



# 2025-2026

Deeply committed.  
More than a school.

# AVE MARIA ACADEMY

## Student and Parent Handbook

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## TABLE OF CONTENTS

1.0	PHILOSOPHY OF AVE MARIA ACADEMY	3
2.0	PARENT RESPONSIBILITY	6
3.0	STUDENT ATTENDANCE AND ELIGIBILITY	10
4.0	STUDENT ACADEMIC RESPONSIBILITY	15
5.0	STUDENT BEHAVIORAL RESPONSIBILITY	22
6.0	UNIFORM POLICY	29
7.0	HEALTH AND MEDICAL POLICIES	39
8.0	EMERGENCIES	42
9.0	MISCELLANEOUS INFORMATION	45



AVE MARIA ACADEMY PARENT/STUDENT HANDBOOK

SCHOOL PHILOSOPHY

## **Preface**

Ave Maria Academy embraces and lives the teachings of the Roman Catholic Church, which are defined and clarified by the Magisterium. We base our admissions, employment, and operational decisions on the Church's teachings on faith and morals, which promote the dignity of all persons, created male and female in the image and likeness of God. Core expressions of our institutional identity are the public witness to the defense of all human life from conception to natural death and the promotion of the sanctity of marriage according to God's plan. Our school offers children and families an encounter with Jesus Christ through an education founded upon objective moral truths, the goal being freedom and happiness.

## **1.0 Philosophy of Ave Maria Academy**

### **1.1 Ave Maria Academy Mission Statement**

Rooted in the Catholic intellectual tradition, Ave Maria Academy forms young minds, hearts, and souls through a commitment to clear thinking, academic achievement, character formation, prayer, and service. In an encouraging and safe environment transformed by faith, reason, and virtue, each child's unique and God-given talents are nurtured through mastery of a rigorous curriculum and active participation in the Catholic faith.

### **1.2 Ave Maria Academy School Philosophy**

#### *Faith: Strong Catholic Identity and Spiritual Formation*

We embrace the fundamental truth and beauty of Roman Catholic teaching which serves as the foundation for everything we do. We provide the knowledge base necessary to form a deep commitment to the Catholic Faith tradition. Every hour of the school day is infused with the Church's teachings on faith and morals. Children learn they are created in God's likeness and that developing their relationship with Him is essential. The school's special relationship with the Blessed Virgin Mary, who is ever present to us, gives the staff, students and school community, nourishment, hope and confers grace.

#### *Reason: A Commitment to Academic Excellence*

Curriculum is robust, rigorous and grounded in the classics. Core disciplines include religion, English, mathematics, science, history and geography. Studies are enriched by Spanish, Latin, technology, arts, and music. We promote the power of imagination and inquiry while encouraging students to develop an ordered thought process directed toward problem solving. Academic success is verified by the Stanford 10, one of the leading standardized achievement tests used by school districts throughout the United States. Our 8th grade students have scored in the top 10% nationally for all subjects, including the 95th percentile for math.

#### *Virtue: Pursuit of Moral Excellence*

Ave Maria Academy inspires students to live virtuous lives. Children at the Academy learn to give the best of themselves, to be honest, prudent, pious, and to practice fortitude. Students engage in daily acts of charity that may take place within the school or extend to communities around the world. Through the moral guidance of committed faculty, students learn that faith finds its full expression in service to others.

#### *Community: Dedicated and Faithful*

As a small, independent Catholic school, our community is dedicated to fostering each child's intellectual, moral and personal development. Our teachers strive to understand the unique gifts of each student and challenge them to excel. The school's extraordinary parental support is

reflected in a strong volunteer rate. Older students assume the role of mentors and role models for younger children, and are encouraged by teachers and parents alike to strive towards authentic Christian discipleship. The strength of our community is reflected in the accomplishments of our students and overall success of the school.

### 1.3 The School's Character in Its Students and Teachers

The religious character of the school pervades and vitalizes all its aspects through formal teaching, moral example, collective worship, and family support. Students are urged to become aware of the needs of others and to respond in service. Students are, at the same time, brought to acknowledge and refine their academic ability, so that they may be encouraged in pursuit of educational and career goals, as leaders of young people inside and outside the classroom. Ave Maria Academy teachers strive to guide their students in the seeking of truth, the mastery of skills, and the consideration of ideas.

### 1.4 An Atmosphere of Hospitality

Founded in 1997, primarily for Catholic children, Ave Maria Academy welcomes students of other religious traditions. Following the example of Jesus Christ, the school maintains an atmosphere of acceptance and hospitality for all, and it continues to admit academically qualified students of any race, creed, sex, or national origin.

### 1.5 The Community

The Ave Maria Academy community is comprised of the Board of Directors, advisors, faculty, staff, students and parents. Cooperation in academic, religious, athletic, artistic and social endeavors binds all in spirit and purpose toward the achievement of commonly-held objectives, within a framework of shared work, prayer, and appreciation for the contribution of each member.



AVE MARIA ACADEMY PARENT/STUDENT HANDBOOK

PARENT RESPONSIBILITY

## **2.0 Parent Responsibility**

It is our belief that Ave Maria Academy assists the parents as the primary educators of their children and therefore we expect a high level of parental involvement in each child's education and formation.

### **2.1 Supportive Environment**

The success of a student's educational career depends on a supportive environment at home. Accordingly parents are to provide their child with a quiet study space at home. They will insist on regular times for homework and will eliminate distractions (television, radio, etc.) at these times.

### **2.2 Partnership Agreement Between Parents and School**

Our school community is a special place, rich with opportunities for learning, growth, and belonging. It takes all members of our community, working together, to maintain our strong school environment. With this in mind, we expect all parents/guardians of our students to commit to do the following.

- Support the faith. In words and actions, support Catholic education and the teachings of the Catholic Church. For the good of their children, parents are asked to do their best to live up to the moral standards of the Catholic faith and to seek guidance from God.
- Support the school. Act in partnership with faculty and staff. Respect and follow decisions reached by the school, even if you disagree with them.
- Be respectful. Communicate respectfully, kindly, and truthfully with fellow members of the school community, including faculty, staff, students, and other families of students. Refrain from gossip. Address complaints or disagreements privately, without unnecessarily publicizing them or involving others.
- Be positive. Value and build up the reputation of the school and members of the school community, helping to create a positive academic and social environment.
- Follow school policies. Adhere to all school policies as outlined in the Ave Maria Academy Student and Parent Handbook.

Consequences for not upholding these commitments may include, without limitation, verbal or written warnings, removal or bans from school grounds, or mandatory withdrawal of children from enrollment.

### **2.3 Family Grievance Policy**

As we work together in partnership to educate children, difficulties and differences of opinion and approach inevitably arise due to human nature. When concerns or conflicts arise, all members of our community are expected to work together in good faith to find solutions.

Whenever possible, concerns should be raised first with the person with whom you have a concern or complaint, to try to come to an understanding or mutually agreeable resolution. Only after this has been attempted and is unsuccessful, should concerns be brought to the Head of

School. If at any time concerns exist regarding student safety or mistreatment, such concerns should be immediately brought to the Head of School's attention.

When a concern is brought to the Head of School in accordance with this policy, the Head of School will determine appropriate action, which may include but is not limited to mediating a conversation between the parties, proposing a resolution, or investigating the issue.

Throughout the process, all parties are expected to remain respectful, professional, and to act in good faith. While parents of course may discuss the situation at home, they should remember that their child must still function within the school setting and that these conversations can undermine the administrator's and teacher's authority to do their jobs. Just as the teacher or administrator is responsible to respect the child and parents, even when difficulties arise, the parents are responsible to see that the problems do not affect the child's respect for the position of the teacher or the administrator.

## 2.4 Financial Responsibility

Ave Maria Academy receives no funding from a parish and consequently depends upon timely payment of tuition fees for its operating budget. Upon accepted registration of their child, parents agree to make tuition payments on time. Ave Maria Academy reserves the right to refuse admittance to class and/or to withhold report cards and transcripts of any student whose financial account is delinquent.

