



**PRESENTATION  
OF MARY  
CATHOLIC SCHOOL**

# **Student and Family Handbook**

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# OUR GIFTS IN THE SERVICE OF THE CHURCH

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## A MESSAGE FROM THE PRINCIPAL AND PASTOR

Dear Students and Families:

Welcome to a new school year at Presentation of Mary School. We are so glad you have chosen to walk this journey with us and your child/ren. At Presentation of Mary School, we create a culture that offers the opportunity for each child to grow spiritually and academically. Our goal is for each child to discover their unique, God-given gifts and to share them with others.

We are pleased to present the Family Handbook. In addition to formal policies, it holds useful information on how the school operates. The Family Handbook consists of the Student/Parent Handbook, the Athletics Handbook, the Volunteer Handbook, and the Saints Inc. Handbook. Between editions of the Family Handbook, we use the school newsletter to inform you of new policies or procedures. This handbook is part of the agreement that exists between the school and its parents and guardians. Therefore, please discuss the handbook with your children, then sign and return the agreement page found at the end of this book. Together, we share the responsibility for your children's understanding of the rules and regulations that flow from our mission.

As you read on, you will learn more about how we want to work together with your child and family to create the best educational environment for all of our students. Our dedicated and educated staff is at the heart of our success. We are proud of our school and the commitment to the development of the whole child in a family atmosphere of kindness and inclusiveness. I hope you feel that sense of family and feel God's presence from the moment you walk in our doors.

Thank you for entrusting your children to Presentation of Mary School. We are committed to the highest standards of education, to our Catholic identity, and to a safe and secure environment for your children.

May God continue to bless you and your family this year and always!

Sincerely in Christ,



Sue Lovegreen, Principal



Fr. Peter Toulee Ly, Pastor & Canonical Administrator

# Vision & Mission Statements and Core Values

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**Vision Statement** -- To bring the light of Christ to all who enter our doors. Grounded in our Catholic tradition we are guided by excellence in spiritual and academic preparation that is accessible, recognizes each child's unique gifts while honoring differences, is rooted in service, and builds a foundation on which students can achieve their full potential.

**Mission Statement** - To prepare our students academically and spiritually to be faith-filled and forward-thinking citizens. We fulfill this mission by opening our arms to all God's children, creating a safe and supportive environment where students are challenged by rigorous curriculum and given opportunities to demonstrate their knowledge as Christ would through wisdom, compassion, and grace.

## Core Values

1. Foster a culture of measurable academic excellence through critical thinking skills, innovation, a global perspective, and emphasis on faith, stewardship, and personal growth.
2. Create and promote a faith-filled environment that forms students as active leaders of both their parish and broader community.
3. Encourage a love of learning that develops the whole child – mind, body, and soul.
4. Partner with school and parish families to support students as they prepare for life through knowledge, truth, and values.
5. Provide a safe, nurturing environment in which students can discover and grow their individual God-given talents.
6. Promote a faith-driven culture founded on integrity, faith, and a moral compass.
7. Enable passionate and dedicated teachers to make a positive difference in the lives of their students long after students graduate.

## **History of the 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 Students taught by eight teaching Sisters
- 1955 December 11: Raymond Hall addition – gym, ten classrooms, kitchen. Students taught by ten teaching Sisters and two 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 Franciscan sisters are gone from the school and parish community
- 1999 Presentation of the Blessed Virgin Mary School celebrates 50 years!
- 2010 Presentation of the Blessed Virgin Mary School celebrates 60 years!

## **Parish Affiliation**

Presentation of 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.

## **ACKNOWLEDGEMENT**

Presentation of Mary School intends to manage its school and policies in a manner that is consistent with applicable federal, state, and local laws. In those cases, in which the policies conflict with applicable law, the conflict is unintentional, and the law will take precedence.

Presentation of Mary School retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion. Nothing in this Student-Family Handbook should be construed as a contract between the family and Presentation of the Blessed Virgin Mary School.

## **DIVERSITY STATEMENT**

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

Presentation of Mary School has the right and duty to conduct its programs and activities in a manner that it is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and identity, including undertaking

appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## **ADMISSION AND REGISTRATION**

### **Registration Procedure**

Registered members of Presentation of Mary Parish are invited to enroll their children in the parish school. Non-members may register, as space permits.

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

### **Age of Admission: Kindergarten or First Grade**

Kindergartners must be five years of age by the first of September of the calendar year in which they intend to enroll. A birth certificate and preschool screening results need to be submitted prior to admission. 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
- Children of non-parishioner

### **Transfer Policy**

Cumulative records from former schools should be sent to Presentation of Mary School prior to admission. All students who transfer to Presentation of 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.

### **Visiting Students**

Prospective students who are applying for admission and their families are welcome to visit Presentation of Mary School. Parents/guardians must arrange all student visits with administration at least three days prior to the visit. Students may not arrange for visits. Visitors must follow all rules and regulations that are binding for current students.

## ACADEMIC POLICIES

### Curriculum

Presentation School implements a standards-based curriculum.

### Communication

Communication is extremely important to a child's success as a learner. When parents/guardians 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/guardians 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 50 for further information.

