

*Our Lady of the Presentation*  
*Catholic School*  
*"Inspiring spiritual and academic growth"*  
*Parent Handbook 2010-2011*

**Mrs. Jodi Briggs, Principal**  
**Father Michael Clary, Pastor**

**Phone Numbers**

School Office                      816-251-1150  
School Fax                         816-251-1155

**School Hours**

8:00 AM – 3:00 PM  
Doors open at 7:30 AM

150 NW Murray Rd / Lee's Summit, MO 64081

**[www.presentation-parish.org](http://www.presentation-parish.org)**



*Mary, Mother of God and mother of all, help us say "yes" to God always. Show us the way of love. Amen*

## Diocese of Kansas City – St. Joseph Family Covenant

This Covenant agreement represents our commitment to collaborate with the work of the Catholic school in the spiritual formation of our children. As the first teachers of our children in faith, we hereby accept responsibility to support Church teaching in the school, participate in church services every week, and see that our children attend church every week.

For Catholics this Covenant is an agreement to participate in the Holy Sacrifice of the Mass, on all Sundays (Weekends) and Holy Days.

For non-Catholics this Covenant is an agreement to attend weekly church services in our denomination.

We acknowledge that the teachers are also pledged to this Catholic/Christian commitment. Because the partnership of parents and teachers in the formation of children is so important, we accept the family covenant for church attendance as a way of honoring the third commandment, as an extension of our baptismal vows and as essential for the spiritual formation of our children.

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Parent/Legal Guardian

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Date

**Additional copy provided to be signed and returned to the school office.**

## Diocese of Kansas City – St. Joseph PARENT – TEACHER COVENANT

Because our school strives to be a faith community, parent cooperation and good parent-teacher relations are essential. As member of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians and other care-givers, have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience problems or are confused with some matter regarding your child's educational experience, are asked to show similar respect by: a) striving first to learn the reasons behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In his way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, and also the welfare of his or her fellow students.
4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors therefore are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member. Nor will we tolerate intimidating or verbally abusing any member of the community – in person or in writing.
5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions: a) limiting or refusing permission to enter or use school grounds or facilities; b) asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters; c) refusing to allow the child to re-register and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

# Our Lady of the Presentation School Handbook

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# Our Lady of the Presentation School

## **Mission Statement:**

To create an environment in which children can begin the process of finding purposes for their lives which are part of the purposes of God.

## **Philosophy:**

- We believe in God.
- We believe in the power of the individual to make a difference in our school, in our parish, and in our world.
- We believe that education must prepare students for a changing world.
- We believe education is a life-long process.
- We believe that the education process should include the spiritual, emotional, and physical aspects of the child in addition to the academic development.
- We believe the home, the parish, the community, and the school are partners with the student in the educational process.
- We believe each person is a unique individual whose needs must be addressed in the educational process.
- We believe a safe, orderly environment is conducive to learning.
- We believe in the strengths and benefits of a Catholic Education.

## **Goals:**

- to develop Christian attitudes and values
- to foster independent problem solvers and logical thinkers
- to provide a strong academic background
- to develop responsibility and self-discipline
- to develop self-confidence and a positive self-image

# Our Lady of the Presentation Parish

## Vision and Mission Statements

### Vision Statement

Our Lady of the Presentation is a vibrant, Eucharist centered-community offering all Catholics participation in sacraments, social action and Christian education.

### Mission Statement

To share our gifts by providing opportunities for spiritual growth in worship, service, education and community activities, is our mission.

## **Parish History**

### **St. Mary's/ Our Lady of the Presentation**

The history of our parish dates back to 1885, when Thomas Mulligan organized a small group of Lee's Summit Catholics to consult Bishop John J. Hogan of the Diocese of Kansas City about forming a Catholic parish in Lee's Summit. Until that time Catholics in this area were only able to attend Mass when priests traveled here from Independence or Holden. These Masses were usually held in the home of Thomas and Mary Mulligan. After the meeting, Bishop Hogan appointed Fr. Thomas Fitzgerald of Independence to establish a parish in Lee's Summit which was to be called St. Mary's.

In addition to the Thomas & Patrick Mulligan families, the other founding families of the parish were the Nicholas & Elizabeth Scheer Family, the Joseph Cooper Families, the William & Eliza (Cooper) Donovan Family, and the Fabian Etue Family. The adult meeting rooms in our current parish facility are named after these six founding families, and many of their descendants are still parishioners! Records show that the first baptism for St. Mary's took place on October 11, 1885 when the Donovan's infant daughter Marian was baptized.

Lee's Summit founder William B. Howard and his wife Mary donated land so that a small church could be built for St. Mary's Parish. (The Howards were Methodists, but they donated land for several churches of various denominations in Lee's Summit.) The church was built on the corner of Third Street & Johnson and was completed in 1887. It was a small, white, wooden structure which was 42 feet long and 26 feet wide. Sadly, Thomas Mulligan caught pneumonia and died in 1886 after being caught in a severe thunderstorm while transporting an altar for the new church from Independence to Lee's Summit.

A series of Redemptorist priests served the parish from other locations until 1896 when Fr. William Hovestadt was appointed as the first resident pastor. A house was built for Fr. Hovestadt next to the church. By the turn of the century when Fr. Hovestadt left, the parish had grown to 25 families and had a very active Altar Society. Despite changing pastors nearly every year or two, the parish continued to flourish and had grown to 40 families by 1917 when Fr. John Whelan became pastor. Fr. Whelan found that very few written records had been kept, so he chronicled the early history of the parish based on his talks with older members of the congregation. Fr. Whelan stayed until 1930.

In 1939, while Father Hagedorn was pastor, the parish established a school, which first met in the church and then in a converted house near the church. Sisters of Charity of Leavenworth soon arrived to serve as teachers at the school. After Fr. Francis J. Sullivan was appointed pastor in 1947, a group of about 30 parishioners met with him to discuss the need for a larger, more modern school. Seven men were chosen to form a School Building Committee. In 1948, the house that had served as the school was torn down and a brick school building was erected across the street from the church. This building still stands at the northwest corner of Third Street and Johnson.