### 2.4.1 Tuition Policy

Tuition can be paid in full or monthly installments. Full year tuition is due on or before July 1<sup>st</sup>. Monthly tuition payments are managed through TADS. This service has an annual fee charged directly by the company. Monthly payments start in June and end in February for a total of 9 payments. Monthly payments are automatically deducted from a bank account you specify on either the 5<sup>th</sup> or 20<sup>th</sup> of the month. Fees are applied for late payments. In the event that a family wishes to withdraw their student(s) from Ave Maria Academy, they must contact the Admissions Office to obtain the official withdrawal form. The table below outlines the date of receipt of the completed form versus the percentage of the yearly tuition refund:

- Prior to July 1st: 100% less non-refundable Commitment Deposit
- After July 1st the Book Fee is non-refundable
- Prior to 1st day of class: 75%
- Prior to October 1st: 50%
- Prior to January 1st: 25%
- On or after January 1st: No Refund

### 2.4.2 Additional Fees

A Commitment Fee (\$500 bill will be automatically applied to the TADS account in February) applies to all new students and returning students – this fee is deducted from your total tuition due for the year. There is a \$300 Book Fee due upon acceptance. Additionally, some clubs, field trips and extracurricular activities may require fees for participation. All fees are non-refundable.

### 2.4.3 Full and Complete Disclosure

Teachers and staff at Ave Maria Academy are committed to helping students succeed. Therefore, it is important that parents disclose information about any diagnosis, treatment or services that their child is receiving. This will allow teachers and staff to best support students in all areas of academics and formation.

### 2.5 Financial Responsibility

At Ave Maria Academy, parents are welcome and encouraged to be involved with their children's education. Being an active part of a child's education creates an essential bond between home and school. All volunteers that interact with students at Ave Maria Academy must complete the volunteer requirements through VIRTUS Online at [www.virtusonline.org](http://www.virtusonline.org). The volunteer requirements are the same for all Catholic schools in the Archdiocese of Saint Paul and Minneapolis from their Office for the Protection of Children and Youth (OPCY). New volunteers can complete the requirements by creating an account at [www.virtusonline.org](http://www.virtusonline.org) and following the prompts provided to complete the following requirements. The VIRTUS Online requirements need to be re-credentialed every three years in an existing volunteer's account.

- Background Check
- Code of Conduct
- Safe Environment Training Module

Employees and coaches must also complete a 123B informed consent form, which is a separate form. The hard copy form is only completed once; it is not re-credentialed.

### 2.6 Other Responsibilities

Ave Maria Academy holds events throughout the year that benefit the school, students, parents and families. To the best of their abilities, parents are expected to participate in all events. Some such events planned for this year include: • Back to School Night • Curriculum Night • Golf Classic • Parent/Teacher Conferences • Grandparent's Day • Christmas Pageant • Gala • Public Class • Spring Concert • Spring Musical • School Field Trips • State of the School Address • Crusader Classic 5K • Family Events • Various class events throughout the year.

### Practical Tips on Helping Your Child Have a Good Day at Ave Maria Academy:

*Pray with your child.* Parents should pray morning prayers, evening prayers, and prayers before and after meals with their child. Parents should teach their child how easy it is to talk to God.

*Supervise your child while they do their homework.* Parents should make sure their child has his/her homework completed before going to bed. Insist that it be organized neatly. Parents should emphasize that homework comes before TV, sports, or other activities. It is appropriate and helpful to have a quiet, dedicated area reserved for homework.

*Encourage good eating and sleeping habits.* Parents should make sure that their child has a nutritious breakfast so that he/she has the energy to work hard at school. Pack your child a wholesome lunch. Parents should make sure their child gets enough sleep so that they are alert during the day.



AVE MARIA ACADEMY PARENT/STUDENT HANDBOOK

STUDENT ATTENDANCE AND ELIGIBILITY

### **3.0 Student Attendance and Eligibility**

#### **3.1 Absence**

As a school in Minnesota, Ave Maria Academy is obliged to observe Minnesota Statutes<sup>1</sup> related to compulsory attendance, which provides that parents are responsible for student attendance. Ave Maria Academy affirms the vital importance of daily attendance. Student absence diminishes participation and learning, which in turn negatively impacts overall performance. The classroom experience at Ave Maria Academy is beyond replication. Every student at Ave Maria Academy is an important participant in our classrooms, thus their absence has a significant impact. The consequence of excessive absence will be diminished academic performance. Students absent from school on the day of a field trip or extracurricular activity, such as athletic event, will be ineligible for participation. Absence at Ave Maria Academy is classified in one of three ways:

#### **Excused Absence:**

An excused absence might be for one of the following reasons: illness, medical or health related appointments, funerals, late carpool, retreats, birth of a sibling, severe weather, illness in the family, pre-planned vacation.

Students should stay home when they are showing symptoms of being sick. Days out of school due to sickness will be excused. Families are kindly asked to limit the number of school days that are missed for non-illness reasons and to carefully consider pre-planned vacations.

#### **Unexcused Absence** (maximum of 7 days):

An unexcused absence might be for one of the following reasons: extracurricular activities unrelated to school activities or reasons that are unstated. Students may not receive credit for work or tests missed due to an unexcused absence.

#### **Long-term Absence** (more than five consecutive school days):

An absence that is considered long-term might arise from extended family trips or the unfortunate onset of illness. Any families requesting long-term absence should speak directly with the Head of School. When long-term absence is due to an illness and has exceeded ten school days, a note from a medical professional will be requested. If the illness continues to affect the student's ability to participate at school and exceeds fifteen school days, a plan will be formulated to ensure adequate academic instruction is taking place.

Parents are asked to telephone or e-mail the front desk prior to 8:30 a.m. on the day of absence.

Ave Maria Academy's policy on make-up homework related to student absence is found in section 4.1.2.

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<sup>1</sup> Minnesota Statutes:  
260C.007, subdivision 19  
260C.163, subdivision 11(a)

### 3.1.1 Late Arrival and Early Departures

Regularity in attendance and diligent application to study are essential for achievement. A half day absence is marked for any student who is absent for more than one hour. Parents are asked to send a note to the teacher and/or call prior to 8:30 a.m. if a student will be late to school or will be leaving early. If a student arrives at 8:10 a.m. or later, the parent(s) and/or other parent-designated adult must sign the student in/out book at the front desk. Similarly, students being picked up prior to 3:10 p.m. must have the parent(s) and/or other parent-designated adult sign the student in/out book at the front desk. All early pick-ups must take place before 2:45 p.m. Students will be called down to the front desk from their classrooms once their parents have arrived.

A student who arrives at school after 8:10 a.m. is considered tardy. He/she will need to wait at the reception desk until morning prayers are completed. On the third tardy of any term a note will be sent to notify parents that a potential problem may be developing. If the tardiness continues, additional consultation with the parents and the Head of School may be required. The school has no choice but to consider all members of a carpool as late, even if the lateness is caused by only one individual passenger or driver. After the seventh tardy in a school year, students will be marked one full day absent.

### 3.1.2 Future Absence

Requests for future absence should be made in writing by the parents to the student's teacher. Such requests should, ordinarily, be received at least forty-eight hours in advance. All requests must include a telephone number at which the parent can be reached. Normally, no student will be granted an approved dismissal without a written request from a parent and approval from the school. Homework will not be provided prior to planned absences.

### 3.1.3 Quarantine

Absences from school due to quarantine are different from a planned future absence. In the event that quarantine is necessary, protocols for the administration and completion of schoolwork will be communicated.

## 3.2 Eligibility

Key to a complete and balanced person are the lessons promoted through athletic and extracurricular activities. The virtues promoted through Ave Maria Academy activities stem from daily participation in the school day. Our extracurricular programs are intended to be extensions or enhancements of our unique mission and philosophy as a school. Thus, extracurricular activities are intended to expand, not diminish, student performance. Absence from school on the day of an extracurricular activity will leave a student ineligible for participation. Eligibility at Ave Maria Academy is classified in one of two ways:

### **Academic Eligibility:**

Students who fall below 70% in any core subject will be ineligible for participation in Ave Maria Academy extracurricular activities. Student eligibility for Ave Maria Academy extracurricular activities, such as athletics, will be determined every Thursday. Homeroom teachers will advise the Head of School of student progress, while helping to set goals for improved student performance. Additional need for improvement of student academic performance, such as Academic Probation, will leave a student ineligible until their status is improved. The Head of

School will consult with families of students on Academic Probation regarding their eligibility status for athletic events.

### **Disciplinary Eligibility:**

Good conduct of Ave Maria Academy students inside and outside the classroom is foundational to our school. Students receiving chronic discipline notices (excess of three) or students on Disciplinary Probation will be considered ineligible until their status is improved. The Head of School will provide direction and a plan for improvement for those students subject to disciplinary sanctions. Ave Maria Academy endeavors that no student should be exempt from extracurricular activities arising from inappropriate behavior and will assist students in making corrections.