### Communication Envelope and Newsletter

Most school communications are through Constant Contact via e-mail on Fridays. Items that cannot be sent electronically are sent home in a communication envelope. Communications may 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/guardians should date, sign, and send the envelope to school with the student the next day.** Parents/guardians without access to e-mail have the option of receiving paper copies of all communications. It is the parent's/guardian'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/guardians are expected to discuss their child/ren's progress with teachers at conferences in October. Optional Spring conference times are offered for parents/guardians or teachers who request a conference. Parents/guardians are encouraged to discuss their child's progress at any time with teachers.

## **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 family 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.

## **Grading**

Presentation of Mary School will use Standards Based Grading (SBG) for students in Kindergarten through 3rd grade. Instead of a single overall grade, SBG breaks down the subject matter into smaller "learning targets." Each target is a teachable concept that students should master by the end of the course. Throughout the term, student learning on each target is recorded. Teachers track student progress, give appropriate feedback, and adapt instruction to meet student needs.

Educational research tells us that the number one factor in improving student achievement is a guaranteed and viable curriculum. Presentation of Mary 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/guardians with valuable information on how their child is progressing on individual standards.

**Grades K-3 uses the following grade structure:**

4	Exceeds Standards
3	Meets Standards
2	Partially Meets Standards
1	Does Not Meet Standards
I	Incomplete
N/A	Not Assessed
P/F	Pass/Fail

**Grades 4-8 uses the following grade structure:**

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

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/guardians of their concerns relating to possible retention no later than the beginning of the third trimester of the school year.

## Report Cards

Reports cards are sent home with students one week after the close of the trimester. Parents/guardians 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/guardian.

## Panther Pride Honor Roll

Presentation of Mary School uses a grade point system to recognize student achievement. We enjoy celebrating the successes of our students. At the Middle School level we will do this with the Panther Pride Honor Roll. 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, but not guaranteed for the Panther Pride Honor Roll by:

- Teacher nomination
- Participating in at least one co-curricular, extra-curricular or school club/organization during the school year
- Earning a grade point average (GPA) of a B+ or higher cumulatively during all three trimesters of the current school year
- Consistently demonstrating success in effort grades as well as learning behaviors in all classes

## 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.

## Student Records /Withdrawal

Parents/guardians who are withdrawing a child/ren from Presentation of Mary School must notify the school office of their decision. Parents/guardians 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 student records must be signed by parents/guardians before records can be transferred. **All financial accounts must be settled prior to the records transfer.**

## EXTRACURRICULAR ACTIVITIES

### Band Program

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.

### 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/guardian will take immediate responsibility for the care of their child. If a parent/guardian is not present, permission is given by the parent/guardian 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/guardians 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/guardians 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/guardians 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/guardians 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 passing grades of a C- or higher in all core and specialist classes, 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 D+ or lower, the parent/guardian 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 C- 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 of Mary School reserves the right to review each case individually. The Principal and Athletic Director will make all final decisions.

The school recognizes the parent's/guardian'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 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/guardians 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.

## ATTENDANCE POLICIES

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 of Mary School.

### Daily Arrival and Dismissal Policies

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

***\*School doors are locked until 8:15 a.m. and parents/guardians 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 of Mary 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.***

### Absences and Tardiness

#### 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/guardians in the office at the specified time, where parents/guardians will sign them out. Upon returning to school, parents/guardians 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/guardians must call the school office before 9:00 a.m. If parents/guardians do not call, they will be called to verify the absence or tardiness to alleviate any anxieties about children in route to school.

Students arriving after 8:30 a.m. must report to the school office. If a student develops a pattern of tardiness to school or class, the parent/guardian will be contacted.

When a middle school student (Grades 6-8) returns to school after an absence, parents/guardians must send a note/email to the teacher explaining the reason for absence. Absent students are accountable for missed schoolwork.

## **Tardiness**

Punctual attendance is important. Being “tardy” is defined as not being present in the classroom at the sound of the bell that begins each class period. Regular or excessive tardiness may result in disciplinary action.

Students who arrive after 8:30 a.m. must check in at the Main Office before going anywhere in the school building.

## **Other Anticipated Absence(s)**

During the school year, our teachers are prepared to instruct each and every student each school day. Removing students from school for vacations or trips hinders the instructional design offered by our teaching staff. We do realize children may miss school for family emergencies. Presentation of Mary’s school staff and School Board believes that you as the parents of your children hold the ultimate responsibility for your child’s educational growth. This responsibility permits you to take your child out of school. Presentation of Mary School’s teachers have been instructed to permit make-up schoolwork in the following manner: 1. Teachers are not required to prepare an individual’s work in advance of a vacation, but, whenever possible, will provide anticipated missed work for the child prior to the absence. Students are expected to complete this work during the absence and be prepared to make up any additional assignments. 2. Upon returning to school, the student will receive all the work that was missed. The child will have one full week to complete this work. The child may request special help from a teacher, which most likely will include spending time after school. 3. If work is not completed after one week, the student will be expected to stay after school to complete the work.

