



NOTRE DAME SCHOOL OF MILWAUKEE

Embracing Culture, Inspiring Excellence

Family Handbook 2016-17

Notre Dame Middle School Campus

1420 West Scott Street
Milwaukee, Wisconsin 53204
(414) 671-3000

Notre Dame Primary School Campus

1418 South Layton Boulevard
Milwaukee, Wisconsin 53215
(414) 431-7950

Revised: July 2016
TABLE OF CONTENTS

Notre Dame School of Milwaukee Governance	2
Notre Dame School of Milwaukee Mission Statement	3
Notre Dame School of Milwaukee Philosophy	4
Guiding Principles for the students of Notre Dame School	5
Enrollment	6-8
Admission Policy - Middle Campus, Primary Campus	
Transfer Policy	
Students with Exceptional Needs	
Registration	
Tuition	
Academics and The School Day	9-20
Academic Standards	
Arrival and Dismissal - Middle School	
After-school Enrichment Program	
Late Pick up	
After School Care	
Arrival and Dismissal - Primary School	
Late Pick up	
Daycare	
Clubs	
Inclement Weather School Closing	
Absence, Tardiness, and the Schedule	
Consequences for Unexcused Absences	
Liturgy and Pray	
Homework	
Promotion Policy	
Retention Policy	
Acceleration	
Child Custody	
Communication	
Conferences	
Student Performances Evaluations	
Assessments and Standardized Testing	
Awards and Honors	
Field Trips	
Athletics	
Parental Involvement and Expectations	
Visitor Policies	
Transportation	
Pupil Records	
Telephone Use	
Cell Phones and other electronics	
Telecommunication	
Student Records	
Dress Code	21-23
Hair	
Winter Gear	
During the After School Enrichment Program	
Emergencies and Special Occasions	
Responsibly use of Resources	
Safety, Health and Nutrition	23-26
Emergency Information	
Accidents	
Medication	
Child Abuse	
Vaccination Requirements	
Head Lice	
Nutrition	
Discipline Policy	26-30
Recognition for Positive Behavior	
Unacceptable Behaviors	
Probation/Suspension/Expulsion	

Governance

Notre Dame Middle School, Inc. is the official corporate name of our school, a not-for-profit Corporation under the sponsorship of the School Sisters of Notre Dame. The Corporation was organized to establish and operate a Catholic Middle School for girls in 1996. In 2012 the school expanded to include a coeducational, dual-immersion primary school campus, at which time we developed a new branding strategy and started identifying ourselves as Notre Dame School of Milwaukee (NDSM), which includes both the primary and middle campus.

The Provincial Council of the School Sisters of Notre Dame approves the mission, philosophy, purposes and goals of the Corporation. The business and affairs of the Corporation are managed by its Board of Directors. The Provincial Council and the Board of Directors appoint the President and the Principal. The President is the chief executive officer of the Corporation and is responsible for the business and affairs of the Corporation. The Principal has the responsibility of directing and administering all the academic activities and programs of the School.

Mission Statement

Notre Dame Schools of Milwaukee is a Catholic school sponsored by the School Sisters of Notre Dame. Following in the Christian tradition, Notre Dame fosters respect, responsibility and sharing of personal talents, and prepares students for admittance to a college preparatory high school. In a bi-literate, (English and Spanish) setting, with emphasis on leadership skills, critical thinking, and social justice, our students are empowered to make positive contributions to society.

At Notre Dame School your children will...

Build an academic foundation that will prepare them to attend a college preparatory high school.

Reinforce Christian values and grow in their faith.

Develop leadership skills.

Become bilingual and biliterate

Give service to others in their community.

Philosophy

We believe in the empowerment of young people so that they may develop to their fullest potential. Therefore, we believe that education should promote the development of a faith community by:

- *reverence and respect for each person as unique, gifted and capable of learning*
- *promoting, living, and witnessing to Gospel values*
- *praying and worshiping as a community*
- *fostering a spirit of community that is inclusive and that reflects care and concern for one another*
- *fostering a close, respectful integration of the students' parents as partners in the educational process*
- *fostering collaborative community relations*

We believe that learning is a lifelong developmental process that develops persons who are:

- *appreciative of multicultural diversity*
- *literate*
- *knowledgeable about the world around them*
- *sensitive to social needs*
- *capable of playing a full role in the world in which they live*
- *able to enrich their lives and those of others through continued faith development*

We believe in a learning environment that is Gospel-oriented with:

- *active participation by the students*
- *reciprocal, interactive teaching and learning (hands-on activities)*
- *teachers functioning as directors/facilitators of learning*
- *language use that is comprehensible and enriching*
- *student responsibility for student affairs*

We believe that the content matter of the curriculum should be:

- *based on a premise of incorporating the students' language and culture*
- *cognitively based*
- *centered on contemporary, real-life problems*
- *global (multicultural) in scope*
- *integrated, thematic approach*
- *designed to educate the whole person*

We believe the methods used should be:

- *interactive and cooperative*
- *filled with rich language experiences in both English and Spanish*
- *inclusive of students' personal experience*
- *analytical*

Guiding Principles

Respect

*Respect all of God's creation.
Respect each person and myself for who we are.
Respect other people's property.*

“Regalo”

*God created each one of us to be special.
Let us discover our gifts!
Look for the gifts in one another rather than for faults.*

Responsibility

*I am responsible for developing my gifts.
I am responsible for my behavior.
I am responsible for caring for the earth.
I am responsible for caring for all things I use.*

Enrollment Information

Admission Policy

Notre Dame School - Middle Campus is the school for your student if she is...

- A student who is entering fifth grade.*
- A student who has academic goals directed toward college.
- A student who wants to learn.
- A student who wants to learn in a bilingual environment.
- A student whose parents/guardian will be involved in her education by:
 - Attending school meetings
 - Working with the teachers
 - Volunteering at NDSM
 - Working with your student at home on school assignments and reading.

*Students in 6th, 7th or 8th grade may enroll depending on available space, as determined by the administration.

Notre Dame School - Primary Campus is the school for your student if he/she is...

- A student who is entering K4 or K5
- A student who wants to learn.
- A student who wants to learn in a bilingual, dual-immersion environment.
- A student whose parents/guardian will be involved in her education by:
 - Attending school meetings
 - Working with the teachers
 - Volunteering at NDSM
 - Working with your student at home on school assignments and reading.

*Students in 1st, 2nd, 3rd or 4th grade may enroll depending on available space and level of bilingualism, as determined by the administration.

Transfer Policy

When a student transfers to Notre Dame School, we will use the following criteria for class placement:

- Passing grades/satisfactory completion of coursework in the academic subjects (Two failing grades in academic subjects on the report card in one year will result in consideration for non-promotion.)
- Teacher recommendations
- Consideration of the standardized test results
- Achievement of goals listed on Student's IEP (for students who have one).

Admission Policy (continued)

Notre Dame School respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the school community in a cooperative relationship. Notre Dame School respects the dignity of the child. Neither race, nationality or other forms of discrimination shall prevent a child from being accepted at Notre Dame school or religious education programs. Children of other religions may be accepted on a

seat available basis unless attendance would cause conflict for the child because of the unique religious philosophy of these educational programs.

