



St. Dominic SCHOOL

Our Foundation. Their Future.

ST. DOMINIC SCHOOL MISSION STATEMENT

St. Dominic School inspires children to excel as confident leaders, critical thinkers, and responsible citizens in a Catholic, values-based community.

ST. DOMINIC SCHOOL PHILOSOPHY

We believe education fosters growth in all dimensions: spiritual, intellectual, social, physical and emotional. We believe in the importance of:

- Learning the values of the Gospel and encouraging students to use their gifts in service to the Church, community, and the world]
- Respecting the dignity and differences of each person
- Lifelong spiritual development and learning

ST. DOMINIC SCHOOL GOALS

1. To help students understand, appreciate, develop, live, and actively participate in the Catholic faith.
2. To assist students in developing the ability to make moral decisions and enable them to reduce violence in attitude and action.
3. To provide a quality educational program meeting the individual needs of students and enabling them to reach their full potential.
4. To enable students to develop an appreciation for and the acceptance of their own worth, as well as, the cultural diversity of our nation and world by promoting global education and fostering understanding of the interdependence of all people.
5. To foster attitudes of responsible stewardship of the interdependence of all people.
6. To maximize technology into learning.
7. To promote communication between school, home, parish, and the broader community.

ST. DOMINIC SCHOOL ACCREDITATION

St. Dominic School is accredited by the Minnesota Non public School Accrediting Association and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an ongoing process at our school. Programs are selected after careful study and consultation on the part of staff.

ST. DOMINIC SCHOOL HISTORY

Though the first parish church was dedicated in 1869 by Bishop Grace and given the name of St. Dominic, it was not until 1925 that a site was chosen for a parish school. Ground was broken for the new school in 1926 with the cornerstone being laid at a service held August 7, 1927. The School Sisters of Notre Dame from Mankato was put in charge, and the school opened with an enrollment of nearly one hundred students.



In addition to the grades, the curriculum provided for the first two years of high school. The two-year high school was maintained until 1942. The department of music offered an excellent course of instruction in vocal and instrumental training, specializing in violin and piano.

In 1928, at the request of the Bishop, a diocesan boarding school was opened to accommodate boys of the diocese. The following year, the boarding school was expanded to include local girls. Rooms were provided in the convent and school for this purpose until the boarding school was officially closed in 1947.

By 1959, the enrollment totaled nearly 300 students. The rooms were taxed beyond capacity. Consequently, an addition, built during the pastorate of Father Dillon, designed by architect William E. Brodersen, was joined to the original school building. This new facility contains four classrooms for primary grades, a large gymnasium, cafeteria, office, faculty room and other rooms. The gymnasium reflected the concern of the pastor for the physical development of the children, a concern which was rewarded later as the basketball teams of St. Dominic's established prep records. Bishop Leonard Cowley dedicated the addition on Sunday, May 24, 1959. To clarify the affiliation between St. Dominic Church and Rosary School, the school name was officially changed to St. Dominic School in the same year.

In 1978, an agreement was signed for shared time classes at the Northfield Middle School for St. Dominic students in grades 7 and 8. This program continues today with the Middle School providing math and science daily, while art, music, family life and industrial technology are provided on a quarterly basis.

A Kindergarten with morning and afternoon sessions was added to the program in 1991. A full day program began in 2004. The older students interact with the Kindergartners as "Big Buddies," and also escort them to and from Mass weekly.

An after school day care program, St. Watch, was implemented in 2006. The program is supervised and structured for healthy snacks, free time to play and quiet opportunities for homework. Both indoor and outdoor activities are planned.

In the fall of 2007, St. Dominic offered a Christian preschool to the community; providing both full day classes for 4-5 year olds and half day classes for 3-4 year olds.

Our staff consists of 8 full-time teachers, 1 administrator, 7 part-time teachers who teach reading, art, music, physical education and Spanish, 2 administrative assistants, 3 part-time educational assistants, 2 custodian, a food service staff, and a volunteer librarian.



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ST. DOMINIC SCHOOL OFFICE DIRECTORY

Web:	schoolofstdominic.org	Parish Center	507-645-8816
School	507-645-8136	Fax	507-650-0680
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ADVANCEMENT DIRECTOR

Kati Reak

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<u>ST. WATCH SUPERVISOR</u>	Erika Velasquez	stwatch@schoolofstdominic.org

ST. DOMINIC SCHOOL PROCEDURES

PARENTAL ROLES AND RESPONSIBILITIES

This handbook provides parents / guardians with programs, regulations and policies of the school. In assisting your child, please provide the following:

1. Become familiar with information contained in the handbooks and other newsletters from the school.
2. Inform the school of:
 - a. student illness or absence
 - b. parental status and custodial constraints
 - c. change in transportation routine
 - d. change in address, phone, email, emergency contact, child care, etc.
 - e. arrangements that might affect communication with the school.
3. Meet financial obligation of tuition, lunch accounts, or other accounts that apply.
4. Meet admissions regulations.
5. Comply with:
 - a. policies and regulations
 - b. goals and objectives of the Catholic schools as identified in this parent handbook.
6. Provide written permission for your child to leave school.

ARRIVAL

Arrival by bus:

1. Drop off point for students riding the bus is St. Olaf Avenue.



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Arrival by Car:

1. Morning supervision begins at 7:45. Students dropped at school prior to 7:45am will be signed in for morning care, St. Watch, and charged accordingly.
2. Parents **dropping off** their child should drive up the “drop lane” and stop on the **left side of the lane**. **Do not leave your vehicle**; do not drop your child on the grass area, wait until you can be one of the first 4 cars, let your child out, then drive off carefully in the order you arrived.
3. Parents escorting their child into the building: **please park on the right side of the driveway** and carefully cross the drop-off lane with your child.
4. **Handicap space**: please pull along side the building, so you do not need to reverse your vehicle to exit the lot, especially if there are children in the area.

****Safety for all children requires us to keep the school lot (playground) free of traffic. PLEASE DO NOT DRIVE ON THE PARKING LOT AREA IN THE MORNING, unless you are pulling into the handicap space.**

ATTENDANCE

It is St. Dominic School’s policy to adhere to all State of Minnesota regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school (also discussed in Section on School Procedures of this handbook).

Excessive absences often result in poor schoolwork. When an absence is necessary due to illnesses, these steps are to be followed:

1. Parent / guardian will call or email the school by 8:30 each morning of the student’s absence.
2. Parent / guardian will write or email an excuse giving name, date, and days of absence, which the student will present to the office upon return.
3. Student will make immediate plans to do all make-up work upon return to school.
4. All homework should be requested in the morning before classes begin, upon the day they return.
5. The teacher, student and parent /guardian will work together to schedule make-up homework upon return.

During the school year, our teachers are prepared and desire to instruct each and every student each and every school day. The only exception for missing school should be for reasons of illness or family emergencies. Removing children from school for vacations should be rare occurrences.

Whenever possible and appropriate, teachers will prepare homework in advance. When the child returns, he or she will work with the teacher to schedule completion of work (approximately two weeks). An extension may be requested.



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Tardiness

Students who arrive to school after 8:05 A.M. (with the exception of a late bus) will be considered tardy and will be expected to report to the school office for an admission slip to class. Excessive tardiness for any reason removes the student from the primary learning environment and has an impact on student achievement. Students continually absent or tardy without sufficient cause will warrant a call by the school office to the parent / guardian and the student must make up the time missed. Several unexcused tardies will result in working with the county truancy coordinator.

Students arriving late with an excuse such as a doctor appointment, must be escorted by their parent / guardian, who must sign in the child(ren) at the school office. The student will still be marked tardy.

Minnesota truancy law states that any elementary school child missing three full days without a valid excuse is considered “continually” truant. If a middle school or junior high student misses three or more class periods on three days without a valid excuse, he or she is considered “continually” truant.

A “habitual” truant means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven days if the child is in elementary school, or for one or more class periods on seven school days if the child is in middle school or junior high school. The names of truant children must be referred to the designated public school official.