Fr. Fichard PilsI was appointed pastor in 1958 and served the parish for 20 years. In 1959 Bishop John Cody officially changed the name of the parish from St. Mary's to Our Lady of the Presentation, following the merger of the Diocese of Kansas City and the Diocese of St. Joseph. Several parishes in both Dioceses had been named St. Mary's. Some were renamed at this time using other titles for the Blessed Mother. The new name was chosen in honor of the feast of the Presentation of the Virgin Mary, which is commemorated on the Church's calendar on November 21.

By 1963, the parish had outgrown the old white church. It was sold to a Baptist congregation and became Faith Baptist Church. When that congregation moved to a new location in 1975, the white church was torn down and a gas station and convenience store were erected on the site, which remain today. St. Mary's old church bell was saved by Faith Baptist Church and can be seen hanging beneath their sign on Lansford Road.

Meanwhile, Our Lady of the Presentation Parish built a new church and school at the current site on Murray Road. This facility was dedicated on August 4, 1963. The church was located in what is now the south hallway of the school and if you look closely you will observe the Stations of the Cross still etched on the classroom walls. The school was located in the area of the current Mulligan/Scheer Room. At that time, the brick wall of the gathering space in the current church was the outside wall of the front of the school.

In the mid-1960's, the blue and brick house just south of the church, which is now the Parish Office, was built as a rectory. The first priest to reside there was Fr. James Hart. Father Hart's first assignment after his ordination was as Associate Pastor at Our Lady of the Presentation. He stayed until 1967; in 1971 he was reassigned to Presentation Parish and stayed until 1975.

Fr. Richard Pilsel retired in 1978 and Fr. Donald Powers became Pastor. By this time, Lee's Summit and surrounding areas were beginning to experience a population growth. In 1979, the southern part of Presentation Parish was reassigned to boundaries of the newly formed Holy Spirit Parish on 150 Highway. Fr. Roger Miller, who had been an Associate Pastor at Presentation, became Pastor at Holy Spirit.

Presentation was once again outgrowing its facilities. In 1985, the present church was built onto the northeast corner of the original buildings and the old church was converted into the classroom space. Bishop John J. Sullivan dedicated the new church on Feb. 16 of that year. In 1986, Fr. Michael Rice was appointed pastor.

With the construction of new highways, Lee's Summit has experienced rapid population growth since the mid-1980's and correlating expansion has occurred at the parish. The Presentation/Mary Kirn Early Childhood Center was established in 1988 in what used to be the convent of the Sisters of Charity who has taught at the elementary school until 1972. The parish also purchased O'Brien Farmstead, consisting of the white house and log house. The white house was converted to pre-school facilities for 2-year-olds (the yellow house served 3-5 year olds), and the log house became the priest residence. A fund drive was conducted in the 1990's for major expansion of the facilities, which included a three-story addition to the school, a new gymnasium, and the adult meeting rooms.

In 1999, as the number of parish households hovered near 2,500, a third Lee's Summit parish, St. Margaret's, was established east of M-291 with Fr. Rice as pastor. Fr. James Hart returned to Presentation for a third time (this time as Pastor), and Fr. Charles Rowe became Associate Pastor. A new larger rectory had been purchased, freeing the log house to be used for the youth community and other parish functions. As we began a new millennium, and the population of Lee's Summit continues to grow, we recognize the need to expand our worship space to accommodate our ever-growing congregation. We've come quite far since six families founded our parish over a century ago.

**Our Lady of the Presentation  
School Staff  
2010 - 2011**

Mrs. Jodi Briggs	Principal	<a href="mailto:jbriggs@presentation-parish.org">jbriggs@presentation-parish.org</a>
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Ms. Denise Russell	5	<a href="mailto:drussell@presentation-parish.org">drussell@presentation-parish.org</a>
**Middle School		
Ms. Denise Fletcher**	Language Arts	<a href="mailto:dfletcher@presentation-parish.org">dfletcher@presentation-parish.org</a>
Mr. Terry Nyhan**	Science	<a href="mailto:tnyhan@presentation-parish.org">tnyhan@presentation-parish.org</a>
Mrs. Mary Vittorino**	Math	<a href="mailto:mvittorino@presentation-parish.org">mvittorino@presentation-parish.org</a>

Mrs. Laura Lock**	Technology	<a href="mailto:llock@presentation-parish.org">llock@presentation-parish.org</a>
Mr. Jeff Wright**	Social Studies	<a href="mailto:jwright@presentation-parish.org">jwright@presentation-parish.org</a>
Mrs. Leslie Memoly**	Spanish	<a href="mailto:lmemoly@presentation-parish.org">lmemoly@presentation-parish.org</a>
Mrs. Heather Connors**	Religion	<a href="mailto:hconnors@presentation-parish.org">hconnors@presentation-parish.org</a>
Mr. William Mayle	P.E./Health	<a href="mailto:wmayle@presentation-parish.org">wmayle@presentation-parish.org</a>
Mrs. Julie Sherfinski	Art	<a href="mailto:jsherfinski@presentation-parish.org">jsherfinski@presentation-parish.org</a>
Mrs. Susan Sims	Computers, K-5	<a href="mailto:ssims@presentation-parish.org">ssims@presentation-parish.org</a>
Mrs. Karla Recalde	Music	<a href="mailto:krecalde@presentation-parish.org">krecalde@presentation-parish.org</a>
Sr. Janette Munsterman	K-Para	<a href="mailto:jmunsterman@presentation-parish.org">jmunsterman@presentation-parish.org</a>
Mrs. Ann Martens	1 <sup>st</sup> – Para	<a href="mailto:amartens@presentation-parish.org">amartens@presentation-parish.org</a>
Mrs. Julie Loehr	Cafeteria Supervisor	<a href="mailto:jloehr@presentation-parish.org">jloehr@presentation-parish.org</a>
Ms. Dee Cordry	Custodial Supervisor	<a href="mailto:dcordry@presentation-parish.org">dcordry@presentation-parish.org</a>
Mr. George Dillon	Maintenance	<a href="mailto:gdillon@presentation-parish.org">gdillon@presentation-parish.org</a>

**Education Advisory Committee  
2010-2011**

Tim Drake-President  
Beth Ann Caldarelo  
Melissa Frerking  
Jared Hoover  
Kerri McNett  
Chuck Mount  
Helena Vilott  
Mark Warnecke

