

ANNUNCIATION
— SCHOOL —

ANNUNCIATION SCHOOL BOARD POLICY MANUAL

Annunciation School
525 West 54th Street
Minneapolis, Minnesota 55419

ANNUNCIATION SCHOOL

ANNUNCIATION SCHOOL BOARD POLICY MANUAL: TABLE OF CONTENTS

<p>Constitution 5040</p> <p>By – Laws 5050</p> <p>Rules 5051</p> <p style="padding-left: 20px;">95.5.3 Correspondence</p> <p style="padding-left: 20px;">95.6.1 Goal Setting</p> <p style="padding-left: 20px;">95.6.2 New Board Member</p> <p>1000 General</p> <p style="padding-left: 20px;">1010 Christian Commitment</p> <p style="padding-left: 20px;">1020 Discrimination : Chronic Communicable Disease</p> <p>2000 Administration</p> <p style="padding-left: 20px;">2031 Chemical Health</p> <p style="padding-left: 20px;">2032 Mandated Reporting of Child Neglect/Abuse</p> <p style="padding-left: 20px;">2033 Safe Environment</p> <p>3000 Personnel</p> <p style="padding-left: 20px;">3010 Archdiocese Guidelines</p> <p style="padding-left: 20px;">3020 Certification of Teachers</p> <p style="padding-left: 20px;">3025 Reduction in Staff</p> <p style="padding-left: 20px;">3030 Teacher Evaluations</p> <p style="padding-left: 20px;">3040 Harassment</p> <p style="padding-left: 20px;">3050 Volunteer Assistance and Background Checks</p> <p>4000 Budget</p> <p style="padding-left: 20px;">4010 Board Responsibilities</p> <p style="padding-left: 20px;">4020 Parish Tuition Schedule</p> <p style="padding-left: 20px;">4021 Help-A-Student</p> <p style="padding-left: 20px;">4022 Tuition: Colbert Scholarship</p> <p style="padding-left: 20px;">4023 Tuition Collection Process</p> <p style="padding-left: 20px;">4024 Outstanding Accounts: Extended Day Care</p> <p>5000 Student</p> <p style="padding-left: 20px;">5010 General Admissions</p> <p style="padding-left: 20px;">5020 Enrollment: Parish Preference</p> <p style="padding-left: 20px;">5021 Pre-Enrollment Assessment</p> <p style="padding-left: 20px;">5030 Attendance</p>	<p>5052 Corporal Punishment</p> <p>5053 Student Weapons Policy</p> <p>5060 Dress Code</p> <p>5070 Student Supervision</p> <p>5080 Use of Computers, Networks and Internet</p> <p>6000 Instruction</p> <p style="padding-left: 20px;">6010 Extracurricular Activities Available to Students</p> <p style="padding-left: 20px;">6020 Family Life Education</p> <p style="padding-left: 20px;">6030 Field Trip Policy</p> <p style="padding-left: 20px;">6040 School Calendar</p> <p style="padding-left: 20px;">6050 Class Size</p> <p style="padding-left: 20px;">6060 Fire Safety/Drills</p> <p style="padding-left: 20px;">6070 Natural Disaster Plan/Drills</p> <p>7000 Facilities</p> <p style="padding-left: 20px;">7010 Non Residence</p> <p style="padding-left: 20px;">7020 Parking</p> <p style="padding-left: 20px;">7030 Smoke Free</p> <p>8000 Governance</p> <p style="padding-left: 20px;">8010 Policy Review</p> <p style="padding-left: 20px;">8020 Parental Concerns</p> <p style="padding-left: 20px;">8030 Local Conciliation Policy</p> <p style="padding-left: 40px;">Attachment A: Archdiocesan Justice in Employment Policies</p> <p style="padding-left: 40px;">Attachment B: Archdiocesan Charter for the Protection of Children</p>
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CONSTITUTION OF THE ANNUNCIATION SCHOOL BOARD

SCHOOL MISSION STATEMENT

Annunciation School is a Catholic, Parish School. We are a united and caring community of Students, Staff and Parents committed to learning based on Christian values within our rich Catholic heritage. We provide our students with an outstanding religious and academic education, addressing the needs of the whole child.

PREAMBLE

The Annunciation School Board has as its primary concern the intellectual and spiritual development of the students of Annunciation School. Its purpose shall be to assist the students in becoming mature, Christian members of our parish family and to aid in the development of talents and provide growth opportunities for the students, faculty and itself.

Working in close cooperation with the Pastor, President, Principal and the Parish Council, the School Board shall develop policies that will enable the school to reach its agreed upon goals.

Article I

Title

This Board shall be titled the Annunciation School Board, hereinafter referred to as the Board.

Article II

Purpose

The purpose of the Board shall be to develop and define the policies which shall govern the operation of Annunciation School, within the policies defined by the Archdiocesan School Board. It shall be the voice of the parishioners of Annunciation Church in the operation of the school. It is the duty of the board to approve the annual school budget and submit said budget to the Parish Council.

Article III

Sec. 1

Membership

The full membership of the Board shall consist of twelve (12) elected members, the Pastor of Annunciation Church, the vice-president of the Annunciation Parent's Organization and the Parish Council liaison. All full members of the Board are entitled to vote on Board business. In no event shall any member serve more than two (2) consecutive terms. No full-time paid employee of Annunciation School or Church shall be a member of this Board.

- Sec. 2 The Pastor shall be a full member of the Board. He reserves the inherent right as chief administrator of the Parish to veto any decision of the Board when he determines that a moral issue is involved and said decision is contrary to Catholic discipline or doctrine.
- Sec. 3 The School President is an ex-officio member of the Board and as the chief administrator of the School, faith leader and development director, is responsible to the Board in an advisory capacity.
- Sec. 4 The School Principal is an ex-officio member of the Board and as the administrator of the educational program of the school, is responsible to the Board in an advisory capacity in order to provide proper communication in the overall direction of school programs.
- Sec. 5 The officers of the Board shall consist of a president and a secretary. The president, as the executive head of the Board, shall preside at all meetings and, subject to the approval of the board, will appoint all committees necessary to the proper functioning of the Board. The secretary shall keep the minutes of the meetings of the Board. In the absence of the president, the secretary shall designate a substitute chairman to carry on the business meeting.
- Sec. 6 The officers shall be selected from the elected members of the Board. (new, returning, and outgoing). They shall serve for one (1) year terms with no member serving more than two (2) consecutive terms in the same office.

Article IV

Meetings

- Sec. 1 Regular meetings shall be held at a designated time and place each month, to be determined by the Board. In the absence of a majority of the Board any regular meeting may be adjourned by the president. By a majority vote of the Board any meeting may be adjourned from time to time. All regular meetings will be open to any interested member of Annunciation Church or School.
- Sec. 2 Special meetings may be called by the president or upon written request of a majority of the Board membership, addressed to the secretary. Written notice shall be mailed five (5) days prior to the meeting, stating the purpose and time of the meeting.
- Sec. 3 Any member of the Annunciation community may, without advance notice, appear at any open Annunciation School Board meeting to present or discuss matters pertaining to the School during an Open Forum that will be held at each such meeting. The

Agenda for each open School Board meeting shall reserve no less than ten (10) minutes for the Open Forum, which will take place at the beginning of the meeting, following the opening prayer and approval of the prior meeting's minutes. The time for the Open Forum may be extended at the discretion of the president of the School Board or by a simple majority vote of the voting members of the School Board. The secretary of the School Board shall record the names of the community members speaking at the Open Forum and the matters discussed for inclusion in the Minutes of the School Board for that meeting.