Children arriving late must report to the school office. Excessive tardiness (more than three times per month) will result in the parent / guardian being called and the student must make up the time missed. Excessive unexcused tardiness is also considered truancy and will be dealt with in accordance with county truancy regulations.

ATHLETICS

The mission of athletics at St. Dominic School is to provide a program for its students to develop skills and an appreciation for athletic activities.

The Athletic Committee sponsors fundraisers to cover the cost of the program in addition to a fee that is collected from participants in each sport. Students in grades 4 – 8 may participate in girls volleyball, girls basketball and boys basketball. Students in grades 6 – 8 may participate in sports at the Middle School.

The Athletic Handbook contains detailed information about the athletic program. This is available in the school office.

BAND

Students at St. Dominic School (grades 5 – 8) may participate in the various performing music programs offered at the Northfield Schools such as Band and Orchestra, including lessons and rehearsals. These activities, however, must take place in facilities owned by the District. Therefore, rehearsals are held during



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the school day and lessons are held before or after school hours at one of the public school buildings. Transportation arrangements are the responsibility of the parents / guardians, with possible partial reimbursement from the District. Students must be responsible for making up any work from classes missed while attending rehearsals.

CARE OF BOOKS, EQUIPMENT AND PROPERTY

All books are to be carried back and forth between home and school in a backpack or school bag. If a student damages or loses a book or other school equipment, he / she will be expected to pay for the repairs or replace the article at the current cost. Damage to desks, rest rooms, or other places in the school require restitution when done through carelessness or malice.

COMMUNICATION WITH PARENTS / GUARDIANS

The school has established ways of communicating with the parents / guardians of its students in order to increase the understanding of the school's mission programs and goals in general. The following means of communication are used to share information with parents / guardians concerning the functions of the school and progress of their child(ren).

Parent Handbook

The Parent Handbook is available via our school's web site. A hard copy is available if requested.

Communication Newsletter

A designated family member, usually the youngest student, will take home a communication envelope each week, typically on Thursday. It will include a hardcopy of the newsletter (if requested), notes of upcoming events, activities, etc. The newsletter is mailed electronically to the email addresses you share in TADS. The newsletter may be mailed or emailed to friends/family, like grandparents, if you let the school know.

COMMUNICATION PROCEDURES

To help with the lines of communication between teachers and parents / guardians, the following actions should be taken:

1. If the parent / guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
2. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parent / guardian may be called.



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3. If you are still not satisfied with the results of the meeting with the principal, then make an appointment with the canonical administrator.
4. If still not satisfied, a written statement may be filed with the St. Dominic School Board, who will decide whether to pursue the concern.

CONFERENCES

Parent / teacher conferences are scheduled in the fall (first quarter) and in the spring (third quarter). Special conferences can be set up with a specific teacher as arranged by the teacher and parent.

CURRICULUM

The curriculum at St. Dominic School is based on Archdiocesan and State recommendations. Students have scheduled classes in: Religion, Social Studies, Spanish, Reading, Technology, Math, Music, Language Arts, Art, Science / Health, and Physical Education.

DAILY SCHEDULE

7:00-7:45 AM	Morning St. Watch
7:45	Students admitted into the school
8:00	Students admitted into the classrooms
8:05	Morning bell
8:10	Attendance and lunch count taken in homerooms
8:15	Classes begin
11:00 – 12:10	Lunch and recess
2:35	Dismissal (preschool dismisses at 2:30)
2:35-6:00 PM	Afternoon St. Watch

D.A.R.E. (Drug Abuse Resistance Education)

D.A.R.E. is a 10 week program to help the students in grade 6 recognize and resist the pressures that may influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs. D.A.R.E. also helps the students learn how violence hurts everyone. The parents / guardians are involved through the student's workbook. The county police department provides the program's instructions.

DISMISSAL PROCEDURES

1. Students board the bus on St. Olaf Avenue, lead by an adult supervisor.
2. Walkers and bikers leave from St. Olaf Avenue.



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3. Parents who pick up their child(ren), may park on the parking lot at this time of day. Please try to back into a parking spot, to minimize the need to drive in reverse when leaving the lot. You are welcome to come into school and wait on the north side of the hall for your child(ren).

ENVIRONMENTAL LEARNING CENTER (ELC)

This is a weeklong field trip for all of our 5th grade students. Participation in learning at an Environmental Learning Center is an integral part of the curriculum and it is an expectation that all 5th graders attend. All 5th graders are also expected to participate in planned fundraisers designed to defray ELC costs. Scholarships are available, based on need.

Eagle Bluff Environmental Learning Center in Lanesboro, MN, is the site where our student will be sharing outdoor experiences.

FIELD TRIPS

Field trips are part of the educational programming. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and parent / guardian will be notified of the scheduled field trips. The cost, if any, is divided equally among each student. There is no extra "cushion," therefore, if a child does not attend, due to illness for example, he or she is still expected to pay.

Insurance regulation of the Archdiocese requires the use of the parent / guardian authorization form EACH TIME the students participate in a field trip. Failure to return the completed form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION. Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parent / guardian will be notified. All private vehicles used to transport students must have documented current registration and proof of insurance. All paperwork must be completed and on file prior to transporting students. The volunteer driver must comply with volunteer requirements. All students are expected to travel to and from the field trip with their class.

GRADING SCHEDULE

A	94-100	C-	70-73
A-	90-93		
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	59 or lower
C	74-76		



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B – Beginning skills in that area

D – Developing skills in that area

S – Secure skills in that area

PARENT / STUDENT / TEACHER / ADMINISTRATOR GRIEVANCE POLICY

If a grievance between parents or a student and a teacher or school administrator should arise, the following grievance procedure shall apply:

1. The parent or student (grievant) will meet with the teacher or school administrator (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor or parish administrator (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The Grievance Committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral or both.
6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend parish policies.
7. The pastor or his designee will then decide the grievance.
8. The grievance procedure should be completed within 30 days.
9. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

We offer the following guidelines to assist families in their communication with the administration and staff:

Concern Dealing With:	Communicate First:	Involve Next:
Student's Performance	Student/Teacher	Principal
Teacher	Involved Teacher	Principal
Discipline	Staff member who disciplined child	Principal
Assignments/Projects	Teacher	Principal
School Commission Issues	Principal	Pastor
School Rules/Procedures	Principal	Pastor

HOMEWORK (Archdiocesan Guideline #6540)

Homework refers to tasks that the student is assigned to do on his or her own time after school hours. In order for homework to be effective each participant –teacher, student, parent / guardian – must understand



and be committed to carrying out his or her responsibility. If any of the three do not fulfill their responsibilities, the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

Homework Responsibilities of Teachers:

1. Communicate to students and parent / guardian homework goals and expectations.
2. Set clear and concise expectations concerning assigning, returning, and evaluating homework.
3. Coordinate homework assignments with other teachers with whom students work, and who may assign homework, too.
4. Assign appropriate homework according to students' needs.

Homework Responsibilities of Students:

1. Know and understand the purpose of the homework assignment.
2. Responsible for copying assignments into assignment notebook, understanding directions, and knowing what is required for completion of the assignment.
3. Responsible for completing and returning assignments.
4. Understand when some assignments are to be completed independently, and other assignments are a team effort.
5. Complete assignments neatly.
6. Do quality work.

Homework Responsibilities of Parents / Guardians:

1. Maintain a positive attitude towards learning and the value of homework.
2. Be aware of the homework policy and individual teacher requirements.
3. Help your child find a study area that is quiet and relatively free of distractions.
4. Be patient with your child and praise him or her for any effort made.
5. If the child has trouble understanding directions, help him or her with explanations.
6. DO NOT DO THE HOMEWORK FOR THE CHILD.
7. Look over the assignment to affirm completion and quality.
8. Support the teacher and child.
9. Get both sides of the story before making a judgment.

INVITATIONS AND BIRTHDAYS

Invitations to a party may be sent through the school only when the entire group (all the boys or all the girls in the homeroom) are invited. It becomes quite hurtful to children when a select sub group (certain girls or certain boys) is singled out with invitations.

