

**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 electronic devices

#### **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 ourselves 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 2019-2020**

### **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.

#### **B. SPONSORSHIP**

In this 2019-2020 school year, the Dominican High School community celebrates 171 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. ENROLLMENT AGREEMENT**

By the act of registering at Dominican High School the student and his/her parents or guardians agree to pursue the educational objectives articulated in the Dominican High School mission statement. The student and his/her parents or guardians also agree to the school's practices as stated in this handbook and to observe the disciplinary code of the school.

Dominican High School reserves the right to terminate the enrollment of any student whose conduct or academic efforts are incompatible with the values and mission of the school and/or its policies stated in this handbook.

The Administration of Dominican High School reserves the right to amend this handbook at any time during the school year. Parents/guardians will be informed about amendments that are made.

#### **PLACEMENT TESTING AND REQUIRED SUMMER ACADEMIC PROGRAM**

Each student wishing to enroll at Dominican High School must complete a placement test before registering for classes. Dominican administration will determine which test will be used to fulfill this requirement. Students whose placement test scores demonstrate a need for additional academic preparation as determined by Dominican administration may be required to complete a multi-week summer course offered by Dominican High School. Completion of the summer course will be dependent upon daily attendance, completion and submission of nightly homework, demonstration of progress in the academic areas covered, classroom behavior, and demonstration of readiness for Dominican's academic rigor. Should any student enrolled in the required summer course fail to fulfill Dominican's standards in any of these areas, Dominican administration may terminate that student's enrollment at Dominican. Termination

of enrollment may take place at the end of the summer program, or at any point during the summer course itself. Families wishing to appeal a termination of enrollment must do so in writing to Dominican administration within 5 days of being notified of the termination of enrollment.

## E. 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.*

## F. ADMISSIONS POLICY

*Dominican High School does not discriminate on the basis of race, religion, gender or national origin.* To be considered for acceptance, prospective students are required to complete an admissions application, take a placement test, which includes submission of a writing sample and provide middle school academic records and standardized test scores. 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. Upon enrollment, Dominican students are required to provide proof of immunizations. Every student attending Dominican is required to earn one academic credit per year in our religious studies course, as well as participate in all religious services and required retreats. Admission appeals can be directed to the President, in writing within 2 weeks of original denial.

## G. OFFICIAL GRADING SCALE

The following grading scale is used by all Academic Departments:

<u>Grade</u>	<u>Score</u>
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

## H. DAILY SCHOOL SCHEDULE

Dominican's school day begins at 7:55 a.m. and ends at 3:00 p.m. every day. The regular school day schedule is printed below.

### REGULAR DAILY SCHEDULE

ZERO HOUR	7:05-7:55
Morning Bell	7:55 (signals 5 minute warning to clear the hallways)
Slot 1	8:00-8:50
Slot 2	8:54-9:42
Slot 3	9:46-10:34
Slot 4	10:38-11:26
Lunch/Resource	11:30-1:55
Lunch/Resource	11:57-12:22
Slot 5	12:26-1:14
Slot 6	1:18-2:06
Slot 7	2:10-3:00

## **I. SCHOOL HOURS**

The school building officially opens at 7:00 a.m. Parents/guardians who drop off students earlier than 7:00 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 7:00 a.m. Students may gain access to the academic wing of the building each morning at 7:00 a.m. if enrolled in a zero-hour class, and at 7:50 if not enrolled in a zero-hour class. To ensure security, all outdoor access doors are locked at 7:55 a.m. every school day.

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, participating in our after school study hall, waiting for practice, or with permission from the Dean of Students. Students who are found in unauthorized areas after school hours may receive disciplinary consequences

Please note that our after school study hall takes place in our cafeteria, running from 3:30pm-5pm each day. Students who choose to enter this study hall must abide by all of its rules, and when students exit the study hall they must leave the school building. After 5pm, all students should have exited the building as they are not permitted to remain on campus unsupervised. It is the parent's responsibility to make arrangements so that their child can find transportation from Dominican.