Ex-Officio Mrs. Jodi Briggs Fr. Mike Clary

## **Parent & Teacher Organization 2010-2011**

President: Jen Watts  
President Pro Temp: Open  
Vice President: Open  
Secretary: Colleen Daugherty  
Treasurer: Kerri McNett  
Faculty Representative: Carmen Bisacca

### **Committees**

Carnival  
Revenue  
Room Parent Chair  
Service Committee  
Welcoming Committee  
Teachers Monthly Luncheon  
Staff Appreciation Days

Events Hospitality  
Catholic High School Scholarship  
Family Fun Events  
Field Day  
PTO Bulletin Board  
Spirit Store  
Catholic Schools Week

Panther's Pen Student Magazine  
Golf Tournament  
Special Person's Day  
Christmas Shop  
Used Uniform Sale

### **Legal Disclaimers Page**

This school abides by the state Child Protection and Reformation Act (RSMO 21). This legislation requires school personnel who have reasonable cause to believe that a child known to them in their professional capacity is an abused or neglected child, must report their beliefs to the Missouri Department of Family Services.

Any teacher or employee shall report any suspected, observed or reported incident of child abuse or neglect in the following manner.

1. Immediately report the incident to the Principal.
2. The Principal will immediately report the incident to the Superintendent of Schools. Either the Superintendent or legal counsel will assist the Principal if there is doubt as to whether it is a reportable incident under Missouri law.
3. If there is reason to believe that there has been or may be child abuse or neglect, the Principal must ensure that the incident is reported within 24 hours to the Missouri Division of Family Services. The report may, and usually should be made by telephone to the hot line number 1-800-392-3738.
4. The Principal will arrange for full cooperation of all school personnel having knowledge of the incident with (a) the Superintendent of Schools, (b) any task force established by the Diocese to deal with the incident, and (c) the Division of Family Services.

#### **Asbestos:**

In accordance with government regulations let this serve as notification that Our Lady of the Presentation School has on file in our school office an asbestos management plan which is available for inspection.

## Policies and Procedures

### *Policy I* Enrollment

*I.a.* **Registration**

Registration is held each spring at which time enrollment procedures/priorities will be published.

*I.b.* **Non-Discrimination Policy**

In accordance with the Title IX Regulation regarding sex discrimination in education, Presentation School will observe the following policy:

Our Lady of the Presentation School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, religion, national and ethnic origin in administration of its educational policies, admissions policy and other school-administered programs.

*I.c.* **New Student Policy**

All students who are attending Presentation for the first time or who are transferring in from another school must serve a one-year probationary period. During the year, the student's progress is strictly monitored. If the student does not seem to be progressing or if the student's behavior is upsetting to the overall atmosphere of the classroom, the student may be asked to leave midyear or may not be invited to attend the following year.

### *Policy II* Volunteering

Catholics have a rich tradition of volunteer service to others and commitment to Catholic education. Parent and guardian volunteers make many important school activities possible:

- Assist teachers with classroom projects
- Mentor new school families
- Chaperone field trips
- Help with class parties
- Bake cookies
- Share professional expertise
- Participate in fund raising
- Coaching sports teams

Not only is volunteering important to our school, but as a volunteer you will gain an increased involvement with your children's lives, a greater sense of belonging to our faith community, and the personal satisfaction that derives from giving. **All volunteers** must attend a Protecting God's Children workshop and have a certificate of completion on file at the school office.

All Presentation school families have the responsibility to share their Christian values, talents, treasures and skills.

### **Policy III Attendance**

**III.a. General**

Regular school attendance is mandatory.

**III.b. School Hours**

The school building will open at 7:30 AM. Students arriving prior to 7:30 AM will be directed to the ACED morning care and fees will be assessed. Any student arriving between 7:30 and 7:45 AM must report to the cafeteria and remain there until the bell rings at 7:45 AM.

Students not in classrooms and in their seats by 8:00 AM will be marked tardy on the school records and be required to get an admittance form from the office.

Students will be dismissed at 3:00 PM and must be promptly picked up. If students are not picked up by 3:15 PM, they will be directed to the After Care Extended Day (ACED) program. Fees will be assessed after the first time the student is sent to ACED. If the student is attending an extracurricular activity, he/she must stay in the area designated for that activity. Siblings of students involved in after school programs will need to either be picked up at 3:00 PM or be in After Care Extended Day (ACED) program.

The school buildings/classrooms are closed to students, parents and others outside of regular school hours without permission of the school or parish administration. No one should enter the buildings to retrieve forgotten or misplaced items without first consulting an administrative staff member. Children should never be left unattended on school grounds while parents are attending meetings.

**III.c. Absences**

*An excused absence is any absence that has been reported to the school by the parent/guardian.* Students are responsible for making up any work they have missed due to absences. Excessive absences will result in a parent conference and may be reported to Division of Family Services. Please call Mrs. Straughn in the school office at 816-251-1127 to report an absence and please provide the symptoms. Mrs. Straughn will call you if you have not called the school to report the absence.

**III.d. Tardiness**

Promptness and the responsibility for being on time are important values. It is a parent's responsibility to teach the importance of arriving at school in a timely fashion, ready to begin the day in a successful manner. Excessive tardiness within a student's control may be handled by an after school detention or loss of recess privileges. Tardiness for other reasons may warrant a parent conference. Excessive tardiness will result in a parent conference and may be reported to Division of Family Services. 20 tardies = 1 absence

**III.e. Early Dismissal**

A parent or guardian must contact the school office if a child is to be dismissed early. Parents must notify the school office if their child is to leave with someone other than the parent/guardian. A driver's license or other picture ID may be required from the designated individual retrieving the student. A parent/guardian or someone designated by the parent must come to the school office and 'sign out' a student for early dismissal. All students must be checked out from the office. Students may never be taken directly from the playground, classroom or cafeteria. Parents must come into the school office to sign the child in and out each time.

**III.f. ACED (After Care Extended Day) Program**

Before and After-school care is available for any student in grades K-8. The service is available from 6:30-7:30 AM, 3:00-6:00 PM, and most early dismissal days from 12:00-6:00 PM and most non school days from 7:30 AM-6:00 PM. All fees and arrangements can be made through the program director, Corey Henry, [chenry@presentation-parish.org](mailto:chenry@presentation-parish.org) or 816.251.1116.