Students may bring a birthday treat to share with their homeroom. The homeroom may celebrate in the traditional manner by sharing the treat and singing to the student. If gifts, such as flowers, balloons, or packages are delivered to school on a birthday or any other occasion, the student will be informed of the delivery and the gift kept in the office until the end of the day. The student will be asked to pick it up on his /



her way out of the building. Likewise, if a student brings in a gift of any kind for another student, the recipient will be asked to pick it up from the school's office on his / her way out of the building.

LOST AND FOUND

Lost items will be kept in an identified place. Encourage students to check for lost items in the Lost and Found area when something is missing. Items not claimed are discarded or donated 1-2 times per school year.

LUNCH PROGRAM AND MILK

All students eat lunch in the cafeteria at school. St. Dominic School participates in the Federal School Lunch Program. Information concerning eligibility for free and reduced meals is available at the school office. If a family's financial status changes during the year, the school office may be contacted and another application form will be sent.

Cost per meal is \$3.00 for all grades and includes one carton of milk. Students who prefer to bring a cold lunch may purchase milk at 25¢.

A monthly meal menu link is located in the school's website, on the home page and under Kitchen Connections.

Applications for Child Nutrition Services (Free and Reduced Meals) are also on this page. Applications will be reviews on a timely basis, however it may take 7-10 days for an application to be reviews and a response sent to the parents/guardian. Benefits from the previous year will be carried over until mid-October. Applications may be completed at any time throughout the year, however, any family that has not reapplied by October 15, will be changed to full-priced meals.

An account is set up for each family via Educate and each student's meal and /or milk is automatically deducted from the family account. Send lunch money to the school office in an envelope marked HOT LUNCH with the following information: family name and amount enclosed. You may monitor your family's cafeteria activity in Educate. When and if your family lunch account falls to \$10 or less, a statement will be sent home via the Communication Envelope. It is the responsibility of the parent / guardian to maintain a sufficient balance in the account to allow their child(ren) to benefit from our hot lunch program. PLEASE DO NOT INCLUDE ANY OTHER MONEY IN YOUR HOT LUNCH CHECK. THE HOT LUNCH ACCOUNT IS COMPLETELY SEPARATE FROM ANY SCHOOL ACCOUNT.

MASS

Every Wednesday morning, with a few exceptions, the students walk to and from church for mass. Each grade takes a turn to coordinate the Mass readings and songs. The weekly newsletter posts which class is leading the mass which week. Mass begins at 8:20, unless otherwise noted.



Students are expected to dress nicely for mass. They walk to and from church regardless of weather conditions. Please be sure your child(ren) are dressed appropriate for rain or cold. On rare occasions if you drop your child at mass instead of at school, please inform the school before 8:15 a.m. or your child will be considered tardy.

Typically, on a Holy Day of Obligation, the students attend Mass on the Holy Day in lieu of the Wednesday Mass regularly scheduled. This, too, will be announced in the weekly newsletter and is on the school's calendar.

MONEY SENT TO SCHOOL WITH STUDENTS

For your benefit and for accuracy in our bookkeeping, we ask that any money brought to school be in an envelope marked with the student's name, amount enclosed, and its purpose. One envelope, completely marked is sufficient for the entire family. PLEASE make SEPARATE CHECKS for various activities; hot lunch, athletics, school fees are all kept in separate accounts. Using the "memo" line on the check blank is helpful.

PATROL

Students in grade 6 provide patrol service to the school. Their primary role is to be crossing guard at the corner of Linden Street and St. Olaf Avenue when students walk to and from church for mass and any other school activities.

PROMOTION / RETENTION

Promotion / retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents / guardian will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parent / guardian rejects it, parent / guardian must sign a written acknowledgement of the school's recommendation. That acknowledgement shall serve to release the school from any responsibility for failure to follow the school's recommendation.

REGISTRATION

1. Registration for present school families will begin each November.
2. Registration for all parish families will begin the night of Open House and continue for 2 weeks after that date.
3. After two weeks, registration will be on a "first come, first served" basis, regardless of parish status. Class size will be limited to twenty seven (27) with the exception noted in guideline #5.
4. A \$100.00 non-refundable registration fee will be due at the time of registration with a cap of \$250 per family.



5. Consideration could be made to allow a twenty eighth (28) student if the event that a family having two or more children with to register and one child would be entering a full class of twenty seven (27). This is at the discretion of the principal and pastor, along with the approval of the School Board.

RELIGIOUS EDUCATION

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition, are integral parts of our total education. It is St. Dominic School policy that all students, including non-Catholics, attend religious instruction and liturgies.

Classes at St. Dominic School take turns preparing the liturgy for the weekly school Mass. Masses are held at the church, with few exceptions, Wednesdays at 8:20 A.M. Information regarding changes and which class will lead which mass will be posted in the weekly newsletters and on our website. Parents / guardians are invited to attend school Masses. On the Holy Day of Obligation, the students attend Mass on the Holy Day in lieu of the one regularly scheduled.

RECESS / PLAYGROUND

The purpose of the recess period is to provide the students with an opportunity to get exercise, to learn group cooperation, to interact with children in other grades, and oftentimes to develop skill in various games and sports. During cold weather, the children are expected to dress warmly: wearing snow pants, boots, hats, mittens are a requirement for snow activities. Students will go outside during cold weather unless the temperature and / or wind chill is below zero. When temperatures are borderline, the decision to go out is left to the discretion of the principal.

REPORT CARDS

Report cards are issued at the end of each quarter for students in grades K - 8. Progress is reported at mid-quarter to parents / guardians whose child(ren) is / are performing on a less than satisfactory level.

SACRAMENTAL PROGRAMS

In collaboration with the parish religious education program, children in grade 2 are prepared to receive the Sacraments of Reconciliation and Eucharist. In addition to classroom instruction, family meetings and activity days for parents / guardians and children are organized by the parish religious education program.

SCHOOL CLOSING (EMERGENCY OR INCLEMENT WEATHER)

In case of emergency or severe weather please listen to WCCO, KYMN, WCAL for school closings. When possible, we will post this announcement on our school website. No announcement means that school is in



session. St. Dominic School will be closed if the public school district is closed because of severe weather conditions.

In the event of an early release, St. Watch will be open for up to 2 hours after school dismisses.

SCHOOL PICTURES AND RETAKES

Individual pictures are taken each year in September with retakes in October. Notification of this will be given well in advance (newsletter, posters, school calendar) of the photography session. For Preschoolers, the first photo session will be on a M, W or F. Retakes will be scheduled on a T or Th (or vice versa). This will allow all portrait sessions to be accessible during the regular school day.

SCHOOL RECORDS (Archdiocesan Policy #5410)

The school shall collect and maintain the records of students while they attend the school. To transfer records, parent / guardian is asked to inform the school office as soon as possible when transferring a child to another school. Parent / guardian may ask to review the contents of records or data on their child(ren).

“Records or data” is defined by any or all of the following:

1. Identifying data
2. Academic work completed
3. Level of achievement (grades, standardized achievement test scores)
4. Attendance data
5. Scores on standardized testing
6. Health data (separate records kept in the nurse’s office)
7. Family background information
8. Teacher or counselor ratings and observations
9. Verified reports of serious or recurrent behavior patterns.

No one except appropriate school personnel, parents, guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent, guardian, or from the adult student or former student.

SCHOOL SUPPLIES

Parents/ guardians will provide school supplies for their child(ren). A list of supplies is posted on our website.

SEPARATED FAMILIES / PARENTAL RIGHT

In the case of separated / divorced parents, the school will request in writing:

1. The name of the person who has custody and / or guardianship of the child.
2. Who has the right to the records and communications regarding the child.



3. To whom the child would or would not be allowed to be released during the school day.
This information will be kept on file and confidential.

SHARED-TIME PROGRAM

The Northfield School District provides a shared-time program for 7th and 8th grade students at St. Dominic School. Transportation is provided by the District for these services and the students MUST ride the bus to and from the Middle School. Walking is not permitted.

