



PRESENTATION
of the Blessed Virgin Mary
SCHOOL

**STUDENT & PARENT
HANDBOOK**

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I. FOUNDATIONS

A. MISSION STATEMENT

The purpose of Presentation of the Blessed Virgin Mary School is to provide a Catholic community that fosters the religious and academic development of individual students in a safe and welcoming learning environment.

B. PHILOSOPHY

Presentation of the Blessed Virgin Mary School creates a supportive Catholic community committed to the Gospel message that calls us to faith, service, and worship. An environment of respect, peace and justice fosters an appreciation of God's gift of life in all people. Each student is empowered to develop their own potential, which will lead to excellence in academics, athletic activities and the fine arts.

C. DIVERSITY STATEMENT

Presentation of the Blessed Virgin Mary School does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational or admission policies, scholarship programs, and other school administered programs.

D. CODE OF ETHICS

Teachers at Presentation of the Blessed Virgin Mary School are considered members of a Catholic community. It is expected that they will adhere to the Code of Ethics for the Catholic School Teacher developed by the department of Elementary Schools, NCEA. The Code of Ethics is found in all Employee Handbooks. If a teacher's lifestyle were to come into conflict with these or other Catholic Church principles, the teacher could be terminated or asked to resign.

E. HISTORY OF SCHOOL

- 1947 December 24: Church, community room, three classrooms, and kitchen completed
- 1949 September: School open for Grades 1-6; 118 students enrolled; three teaching Sisters, Sylvania Ohio Franciscans
- 1951 April 29: Francis Hall addition of seven classrooms
- 1953 Enrollment of 420 taught by eight teaching Sisters
- 1955 December 11: Raymond Hall addition – gym, ten classrooms, kitchen; Enrollment of 630 taught by ten teaching Sisters and two lay teachers
- Late 50's & 60's: Enrollment reaches 1,200; twenty teaching Sisters and lay teachers
- 1962 November 11: Madonna Hall addition – eleven classrooms, library
- 1966 December 18: Presentation Church completed and dedicated
- 1972 Preschool opens in lower Madonna Hall
- 1980's School enrollment declines; Franciscan sisters are gone from the school and parish community
- Late 1990's: Grades K-5 filled to capacity
- 1999 Presentation of the Blessed Virgin Mary School celebrates 50 years!
- 2000's School enrollment declines to one class per grade level
- 2010 Presentation of the Blessed Virgin Mary School celebrates 60 years!

F. PARISH AFFILIATION

Presentation of the Blessed Virgin Mary School is a vital part of the parish community. The parish community supports the efforts of the school through its daily prayer, volunteer services, and financial assistance.

G. ADMISSION AND REGISTRATION

Registration Procedure

Registered members of Presentation of the Blessed Virgin Mary Parish are invited to enroll their children in the parish school. Non-members may register, as space is available. Registration procedures are announced in the parish bulletin and the bi-monthly school newsletter after January 1.

Tuition payments must be current in order to register for the coming school year. Financial issues relating to tuition and registration fees are handled through the school office. Any questions about tuition/fees should be addressed to the school principal at (651) 777-5877.

Age of Admission – Kindergarten/First Grade

Kindergartners must be five years of age by the first of September of the calendar year in which they intend to enroll. First graders must be six by the first of September of the calendar year in which they intend to enroll or have successfully completed kindergarten.

The registration priority is as follows:

- Students presently enrolled in K-8 and their siblings
- Presentation parishioners and preschool attendants new to the school
- Preschool attendants new to the school
- Children of Non-parishioners

Transfer Policy

All students who transfer into Presentation of the Blessed Virgin Mary School from another school shall be considered on a probationary status for a period of one trimester or its equivalent number of weeks. At that time the school will determine whether the student will be granted regular student status, remain on a probationary level, or be dismissed from school.

H. ORGANIZATIONS

School Advisory Council

The School Advisory Council (SAC) is the principal consultative body to the Principal and the Pastor, and as such, exists to offer advice in certain matters of school development, but does not make administrative decisions. The SAC is called to a positive, forward-looking model of discussion intended to help the school realize ongoing goals and objectives that enhance student learning and character formation.

The members of SAC are reminded that theirs is a service to the Gospel in response to their baptismal call. Therefore, they are to carry out this service with a spirit of prayer, humility, and an awareness of the overall mission of the Church.

There are four general areas of focus for the SAC: Strategic Planning, Financial Advice, Policy Formulation, and Public Relations.

The SAC generally meets every other month throughout the school year.

The membership of the SAC consists of the Pastor, the Principal, and six members appointed from the school community (two new members will be appointed each year, for a term of three years). Additionally, a liaison from the Parish Council may participate in the meetings.

Those eligible for membership are parents or guardians of Presentation School students in grade K-8 for the upcoming year, or a parishioner of Presentation who is committed to Catholic education. Ineligible for membership are employees of the school or parish and their spouses or SAC members who have served two consecutive terms.

Each spring, new members will be invited to submit an application for membership. The applications should be reviewed by, and the new members should be agreed upon by the existing SAC.

At the first meeting in the fall, it will be agreed upon to assign the following roles:
Chairperson: to facilitate the meetings and prepare and distribute the agenda. Vice-Chairperson: to assume the duties of the Chairperson in his or her absence. Secretary: to record notes and action items from each meeting.

Parents of Presentation Students

Parents of Presentation Students (POPS) is an informal parent/guardian group that supports the School's mission through fundraising, volunteerism, promotion and community-building. All Presentation parents/guardians are welcomed and encouraged to volunteer and attend POPS events.

A chair is appointed by the Principal for a two year term to lead the group and to act as a liaison between POPS and the school administration. The chair is the chief point of contact for POPS members. There is a co-chair also appointed for a two year term. The co-chair is the chair for the following year.

The school's budget depends on funds raised by POPS, therefore the Principal will direct such funds to the area(s) where they are most needed. Areas might include teacher support, field trips, classroom support and other items that are of direct benefit to the school's students and/or teachers.

The Principal must approve all POPS activities and they should be scheduled in advance whenever possible to ensure maximum participation from the school community, to allow school/parish staff sufficient advance notice so that they can assist POPS when necessary, and to ensure that activities do not conflict with other school or parish events.

II. HEALTH/SAFETY

A. HEALTH EMERGENCIES

A health emergency is a situation in which the physical safety of one or more of the school community is at immediate risk due to factors usually treated by medical personnel. This can include injury, disease, or exposure to disease.

- Determine whether the situation is within the capability of immediately available school personnel and/or resources.
- Decide which health service can handle the situation.
- Contact the appropriate health service (usually 911).
- Follow the school guidelines
- Maintain records of health emergencies, using appropriate report form (available in the Health Office).

B. SAFETY EMERGENCIES

Threats of potential violence may result in lockdown procedures. School staff will take whatever actions deem appropriate for the safety of our students. Appropriate information will be communicated to parents.

C. HEALTH SERVICES STAFF

A health education assistant will be in the building as scheduled by District 622. The District 622 School Nurse is not in the building on a regular basis, but arrangements can be made for a student or parent to speak with the nurse about a personal health problem, health information, or consultation. **Please consult your physician for care of injuries occurring outside of school.**

D. EMERGENCY INFORMATION

Current emergency information is required for each student. A card is filled out by the parent for each child at the beginning of each school year. In case of emergency, our procedure will be to contact the parent at home or work. Parents should arrange for proper care in case your child should meet with an accident or become too ill to remain in school at a time parents are away from home. The school should be notified if any changes occur (address, telephone number, physician, dentist, work telephone number, etc.) during the school year.

E. ILLNESS

Parents are asked to please keep their child home from school when ill. A child with any kind of rash, lesions, or any suspected communicable disease should be kept out of school until diagnosed by a physician. A child should be fever-free for 24 hours before returning to school. If vomiting or diarrhea is present, the 24-hour policy is also used.

