific status of Dominican High School (closing, delayed, etc.) as it will always be announced separately. Please do not assume that DHS is closed because of the announced closing of other area schools (e.g. MPS, Whitefish Bay, etc.). If weather creates unsafe road conditions prompting the closing of school, all co-curricular and athletic events are cancelled (contrary arrangements must be brought to the DHS administration's attention by parents, students or staff).

SECTION II: ATTENDANCE STANDARDS

A. ATTENDANCE POLICY

Wisconsin law has stated that unless the child is excused or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term.

It is the shared responsibility of the family and the school to assist students to develop habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the current law for compulsory attendance. Administrators are authorized to require satisfactory explanation from the parent or guardian for the absence of a pupil from all or part of the school day.

Academic success and development are directly related to regular school attendance. Excused and unexcused absences are detrimental to a student's academic growth and career preparation. Attendance records become a part of a student's permanent transcript. These permanent records are often required for college admission and by employers. Therefore, it is in the best interest of each student to establish a regular and punctual pattern of school attendance.

B. ATTENDANCE & STUDENT PRIVILEGES, CO-CURRICULAR ELIGIBILITY, EXAM EXEMPTIONS

Poor attendance, including tardiness to school or class periods, may result in a loss of academic or extra-curricular privileges as determined by the administration. **Attendance is considered when granting the privilege of exam exemptions** for juniors and seniors. One (1) unexcused absence to the same class, or more than four (4) excused absences to the same class will result in denial of exam exemptions for that class. Likewise, **a student may be considered ineligible to participate in athletics, theatre, student government, or school field trips if they are habitually tardy or absent from the same class period- or from school in general.** *Habitual absence* is defined as missing part or all of 10 or more class days during an academic quarter (approximately 45 school days). *Habitual tardiness* is defined as 10 or more times tardy to the same class period in an academic quarter.

In addition, a student who is marked absent for more than four (4) periods on a school day is ineligible to participate in extra-curricular events, practices, games, or activities on that calendar day. Exceptions to this regulation (for doctor appointments, etc.) must be approved in advance by the Vice-Principal for Student Affairs.

C. ATTENDANCE PROCEDURES

All students are expected to be in the **academic wing** of the school building by 7:35 a.m. A warning bell will ring at that time, signaling five minutes to the beginning of the school day attendance cycle. Students who arrive late to the beginning of Slot One are considered "tardy to school" and are required to sign-in and obtain a tardy slip at the attendance window in the Main Office before they are admitted to classes (see Arriving Tardy to School).

During the school day, attendance is taken at the beginning of each class period, study hall, or resource period. Student attendance is recorded initially by teachers on PowerSchool and then verified by the Main Office. Attendance concerns are monitored on a daily basis by the Vice-Principal for Student Affairs. A daily attendance report is published and shared with teachers and administration.

D. ABSENCE PROCEDURES

If a student is absent or tardy for any reason, **the parent or guardian is required to:**

1. Call the school attendance line (414) 332-5876, between 7:00 and 9:00 a.m.
2. Provide a written excuse for the student, which should be brought to the Main Office upon the student's return to school.

A student who is recorded as absent through the attendance process, and whose parent has not notified the school, is considered **unexcused** and consequently **truant**. In such instances, Main Office personnel will attempt to contact parents. Unsuccessful attempts to reach a parent at home or work will result in the truancy becoming official. Truancy (cutting any part of the school day without prior parental notification) will result in assignment of a Saturday detention, which also includes a \$20 fine. Parental communication with the school regarding student absences will always result in proper attendance documentation. Lack of parental initiative in communicating student absences will unfortunately result in negative consequences for students. **Proactive communication by parents is always appreciated.**

E. EXCUSED ABSENCES

The following absences are considered excused absences from school if verified by the parent/guardian by a phone call the day the student is absent and a written note to the school the day the student returns to school:

1. Illness

NOTE: If a student is absent for more than 3 days due to illness, the school will require documentation from a physician. Should a student fail to comply with such a request, the school reserves the right to determine those days missed as unexcused and all pertinent consequences may apply.

2. Death of an immediate family member
3. College or vocational school visit (pre-approved by Guidance Department)
4. Medical appointment
5. Whenever the school considers that exemption from attendance is in the best interest of the pupil
6. Court appointment.

It is each student's responsibility to request makeup work from her/his teachers; however, it should be understood that some types of class work may not be possible to make up (e.g. labs, class discussions, field trips, other activities, etc.). Written excuses not submitted within 48 hours of an absence are not valid; the absence will be recorded as unexcused.

F. ARRIVING TARDY TO SCHOOL

Students who do not report to Slot One class/study hall on time (7:40a.m.) will be considered "tardy to school." Students who arrive late to school (after morning prayer) are required to sign-in at the Main Office as tardy. Students will then be given a tardy slip, which acts as a pass to gain access to Slot One class. Having parental permission for tardiness does not change this procedure. Slot One teachers/study hall proctors will not allow tardy students to enter a classroom without this Main Office tardy slip.

Students who arrive significantly late to school after 8:00 a.m. should always arrive with a note, signed by a parent or guardian, excusing the tardiness. If a note is not provided, or a parent has not called ahead to alert the attendance office, the tardy student will not be permitted to enter classes until phone contact has been made with a parent/guardian. This practice may result in the tardy student missing valuable instruction; however, it is important to ensure accountability with late arrivals.

G. TARDINESS TO CLASS PERIODS DURING THE SCHOOL DAY

Punctuality is valued at Dominican. Students are expected to arrive on-time to all school day appointments, including classes, study halls, lunch, assemblies, and resource centers. Interrupting the flow of class, (study hall, et al...) by arriving after the bell is inconsiderate to others and can be disruptive to a productive learning environment.

Students may be recorded as tardy to school and/or tardy to any school day periods. A "tardy" which results in missing all or part of a class OR ANY SCHOOL DAY PERIOD may be considered a class cut. A student is tardy to class if s/he arrives after the designated start of class time without a written excuse or pass from a Dominican staff member. **Tardiness to any class is subject to documented warning and/or detention by each teacher.** Tardiness or unexcused absence from study hall, lunch, or a resource period is assessed the same disciplinary consequences as tardiness or absence from a class period. Tardiness to school and tardiness to class periods are recorded daily in the Main Office. A daily attendance report is published and shared with teachers and administration.

H. CONSEQUENCES FOR TARDINESS

Teachers may assign an after school detention for any occasion of tardiness. **In addition, habitual and chronic tardiness is reviewed by the Vice-Principal for Student Affairs at the conclusion of each academic quarter (approximately 45 school days). The following consequences will be standard:**

TARDINESS "TO SCHOOL" (PER QUARTER):

1-4 occasions	No disciplinary consequences from the Vice-Principal. Slot One teachers may issue a detention.
5-9 occasions	Vice-Principal will assign one after school detention. Slot One teachers may also assign a detention.
More than 9	The Vice-Principal will assign one of the following consequences: (a) one Saturday detention (includes a \$20 fine), or (b) assignment of one Saturday detention (includes a \$20 fine), an required in-person parent conference, or (c) in-school suspension for one day (includes a \$20 fine), and a required parent conference and written attendance contract.

Note: Students who are recorded as "tardy to school" three or more times during one week, will receive an after school detention.

TARDINESS "TO CLASS PERIODS" (CUMULATIVE) WITHIN THE SCHOOL DAY (PER QUARTER):

1-10 occasions	No disciplinary consequences beyond those of each individual class room teacher.
11-20 occasions	Vice-Principal will assign one after school detention
More than 20	The Vice-Principal will assign one of the following consequences: (a) assignment of one Saturday detention (includes a \$20 fine), or (b) assignment of one Saturday detention (includes a \$20 fine), and a required in-person parent conference, or (c) in-school suspension for one day (includes a \$20 fine), and a required parent conference and written attendance contract.

Note: A student who is habitually tardy to the **same class period** may be assigned additional consequences by the classroom teacher or the Vice-Principal for Student Affairs.

Important note regarding disciplinary consequences: After a student has incurred three (3) detentions, for any reason (including dress code violations, tardiness, etc.) in any quarter, all subsequent detentions assigned may be Saturday detentions. A student who is assessed more than one Saturday detention in any quarter risks suspension from school, and also risks the loss of extra-curricular privileges.

I. CLASS CUTTING

Regular class attendance is essential. Missing a class without a valid excuse interrupts a student's learning and damages academic standing. Students who cut class will be assigned a Saturday detention and the teacher involved will notify the parent when a class cut occurs. A teacher may issue no credit for the assignments or tests missed.

J. TRUANCY AND UNEXCUSED ABSENCES

Wisconsin law has stated that truancy means any absence **OF PART OR ALL** of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of the **compulsory attendance law**.

Absences for reasons other than those listed under excused absences will be considered truantries or **unexcused absences** from school. Teachers are not required to provide makeup work for instances of truancy. A teacher may issue no credit for the assignments and tests that are missed as a result of truancy. Truant students will be assigned Saturday detentions equivalent to the number of school hours missed or an in-school suspension for the appropriate total of hours of school that were missed.

DHS school personnel will make reasonable efforts to assist a student and her/his parent/guardian to rectify habitual tardiness or truancy. In return, the same reasonable effort is expected of the student and her/his parent(s). If those efforts fail, Dominican High School is compelled to inform appropriate law enforcement officials dealing with school truancy.

Habitual Truancy is defined as:

1. A student missing part or all of 5 or more days out of 10 consecutive days during a semester.
2. A student missing part or all of 10 or more days during a semester.

Consequences for habitual truancy include, but are not limited to, one or more of the following (as determined in consultation with official State of Wisconsin and local municipal ordinances):

1. Revocation of Work Permit
2. Suspension of Driver's License
3. Participation in a Counseling, Service or Work Program
4. In-house Restraining Order
5. Participation in an Educational Program
6. Placement in a Teen Court Program
7. Parent Counseling Program.

*Students with truanancies will forfeit the privilege to participate in co-curricular activities as determined by the administration.

K. REQUESTING EARLY DISMISSAL

Early dismissal from school is a privilege and may be approved only for unusual circumstances. The school may deny an early dismissal request if it considers the request unnecessary or inappropriate. Formal requests for early dismissal should be made in writing by a parent or guardian on the day prior to the date of the early dismissal. **Students do not possess the authority to dismiss themselves from school.** Parents/guardians should specify the exact date and time that a student should be released. Written requests should be delivered to the Main Office. These requests are filed with attendance records and serve to authorize Main Office staff to excuse a student from class at the designated early dismissal time. **It is essential that students sign-out in the Main Office before departing school on the day of an approved early dismissal.**

L. ANTICIPATED ABSENCES

Since absences are disruptive to both the teaching and the learning process, vacation taken during the school year is strongly discouraged. In the event that family circumstances necessitate a student's absence, the student must request an Anticipated Absence Form from the Main Office at least one week prior to the absence. Students are to complete the form and return it to the office three (3) days before the absence. Failure to meet this deadline will result in all related absences as unexcused. Parents should realize that such absences may adversely affect a student's grades. Students who miss their final exams because of such circumstances may not be allowed to make them up.

Dominican High School's administration will review teachers' input on the Anticipated Absence Form. If a student is experiencing academic or behavioral difficulties, DHS administration reserves the right to determine this period of related absences as unexcused. Such determination will not be in effect unless the administration consults with the parent(s) prior to the absence.

Please note the dates for final exams in December and May. Student absences during the week prior to exams or during exam days should occur only for unavoidable circumstances. Exams are not available prior to the scheduled exam days.

M. EXTENDED ABSENCES

Parents are asked to request homework through the Guidance Department only if the student will be ill on three (3) consecutive days or more. For absences that extend beyond three weeks, parents are asked to contact the Guidance Department to inquire about Homebound Tutoring through their local public school district.

N. PARENT/GUARDIAN EXTENDED LEAVE

For the welfare of each student, parents/guardians are expected to contact Dominican in the case of that parent/guardian being out-of-town for an extended period of time. This is particularly important in instances of medical emergency. In cases of emergency resulting in a minor left at home without an adult for any period of time, the parent/guardian or other adult authorized on the student's emergency card is requested to contact the school.

In cases where the parent leave is anticipated in advance, we request the completion of a basic information form, available in the Main Office.