SPECIAL EDUCATION

The special needs of students in the non-public school are addressed through the public school district in three ways:

1. Classroom teachers see the needs of their students and consult with the Special Education teacher assigned to their building. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health, or motor skills.
2. If the interventions are not successful, the student may be referred for assessment either by the school or the parent / guardian. If the assessment is initiated by the school, written parental / guardian permission will be required. Once the assessment is complete, a meeting is set up to report on the results and possibly develop an Individual Educational Plan (IEP).
3. The IEP may be written with the goal to help improve the areas of need. The services may be direct or indirect. Indirect service is done at the non-public school. Direct service is often done off-site and transportation is provided by the public school.

SPECIALISTS

Art Education:

St. Dominic School provides art classes for all students, preschool through 8th grade. It is our goal to interrelate art lessons with major themes being presented throughout the year in their regular classrooms creating connections between subject matter and reinforcing concepts through art.

Technology Education/ C-STEM

St. Dominic School's technology curriculum is carried out in the classroom and in our STEM lab. We have combination of laptops and iPads for students to use. Our technology devices are filtered, in compliance with CIPA (Children's Internet Protection Act) and safe for all of our students and staff while on the internet. There



are iPads in every classroom to enhance daily instruction. Students are only allowed to access the Internet after parent permission is granted. (Appendix IV)

Counseling Services:

We contract with Dr. Steve Kahn's group, The Phoenix Group, and have a counselor onsite every Friday, to work with individual students, groups of students, with parents and with staff. Please contact the school's office for contact information, if you would like to make an appointment with the counselor.

Music Education:

We believe singing and listening to various kinds of music widens culture by providing insight into the thoughts and feelings of other people.

Physical Education:

The physical education program is an instructional program that helps students achieve optimum growth and development through psychomotor and cognitive learning. Skill development, social development, building of positive self-esteem, personal value development, physical fitness, and participating in recreational activities are all a part of the overall program. Grading of physical education is based on sportsmanship, behavior, participation and skills tests.

Every student needs a pair of tennis shoes designated for class as inside tennis shoes, which must be worn on the gym floor at all times. Please mark the shoes in some way with your child's name or initials. A change of T-shirt or shorts is required for students in grades 6, 7 and 8.

A child must have a written excuse from the doctor or parent if he or she is not able to participate in physical education classes. The excuse should be shown to the physical education teacher. The child will attend class as an observer or scorekeeper if unable to take an active part.

TELEPHONE USAGE

Telephone use during school hours will be limited. Typically, students will not be allowed to call for forgotten items or make after school arrangements. As a rule, neither teachers nor pupils are called to the phone during the hours of class. Messages may be left with the school administrative assistant if it is necessary to contact either a student or teacher. Children will be allowed to use the phone in case of an emergency.

Students are not to make or receive personal calls or texts on their cell phones during the school day.



TESTING

Students in grades 3 and 5 participate in the MN Comprehensive Assessments (MAC). Grade 7 and 8 complete standardized tests scheduled through Northfield Middle School. Students in grades 1 – 8 participate in MAP tests. Grade 8 participates in the SAT 10.

TRANSFER STUDENTS

In general, students will be accepted at the school after the beginning of the school year on a case-by-case basis. Admission to the school is contingent upon having met all financial obligations at a previous private school. Prior to admission, the school and the parent / guardian of the student should agree to the tuition and other expense obligations, and other expectations concerning completion of that school year.

All students transferring to St. Dominic School for disciplinary reasons during the school year will be on a probationary period of two weeks. After two weeks, the student's academic and behavior standing will be reviewed and a determination made as to whether the probationary period will be extended to one month. After one month, another determination will be made as to whether the student is able to abide by the rules of the school and whether his or her academic needs can be met by the school.

TRANSPORTATION

Role of the Public School District:

The local public school district handles bus arrangements. Bus transportation is a privilege. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parent / guardians and students need to support the rules and guidelines regarding the safe transportation of students from home and school. Parents / guardians whose children do not follow the bus rules will be notified as to the appropriate behavior expected of the child. Teachers are not responsible for student behavior on the bus.

Instruction and Training for Bus Safety:

Instruction and review in bus and pedestrian safety is required each year. The Benjamin Bus Company provides instruction and review materials that are appropriate to grade levels.

Misconduct:

Denial to ride the bus may be given for misconduct on the bus. Parent / guardian is notified when such action is necessary.

VALUABLES

School insurance does not cover loss of personal possessions; therefore, we recommend students refrain from bringing cameras, cell phones, electronic games, etc., to school.



VISITORS

All parents, guardian, and visitors must sign in at the office before going to a classroom. An identification badge will be given to the visitor to wear. Parents, guardians and visitors are welcome for open houses and special programs without the need to sign in. Those who wish to observe in a classroom are asked to make an appointment with the appropriate teacher and sign in at the school office before going into the classroom. Persons not reporting to the school office will be considered trespassing and will be asked to leave or reported to the local authorities.

VOLUNTEERS

Volunteers are an intricate part of our school. One of the better-known benefits of volunteering is the impact on the community. Unpaid volunteers are often the glue that holds a community together. Volunteering allows you to connect to your community and make it a better place. We ask that you find something that interests you and volunteer 10 hours a year. Make a difference. Those who have not fulfilled their 10-hour volunteer minimum by August 31, will be invoiced \$20 per hour for those unmet hours.

Volunteers can log their hours online at <http://goo.gl/forms/pjvHKgpLGp>.

Volunteers who may be unsupervised with students and/or are regularly scheduled, must have a background check on file and have attended a VIRTUS training session before being allowed to volunteer with children.

WAITING LIST

Waiting lists are established when grades are filled. Parent / guardians will be informed if a vacancy occurs.

Website

At schoolofstdominic.org you may find information about our school, our mission, committees, teacher pages, kitchen and nursing connections. The newsletters and fundraising ideas are also located within our web site.

FINANCE / FUNDRAISING:

Fundraising is an important and integral part of our school and our community. Of course it provides much needed financial support for our school, but throughout special events, it also increases camaraderie within our school community and increases our presence in the greater Northfield community. Fundraising draws people together for a common cause, creating a feeling of purpose and atmosphere for success. Annual fundraisers include the Marathon for Nonpublic Education (\$150-175), the Catholic United Financial Raffle, (\$250) and Saint Night Out (\$100). Your participation is expected and greatly appreciated.



BUDGET PROCESS (Archdiocesan Policy #4210)

The school's budget planning is a process that coincides with the parish's budgetary process. The budget preparation process shall include direction from the school principal, along with the pastor / canonical administrator and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long-range plan.

When reviewing the budget, it is important to keep in mind that school tuition revenue does not cover the whole cost of educating a child at St. Dominic School, we have a number of major funding sources that include:

Tuition: Tuition makes up the largest portion of our school budget and is paid for by the parents. Tuition is determined based on the cost of education minus other funding sources available to supplement this cost. The current cost of education at St. Dominic is approximately \$6,300 per pupil. The approximate dollar amount being spent per pupil in the Northfield Public Schools is \$7-12,000.

Assistance from the Church of St. Dominic: The Parish generously pays 100% of the building utilities, maintenance, financial services, and security. The church supports the school annually through a parish investment. This current year and next year, the parish is planning to invest \$226,000 in the school.

Fundraising: Fundraising is a part of our operating budget and is one method we use to help fill the gap between the cost of education and tuition. This current year fundraisers included: Marathon for Non-Public Education, Catholic United Financial Raffle, and Saints Night Out (including the Cool Cash Raffle). Parents also have the opportunity to raise funds for their own tuition balances through the Spring Plant Sale. It is expected that all parents will participate in fundraising, with the exception of the optional Spring Plant Sale.

Grants: St. Dominic School has been very fortunate in receiving several grants over the past few years. These grants have included tuition assistance, programming, and recruitment/retention. Grants are typically awarded with parameters agreed upon prior to disbursement. However, within some of these grants, we have some flexibility to make decisions as needs arise. **Donations:** Occasionally the school receives donations from alumni, parishioners or individuals who are interested in supporting the school. This includes donations identified in bequests.