A child cannot be in school with untreated head lice. A child will be excluded for 24 hours after treatment and may return to school if no live lice are seen. Exclusion will take place if nits are found. **Parents should check their child's head on a regular basis and notify the school if they find head lice on any member of their family.**

Any student, who has been excused from or has limited participation in physical education class or recess due to illness/injury/surgery, must report to the Health Office with a doctor's note. Students will not be allowed to resume participation in physical education or recess until their physician has given them permission.

F. PHYSICALS AND IMMUNIZATIONS

Physical examinations are recommended for all children entering Kindergarten and Grade 7. Forms for this purpose will be given to parents prior to the child entering these grades. All students entering Grade 7 must show proof of having received a second dose of MMR (Measles/Mumps/Rubella) and TD (Tetanus/Diphtheria) booster. According to state law, all children entering school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. Kindergarten and 7th grade students must show proof of having completed the Hepatitis B immunizations series. Documentation of varicella vaccine or documentation of a history of varicella disease must also be provided for Kindergarten and 7th grade students. Students who cannot be vaccinated due to medical reasons or whose parents are conscientiously opposed to immunizations may receive a legal exemption form from the Health Office. The school must retain documentation of immunizations. **Children will not be allowed to enter school until the immunization requirements have been met.**

G. SCREENING PROGRAMS

Vision and hearing screening is done by referral of the student, parent, or teacher. Students with known concerns will be routinely monitored.

H. MEDICATION POLICY

(See MN Statute 126.201 Administration of Medication by school personnel)

Medication may be administered by a licensed school nurse who may delegate the duty to a health education assistant, the office staff, the principal, or a teacher trained by a licensed school nurse.

Whenever possible, we recommend that medication be given to students at home before and/or after school.

The following is District #622 policy for administration of medication:

- Written authorization from both parent/guardian and physician or authorized prescriber must be received before medication can be administered (including over-the-counter medications and antibiotics).
- Non-prescription (over-the-counter) medication must be supplied in the original labeled and sealed container.
- Prescription medication must be provided in the original prescription bottle with the pharmacy label.

Please note: This policy also applies to any student carrying an inhaler.

New medication authorization from parent and doctor is required if there is any change in the dose of medication or if there is a change in medication.

Controlled substances must be sent to school in a current labeled bottle and kept locked in the Health Office at all times.

I. HEALTH AND WELLNESS POLICY

Purpose

The purpose of this policy is to assure a school environment that promotes and protects students' health, well being, and ability to learn by supporting healthy eating and physical activity within the context of our community.

J. GENERAL STATEMENT OF POLICY

1. Presentation attest that we are all created by God and are called to honor that creation by honoring our bodies. We must strive to develop the discipline of healthy lifestyle choices in order to glorify God.
2. Presentation school recognizes that nutrition education and physical education fosters student attendance and education.
3. The school environment should promote students' health, well being, and ability to learn by encouraging healthy eating and physical activity.
4. Children need access to healthy foods and opportunities to be physically active in order to grow and learn.
5. The types of foods and beverages available to them influence students' lifelong eating habits. Presentation has the responsibility to help students establish and maintain lifelong healthy eating patterns.

K. GUIDELINES

A. Nutrition Education and Promotion

1. Students at Presentation will receive nutrition education that provides the knowledge they need to adopt healthy lifestyles.
2. All school personnel will strive to model and reinforce positive nutritional concepts.
3. Presentation discourages the regular use of foods, including sweets/candy, or beverages as reward for academic performance or good behavior.
4. Teacher's use of food as learning tool or manipulative should be practiced with discretion and only on a limited basis.
5. Children wished to celebrate their birthdays at school should limit treats to one per child. Non-food items such as pencils or stickers are encouraged as well. A book or gift to the classroom in lieu of individual treats can also be considered.

6. Snacks during the school day or in extend day care should make positive contributions to a children's diet and health.

B. Communication with Parents

1. It is important that students receive consistent messages from the home and school regarding good nutrition and healthy lifestyles.
2. Presentation recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
3. Parents, students, or volunteers who wish to bring food that will be shared among students must get permission from the classroom teacher prior to bringing this food to school.
4. Presentation's Health and Wellness Policy will be made available to students.

C. Additional Notes

1. The school will provide students' access to hand washing or sanitizing before they eat their meals or snack.
2. The school will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal times at the appropriate time of the school day.
3. The school will discourage tutoring, class meetings, or activities during mealtimes, unless students may eat during such activities.

L. SEXUAL HARASSMENT POLICY

Sexual harassment is against the law and will not be tolerated. Sexual harassment includes, but is not limited to, the following behavior:

- Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect
- Unwelcome sexual comments, including jokes or stories
- Any conduct of a sexual nature either direct or indirect which contributes to an overall offensive or intimidating environment

Presentation of the Blessed Virgin Mary School will maintain an environment that allows students who feel they are sexually harassed to bring forth such allegations without fear or ridicule or reprisal from staff and/or students. The identity of the claimant, alleged harassed, and witnesses will be protected as confidential, and will be shared only on a need-to-know basis. Teachers and guardians will make sure that students understand what to do if they are sexually harassed.

If a student believes s/he has been sexually harassed by another student, or if a student witnesses an incident of sexual harassment, the student shall take the following steps: Immediately report the incident to the classroom teacher or appropriate staff member. The classroom teacher or staff member shall document the incident and the principal shall be notified. The principal will conduct a timely and proper investigation. Appropriate consequences will be applied.

M. BULLY PREVENTION POLICY

Purpose

At Presentation School, we strive to eliminate bullying by creating a safe environment for all. It is understood that this policy is part of the Discipline Policy for the school and, as such, progressive consequences will be used to improve behavior. Bullying carries a lasting impact on everyone involved. To ensure the best long-term results, parent should become involved at the earliest possible time, and teachers should be notified of bullying incidents immediately.

Definition

Bullying is an individual or group abusing power by **repeatedly and intentionally** causing physical or emotional pain to others, especially without provocation. Examples can include, but are not limited to:

Emotional

Shunning/excluding

Name calling/slurs

Ridiculing

Threatening

Spreading Rumors

Physical

Hitting

Kicking

Spitting

Shoving

Taking or breaking possessions

Policy

In order to protect and respect each child, we will promote and support respectful, Christ-like behavior, self-worth, social skills, peace, safety, and responsible behavior.

Bullying will not be tolerated under any circumstances. It will evoke an immediate and situational based consequence, with a consistent response and follow-through for all involved.

Responsibility

Our goal is to create a caring majority. Therefore, the entire school community including students, parents, teachers, staff and administration, will be responsible for implementing and enforcing this policy. Please read the following responsibilities and most effective methods to report and respond to bullying behavior.

When an incident occurs:

The bullied person will:

1. Tell a trusted adult or friend every time it happens.
2. Honestly, report the details to a trusted adult immediately.

Witnesses to bullying will:

1. Support the targeted person and if it is safe, try to stop the bullying.
2. Honestly, report the details to a trusted adult immediately.

Parents/trusted adults will:

1. Ask questions: What happened? What have you said to the person who has bullied you? Who have you told?
2. Report to the teacher, even if the child does not want them to do so.
3. Praise the child for being brave enough to tell.

The school personnel will:

1. Investigate the incident by the end of the next school day.
2. Take proper action as outlined in the Consequence section.
3. Communicate progress of investigation and outcome of action taken back to involved children's parents and school personnel involved in the child's education.

Consequences:

May include, but not limited to, the following:

- Consequences as seen in the Parent-Student Handbook
- A student engaged in bullying behavior will present a letter of apology to the targeted student, which states an understanding of how the behavior hurt the student and demonstrates an understanding of how the targeted student felt.
- A student who receives repeated reprimands for bullying behavior must attend a meeting with all of the following: his/her parents, all relevant teachers and an administrator. An individual positive behavior support plan must be developed together at the meeting, with a plan to change the behavior.