O. DOMINICAN OPEN CAMPUS (DOC)

Qualified senior students may *apply* for participation in the **Dominican Open Campus** ("DOC"). DOC is a senior privilege ONLY. Applications may be obtained from the Vice-Principal for Student Affairs, and must be approved by the Principal.

CONDITIONS OF ELIGIBILITY

A senior student is eligible for DOC if:

1. Parental permission has been obtained by the student
2. The student has achieved a 2.50 minimum grade point average (as determined by the report card of the most recent academic quarter)
3. The student is not on academic probation status at the time of the application
4. The student is not on behavioral probation status at the time of the application
5. The student has a positive attendance record at the time of the application (includes class/period tardiness)
6. The student is in "good academic standing," and not at risk to fail a course whose credit is required for graduation
7. The student is in "good behavioral standing" without any Saturday detentions or suspensions in the current academic year

The student has demonstrated trustworthiness, positive behavior, respect for others, and a sense of responsibility

CONDITIONS OF PARTICIPATION/CONSEQUENCES FOR NON-COMPLIANCE

Senior students who prove eligible for DOC and who wish to participate must agree to comply with the following terms:

1. Observe Open Campus only during designated study hall or "free" periods in which the eligible student is not otherwise obligated to class attendance.
2. Report to the Main Office for the purpose of "signing-out" in the Open Campus Log within the first five minutes of the period in which Open Campus is desired. Students who do not meet the "5 minute deadline" will not be eligible to leave campus during that period. Students who choose to leave campus without first logging-out in the Main Office will receive a Saturday detention for truancy (includes a \$20 fine) and will permanently lose their DOC privilege.
3. Students participating in DOC will leave and re-enter the school building through the Bay Ridge visitor entrance ONLY. Students found using other exits/entrances will serve a weekday detention and lose their DOC privilege.
4. Students who are tardy to a class obligation as a result of returning tardy from DOC will permanently lose their DOC privilege.
5. Students who leave campus with an ineligible student will permanently lose their DOC privilege and will earn a disciplinary suspension from school for a minimum of one day. Ineligible students who leave campus without authorization are truant and will receive a Saturday detention (includes a \$20 fine) or a disciplinary suspension from school for a minimum of one day.
6. Students may never enter or drive a vehicle, or be driven in a vehicle by another person while participating in DOC days, and will be responsible for the permanent suspension of the DOC program for all participants
7. Students who are found breaking municipal, state, or federal laws during DOC will be suspended from DOC permanently and will also earn a disciplinary suspension of no less than two days from Dominican High School. Students may be required to pay municipal and/or school fines as a condition of their reinstatement to school.

ELIGIBLE STUDENTS CHOOSING NOT TO PARTICIPATE

Seniors who are eligible for DOC, but who do not receive parental permission, or who wish to remain on campus during their free period must observe the following procedures:

1. Report to the cafeteria for study hall.
2. Seniors may report to the LRC or the Library as alternative study sites, but must arrive in those places within the first five minutes of a period and remain in that space until the end of the period.
3. Seniors may use their lockers, or report to the Guidance office during their free period, but they may not aimlessly wander the halls or loiter in the halls (or anywhere else) during their free period.

Students who are ineligible to participate in DOC will be assigned to study hall either in the LRC or the Library. They may NOT use the cafeteria as their study space. Students who do not report to their assigned study hall will be assigned a Saturday detention (includes a \$20 fine) for truancy.

SECTION III: DRESS & ATTIRE CODE FOR 2007-2008

The following code applies to student dress each academic day from 7:15 a.m. to 4:00 p.m.

A. RATIONALE FOR DHS DRESS CODE

We believe that the physical appearance of our students sets an important tone for the work of a school day. Maintaining an overall positive physical decorum depends upon a cooperative student body who takes pride in their personal appearance. Clothing that is neat, clean, and modest most accurately reflects the productive academic and spiritual environment that our students encounter daily. Attire that may be popular or trendy in the current social culture may not necessarily be appropriate as school wear. The dress code is designed to guide students and their parents in making attire choices that are consistent with the values inherent in the mission of Dominican High School.

Parents/guardians of Dominican High School students have a fundamental responsibility to reinforce expectations for proper dress. This is an integral aspect of the preparation of your daughter/son for life in future professional, academic, and religious environments. We have a focus on academic and spiritual growth each school day that requires greater attention to the dignity of the human person. **We appreciate the support of parents** in helping to teach our students that their purpose, and therefore their dress, at school is different from being at a shopping mall, park, or movie theatre.

Important Notes for All Clothing:

- All clothing items, other than DHS Knightwear, must be free of textual printing and graphic messages. A brand or company logo the size of a DHS Student Identification Card (standard business card size) or smaller is the only printing acceptable. Sports, music, and other entertainment logos are not acceptable.
- Any clothing that denigrates any other person, group of people, or institution, is unacceptable at any time. Any clothing that depicts affiliations with groups or philosophies contradictory to Christian values is unacceptable. This includes shirts for music groups, television shows, movies, or other entertainment entities that are not consistent with the Christian/Catholic mission of Dominican High School
- All clothing items that do not cover the mid-section are not acceptable. Hip-hugging, low-rider style pants may not be appropriate for school wear...especially when they serve to expose the mid-riff. Any clothing items that are sheer, see-through, overly revealing, or immodest are not appropriate for school. Clothing that is sloppy or overly casual will not be appropriate.
- SENIOR PRIVILEGE: Seniors ONLY may wear college apparel shirts, t-shirts, polo shirts, sweaters, or sweatshirts. Hooded style college apparel may NOT be worn. College apparel that communicates offensive or inappropriate messages may NOT be worn.
- * Under-garments may not be exposed at any time. Pants or shirts may not be worn in a manner that is designed to expose underwear.

B. SHIRTS, SWEATERS, SWEATSHIRTS

1. A **collared shirt** (including polo, golf, Oxford, turtleneck, 'mock' turtleneck). Shirts with buttons must be worn closed/fastened to within **one button of the collarbone** at all times (even with t-shirts underneath). *Shirts with unfinished bottoms (shirrtails) will be worn tucked-in to trousers.*
2. **Any official Dominican Knight-wear** (collared shirt, T-shirt, sweater, sweatshirt, or fleece) may be worn. These items may also include official class and/or club sponsored shirts.
3. Sleeveless shirts or t-shirts **are never worn** (sleeves are 3 inches or longer).
4. Sweaters, sweatshirts, and fleece (includes vest styles of each) must be worn with a collared shirt underneath. Fleece sweaters and vests must be *pullover style*...not the full zipper, jacket style.
5. Outerwear items (jackets, jean jackets, vests, warm-up style jackets, etc....) are not substitutes for shirts, sweaters, or sweatshirts and **are never worn** during the school day as a clothing accessory.
6. Hooded sweatshirts ("hoodies"), jackets, sweaters, or fleece may not be worn on campus during the school day. This includes Dominican Knight-wear (spirit wear or team wear).

C. PANTS

1. Dress pants. Examples include khaki style cotton pants or other dress pants with four standard hip pockets (*leg pockets and loops are not acceptable*).
2. Denim pants (jeans) of any style or color **will not be worn**.
3. Pants that are multi-colored or involve multiple patterns **will not be worn**.
4. Cargo, utility style, and/or carpenter pants **will not be worn**.
5. Dress/walking shorts (including khaki style or woven patterns) in the months of August, September and May. Shorts will be **within 4 inches of the knee**...with four standard hip pockets (leg pockets and loops are not acceptable).
6. Cargo, utility style, and/or carpenter style shorts **will not be worn**.
7. Denim shorts **will not be worn**.
8. *All pants will be worn at the waist and also free of holes and tears. Belts must be neatly tucked into belt loops, not worn hanging down, undone or sloppy.*
9. Sweat pants, athletic pants, athletics shorts, or warm-ups will not be worn outside of physical education classes.
10. Any official DHS team apparel worn below the waist, or any Knight-wear shorts, sweat pants, athletic pants, or warm-ups **are not worn**.

D. SKIRTS, DRESSES & DRESS OUTFITS (GIRLS)

1. Skirts and dresses will be worn at a length **within 4 inches of the knee**, or longer. *This also applies to the highest point of any slit in a dress or skirt.*
2. Denim dresses, skirts, or skorts **will not be worn**, just as denim shorts **are not worn**.
3. Dresses/skirts will not be sleeveless, sheer, or skin tight.
4. All skirt outfits must include a collared shirt, blouse, or DHS Knight-wear as defined above.
5. One-piece dresses (without collars) may be worn as long as the neckline conforms to the collarbone or higher.

E. FOOTWEAR

1. Dress, casual, and athletic shoes free of markings and holes are acceptable.
2. Dress sandals and clogs are also acceptable.
3. Socks or hosiery are optional during August, September and May; they are required at all other times.
4. 'Flip flops' and/or other beach type footwear **will not be worn**.

F. HEAD WEAR

1. Hats, bandanas, headbands or any other style of popular headwear will not be worn at any time inside the school building (this includes the concourse areas).
2. Headphones **will not be worn** in the building at any time.
3. Combs or similar items **will not be worn** as head wear accessories.

G. JEWELRY, HAIR, AND BODY ACCESSORIES

1. Necklaces, bracelets, and earrings may be worn as long as they are not distracting to the learning environment. Any other piercing, posts, etc. will not be worn, including but not limited to, eyes, nose, tongue, etc.
2. Any jewelry that can be interpreted as not intended to enhance human dignity (spikes, chains, dog collars, etc.) is **not acceptable**. Tattoos, if present, will be covered.
3. Drawing on body with pens, markers, etc. is also **not acceptable**.
4. Hair styles (and accessories for girls) are flexible **unless deemed distracting** by DHS Administration.
5. Girls may wear make up that is not overly distracting or disruptive to a serious learning environment.

H. DRESS OUTSIDE OF THE SCHOOL DAY

1. The DRESS & ATTIRE CODE applies to all students at *home* (on or off campus) or *away* events, during which each student participates, represents, or competes on behalf of Dominican High School (including field trips, fine arts performances, sporting events, or other school business).
2. At *home* school events in the evening, or on non-academic days, ALL of the DRESS & ATTIRE CODE rules apply EXCEPT the requirement that T-shirts and Sweatshirts are Dominican Knight-wear.
3. While we endorse our DHS Knight-wear, students are allowed to wear their own T-shirts/Sweatshirts at home spectator events provided those shirts are:
 - free of tears, holes, cuts, rips and may not be frayed in any manner
 - do not expose the midriff (male and female) and are neither sleeveless, skintight, or see-through
 - have a neckline at the collarbone or above.

I. ENFORCEMENT OF DRESS & ATTIRE CODE

DHS Faculty and Administration are responsible for determination of compliance with the Dress & Attire Code to ensure a safe, non-disruptive, and non-divisive learning environment. The Administration reserves the right to alter the policy to address any unforeseen fashion concerns. Administrative decisions regarding interpretation and compliance are final and binding.

A student who disregards the dress code will receive a dress code citation. The following consequences will be enforced:

1st & 2nd citation: After school Detention and Parent Notification

3rd & 4th & 5th citation: Saturday Detention, which includes a \$20 fine, and Parent Notification

Beyond five citations, a parent conference may be required. Possible loss of privileges (including athletics & extra-curricular activities) or suspension from school may be recommended by the Vice-Principal for Student Affairs. Continued disregard for the DHS dress code will result in disciplinary probation and/or loss of co-curricular privileges at Dominican.

Important note regarding disciplinary consequences: After a student has incurred three (3) detentions, for any reason (including dress code violations, tardiness, or other) in any quarter, all subsequent detentions assigned may be Saturday detentions. A student who is assessed more than one Saturday detention in any quarter risks suspension from school, and also risks the loss of extra-curricular privileges.

SECTION IV: BEHAVIORAL & SAFETY STANDARDS

Dominican High School strives to provide for its students a safe and caring atmosphere that fosters a holistic sense of responsibility for personal, academic and spiritual growth. Students are required to conduct themselves in an acceptable and appropriate manner in school and at all school functions. Ultimately, parents are responsible for the behavior of their sons or daughters at Dominican. If a student violates local, state or federal law, s/he and his/her parents must be aware that the student is subject to the legal ramifications of such violations. Furthermore, Dominican High School personnel will fully cooperate with law enforcement officials by providing information as requested. **Ultimately, it is the responsibility of the student and her/his parent(s) to be aware of local, state and federal laws.** When a student's behavior is inappropriate, the school may respond with interventions that include, but are not limited to:

1. Referral to Guidance Counselor
2. Referral to Vice-Principal for Student Affairs
3. Notification of parents
4. Assignment of an After School Detention
5. Assignment of a Saturday Detention (includes \$20 fine)
6. Suspension from school
7. Placement on school probationary program
8. Referral to Police or other proper authorities
9. Expulsion from school
10. Service to Dominican High School, including (but not limited to) buildings and grounds maintenance, clerical work, etc.