### **3.3 Daily Schedule**

The school day begins at 8:10 a.m. Each classroom teacher in grades K-8 will lead their students to the Commons for morning assembly. Preschool and pre-kindergarten students will remain in their classrooms for their own morning meetings; pre-kindergarten students will join the all-school assembly later in the year when they are prepared for the transition. Assembly consists of announcements, petitions for the day, prayers, saint of the day, and Pledge of Allegiance to the flag.

Each school day consists of roughly seven periods of instruction ranging in time from twenty to fifty minutes, depending on subject material and teacher preference. The lower grades have a morning break with a snack. The upper grades have a morning snack with the exception of Mass days.

Students may bring water bottles from home for use during the school day. Water bottles should only contain water, and they should be durable, not made of glass, and do not leak. Large cups that would spill when tipped over are not allowed.

#### **3.3.1 Lunch and Recess**

Partnering with Premier Kitchen Inc., Ave Maria Academy offers a lunch program. Monthly meal calendars are distributed in advance of each month as part of the weekly communication to families. Meal selection and confirmation is done via an order form on the Ave Maria Academy website and must be completed by midnight of the Tuesday of the week prior. Families that want to sign up for a consistent schedule of hot lunches for the year may do so by completing the hot lunch order form at the beginning of the year. Milk is available for an additional purchase. Families that want to sign up for milk for the year may do so by completing the milk form at the beginning of the year. Students may also bring lunches from home. Parents are encouraged to provide healthy lunches and snacks. Soda pop and sports drinks are not allowed. Students are expected to bring their own napkins and utensils and are responsible for keeping their uniforms clean. Parents desiring to lunch with their students are asked to sign the students out of the building for lunch.

Recess is an opportunity for students to have recreation and build friendships with other students. Recess is supervised each day by Ave Maria Academy faculty and staff. The parking lot will be closed each day for recess. The school is not allowed to have guests on the playground.

### 3.3.2 Dismissal

The school day ends at 3:10 p.m. All families will utilize the carpool procedure. Only approved carpool signs for the current school year will be approved for student pick-up. The approved carpool sign must be clearly displayed in the vehicle's front window upon arriving at the entrance of the school's parking lot. Carpool numbers will be taken by staff and announced in the building. Students will be dismissed from the building when their carpool numbers have been called. Guests are not permitted to gather in the lobby or foyer. All children are to be picked up by 3:30 p.m. Students remaining at school after 3:30 p.m. will be placed in after school care.



AVE MARIA ACADEMY PARENT/STUDENT HANDBOOK

STUDENT ACADEMIC RESPONSIBILITY

## **4.0 Student Academic Responsibility**

### **4.1 Class Preparation and Participation**

Ave Maria Academy offers a course of study to equip the graduate with fundamental and advanced skills required for high school work. Consequently, Ave Maria Academy expects that the student will strive for the highest level of academic success by active participation in each class and by devoting an appropriate period of time each night in preparation for the next day's classes.

#### **4.1.1 Homework**

Approximately 1 hour of homework can be expected for children starting in the 3rd grade. Fifth through eighth grade could have between 1 and 2 hours of homework nightly. This may take more or less time depending on the advancement of the individual student. The Kindergarten, First, and Second Graders will also be given some homework to help instill good study habits and independence. Homework for Preschool and Pre-Kindergarten students is optional. However, homework packets are sent home each week in the student's Take Home folder, and students are strongly encouraged to complete at least a few pages. Overall, some children may have to work harder out of school in order to advance. Homework, it should be noted, involves reading of the material and reviewing class notes as well as written work. Some homework requires parent's involvement and signature.

#### **4.1.2 Make Up Work**

When students are absent for whatever reason, except as may otherwise be approved by the student's teacher, they are to complete all missed class or home assignments within three class days of their return. Beyond three class days, work is still expected to be completed; however students will not receive any credit. **Homework will not be provided prior to planned absences.**

### **4.2 Academic Evaluation**

All students are evaluated regularly throughout the school year. Preschool through eighth grade report cards are issued on trimesters. These dates appear on the school calendar. Grade reports are official school records. Numeric grades are used in the evaluation of student performance for grades 3-8. An "effort" grade for each subject is also included on the report card. In the event that a lengthy school closure becomes necessary, the school may opt for a pass/fail grading scale on the grade reports for that period of time.

#### **4.2.1 Ave Maria Academy Philosophy of Assessment**

Assessment is an integral part of a student's education. Ave Maria Academy believes the goal of assessment is to gauge student learning with reference to the school's academic standards. Formative and summative assessments are utilized in order to measure student progress and achievement. In line with the developmental growth of students within the school, the weight of summative assessments increases as students age; this is reflected in their academic grades. Assessments are administered in a variety of ways and at reasonable intervals. The outcome of assessments informs instructional decisions and includes timely and purposeful feedback.

4.2.2 Grading Scale for Preschool & Pre-Kindergarten

M	Most of the Time: The student consistently meets or exceeds expectations in content or behavior.
S	Sometimes: The student demonstrates a basic understanding of the content and/or behavior expectations.
N	Not Yet: The student demonstrates a limited understanding of the content and/or behavior expectations.

4.2.3 Art, Technology, and Physical Education Grading for Grades K-8

E	Excellent: The student consistently exceeds grade level expectations and demonstrates a thorough understanding of the content area. The student consistently applies and/or demonstrates the skills and/or behaviors expected and is working above grade level in the content area.
VG	Very Good: The student meets or exceeds grade level expectations and demonstrates an understanding of the content area. The student generally applies or demonstrates the skills or behaviors expected and is working at or above grade level in the content area.
S	Satisfactory: The student meets grade level expectations and demonstrates a basic understanding of the content area. The student usually applies or demonstrates the skills or behaviors expected and is working at grade level in the content area.
N	Needs Improvement: The student is making progress toward meeting grade level expectations. The student demonstrates limited understanding of the content area. The student occasionally applies or demonstrates the skills or behaviors expected and is working below grade level in the content area.
U	Unsatisfactory: The student does not meet grade level expectations and is having considerable difficulty understanding the content area. The student consistently works below grade level and is unable to demonstrate the skills or behaviors expected in the content area.

4.2.4 Academic Grading Equivalency for Grades K-2

The following equivalencies are used in conjunction with the rubric above.

95-100	E	80-81.9	S-
90-94.9	VG	70-79.9	N
88-89.9	S+	69 or below	U
82-87.9	S		

#### 4.2.5 Grading Scale for Grades 3-8

A straight percentage of possible points is used to determine letter grades. This applies to Religion, Math, Language Arts, Science, History, Geography, Spanish, Latin, and Music. The numeric grading scale is as follows:

97-100	A+	77-79	C+
93-96	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		59 or below	F

Grades of 69.5% and above are necessary for passing. D's are not passing grades. Teachers will contact the parents immediately once a student's progress is such that he or she is in serious jeopardy of failing a class. Please work with the teacher and your child immediately to assess the situation and put appropriate actions in place to insure your child's success.

#### 4.2.6 Effort Rubric

E	Excellent: The student consistently exerts outstanding effort in daily classroom work, homework and assessments. The student maintains a positive attitude and always exerts his/her best efforts. The student works hard and completes all tasks well in a timely manner.
VG	Very Good: The student nearly always exerts outstanding effort in daily classroom work, homework and assessments. The student generally maintains a positive attitude and exerts his/her best efforts most of the time. The student works hard and is persistent in completing tasks.
S	Satisfactory: The student exerts satisfactory effort in daily classroom work, homework and assessments. The student usually exerts satisfactory effort to complete tasks. The student usually maintains a positive attitude. The student works hard and is persistent in completing tasks.
N	Needs Improvement: The student inconsistently exerts effort in completing daily classroom work, homework and assessments. The student sometimes exerts effort and maintains a positive attitude. The student persists to complete tasks.
U	Unsatisfactory: The student rarely exerts effort in daily classroom work, homework and assessments.

#### 4.3 Parent-Teacher Conferences

Conferences are offered twice yearly for all students following a published schedule. Conference times will be scheduled for each student in the Preschool through 5<sup>th</sup> grades. Conferences for grades 6-8 are during allotted time frames and on a first come, first serve basis. Students may be asked to be present with the parent at some conferences. At times other than the scheduled conferences, parents may arrange a conference with the Head of School or specialist teachers.

#### 4.3.1 Academic Progress Reports

Students may be issued academic progress reports by a teacher to inform them and their parents of their current mid-term status in a given subject. The report is to be signed and returned to the issuing teacher within 2 class days.