N. REPORTING CHILD NEGLECT/ABUSE

The staff members of Presentation of the Blessed Virgin Mary School shall follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse, which may be summarized as follows:

Staff and members of the clergy who come to their knowledge outside of the priest-penitent relationship are required to report a suspected case of child neglect/abuse to the local law enforcement agency or social service agency within 24 hours. This must

be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years.

Neglect is defined as the failure to provide food, clothing, shelter or medical care; failure to protect a child from conditions or actions, which endanger the child's physical or mental health; or failure to take steps to ensure that the child is educated in accordance with state law; or prenatal exposure to controlled substances.

Abuse can be physical, sexual or emotional. Threats of physical or sexual abuse or mental injury are also abuse.

Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. Mandated reporters who fail to do so may be guilty of a misdemeanor. Reports are made by telephone and in writing to the appropriate agency.

Procedure

1. If an employee of the school or the principal becomes aware of a child's abuse/neglect, the principal will report this to the local law enforcement agency or social service agency within 24 hours.
2. If an employee is accused of child abuse, the principal must report the abuse and follow the procedures as outlined by the agency contacted.
3. All reports should be maintained for three years, but should not be included in the student's permanent record file.

O. OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA) REQUIREMENTS

OSHA requirements, as they apply to the school environment, include, but are not limited to:

- Right to know
- Safety guidelines in science labs, art rooms, etc.
- Hazardous materials - asbestos, lead paint, cleaning supplies, etc.
- Blood borne pathogens

P. VISITORS TO THE SCHOOL

Authorized

All visitors to Presentation of the Blessed Virgin Mary School must enter through the north entrance (Door S1) nearest the parish church, and report to the office. All outside doors are locked at 8:30 a.m. A security system allows staff to watch all entrances to ensure the safety of students and staff. A doorbell located at the north entrance announces visitors and allows staff to view them prior to opening the door. Parents should inform others who may come to visit their child/ren about the security system and how it works.

Teachers should welcome visitors and request that they sign in at the office. An identification badge will be issued to visitors and must be worn while in the building. Visitors must sign out when leaving.

Mandatory Criminal Background Check Policy

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. We may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.

The following positions (not limited to) are subject to a mandatory background check:

- Teachers
- Office staff
- Guest (substitute) teachers
- Tutors
- Academic coaches
- Athletic coaches
- Extracurricular advisors
- Paraprofessionals
- Food service personnel
- Janitorial service personnel

Teachers and Guest Teachers

All core teachers at Presentation of the Blessed Virgin Mary will hold a current a Minnesota or Wisconsin teaching license. To ensure each child has continued education in absence of the student's regular teacher, guest teachers (substitutes) will be a licensed teacher or someone who has completed training by the archdiocese to work in Catholic schools. All guest teachers are interviewed by the principal and given a guest teacher's folder, prepared by the teacher they are relieving. This folder will contain the parent/student handbook, the teacher's schedule, class lists, seating charts, and any other pertinent information such as learning disabilities and medical needs.

If someone desires to become a guest teacher in our building that does not meet these requirements, this person will be interviewed by the principal and teach a short lesson while being observed by a licensed teacher. With a satisfactory performance, the guest teacher will be allowed to substitute in our school and assigned to a mentor teacher. Each guest teacher will receive a folder upon arrival that contains the school's handbook, schedules, and any academic or medical needs of children for the classroom the guest teacher is in.

Unauthorized - Inside the building

If an individual is in the building without proper authorization (wearing a visitor badge), school personnel are to ask who the individual is and if any help can be given. If school personnel is suspicious of the unauthorized individual and does not wish to confront the

person, the school personnel immediately contacts the school office by sending a reliable student to report using the SOS document or calls the office using the appropriate means.

Unauthorized - Outside the building

In the event that an unauthorized person or group of people enters the campus that the designated adult supervisor deems suspicious, he or she is to contact the school secretary immediately via two-way communication device or any other appropriate means. At this time, the office will manually ring the school bell to notify the students are to come inside. The adult supervisor will be aided by other school staff to direct the students to enter the school building in a timely and controlled fashion.

Q. TOBACCO USAGE POLICY

The use of tobacco by a student in any form during school hours, on school grounds, riding a school bus, or attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action by the principal as follows:

1st Offense: The student will be removed from the classroom or activity and the parent will be notified of the offense. Suspension may be imposed.

2nd Offense: The student will be removed from the classroom or activity and the parent will be notified of the offense. A disciplinary conference with the student, parent, and principal will be established. Suspension from school may be recommended.

3rd Offense: The student will be removed from the classroom or activity and the parent will be notified of the offense. The student will be expelled from school.

P. DRUG POLICY

A MOOD ALTERING CHEMICAL INCLUDES ANY SUBSTANCE SUCH AS DRUGS OR ALCOHOL THAT SUBSTANTIALLY CHANGES THE BEHAVIOR OF THE PERSON TAKING THEM.

Any student attending Presentation of Mary Catholic School who....

- 1) is found buying, selling or giving away mood altering chemicals
- 2) is found under the influence of mood altering chemicals
- 3) is found in possession of mood altering chemicals
- 4) displays behavior characteristic of possible chemical abuse or
- 5) is suspected by the principal of participating in illegal drug activity, either use or possession

....while during school hours, on school grounds, riding a school bus, or attending any school sponsored function will be subject to the following consequences:

- 1A) The student will be removed from the classroom or activity.
- 2A) Parent/Guardian will be notified immediately of the infraction.
- 3A) Law enforcement will be notified of the infraction.
- 4A) Students who are found in possession of, buying, selling or giving away mood altering chemicals will be turned over to law enforcement officials in compliance with Minnesota statutes.
- 5A) Students in violation of number 1 above will be expelled immediately.
- 6A) Students in violation of number 2 or 3 will be subject to appropriate disciplinary action which may include expulsion. Students will be required to get a professional evaluation, which may include but is not limited to drug testing.
- 7A) Students in violation of number 4 or 5 may be required to get a professional evaluation, which may include but is not limited to drug testing, even though involvement with a mood altering chemical has not been documented. Appropriate action, which may include expulsion, will be taken based on evaluation results.

III. EVERYDAY ISSUES

A. COMMUNICATION

Communication is extremely important to a child's success as a learner. When parents have questions or concerns about policies, programs, or decisions made, the following steps should be in this sequence.

1. Contact their child's teacher to discuss the situation. The list of staff phone numbers can be found on the school website. Parents may also call the school office and leave a message for the teacher.
 - This level of communication must be tried and expired before proceeding.
2. If the matter is still unresolved, contact the principal.
3. If the matter is still unresolved, contact the Canonical Administrator for a meeting with all parties involved.

* See CONCILIATION PROCEDURE on page 34 for further information.

Communication Envelope and Newsletter

Most school communications are sent via e-mail bi-monthly, on Thursdays. Items that cannot be sent electronically are sent home in a communication envelope.

Communications include the School Newsletter, monthly school calendar, lunch menus, and information relating to extracurricular activities.

Communication envelopes are sent home with the youngest student in the family. After receiving the communications envelope, parents should date, sign and send the envelope to school with the student the next day. Parents without access to e-mail have the option of receiving paper copies of all communications. It is the parent's responsibility to be familiar with information presented in the folder as it pertains to their family.

All information contained in the newsletter is also posted on our website.

Classroom Newsletters

Teachers of children in Kindergarten through Grade 3 have a regular system for communicating information about the activity in the classroom. This may take the form of a letter, newsletter, diary, or calendar.

Conferences

Parents are expected to discuss their child/ren's progress with teachers at conferences in October. Optional Spring conference times are offered for parents or teachers who request a conference. Parents are encouraged to discuss their child's progress at any time with teachers.

B. SUPERVISION GUIDELINES

Presentation of the Blessed Virgin Mary School students are required to show respect for God, self, others, and property. Concern and respect are shown through words and actions. Student behaviors that impede the learning process will result in appropriate consequences.