1. **All new students are on probation during the first semester of their attendance at Notre Dame School.** During the first semester probationary period, the school shall determine through this process whether or not it can meet the needs of the students. The decision of the principal is final.
2. In the admission of students, priority consideration shall be given to these criteria in the following order:
 - a. To all children currently enrolled.
 - b. To children of families with siblings currently enrolled in school.

Admissions to Kindergarten (4 and 5 yr. old) and First Grade

1. No child may be admitted to 4 year old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
2. No child may be admitted to 5 year old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
3. No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply.

Early Admission Into First Grade and Kindergarten The State Statutes provide for admission of special cases into first grade. Section 115.28(8) states, "The State Superintendent shall prescribe procedures, conditions, and standards under which admissions to kindergarten and first grade may be made at ages earlier than those specified in Section 118.14 in exceptional cases."

Students with Exceptional Needs

The admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with staff. A student eligible for placement under IDEA should be enrolled in Notre Dame school only if a program and resources are available to meet the student's special needs. Whenever the local plan for the identification and intervention of special needs students indicates that a child may have an Exceptional Educational Need, the child should be referred to the local public school to determine whether the child is eligible for services.

In compliance with federal law called the Individuals with Disabilities Education Act (IDEA) the public school district where the private school is located is required to identify children with disabilities who attend private schools in the district. Any child suspected of having a disability could be referred to the district for evaluation. The public school district will gather an Individual Education Program (IEP) team including staff from the public and Catholic school, parents and others for all students referred from a parochial school.

- a. Parents are informed about procedures for a referral and their verbal approval for such a referral is sought before the process begins.

- b. The parochial school principal or the child's parent requests appropriate referral forms from the building principal or central office of the local public school. Written parent consent is required for districts to do evaluations. All completed forms are returned to the building principal or to the public school central office, in accordance with the policy of the school district.
- c. The evaluation must be done within 60 calendar days of when the school gets parent consent to evaluate or the date the parent was notified that testing is not needed. An IEP and placement must be developed within 30 days of deciding a child is eligible for special education.
- d. The IEP team decides if the child has impairment, and whether special education services are needed. If special education services are needed, the public school district must offer a Free Appropriate Public Education (FAPE). The child does not have an individual right to special education or related services at Notre Dame school. In consultation with representatives of Notre Dame school and parents of the child, Milwaukee Public Schools decides what services it will provide through the development of a service plan.
- e. Upon receipt of the IEP report and service plan, the school's Learning Support Team reviews the recommendations outlined in the report and determines if implementation of the service plan for the student is feasible if he/she continues his/her enrollment in the school.
- f. If the parents elect not to follow through on the recommendations of the public school district, Notre Dame school will determine whether the student's needs can be met and whether continued enrollment in Notre Dame school is in the best interest of the student.

Registration

To assist you in making a school choice for your student, you may call the school office at (414) 671-3000 (middle campus) or (414) 431-7950 (primary campus) to make an appointment to visit NDSM with your child. After your tour and discussion with school personnel, you may fill out a registration form expressing your interest. An original birth certificate (or certified copy), vaccination record, and report card from previous schools are required for enrollment in all grades. A placement test, letters of recommendation and other paperwork are required for the middle campus.

Tuition

Tuition is currently \$1590* and can be paid in monthly installments of \$153 (or as determined by the Board of Directors) on the first Monday of each month, beginning in August and ending in May. In accordance with the Archdiocesan Policy 3240, "no student shall be terminated during the first semester for non-payment of tuition. Non-payment of a prior year's tuition may however result in non-admission for the following school year."

*Tuition changes yearly.

Parents/guardian may apply for tuition assistance through the Milwaukee Parental Choice Program. Applicants must apply at NDSM during a designated open enrollment period, which is the 1st through the 20th of each month. All paperwork, including income and residency documentation must be completed and signed during this open enrollment period in order for an application to be valid. The Random Selection Process will be used if there are more applicants than seats available in any one open enrollment period; parents/guardian will be notified when the Random Selection Process will be necessary.

In addition, there may be opportunities for tuition paying families to receive outside scholarship assistance.

Academics and the School Day

Academic Standards

Notre Dame School promotes high academic standards. Students are expected to participate in their learning and complete all assignments to the best of their abilities. A variety of assessments will be used to demonstrate their learning and understanding. Students will be taught and evaluated according to the Archdiocesan and Wisconsin Model Academic Standards, in addition to the Common Core State Standards.

Arrival and Dismissal – Middle School Campus

Students should arrive at school between 7:00-7:42 a.m., Monday-Friday. The middle school campus students should be picked up at 4:30 p.m. on Monday, 5:30 p.m. Tuesday-Thursday, and at 2:15 p.m. on Fridays. All middle school campus students are to be dropped off and picked up on the north side of Scott Street (in front of the school). Please go to the corners where a crossing guard will assist.

When parents/guardians arrive to pick up students, they must follow the directions of school staff. The school designates a pick-up lane in front of the building with cones. Cars must pass through this lane without parking for an extended time. If the student is not available to be picked up at the time of arrival, the car must continue around the block to the end of the line. Neither students nor families should cross Scott street during arrival and dismissal times. Parking in front of the school building on the north side of Scott St. is not permitted from 7:00 a.m.-6:00 p.m. on school days (Monday through Thursday and 3:00 pm on Fridays), and parking tickets may be issued by the City of Milwaukee.

After-school Enrichment Program

After-school activities are held Monday through Thursday at the middle school campus. Monday After-school is from 3:40 P.M. until 4:30 P.M. Tuesday through Thursday it is from 3:40 P.M. until 5:30 P.M. The after-school program is a combination of academic and extracurricular enrichment. All students are required to remain at NDSM for this portion of the school day. Neither the students nor their parents/guardians should schedule other activities or appointments during this time. Frequent absences or early pick-ups from the after-school program may result in disciplinary action. Students must attend study hall all four days in addition to an enrichment activity each day Tuesday through Thursday. **It is very important to pick up your student on time.** If you are running late, we ask that you please call and let us know. If you are more than 15 minutes late to pick up your student, you will be charged a fine of \$5.00 for every fifteen minutes.

If a personal appointment requires that a student leave before 5:30 P.M., a written note from her parents/guardian must be handed into the office in advance or on the morning of the appointment. When the parents/guardians come to pick up the student for the appointment, they must come into the school office to sign out the student.

Late Pick up

All students who are not picked up on time, will be fined \$5 for every 15 mins they are late.

After School Care

At the middle school campus supervision will be provided at a single flat fee per day of \$5 until 5:45 p.m. This opportunity for after school care is provided by NDSM on Mondays and Fridays as well as on days when there is early dismissal.