#### 4.4 Honor Roll

Students in grades 3-8 who earn an A- average (90%) or better in the major subjects (language arts, mathematics, history/geography, science, religion, and foreign language) with no individual subject's grade below a B- (80%) for a given quarter will be placed on the Honor Roll.

#### 4.5 Awards

While academic achievement should be its own reward, students do derive added incentive from the knowledge that their efforts may receive special recognition from Ave Maria Academy.

Ave Maria Award: Given to students earning an average of 90% or better in all subjects with no individual subject's quarter grade lower than a B-.

Commendation Award: Given to a student in each grade who exhibits consistent perseverance in all subject areas throughout the year.

Crusader Award: Given to one eighth grade graduate who exhibits charity and outstanding formation of character.

The Aquinas Award: Given to one eighth grade graduate who exemplifies outstanding academic ability, character formation, and generosity in service throughout their attendance at Ave Maria Academy.

The John Vianney Award: Given to one eighth grade graduate who modeled perseverance in a heroic manner.

#### 4.6 Academic Status

##### 4.6.1 Academic Eligibility

A student is eligible to participate in grade-level sports and extracurricular activities, including band and drama club, unless the student is on academic warning or academic probation.

##### 4.6.2 Academic Warning

A student who receives one or more D or F letter grades (numeric grades of 69.4 or below) on a report card will be placed on academic warning. Once placed on academic warning, a student will have one half trimester to raise his or her grades to an acceptable level. If all of the student's grades are not brought to an acceptable level by the following progress report or report card, the student will be placed on academic probation.

Academic warning is an expression of the school's concern for the student's academic performance. Parents will receive written notification when a student is placed on academic warning. The Head of School, teacher(s), parents, and the student, if appropriate, will meet

to prepare a plan of the academic and formation support needed to help the student raise his grades to an acceptable level. This plan may include a recommendation of outside tutoring. Eligibility to participate in grade-level sports and extracurricular activities, such as band and drama club, will be evaluated on a case-by-case basis for students on academic warning.

#### 4.6.3 Academic Probation

A student can be placed on academic probation in three different cases:

- A student on academic warning who has not brought up his or her grades after one half trimester will be placed on academic probation.
- A student who has not been on academic warning but who earns three or more D's or F's (numeric grades of 69.4 or below) on a report card may be placed directly onto academic probation.
- A student who has previously been on academic probation and been taken off but then earns 1 or more D's or F's on a subsequent report card may be placed directly onto academic probation.

The student will have two trimester halves to bring his or her grades to an acceptable level, at which time he or she will be removed from academic probation. If the student does so after one half trimester, he or she will be removed from academic probation at that time. If a student does not raise his or her grades within two trimester halves after being placed on academic probation, he or she may no longer be eligible for continued admission in the school.

Academic probation is an expression of the school's concern for the student's academic performance. It alerts both the student and the parent that the student is experiencing grave difficulty and may need extensive assistance. Parents will receive written notification when a student is placed on academic probation. The Head of School, teacher(s), parents, and the student, if appropriate, will meet to prepare a plan of the academic and formation support needed to help the student raise his grades to an acceptable level. This plan may include a recommendation of outside tutoring.

#### 4.6.4 Academic Dismissal

A student who has been on academic probation for two consecutive trimester halves and has not brought his or her grades up is subject to academic dismissal. A student who fails a subject for the year and does not make arrangements to correct the failure is also subject to academic dismissal.

### 4.7 Academic Failure

#### 4.7.1 Academic Failure

Students must achieve a final grade of 69.5 or above in order to pass a course for the year. A final year grade (based on all four quarters' grades) of 69.4 or below constitutes failure of that course. Any failed course must be corrected, or made up, as a condition for entering the next grade.

#### 4.7.2 Correction of Academic Failure

The failure of a required course can be corrected through consultation with the teacher and Head of School. The failure is best corrected by passing the same course or an approved substitute at Ave Maria Academy or an accredited summer school, with the Head of School's permission. However, until Ave Maria Academy is able to offer such courses, private tutoring will be an acceptable means of making up a failed course. The school will provide information about which teachers are willing and qualified to carry out such tutoring. The tutorial must ensure that the student meets all of the learning objectives for the failed course. Upon successful completion, the student's permanent record will reflect that the course has been made up.

#### 4.8 Academic Plans

Ave Maria Academy seeks to provide a Catholic education to all parents who desire it for their children and understands that some children have diagnoses that require additional support inside and outside the classroom in order to reach their potential. In these situations, the school has a procedure for working with families to develop an academic plan for providing appropriate and reasonable accommodations. Parents work with administration and classroom teachers to prepare, implement, and monitor an academic plan.

#### 4.9 Honor and Cheating

Each member of the Ave Maria Academy community is obligated to respect the rights of the other persons and their possessions by practicing personal honesty and a high standard of honor. Cheating, especially in the form of plagiarism, lying, and stealing, undermines the philosophy of trust on which Ave Maria Academy operates. Plagiarism is defined as any attempt to pass off the ideas and/or writings of another as one's own. Violations of this basic belief will result in a grade of "F" for the assignment, a discipline notice and possible suspension. A second occurrence normally results in dismissal.

#### 4.10 Student Records

Permanent records are maintained for individual students which include academic transcripts, attendance, and health records. Parents may request to review the official record of their child by making this request in writing to the Head of School. Parents are entitled to have an official transcript of their child's records sent wherever desired, provided their financial account is clear. Requests for transcripts are made using a Student Records Request Form that is available at the front desk.



AVE MARIA ACADEMY PARENT/STUDENT HANDBOOK

STUDENT BEHAVIORAL RESPONSIBILITY

## **5.0 Student Behavioral Responsibility**

### **5.1 Standard for Student Conduct**

Because Ave Maria Academy is a private school teaching a sound Catholic curriculum that holds Jesus Christ as the ideal for human behavior, the Academy sets before its students as their code of conduct the teachings of Jesus contained in the Gospel. Realizing that all people are called to conduct themselves as Jesus did, the Ave Maria Academy approach to student discipline attempts to teach students the virtues of respect for self and others, charity, honesty, justice and responsible stewardship.

Thus, it is expected that Ave Maria Academy students will exhibit concern and charity in their dealings with other members of the Ave Maria Academy community and its guests. Students are to respect the dignity and rights of other persons and their property. Each student is expected to develop and maintain a high standard of personal integrity and honor and to observe the regulations of the school.

### **5.2 Confidential Forum**

A Christian community can succeed only if its members share mutual trust and concern for one another. A school community that purports to follow Jesus must be especially sensitive to the needs of its members who are troubled. The CONFIDENTIAL FORUM is designed to encourage members of the community who need help to obtain it. Where required by law employees of Ave Maria always follow mandatory reporting.

The CONFIDENTIAL FORUM is this: if a student first approaches a faculty member or administrator to seek help with a serious situation (e.g., alcohol/drug addiction, abuse, depression) this will be treated as a counseling situation and, as such, the first approach will be directed toward counseling rather than discipline. The CONFIDENTIAL FORUM also includes students who approach faculty or administrators in order to help their fellow students obtain help. Ave Maria Academy desires to live out the teaching of Christ: to love one another as He loves us.

### **5.3 Acceptance of Responsibility**

Ave Maria Academy students are taught that their behavior has consequences and that they must accept responsibility for their behavior. Consequences for inappropriate behavior are issued as a teaching method. Ave Maria Academy's system of discipline seeks to be educational, motivational and formative, not merely punitive.

### **5.4 Off-Campus Conduct**

While Ave Maria Academy does not attempt to regulate the private lives of students during non-school hours, it is concerned with any conduct which may bring discredit or harm to the individual, the student body or the school. Consequently, behavior in opposition to Christian moral standards could require disciplinary action. Students should also be aware that while they are in school uniforms (including sports uniforms and spirit wear) they represent Ave Maria Academy and any misconduct while in uniform is subject to disciplinary action.

### 5.5 Use of School Name

Any individual or group using the name of Ave Maria Academy in connection with its activities is required to have prior approval of the school administration before doing so and is bound by the policies of Ave Maria Academy.

### 5.6 Effect of Improper Conduct

Ave Maria Academy reserves the right to require withdrawal of students whose failure to accept responsibility is evidenced in conduct or scholastic performance considered detrimental to their own or the school's best interest. Such action will ensue only after careful consideration by the school administration.

### 5.7 Use of School Equipment or Materials

Any misuse, misappropriation, or loss of equipment or materials belonging to Ave Maria Academy must be reimbursed to the school by the individual responsible. Any equipment or material taken off the premises must have written approval.