When parents leave children under the care of another responsible person while out of town, the office must be notified in writing with the names, relationship, phone numbers and permission to contact the responsible person. In an emergency, the office needs to be aware of changes of contact information.

## **Tuancy**

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 of Mary School will take action in accordance with state law. Actions may include a letter to parents/guardians, a meeting with school administration and parents/guardians 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/guardians phone in to report a student absence, they can request their child's missed assignments and homework. The parent/guardian can pick it up at the end of the school day, or it can be sent home with a sibling or friend.

## **SAFETY AND WELFARE POLICIES**

### **Policy on Prevention of Sexual Misconduct and Child Abuse**

All clergy and parish, school as well as all volunteers who have either regular or unsupervised interaction with minors must complete the Essential 3 requirements: sign a code of conduct, submit and clear a background check, and attend a child sexual abuse awareness training.

### **Code of Conduct Policy**

All employees as well as all school volunteers who have regular or unsupervised contact with Minors sign a code of conduct prior to any contact with children.

### **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. Administration 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

## **Prevention of Child Sexual Abuse Training Policy**

All employees as well as all school volunteers who have regular or unsupervised contact with minors must attend a child sexual abuse awareness training.

## **Reporting Child Neglect or Sexual Abuse Policy**

All employees as well as all school volunteers who have regular or unsupervised contact with minors shall follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse, which may be summarized as follows:

*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.*

*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**

If a pastor, principal, employee, or volunteer of the school becomes aware of a child's abuse/neglect, the person must report this verbally to the local law enforcement agency or social service agency within

24 hours **and** in writing within 72 hours. The principal or pastor can be present for the call but cannot make the call on behalf of the person to whom the abuse was reported.

## **SAFETY EMERGENCIES**

A Crisis Management Plan will be executed in the event of threats of severe weather or the potential violence that may result in the respective lockdown procedures. Staff will execute the respective steps as outlined in the plan. Appropriate information will be communicated to parents/guardian as directed by emergency personnel.

Students will participate in regular fire, tornado, and lockdown drills. When an alarm sounds, students are expected to act quickly, quietly, and in an orderly fashion and to follow the directives of Presentation of Mary School's personnel.

## **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).

### **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/guardian 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.**

### **Emergency Contact Information**

Current emergency information is required for each student. A card is filled out by the parent/guardian for each child at the beginning of each school year. In case of emergency, our procedure will be to

contact the parent/guardian at home or work. Parents/guardians 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/guardians 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.

## **Illness**

Parents/guardians 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 72-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/guardians 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.

## **Infectious and Communicable Diseases**

At Presentation of Mary School, we believe it is important that children are in school as often as possible in order that they can reach their full potential. Presentation of Mary School also believes it is everyone's responsibility to help stop the spread of contagious conditions and communicable disease. Maintaining a healthy environment for students, staff, and their families is essential to helping students reach their full potential. We ask that parents refrain from bringing children to school if they are sick or displaying symptoms of illness such as fever of 100 F degrees or higher, vomiting or diarrhea, cough, sore throat, itchy/puffy eyes and/or if there has been a recent exposure to communicable diseases such as the Coronavirus.

Presentation of Mary School has made reasonable efforts to reduce the spread of contagious conditions and communicable disease, taking into consideration the recommendations and guidance from medical and academic authorities. However, parents/guardians understand and accept that there is a risk of exposure to contagious and communicable disease when their child(ren) attend school or participate in activities or events, including the Coronavirus. By attending school or participating in activities and event, parents/guardians assume these risks.

For more information on these risks, parents/guardians may review information from the Minnesota Department of Health Infectious Diseases, which provides information for schools and parents about specific infectious disease problems that may be present in the childcare setting nor in schools.

(<https://www.health.state.mn.us/> )

## 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 who is 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.
- Medications will be stored in a locked cabinet or drawer.

**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.

## PHYSICALS AND IMMUNIZATIONS

Physical examinations are recommended for all children entering Kindergarten and Grade 7. Forms for this purpose will be given to parents/guardians 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 7<sup>th</sup> 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 7<sup>th</sup> grade students. Students who cannot be vaccinated due to medical reasons or whose parents/guardians 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.

## **SCREENING PROGRAMS**

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

## **GUIDANCE AND COUNSELING**

A qualified psychologist and a school counselor are 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.

## **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.

## **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, proper hygiene, and physical activity within the context of our community.

### **General Statement of Policy**

1. Presentation of Mary School attests 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 of Mary School recognizes that nutrition, hygiene, social distancing 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, proper hygiene, and physical activity.
4. Children need access to healthy foods and opportunities to be physically active in order to grow and learn.

- a. The types of foods and beverages available to them influence students' lifelong eating habits. Presentation of Mary School has the responsibility to help students establish and maintain lifelong healthy eating patterns.
5. Children need access to restrooms and hand-washing stations so they can keep their hands clean throughout the day. If hand washing is not readily available, hand sanitizer may be substituted.

## **Guidelines**

### **Nutrition Education and Promotion**

1. Students at Presentation of Mary School 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 of Mary School 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 wishing 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.