C. CODE OF CONDUCT

Presentation of the Blessed Virgin Mary School has developed and maintains a Code of Conduct that reflects Gospel values, self-esteem, and respect for others. All students are expected to use this Code of Conduct to guide them in choosing appropriate behavior. The Code of Conduct is placed in every classroom in which students. Although the Code is consistent, the language is altered to be age appropriate. Students who chose actions, which directly or indirectly break the Code of Conduct, are subject to appropriate consequences.

Behavior Expectations

- **Show respect for others.**
- **Follow directions the first time they are given.**
- **Keep your hands, feet, and objects to yourself**
- **Stay in assigned areas.**
- **Use appropriate language at all times.**
- **Use materials & equipment properly.**
- **Follow the school dress code.**
- **Walk in the building; walk to buses.**

The expectations of students relating to behaviors will be reviewed with the students at the beginning of each school year.

D. GENERAL RULES

School Property: Students share the responsibility for keeping the building and grounds clean and will refrain from damaging the school, personal property, and will pick up after themselves. When property has been damaged or if a student consistently is not picking up his or her own trash, the student will be held responsible for repair, replacement, or cleaning. Further disciplinary action may also take place.

Personal Property: Students are responsible for storing personal property in assigned desks or areas. Students are not allowed to enter desks or handle personal property that does not belong to them. Toys* and other objects are for home use. Hair spray, cologne, etc., may not be brought to school.

*Objects brought to school which are inappropriate or distracting in the classroom may be confiscated by the teacher or principal. They become the property of the school until a note is received from a parent, requesting that the object be returned.

School Grounds: Students not participating in Presentation after school extracurricular activities are expected to be under parent or guardian supervision outside of the school day. Students must leave the school grounds by 3:15 p.m. and go directly home or to the place, parents have arranged. Students should come to school no earlier than 8:00 a.m. (See Daily Activities) Students are **NOT** permitted to leave the school grounds at any time during the school day except with a parent's written permission and approval by the principal or office personnel.

School Telephone: Students will need to obtain permission from their teacher and office staff to use the telephone. Students are not allowed to use the phone to set up social plans. All after school plans should be arranged from home. **The use of cell phones is prohibited on school grounds during school hours (unless otherwise authorized by a member of the school staff).** Cell phones should be turned “off” upon arriving at school and are not allowed to be turned on until students have been dismissed from school at the end of the day. Should a cell phone be used during the day, it will be confiscated and a parent must come to the school office to get it.

Assemblies/Extracurricular Activities/Field Trips: Students are expected to be a supportive and positive audience at all times. Assembly speakers, opposing teams and their fans are to be treated as honored guests.

Away from school, students are expected to demonstrate good sportsmanship and behavior and to be aware of their role as representatives of Presentation School while participating in all school sponsored activities.

Students participating in extracurricular activities such as field trips or sports are expected to follow all directions given by adult supervisors.

Students participating in school activities after the school day, on or off our campus are still to follow all behavior guidelines and the Code of Conduct found in this handbook. Appropriate disciplinary actions may be a result of inappropriate behavior.

Church Behavior: Students are expected to participate in a prayerful, reverent manner during all liturgies and other religious celebrations. This behavior extends to entering and leaving church.

Lunchroom Behavior: Students are expected to wait patiently in hot lunch lines, stay seated at assigned tables, use good table manners, use appropriate voice level, clean up after themselves, and leave in an orderly manner. Food is eaten in the cafeteria and nowhere else without teacher's permission.

Playground Behavior: Students are expected to refrain from roughhousing, fighting and abusive language. Students are also expected to follow any directions given by the playground supervisors the first time they are given.

Offensive Behavior

Some behaviors are of a very serious nature. It is at the teacher's or other member of the staff's discretion as to what is considered "offensive." Listed below are some behaviors that are considered highly offensive that would result in disciplinary action(s):

- Showing disrespect for adults or peers
- Obscenity or vulgarity in word or action: name-calling, dirty jokes, rumors, swearing, hand gestures and hand signs
- Offensive or graphic posters, book covers, notes, cartoons or clothing
- Physically harming another; pulling on clothing, unwelcome touching, or all other types of harassment
- Open and deliberate defiance of authority; talking back, rudeness, argumentative behavior
- Damage to school and/or church property or the property of another person
- Stealing
- Patterns of disruptive behavior or negative attitude
- Academic dishonesty such as cheating or plagiarism
- Conduct detrimental to the reputation of the school
- Use or possession of weapons or chemicals
- Misrepresenting school emergencies

E. CONSEQUENCES

We feel confident that all students are capable of successfully abiding by the Code of Conduct and General Rules. Nevertheless, should an infraction occur, one or more of the following consequences will be implemented:

K - 4 Consequences for Misbehavior

1. Benching for the remainder of the recess when the infraction occurs on the playground.
2. Detention goes home for parent to sign and return.
3. Indoor recess detention.
4. During recess detention students in grades 3 & 4 write a plan for behavior improvement.

Any teacher or staff member may give a detention. Depending on the circumstances of the infraction, one or more of the following steps may be taken:

- Phone call to parents
- Conference with student
- Conference with parents
- Conference with student, parents, and principal
- Suspension

The Presentation or the Blessed Virgin Mary School's Code of Conduct sets broad guidelines for student conduct and consequences. The school administration has the discretion to apply a consequence that fits the inappropriate conduct including suspension and/or expulsion.

Disciplinary action for offenses not defined in this policy may be governed by individual circumstances or other policies.

5-8 Consequences for Misbehavior

Should a student choose to violate the expectations he or she will be given disciplinary consequence that the staff member deems fit. In most cases, a detention will be issued. For grade 5, 6, 7, and 8, there are two levels of detention.

Level I Detention

1. A detention will be issued to the student.
2. The correction and modification form must be filled out and signed by the student, teacher, and parent and give back to the teacher who issued the detention by the beginning of school the follow school day.
3. The detention slip must be returned with parent's signature to the teacher who issued the detention.

A Level I detention is defined as those that break the Presentation rules but **do not** violate the Code of Conduct, such as out of uniform and chewing gum. If a student receives four level one detentions in one trimester, the student is responsible for notifying his/her parent that he/she will be serving the detention from 3:05 – 3:35 p.m. on the following Wednesday.

Level II Detention

1. A detention will be issued to the student.
2. The student will serve the detention on the following Wednesday, provided it is a school contact day.
3. The student is responsible for notifying his/her parent that he/she will be serving the detention from 3:05 – 3:35 p.m.
 - In the event that there is a conflict and the student is unable to serve the detention at that designated time, the parents and teacher will determine an appropriate make-up date. Please note, an athletic event is not an excusable conflict.
4. The correction and modification form must be filled out and signed by the student, teacher, and parent and give back to the teacher who issued the detention by the beginning of school the follow school day.
5. The detention slip must be returned with parent's signature to the teacher who issued the detention.
6. Students are not allowed to do their homework during a behavioral detention.

A Level II detention is defined as those that break the Presentation Code of Conduct and/or are considered “offensive behavior.”

When a student receives a second detention for a Level II offense, this detention will be one of service to the school. The time of the service will be two days either during noon hour or after school. This assignment will begin the day after the detention is given. The student will be provided with a work schedule.

A missed detention will result in an additional detention.