#### 5.7.1 Use of Desks, Cubbies and Lockers

In an effort to encourage students in habits of good order and ensure student safety, Ave Maria Academy reserves the right to monitor the content of desks, cubbies and lockers. Assisting students in keeping well ordered desks, cubbies and lockers enables them to exercise effective time management skills.

### 5.8 Knowledge of School Regulations

Ave Maria Academy provides each family with a copy of the student handbook; it may be a digital or paper copy. In doing so, Ave Maria Academy expects all families and students to have a thorough knowledge of school regulations. All families must acknowledge this expectation by completing the Student and Parent Handbook Contract Form that is included with the yearly summer forms. Completing the Student and Parent Handbook Contract Form authenticates and acknowledges this acceptance from each family and student.

### 5.9 Personal Property

Students are responsible for their own personal property. All items should be labeled with students' names. The use of personal music listening devices, iPods, iPads, MP3 players, cellular phones, smart watches, Fitbits, video games, and all related electronic media conflict with the educational and social objectives of a school, and therefore, these items may not be brought to school. If seen and/or heard, these devices will be confiscated by faculty or staff and parents will be contacted. Special permission for classroom extra-curricular use of such equipment is to be approved in advance with the teacher. With the exception of special occasions outlined by the classroom teacher, toys, trading cards, and other trinkets are not allowed to be brought to school.

### 5.10 Boundaries

During school hours, students are to be in the location called for by their schedule. The school is not responsible for damages or theft occurring thereon. Individuals use the parking lot at their own risk.

### 5.11 Conduct-Major (Severe Infractions)

In every well-ordered community, it is necessary to have regulations for the guidance of the members of that community. Without such regulations there would be no order, and the common good of the community would suffer. Any listing of infractions is not intended to be all-inclusive. Ave Maria Academy authorities will review violations in light of the individual and of the entire school community.

#### 5.11.1 Alcoholic Beverages and Drugs

Students who give, sell, possess, use or are under the influence of alcoholic beverages or drugs on school property or while attending a school function will incur a suspension, be placed on probation, or be dismissed. An Ave Maria Academy function is any activity in which the name of Ave Maria Academy is used, whether it takes place on school grounds or not.

#### 5.11.2 Leaving Classroom Without Permission

Students leaving their classroom without permission and those failing to report to school without a legitimate excuse will receive a grade of "F" for work missed and such missed work may not be made up. Disciplinary action will ensue at the discretion of the Head of School.

#### 5.11.3 Weapons

Students are not allowed to have in their possession any object that can be classified as a weapon. This includes, but is not limited to: knives, guns, brass knuckles, etc. Toy weapons will be subject to the same rules with lesser disciplinary action. Some exceptions regarding toy weapons may be given during All Saints' Day when they are part of saint costumes. Toy weapons may only be used for visual purposes on All Saints' Day; physical actions with them are not allowed.

#### 5.11.4 Language

Profanity, cursing or abusive language is inappropriate. Use of such language demeans the speaker and the community and will be subject to disciplinary action.

#### 5.11.5 Fighting

Students involved in a fight (more than rough housing) before, during, or after school or any school function will be subject to disciplinary action at the discretion of the Head of School. Since it is usually impossible to fix blame for the situation on only one party, students should be aware that the penalty will be imposed on all participants equally.

#### 5.11.6 Tobacco

The use of any tobacco or vaping product, as well as the display of such materials, is strictly forbidden. Any infraction will be subject to disciplinary action.

#### 5.11.7 Stealing and Vandalism

Each member of the Ave Maria Academy community is obligated to respect the rights and property of others. Stealing and vandalism undermine the atmosphere of trust and honor within which Ave Maria Academy operates. Violations of this obligation to trust and honor

will require restitution through replacing the stolen or damaged article, and may result in suspension or even dismissal. A second such occurrence usually results in dismissal.

#### 5.11.8 Harassment

Students not respecting the rights of other students or teachers in a habitual manner is not permitted. What is commonly referred to as “bullying” falls under the category of harassment as it is habitual or patterned harassment. If this behavior is exhibited and classified as harassment it will be considered a serious infraction. Immediate parent notification and consultation will be required and may result in detention, suspension or dismissal.

#### 5.11.9 Other Severe Cases

Other severe cases include but are not limited to:

- Immoral or illegal conduct or actions
- Threatening bodily harm.

Any such actions will be disciplined in accord with their nature and severity at the discretion of the school administration.

### 5.12 Conduct - Other less severe infractions

Any list of infractions is not intended to be all-inclusive. School officials will review violations in light of the individual and of the entire school community.

#### 5.12.1 Conduct and Disrespect

It is expected that Ave Maria Academy students will respect the members of the Ave Maria Academy community and its guests in all school settings. Behavior appropriate to the setting and situation is expected of all students. Disobeying a teacher's directions will not be tolerated.

#### 5.12.2 Chewing Gum

The use of chewing gum is prohibited at all times (during school hours, on school property and at all school functions).

#### 5.13.3 Throwing of Objects

Serious physical harm can be caused by a thrown object (including paper). Such behavior is prohibited and will be disciplined accordingly.

### 5.14 Consequences

Disciplinary policies are preventative and are generally positive. Each child's conduct will be dealt with on an individual basis weighing the reality of freedom, maturity, and responsibility, trying to discover the motivation for their misconduct. However, it is necessary to have definitive consequences for individuals or groups due to improper conduct. Ave Maria Academy endorses a method of assertive and progressive discipline in controlling the classroom. Assertive discipline requires that the teachers be very clear about "do's" and "don'ts" of both expectations and limits of behavior.

#### 5.14.1 Progressive Discipline

All classrooms have an age-appropriate progressive discipline plan in place reflective of freedom, responsibility, and maturity. General progressive disciplinary steps for less severe infractions can include:

- A. Verbal warning
- B. Recess detention and notification of parents
- C. Removal from class to the Head of School's office and notification of parents

Disciplinary warning, probation, suspension and dismissal are progressively more extreme forms of discipline and may be imposed for repeated less severe infractions as well as for major infractions. Eligibility to participate in grade-level sports and extracurricular activities, such as band and drama club, will be evaluated on a case-by-case basis for students on disciplinary warning or probation. The Head of School's decision on consequences is final.

#### 5.14.2 Disciplinary Warning

Disciplinary warning is an alert to the student and parent that the student's general behavior needs improvement. This warning is given in writing and remains in force for a minimum of three weeks until removed.

#### 5.14.3 Disciplinary Probation

Disciplinary probation is an urgent alert to the student and parent that the student's behavior needs immediate improvement. Written notice citing the reasons for this action will be sent to the student and parent by the Head of School. A conference will be held with the student, parent(s), teacher and the Head of School to review the student's conduct record and all probationary terms. Disciplinary probation will remain in effect for a minimum of twelve weeks until removed by the Head of School. The student and parent(s) need to be aware that violations of school regulations while on probation are cause for dismissal.

#### 5.14.4 Disciplinary Suspension

Disciplinary suspension is the temporary removal of the student from the class and extracurricular participation. This penalty may be imposed only by the Head of School in situations judged necessary. A suspension will be removed only after an interview is held with the Head of School, student and parent(s). If reinstated in school, the student returns on disciplinary probation that remains in effect for a minimum of twelve weeks until removed by the Head of School.

#### 5.14.5 Disciplinary Dismissal

Disciplinary dismissal is the termination of a student's association with Ave Maria Academy. Obviously, this is the most severe penalty that can be imposed on a student. The Head of School may impose this penalty and has the final authority in this matter. Appeals to this decision must be brought to the attention of the Board of Directors for a ruling.

### 5.15 Preschool and Pre-Kindergarten

Preschool and pre-kindergarten students are taught and expected to follow classroom rules and to exhibit appropriate and acceptable behavior. Classroom rules reflect the order necessary for

learning as well as a Christ centered approach to treatment of others. When preschool students break rules the approach of an Ave Maria Academy teacher is to first understand the motivation for their misconduct and guide behavior toward a more healthy choice. Redirection, direct instruction aimed at problem solving, and natural and logical consequences are common strategies utilized to guide preschool behavior. Reoccurrence of minor infractions are handled using the following system that processes with the duration and severity of behaviors: a verbal warning, taking a break from an activity, a phone call home, and a conference with parents. Certain behaviors are unacceptable. These include but are not limited to those which pose a threat to students or adults, inappropriate language, and disruptive/disrespectful behavior. Teachers will immediately stop such behaviors. If unacceptable behaviors persist, the child will be separated from the group until they are ready to return. If a child is separated in this manner. A separation report will be written, and parents will be notified.