### **Communication with Parents/Guardians**

1. It is important that students receive consistent messages from the home and school regarding good nutrition and healthy lifestyles.
2. Presentation of Mary School recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
3. Parent/guardian, 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 of Mary School's Health and Wellness Policy will be made available to students.

### **Additional Notes**

1. The school will provide students access to hand washing or sanitizing upon entering the building, before meals or snack, and other times as deemed appropriate.
2. The school will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule mealtimes 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.

## **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 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 another student has sexually harassed them, 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.

## **POLICIES ON STUDENT RESPONSIBILITIES AND BEHAVIOR**

### **Student Code of Conduct**

Presentation of Mary School 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. Although the Code is consistent, the language is altered to be age appropriate. Students who choose 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.

**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.

**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 of Mary 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.

## **VIOLATIONS OF STUDENT RESPONSIBILITIES**

Presentation of 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.

### **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

## **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. Taking a break or a timeout may be given when an infraction occurs.
  - Sitting on a bench during recess when the infraction occurs on the playground.
2. A behavior notice may be emailed or a written note will go home for parent/guardian to sign and return.
3. Indoor recess and community service.
4. During recess, students in grades 3 & 4 will be required to write a plan for behavior improvement.

Any teacher or staff member may hold all Presentation of Mary School students accountable for their behavior. Depending on the circumstances of the infraction, one or more of the following steps may be taken:

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

The Presentation of 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 behavior expectations he or she will be given disciplinary consequence that the staff member deems fit. In most cases, a detention will be issued.

#### **Demerit**

1. A demerit will be issued to the student.
2. The demerit must be signed by the student, teacher, and parent/guardian and returned to the teacher who issued the demerit by the beginning of school the follow school day.
3. If a student receives four demerits in one trimester, the student will receive a detention.

#### **Detention**

1. A detention will be issued to the student.
2. The student will serve the detention on the following Tuesday, provided it is a school contact day.
3. The student is responsible for completing a Behavior Modification Form. The student's parent/guardian will be notified 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/guardian 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/guardian and given back to the teacher who issued the detention by the beginning of school the following school day.
5. Students will be required to do restorative service to our community during a detention.

Two ways to earn a detention:

1. A student receives four demerits in one trimester.
2. A student breaks the Presentation of Mary School's Code of Conduct and/or exhibits what is considered "offensive behavior."

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/guardians
- Conference with student
- Conference with parents/guardians
- Conference with student, parents/guardians, 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/guardians
- Recess detention
  - The student loses the right to go out to the playground for recess during lunch hour for a day or more.
  - Office or teaching staff supervise the student.
- Written notice to parents/guardians
- Conference with students, parents/guardians, 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/guardians, and staff before the student returns to school.
- Community service
  - This can mean a variety of things – cleaning an area of the school, sorting papers, etc.
- Expulsion
  - The student is asked to leave the school permanently.

## **BULLYING PREVENTION**

Presentation of Mary School is committed to providing a safe educational environment for its students and teachers on school property or at school-related functions. Bullying, like other violent, harassing, or disruptive behavior, can interfere with a students' ability to learn and the teachers' ability to educate

students in a safe environment. The purpose of this policy is to assist Presentation of Mary School in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior. Presentation of Mary School cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or at school-related functions or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment at Presentation of Mary School, our school reserves the right to take action to investigate and respond to such conduct.

## Definitions

For purposes of this policy,

- a. **“Bullying”** Deliberate or intentional behavior using words or actions that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:
  - i. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
  - ii. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
  - iii. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and
  - iv. Cyberbullying.
- b. **“Cyberbullying”** The use of any electronic means to harass, intimidate, or bully, whether on or off school grounds using a school device. “Cyberbullying” is a form of bullying, and provisions of this policy that refer to “bullying” are intended to refer to cyberbullying as well.
- c. On school property or at school-related functions: Presentation of Mary School buildings, school grounds, and school property or property adjacent to school grounds; Presentation of Mary School contracted vehicles; the area of entrance or departure from school grounds and premises; and school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.
- d. **Prohibition:** Presentation of Mary School expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. Presentation of Mary School also expressly prohibits cyberbullying,

regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, volunteers, or employees.

- e. Alleged Consent Irrelevant: Parent/guardian permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- f. Reporting: A person who observes an act of bullying or becomes aware of such an act must report it to a teacher. Anyone with any bullying-related concerns should also contact the Principal.
- g. No Retaliation: Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.
- h. False Accusations: False accusations or reports of bullying others are prohibited.
- i. Violations: A student who violates this policy shall be subject to discipline for that act in accordance with Presentation of Mary School policies and procedures. Presentation of Mary School may take into account all factors it determines to be relevant. Depending on the circumstances, such factors *might* include the age, development, and maturity levels of the parties involved; the levels of harm, surrounding circumstances, and nature and severity of behavior; past incidences or past or continuing patterns of behavior; the relationship between the parties involved; and the context in which the alleged conduct occurred.
- j. Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in Presentation of Mary School discipline policies, including but not limited to, suspension or dismissal. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from Presentation of Mary School property and events or termination of services or contracts.
- k. Presentation of Mary School retains the sole discretion to determine the appropriate response, including the appropriate discipline or consequence, for violations of this bullying policy.