- Sec. 4 A majority of the full membership of the Board, either in person, electronically or by telephone, shall constitute a quorum. Unless otherwise provided, when a vote is taken upon any measure before the Board, a quorum being present, either in person, electronically or by telephone, a majority of the members voting on the measure shall determine the outcome thereof. The president votes only in case of a tie. Decisions made and votes taken by the Board, whether in person, electronically or by telephone, shall be reflected in the minutes.

Article V

Committees

- Sec. 1 The Board acts as a committee of the whole in its consideration and approval of educational policies.

- Sec. 2 The president is empowered to appoint special committees to assist the Board. Membership on any committee shall not be limited to members of the Board. Such committees shall operate until the duty assigned to them is completed and will be dissolved at that time, or at any earlier date, at the discretion of the president.

The function of all special committees shall be finding, deliberative, and advisory, but never legislative, regulatory, or administrative. Recommendations by the committee shall be subject to ratification and approval by the Board.

Article VI

Amendments

This constitution may be amended by vote of two-thirds of the total membership. All members of the Board shall be presented with a written proposal of the amendment at least two (2) weeks prior to the meeting at which the voting will take place.

By-Laws of the Annunciation School Board

Article I Purpose

The By-Laws shall be the rules which govern the internal operations of the Annunciation School Board, (hereinafter referred to as the Board.)

Article II Policy

Sec. 1 Policy, for the purpose of this document, is defined as a broad and general direction given to a person or group to implement and carry out.

Sec. 2. Policy development or policy change proposals may be initiated by the Board, the School President, the School Principal, any member of Annunciation Parish, a parent of a student, a student, or an employee of Annunciation School.

Policy proposals shall be sent to Board members in writing at least seven (7) days prior to a regularly scheduled meeting of the Board for their review prior to the meeting. Such proposals are to be incorporated into the meeting agenda. All policy proposals or policy changes are subject to final approval by a simple majority of the Board.

The Policy Committee is responsible for making revisions or typing approved policies and distributing to appropriate parties.

Sec. 3 Policies approved by the Board will be written and incorporated in a Policy manual.

Policy manuals are distributed to: School Board members; Parish staff; School faculty and Administration; and Annunciation Parents' Organization officers. The policy manual shall also be available for review by any interested member of the parish, parent of a student, student, or employee of the School.

Article III Budget

It is the responsibility of the Board to develop a budget for Annunciation School. The Budget Committee shall consist of the School President and any other concerned members of the Board. The budget will be for the next school year falling within a fiscal year of July 1 through June 30. The budget must be approved no later than the February Board meeting.

ANNUNCIATION SCHOOL

Cont. Article III

(page 2 of 7)

The approved budget will be submitted to the Parish Council finance committee by the chair of the Board Budget Committee for inclusion in the Parish budget. Any required changes to the budget shall be the sole responsibility of the Board.

Article IV Membership and Elections

Sec. 1 Term: The elected members of the Board shall serve three (3) year terms.

Sec. 2 Qualifications: Persons elected to the Board shall meet the following minimum requirements:

- A. At least 21 years of age.
- B. A person who is interested in the needs of Annunciation School.
- C. Either a registered member of Annunciation Parish, or a parent of a student attending Annunciation School.
- D. Not a full-time employee of Annunciation Parish or School.

At any given time the make-up of the Board's twelve (12) elected members shall not contain more than two (2) persons who are not parents of Annunciation School students, and not more than two (2) persons who are not registered Annunciation parishioners.

Sec. 3 Nominations: A nominating committee, composed of Board members, shall recruit and interview nominees for each vacancy to be filled. A request for nominations shall be published in the Parish bulletin. The goal is to have at least two (2) nominees for each vacancy. Resumes of the nominees shall be made available to all parishioners and parents of Annunciation school students.

Sec. 4 Elections: All adult members of Annunciation Parish, or parents of students of Annunciation School shall have the right to vote for members of the Board.

Elections shall be held the first weekend in May and voting shall take place at all Masses. Absentee ballots shall be available at the rectory. The Principal shall mail ballots to parents of students who are not parishioners. All ballots must be returned by the first weekend in May.

Announcement of election results shall be published in the Parish bulletin on the third weekend in May. Newly elected members take office at the June Board meeting.

Sec. 5 Board Member Replacement: Board members who do not complete their full terms shall be replaced as follows:

ANNUNCIATION SCHOOL

(page 3 of 7)

- A. Replacements during March or April: Board members who leave office during the March/April period will be replaced via the normal election process and serve in the following year.
- B. Replacements made at other times of the year: A Board member who leaves office at any time other than the March/April period will be replaced by the candidate receiving the most number of runner-up votes in the previous election. If candidates from the last election are not available, new nominees shall be recruited by a nominating committee and elected by a two thirds vote of the Board. Replacement terms are for the remainder of the term of the Board member who was replaced.

Sec. 6 Board Attendance: Membership requires attendance at all regular meetings. The absence of a Board member from any three (3) consecutive regular Board meetings shall constitute sufficient reason for dismissal subject to a majority vote of the members. Any member unable to fulfill the duties of a Board member will be expected to resign.

Article V Meetings

Sec. 1 The Board will meet monthly from August thru June.

Sec. 2 Meeting will be conducted using parliamentary procedure as per Robert's Rule of Order. The usual order of business shall be:

- A. Call to Order
- B. Invocation
- C. Approval of minutes
- D. Special reports from the Floor/ Open Forum
- E. Pastor's Report
- F. President's Report
- G. Principal's Report
- H. Committee Reports
- I. Old Business
- J. New Business

The Board president, secretary and the School President and Principal shall prepare the Agenda. Items for the agenda must be presented to the Board president in writing at least one week prior to the meeting. The

Cont. Meetings

(page 4 of 7)

agenda shall be available to Board members four days prior to the meeting. A summary agenda will be distributed to parents via the School newsletter prior to the meeting. Board meetings also will be announced in the School newsletter and listed in the Parish bulletin calendar prior to each meeting.

ANNUNCIATION SCHOOL

Sec. 3 Board meetings are open to the public. Closed meetings may be called if deemed necessary due to confidential issues. Individual personnel matters shall not be discussed at Board meetings.

Article VI Standing Committees

Plans and activities of standing committees will be reported on as requested by the Board president. Each standing committee chair will be required to furnish a yearly report of the year's activities, in writing, to the Board at the June meeting. The Board has the right to create special committees as needed. The following are designated the standing committees of the Board.

Sec. 1 Long Range Planning: The Long Range Planning (LRP) Committee is responsible for working with the School President, Principal, and Pastor in setting goals for the implementation of the mission of Annunciation School. Goals must be consistent with the mission of the School and Parish and should provide a sense of the direction Annunciation will head in the coming years.