St. Dominic School Endowment Fund: St. Dominic School has a healthy endowment fund that contributes to the operating budget annually by using a formula to determine the contribution. At times, the Endowment Committee approves additional funding to support new initiatives.

FEES



In addition to tuition, some programs / activities require an additional participation fee. The programs may include but are not limited to athletics, band, clubs and field trips.

PARISH INVESTMENT

Since the entire parish benefits from Catholic education programs, the entire parish shares in the financial responsibility for the education of children. Parish investment is that amount contributed by the parish annually to the school. The percentage of parish investment is determined at the local level.

TUITION

The School Board determines tuition rates annually. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and minimal state funds provide the remainder of the costs. Ordinarily, tuition rates for the new school year are available at the time of registration. A policy for tuition collection is emailed to parents in the beginning of the school year and a signed copy is kept on file via TADS.

Possible reductions in tuition:

Multi-child Discount: Families with more than one child enrolled full-time in preschool-6th grade, qualify for a \$580 discount. This includes full-time preschool; families with one child enrolled full-time in preschool-6th AND a child in 7th or 8th grade qualify for a \$250 discount; families with preschoolers in the all-day program, but enrolled less than five days per week, with additional children in K-6th grade, will qualify for a \$250 discount.

Parishioner Grant: Families with a child in K-8th grade, who are parishioners at St. Dominic Church, qualify for a \$500 discount - this is in addition to the multi-child discount.

Need based assistance:

Tuition Assistance: must apply through TADS by May 1.

Free and Reduced Lunch: must complete application before qualifying. These applications are available at any time. All application information is confidential. For more information, please contact Vicki Marvin at 507-645-8136 or vickimarvin@schoolofstdominic.org.

SCRIP: Purchase cards like Kwik Trip, Cub, and Target and have 50% of the profit applied toward your tuition account.

SPRING PLANT SALE: Meet yearly fundraising requirements; participate in the Spring Plant Sale and have the profit applied to your tuition account.



HEALTH AND SAFETY *(A full crisis plan is available for review in the school office.)*

ACCIDENTS

When an accident occurs, students are to report the accident to the teacher present. In extreme emergency situations, the school will call 911. In less serious accidents, the teacher will take the student to the office for First Aid. The parent / guardian of the injured student will be notified if the child needs to be picked up by parent / guardian for further medical attention, if the child hit his or her head, or if the child has received Tylenol.

DENTAL CARDS

After dental work is completed, a signed dental card should be turned into the school nurse. A dental card for each child is sent home each school year. Cards can also be obtained from the dentist.

EMERGENCY INFORMATION

An emergency card on each student is sent home at the beginning of each year to be completed and signed by the parent / guardian. If changes occur, it is imperative that the school office be notified immediately of a change of address, home or office phone number, email address or emergency information during the school year. Current information is important for efficient communication.

FOOD ALLERGIES

Parents/guardians are responsible for notifying the principal and school office of any food allergies their child may have. Notification should be in writing and done annually. There is a designated table in the cafeteria for those students with peanut allergies.

HEALTH RECORDS

Health records are required for each student. It is recommended that the student have a physical before entering Kindergarten or First Grade, and again in Fourth and Seventh Grades. The State of Minnesota requires immunizations to be up-to-date.

HEALTH SCREENING



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The school nurse for grades 1, 3, 5, and 7 conducts vision and hearing examinations. The school nurse for girls in grades 5 conducts scoliosis examinations annually. The nurse conducts scoliosis examinations annually for boys and girls in grade 7. If any results warrant follow up, the nurse will contact the student's parent / guardian.

ILLNESS / INJURY DURING THE SCHOOL DAY

The principal, the school nurse, or administrative assistant approves the dismissal of a student who becomes ill or hurt during the school day. Parent/guardian is notified when a serious illness or injury is assessed. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student from the school office.

If a parent/guardian cannot be reached, the person listed as Emergency Contact will be called.

If a student is discovered to have a parasite such as head lice or scabies, while at school, the parent /guardian will be notified to pick up the student as soon as possible. The student may return when treatment has been started. If the parasite is discovered while the student is at home, the parent is asked to notify the school so the rest of the class can be checked. The names are kept confidential.

IMMUNIZATIONS (Archdiocesan Policy #5810)

St. Dominic School follows the requirements of the Minnesota School Immunization Law (MN Statutes Section 123.70).

No child shall be allowed to enter St. Dominic School until that child has submitted a statement from a physician or public health clinic, or a record maintained by parent / guardian that the child has received complete immunizations or is in the process of completing them. This policy became effective August 1, 1980.

Note: All immunization information is on the child's health record that we receive from the public school. If there is a question about your child's immunizations, the nurse will call you.

MEDICATION DURING A SCHOOL DAY (MN Statute 126.202)

St. Dominic School follows the policies of the Northfield School District and MN Statutes.

Students may not carry medications with the exception of asthma inhalers and Epipens and then only if parent/guardian has documented the use of these medications and the student's ability to self-administer.

The parent/guardian must present a signed authorization-giving dose and reason for use for any medication, prescription and over the counter. Forms are available in the school office. The medication must be in its



original labeled container. The nurse, administrative assistant, principal or teacher will administer all medications.

REPORTING OF CHILD ABUSE / NEGLECT (Archdiocesan Guideline #5640 Appendix B)

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and / or abuse that may be summarized as follows:

Staff members are required to report a suspected case of child abuse / neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently, or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

NEGLECT is defined as a failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance; **ABUSE** can be physical or sexual abuse or emotional maltreatment.

SAFETY DRILLS

Each room has a written procedure for the efficient and safe exit of all persons present in the school in case of a fire. If conditions warrant an evacuation site the church will be used. Regular fire drills are held throughout the year.

Procedures for Stay-put drills, Duck & Cover drills and tornado drills are also reviewed with staff and students. They are held throughout the year.

SCHOOL ORGANIZATIONS

DEVELOPMENT COMMITTEE

The Development Committee oversees the Annual Fund and all fundraisers for St. Dominic School.

ENROLLMENT COMMITTEE

The Enrollment Committee oversees retention and recruitment of students at St. Dominic School.

FACILITIES COMMITTEE

The Facilities Committee oversees building projects and enhancements at St. Dominic School.



FINANCE COMMITTEE

The Finance Committee reviews, oversees and sets the school budget at St. Dominic School.

ATHLETIC COMMITTEE

The Athletic Committee is organized to develop and implement an athletic program for St. Dominic School.

PARENT / SCHOOL ASSOCIATION (PSA)

All parents / guardians are members of the St. Dominic Parent School Association. The organization is responsible for organizing annual functions, new events and in promoting parental involvement in volunteer work for the school.

AUCTION COMMITTEE

This committee is responsible for our school's largest fundraiser, the Live and Silent Auction, held annually. It is responsible for planning, organizing and implementing the event. The Auction Committee reports to our Development Committee.

SCHOOL PERSONNEL

The following is a brief job description of our various school personnel. These positions include: school principal, secretary / receptionist, nurse, teachers, substitute teachers, aides / tutors, playground supervisor, athletic director, maintenance and kitchen staff.

PRINCIPAL (Archdiocesan Guideline #2301.2)

St. Dominic employs a full-time principal. The principal's major responsibilities include: faith leader, instructional leader, supervisor of personnel, director of school programs, development of policy, management of the daily operation of the school, chief financial officer of the school and Executive Officer of the Education Committee. The principal is employed by the parish and is supervised and directly accountable to the pastor.

ADVANCEMENT DIRECTOR



St. Dominic employs a full-time advancement director. The advancement director's responsibilities include: development, recruitment and current student retention, marketing and public relations. The advancement director is employed by the parish and is supervised and directly accountable to the principal.

SCHOOL ADMINISTRATIVE ASSISTANT

St. Dominic School Administrative Assistant's primary responsibility is to handle the day-to-day operations of the school office as they pertain to parent, guardian, student, and teacher needs in keeping with our mission and Catholic values. The School Administrative Assistant will assist the principal in the administration of the school through various tasks, which include office and project management. The Administrative Assistant is employed by the parish and is supervised and directly accountable to the principal.