- I. Other Applicable Policies: Nothing in this policy prevents Presentation of Mary School from responding to violations of its other policies or code of conduct policy.

**When an incident occurs:**

The bullied person will be encouraged to:

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/Guardians/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.

Communicate progress of investigation and outcome of action taken back to involved children's parents/guardians and school personnel involved in the child's education.

**Consequences:**

May include, but not limited to, the following:

- Consequences as seen in the Student Responsibilities and Behavior section in this Student-Family Handbook (previous section).
- 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/guardians, 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.

**NO EXPECTATION POLICY**

Presentation of Mary School is a private school. Students have no expectation of privacy while on school-owned property or in their use of school-owned or school-provided resources.

Presentation of Mary School reserves the right to inspect any of its property at any time, with or without advance notice and with or without the consent of students or their families.

### **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.

\* The teacher or principal may confiscate objects brought to school that are inappropriate or distracting in the classroom. They become the property of the school until a note is received from a parent/guardian, requesting that the object be returned.

### **School Grounds**

Students not participating in Presentation of Mary School 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/guardians have arranged. Students should come to school no earlier than 8:15 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/guardian's written permission and approval by the principal or office personnel.

### **DRESS CODE AND PERSONAL APPEARANCE 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 obtained at the Uniform Exchange held at Back to School Night.

#### Girls

##### 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 may be worn under the jumper
- T-Shirts are not acceptable

##### 6-8 Official plaid skirt required, official plaid vests (optional)

- White blouse with collar or white, royal blue, navy, dark/forest green 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 may be worn under the skirt
- 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

Sweatshirt • Plain navy sweatshirt (ordered through school office) (no hoods)

*(Uniform shirts are required under sweatshirts)*

- No hoods or "spirit wear"

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 or skirt.***

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
- Makeup Gr. 6-8 is permitted as long as it looks clean, neat, and modest.
- Nails need to be natural – no acrylics (nails can be painted)
- 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.

**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.
- Jewelry should not distract or draw undue attention
  - Small earrings may be worn. (No other body piercing is allowed)
- Boys' hair must be groomed and kept away from the face
- 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.

### **CELL PHONE USE BY STUDENTS**

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/guardian must come to the school office to get it.

## **WEAPONS POLICY**

Presentation of Mary School strictly prohibits the carrying or possession of weapons on its premises, including firearms for which a permit has been issued. For the purpose of this policy, the term “weapon” shall include but not be limited to, firearms, rifles, pistols, guns, knives, devices, instruments, materials, substances or their respective components or ammunition, that are used for, or readily capable of, causing death or serious bodily injury or any other object that can reasonably be considered a weapon (including firearm or other weapon replicas).

## **PROHIBITED SUBSTANCES AND INAPPROPRIATE MATERIALS**

### **Smoking/Tobacco Use**

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/guardian 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/guardian 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.

### **Drugs and Alcohol**

#### **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 School whom...

- 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.

## **FINANCIAL POLICIES**

### **Tuition Policy**

After completing budget projections, the principal recommends a tuition amount to the School Board who in turn reviews it and then makes a recommendation to the pastor for final approval. Each family's account must be kept current according to the contractual arrangements between the parent/guardian and Presentation of Mary School as established at the time of executing each student's Tuition Contract. It is the policy of the school not to allow any student to attend classes if his or her tuition account is not current.

A student whose tuition account is not current may be un-enrolled from the school.

All tuition payment related items can be conducted via the TADS website at <https://mytads.com/>.

## **Lunch Accounts**

### **Description**

Presentation of Mary School offers a nutritious lunch to all students on days in which school is in session for a full day (parents/guardians 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 of Mary School 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.

### **Pre-Paid Lunch Program**

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 <https://educate.tads.com/educate/classroom/default.cfm> to maintain a positive balance in your lunch account. If you have any issues or questions getting in to your account please contact the school office at 651-777-5877. With this method, balances will be updated within 24 hours. This method is PREFERRED because it is most efficient for school/parish staff.

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 made online or handed in to a teacher or the school secretary or mailed directly to the school office.

Students and/or parents/guardians will be notified when their lunch account balance becomes low. Parents/guardians 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 Presentation of Mary 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.

## **FUNDRAISING**

All financial matters and activities within the school affect the operation of Presentation of Mary School. Therefore, development and fundraising initiatives may only occur under the direct supervision of the Principal. No money or gifts-in-kind, nor any fundraising drives, collections, raffles, etc. may be solicited in the name of Presentation of Mary School without the written approval of the Principal.

## **GENERAL POLICIES**

### **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

Gr. 3- 8 Chromebook Use – see separate policy documents

### **Student Property**

Presentation of Mary School is not responsible for student property, including money or other valuables, that is lost, stolen, or misplaced.

### **Photo Release**

From time to time, Presentation of Mary School produces various documents, electronically and in print, such as advertisements or school publications. As part of the production of such items, pictures of students or their activities and work may be included. Presentation of Mary School requests that parents/guardians who are willing to allow use of their child's photograph, name, and work on such documents, indicate that approval by completing an authorization for consent and release.