As much as possible membership of this committee should represent the diversity of the Annunciation School community. At a minimum, there should be representation from the Board, Staff and Administration. Representation by other interested parties is encouraged.

Sec. 2 Budget: The Budget Committee is responsible for the preparation of a budget for the next school year. The committee will also be the forum for review of staff salary and benefits adjustments. The committee must present a balanced budget which means that sources of income must be identified and tuition rates set to cover expenses. The chair of the committee should coordinate with the School President and Principal and the Parish Finance Committee to ensure the Board has a clear understanding of the fiscal condition of the School. The budget must contain estimates of income and expenses and should be presented in a standard format.

The Budget Committee chair should actively work with the Parish Finance Committee in preparation and presentation of the School budget to that

Cont. Budget

(page 5 of 7)

body. A School Board member should attend meetings of the Parish Finance Committee in order to ensure clear communication between the two groups. Monthly reports on the fiscal condition of the School, including updates on tuition collection rates and significant deviations

ANNUNCIATION SCHOOL

from anticipated Line Item expenditures, should be reported by the chair of the committee in consultation with the School President at each Board meeting. A monthly report of Budget Committee activity and the status of the budget preparation should be made at the Board meetings.

- Sec. 3 Policy: The Policy Committee duties are: (1) Preparation and maintenance of the Board Policy Manual; (2) Periodic review of the policies in order to ensure policies are current and in effect; and (3) Preparation and distribution of approved policy changes to all parties as described in these By-Laws.

A review of the procedures for ratification of policy change should be presented at the September Board meeting. A review of the policy manual, and recommendations for areas which need updating should be accomplished by the October Board meeting. The chair of the Policy Committee shall report on committee activities monthly at the Board Meetings.

- Sec. 4 Facility: The Facility Committee focus is on issues relating to maintenance of the school campus and physical improvements. The chair of this committee shall report on the committee's activities at the Board meetings. The chair shall also provide liaison to the Parish committee on building and grounds in order to ensure open communication with the Parish on maintenance or physical plant issues.

- Sec. 5 Advancement: The Advancement Committee assists the School President in promoting the financial development of the school. These efforts include fund-raising, grant writing, and pursuit of additional sources of income, such as the School Silent and Live Auction. The President reports on the committee's activities at the monthly board meetings.

- Sec. 6 Marketing: The Marketing Committee works with the Principal, staff and other parties in coordinating the publicity and marketing efforts of the School. These include: preparation and review of the School brochure and other publicity materials; assisting with recruitment activities such as Preview Night; and working with the Annunciation Parents Organization (APO) in coordinating other marketing and publicity efforts. The chair of the committee reports on the committee's activities at the monthly Board meetings.

(page 6 of 7)

- Sec. 7 Nominations: Nominations Committee membership is composed of all Board members in the second year of their three-year terms and any other members of the Board who wish to participate. Their duties are to

ANNUNCIATION SCHOOL

administer the election process, in conjunction with the Parish Council elections, and recruit candidates for School Board seats.

Article VII Amendments:

These By-Laws may be amended by a vote of two-thirds of the total Board membership. All members of the Board will be presented with a written proposal of the amendment at least one (1) week prior to the meeting at which the voting will take place.

Article VIII Standing Rules:

Sec. 1 Standing Rules are, for the purpose of this document, defined as additional rules, procedures, or guidelines, which may apply to the ongoing business of the board and its committees. Standing Rules apply to the Board, its members, and committees only, and do not constitute policies or directives to the School Administration. Standing Rules are hereinafter referred to as Rules.

Sec. 2 New Rules may be introduced or changes to existing rules proposed during any official meeting of the Annunciation School Board, that is, any meeting called to order by the president of the Board at which a quorum is present. New Rules or substantial amendments shall be introduced during meetings by providing them in written form to the Board secretary so that they may be accurately recorded and considered by the membership of the Board. Rules or changes to rules may be discussed and voted upon during the same meeting at which they are introduced. Motions to abolish existing Rules may also be introduced, discussed and voted upon at any official meeting of the Annunciation School Board. A simple majority of Board members present at an official meeting shall be sufficient to adopt, amend, or abolish Rules.

Sec. 3 There is no standard or required format for Rules, other than that they be in written form. It shall be the responsibility of the Annunciation School Board secretary to maintain an up to date, official compilation of all of the active Rules of the Board. The secretary shall be responsible for typing and distribution of new Rules or changes to existing Rules to the membership of the Board as they are adopted. In addition, an up to date copy of the full rules will be provided annually to Board members by the secretary.

(page 7 of 7)

Sec. 4 In the event of a conflict between an existing or proposed Rule and any Section or Article of these By-Laws or the Constitution of the Annunciation School Board, then the By-Laws or Constitution shall take precedence.

ANNUNCIATION
— SCHOOL —

ANNUNCIATION
— SCHOOL —

Rule #95.5.3

CORRESPONDENCE RECEIVED BY THE BOARD

Any correspondence addressed or copied to the Board shall be circulated to all voting Board members prior to the next School Board meeting. This correspondence will otherwise remain confidential. A copy of all correspondence will be kept on file with the Board secretary.

It is the responsibility of the Board president to respond to any correspondence addressed solely to the Board president. At the time of contact the Board president needs to determine whether it was the intent of the author for the full Board to receive a copy of the correspondence or to keep the information confidential and a copy on file with the board secretary. If the intent was for the full Board to receive a copy, the Board president will do so prior to the next school board meeting.

If the Board president is copied on a letter it is his/her responsibility to insure that the sender is responded to in a timely matter and that a copy is on file with the Board secretary.

**ANNUNCIATION
SCHOOL**

Rule #95.6.1

**ANNUAL GOAL SETTING AND
TRACKING FOR LONG RANGE PLANNING**

Section 1 SCOPE

This rule defines the means by which the standing committees of the Annunciation School Board sets goals and keeps track of their progress.

Section 2 PURPOSE

This procedure helps the School Board committees clearly define their annual goals and have action plans to accomplish them. This procedure is also designed to help new School Board and committee members carry on the work of previous committee members to ensure completion of the long range plans.

Section 3 PROCEDURE

1. Each committee chairperson should consult with the Long Range Planning Committee as deemed appropriate for clarification of intertwining the committee's goals with the 5 board goals.
2. Each committee has their own annual goal prioritized by Oct. 1.
3. Return copies of completed goal sheets to the Long Range Planning Committee by the October School Board meeting.
4. Proceed with working on goals.
5. Reconvene in late spring with full School Board and all committee chairpersons to report progress. (It is suggested that this be done in an oral report and round table discussion.)
6. In September the procedure is repeated to ensure consistency in goal planning and accomplishment of the goals.