Dominican provides supervision in the cafeteria following the conclusion of regular school days until 5:00pm for students in Dominican-sponsored extracurricular activities or awaiting transportation home. For students who remain at Dominican more than 20 minutes following the conclusion of the 5:00 PM supervision period or the end-time of their respective extracurricular, their parents will be charged a \$25 Supervision Fee, payable to Dominican High School. We understand emergency situations occur. Parents must let the supervisor of their child's respective activity know about a conflict with the designated pick up time as soon as possible.

The Supervision Fee will be charged to families whose student(s) remain at Dominican more than 20 minutes following afterschool or evening events, including practices, rehearsals, meetings, sporting events, dances, or other public events held at Dominican. The appropriate Dominican administrator, teacher, director, or coach will designate the end-time for activities or events and communicate this information to students and families. If a student exceeds the 20-minute limit past the end-time of their respective extracurricular or the event in which s/he attended, the \$25 Supervision Fee will be charged. Parents have the discretion to instruct their child to exit the school property in lieu of being charged the supervision fee.

Please note that on days in which the after school study hall is not in operation (during final exams, days before major holidays for example), student must exit the building and may not remain on campus past 3:30pm. It is the parent's responsibility to make arrangements so that their child can find transportation from Dominican

## **J. 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.

After 7:55 a.m., all students, parents, vendors, or visitors must enter the school through the main doors. Upon entering school, visitors will be asked to sign-in to a visitor log.

## **K. STUDENT VISITORS**

A Visitor's Pass must be obtained from the Admissions Director or Dean of Students 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 (for grade school age students) or the Dean of Students (for high school age students). This completed form is then returned to the Director of Admissions or Dean of Students. 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.

### **L. 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. 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. If a parent feels the weather conditions are unsafe to travel to school, please notify the main office and the student will be marked absent for the day.

## **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. 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. 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 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 Dean of Students

## **C. ATTENDANCE PROCEDURES**

All students are expected to be in the academic wing of the school building by 7:55 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 Dean of Students.

## **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 **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) can result in the assignment of a Saturday detention, which also includes a 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.

Written excuses not submitted within 48 hours of an absence are not valid; the absence will be recorded as a cut.

## **E. ABSENCES**

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 cannot be replicated (e.g. labs, class discussions, field trips, other activities, etc.).

Students that are absent between 1 and 3 days will have that same number of days to turn in work missed while absent (for example, if a student is absent Monday and Tuesday, they will have until Thursday to hand in the missing work). Students that are absent more than three days will meet with a guidance counselor upon their return. The guidance counselor will then assist the student in working out a timeline for handing in missing work. Teachers have the freedom to create extended deadlines, in coordination with the student and counselor.

## **F. ARRIVING TARDY TO SCHOOL**

Students who do not report to Slot One class/study hall on time (8:00a.m.) will be considered "tardy to school." Students who arrive late to school are required to sign-in at the Main Office as tardy. Having parental permission for tardiness does not change this procedure. Slot one teachers will not allow tardy students to enter a classroom without this Main Office tardy slip.

**Students who arrive significantly late to school** after 8:20 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.

## **G. TARDINESS TO CLASS PERIODS DURING THE SCHOOL DAY**

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. 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.

## **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 Dean of Students on a regular basis. The following consequences will be standard:

## **TARDINESS "TO SCHOOL" (PER QUARTER):**

1-5 occasions	No disciplinary consequences from the Dean of Students
6-8 occasions	Dean of Students will assign one after school detention for each tardy.
9 <sup>th</sup> occasion	Assignment of one Saturday detention (includes a fine)
10 <sup>th</sup> occasion	Saturday detention (includes a fine), and a required parent conference
11 <sup>th</sup> or more	Student may be suspended and/or put on an attendance contract

## **TARDINESS "TO CLASS PERIODS" (CUMULATIVE) WITHIN THE SCHOOL DAY**

### **(PER QUARTER):**

1-8 occasions	No disciplinary consequences beyond those of each individual class room teacher.
9-11 occasions	Dean of Students will assign one after school detention for each tardy
12 <sup>th</sup> occasion	Assignment of one Saturday detention (includes a fine)
13 <sup>th</sup> or more	Required parent conference Student may be suspended and/or put on an 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 Dean of Students. Any student who is placed onto an attendance contract/suspended is also at risk of losing extracurricular privileges.