FACULTY / TEACHERS

The faculty of St. Dominic School is made up of full and part-time teachers. All teachers are employed by the parish and are supervised by and directly accountable to the principal.

EDUCATIONAL ASSISTANT

When the classroom size requires additional staffing, St. Dominic will employ a part-time Educational Assistant to assist in designated classrooms / grade levels. The Educational Assistant works with individuals, small and large groups. This Assistant is employed by the parish and supervised by the classroom teacher and principal.

SUBSTITUTE TEACHERS

When a teacher is out of school due to illness or personal business, a qualified substitute teacher will be hired. In the case of family leave or extended illness, it may be necessary to hire a long-term substitute. Every effort will be made to hire a teacher familiar with our school's philosophy, programs, and students. The substitute will work closely with the classroom teacher and principal to ensure a smooth and consistent transition. Substitutes are supervised by and directly accountable to the principal.

SCHOOL NURSE

St. Dominic School receives health services through the school district. The School Nurse maintains school health and immunization records, conducts periodic health screenings, handles all emergency medical



situations, and oversees the general good health of the student body. The Nurse is employed, supervised and directly accountable to the school district.

ATHLETIC DIRECTOR

The Athletic Director oversees all athletic and intramural programs in the school. The Athletic Director's major responsibilities include: hiring and supervising coaching personnel; overseeing the athletic budget; scheduling all practices and games; recording all insurance and necessary medical information; equipment purchase and inventory; and development and administration of athletic policies. The Athletic Director is supervised and directly accountable to the principal and the Athletic Committee.

MAINTENANCE STAFF

The Maintenance Staff is employed by the parish and supervised by the principal and pastor. The School Principal coordinates all building maintenance needs with the Maintenance Staff.

SCHOOL POLICIES

GENERAL ADMISSION (Archdiocesan Policy #5510)

Admissions

Preschool students must be 33 months by the date of enrollment.

Prekindergarten students must be one year away from Kindergarten.

Kindergartners must be 5 years of age by September 1st of the calendar year in which they intend to enroll.

First graders must be 6 by September 1st of the calendar year in which they intend to enroll, or have attended Kindergarten.

Non – Discrimination Policy:

It is the policy of St. Dominic School to comply with the state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability.

Rationale for Guidelines

The Archdiocese of St. Paul and Minneapolis recognizes that Acquired Immune Deficiency Syndrome (AIDS) is a major health problem. It is a life-threatening disease that can be transmitted to others. Since fear and / or misinformation about AIDS can lead to inappropriate and unnecessary restrictions on some students and / or staff, the Catholic teaching about the dignity of a person and social justice compels us to respond to this issue in light of the Gospel of Jesus by keeping persons infected with AIDS virus as members of a supportive and



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accepting school community. A student or staff member should remain in the school as long as their presence poses no real threat to their health or that of others. Such persons may be removed from the school community only upon the recommendation of school officials and appropriate health authorities.

Guidelines:

Curriculum

Since AIDS is such a significant health issue, it is important to recognize that knowledge of the modes of transmission and of prevention practices reduces the risk of infection. The Archdiocesan Schools have curriculum that provide students with clear information on the etiology, transmission and prevention of the disease appropriate to the age of the students involved.

Any curriculum should reflect Catholic Church teaching that abstinence for young people is the only morally correct and medically sure way to prevent AIDS. The Church teaching considers the use of Prophylactics immoral. Responsible health organizations too, have taught that abstinence and monogamy are the best means of preventing the spread of the AIDS virus. Promoting the use of condoms as a sure protection against AIDS is inaccurate and unfair to young people.

Student Retention

Most young people carrying the AIDS virus can and should attend school in unrestricted settings as long as they are not at risk of acquiring other illnesses or infections. At times, children with AIDS may become seriously ill after being exposed to other infectious diseases and should be removed from school with the consent of their parent / guardian and personal physician. Children thought to be at risk to themselves or others in the school setting should be evaluated on a case by case basis by an advisory committee appointed by the school with representatives from the Office of the State Health Commissioner. If the student is not permitted to attend classes or participate in school activities with other students, the child's / teachers, principal, and parent / guardian in cooperation with medical personnel shall ensure that the student receives an appropriate alternative education.

Employee Retention

All employees who are infected with AIDS will continue their employment and regular assignments unless their health status deteriorates sufficiently to interfere with performance at work. This is taken from Minnesota Department of Education, December 1985.



In-service

In-service will be provided to all personnel, drawing on resources from public and private health providers. Information will include Archdiocesan policies, etiology, transmission and prevention of the disease together with community resources for referral and information. Periodic updates will be provided through in-service or memoranda.

Confidentiality

The school must protect the privacy of students/staff and treat their records as confidential. Knowledge that a student / staff is infected with AIDS virus will be confined to those persons with a direct need to know: principal, school nurse, and teachers in direct contact with the student. Mandatory screening of students or staff members as a condition for school entry or employment is not warranted.

STATE AND FEDERAL PROGRAMS

There are several state and federal programs that nonpublic students may participate on an equal basis with public school children. These programs are administered through the local public school district. St. Dominic receives state and federal entitlements allocated on a per pupil basis.

State Programs Include:

Education Aids for Nonpublic School Children

Provides textbook and related individualized instructional materials, health services and secondary guidance and counseling.

Transportation

Minnesota public school district must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control, and management of scheduling routes, bus stop locations, and discipline.

Shared-Time Program

Nonpublic school students may be admitted by the school district to public school programs for part of the day.

School Lunch Program



State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as providing Kindergarten students with at least one serving of milk each school day.

State Income Tax Deductions

Taxpayers may itemize deductions per dependent in grades Preschool – 8 for books, tuition, and transportation costs. This amount may vary from year to year. Please refer to your State Income Tax Manual’s directions (Effective January 1, 1998).

Federal Programs Include:

Special Education

Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a nonpublic school. The district must provide assessment, periodic observation, review of progress and establish an Individual Education Plan – IEP – that generally involves instruction by a special education teacher.

Title I

This program provides supplementary instruction in math, reading, and language arts to students who have been identified as “at risk.” Computer – aided instruction may be an acceptable alternative to direct services.

Title IV – Safe and Drug-Free Schools

Nonpublic school receives monies, on per pupil entitlement basis, for programs which address drug and safety issues.

SCHOOL CHEMICAL USE POLICY

St. Dominic School recognizes that for the safety, well being, health and welfare of students and employees, a policy needs to be adopted committing the school (community) to establishing a procedure to aid students and employees in seeking help to correct possible chemical dependency and / or abuse problems.

The misuse of alcohol and other drugs by one student or staff may endanger the safety and well-being of all other students and faculty. Also, the misuse of drugs and alcohol can create a diseased state of dependency, in which case the school system has a responsibility to provide channels for help and assistance to students and staff whose health ay be in jeopardy. Beyond these hazards, the school has a clear responsibility to maintain an atmosphere, which will promote a quality-learning environment that can be deeply undermined by reckless or pathological misuse of alcohol or drugs. This program is designed to aid in effectively dealing with chemical problems affecting either student or school personnel. The program outlined below encourages



concerned individuals to “log” behavior that may indicate more specific educational and health problems. This program is designed to provide a caring means of dealing with real and prevalent problems as well as focusing on prevention of these problems.

Step 1: Concerned Person

The teacher or other school personnel will log all irregular behavior that affects personal progress. Forms will be provided for this documentation. The observer is not in the position to diagnose or make allegations. His or her only responsibility is to observe and log behavior.

Step 2: Contact Phase

After observing and logging irregular behavior in a person, the observer should work with the person on a one-to-one basis. He or she should also contact the designated school personnel: principal. The concerned person should continue logging procedures until the situation is either solved or moved to the pre-assessment phase.