ANNUNCIATION SCHOOL

Rule #95.6.2

New Board Member Orientation

- Section 1 SCOPE
This rule defines the means by which the chairperson of the School Board will be responsible for setting up an orientation meeting for new School Board members consisting of 3rd year members and/or nominating committee members as she or he deems necessary.
- Section 2 PURPOSE
To give all new School Board members a complete orientation to all aspects of being a School Board member.
- Section 3 PROPOSED AGENDA
1. Role of the School Board.
 2. Review of the mission and philosophy statements.
 3. Definition of policy and procedure.
 4. Explain the role of:
 - School President
 - Principal
 - Pastor
 - APO Representatives
 - Parish Representatives
 5. Explanation of each School Board committee and their role
 6. Choosing committees to work on
 7. Your role as an elected School Board member
 8. Review of parliamentary procedure

ANNUNCIATION
— SCHOOL —

ANNUNCIATION
— SCHOOL —

Christian Commitment

Policy #1010

Annunciation School will offer its students religious instruction which conforms to the guidelines and religious standards established by the Archdiocese, and which reflects Catholic Social teachings and the spirit of Christian commitment fostered by the faculty and the families of our school and parish. This experience in faith growth includes active participation in liturgy, scripture, prayer and community service.

ANNUNCIATION
— SCHOOL —

Discrimination: Chronic Communicable Disease

Policy #1020

No teacher, staff member or student who has a chronic communicable disease such as Acquired Immune Deficiency Syndrome (AIDS), Hepatitis B, Cytomegalovirus (CMV), Herpes Simplex Virus (HSV) and HSV related diseases such as shingles and infectious mononucleosis shall be discriminated against or restricted from normal activities at Annunciation School unless the nature and extent of the illness poses a serious threat to the health or safety of others. Annunciation School administration will respond to these health concerns while respecting the privacy rights of all those who are infected.

ANNUNCIATION
— SCHOOL —

Chemical Health

Policy #2031

Annunciation School will have a chemical health education program that includes prevention and informational education, identification and referral for evaluation to assist students and their families with chemical health issues. The Parent/Student Handbook identifies policies and procedures regarding chemical use or possession.

ANNUNCIATION
— SCHOOL —

Mandated Reporting Child Neglect/Abuse

Policy #2032

Annunciation School shall follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse.

All employees of Annunciation School who have knowledge of or reasonable cause to believe that a student is a victim of physical or sexual abuse/neglect are required to report the information within 24 hours to the local welfare agency, police department or county sheriff. The report must be made if the employee knows or has reason to believe that neglect or abuse is occurring presently or has occurred in the past three years. Minnesota Statute 626.556, subd.3. A written report must be filed with the welfare agency, police department or county sheriff within 72 hours of the verbal report. Minnesota Statute 626.556, subd.7.

Child neglect is defined as the failure to provide necessary food, clothing, shelter or medical care when reasonably able to do so, failure to protect a child from conditions or actions which imminently and seriously endanger the child's physical or mental health, or failure to take steps to ensure that a child is educated in accordance with state law. Minnesota Statute 626.556.subd.2(a).

Child abuse is defined as including physical or sexual abuse.

Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. Minnesota Statute 626.556, subd.6.

Annunciation School prohibits verbal abuse of children, staff, parents, volunteers, vendors or guests.

ANNUNCIATION
— SCHOOL —

Safe Environment

Policy #2033

Annunciation School will endeavor to provide a safe environment as mandated in the Archdiocesan Charter for the Protection of Children* in preventing and responding to ministry related sexual misconduct.

*See Archdiocesan Charter for the Protection of Children, Attachment B

ANNUNCIATION
— SCHOOL —

Archdiocese Guidelines

Policy #3010

Annunciation School will have personnel policies that conform to the guidelines set down by the Archdiocese, including employee criminal background checks and the Archdiocesan Justice in Employment policies that became effective January 1, 1999. See Justice in Employment, Attachment A.

Annunciation School will have personnel policies which compare favorably with other parochial schools and which can be implemented within the approved budget constraints.

ANNUNCIATION
— SCHOOL —

Certification of Teachers

Policy #3020

Qualifications of Annunciation School Administration and teachers will be essentially comparable to the qualifications set forth by the Archdiocesan Catholic Education and Formation Ministries and the State of Minnesota.

ANNUNCIATION SCHOOL

Reduction in Staff

Policy #3025

A reduction in staffing or lay off may occur because of a change in the school's institutional goals or the prevailing economic condition of the school. Annunciation will use four criteria (listed in order of importance as per Archdiocesan guidelines*) to determine who will be affected:

1. The needs and goals of the school
2. The work skills, education and experience needed to meet those needs and goals
3. Past performance
4. Longevity

*See Justice in Employment, Attachment A

ANNUNCIATION
— SCHOOL —

Teacher Evaluation

Policy #3030

Supervision and evaluation shall be an ongoing process between the Annunciation Principal and faculty members. A formal evaluation of teachers shall take place annually. The primary goal of evaluation is the improvement of instruction and the professional and spiritual growth of all teachers.

The Principal should devise an evaluation plan for teachers and publish the plan in the faculty handbook.

Written evaluations are to be signed by the Principal and the teacher prior to placing the forms in the teacher's file.

ANNUNCIATION SCHOOL

Harassment

Policy # 3040

POLICY: Each local school and or catechetical program shall maintain a learning and working environment that is free from harassment/bullying. Bullying, sexual/racial/religious harassment, in any form or degree, is destructive of such a favorable environment and will not be tolerated. (Minn. Stat. 127.46)

This policy applies to all students, faculty, staff, administrators, members of the Board of Directors, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school and/or catechetical program takes place. Anyone who violates this policy is subject to appropriate disciplinary action, which may include separation from the school and/or catechetical program.

DEFINITION: Harassment/bullying is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender, and sexual orientation.

One particular category of harassment, *sexual harassment*, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- Teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- Subtle pressure for sexual activity;
- Intentional brushing against a person's body;
- Display of offensive pictures, posters, or other graphics;
- Leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- Otherwise creating a hostile, intimidating, or offensive environment

Reporting procedures are outlined in the Student/Parent Handbook and Calendar.

ANNUNCIATION
— SCHOOL —

Volunteer Assistance and Background Checks

Policy #3050

Annunciation School may seek volunteers to assist in its programs and activities. The volunteers should not assume any task delegated to teachers under state law or through contract.

All volunteers and volunteer programs should operate under the direction and supervision of appropriate School personnel, since their service is to augment School programs and activities. Volunteers should receive proper training and direction from appropriate School personnel. Annunciation School volunteers who work with children will undergo criminal background checks as mandated by the Archdiocese as of July 1, 2004. Additionally, volunteers handling money will have a consumer credit report.

The assistance of volunteers should be recognized as a valuable asset to Annunciation School and its students. Volunteers should be given proper recognition by the Annunciation School community.

ANNUNCIATION SCHOOL

Board Responsibilities

Policy #4010

Annunciation School will have an annual operating budget and a School Improvement Plan. The School Board is responsible for developing the budget with final approval given by the Parish Council. The School will have a system of financial controls that will ensure that all receipts and expenditures of funds are within budgeted funding levels. The Board, at its discretion, may initiate an audit of all or any financial transactions of the school. The Finance Committee will report a minimum of twice a year to the School Board on the financial performance of the School.

Annunciation School Board will have various ongoing committees to assist in the implementation of the School Improvement Plan of the school. School Board members will be expected to serve on appointed committees.