## **I. CLASS CUTTING**

Students who cut a class can be assigned a Saturday detention or could face a possible suspension.

## **J. 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 student's sign-out in the Main Office before departing school on the day of an approved early dismissal.

## **K. 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. Students are to complete the form, with teacher input, before the absence occurs.

Work missed during an anticipated absence will be due the day after the student returns to school. Any extensions to this policy must be approved by a teacher or administrator.

Please note the dates for final exams in December/January and May/June. 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.

## **L. 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.

## **M. 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 Dean of Students, 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 or behavioral probation status at the time of the application
4. The student has a positive attendance record at the time of the application (includes class/period tardiness)
5. The student is in "good academic standing," and not at risk to fail a course whose credit is required for graduation
6. 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 fine) and will permanently lose their DOC privilege.
3. Students participating in DOC will leave and re-enter the school building through the main 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 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 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 SRC, a scheduled study hall, or another monitored area. 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 fine) for truancy.

## **SECTION III: DRESS & ATTIRE CODE FOR 2019-2020**

The following code applies to student dress each academic day from 7:00 a.m. to 3:00 p.m., as well as all school sponsored events. **The school administration will have final say in all dress code disputes.** If a dress code violation is deemed too inappropriate for a student to be in school, they will be held out of class until a parent brings proper attire.

### **Why Does Dominican Have A 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. It is for these reasons that we expect our students to wear clothes that would be considered either professional in a work environment, or that celebrates Dominican High School (within the criteria specified below).

### **The Following Apply To All Clothing Items:**

- Any clothing considered distracting to the learning environment will not be worn.
- 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.
- Any clothing items that are sheer, sloppy, see-through, skin tight, ripped, overly revealing, overly casual, or immodest are not appropriate for school.
- All clothing items must be free of large textual printing and graphic messages.
- Undergarments may not be exposed at any time.
- Blankets are not to be used during the school day.
- No blue denim or blue denim like material may be worn at any time.
- Hoods and hats cannot be worn on the head at any point when a student is in the school building

### **SHIRTS, SWEATERS, SWEATSHIRTS**

- Sweaters, non-hooded sweatshirts, or fleece may be worn and as long as it meets other dress code specifications and are free of text, images, and logos. No clothing with full zippers (jackets for example) can be worn.
- Vests are permitted as long as they meet other dress code standards
- No open back shirts.
- Dominican themed T-shirts, may be worn on Friday's only. No other T-shirts are permitted.
- Chest area and mid-section must be adequately covered at all times.
- All shirts must cover the shoulder. Any shoulder straps must be at least 3 fingers wide.
- All shirts should be professional/neat looking (example; Polo shirt, Dress Shirt)

### **PANTS**

- All pants/shorts should be professional looking (example: Khaki's).
- All pants/shorts must be worn at the waist.
- Dress/Walking shorts may be worn in the months of August, September, and May. Shorts will be no shorter than 1 inch below the middle finger with hands extended to the side.
- Cargo, utility style, and/or carpenter pants will not be worn.
- Sweat pants, athletic pants or shorts, or warm-ups will not be worn outside of Physical Education classes.
- Leggings, tights, yoga pants, or spandex pants cannot be worn as pants. Girls may wear these items if covered by a skirt or dress of appropriate length.