The following specific topics are noted in more detail to provide appropriate guidance and clarity for student behavioral expectations:

A. ALCOHOL AND OTHER CONTROLLED SUBSTANCES

It is the expectation of Dominican High School that all DHS students, all of whom are below the legal drinking age, refrain from the use of alcoholic beverages. Any individual DHS student, or group of DHS students found to be using or distributing alcoholic beverages and/or controlled substances at **any time or place** are subject to disciplinary action by the school.

DHS policy is an extension of Wisconsin law which has stated that except if permitted by a school administrator, *no person may possess or consume intoxicating liquor; (a) on school premises; (b) in a motor vehicle, when a pupil attending the school is in the motor vehicle; or (c) while participating in a school sponsored activity. No person may procure for, sell, dispense, or give away any fermented malt beverages to any underage person not accompanied by his or her parent, guardian or spouse who has attained the legal drinking age.*

School disciplinary consequences for the first time use or possession of alcohol or controlled substances may include, but are not limited to loss of co-curricular eligibility, suspension from school, and expulsion from school. Using or delivering alcohol or controlled substances will require more severe consequences. As a mandatory condition of reinstatement to school, a referral to a rehabilitation center for an AODA assessment and/or police referral may be required. Second time offenders will incur more significant co-curricular sanctions and/or be administratively withdrawn from Dominican High School.

The student who sells or makes available alcohol or other controlled substances will be dealt with more severely. Parents will be notified if there is a suspicion that a student has been using or dispensing alcohol or controlled substances.

B. BACKPACKS, BOOK BAGS, DUFFEL/GYM BAGS, ETC.

Between the time of arrival at school (before 7:40 a.m.) and dismissal (at 2:35 p.m. or at the end of the Obitons period) all students are required to keep all backpacks, book bags, duffel/gym bags, etc. in their own lockers. These items are not allowed in the classroom, cafeteria, gymnasium, or auditorium at any time during the school day and/or during school events.

C. CELL PHONES, PAGERS, TWO-WAY COMMUNICATION DEVICES

Communication devices such as cellular phones and pagers are prohibited on school property by Wisconsin State Statute. In compliance with State Statutes, and in order to maintain a healthy and appropriate learning atmosphere, communication devices of any type are not allowed on campus **during school hours**. Students may keep communication devices in their backpacks, or in their lockers. **Students may never possess these devices "on their person" during the school day.** *Students may access and use cell phones on campus only after 2:35 p.m. (or 3:15 p.m. if enrolled in an Options class) on all school days.

When a student is found to be in possession of a cell phone or other communication device, a member of the faculty or staff will confiscate the device and turn-it over to the Vice-Principal for Student Affairs for safe keeping. As a consequence, the student will receive a weekday detention. If a student is uncooperative or disrespectful at the time of confiscation, more serious disciplinary consequences will result. Students **may not** repossess the item on their own behalf. The communication device **must be repossessed by a parent/guardian** of the student/owner. Repeated confiscation may result in more serious disciplinary consequences.

D. CHEATING/ PLAGIARISM

Cheating in any form, including plagiarism is unethical and contrary to the values and ideals of Dominican High School. **Plagiarism** is defined by *Funk & Wagnall's Standard Dictionary* as: *1. Plagiarizing or appropriating the ideas, writings, or inventions of another without due acknowledgement; specifically, the stealing of passages, either word for word or in substance, from the writings of another and publishing them as one's own. 2. A writing, utterance, or invention stolen from another.*

All forms of cheating or plagiarism, including materials obtained improperly from the Internet or other electronic sources will not be tolerated. In any case of academic dishonesty, the teacher will notify the parent or guardian of the offense and the student will not receive credit for the work. The incident will be reported to the Vice-Principal for Student Affairs. Students who involve others in academic dishonesty may receive more serious consequences. Chronic or repeated offenses may result in suspension from school, loss of academic credit for an entire quarter or semester, or administrative withdrawal from Dominican High School.

Consequences for Academic Dishonesty:

In **all** cases of cheating/plagiarism parents will be notified by the teacher who discovered the infraction. In **all** cases of cheating/plagiarism, the student will lose academic credit for the assignment, project, or test in question. The first referral for cheating/plagiarism will always result in the loss of academic credit for the course assignment, project, or test in question.

If a student is referred to the vice-principal for cheating/plagiarizing multiple times **in the same course**, the consequences will be as follows:

- 2nd Referral Zero academic credit in the course for the academic quarter
- 3rd Referral Zero academic credit in the course for the academic semester

If a student accumulates multiple referrals for cheating/plagiarizing **involving more than one course**, the consequences will be as follows:

- 2nd Referral Saturday detention (includes \$20 fine)
- 3rd Referral In-School Suspension, parent conference required, academic probation

Any further referrals will result in Out-of-School Suspension and immediate review of enrollment status, which may lead to administrative withdrawal from Dominican High School. Any occasion of academic dishonesty, cheating, or plagiarism that involves a final exam or final semester project will be automatically referred to the principal. In such cases, parent contact, academic probation, and an enrollment review will be automatically required.

Regarding Internet Translators or Tutoring in a Foreign Language:

In addition to being prohibited, even as dictionaries, on-line translators are ineffective as a credible teaching or tutoring tool. Students suspected of receiving inappropriate or unethical assistance through a human resource, or Internet translator will be given the appropriate amount of time, in a supervised setting, to produce a comparable writing sample. Students who cannot reproduce comparable work, will receive consequences for academic dishonesty. While authentic tutoring is encouraged, students are expected to turn-in their own work, using vocabulary, structures, and tenses that are consistent with course level work.

E. COMPUTER/INTERNET USE

We are in a new age with the widespread access and use of computer-based Internet/Web communication. This growing media brings positive educational opportunities for our students and extended learning community. We can easily obtain information on a global basis, which can be beneficial in connecting us to one another to share knowledge.

The negative reality that comes with the Internet involves the proliferation of destructive, obscene, violent and hate-filled sites. Themes range from new extremes in pornography, weaponry, intolerance towards various ethnic/racial groups, degradation of various religions and more. Dominican High School will not tolerate, within our students and learning community, the creation or participation in any Internet/Web sites that are contrary to Christian values.

Specifically, we prohibit the use of the Internet/Web to promote or publish hurtful or inflammatory comments that refer to any DHS students, their parents/guardians, our faculty/staff, alumni or Dominican High School as an institution. The victimization of any person or group outside DHS is also forbidden. While this begins with the explicit ban on the misuse of DHS equipment, students will be subject to disciplinary action regardless of the point of origin of any offensive material. Parents are expected to consistently supervise and regularly check their daughter/son's usage of home computers to protect them from sites that are destructive to their development. Students who may have personal or family Web sites on which they make reference to Dominican High School, will be asked to remove the references to Dominican. Failure to remove these references in a timely manner may result in disciplinary or even civil consequences.

The Internet may be used for educational and research purposes only. Students may not use the Internet accessible computers at DHS to chat, use e-mail, play games, surf hobbies, post to blogs, (such as *MySpace*) etc. Completing research, checking current news, and performing college searches are the primary uses of the Internet at Dominican.

Unauthorized use of the name of Dominican High School or any of our school logos or visual images is forbidden. Violators of this policy will be held accountable and are subject to possible suspension, expulsion, and civil action.

F. ELECTRONIC DEVICES: RADIOS, TAPE/CD PLAYERS, LASER PENS, ETC.

In order to maintain a healthy and appropriate learning atmosphere, electronic games of any type are not allowed on campus during school hours. Upon entering the school building, students must put-away their iPods, headphones and CD/tape/radio players. These devices may be kept in a student's backpack or locker, but may not be found "on their person" while on campus. Such items will be confiscated and turned in to the Main Office, and/or the Vice-Principal for Student Affairs. These items will be held in the school offices until picked up by a parent/guardian of the student/owner. Also, students are prohibited from bringing laser pens on the school campus at any time; these devices can cause optical health damage to users or others. Repeat offenses may result in more serious disciplinary consequences.

G. FIGHTING

Physical abuse, assault and/or battery, threats, intimidation, or any instigation or arrangement toward such actions are considered part of the definition of fighting and will result in consequences, including, but not limited to, Saturday detention, suspension or expulsion, and possible police involvement/legal action.

H. FIRE ALARMS, 911 CALLS

Students who are responsible for setting false alarms or facetiously calling 911 will be subject to prosecution under state statutes that carry a maximum penalty of 6 months imprisonment and/or a fine of \$10,000.00. Any such perpetrator of these acts is also subject to suspension and/or expulsion. Any reference to bombs, bomb threats or any destructive devices, however intended, will be subject to police referral.

I. FOOD AND BEVERAGE

Food and beverages are to be consumed only in the cafeteria; such items will be confiscated if taken outside of the cafeteria. Students are expected to clean their own tables. This is intended to help us maintain a clean building without increasing our cost for maintenance. Failure to comply may result in a detention or removal of cafeteria privilege. Food and beverage passes may be issued in special circumstances. DHS students are expected to understand that littering or other disregard for property ultimately violates the dignity of all people who learn and work in the school, especially staff members who end up cleaning up an unnecessary mess.

J. GAMBLING/GAME PLAYING

Gambling is never appropriate on campus during school hours. Cards, dice, electronic games and other gambling devices are not acceptable in school. While dice are never allowed in school, some non-gambling forms of card games are acceptable in the presence of adult supervision. Students playing cards without adult supervision/permission will have their cards confiscated and may face further disciplinary consequences.

K. HARASSMENT

Harassment exists when a person experiences speech or behavior from another that:

- Creates a hostile work or learning environment
- Is unwelcome
- Is repeated.

Student harassment involves behavior towards pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment. Hazing rituals constitute a form of harassment. Students harassing other students, Dominican staff or guests will be subject to consequences that may include, but are not limited to, suspension from school and/or expulsion.

L. ID CARDS

As a matter of school security and accountability, students are required to carry their official Dominican Student Identification Card at all times. Upon the request of a member of the faculty or staff, students are to promptly produce their ID. Failure to comply may result in disciplinary consequences. ID cards may be collected during certain school events, and students who cannot readily produce them may be unable to participate.

M. LITTERING

Responsible members of any community are considerate of the physical spaces and places shared by others. Diminishing common spaces by leaving trash is not appropriate or acceptable. When every student takes personal responsibility for properly discarding their own trash, cleaning their own lunch

table, and generally keeping the school clean and tidy, our whole school community is enriched. Students who are found to litter anywhere on campus (including the parking lot) may be assigned disciplinary consequences including fines. Repeated and chronic littering will result in more serious discipline for students that may include, but are not limited to, Saturday detention, school fines, civil fines, loss of extra-curricular eligibility, suspension, or expulsion.

N. LOITERING

All students who are not in class must go to a study area during their unscheduled class time. There is to be no loitering in hallways, staircases, lavatories, unsupervised classrooms, or any unsupervised area. Students who need to wait for transportation after school are expected to be working on homework and interacting in a respectful manner at all times. Students remaining in the school building after class hours must observe all rules and instructions regarding designated areas for seating and food/beverage consumption. Detentions may be given for failure to cooperate. The school provides supervision of the concourse until 4:00 p.m. After 4:00 p.m., all students are expected to be off campus unless attending a formal school activity or under the direct supervision of a faculty/staff member.

O. OFFENSIVE LANGUAGE, PROFANITY, AND OTHER DISRESPECTFUL COMMUNICATION

Offensive language always serves to create a hostile environment and is never appropriate during school. Profanity and/or disrespect (verbal or nonverbal) to or about any staff members, other students, or any group of people will result in consequences including, but not limited to Saturday detention, suspension or expulsion. Any reference to profane materials, including printed or electronic pornography, is always prohibited. The use of intelligent and respectful language is expected at all times. While not always profane, aggressive or intimidating language is also considered inappropriate and will result in disciplinary consequences.