A fourth detention in the same trimester may result in one or more of the following:

- Phone call to parents
- Conference with student
- Conference with parents
- Conference with student, parents, and principal
- Suspension (in-school or out of school)

Should these actions be inadequate and/or behavior continues to be disrespectful, consequences will be given which may include one or more of the following (not necessarily in this order):

- Call to parents

- Recess detention
 - The student loses the right to go out to the playground for recess during lunch hour for a day or more.
 - The student is supervised by office or teaching staff.
- Written notice to parents
- Conference with students, parents and staff
- In-school suspension
 - The student is separated from the school community for a period of time determined by the principal.
 - The student works on assigned tasks with supervision from an adult on staff.
 - Breaks are allowed.
 - Lunch is served in the supervised room.
- Out of school suspension
 - The student is excluded from the school building and property for the assigned length of the suspension.
 - A parent/guardian may pick up schoolwork at the end of each day to be completed during the suspension.
 - A conference will be held with the student, parents, and staff before the student returns to school.
- Community service
 - This can mean a variety of things – cutting Campbell Soup labels, cleaning an area of the school, sorting papers, etc.
- Expulsion
 - The student is asked to leave the school permanently.

F. UNIFORM POLICY

School Uniforms

Uniforms must be clean and neat in appearance. Uniforms can be purchased through Donald's, Educational Outfitters, or Dennis Uniform stores. Previously worn uniforms can be purchased at the Uniform Exchange held at school in August. The date for this exchange is announced in June.

Girls K-8

- K-5**
 - Official plaid jumper
 - White blouse with collar or white polo shirt (short or long sleeves)
 - Navy blue embroidered sweatshirts or navy sweaters (cardigan or V-neck)
 - White or navy turtleneck
 - Navy blue, black or white tights or leggings to the ankle
 - T-Shirts are not acceptable

- 6-8**
 - Official plaid skirt
 - Official plaid vests (optional)
 - White blouse with collar or white polo shirt (short or long sleeves)
 - Navy blue embroidered sweatshirts or navy sweaters (cardigan or V-neck)
 - White or navy turtleneck
 - Navy blue, black or white tights or leggings to the ankle
 - T-Shirts are not acceptable

Girls K-8

Pants • Dark navy-blue corduroy or permanent press only (no cargo pockets)
-knit, fleece, denim, or other fabrics not allowed

Shorts • Navy permanent press only
-oversized, cargo, or jean style are not allowed

Sweater • Dark navy knit crew neck cardigan, V-neck cardigan with pockets, V-neck sweater vest (no hoods)

Sweatshirt • Plain navy sweatshirt (ordered through school office)
(Uniform shirts are required under sweatshirts)
- No hoods or "spiritwear"

Stockings • Navy or white socks or tights (must be worn with shoes)
Form fitted cotton stockings (leggings) are allowed, but must extend to the shoe-line, must be navy blue or white, and must be worn under official plaid jumper.

- Shoes**
- Shoes should not cause a distraction during class
 - Flat, rubber soled, closed toe/heel
 - Tennis shoes are to be visibly tied
 - No sandals, platforms, fashion boots or high heels
 - Snow boots should be worn to school in winter, but students must change into regular shoes to be worn in the classroom

Girls' General Appearance

- Green, blue and white plaid jumper
- Skirt/jumper length modest (knee-length or longer)
- Jewelry should not distract or draw undue attention.
 - Small earrings may be worn. (No other body piercing is allowed)
- Hats and bandanas may not be worn inside during the school day
- Hairstyles and color should not distract or draw undue attention to the student. No one is to dye his or her hair a color that cannot be grown naturally.
- Blouses and shirts must be tucked into the waistbands of skirts, pants, and shorts – **only exception is the banded polo shirt.**
- Only plain white T-shirts are to be worn under uniform blouses
- Belts, if worn, must be black or navy blue and unadorned

Boys K-8

- Pants**
- Dark navy-blue corduroy or permanent press only (no cargo pockets)
 - knit, fleece, denim, or other fabrics not allowed
- Shorts**
- Plain dark navy blue permanent press shorts only
 - (oversized, cargo, or jean style are not allowed)
- Shirt**
- Presentation blue or white polo shirt (long or short sleeves)
 - White or navy turtleneck
- Sweater**
- Dark navy knit crew neck cardigan, V-neck cardigan with pockets, V-neck sweater vest (no hoods)
- Sweatshirt**
- Plain navy sweatshirt (ordered through school office)
 - (Uniform shirts are required under sweatshirts)*
 - No hoods or “spirit wear”
- Socks**
- Navy or white socks must be worn with shoes. No sandals.
- Shoes**
- Shoes should not cause a distraction during class
 - Flat, rubber soled, closed toe/heel

- Tennis shoes are to be visibly tied
- No sandals or opened toed shoes
- Snow boots should be worn to school in winter, but students must change into regular shoes to be worn in the classroom

Boys' General Appearance

- Hats and bandanas may not be worn inside during the school day.
- Earrings of any type may not be worn with the uniform (no other body piercing is allowed)
- Boys will be clean-shaven and hair shall not extend below the top of the ear on the sides, should not touch the collar in back, nor extend below the eyebrows.
- Hairstyle and color should not distract or draw undue attention to the student. No one is to dye his or her hair a color that cannot be grown naturally.
- Only plain white T-shirts are to be worn under uniform shirts (T-shirts should only be visible at the neckline; no visible sleeves or hems)
- Shirts must be tucked into pants and shorts
- Boys' pants must be worn at the waist
- Belts, if worn, must be black or navy blue and unadorned

Out of Uniform

- Students should dress in modest apparel
- No short shorts/skirts or sagging shorts/pants
- No spaghetti strap shirts
- No halter-tops or belly shirts
- T-shirts allowed, but no suggestive, questionable, or offensive symbols or writing
- Students not allowed to wear hats or baseball caps inside the building during out of uniform days
- No ripped jeans

Decisions on appropriate uniform/out of uniform attire will be up to the teacher's discretion. School administration will be consulted if necessary.

Dress for Physical Education Class

Students have physical education classes twice a week. Appropriate attire for gym is tennis shoes for all and gym clothes for students in Grades 5-8. Modest length of shorts and a tee shirt are appropriate gym wear. Tennis shoes must always be worn for gym even on out of uniform days. The Physical Education teacher will give specific guidelines.

G. LUNCH

Description

Presentation of the Blessed Virgin Mary School offers a nutritious lunch to all students on days in which school is in session for a full day (parents will be notified of exceptions). One carton of milk is included in the price of each school lunch and students may purchase additional cartons for a fee. Students may also bring a bag lunch if they prefer (no pop allowed). Students bringing their own lunch may also purchase milk from the school. A menu is published monthly and is provided to families in the Communications Envelope. The menu can also be found on the school's website. Lunch prices are announced before the beginning of each school year.

Free/Reduced Price Lunch

The School participates in the federal School Nutrition Program which sets nutrition guidelines and keeps meal costs low. It also means a family can receive a free or reduced price lunch if it qualifies. **All families are strongly encouraged to apply for free/reduced price meals.** The number of students receiving a free or reduced price lunch directly affects how much funding Presentation receives from the state of Minnesota for educational programs. Applications are mailed to all families during the summer preceding each school year and can be obtained from the school/parish office at any time.

Policy

The School lunch program is a pre-paid program, which means that students MUST carry a positive balance in their account in order to purchase lunch. Money can be deposited in a child's lunch account through the following methods:

- Use a credit card, debit card or bank account on TADS.com. With this method, balances will be updated within 24 hours. **This method is PREFERRED because it is most efficient for school/parish staff.**
- Money can also be added by sending a check or cash to the school office. When using this method, it could take up to 3 days for the child's balance to be updated. **This method is strongly DISCOURAGED, as it places a significant burden on school/parish staff and can result in posting delays to your account.**

Lunches cannot be purchased at the point of service. A student cannot pay for lunch by handing money to the cashier in the lunchroom. All payments must be handed in to a teacher or the school secretary or mailed directly to the school office.

Students and/or parents will be notified when their lunch account balance becomes low. Parents are encouraged to make an online payment as soon as possible or send payment to the school office in order to keep their child's account balance positive.

At the conclusion of a school year, families with no children attending the School in the following year and have a balance of \$15.00 or less agree to donate that balances to the

school. Families with returning students will have their balance rolled over to the subsequent year.