**Policy IV  
Inclement Weather**

Safety is a priority for everyone in our school community. With this in mind, the inclement weather policy is designed to support the parental decision-making process and offer guidelines for the operation of the school.

**Absences and tardies caused by bad weather/road conditions are excused.**

Along with the Southeast Jackson County Pod schools, we will use late start schedules as an alternative to inclement weather closings. On a late start schedule, classes will begin with either a one-hour or two-hour delay. It will be stated in email, phone message and via the news if the schedule is changed to late start and the amount of the delay or cancellation.

**Late Start Schedule**

**Two-hour late start the building will open at 9:30 AM with a 10:00 AM school start time.**

If the determination is made that the roads are passable and that given enough time, faculty and students can get to school safely, then we will have classes. ACED will not provide morning care on late start days.

**Cancellation**

Cancelling classes for the day will be a last resort.

If the determination is made that the roads are impassable and not safe for travel then school will be cancelled as well as after school activities for that day.

Notification of any delays or cancellations will be made via phone calls from the School Parent Notification system, email, website and stated on TV/radio as the

**Southeast Jackson County Catholic Schools.** We will NOT dismiss school once it is in session. However, anytime inclement weather occurs, parents may sign out and pick up their children at their discretion.

**After Care Extended Day will NOT be open on days when school is closed for inclement weather.**

**Policy V  
Curriculum**

**V.a. Courses of Study**

The course of studies at Presentation includes the following:

Art

Religion

Social Studies

English

Reading/Literature

Music

Spelling

Phonics

Physical Education

Mathematics

Spanish (grades 6-8)

Computer Science

Band (grades 5-8)

**All students, both Catholic and non-Catholic, are required to participate in religion classes and weekly school Masses.**

The teaching of religion and the development of appropriate Christian values and attitudes are our school's reason for existing. Children are taught that they are called into a loving relationship with God that leads to a faith response through prayer and service to their family, their peers, their community, and the world.

V.b **Library Goals and Guidelines**

All students, parents and staff are welcome to utilize our library. The library will be open from 7:45am-3:30pm on school days for our patrons. Students are allowed to check out library materials during that time. The computers within the library are also available for research and Accelerated Reader activities.

Library staff and volunteers will communicate and model ethical and appropriate use of materials and technology. Library time will be devoted to library business and learning research skills.

The goal for all of our students is that they will be equipped to facilitate any library with the knowledge that they have acquired at Our Lady of the Presentation School Library. Our library staff will also attempt to develop our students into information-literate and lifelong readers.

If it is determined that a library book is lost, the book needs to be replaced with the same titled book, or funds need to be paid to the library in the amount necessary to purchase a replacement book

**Report cards will not be sent home to any student with an unpaid lost book fine.**

***Policy VI***  
**Assessment**

VI.a. **Testing Program**

Children in fourth through eighth grade will be tested using the Iowa Tests of Basic Skills. Fourth grade students will also take the Cognitive Abilities Test. Seventh grade students take the Orleans-Hanna Algebra Readiness and Placement Test.

VI.b. **Conference Procedure**

Parent/Teacher conferences are scheduled at the end of the first quarter for all students. Optional parent/teacher conferences are scheduled during the third quarter. However, teachers are available to schedule conferences throughout the year as parent/teacher deems necessary.

The teacher is usually in the best position to help a parent with any problem that may arise. If a problem should occur that deserves the attention of a teacher, parents should contact the teacher through the school, via email or phone, to make meeting arrangements. **Please do not disrupt instruction/learning to speak with the teacher. Only scheduled parent conferences may take place during the school day.**

VI.c. **Homework**

Work assigned for home study provides practice for materials previously presented in the classroom. Homework reinforces those activities which can be pursued without additional teacher help. Homework assignments are made on an individual teacher basis. Parents are encouraged to contact the teacher if their child is spending an inordinate amount of time with homework. A general guideline is:

K-3 Primary students 20-40 minutes

4-5 Intermediate students 45 minutes to 1 hour

6-8 Middle School students 2 hours

These time guidelines do not take into account the working rate of individual students.

Homework Activities include:

- Preparing for a test;
- Completing assignments not finished during the school day;
- Additional drill or practice on basic skills;
- Reading for exploratory purposes, enjoyment, and enrichment;
- Scientific experimentation;
- Extended projects over a period of time;
- Make-up work missed during absence.

VId. **Make-up Work/Late Work**

**Assignments missed due to trips or reasons other than illness will normally be made up when the student returns to school.** If work is requested prior to a scheduled/planned absence, the completed work is due upon return. Students are responsible for contacting the teacher after each absence concerning work missed. Generally, students are given one day of make up for each day of absence. Assignments not completed by the date required by the teacher may be reflected in the student's achievement. Parents may request assignments from the homeroom teacher for students grades K-5 and from Mrs. Mueller for Middle School students. **These requests must be made by 9:00am and assignments picked up at the school office between 3:00 and 3:15pm.**

Acceptance of subsequent late work is left to the discretion of the teacher in grades K-5. Middle School late policy is stated in the Middle School Procedures.

V.e. **Grading System**

Report Cards will be sent home with each student four times a year. At the mid-point of each quarter, a notice will be sent home to parents of children in grades K-3<sup>rd</sup> who are not performing satisfactorily, as determined by the teacher. Parents of students in grades 4-8 will receive midterm grades for each student's core subjects (3<sup>rd</sup> grade will receive midterms 2<sup>nd</sup>-4<sup>th</sup> quarters). Mid-term reports for special classes will only be sent home if the student's progress is unsatisfactory.

It is the vision of the Diocese of Kansas City-St. Joseph that assessments are there to strengthen and encourage the many gifts with each child. It is a goal that through a comprehensive assessment process, children will realize individual educational success and an appreciation of their own capabilities as gifts from God. We hope that this report card gives you useful information and assists parents and teachers, in working together, as partners in education to help your child realize success.