P. PUBLIC DISPLAYS OF AFFECTION (PDA'S)

PDA is the sometimes-whimsical acronym used to describe interaction by students or others who engage in romantic forms of physical contact in public settings.

As a Catholic/Christian community, we celebrate God's love for us through each other: spiritually, emotionally, and physically. Just as important, scripture reminds us that there is an appropriate time for all things in life. Expressing affection in healthy and joyous ways is a vital part of continuing growth toward adulthood. Through their interaction at school, many students end up developing friendships, and, in some cases, romantic relationships with one another. Our faith calls us to celebrate all aspects of God's love in our human dimensions, but also to be aware that this great power requires commensurate care.

It is also important to recall that students attend DHS for the primary purpose of combined spiritual and academic growth. Expectations for the school day environment are similar to those in institutions of higher learning, business, and other professional settings. During the academic school day, physical displays of affection are not appropriate, with the exception of welcoming gestures such as handshakes, a pat on the shoulder or shoulder level hug. Interactions such as lip/mouth kissing, necking, petting, groping, full body hugging, blatantly sexual touching, etc. are not acceptable in a school setting.

During school activities outside of the academic day (at DHS, other schools, or anywhere off campus), there is no desire to discourage friendly interaction or even appropriate romantic attention among students. However, staff members and other adult supervisors cannot be in the position of determining whether or not extended contact is welcome by both parties. (Note the section on Harassment.) If any staff member or other adult in the DHS community requests that excessive PDA be discontinued, each student is expected to respond positively and moderate their behavior promptly. Students who choose not to respect this guidance regarding PDA will face disciplinary consequences.

Q. SKATEBOARDS & ROLLERBLADES

The Village of Whitefish Bay has a municipal ordinance prohibiting skateboard use other than in front of a private residence, with the permission of the owner of that residence. Due to the liability that the school could incur, skateboards, roller blades, and/or in-line skates may not be used on campus. Students who bring them to school will have them confiscated. They will be held in the main office until picked up by a parent/guardian of the student/owner.

R. THEFT

The school cannot be held responsible for the personal property of students. Students must protect themselves from the possibility of theft by not bringing to school large sums of money, valuable jewelry or other items of monetary or sentimental value. Students should keep all of their possessions under their immediate control or in

their locked locker. Students are never allowed to disable their locker for easy access. **Students are required to purchase a lock for their gym locker through the DHS bookstore.** This is NOT optional. Students are required to lock all possession in their gym locker, during gym class and during athletic practices. Possessions should not be left unsecured on locker room benches, tables, or the floor. Students should take care to guard the confidentiality of their personal hallway and gym locker combinations. Students found guilty of theft may be held responsible for restitution of missing property. Additional disciplinary consequences, such as suspension or expulsion may also result. Students should always report theft to the Vice-Principal for Student Affairs. A theft report may be completed at that time. (NOTE: Lost articles may be claimed in the Main Office. Any misplaced item found should be brought there.)

S. THREATS

Threatening remarks made from student to student, or from student to adult, are never appropriate. Threats directed toward the Dominican High School community in general are not tolerated and will result in immediate disciplinary consequences. Students who threaten others with bodily/physical harm or with damage to personal property will receive disciplinary consequences, which may include, but are not limited to suspension, expulsion, and/or civil action.

T. TOBACCO PRODUCTS

Smoking, open possession of tobacco products, or the use of chewing tobacco at any time is prohibited on campus or at school functions. Offenders will be fined \$50.00 for each offense. Parents will be notified and the fine is payable immediately. Use of tobacco products during any co-curricular activity will warrant the \$50.00 fine for participants and/or spectators. That student may also be suspended from that activity. Chronic use may result in more serious consequences, including suspension or administrative withdrawal.

U. VANDALISM

Students and their families are fully and materially responsible for all personal and property damage they cause. Students involved in acts of vandalism will be liable for full restitution to the school/ individual and disciplinary action by both school and civil authorities.

V. WEAPONS (AND FIREWORKS)

All students, parents, employees, vendors, and all other guests of Dominican High School are unconditionally prohibited from possessing weapons of any kind on any part of campus at any time. This includes, but is not limited to, any type of firearm/gun, explosive of any kind (including fireworks), and any knife or similar cutting object. Students found violating this policy will receive disciplinary consequences that may include, but are not limited to suspension or expulsion from school and referral to civil authorities.

Students who need a cutting tool (kitchen-type knife, scissors, etc.) for a classroom or extra-curricular activity must obtain one from the DHS office, library, cafeteria, or an authorized staff member. Violation of this policy may lead to suspension or expulsion from Dominican High School.

Students are also prohibited from discussing the sale, transfer, or any other activity related to any of the weapons noted above in any context connected to Dominican High School and/or with any other students of DHS or elsewhere. It is the responsibility of all members of the Dominican community (students, staff, and parents) to report legitimate suspicion of the presence, possession, or intent to deliver any type of weapon at DHS or any DHS related activity to DHS Administration and the police.

SECTION V: DISCIPLINARY PROGRAM

The intent of the disciplinary program at Dominican is to provide for all students an atmosphere where effective teaching and learning can occur. Rules and regulations are established to promote spiritual maturity, academic/personal growth and a sense of responsibility. All students and all other members of the school community have the right to feel safe and secure. The right of each student to learn will be protected. Thus, each student is expected to exercise self-discipline. When a student chooses not to fulfill that fundamental responsibility, s/he will be subject to the disciplinary procedures administered by the school.

It is the responsibility of DHS faculty and administration to enact consequences for inappropriate behavior to (1) ensure a safe and orderly learning environment, and (2) to encourage learning opportunities that cause students to reflect upon their behavior choices. No school has a perfect set of policies and procedures for administering disciplinary consequences. School personnel have a reasonable level of responsibility and limited resources toward the investigation and disposition of disciplinary incidents. The administration reserves the right to revise and apply the disciplinary program as needed. We will communicate any revisions as clearly and promptly as possible to all parents and students.

A. DISCIPLINARY REFERRAL

Any teacher may complete a **disciplinary referral form** for a student, which alerts the Vice-Principal for Student Affairs to corrective action that has been taken with a particular student by a teacher. This is the "first step" in a progressive disciplinary program. Students who receive multiple disciplinary referrals may be further required to meet with the Vice-Principal for Student Affairs to discuss additional consequences for unacceptable behavior.

B. AFTER SCHOOL DETENTION

Members of the faculty and staff may issue an after school detention to a student for more serious infractions of the Dominican code of conduct. Parents are always mailed original copies of these **detention notices**, prior to the date on which the detention is assigned to be served (i.e. a student may earn a detention on a Tuesday afternoon...but may be assigned to serve the detention on the following Monday). A detention assignment occurs only when a student makes behavioral choices that invoke this consequence. The lesson is simple: **IF YOU DO NOT LIKE SERVING DETENTIONS, MAKE CHOICES NOT TO INCUR THEM!**

Instances/infractions resulting in detention include, but are not limited to, the following:

1. Insubordination: the failure to obey a request of a faculty or staff member
2. The use of obscene, inappropriate, or disrespectful language to or about any person or group
3. Class cutting – results in Saturday detention
4. Leaving the school building without authorization
5. Failure to sign in or sign out in the Main Office
6. Refusal to identify oneself (including producing ID card) to a teacher or staff member
7. Dress code infractions
8. Being in the halls or lavatories without a pass
9. Failure to clean eating area
10. Class tardiness
11. Eating or drinking outside the cafeteria
12. Unauthorized and/or inappropriate use of telephones
13. Other conduct judged to be unacceptable or inappropriate
14. Multiple disciplinary referrals with unchanged behavior.

After school detentions are assigned to be served weekdays from 3:20 p.m. to 4:15 p.m. In addition to the detention notice that is mailed home to parents, students are notified of their detention assignment through their student mailbox. In detention, students are required to complete a written or custodial task that will be assigned by the supervising faculty member. Students are not excused from detention for extra-curricular activities (**athletics, clubs, fine arts, etc.**), **work, or transportation obligations**. It is a student's responsibility to make the arrangements necessary to serve detentions as scheduled. **Failure to serve a detention or tardiness to detention on the scheduled date will result in a Saturday detention.** Students who miss an assigned detention may be ineligible to participate in co-curricular activities until the subsequent detention is served and/or the student is reinstated by the Vice-Principal or the Principal.

IMPORTANT: Students may NOT excuse themselves from serving a detention. ONLY a parent may request that a detention be rescheduled. Such requests must be made directly to the Vice-Principal for Student Affairs **prior** to the date of the assigned detention. Requests for rescheduled detentions that are made after the detention has already been missed, will not be honored.

C. SATURDAY DETENTION

The Vice-Principal for Student Affairs will determine when student misconduct warrants a Saturday detention assignment. Like the after school detention notices, Saturday detention notices are also mailed directly to parents/ guardians, with copies placed in the student's mailbox at school. Saturday detention will result when there is a more serious behavioral infraction, or a chronic pattern of misbehavior. **Students who are assigned a Saturday detention will also be fined \$20.00** to defray the cost of the detention supervision. **The fine is due on the day of the assigned Saturday detention!** This fine is non-negotiable and non-returnable.

Saturday detentions are normally scheduled from 8:00 a.m. to 10:00 a.m. A student who fails to serve a Saturday detention may be suspended and the Saturday detention will be rescheduled for the next Saturday with an additional \$20.00 fine. During a Saturday detention, a student may be required to

provide service to Dominican (including, but not limited to, building and grounds maintenance, office work, etc.). Students who fail to cooperate with these tasks may be dismissed from that detention and assigned an additional Saturday detention (fine is not refundable).

Instances/infractions resulting in Saturday detention include, but are not limited to:

1. Truancy
2. A class cut
3. Incurring three (3) or more after school detentions in any academic quarter
4. Skipped/cut weekday detention
5. Cheating/plagiarism
5. Other serious violations of school policies.

All detentions must be served before semester examinations.

D. SUSPENSION

Depending upon the infraction, students will receive either an in-school suspension or out-of-school suspension. A student who is suspended from school will not be readmitted until a parent conference is held. Parents and teachers will be notified when a student is suspended. Teachers are not required to provide makeup work. Once a student is suspended, he or she will be dealt with more severely for the same infraction should it reoccur. Instances/infractions resulting in suspension include, but are not limited to:

1. Verbal abuse/disrespectful communication toward students/staff/or guests
2. Insubordination (refusing to comply with requests or directives of a faculty or staff member)
3. Fighting (includes all activities or language leading to physical conflicts)
4. Harassing behavior, including threats, intimidation, instigation of conflict, and/or arrangements
5. Possession of weapons or other dangerous materials
6. Possession, sale or use of alcoholic beverages or drugs before or during a school function or on school premises (or any time/place involving multiple DHS students)
7. Theft
8. Chronic cheating/plagiarism
9. Vandalism or abuse or damage to school property or any conduct that endangers the welfare of other students
10. Repeated disregard for school regulations, including refusal/failure to serve assigned detention.

The length of suspension will depend on the severity of the infraction and each student's prior record of disciplinary violations. It is the policy of Dominican High School not to publish suspensions on a student's transcript (permanent school record). Repeated suspensions may result in dismissal or expulsion from Dominican High School. Expulsion is a permanent record termination.

E. DISCIPLINARY PROBATION

Probation is a time of close individual supervision for the student. The Administration will review each student's program according to the individual probationary contract. If there is not significant improvement, the student may be asked to withdraw from Dominican High School. Placement in the probationary program will be verified by a written notice sent to the parent; this document will give the reasons for placement in the program and the specific conditions of the probation.

The following violations may be grounds for placement in the probationary program:

1. Excessive tardiness and absenteeism
2. Class cutting or truancy
3. A pattern of poor conduct or lack of cooperation on-campus
4. Off-campus code of conduct violations (during any Dominican-sponsored trips, events at any school, and/or involvement at any gatherings with other students from Dominican or other schools)
5. Poor use of school time
6. A pattern of disregarding disciplinary consequences, school rules, or policies
7. Chronic insubordination
8. Chronic disregard for the rights of others.

Failure of the student or the parent/guardian to accept the conditions of probationary enrollment may result in dismissal from Dominican High School. NOTE: Please see your CURRICULUM GUIDE for information regarding Academic Probation, which is distinct from Disciplinary Probation.