Arrival and Dismissal – Primary School Campus

Arrival and Dismissal

Students should arrive at school between 7:00 -7:50 a.m., Monday – Friday. Students need to report directly to the cafeteria and sit in their classrooms assigned location. **Given the number of students inside the cafeteria at one time, it will not be permitted for families to eat breakfast with their children or remain with their children until 8am for safety reasons. Parents/guardians need to enter the parking lot entrance located on 26th Street and follow the traffic pattern and exit onto Greenfield Avenue by taking a right turn only so that traffic is not halted. No double parking or stopping will be allowed. If more time is necessary for arrival and/or dismissal, the parent/guardian will need to park on 26th or on Orchard Streets.**

Dismissal at the Primary Campus

Dismissal at the primary campus is at 3:15 p.m. Monday – Thursday, and at 2:00 pm on Fridays. Students who are not participating in the after school care should be picked up no later than 3:30 p.m. Monday - Thursday and by no later than 2:15 pm on Fridays. **Parents/guardians need to find street parking. The parking lot gates will be shut during dismissal to ensure student safety. No double parking or stopping is allowed on any of the surrounding streets.** At the primary school campus, we ask that families do not park in the parking lot for pick up for safety reasons. Students will be separated by classroom on the playground.

Late pick up

All students who are not picked up after 5:45 p.m., a \$5.00 dollar fine will be assessed for every 15 minutes that the parent/guardian are late with no exceptions.

Daycare

At the primary school campus supervision will be provided at at a single flat fee per day of \$5 until 5:45 p.m. This opportunity for after school care is provided by NDSM Monday-Friday.

Clubs

The primary school offers after school clubs to all students from 3:30 p.m. to 4:40 p.m. beginning in mid September until early May. Students are allowed to bring a snack from home from 3:15 p.m. to 3:30 p.m. There is \$10 charge per session.

Inclement Weather School Closing

NDSM observes the closing of school as determined by the Milwaukee Public Schools (MPS). On any morning when the weather is such that parents/guardian might question whether school will be in session, the parents/guardian are advised to listen to WTMJ radio 620AM or television channels 4,6, or 12. Decisions regarding the closing of school are typically announced between 6:00 A.M. and 7:00 A.M.

Absence, Tardiness, and the Schedule

If your student/son will be absent or tardy, please call the school office (671-3000 at the middle campus; 431-7950 at the primary campus) between 7:00 A.M. and 8:00 A.M.

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

In compliance with Wisconsin State Statute 118.15, a child may not be excused from school by a parent for more than ten days in a school year. Absences are sometimes necessary due to illness, death in the family, a doctor or dental appointment, or whenever the principal considers that exemption from attendance is in the best interest of the pupil.

Principals are authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing.

Principals are authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. At the start of each school day, the school shall determine which students enrolled in the school are absent from school and whether each absence is excused.

The following are considered excused absences:

Personal illness.

Family emergencies or crises (communication with principal or assistant principal needed).

Attendance at a funeral or religious service (documentation needed).

Medical and legal appointments (documentation needed).

Severe weather when school is not officially closed (determined by the principal or assistant principal).

The following are examples of unexcused absences:

Working.

Babysitting.

Car trouble.

Oversleeping, running late, or missed bus.

Students must be allowed to complete the work missed during an absence. Students who are absent from school are not allowed to participate in evening activities.

If your child is **absent or tardy** without notification from a parent or guardian, s/he will be considered truant, and the authorities may be notified. According to Wisconsin's Compulsory Attendance Law, students are required to stay in school until they graduate or until the end of the school term, trimester, or semester during which they turn 18 years of age [Wis. Stat.sec. 118.15(1)(a)].

Upon return to school, a written note signed by parents/guardian, indicating the name of the absent student, the dates and days of the absence, and the reason for the absence is to be presented to the main office or homeroom teacher. If a student is out of school due to illness for

five (5) consecutive days or more in a semester, a “Return to School” form must be obtained from the physician stating the reason for the absence. All absences will be recorded on the student’s permanent cumulative record, which is kept on file and sent to the school your child will attend when he/she leaves Notre Dame.

If a student must leave school early, a note from the parents/guardian must be sent to the school office at the beginning of the day stating the date, the student’s name, the time of departure and the destination. The parents/guardian must sign the note. At the appointed time the parents/guardian must come to the school office and sign the student out. At that time the student will also come to the office to check out. If the student returns later in the day, he/she must check in at the school office before returning to class.

If a student is out due to illness, make-up work may be requested by telephone and picked up from the respective teachers or in the school office after dismissal. The work must be handed in by the due date given by the teacher.

Arriving after 10:00 A.M. is considered a half-day absence. Leaving before 1:00 P.M. is also considered a half-day absence.

Frequent absences or tardiness will result in a conference with the parents, principal, and/or teacher. **Vacations are not to be planned during school time and are considered unexcused absences.** Please refer to the school calendar when planning vacations.

Consequences for Unexcused Absences

Five Absences in a Year: Parent/guardian will receive a letter from school Assistant Principal.

Eight Absences in a Year: Parent/guardian will be called to the school to meet with the assistant principal and school counselor to discuss the absences and develop an attendance plan.

Ten Absences in a Year: At this point, the student will be considered a habitual truant. School administration may file a written complaint with a relevant court or child services agency.

Tardiness

Getting to school on time is a key to your child’s success – at school and in life. Parents/guardians/families are expected to ensure that their children are in school on time. Students who are late often miss essential math and reading instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum. We want to teach our students the importance of being on time.. All tardiness will be recorded on the student’s permanent cumulative record, which is kept on file and sent to the school your child will attend when he/she leaves Notre Dame.

Definition of Tardiness: Students arriving after 7:45 AM at the Middle School and after 8:00AM at the Primary School (as measured by the school’s main office clock) are marked tardy. If there are habitual office calls for tardies the family must meet with the school Assistant Principal and Counselor.

Consequences for Tardiness:

Five Tardies in a Trimester: Parent/guardian will be notified by a letter to meet with the Assistant Principal about the seriousness of the issue. Students will also receive an after school detention.

Ten Tardies in a Trimester: Parent/guardian will meet with assistant principal and school counselor to develop an "On Time" plan together.

Fifteen Tardies in a Trimester: At this point, the student will be considered a habitual truant. School administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. In addition, retention is a possibility due to missed instructional time.

Liturgy and Prayer

To celebrate as a Christian community, NDSM students participate in a variety of daily prayer experiences as well as in special all-school prayer services on certain feast days within the Church calendar. Once a week all students attend Catholic Mass at both campuses. All students attend religious education classes at least four times a week including Mass.*

Through these experiences, NDSM students can:

- come to know and relate personally to God as the One who loves and cares for them;
- strengthen their faith in God's loving care for them;
- increase their awareness of belonging to a Christian community;
- learn of the needs of others within the Christian community;
- be inspired to serve the needs of others.

Students and their families are encouraged to attend the church of their choice for weekend services. Both NDSM and families must share the responsibility of providing our students with a sound religious and moral foundation.

*Parents/guardians of a non-Catholic student may choose to have their son/student not attend religious activities, upon discussion with the Principal.

Homework

To be useful, homework should improve the learning process, aid in the mastery of skills, and stimulate the student's interest in further learning. Since homework is a learning activity, each teacher is required to establish a pattern of meaningful homework assignments on a consistent basis, so that learning can become an independent activity which encourages the student to investigate on her own and to work independently as well as with others.