ANNUNCIATION SCHOOL

Parish Tuition Schedule

Policy #4020

Families belonging to Annunciation Parish qualify for a lower rate of tuition than non-parishioners. This rate is set by the School Board as part of preparing the School budget.

In order to qualify for the in-parish rate, families must be supporting members of the Parish upon sShool registration. Evidence of Parish support includes financial contributions, membership in Parish organizations, ministerial or volunteer participation in Parish activities and events. This requirement will be communicated to parents at the time of registration.

Families which receive the in-parish rate but do not appear to be supporting members of the Parish will be moved to the out-of-parish tuition rate in the following academic year. Questions or disputes regarding Parish membership status will be resolved by the Pastor.

ANNUNCIATION
— SCHOOL —

Help-A-Student

Policy #4021

Need-based financial assistance may be made available for the children of parish families that cannot afford full tuition charges.

Information about the program should be communicated to families of current and incoming students annually.

ANNUNCIATION SCHOOL

Tuition: Colbert Scholarship

Policy # 4022

Annunciation School Board has established a scholarship in memory of Msgr. Paul Colbert. This is a tuition/extended day care scholarship to Annunciation School which is awarded to children of eligible employees of Annunciation Parish. Eligible employees are defined as people employed by the Parish working 20 hours or more per week during the entire school year. The scholarship provides a 25% credit and is renewable each school year.

ANNUNCIATION
— SCHOOL —

Tuition Collection Process

Policy #4023

The School Board will review and adjust tuition levels on an annual basis. Tuition levels will be adjusted based on the needs of the School, tuition levels in comparable schools, and the ability of the parents of students, and the Parish community to support the School. Continued enrollment at Annunciation School will be dependent upon full tuition payments unless arrangements are made with the School Administration.

Those who fail to comply with the tuition collection process, either in-parish or out-of-parish, will not be admitted back in School the next year.

**ANNUNCIATION
SCHOOL**

Outstanding Accounts: Extended Day

Policy #4024

Extended Day is a ministry of Annunciation Parish; the Extended Day budget is part of the School budget. As such, delinquent accounts follow similar consequences as delinquent tuition.

Unpaid balances on Extended Day fees cannot be carried over into the next program session or academic year. Families must make arrangements with Parish Administration to satisfy these outstanding accounts before children are accepted into the summer or school year day care programs or admitted into School in the fall.

ANNUNCIATION
— SCHOOL —

General Admissions

Policy #5010

No child whose parents desire to enroll him/her in Annunciation School should be denied on the basis of race, ethnicity or gender.

Every effort should be made to provide each qualifying Catholic child the opportunity to attend Annunciation School regardless of the financial situation of the family. Need-based financial assistance may be available.

In compliance with the State of Minnesota kindergartners must be 5 years old by the first of September of the calendar year in which they intend to enroll. First graders must be 6 years old by the first of September of the calendar year in which they intend to enroll or have attended kindergarten.

Admissions of students during the school year will be allowed provided the Administrator and the parent/guardian of the new student reach an agreement regarding all tuition obligations, expectations concerning completion of the school year, and all financial obligations have been met at the previous (private) school prior to admission.

ANNUNCIATION SCHOOL

Enrollment: Parish Preference

Policy #5020

During Open Enrollment, priority is given to returning students. Following Open Enrollment, registration will be accepted on a first come, first served basis. Enrollment priorities are as follows:

1. Employee's children
2. Parishioners with siblings in school
3. Parishioners
4. Non-parishioners with siblings in school
5. Children and grandchildren of alumni
6. Non-parishioners

All priority placement of students is based on meeting the required deadlines of enrollment. All deadlines are clearly stated in the enrollment materials. Subsequent registrations received after Open Enrollment will be treated on a first come, first served basis regardless of Parishioner, Sibling or Alumni status.

Annunciation School Administration will make the final determination regarding the enrollment of new students. Enrollment projections will be reviewed by the School Board.

ANNUNCIATION
— SCHOOL —

Pre-Enrollment Assessment

Policy #5021

Annunciation School welcomes students of various abilities. Parents of students transferring into Annunciation and/or the students themselves may be asked to participate in an intake interview with the Administration, classroom teachers and other appropriate instructional staff.

The purpose of this interview is to acquaint appropriate staff with the student's current progress, interests and level of achievement, assess any relevant needs and to thereby determine the student's acceptance and academic placement. The School reserves the right to determine if a student shall be enrolled based on the School's ability to serve the needs of that student.

ANNUNCIATION
— SCHOOL —

Attendance

Policy #5030

The Minnesota Compulsory Attendance Law places a responsibility upon the Administrator and Teachers to maintain records of attendance for all students and make such reports as may be required. Administration will follow the directives for the Minneapolis Public Schools as to attendance.

ANNUNCIATION
— SCHOOL —

Student Evaluations

Policy #5040

Annunciation School staff will evaluate students' educational progress at various times during the school year with skill mastery and achievement tests. In addition, the academic progress of each student in separate subject areas will be measured by the teachers. These progress reports will be shared with the parents by conferences or write reports. The parents will have full access to their own children's records.

ANNUNCIATION SCHOOL

Student Discipline Policy

Policy #5050

Annunciation School is a Catholic parish school committed to education based on Christian values. The School seeks to provide students with guidance, encouragement and discipline in an environment of love, respect and compassion. We recognize that all people have different gifts to bring to this experience; we also recognize the important influences the faculty, staff, administrator(s) and volunteers have on the positive development of our children.

The School maintains high standards and expectations of student behavior in order to provide a safe and secure learning environment for students, faculty, administration and other staff. Respect for others, sharing of our gifts and helping others to recognize theirs, adhering to School rules and the practice of self control are desired qualities to be enhanced in all associated with Annunciation School. Keeping this in mind, it is necessary to have a policy in force that encourages positive contributions, yet allows for the correction of negative behaviors.

It is the policy of Annunciation School to have discipline procedures in effect to ensure appropriate actions are followed should student conduct require that such actions be taken. The Administrator and faculty will take action in accordance with policy and procedures in order to maintain this safe and secure environment. Reflecting our philosophy, these procedures are established by the administrator in collaboration with the faculty. The procedure shall include a process that is fair, due process for the student and parent, and administers discipline in a pro-active manner. This process will allow for removal from class, suspension and expulsion of a student under this policy. The extent and duration of these actions will be determined by staff members(s) involved and administration when appropriate.

Each family must recognize the need for discipline and self-control in the home and at School. This support is vital to assure an environment that is conducive to learning and safety for all at Annunciation School. Providing our children with an understanding of basic Christian values and societal expectations will limit the need for disciplinary action in the school.

Annunciation School will abide by the laws of this State and the policies of the Archdiocese of St. Paul and Minneapolis.

ANNUNCIATION SCHOOL

Removal from Class/ Suspension/ Expulsion Policy

Policy #5051

It is the Policy of Annunciation School to maintain a learning environment that provides a safe, secure setting for students, faculty, administrator(s) and other staff. The School will take such action it deems necessary and appropriate to provide such an environment, including the immediate suspension or expulsion of students enrolled in this School under certain circumstances.