**Assessment report for Kindergarten & First Grade:**

- + Mastered Skill
- S Usually demonstrates skill
- P Progressing
- √ Frequently experiences difficulty with this skill
- N Not applicable/not introduced
- \* Modifications of regular classroom program

**Assessment report for 2<sup>nd</sup> & 3<sup>rd</sup> grade:**

- + Consistently demonstrates skill
- S+ Usually demonstrates skill
- S Demonstrates skill
- S- Needs improvement on skill
- ^ Not grasping skill

3<sup>rd</sup> grade follows the early childhood assessment model for the first quarter and then follows the intermediate/middle school guidelines.

## Assessment for Intermediate and Middle School

A+ 100	B+ 92	C+ 83	D+ 73
A 99-94	B 91-85	C 82-75	D 72-70
A- 93	B- 84	C- 74	D- 69-68

- F 67 and below - unsatisfactory completion of course work  
+ Indicates excellent progress  
- Indicates improvement needed  
NA - Not applicable

### Middle School Honor Roll

**Principal's Honor Roll**-Any student with a grade point average of 3.67 (A) and no grades lower than an A-

**A Honor Roll**-Any student with a grade point average of 3.33 (A-) and no grades lower than C-

**B Honor Roll**-Any student with a grade point average of 2.33 (B-) and no grades lower than C-

Art, Music, PE and Accelerated Reading are weighted as a quarter credit compared to the core classes which are weighted as a full credit.

VI.f. **Retention**

Should there be a question as to whether a student should be promoted to the next grade; the parent will be notified as early as possible. A conference will be arranged to discuss retention prior to May.

### Policy VII Safety

VII.a. **Safety Habits**

The safety of each student is a primary concern. Cooperation of home and school, teachers and parents, are needed to reinforce good safety habits. Urge your child to: walk on the shoulder of the road or on the sidewalk; cross only when traffic is clear; refuse to enter strange automobiles; go directly to school or home before beginning to play; be considerate of smaller children. Your children should NOT arrive at school before 7:30AM unless they are enrolled in the ACED morning care program.

VII.b. **Visitors**

All visitors and parents must enter the school from the east door on the circle drive. All other doors will be locked during the hours that school is in session. To maintain the safety of our children, all visitors must first report to the school office to obtain a visitor's badge. Parents are welcome to visit the school but must also sign in as a visitor and obtain a visitor badge. Parents who wish to meet with a teacher need to make an appointment. Teachers are on duty before and after school, and not free for student discussions while students are entering or exiting the classrooms: overseeing student safety must be their main focus.

VII.c. **Student Insurance**

A school insurance (accident) plan is available to the students. Information is available in the school office.

VII.d. **Fire and Tornado Drills**

The Fire Department of Lee's Summit notifies us of approaching severe weather. Students are trained for procedures to be taken in cases of both fire and inclement weather.

If the situation would ever arise when the city alert siren has sounded at the time school is being dismissed, students will return to and/or remain in the building in the precautionary positions. Students will not be dismissed to go to their cars with their parents or car pool drivers. If such an occasion would happen, we invite parents and drivers to come into the school building to take safety measures. Students will not be released until an 'all clear' is designated by the weather authorities.

Your cooperation in this matter is appreciated. This procedure is for the safety of all involved.

VII.e **Recess**

Students will have outside recess if the temperature/wind chill is 25°F or above.

Parents may request, through written communication to the teacher that a student stay in from recess for up to three days after the child has missed school due to an illness.

If a child is to stay in for more than 3 consecutive days, the family doctor must furnish written communication giving approximate dates of required confinement.

Children must wear clothing that provides adequate protection against the cold and wetness.

***Policy VIII***  
**Transportation**

VIII.a. **Bus Service**

Bus service is not provided for students. Buses will, however, be the transportation of choice for field trips.

VIII.b. **Traffic Patterns for Drop-off and Pick-up**

To promote the safety of our children, students MUST be dropped off and picked up ONLY on the NORTH side of the church property in the large church parking lot. Extreme caution and courtesy must be used when dropping off or picking up students. Maintain very low speeds (3 mph and lower).

**Dropping off in A.M. (Please see diagrams posted in the school office)**

In order to combat the crowd in the mornings, OLP asks two very important things every car: 1) **The area from the front of the crosswalk to the end of the sidewalk next to the field (on the west side of the parking lot) is for unloading students.** When the line has come to a complete stop, unload your child/children immediately if your car is in this area. This will help move the line quickly, and will allow your child/children to head into school, rather than sitting and waiting to get a closer spot. This will also keep the line from starting and stopping as cars keep waiting to get out before you stop, so that unloading will go as smoothly and safely as possible. Once they are unloaded, please exit the lot rather than watching your child walk into the school.

The faculty members will make sure your child/children gets in safely. **DO NOT DROP STUDENTS OFF IN THE CIRCLE DRIVE. THIS IS RESERVED FOR PARISHONERS ATTENDING MASS. NO EXCEPTIONS.**

**Picking up the P.M. (Please see diagrams posted in the school office)**

Please enter the parking lot using the farthest entrance. The first 2 rows on either side of the walkway is reserved for cars. Trucks, vans, small and/or large SUV's, please park in rows 3 and beyond. Trucks, vans small and/or large SUV's may park in the spaces that run parallel to Murray and the field. Please **DO NOT park in the space designated for the family who purchased that space at the Presentation auction. For the safety of all students please do not park along the curbs.**

VII.f **School lunch**

Fast food/restaurant food may not be brought into school for lunch. Students may be checked out for lunch if desired.

VII.g **Inclement weather pick-up**

**Students will be dismissed to the gymnasium and must be picked up there by designated parent/guardian or carpool. Students will not be allowed to leave the gymnasium to meet a parent/guardian or carpool in the parking lot.**

***Policy IX  
Health***

IX.a. In accordance with state and local laws Our Lady of the Presentation School is an alcohol-, drug- and tobacco-free environment and there will be no smoking in the school buildings.

IX.b. **Guidelines**

Many viral and bacterial infections are potentially infectious to other people -- in school this can become a real problem. If everyone follows specific guidelines regarding the return of children to school after an illness, many additional illnesses can be eliminated.

1. If your child has had a fever of 100 degrees or higher within the last 24 hours, please do NOT send them to school! Students must be fever free for 24 hours before returning to school. Studies have shown that returning a child to school without this time interval does not allow them adequate recovery time, and it may increase the possibility that they will become ill again. Our current policy regarding fever requires that we send children home from school with a temperature of 100 degrees or greater.