### **SKIRTS, DRESSES & DRESS OUTFITS (GIRLS)**

- Skirts and dresses will be worn no shorter than 1 inch below the middle finger with hands extended to the side.
- Blue denim/blue denim like dresses, skirts, or shorts will not be worn.
- All dresses and dress outfits must cover the shoulder. Any shoulder straps must be at least 3 fingers wide.
- No open back dresses are permitted.
- Chest area must be adequately covered at all times.

## **HEAD WEAR**

- Hats and bandanas will not be worn at any time inside the school building (this includes the concourse areas).

## **JEWELRY, HAIR, AND BODY ACCESSORIES**

- Necklaces, bracelets, and earrings may be worn as long as they are not distracting to the learning environment.
- Any other posts, gauges, etc. will not be worn, including but not limited to eyes, nose, tongue, cheeks, etc. A nose ring can be worn provided it is a small stud.
- Tattoos, if present, will be covered.
- No markings on the body, temporary or permanent, are allowed.

## **FOOTWEAR**

- Dress, casual, and athletic shoes free of markings and holes are acceptable.
- Dress sandals and clogs are also acceptable provided there is a strap on the back of the shoe.
- Socks, nylons, tights, or leggings are optional during August, September and May; during all other months, students with exposed legs must wear socks, nylons, or leggings.
- 'Flip flops' and/or other beach type footwear will not be worn. Birkenstocks, or Birkenstock type shoes are acceptable.

## **DRESS CODE FOR SPECIAL DAYS (Includes School Dances)**

The Dress Code applies to all students at all home and away events/trips during the school day. For Dominican events outside of the school day, students may wear clothes that would be deemed casual (unless announced otherwise), yet appropriate and neat looking, as long as they are not deemed inappropriate by Dominican High School administrators.

### **Relaxed Dress Code Day**

Blue jeans and Dominican T-Shirts may be worn. All other dress must meet dress code parameters.

### **Liturgy Day**

On designated liturgy days students are expected to dress as follows (students are expected to stay in liturgy day dress code the entire school day):

Boys: Shirt and tie, and dress pants. Shirts must be tucked in.

Girls: Business Casual Attire.

### **Game Day Wear**

On game days, team members can decide on a team related game day dress code. In order to have permission to have a special dress code on game day, teams must adhere to the following protocol:

- Players and coaches collectively decide on a game day dress code for the season.
- The coach gets approval from the AD for this out of dress code plan.

As teams choose their game day dress code they need to keep in mind the following:

- All dress code rules are in place for any clothing below the waist. This means that no full warm ups or sweats are ever permitted, along with any non-dress code wear below the waist.

### **School Dances**

- Students (and guests) are expected to dress within the spirit of the dress code, but for all dances the dress code will be relaxed. Students (and guests) that are deemed to be dressed in an inappropriate manner will not be allowed into the dance, and parents will be notified.

### **Headphones and Music Devices**

Headphones may only be used in study halls, or in classes in which an activity requires the use of headphones. If a student is permitted to use headphones or electronic devices in a class, those items must not be worn in the hallway, and must be returned to the student's locker immediately following class. Students may not use headphones to listen to any material that would be considered inappropriate or are in contradiction to Christian values. Students may not use or wear headphones outside of study halls or classes without permission from the Dean of Students.

## **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 School Counselor
2. Referral to Dean of Students
3. Notification of parents
4. Assignment of an After School Detention
5. Assignment of a Saturday Detention (includes 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 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.

**Dominican High School may require that students attending school functions participate in alcohol screening tests, such as a breathalyzer. Refusal to cooperate with such requests will result in disciplinary consequence similar to the consequences for student use or possession of alcohol.**

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. 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 to other students will be dealt with more severely.

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

Between the time of arrival at school (before 7:00 a.m.) and dismissal (at 2:55 p.m.) 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. Students should not leave items in the hallway outside of their lockers.