Step 3: Pre-Assessment Phase

If the one-to-one technique fails, or an emergency situation or crisis arises, the individual is referred back to the principal. A conference will be held with the principal, the individual, parent / guardian, and / or professional (where applicable), and the concerned person(s).

If it is determined that the individual may have a chemical related health problem, sufficient cause will warrant another conference to discuss the person’s future behavior and performance.

Step 4: Re-Entry

Upon completion of treatment, the individual will be required to follow the aftercare plan recommended by the treatment program.

CRISIS INTERVENTION (Chemical Use)

Any student found on St. Dominic School grounds or on the school buses under the influence of alcohol or any other chemical will be subjected to the following:

1. The student will be required to go through an assessment (designed by the school) for his or her chemical use in order to remain at the school. Efforts to set up this assessment must be taken within 24 hours of the offense.
2. The student must also follow recommendations made by the assessing agency in order to remain in school.



3. If a student is acting erratically, due to suspected chemical use, the student will be isolated from others while parent / guardian is being contacted to pick up the student. A faculty member will stay with the student who is brought in for a chemically related medical problem until parent or guardian arrives. If parent / guardian cannot be contacted, police will be called.

POSSESSION / SELLING OF CHEMICALS

Any student found in possession of alcohol or chemicals while on St. Dominic's grounds, on Northfield Public School grounds or on the school buses will INCUR IMMEDIATE SUSPENSION. Parents must meet with the principal in order for the student to return to school. Legal action may be taken.

Procedures 1 and 2 under "Chemical Use" will be followed.

TOBACCO

Any student found using tobacco on St. Dominic's grounds, on Northfield Public School grounds, or on the school buses will be subject to immediate suspension. The parents must meet with the principal in order for the student to return to school. The student will be placed on probation for the remainder of the school year.

SEXUAL HARASSMENT

I. GENERAL STATEMENT POLICY

Sexual harassment is a form of sex discrimination that violates Section 703 Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.c 2000e, et seq., and Minnesota Statute 363.01 – 14, the Minnesota Human Rights Act.

It is the policy of St. Dominic School to maintain learning and working environments that are free from sexual harassment. It shall be a violation of this policy for any student or employee of St. Dominic School to sexually harass a student or employee.

The school will act to investigate all complaints formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school.

II. SEXUAL HARASSMENT DEFINED

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of sexual nature when:



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1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating hostile or offensive employment or education environment.

Any sexual harassment as defined in Section II, Statement A, when perpetrated on any student or employee or by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. verbal abuse;
2. subtle pressure for sexual activity;
3. inappropriate touching or pinching;
4. intentional brushing against a student's or employee's body;
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
7. any sexually motivated unwelcome touching.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the school, or any third person with knowledge or belief of conduct that may constitute sexual harassment shall report the alleged acts immediately to an appropriate school official as designated by this policy.

A. The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of a report, either oral or written, the principal must notify the pastor without screening or investigating the report. A written report will be forwarded simultaneously to the official investigating the report. A written report will be forwarded simultaneously to the pastor. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the pastor. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action as outlined in the faculty handbook. If the complaint involves the building principal, the complaint shall be filed directly with the pastor.

B. The Education Committee hereby designates the pastor as the person to receive the reports or complaints of sexual harassment from any individual, employee or victim of sexual harassment and also from the building principal as outlined above. If the complaint involves the pastor, the complaint shall be filed directly with the Education Committee.



The school shall post in a conspicuous place, the name of the pastor including a mailing address and telephone number.

C. Use of formal reporting forms is not mandatory. The school will respect the confidentiality of the complaint and / or individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate allegations of sexual harassment, and take disciplinary action when such conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

By authority of the Education Committee, the pastor, upon receipt of a report or complaint alleging sexual harassment shall immediately order an investigation. This investigation may be conducted by school officials or by a third party designated by the Education Committee. The investigating party shall provide a written report of status of the investigation within 10 working days to the Chairperson of the Education Committee, principal and the pastor.

*Note: If the subject of the complaint is the pastor, principal, or Education Committee Chairperson, the report shall be submitted to an alternate individual as designated by the Education Committee.

In determining whether alleged conduct constitutes sexual harassment, the school should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment require a determination based on all facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school may take immediate steps, at its discretion, to protect the complainant and alleged perpetrator, students and employees pending completion of an investigation of alleged sexual harassment. The pastor shall make a report to the Education Committee Chairperson upon the completion of the investigation.

V. SCHOOL ACTION

A. Upon receipt of recommendation that the complaint is valid, the school will take such action as appropriate based on the results of the investigation.

B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school. The report will document any disciplinary action taken as result of the complaint.



VI. REPRISAL

The school will discipline any individual who retaliates against any person who reports an alleged act of sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse that may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and / or federal law.

VIII. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute criminal sexual conduct or abuse under MN Statute 609.341, sub., 10 – 609.345; MN Statute 609.321 - .324; or MN Statute 671.246. In such a situation, the school shall comply with MN Statute 626.556, Reporting of Maltreatment of Minors.

Nothing in this policy will prohibit the school from taking immediate action to protect victims of alleged criminal sexual conduct or abuse.

IX. DISCIPLINE

Any school action taken pursuant to this policy will be consistent with Minnesota Statutes and school policies. The school will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge to end sexual harassment and prevent its recurrence.

STUDENT CONDUCT

In order to maintain a Catholic Christian learning environment, it is necessary to have a Code of Conduct that provides a safe and secure setting for students, faculty and administration. Students are given clear and specific expectations as they are led toward becoming self-disciplined individuals. Students are responsible and accountable for their behavior and must accept the consequences for their actions.

Guiding Principles:

- Everyone is entitled to respect (faculty, staff, students, parents/guardian, etc.)
- Students will be held accountable for **all** behavior.
- Both the severity of the misbehavior and the age of the child will be given consideration in deciding an appropriate consequence.



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- Each child's behavior will be dealt with individually. Group consequences due to the inappropriate actions of a few are discouraged.
- Consequences will be determined after each incident.
- Discipline will be based on fairness.

School Wide Rules:

- Be kind and respectful to everyone
- Keep building and grounds neat
- Appropriate behavior is expected at all times
- Maintain personal neatness and cleanliness
- Follow all rules and directions
- Use appropriate language/manners

In addition to the school wide rules, each teacher may have individual classroom rules.

ST. DOMINIC SCHOOL DISCIPLINE POLICY

St. Dominic School believes each student is responsible for his or her own behavior and in maintaining a Catholic Christian atmosphere with the school. The goal of our behavior code is to promote self-discipline. Respect for one's self, other's authority and property, and the maintenance of a safe and healthy environment in which to learn is at the heart of St. Dominic philosophy of discipline. Students are to behave in a manner that is morally responsible and brings credit to themselves, their families, and St. Dominic School. Parental support is an important part of the school's discipline policy.

In order to help students develop self-discipline and responsibility, our school uses much of The Responsive Classroom philosophy. There are seven basic principles of The Responsive Classroom. The following have been adapted from Time to Teach, Time to Learn by Chip Wood.

1. The social curriculum is as important as the academic curriculum. The balanced integration of the two is essential to social and academic growth. This requires teachers who are skilled and knowledgeable and who are given support for their attention to the complementary sides of learning.
2. How children learn is as important as what they learn. The key is in the balance between content and process. Knowledge cannot be attained if the instructional process is too laissez-faire or too constrictive. Teacher-directed learning and student-initiated learning are both important.
3. The greatest cognitive growth occurs through social interaction. Social interaction does not provide the only cognitive growth because children are learning when they are reading a book, taking a test, or completing a worksheet on their own. But children are learning the most when they are engaged with each other. It is important, therefore, to know just what they are doing and talking about in order to facilitate cooperative learning most productively.