Assignments should take into consideration individual differences of pupils such as health or ability, but these factors are not to be an excuse for not giving homework. Homework may not be used as a form of punishment under any circumstances. Homework should be corrected on a timely basis and should provide both teacher and student with valuable feedback on how well skills are being reinforced and retained. Homework should not be graded nor weighted in the same manner as tests.

Promotion Policy

The following criteria are considered for promotion to the next grade:

- Passing grades in the academic subjects (Two failing grades in a core academic subject on the report card in one year will result in consideration for non-promotion.)
- Teacher recommendations
- Consideration of the standardized test results
- Achievement of goals listed on student's IEP (for students who have one).
- Attendance record

A student whose work does not demonstrate significant academic progress may be **placed in, not promoted to**, the next grade depending upon the factors considered below in the retention policy.

Retention Policy

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. There is no legal number of absences, which if exceeded, leads to automatic retention. Students should not be retained for more than one (1) school year during the elementary school years. Final decisions on retention will rest with parents.

GUIDELINES FOR CONSIDERING RETENTION OF STUDENTS

1. Chronological Age - The student who is in the younger half of the class is less likely to be penalized by adding a year to his/her academic life.
2. Intellectual Ability - The slow learning student (I.Q. 70-90) may achieve below grade level and retention will only temporarily alleviate this discrepancy. In addition, the slow learning student often drops out of school because of increased chronological age.
3. Physical Size - The early maturing student, already larger than his or her peers, might well suffer indignities if placed with smaller students or may inflict such indignities on others.
4. Present Grade Placement - Retention should normally take place during kindergarten, first, or second grade. Retention beyond this point usually compounds the student's problems.
5. Siblings - Family difficulties often arise when retention causes the placement of siblings in the same grade.
6. Peer Relationships - Retention may adversely affect the relationship of the student within the community/neighborhood group with which he or she closely identifies.
7. Group Decision - The school principal, teachers, school support personnel, and parents should be involved in a decision to retain the student.
8. Child's Attitude - Ideally the student should be a partner in the group decision for retention or promotion. When the student child is part of the planning a more favorable attitude results.
9. Parental Involvement - When retention is being considered parents are to be contacted several times during the year to be appraised of the student's progress and needs.

Acceleration

Acceleration may be granted in exceptional cases upon the recommendation of the teachers and principal and with the approval of parents. Utilization of all available local resources within

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

Child Custody

1. When school authorities learn that a student is the subject of a court decree, which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this manner will suffice.

2. If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress report (report card) shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125(2)(m)

Communication

All written communications to the home are sent with the son/student to each family on Wednesday in Spanish and English. After reading the material, the parent/guardian should **sign and return the folder by Thursday of the following week**. Use the folder to return any forms or request slips that have been completed and signed. A prompt response to these communications is requested and appreciated. Be sure to keep the calendars and notices of upcoming events available for easy referral.

Conferences

Because we believe education is a parents/guardian-student-teacher endeavor, we provide for mutual sharing regarding the progress of each student. Educational conferences are held in fall and spring of each school year. Parents/guardian and their child are required to attend these conferences. At the end of each trimester students will receive report cards during conferences. These dates are included in the school calendar. We encourage parent/guardian interest in student progress throughout the year. Parents/guardian or teachers may request a conference at times other than the designated days as well as consistently checking progress in Power School.

Student Performance Evaluations and Grading Procedures

Student performance evaluations are a common concern of teachers, parents/guardian, and students. Daily work, class participation, written assignments (both in and out of the classroom), web-based weekly progress, and test performance are clear indicators of each student's progress. This progress will be evaluated in both Spanish and English (K4-5th grade). At the end of each of the trimester of the school year a formal trimesterly report card is shared with students and parents/guardian.

Interim progress reports are sent to parents/guardians at the midpoint of each trimester. The parents/guardian may request a conference with the teacher. The signed report must be returned to the school immediately.

Teachers are willing to meet with parents/guardians outside of class time to discuss the growth and behavior of students. Parents/guardians are to contact the school office or a teacher to set up a convenient time to meet for an informal conference. Teachers will not be available to take phone calls during class hours. A phone message left at the school office or a written note will be attended to by the teacher at her/his earliest convenience.

Assessments and Standardized Testing

Classroom teachers do periodic testing to assess achievement and determine grades. Standardized testing is also used. The Forward Exam is administered to all students in grades 3-8 in March/April. Students may also be required to take other standardized tests, which include the Measure of Academic Progress (MAP), STAR 360, the Forward Exam, Woodcock-Munoz, and ACCESS (for English Language Learners). Eighth-grade students participate in the Secondary Catholic Schools Entrance Exam in November. Individual student results are communicated to the respective parents/guardian and students.

Awards and Honors

Occasionally students are recognized at an assembly for their accomplishments. The recognition and certificates may be for Student of the Month, perfect attendance, participation in a team sport, participation/placing in a contest, etc.

Another important form of recognition is the ever-changing display of student work in the halls and classrooms at NDSM. The NDSM newsletter features articles highlighting student activities.

Field Trips

Field trips are an opportunity to extend learning beyond the classroom walls and broaden student horizons. Every effort will be made to explore such possibilities and to participate in the wonderful experiences available through nature centers, museums, libraries, arts groups, businesses, industries, etc.

Prior to the field trip date, each student will be issued a permission slip stating the details of the trip: date, times, destination, mode of transportation, and special instructions. This slip must be returned prior to the day of the trip with the parent's/guardian's signature and the phone number where the parents/guardian can be reached in case of an emergency on that day. Please note that at the beginning of the school year, parents/guardians are asked to sign a form giving open permission for their student to participate in all school-sponsored field trips. However, for your information and convenience we send the aforementioned form before each trip.

Parents and other adults (21 years old or older) are occasionally needed to help supervise field trips. Volunteer supervisors must follow the NDSM rules, which they will receive from the staff supervisor. All volunteer supervisors must have completed a Safeguarding All God's Family session, background check and registered on Catholic Mutual, prior to service with children.

Athletics

NDSM offers an opportunity for students to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The athletic program provides a learning experience, a base for Christian development, an understanding of competition that emphasizes sportsmanship and teamwork, and an opportunity to develop skills appropriate to the level of each student.

Students who participate in the athletic program must maintain the academic and behavioral standards set forth by the school. If they do not meet these standards, the students may lose the privilege to participate.

Academic and behavioral standards follow:

- Any student with a “D” or “U” achievement grade or an “Incomplete” (I) in any subject is automatically suspended from play and practice until the grade is raised and effort improves.
- A student must maintain an attitude of respect and responsibility for all members of the school family: classmates, volunteers, and school staff.
- A student must maintain an attitude of respect for property.
- A student must be punctual in her school attendance. Tardiness and/or excessive absenteeism will be cause for suspension from all extracurricular activities until patterns of attendance improve.

Students who participate on a team representing NDSM must commit to attending all practices and games.

Parental Involvement at NDSM

The NDSM Board and President welcome and encourage **parental input** and suggestions pertaining to school policy, long-range planning and publicity. Issues relating to specific school personnel or curriculum must be addressed directly to the Principal.