F. FINES

On occasion, students may be given disciplinary “fines” instead of detentions for infractions at school. Fines may range from \$5 to \$50. Some infractions that may warrant a fine include:

- Damage to school property
- Mistreatment of a hallway locker (includes jamming-open the lock mechanism)
- Mistreatment of a gym locker
- Littering a hallway or classroom
- Lunchroom littering or neglecting to clean lunch space/table
- Misconduct, negligent behavior in the parking lot
- Unauthorized parking
- Mischief involving student mailboxes

G. APPEALS TO DISCIPLINARY CONSEQUENCES

Detentions, or other routine consequences, may be issued by members of the faculty or administrative team. Any time a student and/or a student’s parent(s) believe that s/he has been assigned an unjust disciplinary consequence, that student and/or parent is encouraged to communicate directly with the teacher or administrator involved. If an appeal of a detention (after school or Saturday) is requested after this communication occurs, it must be referred to the Vice-Principal for Student Affairs.

A decision to suspend a student comes, in most cases, from the Vice-Principal for Student Affairs. If an appeal is requested after a conference with the Vice-Principal, it must be referred to the Principal, who may confer with the affected student and parents. The decision of the Principal regarding the status and duration of the suspension is final and binding.

A decision to withdraw (terminate enrollment), or expel a student is determined by the Principal. A ‘Withdrawal’ means that the parents of a student and/or Dominican High School have agreed that the termination of enrollment of that student is necessary. The parents are then obligated to immediately enroll the student in their home public school district or to pursue other options for enrollment in available public or private schools. The student is usually able to earn some academic credit from the destination school if an adequate amount of the current term is completed. The final Dominican High School transcript does not contain any reference to any disciplinary action as cause for withdrawal.

An ‘Expulsion’ is much more serious. If a student is expelled from Dominican High School, the notation of expulsion is recorded permanently on the student’s transcript. This information is then available to any school or business authorized to receive the transcript. Expulsion from a high school, private or public, can impede or terminate a student’s right to enroll in another high school, private or public, for at least some period of time. If the Vice-Principal for Student Affairs recommends expulsion of a student to the Principal, a specific due process procedure is initiated. This written procedure is then provided to the parent(s)/guardian(s) of the student recommended for expulsion. After the process is completed, the decision of the Principal is final and binding.

For students involved in the privilege of extra-curricular programs, please refer to the Athletic and Extra/Co-Curricular Code of Conduct Appeal Process for other applicable consequences.

H. REVIEWING/APPEALING A GRADE

During a school year at any high school, thousands of items are assessed to calculate quarter and semester grades. Thousands of grades are then entered by teacher into the student data system, with the final steps being the printing of report cards and transcripts. While this process involves a tremendous amount of work and data, the results are remarkably accurate. However, there are several instances out of the thousands of ‘transactions’ that will result in human error. In addition, there will be several instances in which students have a basic concern about the accuracy of their grade. When you feel a grade is not accurate for any reason, here are the effective steps to follow:

1. **Organize your completed/graded assignments, exams, projects, etc. and add up your own points.** Be sure to check your syllabus and/or any other guides handed out by your teacher that specify how you are assessed in this course. Compare your total/summary to the grade recorded by your teacher. If you still have a concern...

2. **Set up a meeting with your teacher.** Show your teacher your summary of your own performance and ask your teacher to review this with her/his grade book. If you still have a concern...
3. **Review the information from the first two steps with your parent(s).** If you still have a concern...
4. **Ask your parents to contact your teacher directly.** Through a phone or in person meeting, your parents (and you) can review all of the information gained through the first three steps. If you/your parents still have a concern...
5. **Ask your parents to contact the Principal to review the concerns.** The Principal will meet with the teacher and, if necessary, set up a meeting for all of the pertinent persons needed. During or shortly after this meeting, a final decision/solution will result.

SECTION VI: FACILITIES & STUDENT SERVICES

A. BOOKSTORE-STUDENT SUPPLY SHOP

The bookstore will often be open from 7:30 a.m. - 7:40 a.m. during school days. Exceptions to these hours will be made during the first two weeks of the school year, when extended times will be announced to serve student needs.

B. CAFETERIA

The cafeteria will be open from 7:15 a.m.- 7:35 a.m. for students to purchase breakfast and to study. Each and every student is responsible for leaving the cafeteria in good order. At the end of each school day, students have access to the cafeteria vending machines and may wait for rides home in the cafeteria from 2:35 p.m. – 4:00 p.m. (provided they are in dress code and well behaved).

The cafeteria is supervised by staff members during the day. **It is each and every student's responsibility to clean tables, dispose of refuse in the containers provided and return trays to the proper area.** Any student failing to respond properly to a cafeteria moderator's request for assistance in cleaning up will be reported to the Administration for insubordination and will face disciplinary action.

Food and beverages are to be consumed only in the cafeteria. Such items will be confiscated if taken outside of the cafeteria. Disciplinary consequences may also be assigned.

The purchase of food in the cafeteria is on a cash only basis. No charges will be honored at any time.

Rules governing student conduct in the cafeteria and concourse are as follows:

1. Walk at all times in cafeteria or concourse area
2. Sit only on chairs
3. Speak with a conversational tone and volume
4. Contribute to creating a positive social and civil environment.

C. COMPUTER LABS

No student may use a computer lab without a supervisor present and/or unless prior authorization has been obtained. See Computer/Internet Use guidelines for rules regarding computer lab use.

D. HEALTH ROOM (ILLNESS OR ACCIDENT)

If a student becomes ill or is injured during the day, the Receptionist in the Main Office is to be notified immediately. Arrangements to use the Health Room or to be excused to go home will be made by the Receptionist. Parents will be contacted by the Receptionist; it is the responsibility of the parents to make arrangements to get the student home safely. Students are not allowed to leave campus to transport other students during the school day. If a student misses a class due to illness and has not reported to the Main Office, the student will be considered truant.

Every accident occurring on the school grounds or at school sponsored events which involves possible injury must be reported immediately to the person in charge and to the Main Office. The person in charge will fill out an accident report through the Main Office.

E. KNIGHTWEAR STAND

The store for spirit wear is located in the back of the cafeteria. The store will generally be open Tuesdays and Thursdays during lunch/resource period.

F. LIBRARY

Our library is an important academic resource, serving our college-prep curriculum with hundreds of publications (on-line and in print) and the latest information technology, including an updated computerized library catalog. All Dominican students, parents, alumni and personnel are welcome to utilize the library; parents and alumni are asked to call the librarian at (414) 332-1170, extension 210 before you arrive.

Library Hours: 7:30 a.m. – 3:30 p.m. daily

Library Use Procedures:

1. All students must have a signed pass from a classroom teacher stating her/his reason for using the library.
2. All library materials, except certain books in reference or those placed on reserve, may be checked out of the library for a three-week period. Items may always be renewed unless needed by another student.
3. Students are responsible for their overdue materials, fines, and lost materials. All library material must be returned and fines paid before a student's grades are recorded. In addition, seniors must "clear" with the library before receiving their caps, gowns, and diplomas.

Student conduct requirements in the Library:

1. Food, beverages, and electronic devices are not allowed.
2. An atmosphere of quiet study is maintained at all times.
3. When a student's conduct is unsatisfactory, s/he will lose her/his library privilege for a time deemed appropriate by the librarian; further disciplinary consequences may also apply.
4. The Internet use policy in the Handbook applies at all times in the Library (and other computer labs). Use of e-mail is only allowed for school-related research or college application communication.

***NOTE:** ALL textbooks and novels are the property of DHS and included in the cost of tuition. Students may still receive LIBRARY FINES for novels or texts that may be overdue. All books are renewable without cost...but students are responsible for doing so in a timely manner. Most textbooks are checked-out for the whole year. Textbooks used in semester only courses are checked-out for only one semester. If students keep these books beyond the time allowed...fines may result. Novels and plays used for English classes are checked-out for 6 weeks (not including the 2 week grace period). If the class or student needs to use the book longer, it may be renewed without any fine incurred.*

G. LOCKERS

Lockers are school property loaned to students for their convenience. Students may use lockers only for legitimate purposes and **must use only locks issued or purchased from the school**. For their own safety, students should double-check their locks to make sure that they are locked and should never give their combination to another student. **The school reserves the right to inspect lockers as warranted.**

Students may be required to clean their lockers (individually and in groups) under supervision when necessary. Personal stickers are never allowed on the outside of lockers. School activity sponsored decorations on lockers are allowed with pre-approval of Vice-Principal or Principal. **Only removable masking tape or magnetic strips should be used to attach items inside of lockers.** Fines may be issued for damaged lockers and/or securing unlocked lockers.

H. LOST AND FOUND

Any misplaced item found on campus should be brought to the **Main Office**, where they may be claimed.

I. MAILBOXES (STUDENTS')

Each student is provided with a mail/message box between the Main Office and the Cafeteria. These should be checked each lunch period and before/after school. All messages from home are placed directly into student mailboxes. A student using mailboxes as a vehicle for delivering offensive or threatening messages to another student may receive disciplinary consequences.

J. MEDICATION (ADMINISTERING TO STUDENTS)

These procedures will be followed by staff in the administering of medication to students in school:

1. All prescription drugs and over the counter (OTC) medications should be registered and kept in the school's Main Office. Only designated school personnel will be authorized to hand the medication to students.

2. All prescription medication must be in a labeled prescription bottle and include the following information: student name, physician name, physician phone number, name and number of dispensing pharmacy, and dosage. Over-the-counter (OTC) medication must be accompanied by a note of parent permission.
3. A signed letter of consent from the parent/guardian must be on file. It is here that the school is given written authorization with specific directions on dosage and time of administering the prescribed medicine.
4. **SPECIAL NOTE:** School personnel will hand the entire bottle/container of medicine to the student. It is the responsibility of the student to take the recommended dosage at the prescribed time. The school cannot dispense drugs to students.

All parent/guardian consent forms and other medical information can be picked up in the Main Office.

K. NORTH CAMPUS AREA

The North Campus area is available for student use during lunch periods only. All school policies, procedures and regulations are in effect at all times on North Campus. NO FOOD OR DRINK IS ALLOWED OUTSIDE.

L. PARKING LOT

The parking lot is off-limits during school hours. The parking lot is school property. Therefore, all property brought on to Dominican High School premises in a car parked in the Dominican High School parking lot is subject to the same policies regarding students' possession outlined in this handbook. Irresponsible behavior in the parking lot (including, but not limited to reckless driving, obstructing traffic, disturbing the peace with loud music, unruly behavior or language or any behavior that endangers others) will result in disciplinary action.

M. TELEPHONES

The pay phones **may not be used at any time during the school day other than before 7:40 a.m., during a student's lunch, or after the last class period.** Telephone calls are to be kept as brief as possible. Exceptions will be made only for emergencies. Students with an urgent need to use a phone are required to see an administrator to use a phone.

A note regarding phone messages from home:

We have a dedicated, but small, office staff serving hundreds of students each day. It can be very disruptive to the regular operation of a school day to regularly call students out of class to give messages from home. **Unless there is a matter of real urgency, we ask that parents, employers, and friends avoid calling the school to leave messages for students.** We ask that families please plan well to avoid such interruptions. It is the general policy of Dominican High School not to accept messages of "reminders" for students (e.g. doctor's/dentist's appointments, work schedule, etc.). Certainly emergency messages are delivered immediately. For other messages that are truly necessary, but not urgent, the Main Office will place messages for a student in her/his mailbox. Students are often reminded to check their mailboxes at the end of the school day.

N. BUS TRANSPORTATION (COUNTY AND DHS)

Both school buses and Milwaukee County Transit system buses are extensions of the school. As a result, all rules that the school makes to ensure good order and safety within the school building apply as well to the school buses and public transportation. Failure to comply with either school regulations or busing regulations could result in the suspension of the student's privilege to ride the bus. Residents of the Milwaukee Vincent High School District, and the Brown Deer, Nicolet, and Shorewood Districts who qualify are partially reimbursed by their districts for their school transportation expenses. Please contact your local public school district for more information about reimbursement procedures. Milwaukee County Transit system student bus permits may be purchased in the Dominican Business Office at the price set by the transit system. These rules apply to conduct on any bus transportation contracted through Dominican High School (to and from home and school, field trips, athletic events, etc.):

1. All conduct on the bus must be within the bounds of respect, courtesy, and common sense.
2. **NO SMOKING OR TOBACCO CHEWING.** Violators are subject to the usual \$50 school fine for each offense.
3. Students are to remain seated keeping arms, hands and head inside the bus at all times.
4. The bus driver has the authority to assign seats for disciplinary, safety, or other reasons.
5. Students who damage a school bus can be held liable for repairs and subject to suspension.