Unacceptable behavior lasting 5 class days will result in:

1. Staff will provide evidence for recorded behaviors and staff response.
2. A conference will be scheduled with parents and the teachers involved to develop a behavior modification plan; Administration will join.
3. After two weeks a conference will be scheduled to evaluate the progress of the student's behavior plan.
4. Based on an evaluation of the effectiveness of the behavioral plan, behavioral plan may be modified, staff may request an evaluation and recommendations form a professional, or in necessary cases, students may be dismissed from the school.

#### 5.16 Conduct During Social Functions

All social activities of the school come under the control of school authorities. Conduct and dress at such functions must conform to school regulations or special guidelines given by the Head of School.



AVE MARIA  
ACADEMY

AVE MARIA ACADEMY PARENT/STUDENT HANDBOOK

UNIFORM POLICY

## **6.0 Uniform Policy**

Ave Maria Academy's uniform policy is designed to reflect the dignity of the body and the modesty taught by our Catholic tradition. It enhances a sense of school pride and belonging, while encouraging discipline and eliminating unnecessary distractions. Additionally, it creates opportunities to share our mission in the wider community.

### **General Information**

The personal appearance of an Ave Maria Academy student is very important to the overall identification with the school community. Personal appearance enhances student morale and the learning environment, and it creates a sense of pride and unity among the students. Ave Maria Academy students are expected to wear the uniform and maintain an overall personal appearance in a manner that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. Each day all students are expected to be in full appropriate uniform except when otherwise specified by the Administration. Throughout the year:

- Uniforms should be clean and neat, hemmed, not ripped or torn.
- Uniforms are expected to be in good condition: items that wear or fade over time should be replaced or mended.
- Uniforms are expected to be properly sized to fit students for the duration of the school year.
- Each uniform piece should be carefully labeled with the student's name.

### **Purchasing Uniforms**

**Donald's Uniform** is the exclusive provider of the Ave Maria Academy uniform. Their website is [www.donaldsuniform.com](http://www.donaldsuniform.com) . Only uniforms purchased from Donald's conform to our uniform policy.

#### **6.1 Personal Appearance**

##### **Hair**

**Girls:** Hair must be neat and well-groomed. Simple hair bows, barrettes and clips must be school colors (white, blue, yellow, uniform plaid), black or brown of appropriate size. Hairstyles should be moderate and hair color should be natural.

**Boys:** Hair must be neatly and evenly cut. Hair length must be kept above the collar line at the back, above the ears at the sides and above the eyes in the front. Tails, spikes, and frosting/highlighting/coloring/dying of hair are not permitted.

##### **Jewelry**

Students are permitted to wear one watch of neutral color (school colors, black, silver or gold) without audible alarms, internet or communication capabilities, or advanced functions. Students may also wear a simple religious medal or cross on a necklace, a single, discrete, modest ring, and a school lapel pin. Girls may wear a single pair of post earrings; no dangling earrings are allowed. Boys may not wear earrings. Bracelets of any kind are not allowed.

**Body Markings**

Tattoos (permanent or washable) are not permissible on any visible area of the body. Body piercing and other styles of markings are not permissible.

**Make-up and Nail Polish**

Make-up and nail polish are not allowed for any student.

**Out-of-Uniform Day Expectations**

On occasion, students are allowed to attend school out-of-uniform. The above-mentioned expectations concerning modesty of dress, makeup, nail polish, body markings, and jewelry must still be followed on designated out-of-uniform days.

Upper School: Leggings and yoga pants are not allowed on out-of-uniform days. All skirts and dresses must comply with the uniform policy.

**AVE MARIA ACADEMY UNIFORM**  
**PRESCHOOL-KINDERGARTEN GIRLS**

**REQUIRED ITEMS**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PURCHASE FROM</b>
<b>JUMPER</b>	Plaid drop waist box pleats jumper, Style #9457 (embroidered modified logo optional)  *jumper length should be mid-knee or lower throughout the year*	Donald's
<b>SHIRT</b>	White Peter Pan collar short sleeve blouse, Style #9830 (white Peter Pan collar long sleeve blouse optional, Style #9166)	Donald's
<b>SOCKS</b>	White anklets, knee-high socks, or tights (plaid #57 ruffle anklets optional)  *no leggings or logos*	Any vendor Donald's
<b>MODESTY SHORTS</b>	Navy or black in color (white tights can be worn instead)	Any vendor
<b>SHOES</b>	Black Mary Jane style leather non-marking dress shoes, heel must be less than one inch  *No shiny beads, rhinestones, or other embellishments*	Any vendor

**OPTIONAL ITEMS**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PURCHASE FROM</b>
<b>SWEATER</b>	Navy crew-neck cardigan with modified logo, Style #6000/1105	Donald's
<b>PERFORMANCE FLEECE</b>	Navy pullover with school logo, Style #6133	Donald's
<b>PERFORMANCE JACKET</b>	Navy pullover with school logo, Style #1025	Donald's

\*\*PREVIOUS STYLE OF FLEECE PULLOVER FROM DONALD'S MAY ALSO BE WORN\*\*

**AVE MARIA ACADEMY UNIFORM**  
**1<sup>ST</sup>-4<sup>TH</sup> GRADE GIRLS**

**REQUIRED ITEMS**

ITEM	DESCRIPTION	PURCHASE FROM
<b>JUMPER</b>	Plaid drop waist jumper, Style #9457 (embroidered modified logo optional)  *jumper length should be mid-knee or lower throughout the year*	Donald's
<b>SHIRT</b>	White Peter Pan collar short sleeve blouse, Style #9830 (white Peter Pan collar long sleeve blouse optional, Style #9166)	Donald's
<b>SOCKS</b>	White knee-high socks or tights  *no leggings or logos*	Any vendor
<b>MODESTY SHORTS</b>	Navy or black in color (white tights can be worn instead)	Any vendor
<b>SHOES</b>	Black Mary Jane style leather non-marking dress shoes, heel must be less than one inch  *No shiny beads, rhinestones, or other embellishments*	Any vendor

**OPTIONAL ITEMS**

ITEM	DESCRIPTION	PURCHASE FROM
<b>SWEATER</b>	Navy crew-neck cardigan with modified logo, Style #6000/1105	Donald's
<b>PERFORMANCE FLEECE</b>	Navy pullover with school logo, Style #6133	Donald's
<b>PERFORMANCE JACKET</b>	Navy pullover with school logo, Style #1025	Donald's

\*\*PREVIOUS STYLE OF FLEECE PULLOVER FROM DONALD'S MAY ALSO BE WORN\*\*

## AVE MARIA ACADEMY UNIFORM 5<sup>TH</sup>-8<sup>TH</sup> GRADE GIRLS

### DAILY UNIFORM REQUIRED ITEMS

ITEM	DESCRIPTION	PURCHASE FROM
SKIRT	Plaid adjustable waist kick pleats skirt, Style #3457 *skirt length should be mid-knee or lower throughout the year*	Donald's
SHIRT	White oxford button down short sleeve dress shirt, Style #5515/9461 (white oxford button down long sleeve dress shirt optional)	Donald's
SOCKS	White knee-high socks or tights *no leggings or logos*	Any vendor
MODESTY SHORTS	Navy or black in color (white tights can be worn instead)	Any vendor
SHOES	Black flats style leather non-marking dress shoes, heel must be less than one inch *No shiny beads, rhinestones, or other embellishments*	Any vendor

### DRESS UNIFORM REQUIRED ITEMS (WORN FOR MASS DAYS AND PRESCRIBED OCCASIONS)

ITEM	DESCRIPTION	PURCHASE FROM
BLAZER (6 <sup>TH</sup> -8 <sup>TH</sup> GRADE)	Navy long sleeve jacket with brass buttons and embroidered school logo	Donald's

### OPTIONAL ITEMS

ITEM	DESCRIPTION	PURCHASE FROM
CAMISOLE	White or nude in color	Any vendor
SWEATER	Navy crew-neck cardigan with modified logo, Style #6000/1105	Donald's
PERFORMANCE FLEECE	Navy pullover with school logo, Style #6133	Donald's
PERFORMANCE JACKET	Navy pullover with school logo, Style #1025	Donald's