2. If your child has been vomiting, please keep him/her at home at least 24 hours after their last vomiting episode. Children need at least this length of time to assure minimal recovery after loss of fluids and the inability to maintain normal food intake during an illness of this kind.

3. If your child has been absent from school because of illness or injury please let us know, in writing, if he/she should not go out to Recess/PE or if he/she needs to be excused from any regular activity to assist in his/her recovery.

**As a reminder** - Hand washing is the best infection control measure yet proven. Advise your children to wash their hands before and after eating, after using the restroom, after recess, after blowing their noses (if possible). If hand washing is not possible, hand sanitizer is an acceptable option. Remind them that "sharing" personal items should be reserved for family members only! Encourage your children not to share combs, brushes, Kleenexes, coats, hats, drinks, sandwiches, water bottles, etc...

IX.c. **Immunization**

It is the policy of Presentation School that all students shall be in compliance with state laws and regulations requiring immunization. According to state regulations, a student may not start school until ALL IMMUNIZATIONS ARE CURRENT. Students will not be allowed to enter the classroom until required documentation is on file in the health room.

State laws and regulations change frequently. You will be notified about any changes to the current laws and regulations by letter and/or email.

IX.d. **Dispensing of Medication**

Our Lady of the Presentation School follows the guidelines set by the Diocese regarding Health Policies and Procedures.

NON-PRESCRIPTION medication is only dispensed by the school when the medication is accompanied by a written authorization from a student's physician and parent.

PRESCRIPTION medication is dispensed only if the medication is in a prescription container with the name of the drug, dose, and child's name and we have a written authorization from the parent on file authorizing school personnel to dispense the medication.

The following is the policy for the administration of medications (prescription and non-prescription) by school personnel:

- a. In certain circumstances where medication is necessary in order for the pupil to remain in school, the school will cooperate when the student's physician sends a written order to the school personnel who are to administer the medication or treatment. Any medication to be given must be sent from home. **There are no stock medicines for students.**
- b. If medication is sent to the school in the original bottle exhibiting a current prescription with the child's name and dosage, this prescription may serve in lieu of a written order from the physician when accompanied by a note from the parent.
- c. The physician may choose to write an order to cover the use of non-prescription medications (Tylenol, cough drops, etc.) as the need arises throughout the school year. This medication, with the consent from the parent and the physician's order, should be sent to the school in the **original bottle** with the child's name and any additional instructions. A new Medication Order and Consent form is required to be on file in the Health Room every year.
- d. All medication, prescription and non-prescription, **MUST** be kept in the Health Room. This includes inhalers, Tylenol, cough drops, etc...
- e. **If a child's doctor prescribes medication that they will need to take while at school, the medication must be brought to the Health Room at the beginning of the school day and NOT kept with the student. The medication must be in THE CURRENT PRESCRIPTION BOTTLE.**
- f. All medication sent to school (prescription and non-prescription) must be in its original container or it will not be administered. Medication sent to the school in a Ziploc bag will not be administered.

## ***Policy X*** **Uniform Policy**

### ***This policy will be strictly enforced.***

Our Lady of the Presentation School takes pride in the educational standards and religious education that sets us apart from other educational institutions and we would like to maintain that standard. The wearing of a school uniform is one of the ways that sets us apart from others. Combined with the cost savings and morale builder, we want to continue this tradition and we value the school family's support in maintaining this standard.

#### **Shirt-** Collared only

- ALL- RED or WHITE or NAVY long or short sleeve Polo style (collared) or turtleneck. No mock turtle necks.
- All polo type shirts must be solid or have the OLP embroidery (see picture).
- All undershirts must be solid white.
- All undershirts worn under the short sleeved shirts must be short sleeved as well. The undershirt sleeves must not hang below the sleeves of the polo shirt.
- No brand logos allowed, e.g. American Eagle bird or Izod alligator.
- Shirts must be tucked in at all times.

#### **Pants/Shorts-** Docker Style

- Boys/ Girls- Pant or Short. Docker style ONLY. No other will be accepted.
- Docker style is flat front or pleated; side slit pockets and slit back pockets, fitting on or just below the waist.
- No other pockets on the pant/ short, no rivets or studs on the pant/short.
- Shorts must reach or extend past the finger tips when arms are completely extended downward.
  - K-5- Navy pants or shorts
  - 6-8- Khaki pants or shorts
  - Girls- K-8- Plaid walking shorts, optional
- Belts are required for 2<sup>nd</sup>- 8<sup>th</sup> grade. K-1 belts are optional. Belts will be solid navy, black or brown "dress" belts.
- Any pant or short with belt loops requires a belt.
- Large or decorative belt buckles are not allowed.

#### **Jumpers/Skirts-** Uniform plaid

- Girls ONLY- Uniform plaid from the designated uniform company (this is the same plaid we now have).
- Length is 2-3 inches above the knee (measurements are done while the girls are kneeling and measured from the floor).
- Shorts are required under jumpers and skirts and must not hang below the jumper or skirt. Words or writing is not allowed on the seat of the short.
- K-3 jumpers with the round scoop neck.
- 4-8 skirt.
- The v neck jumper will be allowed for the 2010-2011 school year only.

**Sweatshirts/Sweaters**

- Presentation sweatshirts with "Presentation" in block lettering are the only sweatshirts permitted for daily wear.
- The sweatshirts, both crew and hoodie in navy and red and are available from the Spirit Store.
- All sweatshirts must be worn with a collared shirt or turtleneck underneath. Hoods may not be worn covering the head inside the building.
- The hood may only be worn when the student is outside the building.
- Sweaters may be cardigan (button only- no snaps or zippers) or pullover, must be long sleeved.
- Sweaters must be plain, no decorations or ruffles.

**Shoes**

- Tennis shoes or closed toe and closed back shoes are allowed.
- No boots or booty type shoes are allowed.
- Please make sure that socks are visible above the shoe.
- We request that tennis shoes have non marking soles to protect and ensure the life of the gym floor.

**Socks/Tights/Leggings**

- Girls- White, red or navy socks and tights, plain with no decorations.
- Leggings must be navy, ankle length, no lace, no ribbing, no decoration. Leggings must be worn with socks.
- Boys- White, navy or black.
- All socks must be solid in color with no colored accents.
- Please make sure that socks are visible above the shoe.