This policy provides that a student may be removed immediately from class, suspended or expelled on the following grounds:

1. Willful conduct which endangers or has the potential to endanger the student or other students, faculty, Administrator(s), other staff or the property of the School.
2. Willful conduct which disrupts or threatens to disrupt the ability of others to obtain an education.
3. Willful conduct which violates or may violate any rule of conduct specified in the Student/Parent Handbook of this School.
4. Other conduct or behavior on the part of the student which, in the opinion of the School, adversely affects the desirability of continued enrollment.

For the purpose of this policy, the terms “willful conduct”, “other conduct” or “behavior” refer to action or events whether occurring on School property or elsewhere.

The Administrator, with input from those directly involved, shall make the ultimate decision as to the nature, extent or duration of any such removal from class, suspension or expulsion of a student. The Pastor shall be involved in cases concerning expulsion. Where it appears that the student will create an immediate and substantial danger to the student, or others, or property around the student, the classroom teacher has the authority to remove the student from the room immediately. The classroom teacher may not, in so removing a student, use unreasonable physical force that causes or may cause bodily harm or emotional harm to any student.

In the event removal from class, suspension or expulsion of a student is imposed, the School will make reasonable efforts to assist the student and the student’s parents in seeking alternative education programs or services, with the participation of teachers, Administrator and other individuals or organizations as the School determines appropriate.

ANNUNCIATION
— SCHOOL —

ANNUNCIATION
— SCHOOL —

Corporal Punishment

Policy #5052

Corporal Punishment is prohibited at Annunciation School.

Corporal punishment is defined as punishment that is rough or harsh and inflicts bodily injury or harm.

ANNUNCIATION
— SCHOOL —

Student Weapons Policy

Policy #5053

The policy of Annunciation School prohibits the use or possession of weapons by students on school property. Violation of the weapons policy will result in disciplinary action including dismissal and suspension or expulsion. The Annunciation School Student/Parent Handbook shall define procedures that implement this policy.

In addition to specific weapons defined in the Handbook, the School Administration retains the right to exercise their judgment regarding the definition of an object as a weapon.

ANNUNCIATION
— SCHOOL —

Dress Code

Policy #5060

Annunciation School will have a dress code for grades one through eight. This policy will be enforced by the School Faculty and Administration. The school is dependent upon the parents/guardians to send the students in uniform.

Specific dress code guidelines are developed by the School Administration and any revisions are made at their discretion.

The dress code is outlined in the Student/Parent Handbook. Infractions of the dress code should be clearly communicated to students and parents.

ANNUNCIATION SCHOOL

Student Supervision

Policy #5070

Annunciation School accepts responsibility for the care of children taking part in all sanctioned academic, religious, club and athletic activities where a teacher, coach or other school representative has been assigned to moderate the activity. School responsibility begins when the child is placed in the care of the designated representative, and ceases when the activity has ended. Examples:

1. A child is in the care of Annunciation School during normal school hours and while riding in School-provided transportation. Students should not be left unattended at any time. Students should only be left unattended in an emergency, and after the teacher has made an effort to find coverage for his or her class.
2. Annunciation School is responsible for a child while the child is participating on a school athletic team. Parents are responsible for their children when the athletic activity has been completed.

In no case does Annunciation School accept responsibility for the care or behavior of children participating in unsupervised activities. Parents are responsible for ensuring that proper supervision is provided for their children. In cases where parents are unsure if supervision is provided by the School, they should contact the School for guidance.

ANNUNCIATION
— SCHOOL —

Use of Computers, Networks and Internet

Policy #5080

The computer resources and capabilities at Annunciation School shall be used in an ethical, responsible, and legal manner. All users of computers, networks, and Internet will be expected to follow the guidelines as outlined in the Student/Parent Handbook in addition to other legalities governing their use.

ANNUNCIATION
— SCHOOL —

Extracurricular Activities Available to Students

Policy #6010

Extracurricular activities are beneficial in rounding out the education of students. These activities should be open to as many students as possible.

Athletic programs are a part of extracurricular activities and contribute to the religious and educational missions of the School. All athletic programs should be positive, educational and recreational. Widespread participation should be promoted. Teamwork, school spirit, skill development, fun and a positive sports attitude should take priority over competitive concerns.

Extracurricular athletic program guidelines can be found in the Annunciation School Athletic Policies and Procedures.

ANNUNCIATION
— SCHOOL —

Family Life Education

Policy #6020

Annunciation School shall have in place a Family Life Program as recommended by the Archdiocese. The Family Life curriculum will be developmentally appropriate in content for each grade level.

ANNUNCIATION
— SCHOOL —

Field Trip Policy

Policy #6030

Educational field trip experiences are encouraged at Annunciation School while keeping in consideration cost, distance and curriculum factors.

Parents may choose to deny permission for their child to participate in a field trip.

A field trip permission form must be signed and completed for each child that participates. This form should reflect the parent or guardian's request that his/her child participate in the activity. The release forms should accompany the designated School personnel on the activity.

The Supervision Policy is in effect during field trips.

ANNUNCIATION SCHOOL

School Calendar

Policy #6040

The Annunciation School Administration, with input from the faculty, shall develop an annual calendar. This calendar shall be presented to the Annunciation School Board for acceptance and approval at the earliest reasonable date, no later than the end of the current school year.

The annual calendar shall include the days necessary to carry out the goals and objectives of the school's educational, religious, and extra-curricular programs. In addition, the calendar shall conform to the statutes and regulations of the State of Minnesota and any other agencies affecting non-public schools and their programs. It shall be the policy of Annunciation School to have a school year comparable in number of days to the local public and/or Archdiocesan schools.

ANNUNCIATION
— SCHOOL —

Class Size

Policy #6050

In order to provide quality education and extend this opportunity to as many students as possible, to meet reasonable expectations that parents have for class size, and to guide budgetary staffing decisions, Annunciation School shall conduct an annual class size review process.

Annunciation School will conduct its educational programs with class sizes that are approximately comparable to other schools in the archdiocese and/or local public school districts.

Classes to which this policy applies are those classes which are conducted as part of the regularly scheduled educational program.

ANNUNCIATION
— SCHOOL —

Fire Safety/Drills

Policy #6060

Annunciation School shall have a written plan and/or procedure for the efficient and safe exit of all persons present in the school in case of a fire, and the availability of an evacuation site if conditions warrant.

Annunciation School shall follow the directives of the state and local fire officials as well as the recommendations of the Diocesan Self Insurance program in developing the written plan and/or procedures.

Regular fire drills shall be held throughout the school year. All personnel in the School shall participate in these drills.

ANNUNCIATION
— SCHOOL —

Natural Disaster Plan/Drill

Policy #6070

Annunciation School shall have a written plan containing the procedures and physical arrangement to be followed by all School personnel in case of the occurrence of a natural disaster while school is in session.

Annunciation School Administration should consult with the state and local safety officials as well as the recommendations of the Diocesan Self Insurance program as to the safest locations for students and procedures to be followed in such a plan.

Periodic natural disaster drills should be held, especially during the tornado and severe storm weather season.

ANNUNCIATION
— SCHOOL —

Non Residence

Policy #7010

Due to city housing codes and safety issues, there will be no residents in the School building.