### **C. CELL PHONES, SMARTWATCHES CAMERAS AND ELECTRONIC DEVICES**

**Students may never possess these devices "on their person" during the school day.**

When a student is found to be in possession of a cell phone, camera or other communication device, a member of the faculty or staff will confiscate the device and turn it over to the Dean of Students for safe keeping. As a consequence, the student will receive a detention and a parent will be required to pick up the phone. All cell phones, smartwatches, cameras, and electronic devices must remain in a student's locker during the school day. If any of these items are confiscated a parent will be required to retrieve the item from the Dean of Students

### **D. CHEATING/ PLAGIARISM**

Cheating in any form (including the intent to cheat), including plagiarism is unethical and contrary to the values and ideals of Dominican High School. 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 may not receive credit for the work. The incident will be reported to the Principal. 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 Dean of Students 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 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**

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.

Dominican High School also requires all students and parents to sign a computer usage agreement at the beginning of every school year. This is a separate form that will be required to be signed prior to any Dominican High School student using computers in the building.

#### **F. 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.

#### **G. 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. The one exception to this policy will allow for light, nutritious snacks or water to be consumed during the morning classes if it is sanctioned by the teacher. 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. Students are not permitted to order food from outside of the school building without permission from the Dean of Students.

#### **H. 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.

#### **I. HARASSMENT/BULLYING**

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.

#### Bullying

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regard- less of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. Bullying causes pain and stress to victims and is never justified or excusable. Bullying will not be tolerated. Consequences include, but are not limited to detention, suspension from school and/or expulsion.

#### **J. 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.

#### **K. LOITERING**

All students who are not in an assigned 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 (basement is off limits during the school day). 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. After 4:00 p.m., all students are expected to be off campus, under the direct supervision of a faculty/staff member or coach/moderator, or must be in our after-school study hall located in the cafeteria. The

after-school study hall goes from 3:30pm-5:00pm, and any student choosing to participate must abide by the study hall rules. When a student leaves the study hall they must leave campus or be under the direct supervision of a faculty/staff member or coach/moderator. It is the parent's responsibility to arrange for transportation from Dominican after 5pm.

#### **L. 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.

#### **M. PUBLIC DISPLAYS OF AFFECTION (PDA'S)**

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.

#### **N. 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 issued a free gym lock and are highly encouraged to use this lock.** 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 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 Dean of Students. A theft report may be filed with the Whitefish Bay Police Department when stolen items are valued at \$50 or over.

#### **O. Threats/Violence**

Threatening or violent remarks or actions made from student to student, or from student to adult, are never appropriate. Threats or violent acts directed toward the Dominican High School community in general are not tolerated and will result in immediate disciplinary consequences. Students who threaten others or cause 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. Students who actively engage in an incident in which a physical altercation occurs (fighting) will receive disciplinary consequences that could include suspension or expulsion, and when necessary a report may be filed with the police department.

#### **P. TOBACCO PRODUCTS**

Smoking, open possession of tobacco products (including vaping or electronic smoking devices), 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.

#### **Q. 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.

#### **R. 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, pepper spray, explosive of any kind (including fire- works), 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. 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. A detention assignment occurs only when a student makes behavioral choices that invoke this consequence.

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
6. Dress code infractions
7. Being in the halls or lavatories without a pass
8. Failure to clean eating area
9. Class tardiness
10. Eating or drinking outside the cafeteria
11. Unauthorized and/or inappropriate use of phones
12. Other conduct judged to be unacceptable or inappropriate

After school detentions are assigned to be served Tuesday and Thursday from 3:10 p.m. to 4:10 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 or through direct conversation with an administrator. 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.**

**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 Dean of Students 2 hours prior to the assigned detention. Requests for rescheduled detentions that are made after the detention has already been missed will not be honored.

### **B. SATURDAY DETENTION**

The Dean of Students 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 to defray the cost of the detention supervision. **The fine is due on the day of the assigned Saturday detention! Students will not be admitted into Saturday detention without proper payment or previously scheduled arrangements.**

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. During a Saturday detention, a student may be required to provide service to Dominican. Students who fail to cooperate with these tasks may be dismissed from that detention and assigned an additional Saturday detention.