Parents/guardian attendance at student functions and parent meetings is strongly encouraged. Family participation in such events makes NDSM a better school in a more informed, caring community.

Parents/guardians carry the obligation of being the primary educators of their children. By choosing Notre Dame School for your children, you have asked us to share that responsibility with you. To make Notre Dame School a better place for our children, parental awareness and support of programs and activities aimed at improving the spiritual, academic, social, and physical growth of our children are vital. Parental cooperation is also essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with our school.

Parent Expectations

As a Catholic School, we are called to *teach, to form community, and to give service*. As families who have chosen Notre Dame School, we expect you and all families to support these three goals to the fullest.

When you register your child at Notre Dame School, *we expect you to be an active part of our school community*.

Parents are encouraged to volunteer at least 20 hours per year (25 hours for families that have two or more children in the school). Attendance at the Safe Environment training (as well as background check and registration with Catholic Mutual) is required for all volunteers at the school and is presented in both Spanish and English at Notre Dame. Dates for these training will be determined by the school each year. Trainings are also provided by other parishes.

Visitor Policies

Parents and guardians are welcome and encouraged to participate in daily activities at the school. Parents/guardians may also observe their children's classes provided that the observation is scheduled in advance, or the parents/guardians have received permission from the principal to observe the class. The school administration is committed to providing teachers with advance notice of guests in the classroom. This is done not only as a courtesy to teachers, but also to ensure that the educational process is not disrupted. It is also an added security measure.

Visitors must sign in at the school office and wear a visitor pass in a visible location before proceeding to a classroom or other areas of the building.

Visitors may be denied the opportunity to observe a class if the school administration has determined that the visitor's presence has had, is having, or may have a negative impact on the educational process. When visitors are denied the opportunity to observe a class or activity, they may appeal to the Board.

Prospective students and families can visit NDSM during the school day. These visits should be arranged at least three days prior to the visit.

All other visitors should arrange a visit with the school administration and/or the development office.

Transportation

Parents/guardians are responsible for providing transportation to and from school. NDSM families may wish to organize neighborhood carpools to share driving responsibilities. For example, one family may provide morning transportation while another family may provide afternoon transportation. Families may share driving by weeks or days of the week.

Students must be picked up promptly after school. Please refer to the section "Arrival and Dismissal" for procedures. All other changes in dismissal/pick-up time will be sent to parents/guardian in advance of the day.

Students will not be allowed to walk home or leave with another student unless parental/guardian permission is given and the individual has been identified in the emergency contact card.

On school field trips, bus or van transportation is provided. To ensure the safety of the students, the driver, other motorists, and pedestrians, the driver must be free to give her/his full attention to driving. Therefore, students must comply with the following directions:

- Wear seat belts when they are provided. It is Wisconsin law.
- Remain seated at all times.
- Treat other students and the driver with respect by refraining from name-calling, shouting, pushing and pulling on each other and/or actions which could lead to physical injury.
- Talk in a respectful manner using appropriate language and low ("6-inch") voices.
- Do not throw anything in the bus/van or out of the windows.
- Do not eat, drink, or possess foods, beverages, or gum on the bus/van.
- Do not use cell phones and/or other electronic devices. They are not allowed at any time.

All students are expected to comply with these regulations, which are designed for their safety. Their failure to comply will result in disciplinary action.

Pupil Records

All student progress records for active and inactive students are maintained in the records room. In accordance with Archdiocesan Policy 5125, the records for active and inactive students (graduates and students who have left the school) are kept for at least 65 years. The files for inactive students are maintained in a separate file from the active students.

If Notre Dame School of Milwaukee would close, former students or their parents/guardians (if the students are minors) will be notified via letter, email, or other form of communication. Consent forms for the transfer of progress records will be sent to these former students or parents/guardians so these records can be released to the Archdiocese of Milwaukee, Office for Schools, 3501 South Lake Drive, P.O. Box 070912 Milwaukee, WI 53207-0912. They can be contacted at (414) 758-2254 where they will be maintained for at least five years after the school closure. Copies of the signed consent forms will be submitted to DPI.

Telephone Use

No student will be permitted to make telephone calls home requesting parents/guardian to:

- Bring forgotten items (such as lunch, uniforms, and homework) to school.
- Make after-school transportation arrangements.
- Rare exceptions will be considered.

In case of student illness or accident, a staff person will make the phone call to the parents/guardian to notify them to make further arrangements.

A student will not be called out of class or an activity to receive a phone call. Messages of an emergency nature will be relayed to your student.

Cell Phones and Other Electronics

Cell phones are not permitted in school. All students with cell phones must submit the phone to the homeroom teacher upon arrival at the school. Students' phones should be completely turned off prior to entering the school on school days. Phones will be returned to the students when they leave with their parents/guardians at the end of the day.

Students may not have cell phones, iPods, or other electronic devices with them during school hours, including the enrichment program, field trips or other school activities.

If a student doesn't submit the phone during homeroom, the phone may be confiscated. If so, the phone will be submitted to the principal or assistant principal's office where it will remain until a parent/guardian comes to pick up the phone.

Telecommunication

In accordance with Archdiocesan Policy 6161, any students or parents/guardians who use the school computer and/or telecommunications equipment is to read the school "Acceptable Use Policy" and sign the "Acceptable Use Policy Agreement Form" before using such equipment.

Student Records

Confidentiality

The school has the responsibility to keep educational records for each student which will reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development. Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it.

An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree they may add a written statement of disagreement to the file. No one but school personnel, adult students and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

Transferral of Records

It shall be the responsibility of the principal or assistant principal to send official school records without delay for students transferring so that proper grade assignment can be made upon enrollment in the new school. All records to be transferred should be mailed to the receiving school and not carried by parents/guardians or adult students.

It shall be the responsibility of the principal to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school.

Transferral

It shall be the responsibility of the principal to transfer all official school records relating to a specific pupil upon receipt of one of the following:

A written request from the student's parent or guardian that he/she intends to enroll the student in another school or district.

A written request from the school or district in which the pupil has enrolled.

A court document that the pupil has been placed in a secured correctional facility, child caring institution or group home.

All pupil records must be transferred to the new school. It shall be the responsibility of the principal to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school.

Dress Code

Student Dress Code

Students are expected to wear the school uniform on all days except those approved as out of uniform.

During the school day

The students are to wear the NDSM uniform each school day, beginning with the first day of classes. The required pieces of that uniform are:

- A NDSM plaid skort (middle campus); plaid jumper (primary), no shorter than one inch above the knee
- A blank three-button knit polo shirt, red or white (middle school and primary school)
- Appropriate black dress shoes (slip-on, tie, buckle)
- Solid colored socks in red, white, or navy blue. Anklets, knee-highs, tights, or leggings in the same colors may be worn.

Optional items include

- Turtleneck long-sleeved shirts, red or white;
- A red or navy or NDSM sweatshirt with school logo (as long as required NDSM school dress code is followed underneath as students may be asked to remove sweatshirts).
- A navy blue button-front cardigan (either V-neck or a crew neck);
- Girls may wear navy blue pants in place of skorts.
- Students may wear navy blue dress shorts in place of skort, jumper, or pants on hot days.
- All school pants must be in the style of those sold at The Uniform Place or at Goldfish.
- NO hooded sweaters/sweatshirts are allowed. Only NDSM sweatshirts are allowed.