O. STUDENT PARKING

Due to the shortage of available parking both on campus and in the neighborhood near Dominican, all families are strongly encouraged to use public transportation where possible, or form car pools (within probationary driver license laws). Tuition costs do not include an assigned spot in the parking lot. The annual cost of renting a student parking spot is \$100.

Applications for student parking permits may be obtained in the Main Office between June and August. **The application deadline for 2007-08 parking assignments is August 3.** After the parking needs of staff members are met, the remaining available spots will be assigned to student applicants in good standing. Priority will be given to students with good attendance and discipline records. All factors being equal, senior applicants receive greater consideration than juniors, and juniors more than sophomores. Special consideration may be given to students who commute from a great distance. Approximately 15 parking spots are allotted to students in the Silver Spring lot each year.

Failure to comply with the school parking policies may result in a \$25 DHS parking fine, \$15 parking citation from Whitefish Bay, revocation of the student's assigned parking space, or towing of the auto at the student's expense. Due to conditions in the parking lot, such as snow piles or repairs, some students may have to temporarily vacate their parking spaces.

Street parking is permitted on the WEST SIDE of school, on Bay Ridge Street. Additional street parking is available in designated areas in the Village of Whitefish Bay. No parking is allowed in any other area of the school campus, particularly the loading dock/ visitor entrance lot on Bay Ridge Street or on North Campus. Cars parked in an unauthorized area are subject to a \$25 fine payable immediately, tow-away at the owner's expense and/or ticketing by the Village Police Department. **Students may not leave the school grounds during the school day to move cars that are parked on the streets or to fill meters.** Bayshore Towne Centre and Mall, Kohl's Department Store, and ALL OTHER LOCAL BUSINESS parking lots are off limits for DHS student parking.

P. PUBLICITY AND ANNOUNCEMENTS

Permission to put up posters and/or signs must be obtained from the Vice-Principal for Student Affairs or the Principal. Organizations or individuals putting posters up must remove them after the approved time. No tape or adhesive of any kind may be used on ceilings, upper painted parts of walls or on windows or glass. Removable **masking tape only** should be used at all times (rolled and adhered to the back of the posted material).

Announcements are made twice a day: after morning prayer and at the beginning of Slot 6. Announcement forms are available in the main office. **The faculty advisor must give written approval for all announcements, commercials, etc. P.A. announcements must be of a general all-school nature.** Announcements for specific members of organizations or specific individuals will not be made. All announcements are expected to be as brief as possible. Classes will not be interrupted to give messages to students. Parents are reminded that DHS staff can only accommodate personal messages of a legitimately urgent nature to their daughter/son.

Q. WORK PERMITS – BUSINESS OFFICE

The school has been authorized by the State of Wisconsin to issue Work Permits, Street Trade Permits, and Age Certificates. Work Permits are issued in the Business Office. The following items are required prior to the issuance of any permits:

1. Student's Birth Certificate or Baptismal Certificate
2. Social Security Card
3. Letter from student's employer, which provides:
 - Business name, complete address, phone number
 - Statement of the nature of the business
 - Information concerning the nature of the work the student will be doing
4. Letter of permission from the student's parent or legal guardian (including student's home address)
5. Fee of \$5.00 required by the State of Wisconsin

IMPORTANT: A student signature is required to obtain a work permit. Therefore, students are required to request the permits IN-PERSON.

The above information may be handed in to the Business Office at the beginning of the day and picked up later the same day.

SECTION VII: GUIDANCE DEPARTMENT ACT AND SAT SCHOOL CODE NUMBER: 502-505

A. GENERAL GUIDANCE SERVICES

Dominican's Guidance Department is staffed by qualified and certified personnel. Although students are assigned to counselors, considerable flexibility is possible in these assignments. In accordance with the philosophy of the school, the program includes services for the personal, social, educational and vocational development of each student. In general, students are assigned to our two guidance counselors in the following manner:

Mrs. Diana Stellhorn

Students A – H

Mr. Mark Nagle

Students I - Z

The Guidance Department aids in the achievement of the objectives of Dominican High School by:

1. Identifying individual needs, abilities and interests
2. Adapting the resources of the school to each individual's attributes
3. Assisting the student in achieving self-understanding and self-direction
4. Assisting the student in development of skills in decision-making and communication
5. Facilitating communication among administration, faculty, students and their parents.

The Guidance Department maintains a record of academic achievement and aptitude for each student. This information is shared with the individual student and his/her parents and teachers.

Counseling Program: Orientation and Programming

- Schedule all students
- Orientation sessions for 9th graders and transfers

Counseling:

- Interviews
- Scheduled small group guidance session and support groups
- Referrals from teachers
- Personal request by students or their parents
- Personal request for individual interviews by Counselor

Testing:

Various tests will be administered when appropriate. Among the tests administered are:

1. Scholastic Testing Service High School Placement Test,
2. PSAT/NMSQT (practice for college entrance exams) - Juniors
3. PLAN- Career and Interest Survey - Sophomores
4. Explore – Freshmen
5. Vocational and Achievement tests (various) - LRC
6. AP- Advanced Placement Examination for qualified students.

*All test results are interpreted for students, parents and teachers.

Supportive Consultant Program:

Various external agencies and clinics partner with DHS to provide referral services for students.

B. COLLEGE AND SCHOLARSHIP APPLICATION PROCEDURES

1. Applications to Colleges, Universities and Technical Schools

- The following procedure will insure the proper processing of all applications within the time limits set by the individual schools:
- The application process is generally completed in the 1st semester of senior year.
- The Guidance Office usually has applications available for most colleges and universities.
- Completed applications (this includes exact fees either in a check or money order plus a signed transcript release form) must be brought personally to the counselor AT LEAST 7 WORKING

DAYS BEFORE THE COLLEGE'S STATED DEADLINE FOR ACCEPTANCE OF APPLICATION (the same procedure applies for scholarship applications).

- The counselor will review the application, and if it is complete, will "log" the application to acknowledge receipt of these materials, and then issue the required transcript(s) and forward the application to the specific college(s).

2. Letters of Recommendation

Frequently students, particularly seniors, are in need of a letter of recommendation from school personnel when applying for jobs, scholarships, or admission to college. We suggest that the students consider the following:

- Pick someone who knows them well.
- Requests may be made in writing only – forms available in the Guidance Office
- Give this person at least 2 weeks to respond.
- Have the writer make copies; student may request additional letters in the future.
- Check with the writer within a reasonable time to see if the letter has been sent so as to meet deadlines.

Items **not** received by indicated deadlines for processing **may not be received** by the colleges and/or scholarship committees in time to meet their individual deadlines for consideration. Dominican can give no guarantees in this situation.

C. WORK RELEASE

Seniors who want to work during part of the school day are to apply for Work Release from Guidance. Written approval must be granted by the parent, the employer, the student's teachers, the student's guidance counselor and the Principal. Students in academic difficulty are not eligible for Work Release.

SECTION VIII: STUDENT ACTIVITIES

A. STUDENT ORGANIZATIONS

Participation in co-curricular activities plays an important role in the total education of students and, therefore, is strongly encouraged. However, student participation is subject to review based on behavior and academic performance and is subject to eligibility requirements. Clubs are maintained to give students an opportunity to develop creativity and leadership, as well as enrich their lives, give service, and acquaint themselves with students in a way different from classroom interaction.

Faculty moderators work closely with students in planning and coordinating activities. Students may be members of one or more of the following clubs:

- **Athletic Teams:** for those interested in competitive play in tennis, golf, football, volleyball, basketball, track/field, softball, baseball, soccer, and cross country
- Calendar Club
- Campus Ministry
- Chess Club
- Cheer Leaders
- Crossroads
- Dance Squad
- Drama/Theater Club: for those interested in experiencing the excitement of theater - both musical and drama
- DHS Student Council: for those interested in representing the student body to faculty and administration and coordinating all school activities and programs
- Forensics: for those interested in developing public speaking skills through performance
- Investment Club
- Math and Science Club
- National Honor Society: For those who excel in scholarship, character, leadership and service to school, parish and civic community. Those juniors and seniors who qualify academically are eligible to be selected for membership in the NHS

- Renaissance
- Tapestry Literary Magazine
- World Languages and Cultures Club

Additional student organizations may be proposed based on student interest.

B. STUDENT FUNDRAISING ACTIVITIES

Each year students are required to participate in the major all school fundraiser, Knight Walk.

C. STUDENT ACTIVITY FINANCES

Every class/club is expected to support itself financially. Credits will be carried forward to the next school year. Money should be spent only for the general welfare of the school.

All funds raised in the name of the school belong to the applicable school organization or fund. These funds are not refundable to individuals who terminate their participation in such efforts.

D. STUDENT ASSEMBLIES

Students must sit with their assigned resource rooms during school assemblies. The nature of the program presented should direct audience response within the bounds of good taste and courtesy. Student misbehavior during assemblies may result in removal of a student from assembly and/or exclusion from one or more future programs, as well as additional disciplinary consequences as determined by the Vice-Principal for Student Affairs.

E. DANCE STANDARDS & EXPECTATIONS

Standards were reviewed, revised, and approved by student government leadership and school administration on 9/14/00.

Dominican High school is a Catholic high school sponsored by the *Sinsinawa Dominican Sisters*. As such, Dominican High School reserves the right to determine attendance, behavior and attire expectations for all school sponsored activities, including dances.

Once students have been admitted to the dance, they must remain in the building until their departure (unless a parent note excuses them early). There will be no "pass-outs" to leave the dance, or building and then return. The "**no pass-out**" rule also applies to any request to retrieve or deposit items to a car. Students who arrive more than 45 minutes after the published starting time of any Dominican dance will not be admitted.

After the final song has been played, students are expected to leave Dominican as soon as possible. The doors between the inner concourse and outer concourse will be locked almost immediately after the dance. *Except in the case of an emergency*, students may not re-enter the inner concourse to use the pay phones after the final song has played. Students are encouraged to plan ahead when arranging for pick-up after the dance. The inner concourse doors will be closed as soon after the final song as possible, but students may wait for rides in the outer concourse. Students who drive and park their car in the main parking lot are expected to have departed from the parking lot immediately. Loitering in the parking lot beyond this time will not be permitted.

As is the case during school hours, misconduct will result in disciplinary consequences. Students are expected to demonstrate positive behavior toward each other and adult chaperons. Conduct or behavior that does not honor the Christian principles upon which Dominican High School has been established will be considered inappropriate.

Forms of "Dirty Dancing" are strictly prohibited. **Dirty dancing shall be understood as any and all dance movements or practices that suggest or simulate sexual activity.** Students who violate this standard may be asked to leave the dance. Other dance practices that are strictly prohibited include: all forms of "grinding", slam dancing, body passing, mosh pit activity, or any form of dance that may impede physical safety and create undue liability for Dominican High School.

Public displays of affection (PDA's) will be inappropriate. Behavioral modesty is expected of all students.

F. GENERAL DRESS & ATTIRE STANDARDS FOR NON-FORMAL DANCES

While compliance with the full dress code is NOT expected, students are encouraged to dress with respect and modesty in mind.

Some prohibited attire will include:

- all head wear (including bandanas, hats of any kind, do-rags)
- all jackets & outerwear
- outfits that bare midriiffs or bare chests
- sheer clothing
- plunging necklines
- under-garment style tank tops (NOTE: this does not prohibit tank tops for girls that reflect reasonable standards of modesty and respect.)
- mini-mini skirts (six inches or more from the bottom of the dress to the top of the knee).
- any clothing that depicts (in writing or graphics) anti-God, anti-religion, anti-life, or pro-evil sentiments
- any clothing or jewelry that challenges human dignity.

The current culture of trendy clothing does not always mirror Dominican cultural values for dress and attire. Simply stated, what may be acceptable attire and behavior in modern American teen culture may be inappropriate within the Dominican community. Please be reflective about what you may choose to wear and how you plan to behave.