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
6. Other serious violations of school policies.

All detentions must be served before semester examinations.

### **C. 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. Students will be permitted to complete assignments and work for the day(s) suspended. For students to be eligible to receive full credit for any missed assignments, students must turn in all work within one day of returning to school. Students are responsible for contacting teachers to find out what assignments are to be completed during the suspended time. It should be understood that some types of class work cannot be replicated (e.g. labs, class discussions, field trips, other activities, etc.).

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 or any behaviors considered to be "bullying"
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
11. More than 2 Saturday detentions in a semester

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.

A decision to suspend a student comes, in most cases, from the Dean of Students. If an appeal is requested after a conference with the Dean of Students, 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.

### **D. 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.

### **E. FINES**

On occasion, students may be given disciplinary "fines" instead of detentions for infractions at school.

Fines may range in dollar amount. Some infractions that may warrant a fine include:

- Damage to school property
- Mistreatment of a hallway locker
- Mistreatment of a gym locker
- Unauthorized parking on school property

### **F. APPEALS TO DISCIPLINARY CONSEQUENCES**

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 is requested after this communication occurs, it must be referred to the Dean of Students. If an appeal is requested after a conference with the Dean of Students, 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.

### **G. DISCIPLINARY WITHDRAWAL OR EXPULSION**

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 sometimes able to earn some academic credit from the destination school if an adequate amount of the current term is completed. This is determined by the destination school and not Dominican. The final Dominican High School transcript does not contain any reference to any disciplinary action as cause for withdrawal. It is Dominican's policy not to share disciplinary records with other schools.

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 Dean of Students 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.

## **H. REVIEWING/APEALING A 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. CAFETERIA**

The cafeteria will be open from 7:00 a.m. - 7:55 a.m. for students to study. Each and every student is responsible for leaving the cafeteria in good order. It is each and every student's responsibility to clean tables, dispose of refuse in the containers provided. 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 environment.

### **B. 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 for medical attention 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.

### **C. Library Resources: Availability and Check-Out**

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.

Library Procedures:

1. 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.

2. 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.

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.*

#### **D. LOCKERS**

Lockers are school property loaned to students for their convenience. **The school reserves the right to inspect lockers at any time for any reason.**

Personal stickers are never allowed on the outside of lockers. School activity sponsored decorations on lockers are allowed with pre-approval of Dean of Students 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.

#### **E. LOST AND FOUND**

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

#### **F. MAILBOXES**

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.

#### **G. MEDICATION**

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 pre-scribed 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.

#### **H. 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.

#### **I. 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 will result in disciplinary action.

#### **J. TELEPHONES**

Students with an urgent need to use a phone during the school are required to ask permission in the Dean of Students Office between class periods. Telephone calls are to be kept as brief as possible.

#### **K. 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 Milwaukee, Shorewood, and the Brown Deer District 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.

## **L. 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 \$225.

Applications for student parking permits will be mailed home in the summer mailing. After the parking needs of staff members are met, the remaining available spots will be assigned to student applicants in good standing.

Those students completing parking applications on time, will be entered into a parking lottery to determine who receives the open parking spaces.

Failure to comply with the school parking policies may result in a 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. 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.

## **M. PUBLICITY AND ANNOUNCEMENTS**

Permission to put up posters, flyers and/or signs must be obtained from the Dean of Students 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. Announcements are made twice a day.

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.

## **N. 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 \$10.00 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: COUNSELING DEPARTMENT**

### **ACT AND SAT SCHOOL CODE NUMBER: 502-505**

#### **A. GENERAL COUNSELING SERVICES**

The Counseling Department is comprised of licensed School Counselors who are listed below.