4. There is a specific set of social skills that children need to learn and practice in order to be successful academically and socially. They can be remembered by the simple acronym C.A.R.E.S. These skills are: cooperation, assertion, responsibility, empathy, and self-control.
5. Knowing the children we teach is as important as knowing the content we teach. The better we know the children individually, culturally, and developmentally, the more they will learn. The scientific and academic discipline of the teaching profession is child development.
6. Knowing the families of the children we teach is as important as the children we teach. Family involvement is essential to children's education. I dream that every parent could share their hopes and dreams for their children at the beginning of the year.
7. How the grown-ups at school work together is as important as our individual competence. How we are with each other is as important as how we are with the children. Meaningful and lasting change for the better in our schools requires good working relationships. Children are always watching.

INFRACTIONS (Archdiocesan Policy #5310)

Minor Misconduct

Guidelines for classroom behavior will be established by your child's teacher and discipline for minor misconduct or infractions will be managed by the classroom teachers. Discipline for minor misconduct may include verbal warning, written conduct referral form, and detention. Samples of minor misconduct include, but are not limited to: Unprepared for class, running in the halls, violation of the dress code, gum or candy during class. Repeated occurrences will result in parent contact and may result in detention or suspension. Repeated minor misconduct actions may result in consultation with the principal, counselor, teacher, parents, and pastor to formulate a plan of action for resolution.

Major Misconduct

Student conduct, which in the opinion of the school constitutes major misconduct, may result in detention, removal from class, out-of-school suspension, or expulsion. Major misconduct includes, but is not limited to, the following: theft, property destruction or vandalism, leaving the school grounds without permission or a pass, fighting, inappropriate or profane language, any willful conduct which violates or may violate any rule of conduct or school policy, any willful conduct which endangers or has the potential to endanger the student or other students, faculty, administration or the property of the school, other conduct or behavior on the part of the student which, in the opinion of the school, adversely affects the desirability of continued enrollment. All major misconduct actions will result in consultation with the principal, counselor, teacher, parents, and may include the pastor to formulate a plan of action for resolution.

DEFINITIONS: Detention, Suspension, Expulsion

Detention: Time spent in the school as a disciplinary consequence in addition to the regular school day.

Detention is typically served before or after school.

St. Dominic School Detention Process:



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1. First Offense: one-hour detention.
2. Second Offense: One hour of detention parent / guardian is contacted, and may include suspension from extracurricular activities for one week.
3. Third Offense: removal from class, parent / guardian conference with administration for two weeks.
4. Fourth Offense: out-of-school suspension or expulsion at the principal's discretion and removal from all extracurricular activities.

Removal from class: Removal from class is any action taken by a teacher, administrator, or school to prohibit a student from attending school for a period of not more than 10 days. While at home, work will be assigned and must be completed by the student.

Out-of-school suspension: Out-of-school suspension is an action taken by the school to prohibit a student from attending school for a period of not more than 10 days. While at home, work will be assigned and must be completed by the student. The student will not be allowed to return to school until the student and the parents / guardians have had a conference with the principal.

St. Dominic School Suspension Process:

1. Investigation, including informal conference with student to inform student about the violation. The conference will not be held if it appears that the pupil will create an immediate and substantial danger to themselves, others persons or property.
2. Prepare written notice of suspension, which outlines grounds for suspension, and period of suspension.
3. Provide student with written notice of suspension at or before time suspension is to take effect. Parent/guardian will be notified in writing of the student's violation and resulting suspension.
4. A conference may be scheduled with the student and / or parent / guardian to discuss the incident.

Suspension may occur for behavior such as:

- continued use of vulgar language and/or vulgar drawings, writing, etc.
- repeated refusal to do the assigned work
- fighting on the school grounds
- persistent name calling, ridiculing, harassing, etc., of other students
- constant (continuous) class disturbance
- defiance
- jeopardizing the reputation of the school

Immediate suspension may occur for such behavior as:



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- possession and/or use of weapons, alcohol, unprescribed drugs by a student on school property or at a school-sponsored function
- theft and/or extensive destruction of school property
- serious injuries to students or teachers

Expulsion: Expulsion means action taken by the school to prohibit an enrolled pupil from further attendance at school.

St. Dominic School Expulsion Process:

- Conduct prompt investigation.
- Notify the student and parent / guardian in writing of the punishable violation, proposed expulsion, and date, time, and place of hearing on expulsion (must be scheduled within 10 days of notice).
- Arrange for a consultation of appropriate school personnel (teacher, counselor, etc.).
- Hearing, record statements, examine witnesses and documents. Student cannot be required to testify.
- Make recommendations to pastor or canonical administrator.
- Pastor or canonical administrator takes action on recommendations within two (2) working days of hearing.

Reasons for which such actions may be taken include:

- consistent refusal to obey reasonable rules
- chronic, willful absence or tardiness
- immoral conduct
- continuous disruptive behavior
- characteristics extremely offensive to other pupils
- serious misbehavior that jeopardizes the reputation of the school
- possession and/or use of weapons, alcohol or unprescribed drugs by a student on parish property or at a school-sponsored function
- theft and/or extensive destruction of school property
- threat of or serious injuries to students or teachers

SITUATIONS OF POTENTIAL VIOLENCE

No person (student or non student, juvenile or adult) will have in their possession or use a weapon within St. Dominic School or on school grounds. This prohibition is applied to all other buildings or premises and within all school leased or contracted vehicles where St. Dominic students are present in connection with a school activity.

“Possession” refers to having a weapon on one’s person or in an area subject to one’s control, on school property or at a school activity.



“Weapon” means any device or instrument that through its use is capable of threatening or producing bodily harm or death or that can be used to threaten to cause bodily harm or death. Examples of weapons include, but are not limited to, any firearm (loaded or unloaded), pellet guns, nonfunctioning guns, look-alike guns that could be used to threaten others, knives, clubs, metal knuckles, nun chucks, throwing darts, explosives, lighters, stun guns or ammunition. Possession of a weapon by a student of St. Dominic School may result in any or all of the following: the immediate involvement of the student’s parents / guardians; an initial suspension of up to 5 days; confiscation of the weapon by the police liaison officer of another officer; and a recommendation to the pastor that may result in the student being expelled from school for the remainder of the year.

Bullying Policy:

Any type of bullying behavior will not be tolerated at St. Dominic Catholic School. The faculty, staff and administration have worked together to implement various strategies to discourage this type of negative behavior.

Cyber Bullying:

The use of technology in any means or medium to perpetrate the harm or harassment of other students or staff members is cyber bullying. The school may impose disciplinary consequences for students who use technology on or off school premises in a way that threatens or results in harm to persons within the school (students or staff), that causes the disruption to the normal learning environment of the school, or that negatively reflects on the reputation of the diocese, the school, the faculty, students and/or stakeholders. In addition, individuals who misuse technology may become subject to legal action under civil or criminal statute.

DRESS CODE

ALL students are expected to follow the guidelines for appropriate dress on a daily basis defined as:

ACCEPTABLE CLOTHING

TOPS:

- Solid red, white or light blue shirts with a collar
- Solid red, white or navy blue sweaters
- T-shirts with St. Dominic School Logo
- Sweatshirts with St. Dominic logo

BOTTOMS:

- All bottoms must be solid navy, khaki, or denim
- St. Dominic logo wind pants
- Shorts may be worn when weather permits and with parent approval



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- Shorts and skirts must touch the child's fingertips when arms are hanging at his/her sides
- Bottoms must be worn at the waist.

UNACCEPTABLE CLOTHING

TOPS:

- Tops shorter than waist length
- No spaghetti strap tops
- No mesh and all see-through shirts
- No shirts with inappropriate sayings or pictures
- Clothing cannot be torn, have holes, frayed or cut-off

BOTTOMS:

- No torn, frayed bottoms, cut-off shorts with fringe
- Bottoms cannot have holes
- No short shorts or boxers

MASS DAYS

Must be worn by ALL students: Dress pants, dress shorts, skirts, or dresses. No jeans, sport shorts, or wind pants allowed.

CHOICE DAYS

The last day of the school week will be considered choice day. All students should dress within the guidelines above. Shorts and Sandals: Shorts and sandals may be worn when weather permits and/or with parent approval.

Violations of Dress Code:

A student in violation of the Dress Code may be required to call home and ask a parent to bring proper attire. The attire should be clean and without holes.