G. CONTRACTED ENTERTAINMENT: BANDS & DJ'S

Dominican High School reserves the right to approve all contracted entertainment (DJ or Band). Entertainers are asked to respect the Catholic identity and mission of Dominican High School as they plan for appropriate musical selections and crowd mixers. ***Entertainers who violate the integrity of the educational mission of Dominican High school will jeopardize full payment of services rendered.***

H. PROCEDURE FOR REGISTERING NON-DOMINICAN GUESTS FOR DANCES

ALL **guests** (non-Dominican students) **must be registered in advance**. Some dances will not be open to guests. Names of guests and their DHS host will be placed in a guest roster for the dance. Guests are expected to conform to the same dance guidelines outlined for DHS students. All guests must deposit a photo ID in a safe-deposit box that will be provided at the dance registration table. Photo ID's may be claimed at the conclusion of the dance.

Guests who are currently enrolled in grades K-8 are not permitted at Dominican dances (unless specifically invited to a special event sponsored by Dominican). Guests who are currently high school graduates are not permitted to attend Dominican informal dances. Special permission for "graduate guests" must be obtained from the Vice-Principal for Student Affairs *for formal dances*. PLEASE obtain a **guest registration form** when you purchase your tickets in advance. This form must be accompanied by payment of the guest ticket and the host ticket.

I. SOCIAL & ATHLETIC EVENTS

Students are expected to dress appropriately for dances and student events. See Dress & Attire Code earlier in this handbook. Students are expected to behave appropriately. See Spectator Responsibilities section later in this handbook.

No smoking, alcoholic beverages, or illegal drugs are permitted at school affairs (this includes all school-sponsored trips). Students under the influence of drugs or alcohol will not be admitted to school functions; they will be detained for immediate contact of parent/guardian and/or law enforcement officials.

If a student leaves a function, he or she may not return. Any special arrangements concerning the time of arrival or departure at a student activity should be made with the moderator a few days prior to the function.

Guests of students must have a High School ID card, must follow all school regulations and will be refused admittance or be asked to leave should a violation warrant such action. At school dances only one pre-registered guest per student may attend.

Student organization moderators are provided with copies of Social Events Procedures to be followed in planning and holding after-hours events at school.

J. TRIPS ABROAD / OVERNIGHT TRIPS

Dominican High School has developed a model program, which has gained national recognition for trips to foreign countries. All students and their parent/guardian(s) must know that all Dominican High School policies as outlined in this handbook apply to students participating in these activities. A behavioral compliance deposit may be required prior to a trip for some or all students. Exceptions may be made only by the Principal and with prior notification to all students and parents/guardians included. Please refer to the eligibility requirements found in this handbook in section IX: Athletic & Co-Curricular Eligibility Code and Section X: Co-Curricular Code of Conduct. Dominican administration reserves the right to deny any student the privilege to travel with a school – sponsored trip/activity overnight. For all field trips and overnight trips, parents are required to sign a DHS waiver/permission form authorizing the involvement of their son/daughter.

SECTION IX: ACADEMIC, ATHLETIC & CO-CURRICULAR ELIGIBILITY CODE

A. GENERAL

The requirements for eligibility and expectations outlined in the Extra-curricular Eligibility Code and Code of Conduct are reviewed annually. Any changes to policy may be enacted during the next academic semester after notification is given to parents and students. Notification will generally be made one academic quarter (or equivalent time) in advance of any modification taking effect.

This code applies to all extra/co-curricular activities, including:

- athletics
- field trips
- performing arts
- student government
- foreign travel programs
- * other positions or honors based on student elections and/or school/class representation.

NEW POLICY FOR 2007-2008

A student is placed on academic/athletic probation for one or more of the following reasons:

- Earning two (2) or more failing grades during the most recent grading period
- Achieving a grade point average (GPA) below 1.67 during the most recent grading period (Academic Quarter or Semester)
- Failing a course whose academic credit is required to achieve graduation
- Earning three (3) or more 'incomplete' grades during the most recent grading period

The principal has the discretion to recommend academic/athletic probation for any student (regardless of GPA) who may benefit from a period of more intensive academic monitoring or attention.

The status of participating students is determined on eight review dates, consisting of the end of the four academic quarters and four mid-quarter reviews. Initial eligibility for the beginning of the first quarter for returning students has already been determined. All incoming freshmen students are considered eligible unless previously determined upon admission. The determination of eligibility for each student is made by the Vice-Principal for Student Affairs on the dates listed below. The Vice-Principal for Student Affairs will communicate eligibility notice directly to the Athletic Director, coaches, and organizational moderators, who will notify affected students. Eligibility appeals may be made to the Principal.

B. ELIGIBILITY REVIEW DATES FOR 2007-2008

1. September 12, 2007 Mid-Quarter One review
2. **October 24, 2007** End of Quarter One review
3. November 13, 2007 Mid-Quarter Two review
4. **December 21, 2007** End of Quarter Two/Semester One review
5. January 28, 2008 Mid-Quarter Three review
6. **March 11, 2008** End of Quarter Three review

7. April 10, 2008..... Mid-Quarter Four review
8. **May 27, 2008**..... End of Quarter Four/Semester Two review

Students will be notified of their updated status within two (2) school days or less after each of the above review dates.

C. ELIGIBILITY – NEW POLICY FOR 2007-2008

Co-curricular eligibility (for athletics, theatre, clubs and organizations, fieldtrips and school travel) is linked directly to academic probation. Co-curricular ineligibility stipulates that a student may not participate (practice included) in any co-curricular activity while identified on academic probation. Students may appeal their co-curricular ineligibility to the vice-principal for student affairs after fifteen school days into the probation period. A formal 'probationary review' shall be conducted to determine co-curricular eligibility at this time.

Additional Notes:

- At the end of Quarter Two/Semester One and Quarter Four/Semester Two, the higher G.P.A. (quarter/semester) applies toward this code.
- All summer school courses must be pre-approved by Guidance/Administration BEFORE summer sessions begin. Students may remediate a course failure toward eligibility during the summer session, but the G.P.A. from Quarter Four/Semester Two is not updated with summer school grades for eligibility purposes.

SECTION X: CO-CURRICULAR CODE OF CONDUCT

Dominican High School recognizes the importance of participation beyond the classroom and realizes its role in the education of the student. The student in turn must recognize and accept the responsibility s/he carries as a representative of Dominican High School. The student must strive to be physically, mentally, socially and academically fit and understand all rules, regulations and responsibilities to others, school and self. All students are expected to conduct themselves in a manner that is a credit to their personal integrity, to their parents, and to the school. A Dominican student is loyal, respectful, fair and knows and accepts the rules of participation.

A. RULES & REGULATIONS

The following are to be observed by all Dominican students:

1. No smoking or other use of any tobacco products. No use, possession or distribution of any alcohol, non-prescription drugs or controlled substances (or distribution of prescription drugs).
2. Students are expected to abide by all school rules as outlined in the entire Student Handbook.
3. Since practice is the backbone of many programs, particularly sports, it is essential that every student be in attendance unless s/he notifies her/his supervisor prior to the start of practice.
4. Students are advised to plan appointments, business, vacations, etc., at times that do not interfere with their schedules. Absences from events, meetings or practices could result in disciplinary action, including, but not limited to, suspension from one or more contest(s).
5. The school absentee list will be checked each day. In the event that a student's name appears on such a list, s/he will not be permitted to participate that day unless excused by the Vice-Principal or Principal.
6. All athletes are governed by the rules set down by both the WIAA Constitution and Bylaws and those rules established by the Midwest Classic Conference.

B. PENALTY FOR VIOLATIONS OF ATHLETIC RULES AND REGULATIONS

A first offense will result in a suspension from one or more events. Any subsequent offense could result in further suspensions or dismissal from the group and loss of recognition.

C. SANCTIONS FOR USE/POSSESSION OF TOBACCO

1st Offense: **Suspension of all co-curricular eligibility for 30% (or equivalent) of the remainder of the season/activity cycle.** This may be reduced to 15% with completion of drug awareness program or other appropriate requirements assigned by the Vice-Principal for Student Affairs and/or Guidance Counselor.

2nd Offense: **Suspension of all co-curricular eligibility for 100% (or equivalent) of the remainder of a season/activity cycle.** Portions of seasons are prorated. Eligibility for subsequent

co-curricular involvement (beyond the time-frame of the current season/activity) may also be suspended. A student must complete the required practices/team obligations through the end of a season to get credit toward the following season.

3rd Offense: **Suspension for one calendar year.**

The student-athlete may also forfeit his/her award (letter or other), and other recognition's such as team captain position, conference nominations, etc.

D. ALCOHOL & OTHER DRUGS

The sanctions for use/possession of alcohol or other controlled substances will be more severe than those outlined for use/possession of tobacco. Consistent with civil codes, the sanctions for distribution of alcohol or drugs will be more severe than for possession/use, including referral to police. See 'Alcohol and Controlled Substances' under Section IV of this Handbook for additional details.

NOTE: Any of these violations will jeopardize enrollment as a student at Dominican High School. Students who do remain at DHS will be required to accept the conditions of a probationary enrollment, must complete an immediate assessment at an appropriate agency, if required by DHS Administration, and follow the recommended treatment to regain eligibility.

E. ELIGIBILITY FOR STUDENT GOVERNMENT OR FOREIGN TRAVEL PROGRAMS

Students who wish to take advantage of the privilege of representing their peers in student government or who wish to participate in the privilege of foreign travel are required to satisfy the following criteria at the time of self-nomination or application.

Each candidate for participation must have:

1. A 'C+' average (2.33 G.P.A. – cumulative or most recent)
2. No suspensions from school for at least one full semester
3. A completed nomination/application form with recommendation of 3 current teachers.

The initial standard for application is higher than other activities because each participating student:

- exercises greater discretion and is under less direct supervision
- represents the members of Dominican High School on a more independent basis outside of the school community
- needs to make a commitment that involves more than one or more semesters in duration (fine arts and athletic programs have a duration of less than one semester and are reviewed on a pre-scheduled basis for eligibility).

Important Note:

If an applicant for student government or travel programs incurs problems in attendance (excessive tardies or absences), behavior (excessive detentions or any suspension), or academics (a significant drop in grades or any failing grade), s/he risks losing eligibility to continue in the program. This can also mean a loss of deposit money required for travel programs. **Dominican High School is not responsible for the loss of any funds due to a loss of eligibility to continue participation in any program.**

SECTION XI: ATHLETIC PROGRAM REQUIREMENTS

Athletic competition draws out of the human person some of one's noblest qualities and talents. The athlete must learn the secret of one's own body, its strength and weakness, its stamina and its breaking point. One must develop through long hours of exercise and effort the power of concentration and the habit of discipline, learning how to hold one's strength in reserve and to conserve energy for that final moment when the victory depends on a great burst of speed or one last surge of strength.

-Pope John Paul II

Every student who participates in athletics at Dominican High School must:

1. Maintain the standards and adhere to the policies and requirements of Dominican High School, the DHS Athletic Department, the Midwest Classic Conference, and the WIAA.
2. Have signed and on file in the school office the policy acknowledgment card that accompanies the Student/Parent Handbook.

3. **Have a Physical Examination Card/Alternate Year Health Card on file with the Athletic Director prior to the first practice.** While attendance at practice remains mandatory, no student is allowed to participate in a practice or event until the appropriate health card is on file at DHS. All students new to DHS (all Freshmen and Transfer students) must have a newly completed Physical Examination Card.
4. Be academically eligible and in good behavioral standing.

A. POLICY ON QUITTING

Extra-curricular and co-curricular activities teach responsibility toward others and also require students to carefully budget their time and prioritize their other responsibilities including academic, family, work and social obligations. Unless approved by school officials and parents for compelling reasons, quitting is often irresponsible and unfair to others. Therefore, a student who does quit may be ineligible for future participation. Students may follow the appeal procedure if a mutual agreement with the coach/Athletic Director is not reached.

Students seeking to transfer from one sport to another within a season must obtain written approval from parent/guardian, the Head Coaches of each sport, and the Athletic Director. Students who quit a sport must contact the Athletic Director prior to the next athletic season to have their eligibility reinstated.