<u>Ms. Abby Young</u>	<u>Ms. Caitlyn Cheslock</u>
Grades 11/12	Grade 9/10/International Students

The Counseling Department is student-centered and is integral to the educational program at Dominican. The counselors collaborate with school staff, parents, administration, and the community to promote positive student development and success. Counselors honor the individuality of each student and build upon their natural gifts and talents to help them reach their goals. Programming at each grade level is tailored to fit the unique and developmental needs of students at that time. The counseling department offers:

- Academic advising
- Course/schedule planning
- College/career planning
- Mental health counseling (short-term)
- Crisis intervention and referrals

#### **Confidentiality**

Because counseling is based on a trusting relationship between the school counselor and student, information shared by the student will be kept confidential *except in certain situations* where confidentiality is limited. Under the following circumstances, school counselors are required to share information with others and break student confidentiality:

1. The student is presenting information about harming himself or another person

2. There is evidence or disclosure of past/current neglect or abuse (physical, sexual, and/or emotional)
3. There is a threat to school safety
4. The presenting information will dramatically impact the well-being of the greater Dominican community

Counselors may share information with parents/guardians, teachers and/or administrators on a need to know basis so that efforts can be coordinated to best support the student. Parents have the right to know about their child's general progress and are entitled to any and all information regarding academics (homework, test performance, grades, etc.).

## **B. COLLEGE ADMISSIONS**

The Counseling Department assists students throughout the application process, beginning freshman and sophomore years with goal setting and college research. The junior/senior counselor is available for parent/student college planning meetings throughout the process. Junior year is when students are researching and preparing their materials in order to apply at the start of senior year.

### **College Application Process**

1. Research colleges to determine where to apply
2. Take ACT
  - a. February state-wide ACT for juniors is at Dominican
  - b. Additional ACT tests are encouraged
3. Request letters of recommendation from staff
  - a. Request in person using recommendation form
  - b. Input request into Naviance online
4. Write college essays
5. Complete college applications online (Common Application or school-specific applications online)
6. Request transcripts to be sent in Naviance
  - a. Make requests 2 weeks prior to deadlines
  - b. Counselor sends transcripts, letters, and senior schedule via Naviance online

### **College admissions offices primarily consider the following factors:**

- Course Schedule and Grades Earned
  - Honors/AP: These courses show students challenging themselves
  - Trends: Colleges prefer to see consistency or an upward trend
- GPA
- Standardized Test Scores
  - All colleges now accept ACT or SAT, some require SAT subject tests
- Teacher Recommendations
  - Letters can speak to the student's personality, work ethic, and involvement
- Activities and Involvement
  - School activities and outside organizations show a student's passion
- College Essay
  - Students have the opportunity to tell their story and show personality

## **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.

### **B. 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.

### **C. STUDENT ASSEMBLIES**

Students must sit with their assigned sections 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 Dean of Students.

#### **D. DANCE STANDARDS & EXPECTATIONS**

Once students have been admitted to the dance, they must remain in the building until their departure. 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 20 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. Students are encouraged to plan ahead when arranging for pick-up after the dance. 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.

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", 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.

#### **E. 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.

#### **F. 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 Dean of Students 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.

#### **G. SOCIAL & ATHLETIC EVENTS**

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 re- 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.

#### **H. TRIPS ABROAD / OVERNIGHT TRIPS**

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 trips abroad or overnight trips. 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. Dominican staff and administrators reserve the right to apply and enforce additional rules beyond those in this student handbook as they see fit to ensure the safety of students in trips abroad/overnight. Students who do not comply with these additional rules will be subject to discipline by school administrators and staff as they deem appropriate.

#### **I. PARTICIPATION**

A student's eligibility to participate in a gender-specific activity or extra-curricular will be based on the student's gender recorded during the admissions process. If requested, a birth certificate must be supplied to the school before a student may participate. Dominican High School will determine which activities or extracurriculars are gender-specific in its sole discretion. If a student is unable or unwilling to comply with Dominican High School's determination of gender-specific activities or extra-curriculars, the student or the student's parent(s) must address concerns with the Dean of Students prior to participating in the chosen activity or extra-curricular.