## **Guests and Visitors Policy**

### **Authorized**

**All visitors to Presentation of 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/guardians 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.

### **Teachers and Guest Teachers**

All core teachers at Presentation of Mary School 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 student/family 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 should immediately contact the school office by sending a reliable student to report using the SOS document or call 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.

## **FIELD TRIPS**

Presentation of 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 designated person 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 Board.

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.
- All chaperons must be E3 qualified

## **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.
- Driver must be E3 qualified.
- Driver must adhere to all Catholic Mutual trainings and proof of insurance forms. Contact Kay Mottaz at 651-842-6022.

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 attending a field trip must have a signed form on file. Teachers are responsible for making sure this procedure is followed. Students who do not have signed field trip form on file 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 6/7 students attend a weeklong field trip to the Wolf Ridge Environmental Learning Center in the fall. Wolf Ridge is 75 miles north of Duluth and has a goal of helping students learn to care for and about the environment.

## **COMMUNICATIONS**

### **Contacting Presentation of Mary School**

Normal business hours during the school year are 8:00 a.m. to 3:30 p.m. Presentation of Mary School's main phone number is 651-777-5877.

### **Telephone Use/Messages for Students**

**Students will 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.**

## **Student Electronics/Cell Phone Policy**

Use of all electronic devices including cell phones, handheld video games, or laser devices are prohibited during school hours, unless directed to use by a teacher.

The use of cellphones and other devices for personal communication and access to social media is prohibited during the school day. If a student has been asked to bring an electronic device to a specific class by a teacher, they must return the device to their locker after that class and have the device turned completely off.

Students are not allowed to take pictures, videos, or record sound with their phones (electronics) in the classroom without direct permission from the teacher, these activities must be directly related to a school project.

Students may not listen to music via a media player/headphones during any times not specifically approved by the teacher and all music must be approved and deemed appropriate by the school.

Personal use of electronics for game playing, apps, access to inappropriate websites, etc. will lead to confiscation of the electronic device.

Electronic devices that are found in class without teacher permission will be confiscated and turned into the principal. Confiscated electronic items must be picked up by the student's parent(s) for the first offense.

Any cell phone that is brought on campus is open to staff to search during school events. There is no right to privacy for cell phones when on campus

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

### **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 of Mary School 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) and posted on Channel 4, Channel 5,

FOX 9, and KARE 11 television stations. An announcement is also posted on the school website, an email sent via Constant Contact, and posts made on the school's official social media channels.

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

## **Water Bottles**

We encourage students in Grades K-8 to keep a water bottle at their desk. Water bottles do not go with students to recess, or in the church.

## **TRANSPORTATION, PARKING, CAR SAFETY**

### **Bus**

A private charter service (St. Paul Bus) and #622 (Maplewood) schedule bus routes and determine busing boundaries for Presentation of 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**

Students being driven to school by parents/guardians must be dropped off in one of the three following areas:

Kindergarten & Middle School students – S8 doors (flagpole doors)

Gr. 1-5 – S1 or S4 doors off of Kennard Street

If dropping off in the lower parking lot drivers should enter the parking lot by heading West on Larpenteur Ave. and turn into the lot entrance closest to the ball field, turn right immediately, and then proceed to the Loading Zone. Cars should leave via Prosperity Road. If dropping off at Kennard, please drop students off 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 ensure the safety of all students arriving for the school day.

#### **Drop-off for K-8 Students:**

1. Students will be permitted to enter the building at 8:15 through Door S1 (main office), S4 (near Kenney Hall), S8 (flagpole doors) or Door S10 (preschool only).
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.

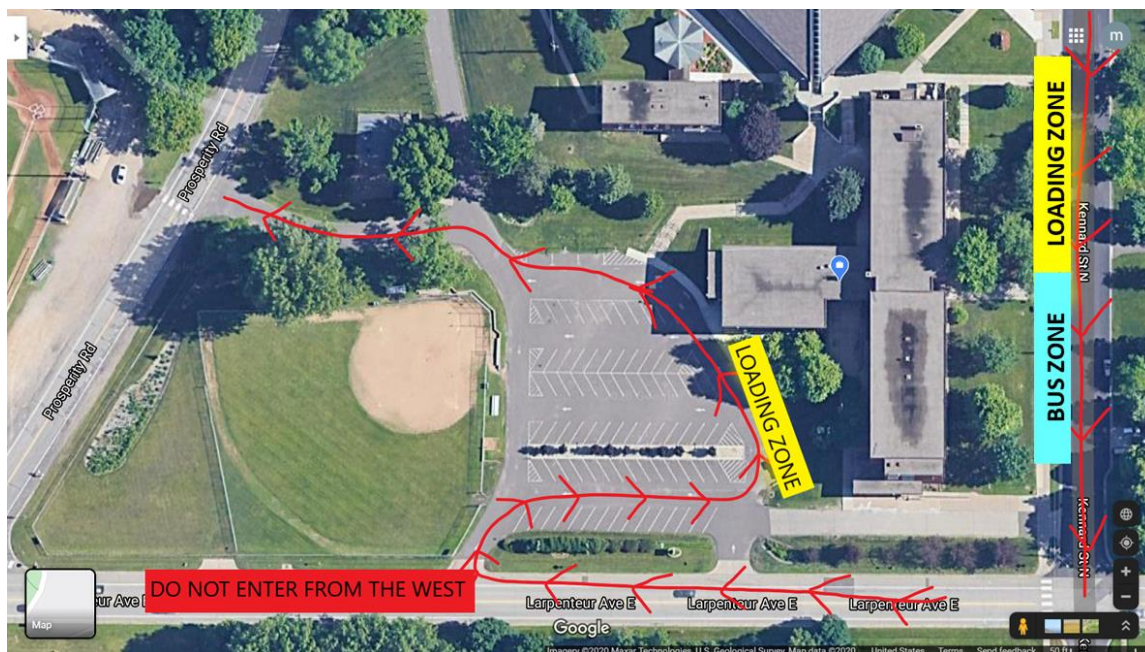
**Pickup for K-8 students at 3:00 PM.** Students will not be allowed to walk to a parked vehicle unless an adult is walking with them.