\*\*PREVIOUS STYLE OF FLEECE PULLOVER OR SWEATER VEST FROM DONALD'S MAY ALSO BE WORN\*\*

**AVE MARIA ACADEMY UNIFORM**  
**PRESCHOOL-KINDERGARTEN BOYS**

**REQUIRED ITEMS**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PURCHASE FROM</b>
<b>PANTS</b>	Navy all-around elastic waist twill pants, Style #1267/7059 (preferred) Navy relaxed fit adjustable waist twill pants, Style #7750 or Navy relaxed fit flat back twill pants, Style #7021 or Navy elastic back twill pants, Style #1368/7573 or Navy modern fit adjustable waist twill pants, Style #7893/7894	Donald's
<b>SHIRT</b>	White interlock knit polo, Style #8432/8320 (embroidered modified logo optional)	Donald's
<b>SOCKS</b>	Navy or black in color	Any vendor
<b>SHOES</b>	Black oxford style leather Velcro or slip-on non-marking dress shoes, heel must be less than one inch	Any vendor

**OPTIONAL ITEMS**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PURCHASE FROM</b>
<b>SWEATER</b>	Navy v-neck cardigan with modified logo and pockets	Donald's
<b>PERFORMANCE FLEECE</b>	Navy pullover with school logo, Style #6133	Donald's
<b>PERFORMANCE JACKET</b>	Navy pullover with school logo, Style #1025	Donald's

\*\*PREVIOUS STYLE OF FLEECE PULLOVER FROM DONALD'S MAY ALSO BE WORN\*\*

**AVE MARIA ACADEMY UNIFORM**  
**1<sup>ST</sup>-5<sup>TH</sup> GRADE BOYS**

**REQUIRED ITEMS**

ITEM	DESCRIPTION	PURCHASE FROM
<b>PANTS</b>	Navy relaxed fit adjustable waist twill pants, Style #7750 or Navy relaxed fit flat back twill pants, Style #7021 or Navy elastic back twill pants, Style #1368/7573 or Navy modern fit adjustable waist twill pants, Style #7893/7894	Donald's
<b>SHIRT</b>	White oxford button down short sleeve dress shirt, Style #5515 (white oxford button down long sleeve dress shirt optional)	Donald's
<b>TIE</b>	Navy pre-tied tie	Donald's
<b>BELT</b>	Black smooth leather (no braided belts)	Any vendor
<b>SOCKS</b>	Navy or black in color	Any vendor
<b>SHOES</b>	Black oxford style leather non-marking dress shoes with laces, heel must be less than one inch	Any vendor

**OPTIONAL ITEM**

ITEM	DESCRIPTION	PURCHASE FROM
<b>SWEATER</b>	Navy v-neck cardigan with modified logo and pockets	Donald's
<b>PERFORMANCE FLEECE</b>	Navy pullover with school logo, Style #6133	Donald's
<b>PERFORMANCE JACKET</b>	Navy pullover with school logo, Style #1025	Donald's

\*\*PREVIOUS STYLE OF FLEECE PULLOVER FROM DONALD'S MAY ALSO BE WORN\*\*

**AVE MARIA ACADEMY UNIFORM**  
**6<sup>TH</sup>-8<sup>TH</sup> GRADE BOYS**

**DAILY UNIFORM REQUIRED ITEMS**

ITEM	DESCRIPTION	PURCHASE FROM
<b>PANTS</b>	Gray flannel dress pants, Style #1258/7862/7863	Donald's
<b>SHIRT</b>	White oxford button down short sleeve dress shirt, Style #5515 (white oxford button down long sleeve dress shirt optional)	Donald's
<b>TIE</b>	Navy with pattern of school logo	Ave Maria Academy
<b>BELT</b>	Black smooth leather (no braided belts)	Any vendor
<b>SOCKS</b>	Navy or black in color	Any vendor
<b>SHOES</b>	Black oxford style leather non-marking dress shoes with laces, heel must be less than one inch	Any vendor

**DRESS UNIFORM REQUIRED ITEMS**  
**(WORN FOR MASS DAYS AND PRESCRIBED OCCASIONS)**

ITEM	DESCRIPTION	PURCHASE FROM
<b>BLAZER</b>	Navy long sleeve jacket with brass buttons and embroidered school logo	Donald's

**OPTIONAL ITEMS**

ITEM	DESCRIPTION	PURCHASE FROM
<b>SWEATER</b>	Navy v-neck cardigan with modified logo and pockets	Donald's
<b>PERFORMANCE FLEECE</b>	Navy pullover with school logo, Style #6133	Donald's
<b>PERFORMANCE JACKET</b>	Navy pullover with school logo, Style #1025	Donald's

**\*\*PREVIOUS STYLES OF FLEECE PULLOVER AND SWEATER VEST FROM DONALD'S MAY ALSO BE WORN\*\***

**AVE MARIA ACADEMY GYM UNIFORM**  
**5<sup>TH</sup>-8<sup>TH</sup> GRADE GIRLS & BOYS**

**REQUIRIED**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PURCHASE FROM</b>
<b>SHIRT</b>	Gray short sleeve t-shirt with school athletic logo (AMA spirit wear t-shirt may also be worn)	Donald's
<b>SHORTS</b>	Navy shorts with school athletic logo	Donald's
<b>ATHLETIC SHOES</b>	Athletic style non-slip non-marking shoes	Any vendor
<b>SOCKS</b>	White, black, or gray athletic style socks	Any vendor



AVE MARIA ACADEMY PARENT/STUDENT HANDBOOK

HEALTH AND MEDICAL POLICIES

## **7.0 Health and Medical Policies**

### **7.1 Student Health**

Students who become ill during the course of the school day should inform the teacher. Parents will be notified if it is necessary for the student to be sent home. Students may not take it upon themselves to leave the school premises without permission.

### **7.2 Immunization and Health**

Minnesota law requires that every child attending school in Minnesota be immunized against Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio, Measles, Mumps and Rubella. Parents must provide Ave Maria Academy with written proof of their child's immunizations including the month, day and year of each immunization and the person or clinic that administered each dose. Legal Exemption is allowed if parents or guardian feel immunizations are contrary to their beliefs. Legal Exemption requires written documentation signed by a certified notary and the parents. Failure to comply with immunization protection or legal exemption will require Ave Maria Academy to deny your child access to the school.

### **7.3 Student Insurance**

Student health, medical and accident insurance is NOT provided by Ave Maria Academy. Each parent is advised to be sure that his or her child is adequately covered by health and accident insurance.

### **7.4 Illness**

A student should remain home if he or she is experiencing a contagious disease, rash, vomit (more than once), diarrhea, or temperature of 100 degrees or greater in the last 24 hours. A student may return to school once symptom free (for 24 hours without temperature reducing medication) or cleared by a physician.

### **7.5 Head Lice**

Millions of children contract head lice each year. Children play in close contact with each other. A simple exchange of hats, clothing, brushes, etc. can result in transmission of head lice from one child to another. Parents should notify the school as soon as possible if their child has head lice so that the school can prevent it from spreading and/or re-infecting other students. When the school is notified of any case of head lice, a note will be sent home with each student advising parents to check their children for head lice. Parents are advised to consult a physician for treatment whether prescription or nonprescription.

### **7.6 Medications**

The school office personnel will assist the child in taking medication when necessary. The following guidelines must be followed: All medications are to be sent first to the front desk. Prescription and over-the-counter medication must be maintained in the original container indicating the name of the patient, physician, pharmacy, name of the medication and the dosage to be administered. Parents must give permission in writing for this medication to be administered as directed. Orders will not be taken over the telephone. All medication and drugs must be handled in this manner.

### **7.7 Toilet Training**

Before beginning school at Ave Maria Academy, students must be fully toilet trained and able to use the restroom on their own without assistance. In the event of a bathroom accident or other unforeseen circumstance, such as wet clothing from lunch or recess, students must be able to independently change their clothes. It is recommended for all students to have an extra full uniform set on hand at school.



AVE MARIA ACADEMY PARENT/STUDENT HANDBOOK

EMERGENCY POLICIES

## **8.0 Emergency Policies**

### **8.1 Emergencies**

Emergency situations may develop during a school day. Some may be more serious than others; therefore, common sense and a calm manner are the best responses to such situations. In the event that you do need to contact your child during school hours please call the school and request to speak with the Head of School or your child's teacher. Please do not request to speak immediately to your child. This is a security measure to ensure the safety of your child.

### **8.2 Fire and Tornado Drills**

Fire and tornado drills serve to inform the students of evacuation and precautionary procedures to be followed should the situation arise. Such drills are serious and require a prompt, quiet response from everyone. Teachers give instructions for exit and protection. Students are to know the plan as it applies to the various locations of campus.

### **8.3 School Closing**

Unusual weather may cause Ave Maria Academy to be closed or to open late. Details will be posted to the school's website and broadcast via local news media. The basic premise to be observed is that Ave Maria Academy is open, or will remain open, unless specifically announced otherwise. Time missed for closing beyond the allotted number of days may necessitate shortening of the spring holidays or extending the school year.