**Hair/Accessories/Makeup**

- Hair- Girls hair should be neatly groomed
- Hair accessories should be simple and not distracting; they should be uniform coordinating colors.
- No bandanas or hats.
- Boys' hair should be neatly trimmed and kept from hanging below the eyebrow, top of the ear, or collar.
- Boys must be clean shaven.
- All hair accessories and styles are at the discretion of the administration.
- No colored gels or hair paint.
- Make-up is only allowed for girls in the Middle School
- Make-up must be natural looking. Makeup must be applied at home and not brought to school. \*Interpretation is subject to the discretion of the administration.
- Fingernail polish should be all one color (no rainbows, attachments or artificial nails).
- Chap stick type lip moisturizer and clear lip gloss is acceptable.

**Jewelry**

- Necklaces, religious crosses, religious medals on small chains with or without a pendant will be acceptable. Watches may be worn.
- Earrings, girls may wear small post type earrings, no dangles or hoops allowed.
- Cartilage piercings are not allowed. Boys are not permitted to wear earrings.
- Fake and/or real tattoos are not allowed.

**Dress Down Days**

- Students should follow these guidelines for “Dress Down” days. Students are allowed to wear jeans, slacks, Capri’s, shorts and sweats.
- Clothing should not have holes or display inappropriate language or pictures.
- Words or writing on the seat of the clothing item is not allowed.
- Pants, shorts and skirts may not be rolled.
- Shorts and skirts must meet uniform length guidelines.
- No spaghetti strap or tank tops may be worn.
- Socks must be worn at all times.
- No Crocs, flip flops, bandannas or hats.
- Students must adhere to the regular uniform policy regarding shoes.
- If in doubt, don’t wear it.

**Spirit Wear Days (All early dismissal days)****Shirt choices include one of the following;**

- Presentation sports uniform shirts, Spirit wear items sold from the Spirit Store, any clothing item that says “Presentation”, school uniform shirts, may be worn with jeans, shorts, sweats, pants or skirts.
- Words or writing on the seat of the clothing item is not allowed.
- Items previously included in the uniform policy that currently are not allowed are acceptable, e.g. Cool to be Catholic shirts or embroidered clothing with the panther face.
- If in doubt, don’t wear it.

**Scouts- boys and girls**

- Scout uniforms may be worn on meeting days.
- Scout uniform shirts with OLP uniform bottoms or the complete scout uniform.

**All uniform interpretation is subject to the discretion of the administration.**

**Uniform Company:**

Parker School Uniforms

[www.parkersu.com](http://www.parkersu.com)

## **Policy XI Discipline**

### **XI.a. Philosophy**

It is our belief that as a Catholic School it is our responsibility to assist parents in the development of their children as responsible, Christian members of society. To accomplish this, there must be a mutual respect and trust among parents, teachers, and students. Our school discipline policy will be consistent with Catholic Christian teaching, lead to the development of self-discipline, and provide a safe and orderly environment for all members of the school community.

### **XI.b. Goals**

1. To assist students in incorporating Catholic Christian values into their daily life.
2. To develop a sense of community responsibility.
3. To assist students in developing the responsibility necessary for self-discipline.
4. To join with parents in a cooperative partnership in implementing the school discipline plan.

### **XI.c. Basic Rules**

Cooperate

Act Responsibly

Respect Yourself and Others as a Child of God

Enjoy Learning

### **XI.d. Implementation**

#### **Grades K - 8**

1. Every year, teachers will discuss with their classes the discipline policy and develop guidelines for the classroom regarding what the four basic rules “Look Like” and “Sound Like” within their classroom.
2. Teachers will create an atmosphere in their classrooms where each student feels valued as an important member of the group.
3. Teachers will provide instruction regarding expectations and limits within the school setting.
4. Procedures will be utilized which hold students accountable for any transgressions of the basic rules. These procedures include: identification of the problem behavior, effect of that behavior on self and community, development of a plan to prevent the behavior from happening again, and making amends for the effects of the behavior.
5. Procedures may include: conferencing with teacher, isolation at a “safe spot” in the classroom to allow the student time to complete a plan, being sent to a “buddy room” to complete a plan or until the teacher has sufficient time to process the behavior with the student, conferencing with another teacher or the principal, and teacher/student/parent conferences. Student plans must be accepted by the teacher as effective measures to deal with the situation. Parents will receive, and may be asked to sign, copies of behavior plans.
6. Behavior plans may include: conferences with parents, teachers, and/or principal, restriction of activities, preferential seating arrangements, organizational strategies, apologies, school/community service, peer assistance, and other actions/activities which are related to the behavioral concern and lead toward reconciliation.
7. At all times, all individuals will be treated with respect and dignity. Yelling, use of physical contact (except in cases where safety is a concern), disrespectful language, and belittling are not part of the disciplinary plan.

*XI.e.* **Serious Behavior Violations**

1. Students engaged in any of the following types of behavior, at any time while on parish owned property, at school- sponsored activities, or in vehicles being transported to or from school sponsored activities, shall be seen as soon as possible by the Administration:
  - a. fighting,
  - b. stealing,
  - c. cheating,
  - d. vandalism,
  - e. use of abusive or disruptive language,
  - f. engaging in harassment,
  - g. possession of pornographic material, including but not limited to: music, CD's, tapes, photos,
  - h. being under the influence of drugs or alcohol,
  - i. threatening harm to any member of the school community: students, teachers or staff.
2. Students found in possession of any of the following items on their person, in their backpacks, purses, or lockers, at any time while on school property, at school sponsored activities, or in vehicles while being transported to school sponsored activities, may be subject to immediate expulsion and may be referred to the appropriate legal authority.
  - a. Dangerous weapons including: guns, knives, explosives, clubs, or any instrument or device use to inflict physical injury, harm, or intimidate another person.
  - b. Non-prescription drugs, drug paraphernalia, alcohol, tobacco products, including any substance or item which a student represents to be one of the above. (All prescribed medications and over the counter drugs must be kept and dispensed from the health room per medication policy.)
3. Lockers, desks, and storage spaces used by students are considered school property, as such these may be checked or searched at any time, should the school staff feel that this is necessary to maintain a safe and orderly environment. Students may be asked to empty pockets, purses, and backpacks if there is sufficient probable cause. The administrative team retains the right to modify these procedures, and take whatever disciplinary action they deem appropriate, on a case-by-case basis.