B. APPEAL PROCESS

Students have the right to appeal disciplinary cases to their respective coach, Athletic Director, Vice-Principal, or Principal. The student may do so by making a request in writing as to why such an appeal should be heard. The request must be received by no later than three (3) days after the student has been notified of the consequence in question. The Athletic Director or moderator and the Principal will determine if an appeal meeting should take place. In such cases, a council designated by the principal will meet to review the appeal. The student and her/his parent will be notified with the decision regarding the appeal within three (3) school days of receipt of request for appeal. A student may not participate in practices or games if s/he has been suspended-regardless of appeal status. Reinstatement as a participant can only occur if the appeal results in a decision conveyed by the Principal to rescind the suspension. The decision of the Principal is final.

C. CONFERENCE AND STATE ASSOCIATION MEMBERSHIP

Dominican High School is a full member of the Midwest Classic Conference, which is a member conference of the Wisconsin Interscholastic Athletic Association [WIAA]. Accordingly, DHS adheres to all WIAA rules, regulations, and requirements in our athletic programs.

D. WIAA ELIGIBILITY REQUIREMENTS

Enrollment:

1. The student must be in grades 9-12 with an academic program of at least 4 full credits.
2. The student must be enrolled in the school within 17 days of the start of the semester.
3. A student is ineligible for participation after 8 semesters.
4. A student is ineligible for interscholastic competition if he/she turns 19 years old before August 1st of any given year.

Transfer Students:

1. Unless transfer is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the 5th calendar day of such transfer.
2. A student is eligible only upon his/her 1st transfer from a non-WIAA school (parochial or private), unless there is a change in residence on the part of the parents.
3. A student who transfers is ineligible to participate in his/her school's summer program, unless such transfer involves change of residence and includes registration and certification.
4. A student may not have eligibility in more than one school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, may be required by the Board of Control to provide evidence of a total move.
5. A student who transfers from any school with a status on ineligibility for disciplinary reasons retains such status at his/her new school for the same period as decreed by the former school.
6. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

Amateur Status:

1. All contestants in WIAA must be amateurs.
2. Students will lose their amateur status and become ineligible for all further participation in the school's interscholastic program if he/she:
 - accepts reimbursement, in any form; salary, cash, merchandise of any kind or amount, or share of game or season
 - proceeds, for achievement in athletics
 - signs a professional contract or agreement for services as a participating athlete
 - receives compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete, or provides endorsement, as an athlete, in the promotion of a commercial or profit-making event, item, plan, or service
 - plays in any contest under a name other than his/her own name.
3. Students may accept reimbursement for food, travel, or lodging for participation as well as their uniform and symbolic awards.

E. MIDWEST CLASSIC CONFERENCE SPORTSMANSHIP EXPECTATIONS

The Midwest Classic Conference believes that good sportsmanship is essential to a successful high school extra-curricular program. The elements of fairness, courteous behavior, and gracious acceptance of positive human relations must be a priority.

With these objectives in mind, the Midwest Classic Conference strongly supports the following fundamentals of sportsmanship:

- A. Respect is to be shown opponents at all times.
- B. Officials are to be accorded respect at all times. Officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- C. The rules of the contest are to be known, understood, and appreciated. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- D. Self control must always be maintained. A prerequisite of good sportsmanship requires one to understand her/his own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
- E. Skill in performance regardless of affiliation is to be recognized and appreciated. Applause for an opponent's good performance is a demonstration of generosity and good will that should not be looked upon as treason. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

F. SPECTATOR RESPONSIBILITIES AT ATHLETIC EVENTS

At Dominican High School, all persons who enter field or gymnasium spectator areas are expected to be mindful that EACH of the participants in high school athletic events is:

- 1st: A child of God and of her/his own parents,
- 2nd: A student whose academic and spiritual growth are vital, and
- 3rd: An athlete expected to demonstrate respect for the dignity of others at all times.

Dominican High School parents/guardians, staff, and alumni are expected to be leaders by reinforcing sportsmanship in our students at all times at home and away events. No student or adult has the right to speak, yell, gesture, or sign in any manner that can demean or humiliate a high school student-athlete or spectator.

The motto of the DHS athletic department is clear and simple:

**We cheer for,
not against.**

G. MIDWEST CLASSIC CONFERENCE SPECTATOR REGULATIONS AT ATHLETIC CONTESTS

Each student attending a school in the Midwest Classic Conference is expected to follow these Spectator Behavior rules:

- A. All spectators shall behave in a manner which respects others, regardless of gender, race, ethnicity, place of origin, nationality or physical or mental disability.
- B. All spectators are to refrain from using tobacco on school property.
- C. There are to be no noisemakers at any athletic events.
- D. No pep signs can be posted in or carried into the events.
- E. Spectator language should be such that it will reflect favorably on the school and the students.
- F. Spectators under the influence of alcohol or drugs will be removed with parent and/or police notification.
- G. Spectators must be seated in the section or area designated for their school whenever possible.
- H. If students leave an event, they will not be allowed to return.
- I. Common courtesy shall be shown to all visiting spectators and their cheers.
- J. Spectators shall respect all decisions of contest officials.

SECTION XII: FINANCIAL RESPONSIBILITIES

A. TUITION

Tuition for 2007-2008 is \$7605.00, plus \$245.00 for textbooks and fees.

Parents/ legal guardians of DHS students have agreed to enter into a financial partnership with Dominican High School for the education of their son/daughter. Parents/ legal guardians understand that DHS charges tuition to meet a portion of its operational expenses. Parents/ legal guardians assume full responsibility for all financial obligations incurred at DHS as a result of the their son/daughters enrollment.

In fact, per-pupil tuition accounts for less than 75% of the **actual cost to educate** each student at DHS. Over one-third of Dominican's annual budget has been raised through Advancement Office efforts to secure donations and grants from benefactors and foundations. Because of these efforts, each student attending Dominican High School receives a significant financial subsidy.

It shall be understood that:

- Dominican High School releases academic transcripts, (including those for college applications), report cards, diplomas only if financial accounts are current. Senior balances must be paid in full by May 15, 2008.
- Students with a tuition balance from the previous academic year may not be allowed to return.
- Tuition or fee balances from the previous academic year, that are carried past August 30, will be charged a 6% APR finance charge.
- Checks that are returned from the bank for insufficient funds will be charged \$30.
- If a student is withdrawn or expelled from Dominican for any reason prior to completion of an academic quarter, the parent/guardian shall be liable for the tuition of the full academic quarter unless the school grants a written release from such financial liability.

In addition, students with delinquent tuition accounts or outstanding fines may be ineligible to:

- Attend Graduation activities (including Honors Assembly, Baccalaureate Mass, and Commencement Ceremonies).
- Receive a Graduation Cap and Gown
- Purchase class rings or graduation materials from Jostens (official vendor).
- Attend Prom
- Register for Arcade Driving School classes (or the like) held at Dominican High School.
- Attend or participate in a class trip or similar outing
- Travel on a DHS sponsored excursion (domestic or foreign).
- Receive a School Yearbook

B. FEES INCLUDED IN TUITION

- ACT Prep Class Fees (juniors)
- Course Fees
- Graduation Fees (seniors)
- Gym Uniforms Fees
- Physical Education Fees
- EXPLORE Test Fees (freshmen)
- PLAN Test Fees (sophomores)
- PSAT Test Fees (juniors)
- Retreat Fees (all levels)
- Yearbook Fees

C. REDUCTION IN TUITION

The following aid given by DHS may be deducted from the total due by July 15.

1. **Catholic School Personnel Grants:** Paperwork needs to be completed to receive this aid.
2. **Sibling Discount:** Tuition credit of \$750.00 to the account of the younger sibling.
3. **Employee Scholarships** are available.
4. Other scholarship/financial aid awarded by Dominican or by outside sources.

D. TUITION PAYMENT PLANS

1. One payment plan: Payment due by July 15th. Receive prepay discount of 1.5% of the balance due.
2. Two-payment plan: Payment due by July 15th and by December 1st.
3. Ten-month payment plan: Must be enrolled in Tuition Management Service (TMS). The (TMS) administrative fee of \$49 is paid separately to (TMS) by the family. Monthly payments are from August - May. All paperwork needs to be completed before the school year begins.

SECTION XIV: CONTACTING SCHOOL PERSONNEL

Parents and/or students often have questions or concerns and are unsure as to whom they should contact at Dominican High School. While everyone at Dominican is willing to be of service to you, the following chart may be of help in connecting you to the person who can be most effective in meeting your needs. We encourage you to contact us whenever you have a concern. If you are unclear or need further clarification, the Receptionist can assist you at our general line (414) 332-1170.

Academic Progress in a Particular Class or Grading Questions

1st: Teacher of the class	2nd: Guidance Counselor
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Admissions Referrals

1st: Director of Admissions & Enrollment	2nd: Vice-Principal for Student Affairs	3rd: Principal/President
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Alcohol/Other Substance Abuse Concerns

1st: Guidance Counselor	2nd: Campus Minister	3rd: Vice-Principal for Student Affairs
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Athletics/Extra-curricular Activities

1st: Your Coach / Head Varsity Coach	2nd: Athletic Director	3rd: Vice-Principal for Student Affairs
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Behavior/Discipline in a Particular Class

1st: Teacher of the class	2nd: Vice-Principal for Student Affairs	3rd: Principal
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Calendar

1st: Main Office Receptionist	2nd: Coordinator of Academic & Administrative Services	3rd: Principal
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College Placement Exams

1st: Guidance Counselor 2nd: Principal

College Selection/Post Secondary Plans

1st: Guidance Counselor 2nd: Principal

Counseling for personal issues, sexuality, other needs

1st: Guidance Counselor 2nd: Campus Minister 3rd: Vice-Principal for Student Affairs

Course Selection

1st: Guidance Counselor 2nd: Principal

Daily Class Schedule for Students

1st: Guidance Counselor 2nd: Principal

Facilities - Athletic

1st: Athletic Director 2nd: Business Manager 3rd: Principal/President

Facilities – Other (Auditorium, Cafeteria, Boardroom, other)

1st: Coordinator of Academic & Administrative Services 2nd: Business Manager 3rd: Principal/President

Financial Aid

1st: Director of Admissions & Enrollment 2nd: Business Manager 3rd: President

Parent Organizations

1st: Coordinator of Academic & Administrative Services 2nd: Principal 3rd: President

Public Relations/Media

1st: Communications Manager 2nd: President 3rd: Principal

Student Organizations/Co-curricular Activities

1st: Advisor/Moderator 2nd: Vice-Principal for Student Affairs 3rd: Principal

Tuition or other fees

1st: Bookkeeper/Business Office 2nd: Business Manager 3rd: President

If there are other questions or concerns, ask the receptionist to direct you to the appropriate staff member.

SECTION XV: TELEPHONE DIRECTORY

The following is a basic directory of telephone extensions. A more specific directory of phone extensions for each individual staff member is available at Student Orientation in August.

Main School Number (414) 332-1170

INFORMATION LINES

Athletic.....	600
Auction.....	174
Events.....	800
Theatre.....	485
Weight Room.....	192

OFFICES

Receptionist.....	115
Admissions.....	130
Athletics.....	190
Business.....	120
Campus Ministry.....	180
Communications.....	177
Development.....	170
Vice-Principal for Student Affairs.....	160
Guidance/Registrar.....	140
Principal.....	111
President.....	100

ACADEMIC DEPARTMENTS

Computer / Business.....	400
English.....	413
Fine Arts.....	483
Foreign Language.....	450
Mathematics.....	421
Physical Education/Health.....	191
Religious Studies.....	180
Science.....	492
Social Studies.....	460
Attendance Calls:.....	(414) 332-5876
FAX:.....	(414) 332-4101

SECTION XVI: CLOSING STATEMENT

The responsibilities and authority of the Administration of Dominican High School are not limited to the information outlined in this Handbook. The Administration reserves the right to modify or amend policies and procedures as necessary within the mission of Dominican High School. Dominican High School further reserves the right to dismiss, at any time, any student whose speech, conduct, or academic efforts are incompatible with our philosophy as a Catholic School. Parents/ Guardians of each student are expected to not only adhere to these same standards, but to reinforce them to their daughter/son. Speech or conduct is unacceptable when it interferes with the rights or moral good of other students, or when it damages the reputation of Dominican High School.