Jewelry is limited to the following:

- No more than one earring with a post per ear (no hoops of any size are allowed for safety reasons);
- One small chain with or without a cross or medal;
- One ring on each hand;
- One bracelet and/or a watch per person
- No words or other symbols are allowed on any jewelry
- No piercings other than ears
- No tattoos
- No choker necklaces

Hair should be neat, clean, and kept out of the eyes. Only the student's own natural hair color is acceptable. Dyed, highlighted, bleached, streaked hair is not allowed. Extreme hair styles, nail polish, acrylic nails, any makeup, or sparkles are not allowed.

Winter Gear

When the weather is snowy or wet, students must wear some type of boots in addition to the regular school shoes. The students are also expected to dress with appropriate outerwear (a coat or jacket, snow pants, a scarf or hat, and gloves or mittens) in cold weather because students do go outside for recess.

During the After-School Enrichment Program

Students are permitted and may be encouraged to change for their specific after school program, but this should not occur at any point during the academic day. Students should not

come to school out of uniform because they have first period gym or leave school out of uniform because they have last period gym.

Emergencies and Special Occasions

If a student must be out of uniform because of an emergency, the parents/guardian must send a written explanation with the student or call the school office at the beginning of the school day to inform the principal or assistant principal of the emergency.

All K4 and K5 students must have a spare change of clothing in a labeled Ziploc bag.

On certain days the students may be allowed to come out-of-uniform. On such occasions parents/guardian will be given written notification in advance. On a student's birthday he/she may come out-of-uniform wearing other clothes appropriate for school. Leggings should be covered. Necklines of blouses must come up to the collarbone. Skirts must be no shorter than one inch above the knee. Hooded sweatshirts may not be worn. All clothes worn on out-of-uniform days must not interfere with school activities, create classroom or school disorder, or contain lettering or sayings that are inappropriate. Clothing must be clean and neat; no torn jeans, etc.

Responsible Use of Resources

In response to the Gospel call to be careful caretakers of the earth's resources, our school community strives to adopt practices that are "earth-friendly". Our efforts revolve around education, advocacy, and commitment to new practices and patterns of living as a result of the consciousness-raising that we do. Here are some practices many of you have been doing:

- Using a non-consumable nylon lunch bag or lunch box with the student's name clearly marked on it;
- Using plastic (e.g. Rubbermaid) containers whenever possible to reduce the volume of trash in the lunchroom each day;
- Using both sides of a paper before placing it in the recycling containers.

We urge care and respect for what we have throughout the school: textbooks, computers and other electronic equipment, tables, desks, chairs, library resources, playground equipment, etc. Please help NDSM by encouraging your child to take care of school property. It has all come as a result of gifts of time, talent, and resources given by many people who believe in NDSM and its mission. Therefore, if a student breaks, damages or loses school resources, materials or property s/he and/or his/her parents/guardian are held responsible for paying for the replacement or repair of the item(s).

Search and Seizure Student Lockers and Desks

Notre Dame School reserves the right to search anything brought onto school property. Lockers, desks, textbooks and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted. The principal/designee shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students. Illegal or contraband materials be found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

Police Questioning and Apprehension

Law enforcement officers or social service providers may not remove a student from a school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. However, the law enforcement officers or social service agents of the courts may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. A school administrator should not attempt to act as the student's legal representative in situations where a police officer wishes to interrogate a student; however, the school administrator may insist that any such interrogation be conducted in a manner and place which will cause a minimal amount of disruption to the educational setting of the school. A law enforcement officer has the right to question a student, even without a warrant.

Use of Physical Restraint

Any reasonable and appropriate means, including the use of physical restraint, may be used by school personnel.

- a. To quell a disturbance that threatens physical injury to any person.
- b. To obtain possession of a weapon or other dangerous object within a pupil's control.
- c. For the purpose of self-defense or the defense of others.
- d. For the protection of property.

Safety, Health, and Nutrition

Emergency Information

It is necessary that NDSM keep accurate and up-to-date Emergency Information records. If any of this information for your family should change, please notify the school office immediately so that records can be kept current.

No student will ever be sent home for illness or any other reason until school personnel has personally contacted the parents/guardian either at home or their place of employment in order to inform them and determine the procedure for dismissal for that day.

Accidents

In the case of minor cuts or scrapes, students will be sent to a school staff member for basic first aid treatment. Ice packs will be applied as needed. Other than basic first aid, no further treatment may be administered by school personnel, except for life-saving measures as necessary until paramedics or other healthcare professionals arrive at school. The Principal and teachers shall exercise their best judgment in determining whether additional treatment should be requested either by placing a 911 emergency call and/or by notifying the child's parents or guardian.

When an accident involving serious injury or any head injury to a student occurs on the school grounds or away from the premises on school business, an accident report will be completed by the employee who was present and filed in the office.

Generally, head wounds and injuries to the limbs prompt a call to the parents/guardian requesting the student return home for further observation or treatment. If the parents/guardian cannot be reached, the next name on the Emergency Information form will be called. Therefore, it is essential that emergency numbers and medical information be kept current and accurate.

Concussions

At the beginning of each school year, students and their parents will be presented with information about concussions and given an educational fact sheet regarding the signs and symptoms of concussion. All students and their parents will sign a statement in which the student accepts the responsibility for reporting their injuries and illnesses, including signs and symptoms of concussion, to the coaching/athletic staff, parents, or other health care personnel. This statement will also acknowledge having received the above-mentioned educational handout.

All student athletes and their parents shall be required to participate in the above education prior to their participation in any sport or physical activity, including the After School Program.

When a student/athlete shows any signs, symptoms or behaviors consistent with a concussion, the student/athlete shall be removed immediately from activities, practice or competition. The student/athlete's parent shall be immediately notified of the situation. The student/athlete may not participate in activities, practice or competition again until he/she is evaluated by a health care professional, is symptom free, and receives written clearance from a health care provider to return to activity. The incident, evaluation, continued management, and clearance of the athlete with a concussion shall be documented.

Medication

It is preferred that medication be administered at home whenever possible. However, in accordance with Archdiocesan policy 5140.2, medication will be administered to students according to the following guidelines:

- No employee or volunteer at Notre Dame School will prescribe medication or treatment for a student. Employees or volunteers will only provide basic first aid as needed.
- Designated school personnel may only administer medication with written permission for the student's parent/guardian and in compliance with instructions from the physician. All medications, unless authorized by the physician and parent/guardian, will be kept in the front office for dispensation. No over-the-counter medications, including pain medications, will be administered by any school personnel without written permission given from the parents.
- Prescription drugs will require a written statement from the physician, who will indicate the necessity of the medication being given by the student at the school. The parent/guardian must also request the school personnel to administer the medication in writing, releasing the school personnel from liability should a reaction result from the medication.
- The parent must provide the school with the original bottle of any medication for the student, along with clear instructions and dosage prescribed.
- Parents must notify the school with a signed doctor's note when a drug dosage or time of dispensation has changed.
- New permission for the dispensation of medications must be received each school year for each medication.