**Policy XII**  
**Sports and Activities Eligibility**

**Contacts:**

Basketball for 3-8<sup>th</sup> grades: Chad Lynn boys' coordinator, Julie Loehr girls' coordinator

Track for 4-8<sup>th</sup>: Tim Waris

Girls' Volleyball for 3-8<sup>th</sup>: Kathy Hunter

Intramural Basketball for K-2nd: Tim Waris

Tackle Football for 5-8<sup>th</sup>: Tim Waris

Boys' Volleyball for 4-8<sup>th</sup>: Tim Waris

Athletic Director: Tim Waris [t\\_waris@sbcglobal.net](mailto:t_waris@sbcglobal.net)

Eligibility for participation in school sponsored extracurricular activities is based on Diocesan guidelines and rules established by the administration with approval of the School Advisory Board.

The Participation Policy is designed to ensure that the students' attention is focused on the academic aspect of school as opposed to the extracurricular component. This policy affects any Presentation student in 3<sup>rd</sup>-8<sup>th</sup> grade participating in a parochial league sport, student council, band or choir. There are three aspects of the policy.

First and foremost is the **academic component**. Grades are monitored and reported to administration every two weeks. If a student has a grade below 73% (C-) in any subject, he/she will be given a warning. If when grades are reported again, the student still has a grade below 73% (C-) in any subject, he/she will be ineligible to participate in extracurricular activities for two weeks (student may attend athletic practice but not participate in games). This cycle will continue through the sport (football/volleyball, basketball and track) season. In an effort to be fair to the students, eligibility will restart with each sport season. If a student misses six weeks due to academic ineligibility, he/she will forfeit his/her right to be a part of the team or group.

**Behavior** is the second component of the policy. Students in 6<sup>th</sup>-8<sup>th</sup> grade that receive two detentions (automatic or earned) and students in 3<sup>rd</sup>-8<sup>th</sup> grade who receive a suspension (in or out of school) in a two week reporting period, will be ineligible for two weeks. If a student misses six weeks in a season due to behavior issues, he/she will forfeit his/her right to be a part of the team or group. Additionally, if during school, at sporting events or at extracurricular activities, a student demonstrates immoral, illegal or disrespectful behavior, the student may be deemed ineligible or required to step down from the team or group.

The third component of the policy is **attendance**. Students must be in attendance for at least three hours of the school day to attend an extracurricular activity that afternoon or evening, **including after-school practices**. If a student is absent of Friday due to illness, parents are expected to adhere to the 24 hour health policy and not allow the child to participate in weekend events if he/she was vomiting or running a fever. Students not in compliance with this attendance policy will be deemed ineligible for two weeks.

The school administration will monitor/enforce the participation policy. Notification will be given to the athletic director, activity sponsor and to the parents each Friday during the reporting season. Reporting weeks will be listed in the Panther Prints and weekly emails.

**Policy XIII**  
**Tuition Payments**

**XIIIa. Tuition Commitment**

In order to keep the school budget and bills current, it is critical that families make tuition payments in a timely manner. Each family signs a commitment contract at the time of registration stating the amount and frequency they will pay for tuition. This is a binding contract. Payments may be made weekly or monthly, but this schedule must be adhered to and payments made on or before the scheduled date.

Registration fees are as follows:

\$200.00 for K -8<sup>th</sup> grade

Payments are as follows for School year 2010-2011:

**Catholic family, 1 child in school:** \$4080.00 total tuition.

**Catholic family, 2 children in school:** \$6,790.00 total tuition.

**Catholic family, 3 children in school:** \$8770.00 total tuition.

**Non-Catholic family or Inactive parishioner:** \$4,975.00 total tuition.

A 10% surcharge will be added for all new Catholic families who are not Presentation parishioners.

**XIIIb. Payments**

Payment arrangements are stated on the enrollment forms and are handled directly through the parish office.

**XIIIc. Financial Aid**

Tuition Assistance is available if necessary. Approval for this or other payment arrangements must be made with the parish office.

**Policy XIV**  
**Fundraising**

**XIV.a. Distribution of Funds**

For funds raised by exclusively PTO-sponsored fundraising events, 10% will be distributed to the Presentation School Endowment Fund. This does not include fundraising for charitable contributions, student fundraising for class projects, or fundraising sponsored by other school entities for direct projects (such as the library sponsored book fair for library purchases).

**XIVb. PTO Fundraising Expenditures**

Fundraising expenditures will follow Education Committee goals outlined by the long-range plan and annual budgets. All expenditure recommendations will be submitted to the administrative team for approval.

***Policy XV***  
**Grievance Policy**

Prior to the initiation of a formal grievance, every effort should be made to resolve the potential grievance informally between the aggrieved and the subject of their grievance. The Grievance Form available at the school office is to be used if a formal grievance is to be initiated. Copies of the form are sent to the parties involved in resolution of the grievance.

Any person or persons feeling aggrieved concerning any matter connected with the school may have recourse to a grievance process. Emphasis is placed on fairness and justice toward a resulting conciliation.

In ordinary circumstances, the aggrieved person(s) first should meet, in person, with the subject of their grievance. In cases where the aggrieved does not desire to meet with the individual(s) in person they may go to the next level of authority; if the initial meeting with the subject of the grievance fails to resolve the conflict, the next higher level of authority (i.e. teacher, principal, or pastor/pastoral administrator) should be consulted. This authority will meet personally with the aggrieved party. If the local process fails to achieve agreement or satisfaction, the grievance should be referred to the Diocesan Superintendent of School. This authority can act as an arbitrator in a subsequent meeting between the aggrieved and the subject of their grievance. Timeliness of this process should be stressed and response to the aggrieved regarding a meeting time should occur within 48 hours of the initial contact. A timeline for resolution of the grievance is agreed upon in this initial meeting (at any level of the process), to be no more than 15 days.

Local Education Committee members will not attempt to resolve grievances not related to board policy. They will instead refer the aggrieved to the appropriate step in the grievance process.