ANNUNCIATION
— SCHOOL —

Parking

Policy #7020

Parking is prohibited on the School playground at all times (the area west of the sidewalk.)

Parking is also prohibited on the west area of the parking lot (west of the alley) during times established by the Principal.

ANNUNCIATION
— SCHOOL —

Smoke Free

Policy # 7030

The Annunciation School community has the right to a smoke free environment; therefore smoking is not allowed in the school building.

ANNUNCIATION
— SCHOOL —

Policy Review

Policy #8010

The Policy Committee will be responsible for reviewing each School Board policy within a five year period.

The Policy Committee will also see to it that any new policies enacted are published and are made available to the School community.

ANNUNCIATION SCHOOL

Parental Concerns

Policy #8020

Annunciation School believes in the importance of keeping open the lines of communication between parents, staff and students. If parents are concerned about problems between student and teacher, the following procedure should be followed. Contact should first be made with the teacher and every attempt made to resolve the concern. If further discussion is deemed necessary, the School Principal should be contacted. If both of these steps prove unsatisfactory, the Annunciation School local conciliation policy should be followed. See policy #8030.

ANNUNCIATION SCHOOL

Local Conciliation Policy

Policy #8030

This policy addresses a complaint, dispute or disagreement of any adult (parent, teacher or principal). This policy will be shared with:

- The teachers as part of the faculty handbook
- The non-teaching staff for information
- The parents for information as part of the Student/Parent Handbook

Any complaints to the School Board concerning personnel or curriculum should be referred to the Principal for resolution.

Stage 1

If at all possible, complaints, disputes or disagreements should be resolved on a person to person level. If this cannot be accomplished, the following steps should be taken by the person seeking relief.

1. Contact the respondent's immediate supervisor. If there is no relief, then
2. Discuss the problem with the next level of administration

Example A

1. Parent/guardian to teacher. If no resolution
2. Parent/guardian to Principal. If no resolution
3. Parent/guardian to President. If no resolution
4. Parent/guardian to Pastor. If no resolution
5. Parent/guardian requests in writing to begin local conciliation

Example B

1. Teacher to teacher. If no resolution
2. Teacher to Principal. If no resolution
3. Teacher to President. If no resolution
4. Teacher to Pastor. If no resolution
5. Teacher requests in writing to begin local conciliation

Example C

1. Teacher/school staff person to Principal. If no resolution
2. School staff person to President. If no resolution
3. School staff person to Pastor. If no resolution
4. School staff person requests in writing to begin local conciliation

Example D

1. Principal to President. If no resolution
2. Principal to Pastor. If no resolution
3. Principal requests in writing to begin local conciliation

(page 1 of 2)

ANNUNCIATION SCHOOL

Example E

1. President to Pastor. If no resolution
2. President requests in writing to begin local conciliation.

If all of the above persons have not resolved the problem, the person seeking resolution is entitled to begin the next stage of the local conciliation committee procedure.

Stage 2

1. The request to begin the next stage of the local conciliation procedure must be made in writing to the School Principal by the person seeking relief within 10 working days after conferring with the last level of administration (Pastor). Requests should be made on the "Local Conciliation Form."
2. The Local Conciliation Committee will be made up of three persons: one designated by the Pastor, one designated by the respondent, and one designated by the person seeking resolution. It is our wish to accomplish a resolution without legal counsel.
3. The Local Conciliation Committee will meet in a time period not to exceed 15 working days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought, prayer), the committee will write a summary of the meeting and make its recommendations in writing to the Principal who will in turn determine that no Parish and/or School policies have been altered or amended. The recommendations will then be forwarded to all concerned parties.
5. The local conciliation procedure should be completed within 25 working days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.

Stage 3

If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to the Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedure.

ANNUNCIATION SCHOOL ATHLETIC POLICIES AND PROCEDURES

MISSION STATEMENT

Athletic programs at Annunciation School are designed to contribute to the religious and educational mission of the School. All athletic programs should be positive, educational and recreational. Widespread participation should be promoted. Sportsmanship, teamwork, school spirit, skill development and fun should take priority over competitive concerns.

I. GENERAL POLICIES

A. The religious and educational mission of the school have priority to its athletic mission.

1. Athletic programs shall be conducted in a manner which uses, observes, teaches and exemplifies the values for which the school strives.
2. Conflicting claims for the resources of the school and the time and energy of the students between athletics and religious or academic programs should be resolved in favor of the latter two.
3. Athletic programs are intended to positively contribute to the educational experience of the child. Providing the maximum opportunity for participation consistent with available resources shall be preferred to any competitive considerations.

B. To minimize cost to the parish, school, parents and children.

1. Athletic programs should generally be funded by fees charged to participants.
2. All reasonable effort shall be made to keep such fees low.
3. Fees received for rental of the school gymnasium for appropriate purposes to responsible persons or groups will be used to support the physical education and athletic programs.
4. Fees received for concession stand will be used to support the athletic program.

II. IMPLEMENTATION OF POLICIES

A. The School Board shall determine and interpret policies for athletic programs

in accordance with its usual procedures.

B. The Principal shall assure that athletic policies are implemented.

1. The Principal shall assure proper accounting for receipts and expenditures relating to athletic programs.
2. Ordinarily, the Principal will designate one faculty member as AD.
3. The Principal may give such direction and authority to the AD as the Principal deems appropriate to fulfill the Principal's responsibilities to implement athletic policies adopted by the School Board.
4. Subject to such specific direction as shall be given by the Principal, the AD shall ordinarily be responsible for implementing the athletic policies adopted by the School Board.

III. PROGRAMS

A. To the maximum extent possible athletic activity programs should be made available to children in grades 2 through 8 as follows:

1. Fall- volleyball for girls in grades 4 through 8 in the South Side Youth Organization (SSYO) league.
2. Fall- soccer for boys in grades 4 through 8 in the SSYO League.
3. Fall- soccer for girls in grades 4 through 8 in the SSYO League.
4. Winter- basketball for boys in grades 4 through 8 in the SSYO League.
5. Winter- basketball for girls in grades 4 through 8 in the SSYO League.
6. Winter- basketball for boys in grades 2 and 3 in the Blessed Trinity School League.
7. Winter- basketball for girls in grades 2 and 3 in the Blessed Trinity School League.
8. Spring- softball for girls in grades 4 through 8 in the SSYO League.
9. Spring- baseball for boys in grades 4 through 8 in the SSYO League.

B. Athletic programs shall be conducted in strict accord with the letter and spirit of the rules of the League unless they conflict with the religious and educational mission of the school.

C. Any child that registers for a sport in a timely manner will be given an opportunity to participate for an Annunciation team.

D. *In most cases students will play at grade level. The athletic director will decide exceptions.*

E. *In grades 7 and 8, if the number of players warrants two teams, selection of teams will be based on player evaluations and league guidelines.*

F. *The size and number of teams to be entered in a league for a particular sport will be adjusted to accommodate the number of eligible children desiring to participate.*

G. *Athletic teams, in addition to observing League rules regarding minimum game participation, will endeavor:*

1. At grade levels 4 through 6, to provide each child with equal game playing time in each game.
2. At grade levels 7 and 8, to provide each child with substantial playing time in each game.
3. Parents, players and coaches are encouraged to communicate directly with the AD regarding playing time issues and other concerns.