H. DAILY ACTIVITIES

Daily Schedule

Morning	8:15*	First bell, students may enter
	8:30	Second bell, school begins
	8:35	Daily prayer
Afternoon	11:44-12:25	Lunch and Recess
	3:00	Student Dismissal

**School doors are locked until 8:15 a.m. and parents will remain responsible for their child(ren) until this time. In the event of inclement weather (rain or below zero degrees) or other emergencies, Presentation School may, at its own discretion, accept responsibility for students between 8:00 a.m. and 8:15 a.m. in which case the students will be notified and must go to the gymnasium where they will be supervised.*

Snacks and Treats

Snacks are allowed at the discretion of the homeroom teacher. You will be notified if your child may bring a morning snack. Snacks should be healthy - fruit, crackers, veggies, yogurt, etc. Gum chewing is not allowed and is an out of school activity.

Parents may send a treat to school for a special occasion. State Health Department regulations require that all treats be commercially baked and candy is to be individually wrapped. Items other than food are a welcome change of pace – pencils, stickers, bubbles, etc.

Recess

Students go outdoors for a twenty-minute recess daily, weather permitting. If the temperature is below zero degrees or it is raining, students will have supervised activities in the gym. Children should always be appropriately dressed for outdoor recess. **Please send boots, hats, and mittens daily in the winter.**

Church

All students will attend religion classes, weekly masses, and other church activities.

I. ATTENDANCE AND ARRIVAL/DEPARTURE

Regular attendance and punctuality at school are important factors in determining a student's success in school. Students who attend school consistently learn important lifetime habits such as responsibility, self-sufficiency and dependability. School attendance is also compulsory under Minnesota State Law and will be monitored by the administration of Presentation School.

Excused Absences

Lawful school absences include illness, death in the family, family emergency, religious observance, medical and dental appointments, court appearance, physical emergency conditions, suspension or other pre-arranged absences approved by the principal. Parents/guardians must send a doctor's note to the school office if absence due to illness exceeds three consecutive days in length.

Medical and Dental Appointments

Doctor and dental appointments should be scheduled after school hours whenever possible. If children must leave the school before regular dismissal, a note from home must be sent to the office at the start of the day indicating a pickup time. Children meet their parents in the office at the specified time, where parents will sign them out. Upon returning to school, parents will escort children to the office and sign them back in.

Reporting Absences and Late Arrivals

If a child will be late or cannot attend school, parents must call the school office before 9:00 a.m. If parents do not call, they will be called to verify the absence or tardiness to alleviate any anxieties about children en route to school.

Students arriving after 8:30 a.m. must report to the school office to obtain a "tardy pass" which is then given to the teacher. If a student develops a pattern of tardiness to school or class, the parent/guardian will be contacted.

When a middle school student (Grades 5-8) returns to school after an absence, parents must send a note to the teacher explaining the reason for absence. Absent students are accountable for missed schoolwork. Four unexcused tardy passes within one academic trimester will result in a Level I detention.

Vacation

Parents are strongly discouraged from removing students from school for vacation.

Truancy

A student who is absent from instruction without a valid excuse for three or more days within a single school year may be considered truant and Presentation will take action in accordance with state law. Actions may include a letter to parents, a meeting with school administration and parents or development of a written plan to improve attendance. The school may also refer a continued truant to the Ramsey County Attorney's Office.

Homework Requests

When parents phone in to report a student absence, they can request their child's missed assignments and homework. The parent can pick it up at the end of the school day, or it can be sent home with a sibling or friend.

J. TRANSPORTATION

Bus

A private charter service and #622 (Maplewood) schedule bus routes and determine busing boundaries for Presentation of the Blessed Virgin Mary School. If you have a busing problem, call the St. Paul District #625 Transportation services at (651) 696-9600 or Maplewood District #622 Transportation services at (651) 748-7515.

Riding the bus is a privilege, not a right. A student's privilege of riding the bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion or suspension under the Pupil Fair Dismissal Act of 1974. These provisions govern revocation procedures for a student who is an individual with a disability, under the Disabilities Education Act.

Car

All students being driven to school by parents/guardians must be dropped off on the lower parking lot on Larpenteur or on Kennard Street. If dropping off in the parking lot drivers should enter by the east entrance, and exit by either of the two west entrances. If dropping off at Kennard, please park on the west side of the road so students can go from car-to - curb. Over two-third of our students are driven to school. Adults must show caution and care to insure the safety of all students arriving for the school day.

Drop-off for K-8 Students: All students bring driven to school by parents / guardians must be dropped off on the lower parking lot on Larpenteur or on the West side of Kennard Street.

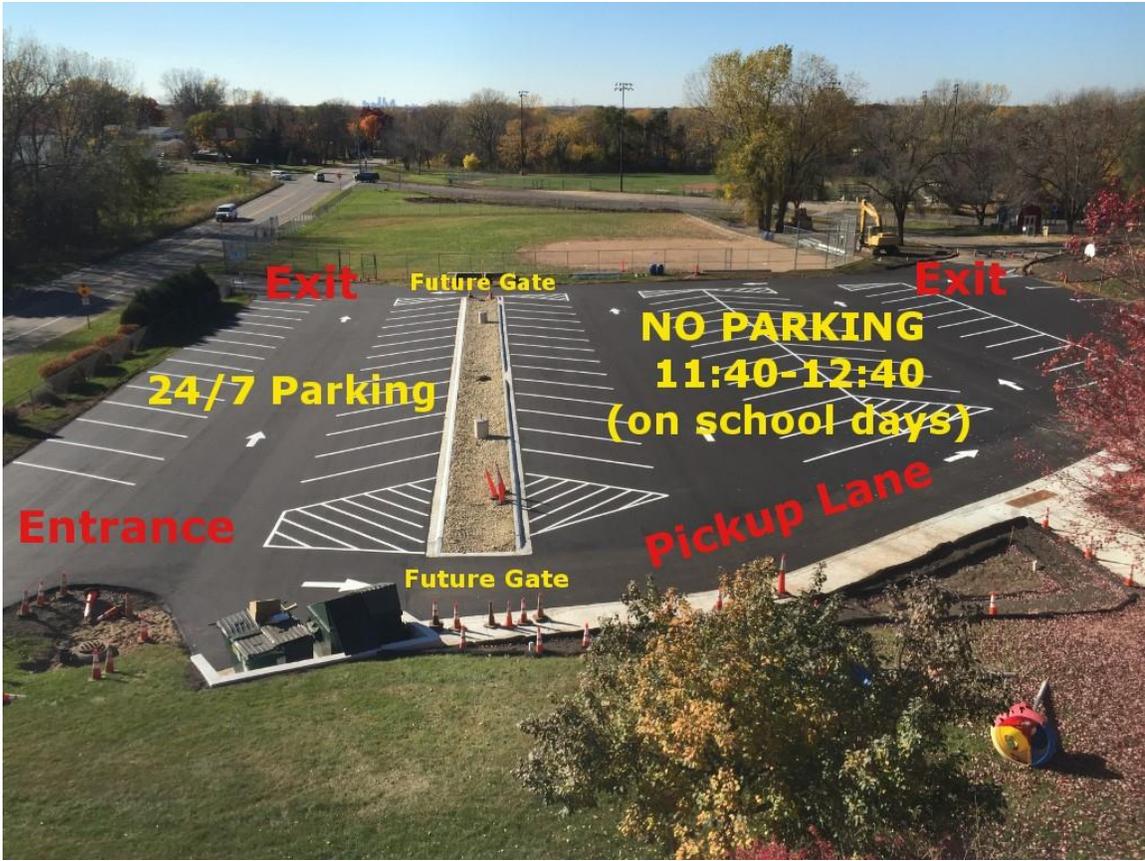
1. Students will be permitted to enter the building at 8:15 through Door S1 (main office) or Door S10 (preschool).
2. Doors will be open from 8:15-8:30. All outside doors will be locked at 8:30.