Students will be assigned by families to be picked up either from Kenney Hall (usually students Gr. 1-5) or the Gym/mural S7 doors (usually families with Kindergarten, preschoolers, and Middle School students)

Each family will be given a family name card to post for teachers to see and call into the school building giving students permission to exit the building.

Parents must stay in their cars and wait until your car is near the staff member calling names.

If your child/ren need more assistance getting into the family vehicle, parents may park in the lot behind the church and come to the S1 (main doors) to pick up their child/ren.



## **Bicycles**

Students may ride bicycles to school during the appropriate seasons. Bicycles are to be parked and locked on the bike racks provided near the S7 & S8 doors by the mural. 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.

## **EXTENDED DAY POLICIES**

Refer to the Extended Day Handbook.

## **COMPUTER USE AND TECHNOLOGY POLICIES**

### **Technology Policy: Chromebook Acceptable Use Policy:**

<https://presentationofmaryschool.org/wp-content/uploads/2023/08/PBVM-AUP-Final-Version-August-28-2023-1-1.pdf>

### **Social Media Policy**

#### **Personal Safety**

Students should never send any message that includes their personal information such as: home address, personal phone numbers and/or last name for themselves or any other person. Students should not send information regarding their schedule (where they are/will be, timing, dates, etc.) to anyone they do not know personally.

#### **Password Protection**

Students should not share their password, steal, or use another person's password. If a password is lost or compromised the student should inform their teacher for help to resolve the password issue.

#### **Privacy**

**Students and families need to know that files stored on school computers are not private.** Network and Internet access is provided as a tool for educational purposes only. Presentation of Mary School has the right to monitor, inspect, copy, review, and store at any time, without prior notice, any and all usage of the computer network and internet access including transmitted and received information. All information files are the property of Presentation of Mary School and no user shall have any expectations of privacy regarding such files.

#### **Online Etiquette**

Follow the guidelines of accepted behaviors within your schools' handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Students may not use any school issued electronic device to make, distribute or redistribute jokes, stories, to bully anyone, or pass along obscene material or

material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

### **Blogging and/or Podcasting**

Use of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home, or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools.

### **Plagiarism/Copyright/Licensing**

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in our school's handbook. In addition, students must adhere to the copyright laws of the United States (P.L 94-553) and the Congressional Guidelines that delineate it regarding software, authorship and copying information. All students should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

### **Proxies**

The use of anonymous proxies and VPNs to get around content filtering is strictly prohibited and is a direct violation of our school policy.

### **Accessing/Posting Inappropriate Material**

Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.

### **Photos and Video**

Students are not to take pictures or videos of staff or students without staff permission. Any student use of cameras in Presentation of Mary School should be part of a class or club activity. Unapproved camera use is a violation of our school policy.

### **Malicious Use/Vandalism**

Any malicious use, disruption or harm to the school unit's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of district policy.

No student shall obtain or try to obtain other students' accounts, files, and/or data. Students are NOT to remove or attempt to remove or circumvent the management system or modify the operating system and software installed on any school electronic device. Using or possessing hacking software is a violation of this agreement. Students who attempt to hack or "jailbreak" any school issued device will be in violation of our school policy.

### **Tech Support**

If technical difficulties arise with a school issued device, or non-conforming content is discovered, the

device will be restored by staff. If the staff needs to restore the device, the school is not responsible for the loss of content put on the device by the student.

## **ORGANIZATIONS**

### **School Board**

The School Board is the official, operational authority of Presentation of Mary School, the School Board provides leadership to support the advancement of our mission and strategic growth of the school. Board members bring expertise in the areas of financial management, advancement, marketing, non-profit development, facilities, and strategic planning.

The School Board makes operational decisions, plans and sets the budget, has financial oversight, and is responsible for the evaluation of the school Principal. Through their strategic leadership, the School Board ensures the resources and operational policies for the success of our school community.

As followers of Christ, Presentation of Mary School is committed to honoring the sanctity of every human life by recognizing diverse backgrounds and perspectives in an inclusive and equitable environment within our Catholic community.