IV. IMPLEMENTATION OF PROGRAMS

A. Principal

1. Principal shall have the responsibility and authority for the administration of all athletic programs in accordance with School Board policies.
2. Principal may assign such responsibility or delegate such authority to the AD as the Principal deems appropriate to fulfill the Principal's responsibilities.

B. Athletic Director

1. All responsibilities and authorities of the AD described in this document are subject to further direction, including contrary direction, as may be given by the principal from time to time.
2. Absent contrary direction from the principal, the AD shall submit to the principal not later than May 1 of each year a proposed program of athletic activities for the following academic year.
3. The AD shall seek such volunteer coaches and supervisors as may be needed to conduct athletic programs.
4. The AD will seek paid coaches and supervisors if a volunteer coach or

supervisor can't be found. (Faculty or Community Members)

5. The AD will provide such instruction and training as is necessary for such coaches and supervisors.

a) The AD will make known to all coaches all policies and rules affecting them.

b) The AD will endeavor to make available to all coaches assistance in coaching techniques and duties.

6. The AD will convene and chair a general meeting of coaches for each particular sport to provide general preparation and specific guidance as to the mission and policies of the athletic programs and coaching techniques and responsibilities.

7. The AD will assure that coaches are appointed in timely fashion.

8. All reasonable effort will be made to utilize as coaches all who volunteer to do so. The use of more than one coach per team is encouraged.

a) In the unlikely event that the number of volunteers exceeds the number of coaches which can be used, selection and assignment will be by the AD.

9. The AD will assure that coaches adhere to program policies.

10. The AD shall solicit student participation in athletic programs through timely sign-up procedures.

a) To the extent permitted by League rules, non student parishioners shall be solicited for such participation as needed to fill teams.

b) Sign up procedures shall involve parental permission in writing including written acknowledgment of the possibility of injury.

11. The AD will organize and supervise all athletic programs.

12. The AD will be or will seek faculty or community members to be the designated gym supervisor who is responsible for running the concession stand and act as host to players, coaches, referees, and parents.

13. The AD will seek scoreboard operators and/or line judges for all home basketball and volleyball games.

C. Logistics

1. The AD shall, subject to other or further direction which may be given

to the AD by the principal from time to time:

- a) Cause all receipts from fees charged to participants, from gymnasium rental, or from any other sources generated for these purposes, to be deposited to such accounts as are designated by the principal.
- b) Cause all expenditures relating to athletic programs including equipment and uniform costs, to be paid from such accounts as are designated by the Principal.

2. The AD shall, after consultation with the Principal, procure and maintain such equipment and uniforms as are necessary for athletic programs.

3. The AD shall allocate equipment and use of gymnasium time and other available school facilities on a fair and equitable basis.

4. The AD shall maintain a calendar of scheduled non-school hour use of the gymnasium.

5. The AD will, after consultation with the principal, establish rules for gymnasium use and assure that they are observed.

- a) The AD will give due consideration to the availability of ordinary first aid supplies at all times in the gymnasium.
- b) The AD will give due consideration to the availability of communication means for summoning emergency assistance to the gymnasium.
- c) The AD will give due consideration to safety and liability concerns arising out of authorized gymnasium use.

6. Publicity

- a) The AD will make all reasonable efforts to publicize the availability and activities of athletic programs.
- b) The AD will endeavor to publicly recognize the efforts and achievements of those who participate in or who facilitate athletic activities.
- c) To the maximum extent possible, such publicity and public recognition should be on a school wide, parish wide and community wide basis.

7. Funding

- a) The AD shall prepare a budget for all athletic programs.

- b) The AD shall account to the principal for all receipts and expenditures relating to athletic programs.

D. Coaches

1. Coaches shall be selected, assigned by the AD and subject to removal by the AD after approval of the principal.
2. All coaches must undergo background checks and VIRTUS training.
3. Coaches shall be at all times bound by the policies established for athletic programs.
 - a) Coaches of athletic teams will attend the general coaches meeting for that sport convened by the AD.
 - b) Coaches will endeavor to learn and at all times abide by established school policies and applicable league rules in connection with all athletic programs.
 - c) Coaches will follow such specific direction as may be given from time to time by the AD or principal not inconsistent with established school policy.
4. Coaches should convene a meeting of all players and parents to communicate fully the purposes and practices of the program and the particular team.
 - a) To the extent more than one team is likely to be formed at a level, such meeting should be held prior to determining team assignments. The team assignment procedure as authorized in these policies should be fully explained at such meeting.
 - b) To the extent only one team is likely to be formed at a level, such meeting should be held at or prior to the time of the first gathering of the team.
5. Coaches may convene such later meetings with parents and players as may be useful.
 - a) Coaches should communicate regularly to parents, as well as players, and should be mindful that oral communications to parents through children may not be sufficient.
 - b) Coaches should inform players and parents, as soon as practicable, about all schedules and schedule changes and particular team requirements.

c) Coaches should inform players and parents as soon as practicable about all team rules or policies affecting player participation.

6. Coaches should communicate regularly with the AD regarding all matters affecting the team being coached.

a) Other than regularly scheduled practices and games, coaches should obtain the prior consent of the AD for team activities of any kind (e.g., extra or non-league games or tournaments, social activities, extra practices, attending sporting events.)

b) The coaches should inform the AD fully as to all practice and game schedules or changes.

c) Coaches should submit for review by the AD, any team rules or policies governing or affecting player participation.

d) Coaches should promptly inform the AD of any incident or injury affecting the team or any player and fill out an accident report form.

7. Coaches shall make equipment and uniform requirements known to the AD.

a) Equipment and uniforms shall be obtained by coaches from or through the AD.

b) Coaches will endeavor to avoid loss or damage to equipment and to assure that equipment is returned to the AD.

E. Teams

1. If two or more Annunciation teams participate in a single sport at the same level, all coaches involved shall meet with the AD prior to the first practice session for purposes of deciding team selection and assignment procedures and making league and ability level participation choices.

2. The final decision on all such matters shall be made by the Principal.

3. To avoid discouraging participation on the lower ability level team, ability selection of teams in grades 7 and 8 should be undertaken only with special consideration.

a) Ability selection of teams will be conducted by unbiased third party observers with the input of all the coaches who will participate in the selection process.

b) To avoid unduly burdening volunteer coaches whose own children may be involved, an otherwise eligible child of a coach shall, at the

request of the coach, be assigned to the parent's team without regard to ability.

4. Team assignments made on a basis other than ability should normally be made by random drawing or by coaches conducting an alternating draft supervised by the AD.

a) Random drawing should include in the pool being drawn all eligible children desiring to participate.

b) Draft procedures should be used only after all coaches involved have had an opportunity to evaluate all eligible children desiring to participate.

c) Drafts should be conducted by the coaches privately with only the resulting team assignments announced to players.

5. If one Annunciation team will participate in a sport at one level, all eligible children desiring to participate will be assigned to it.