3. Students arriving after 8:30 must enter through the Door S1 and report to the office for a tardy slip.

Pickup for K-8 students at 3:00 PM. The main thing to note is that students will not be allowed to walk to a parked vehicle unless an adult is walking with them. This gives parents two options at pickup time:

1. Parents wishing to socialize at the foot of the stairs below the S8 door (flagpole) should park their vehicles in the lot and then walk to the bottom of the stairs. Once they are ready to depart, they should walk with their children to their parked vehicle.
2. Parents who will be staying in their cars and letting their child come to them must join the car line next to the sidewalk. This is the area called the “Pickup Lane” on the attached diagram. This allows for curbside pickup of the students. The pickup lane begins at the bottom of the Bell Tower stairs on the north side of the parking lot and extends back to the dumpsters. Parents should pull their cars all the way forward in order to prevent backups from forming on Larpenteur Ave.

As noted on the diagram below, arrows show the flow of traffic in the lot. Please abide by these arrows, as they are aligned with the slanted parking slots. Traffic flows south to north in the pickup lane, east to west to access parking slots, and north to south on the edge that aligns the baseball field.



Bicycles

Students may ride bicycles to school during the appropriate seasons. Bicycles are to be parked and locked on the bike racks provided. Bicycles must meet city safety ordinances. Students must obey traffic safety regulations for bicycle riders. The school is not responsible for bicycles parked on school grounds.

K. WEATHER

Snow Days

When the weather is bad, Maplewood/North St. Paul/Oakdale District #622 sometimes makes an early morning decision to start “two hours late.” This means that buses will arrive at their designated pick up stops two hours later than usual. The district watches the weather until 7:30 a.m. If it appears to be worsening, a “Closing” will be announced as described below. Since so many of our students are driven to school, Presentation may or may not adhere to #622’s “two hours late” procedure.

When it is necessary to close school because of bad weather, water/electrical problems, etc., an announcement will be made before school hours (when possible) over WCCO 4 and 830 on the AM radio dial, as well as KSTP 5, FOX 9, UPN 29, and KARE 11 television stations. An announcement is also posted on the school website and on the school’s official social media channels.

Due to the wide variety of transportation methods that students use to get to school, Presentation may choose to remain open when Maplewood/North St. Paul/Oakdale District #622 or St. Paul Public Schools are closed.

Hot Days

Students in Grades K-4 may keep a water bottle at their desk on days when the classroom temperature is 80 degrees or above. Homeroom teachers at this level will notify the students and parents if students are allowed to do this. Misuse of this privilege may result in its loss at the teacher's discretion. Water bottles do not go with students to Music, Gym, Computer classes, recess, or lunch. Students in Grades 5-8 have many opportunities to get drinks as classes change.

L. FIELD TRIPS

Statement of Policy

Presentation of the Blessed Virgin Mary School recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lesson in the classroom. This policy permits the principal and/or his designate to approve of field trips during normal school hours on a single school day. However, if out-of-state field trips or any field trips to foreign countries are planned, these must have the ultimate approval of the Archdiocese and feedback from the School Advisory Commission.

The following regulations must be taken into consideration when any field trip is being planned:

- Adequate supervision by qualified adults, including one or more employees of the school and/or Archdiocese.
- Waivers by all adults and all parents/guardians of students taking any field trip of all claims against the school and/or Archdiocese for injury, accident, illness or death occurring during, or by reason of the field trip.
- Proper insurance for students, personnel, and equipment.
- A plan for financing the field trip that does not exclude any student member of a group because of lack of funds.
- Permission in a written form from each student's parent or legal guardian.

Field Trip Transportation Policy

Commercial carrier or contracted transportation is the most desirable method to use for field trips and, whenever possible, this mode of transportation is provided. The use of private passenger vehicles is discouraged and should be avoided if possible.

Private Passenger Vehicles

If a private passenger vehicle must be used, then the following information must be supplied and certified by the driver in question:

- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
- The vehicle must have a valid and current registration, and valid and current license plates.
- The vehicle must be insured as required by the state of Minnesota.
- Driver must be VIRTUS trained
- Driver must have passed a background check

A signed Driver Information Sheet on each vehicle used must be obtained prior to the field trip. Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

Permission Slips

Teachers should give all pertinent field trip information to the secretary using the Archdiocesan Field Trip Insurance Form. Every child going on a field trip must have a signed form. Teachers are responsible for making sure this procedure is followed. Students not having a signed field trip form must stay at school or at home at the discretion of the school. If a child cannot afford the fee, please notify the office. Financial aid is available; no child will be refused due to financial constraints.

Wolf Ridge Environmental Learning Center (ELC)

As part of the Science curriculum, Grade 6 students attend a weeklong field trip to the Wolf Ridge Environmental Learning Center in the late spring. Wolf Ridge is 75 miles north of Duluth, and has a goal of helping students learn to care for and about the environment.

M. SCHOOL LIBRARY

Our school library serves the needs of all students at Presentation. However, only students in grades K-4 have Library instruction, which follows the curriculum handbook. Parent volunteers help students find and check out books. They may also read a story to students during library visits. Encyclopedias and other reference materials are for use in the library only. Students assume responsibility for any materials they check out. When library materials are lost or damaged, a notice of amount due is sent home with the trimester report card. Payment must be received in order to take home the final report card and/or to participate in graduation.

Birthday Book Program

To encourage student interest in reading, and to update our library collection, Presentation of the Blessed Virgin Mary School has instituted a "Birthday Book Program."

A student may purchase a book from the provided “preferred list” or a book of their choice on their birthday or un-birthday to share with the class. The book will then be donated to the library as a “Birthday Book.” The book will be stamped with the date and the student’s name. This voluntary program makes the enjoyment of books a celebration that extends beyond the special day.

N. STUDENT RECORDS

In accordance with state and federal laws, parents/guardians are entitled to see their child/ren’s records. An appointment with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time. Records will be reviewed in the presence of the principal or designated personnel.

O. STUDENT WITHDRAWAL

Parents who are withdrawing a child/ren from Presentation of the Blessed Virgin Mary School should notify the school office of their decision. Parents will be asked to provide a new home address and the name and address of the school the child/ren will be attending. Release forms for academic information must be signed by parents before records can be transferred. All financial matters must be settled prior to the records transfer.

P. OTHER ISSUES

Guidance and Counseling

A qualified psychologist is available for consultation about school and family issues. Appointments with the school psychologist can be made at the student’s request, parent’s request, or through a referral from a teacher, administration, or other staff member. Please call the office (651) 777-5877 to arrange for an appointment.

Title One Services

Students who qualify may receive individual or small group tutoring in Math and/or Reading provided by District #622 at our building.

School Pictures

School pictures are taken in fall and spring. Purchasing the pictures is optional. Graduation pictures for 8th grade students are available in late winter/early spring.

Lost and Found

Lost items are stored in the lockers across from the school office on the main floor. Teachers should encourage students to check the lockers during the school day to look through the items. Lost and Found items will be on display in Kenney Hall at the end of the school year. In June, unclaimed items are donated to charity.

Care of Equipment

Schoolbooks and equipment are subject to a reasonable amount of wear during the school year. To protect our books, students are asked to cover all non-consumable textbooks that leave the classroom with a durable product (i.e. grocery bag). Any product used must cover all corners of the book. When damage occurs to any of the learning materials through deliberate abuse, carelessness, or neglect, the cost of the damaged or lost item will be charged to the student responsible for the materials. Report cards may not be issued until payment for damages or lost items is received

Q. OPTIONAL SCHOOL ACTIVITIES**Band and Orchestra Programs**

Students in Grades 4-8 may participate in the weekly band program. Participants receive a minimum of 28 band days per year. Most band days include a half-hour small group lesson and a half-hour band rehearsal. Lessons and band rehearsal are scheduled during the regular school day. Because of field trips, testing days, etc., some band days will include only a lesson or a rehearsal. Band concerts are held at Christmas time and in the spring. The student is responsible for all class work missed during band times.