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

### **A. GENERAL**

The requirements for eligibility and expectations outlined in the Extracurricular 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. 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) at or 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 Dean of Students 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 Dean of Students on the dates listed below. The Dean of Students 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 2019-2020**

1. September 10, 2019.....Mid-Quarter One review
2. **October 16, 2019** .....End of Quarter One review
3. November 7, 2019.....Mid-Quarter Two review
4. **December 17, 2019**.....End of Quarter Two/Semester One review
5. January 27, 2020 .....Mid-Quarter Three review
6. **March 6, 2020** .....End of Quarter Three review
7. April 6, 2020 .....Mid-Quarter Four review
8. **May 18, 2019**.....End of Quarter Four/Semester Two review

*Students who wish to have their eligibility reviewed will meet with the Dean of Students no earlier than the dates listed above. The process for an ineligible student regaining probationary eligibility is as follows;*

- *Student will meet with the Dean of Students to review grades and to formally request an eligibility review*
- *Dean of Students will reach out to the teachers of the student to assess current grade status*
- *Dean of Students will determine if student meets eligibility criteria based on current grades*
- *Students will be notified of their updated status within two (2) school days or less after the official appeal is made*

### **C. ELIGIBILITY**

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 as well as certain circumstance) in any co-curricular activity while identified on academic probation. Students may appeal their co-curricular ineligibility to the Dean of Students 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 Dean of Students 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 Metro 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.

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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 (including vape like devices), ALCOHOL & OTHER DRUGS**

1st Offense: **Suspension of all co-curricular eligibility for 30% of the entire season/activity cycle (please note that if needed this penalty can last into the next sport season)**

2nd Offense: **Suspension of all co-curricular eligibility for 100% 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.*

*Please note that the Dean of Students will make the final decision on all sanctions regarding the use of tobacco, alcohol, and all other drugs/banned substances*

# **SECTION XI: ATHLETIC PROGRAM REQUIREMENTS**

## **A. PARTICIPATION REQUIREMENTS**

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 Metro 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 in good academic and behavioral standing.

## **B. 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.

### **C. APPEAL PROCESS**

Students have the right to appeal disciplinary cases to their respective coach, Athletic Director, Dean of Students, 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.

### **D. CONFERENCE AND STATE ASSOCIATION MEMBERSHIP**

Dominican High School is a full member of the Metro 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.

### **E. 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. A student may not accept, receive and/or direct to another, reimbursement in any form of salary, cash, or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, etc. A student may receive: school mementos valued not more than \$200, an award valued no more than \$100 retail, and may retain non-school competition apparel worn by the student as part of the team uniform. Rules further prevent athletes from receiving compensation or benefit, directly or indirectly, for the use of name, picture and/or personal appearance as an athlete because of ability, potential and/or performance as an athlete. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students. A student may not be identified as an athlete, provide endorsement as an athlete, or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan or service. Also, an athlete violates this rule if he/she plays in any contest (school or non-school) under a name other than his/her own

#### **Competitive/Gender Equity:**

1. Dominican High School follows the rules and guidelines as stated by the WIAA in regards to competitive/gender for all school-sponsored sports.

**F. METRO CLASSIC CONFERENCE SPORTSMANSHIP EXPECTATIONS** The Metro 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 Metro 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 sportsman- ship 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 over-coming 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.

### **G. 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.**

### **H. METRO CLASSIC CONFERENCE SPECTATOR REGULATIONS AT ATHLETIC CONTESTS**

Each student attending a school in the Metro 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.

### **I. ATHLETIC WAIVERS**

Prior to any participation in athletics all student athletes must complete the necessary waivers and paperwork. This is including, but not limited to: Physical/ Alternate year cards, Transportation agreement, Liability and Insurance agreement.

In the event on an injury during any aspect of a student participating in the athletic program, it is the responsibility of the parents/guardians insurance company to assume responsibility for the medical expenses.

## **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.