In order for the child to receive medication during school hours, contact the school office for the medication form to be filled out by the parents and the physician. Return this form to the school office.

Child Abuse

Under section 48.981 of Wisconsin State Law and Section 5140.1 of the Archdiocese of Milwaukee Policy Handbook, all school personnel are required to report all instances of neglect and abuse to the proper authorities. Such instances include: physical injury, emotional damage, or neglect of physical needs.

Vaccination Requirements

Measles (M), mumps (M), rubella (R), tetanus (DTP), diphtheria (DTaP), pertussis /whooping cough (DT/Td), and hepatitis B (Hep B) are still around making children sick. These diseases are highly contagious and can spread rapidly when children are in close contact. What is worse are their possible side effects: deafness, blindness, paralysis, mental retardation, and even death.

To protect children, the State of Wisconsin Department of Health & Family Services requires all students attending day care centers and students in kindergarten through Grade 12 to be immunized according to their age or grade level. Students are to present evidence to the school that they have received at least a first dose of each type of vaccine required for their grade level within thirty days of the beginning of the school year. Exemptions are available for medical, religious, or personal conviction reasons. Schools are required to enforce the law by ensuring that all children meet the immunization requirements.

The following are the minimum required immunizations for all NDSM.

Age/Grade	Number of doses
Grades K through 5	4DTP/DTaP/DT/Td ^{1,2} 4polio ⁴ 3HepB 2MMR ⁵ 2Var ⁶
Grades 6 through 12	4DTP/DTaP/DT/Td ² 1Tdap ³ 4polio ⁴ 3HepB 2MMR ⁵ 2Var ⁶

If NDSM does not have all necessary records, parents/guardian will be notified by the school and the Department of Health. If your child fails to meet the requirements, the District Attorney could impose a fine of \$25 per day for every day the requirements are not met. The school's only option is to exclude non-compliant children.

Head Lice

Head lice can be spread to the cleanest heads when students work and play together and travel in a vehicle side by side. Students prevent the spread of head lice by not sharing combs and brushes, hair accessories, and caps or scarves.

A student will be sent home from school if he/she is found to have head lice. If eggs are discovered, they must be removed from the hair by hand two times a day. This must be continued for two weeks. If parents do not do this, their children will be re-infected. If you find that your child has head lice, please notify the school immediately.

To get rid of the **student's head lice**, use RID or NIX (available in any pharmacy) or put Vaseline on the hair at night, wear a shower cap to bed, and shampoo in the morning.

Treatment is not repeated unless live bugs are seen again. To get rid of **head lice from your home**, place all stuffed animals, pillows, caps, etc., into the dryer for about 10 minutes running time or put these items into a plastic garbage bag, tie it shut, and leave it for at least 2 weeks; wash all bedding and clothing; and thoroughly vacuum the carpet.

Students may periodically be checked for head lice per student complaint or instance of lice in peers. If it is found that your child has live lice a phone call will be made home. We ask that parents pick up their child immediately and follow the aforementioned removal procedure.

Nutrition

Food plays an important role in the student's ability to learn. At NDSM we strive to foster healthy eating habits in our students. Students need to have breakfast each morning. Breakfast will be available at school daily from 7:15-7:40 a.m. A hot lunch will be served daily. All students will receive free breakfast and lunch as stipulated in our CEP lunch program. An application is still required by the state to fulfill the requirements of the CEP program. Milk is included with the hot lunch meal.

- Soda beverages and other caffeinated drinks are not allowed at school; fruit juice (100%) is allowed. If a child chooses to bring a bag lunch, no "fast" food is allowed.
- Students who bring their own lunch should bring it in a thermal lunch box/bag. Refrigeration is not available for bag lunches nor is a microwave available for heating lunches. Milk may be purchased for \$0.30
- No food may be eaten on the school premises outside of snack and lunch times without the permission of a teacher.
- Gum is never permitted on the school premises or on any school trip to or from school.
- All students will be part of the CEP program. Parents will be responsible for opting-out of the program through written notification.

Discipline Policy

Overview

NDSM strives to develop the talents and gifts of the students so they will live productive, peaceful lives in a global community. Because these students are in their formative years, staff and parents/guardian must work together to nurture in each student a lifelong habit of behaving in an acceptable manner.

To achieve this purpose within our school community, we cultivate a learning atmosphere in which Guiding Principles of Respect, "Regalo", and Responsibility guide the behavior of our students. We expect each student to:

- **Respect** him/herself and others;
- Develop and share the gifts ("**regalos**") God has given him/her
- Take **responsibility** for learning and good behavior within our school community.

Recognition for Positive Behavior

Students will receive recognition for positive behavior as follows:

- Verbal praise
- Small rewards from classroom teachers
- Recognition for character documented in Class Dojo/Paycheck
- Student of the month: picture of chosen students on bulletin board, certificate sent to parents, student's name mentioned in the Friday newsletter

Unacceptable Behaviors

The rules and regulations that govern acceptable behavior are discussed with the students and posted in their classrooms. When unacceptable behavior occurs, appropriate disciplinary measures are taken. In all cases the NDSM approach to discipline is to address the unacceptable

behavior while affirming the innate value of the offender who remains always in the school's eyes a loving child of God.

Unacceptable behaviors include excessive absences or tardiness, disturbing classes, not following directions, lying, cheating, kicking, spitting, talking back, using foul language in English or Spanish, making threats, bullying or harassment, making racial insults, making derogatory ethnic slurs, making sexual or gang-related comments, jokes, gestures, or contacts, not complying with the dress code and safety procedures, etc. They are usually punished by the student writing a plan of action, forfeiting a privilege, or being placed on probation, which means a trial period in which student is permitted to redeem failing grades or bad conduct. Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict the privileges and rights of school attendance. Such action may be of three kinds:

1. Probation
2. Suspension
3. Expulsion

Probation/Suspension/Expulsion

Probation

A student may be placed probation for a trial period by the school principal. Students will be put on a performance tracker. If student does not meet the goals of the tracker, the school reserves the right to expel the students.

Suspension/Expulsion Policies and Procedures

Behavior such as, but not limited to, truancy, leaving the school premises without permission, possessing or using drugs or alcohol on the school property, cheating, smoking, fighting with another student, bullying or harassment, and the physical or verbal abuse of another student, staff member or volunteer are matters for **suspension**. Prior to suspension, the student will be advised of the reason for the proposed suspension and type of suspension to be imposed. The parents/guardian of the student will be given prompt notice of the suspension and the reasons for the action. The principal reserves the right to **suspend** and/or **expel** a child for any of the above infractions depending upon the severity.

In-School Suspension will be assigned for varying lengths of time but shall not exceed five days. The conditions of an in-school suspension will be determined by the principal.