In March, an optional band concert that combines all the schools in the program is held. Rehearsals for this concert are held at Hill-Murray High School once a week after school from January through March. Jazz Band is also included in this concert and is offered to interested Advanced Band 7th and 8th grade students from November through April. Following the concert, the Advanced Band and Jazz Band take an annual day trip to perform for another school community.

School Athletics

All school policies in this handbook remain in effect while students are participating in school sponsored athletic activities. The following policies also apply:

- Medical

In the event of minor injuries the coach might recommend rest, ice, compression and elevation to the affected limb. They may apply Band-Aids to cuts or scrapes. Coaches will not provide or suggest any type of medication to a student nor make a medical diagnosis.

If a serious injury occurs, 911 will be called and an ambulance requested. The child's parent will take immediate responsibility for the care of their child. If a parent is not present, permission is given by the parent at time of sign up, for trained emergency personnel to transport their child to a hospital for treatment by medical professionals.

- Transportation

It is a fundamental policy of the athletic department that the school never accepts responsibility for student transportation to/from practices, scrimmages, games, tournaments, contests, parties or other gatherings held in conjunction with the athletic program. Parents accept responsibility for transporting students to and from all athletic events as a precondition to participation. Coaches are never responsible for transporting students other than their own children to and from events. The school will steadfastly refuse any liability for traffic mishaps or injuries that occur while students are traveling to and from events and practices.

- The school will take no part in arranging carpools between parents who might choose to cooperate in the delivery of students to events. Should a car pooling arrangement be agreed to between families, the school disavows any involvement in the process and refuses any liability resulting from subsequent traffic mishaps.

- Fees

An athletic fee is charged for participation in the athletic program and is payable prior to each season. The fees are determined by the Athletic Director and Principal. The ability of parents to sponsor fund raising events has allowed the school to keep fees as low as possible. A fee may be waived or reduced for families with need or for students who receive free or reduced-price lunch. Parents that coach are exempt from paying the individual fee for the sport they are coaching.

- Eligibility

Membership on any team is a privilege designed to enhance the student's educational experience. Each student will receive the full support of teachers and staff to maintain adequate grades but the ultimate responsibility to make the required effort must still come from the student. In determining the eligibility of a student, it is understood that each student's circumstances are unique and respected.

The Athletic Director may confer with the Principal at any time regarding a student's academics or conduct. If the student is receiving a grade or equivalent of 1 or lower, the parent and student will be notified and the student will have five school days to show significant progress toward improving his/her grade as determined by the classroom teacher.

If, after five days, a student has not shown significant progress, he/she will be suspended from participation in athletic programs for a period of five school days. If improvement is not seen after five school days, the suspension will continue until the student has brought the grades up to higher than a 1 or other arrangements are made.

Students with conduct and discipline problems may also be considered for athletic suspension. Each student's situation is different and Presentation School reserves the right to review each case individually. The Principal will make all final decisions.

The school recognizes the parent's authority to sit a player out for any reason. The player will be welcomed back to the team without penalty. If the player missed an important practice, the coach may adjust playing time in the next game until the player can adapt to the changes.

- Uniforms

Uniforms provided to students are property of the school and are expected to be returned washed, in a marked bag and in the same condition they were given. Parents assume financial responsibility for lost or damaged uniforms. The next season's uniform may not be issued if the previous season's uniform has not been returned. If spring uniforms are not returned, report cards may be held until the uniform is returned.

IV. MONITORING STUDENT ACHIEVEMENT

A. HOMEWORK

Time spent on homework is age and grade appropriate. Homework is relevant to the subject matter and necessary for skill development. Homework should be completed promptly by the child with parental encouragement. Studying as well as written work is considered homework. If a student is absent, all material missed should be made up as soon as possible.

Daily time allotments for homework should not exceed the below recommendations:

Grades 1, 2, 3	15-30 minutes
Grades 4, 5	45-60 minutes
Grades 6, 7, 8	60-90 minutes

Variables may cause homework to exceed the suggested time allotment, i.e., poor use of study time in school, late or incomplete assignments, the need to re-do unacceptable work. Time allotments increase during the Middle School years to prepare students for High School expectations. Not all teachers assign homework, and often time is allowed during class to complete assignments. This allows students to ask questions and receive help when needed in a timely manner.

Middle School only: Students who chose not to complete their assignment(s) by the completion of the trimester will not be allowed to submit late work for credit.

B. GRADING

Presentation of the Blessed Virgin Mary School will use Standards Based Grading for all students in Kindergarten through Eighth grade. Educational research tells us that the number one factor in improving student achievement is a guaranteed and viable curriculum. Presentation school ensures this by teaching to consistent grade level standards for each subject area. The advantage of this system is that it ensures consistent expectations across grade levels. Second, it helps teachers and students focus on the standards in their learning activities. Third, it provides feedback as to a student's proficiency level allowing the teacher to better individualize instruction. Last, it provides parents with valuable information on how their child is progressing on individual standards.

Student progress in Grades K-8 uses the following grade structure:

- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Progressing Toward Expectations
- 1 Does Not Meet Expectations
- i Incomplete
- N/A Not Assessed

An incomplete grade for two academic trimesters in a core course **must** be made up in a summer school program agreed upon by teacher and principal. Core courses include Math, Language Arts, Science, Religion, and Social Studies.

It is sometimes beneficial and necessary that a student repeat a grade. This is done with the utmost concern and respect. Teachers will inform parents of their concerns relating to possible retention no later than the beginning of the third trimester of the school year.

C. REPORT CARDS

Reports cards are sent home with students one week after the close of the trimester. Parents are encouraged to review the card with their child/ren, offer comments to the

teaching staff, **sign and return**. Third trimester report cards are the property of student and parent.

D. PANTHER PRIDE AWARD

Presentation does not use a grade point system to recognize student achievement. However Presentation enjoys celebrating the successes of our students. At the Middle School level we will do this with the Panther Pride Award. This award will be given to students who demonstrate good character qualities as well as academic success. Teachers will have the ability to nominate students for this award at the end of each trimester.

Students will be eligible for the Panther Pride Award by:

- Teacher nomination
- Participating in at least one co-curricular, extra-curricular or school club/organization during the school year.
- Earning only Progressing Towards, Meets Expectations, and Exceeds Expectations during all three trimesters; but not to exceed two Progressing Towards in more than one class.
- Consistently demonstrating success in effort grades as well as learning behaviors in all classes.

V. CONCILIATION PROCEDURE

If a concern or issue involving school policy between parents and teachers or the principal should arise, the following procedure is followed. Note that at any level the pastor can get involved. The pastor's decision is final.

1. A meeting to discuss the concern or issue between the two parties is held.
2. If the matter is not resolved, the two parties meet with the principal. Every effort should be made to resolve the issue at this level.
3. If the matter is not resolved after the principal has been involved, the pastor will be notified.
4. If still not resolved, the matter will be brought before the School Advisory Commission (SAC) at the next scheduled meeting. All parties involved will be invited to the SAC meeting. Each party will be allowed an opportunity to explain the concern or issue and to express an opinion on how he/she would like the situation resolved. During this time, SAC members will listen to all parties, ask relevant

clarification, and follow up questions. Depending on the nature of the issue or concern, discussion and deliberation may take place at the following SAC meeting. After discussion and deliberation, SAC shall make a recommendation to the principal and pastor on a resolution. In the case that SAC cannot reach consensus, go to step five.

5. A further resolution process is provided in extreme cases that no acceptable resolution can be made in Steps 1-4. The issue or concern is then passed on to the Parish Council. If the Parish Council is unable to come to a resolution, the matter is referred to the pastor if he has not already been involved. The pastor's decision is final.