### **School Advisory Commission**

The School Advisory Commission (SAC) gives support to the Principal and the Pastor along with the School Board. It exists to offer feedback/advice in certain matters of school from the parent perspective 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 for enrollment plus fundraising along with enhancing student learning and religious 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: Parent engagement, School Events, Fundraising, and Public Relations.

The SAC meets every 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 of Mary School students in grade K-8 for the upcoming year, or a parishioner of Presentation of Mary School 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 fall, the following roles will be voted on and assigned: 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.

### **Parent/Guardian of Presentation Students (POPS)**

Parents/guardians of Presentation Students (POPS) is an informal parent/guardian group that supports the School's mission through fundraising, volunteerism, promotion and community-building and is overseen by SAC in conjunction with the School Volunteer Coordinator.

The school's budget depends on funds raised at school events; 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 approves all school 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 when necessary, and to ensure that activities do not conflict with other school or parish events.

## **VOLUNTEER POLICIES**

**All Presentation of Mary School parents/guardians are required to volunteer 25 service hours per family and support school events. A fee of \$250 will be added to all family accounts at the beginning of the school year. A credit will be given once the volunteer 25 service hours are completed.**

### **Application Process**

Presentation of Mary School is grateful for the assistance of its volunteers. Anyone wishing to volunteer at Presentation of Mary School should contact Kay Mottaz at 651-842-6022. A volunteer application and other paperwork must be completed.



## **Safe Environment Training and Background Checks**

In accordance with Archdiocesan policies, safe environment training and background checks are required for all school volunteers who have regular or unsupervised contact with children. ([Essential 3](#))

## **Volunteer Code of Conduct**

All volunteers must sign and abide by the volunteer code of conduct.

## **Important Limits on Volunteer Responsibilities**

Volunteers are not permitted to provide curriculum, evaluate achievement, counsel, discipline students, discuss student progress with parents/guardians, or reveal any information obtained from student records. The professional staff is responsible for decisions regarding the instruction of students and school management.

## **Fire Drills, Severe Weather and Emergency Procedures**

From time to time, a volunteer might participate in fire drills, lock down drills, and tornado drills. Volunteers are required to follow the instructions of staff members during such drills and other emergency procedures.

## **CONCILIATION PROCEDURE**

If a concern or issue involving school policy between parents/guardians 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 Board Meeting at the next scheduled meeting. All parties involved will be invited to the 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, Board 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 School Board meeting. After discussion and deliberation, the School Board shall make a recommendation to the principal and pastor on a resolution. In the case that the School Board 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.

## **2022-2023 SCHOOL YEAR NOTIFICATION**

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Presentation of Mary School has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings owned or leased by Presentation of Mary School were inspected by an EPA accredited inspector and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Presentation of Mary School has completed the 3-Year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians, and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Presentation of Mary School has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed MacNeil Environmental, Inc., at 952-890-3452 or by contacting Presentation of Mary School at 651-777-5877.

## **2022-2023 Indoor Air Quality Notice (IAQ)**

Presentation of Mary School is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission- educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions, performs activities that can have an effect on the quality of the air we breathe. Presentation of Mary School works with MacNeil Environment to keep in compliance with the federal and state government rules. There is a copy of the written plan at the school office. Presentation of Mary School, Maplewood Indoor Air Quality (IAQ) contact person is Shelley Graff, Business Administrator and Maintenance Supervisor. If you have any questions or concerns about the Schools IAQ program, please contact us at (651) 777-5877.

## **2022-2023 Integrated Pest Management (IPM) Notification Notice Concerning Use of Pesticides**

All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide applications on school property. Pesticides include chemicals which are used to control insects, weeds, rodents, or other pests as defined by the law. (M.S. 123B.575, Subd.9) Pests having the potential to sting, bite, contaminate, cause property damage, spread disease, cause asthma and/or trigger an allergic reaction. Therefore, we must prevent and control them. Our school utilizes the service of a licensed, professional pest control firm for the prevention and control of pests in and around school buildings and grounds. All pest control materials are chosen and applied according to Federal law. Because long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood, the school requires the least amount and least toxic pesticides available be used. Due to the rare occurrence of pests, Presentation of Mary School does not currently have a formal pesticide application schedule for building interiors. Due to their potentially toxic nature, these materials will be applied in a manner to ensure maximum efficiency, with minimal hazard. An estimated schedule is currently under review for chemical applications to school grounds of herbicides and other materials. Parents may receive, at their expense, notification of pesticide application prior to their use should they be deemed necessary on unscheduled days if specifically requested. To make such a request, please fill out a request form at the main office at the Presentation of Mary School. Any questions you may have regarding the School's Integrated Pest Management (IPM) program or practices should be directed to Shelley Graff, Business Manager and Maintenance Supervisor.



# PRESENTATION OF MARY CATHOLIC SCHOOL

## ACKNOWLEDGMENT FORM

I/we hereby acknowledge receipt and understanding of all policies listed in the Presentation of Mary Catholic School Parent Student Handbook.

If I should have any questions regarding said policies, I will contact the school office at  
651-777-5877.

_____ Printed Parent/Guardian Name	_____ Date
_____ Parent/Guardian Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date