Out-of-School Suspension is considered a rarity and is the responsibility of the Principal. State law directs that a maximum of *five* days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. An out-of-school suspension may be given by the Principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others. An extremely serious single offense may also be cause for expulsion. Behavior such as vandalizing school property or another person's property, stealing, possessing, using or dealing drugs or alcohol, sexually threatening or abusing another person, deliberately inflicting bodily harm, bringing a dangerous a weapon to school, using dangerous weapon, or intentionally setting fire to school property is a matter for **expulsion**. Expulsion is considered a termination of enrollment, permanently or for an extended period of time. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. Expulsion shall be considered a rarity and used only as a very last measure. Expulsion can take place only after an expulsion hearing has been held. Parents/guardian shall be notified in writing at least five days before the hearing is to take place. The hearing committee composition should be such as to ensure objectivity, and procedures should be clearly identified in the school handbook. The hearing committee makes a recommendation to the president of NDSM. The recommendation will be to

- Expel
- Suggest other disciplinary actions in lieu of expulsion, or
- Exonerate the student of any wrongdoing.

Harassment and Bullying

Notre Dame Schools of Milwaukee is committed to making our school a safe and caring place for all students. We will treat others with respect and will refuse to tolerate harassment or bullying in any form. Harassment or bullying is an anti-social behavior, and it affects everyone. It is unacceptable and will not be tolerated.

Notre Dame School of Milwaukee defines harassment or bullying as an intimidating action that is unfair and one-sided. It occurs when someone hurts, frightens, threatens or leaves someone out on purpose.

There are five main types of harassment or bullying:

1. **Physical:** Harmful actions against a person's body. Some examples are hitting, pinching, spitting, tripping, pushing or touching inappropriately. It also may involve interfering with another person's property and stealing. Any type of intentional touching of another person's intimate body parts is also included.
2. **Verbal:** Speaking to a person or about a person in a way that is unkind and hurtful, teasing, "tisking", name-calling, insulting, threatening, spreading rumors or making racial or familial remarks, including jokes and slurs, etc.
3. **Nonverbal:** Behaviors that upset, exclude or embarrass another person, such as excluding someone from participation in a game or activity on purpose, make rude gestures such as staring down a person, writing unkind things about someone, rolling eyes, using any form of technology or social media to spread rumors or threaten someone, showing someone's private parts, etc.
4. **Intimidation:** Behavior or repeated acts which cause fear or physical or psychological discomfort. This includes, but is not limited to, physical acts, non-verbal threats, gestures or verbal threats, and any behavior that is seen as tormenting or threatening.
5. **Cyberbullying:** Sending of inappropriate, insulting messages or pictures by mobile phone or by use of the internet.

In accordance with Archdiocesan policy 5144, harassment or bullying "is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school. This includes public transportation regularly used by

students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.”

Bullying

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school. Educational environments include, but are not limited to, every activity under school supervision.

All school staff members and school officials who observe or become aware of bullying are required to report these acts to the school administration. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school administration. Reports of bullying may be made verbally or in writing and may be made confidentially.

All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration shall take disciplinary action, up to and including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate

Harassment- Reporting Procedure

Any student who feels he/she has been subjected to harassment should contact any adult on the school staff. The person who has been notified of the incident must immediately report this information to the principal or appropriate supervisor. According to Archdiocesan protocol, any case involving sexual misconduct also must be reported to the director of the Archdiocesan Response to Sexual Abuse (414-769-3436). An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s), such as detention
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

Consequences for Unacceptable Behavior

Teachers will take into account the seriousness and frequency of the behavior. Minor behavior and academic problems will be handled by the teacher involved. Consequences may include a warning, a conference with the teacher, loss of recess, time-out in the room or in another classroom, etc.

More serious behaviors will result in a loss of a point on Class Dojo (at the primary campus) and the Paycheck (at the middle campus) on the Academic/Behavior card and a notice sent home to the parents. The teacher will describe the unacceptable behavior on the sheet. The student will be responsible for taking the paper home to parents for their signature and returning it to the

teacher who gave it on the following day. Failure to return the signed paper will result in loss of recess until it is returned.

If a student loses 3 or more dollars/points in a week, the resulting consequence is a phone call home and a detention. If a student has three detentions in a trimester, the resulting consequence is probation. If the student continues to lose 3 dollars/points in a week while on probation, the student may be suspended. If the student is suspended more than twice, the student may be considered for expulsion from the school.

Students who receive a second detention in one trimester will be placed on probation. Probation means that the student may lose future privileges if a third detention is earned. The above consequences also apply, and the student may be referred for counseling.

Students who receive a third detention will be suspended from participating in school activities such as field trips, athletics, or special events. A conference with parents, student, teachers, and principal will be required and other consequences may apply.

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

New order

Action taken to suspend or expel students must be preceded by internal school procedures, and supported by documentation.

The final decision to expel a student rests with the principal.

Appeals Process

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

Appeals/Grievance Procedure for Families

When a disagreement arises concerning a student, the parents/guardian shall meet with the involved staff/faculty member to see if a mutually agreeable solution can be reached. If a situation is not resolved in a satisfactory manner, the parents/guardian may seek to have the matter addressed in a formal grievance procedure.

The parent/guardian begins the formal grievance process by providing a letter to the NDSM Principal no later than 10 workdays after meeting with the involved staff/faculty member. The letter must include the following:

- The date/time/place of the meeting with the involved staff/faculty member
- The name of the involved staff/faculty member
- Factual information and background regarding the disagreement
- Specific recommendations for resolution of the issue

After receipt of the letter, the Principal will notify the involved staff/faculty member that the formal grievance process has begun. The staff/faculty member will have 5 workdays to provide a written report to the Principal containing the same information as set forth above. Within 10 workdays of the date the Principal receives the staff/faculty member report, the Principal will meet together with the parents/guardian and the involved staff/faculty member to work toward a mutually agreeable solution. Should resolution occur, the process is concluded.

If the situation is not resolved in a satisfactory manner, the parents/guardian may, within 5 workdays of the completion of Step 1, provide the NDSM President with a copy of the letter submitted to the NDSM Principal. The President will immediately notify the Principal and the involved staff/faculty member asking each to provide a written report on the matter within 5 workdays. After review of the materials provided, the President shall attempt to resolve the situation in one or more of the following manners:

1. The President will convene a meeting of all of the parties in an attempt to reach a mutually agreeable solution.
2. The President will direct the Local Grievance Committee to review the materials provided and to submit a written recommendation.
3. The President will contact the Archdiocesan Office for Schools for assistance in solving the matter.
4. If the NDSM President is not able to resolve the matter in a satisfactory manner, the parents/guardian may submit, within 10 workdays, a written request to the NDSM President for a hearing by a Local Grievance Committee. The Local Grievance Committee will consist of 3-5 people selected by the NDSM President from a pool of candidates who possess qualifications that would allow them to discern and decide objectively. (The pool of candidates may include any of the following: members of the SSND Corporate Board, members of the NDSM Board of Directors, pastors, pastoral ministers, social workers or members of the local Latino Peace Officers.) The Local Grievance Committee will hear all sides of the dispute no later than 30 days after the NDSM President receives the written request from the parents/guardian. The committee will render a written decision to all parties within 15 workdays after the hearing.