#### **8.3.1 Inclement Weather**

During inclement weather, parents are advised to check the school's website, [www.avemariaacademy.org](http://www.avemariaacademy.org), and WCCO TV Channel 4, WCCO Radio 830 AM, or <http://minnesotacbslocal.com/schoolclosings/> for information about Ave Maria Academy. Announcements will also be posted on the school's social media accounts. When possible, the decision by Ave Maria Academy to close school or delay the start of school will be made by 6:30 a.m. and the decision to dismiss school early will be made by 11:00 a.m. There will be no afterschool program on days when school is closed or closes early.

### **8.4 Emergency Contact Information**

Parents are responsible for informing the school of changes that affect communication between the school and the parent(s). Parents must also update their contact and emergency information in TADS, as Ave Maria Academy utilizes emergency cards from that system.

#### **8.4.1 Change of Address/Phone Numbers**

Parents are responsible to inform the school of any change of address or phone numbers. The school cannot be held responsible for failure to communicate if it is not informed of these changes. This applies not only to home phone numbers but also to the business and emergency phone numbers of parents and persons-to-notify previously registered with the school.

#### **8.4.2 Parents Out of Town**

When parents are going to be out of town, the school requests a note regarding when, where, and how the parents can be reached and who will be responsible for the student in

the parents' absence. This note will be kept on file for the duration of the parent's absence.

#### 8.4.3 Transportation

In the event that students will be involved in a routine carpool or change of normal transportation to and from school the teacher/front desk needs to be informed in writing the day of the transportation change. This needs to be done by both parties involved.

#### 8.4.4 Medical Release Information

All students must have updated Medical Release information on file at the school. This information is part of the emergency card information that is in TADS, and it is the responsibility of the parents to keep it updated.

#### 8.4.5 Updates on Emergency Medical and Health Information

Parents are responsible for notifying the school office of any changes and additional health information that would affect the welfare of the student or the school at large (i.e. communicable disease).



AVE MARIA ACADEMY PARENT/STUDENT HANDBOOK

MISCELLANEOUS INFORMATION

## **9.0 Miscellaneous Information**

### **9.1 Announcements**

Announcements are made daily during morning assembly. Students who have announcements may notify the Head of School before assembly.

### **9.2 Messages for Students**

Ordinarily, the school office will make every effort to cooperate in getting emergency messages to students. Requests for such messages should come from parents and must be kept to essential or unusual circumstances.

### **9.3 Telephone Use by Students**

Use of the school phone by students is allowed only in emergency situations. Students will be called from class only for emergency calls screened by the Head of School or office staff.

### **9.4 Merchandise Greetings**

Flowers, balloons, cookies, cakes, etc., which are sent to a student at school cannot be accepted by the school office nor in the classroom. Such items will be refused delivery.

### **9.5 Forgotten Items**

Books, lunches, gym clothes, etc. are to be delivered directly to the school office and not to the individual student's classrooms.

### **9.6 Personal Items**

Toys and other items from home that are not school related need to stay at home. Exceptions would be with explicit teacher permission for such things as show-and-tell days.

### **9.7 Implied Permission for Promotional and Marketing Collateral**

Ave Maria Academy reserves the exclusive right to use the work and image of students in the marketing and promotion of the school. This includes but is not limited to individual and group photographs, artwork, projects, essays, standardized test scores, etc. Ave Maria Academy will not publish individual student grades or information that is deemed private, sensitive, or secure. Parents have the option to approve or limit the school promotional materials that are approved on the back to school media release form. If updates are desired after the media release form submission, a change request must be made in writing. The changes will be effective only for new materials going forward from the receipt date of the written request. The Archdiocese of Saint Paul and Minneapolis has a separate media release form in TADS that should also be reviewed and completed in the system.

### **9.8 Fundraising**

To engage in a fundraising activity, any class or individual must have written approval from the Ave Maria Academy Head of School before any action is taken.

### **9.9 Teacher Absence**

In the event that a teacher is ill, an appropriate substitute teacher will be assigned.

### 9.10 Lost and Found

Ave Maria Academy maintains a "Lost and Found" box. To facilitate the return of items, students are to put their names in books, notebooks, clothing, gym bags, etc. We encourage students and parents to regularly check the Lost and Found. Unclaimed items periodically will be donated to charity or sold at used uniform sales.

### 9.11 Field Trips

Students going on field trips with the teacher during regular school hours will normally dress in the school attire proper to the season unless the nature of the trip dictates otherwise. Students must also return the signed permission form and applicable fees previously provided by the teacher. Teachers retain the right to withhold a student from an out-of-class activity because of the student's academic and/or disciplinary standing. Students are not allowed to bring personal music listening devices, iPods, MP3 players, cellular phones, smart watches, Fitbits, video games, or any related electronic media on a field trip. Busing is required for field trips. Field trip participants will follow site specific requirements and procedures for the locations they visit.

### 9.12 Visitors

Ave Maria Academy welcomes visitors, though visitors may be limited to certain areas of the building when school is in session. Classroom visitors must submit a request in writing to the school at least one week prior to the requested visit date. All visitors must sign in at the front desk upon arrival, wear a visitor badge when in the building, and sign out before their departure. All visitors that are volunteering with students in the school must be up-to-date with OPCY volunteer requirements before volunteering. Volunteers that are OPCY compliant should wear a volunteer badge instead of a visitor badge when volunteering in the building. Visitors should not enter the school if they are feeling unwell or are showing signs of sickness.

### 9.13 Ave Maria Plus

The Ave Maria Plus program. is an optional program, provided for any enrolled student of Ave Maria Academy, which requires advanced registration. Families can register to use the program. on a daily basis, occasional or drop-in care as needed. The hours of the program. are 3:30 p.m. to 6:00 p.m. Monday through Friday. We ask that parents make every effort to observe the Ave Maria Plus Afterschool Program. closing time of 6:00 p.m. and are respectful of the staff's needs to get home. If parents are late, the staff will attempt to reach parents or emergency contacts by phone. Please be assured that your child is always our concern and will be well cared for until your arrival as we do understand that unavoidable situations arise.

Parents arriving after 6:00 p.m. will be charged a late fee of \$10.00 per child for the first fifteen minutes and \$1.00 for every minute thereafter. Thirty minutes past closing is considered excessively late and will require payment of the late fee and a meeting with the Ave Maria Plus Coordinator and/or Head of School. Chronic late pick-ups may be grounds for a child's termination from the AMA Plus Afterschool Program. Ave Maria Plus is only open during days that school is in session, and there will be no Ave Maria Plus on days when school closes early. Alternative care needs to be arranged for non-school days. Payment for the program. will go through the TADS system along with tuition. Families may choose to review their commitment on a monthly basis or yearly.

Attendance is taken each day and reported to the Administrator for an invoice to submit through TADS for those using drop-in care. Emergency information and medication forms (if needed) must be on file with the school. These forms will be accessed if needed during Ave Maria Plus. The behavior expectations set forth in the Ave Maria Academy Parent and Student Handbook are observed in Ave Maria Plus. Progressive disciplinary steps will be taken should a student not observe our behavior norms, including permanent removal from the afterschool program. The Ave Maria Plus coordinator and teachers will forward any disciplinary concerns to the Head of School.

#### 9.14 Parent Communication

The school maintains a policy affirming the importance of communication with parents and/or guardians. Good communication requires a clear plan. The school understands a family to have no more than two parents or guardians. Written communication sent by the school concerning students (report cards, classroom newsletters, weekly updates, forms, packets, etc.) are sent to one registered household or accompanying the student. The school will not duplicate written correspondence. Electronic communication will be transmitted to the email address(es) maintained in the school's parental email roster. During parent-teacher conferences please note that one conference will be scheduled with each teacher for every family.

Ave Maria Academy possesses neither the competence nor interest in sorting contents between parents and/or legal guardians. The school looks to competent legal authorities and relevant court orders in establishing questions like residence, routines, understanding custody, and for particular instructions relevant to the student at school. It is the responsibility of parties to provide the school with certified copies of relevant orders. The school maintains internal legal counsel, who may engage families on the school's behalf on issues related to matters for family court. The school understands a child to have no more than two parents and/or legal guardians. Abiding by applicable canonical and civil laws, Ave Maria Academy does have concern for the protection of the good and dignity of students.

*This handbook is intended to be complete and concise. In the event that omissions and/or errors are present, Ave Maria Academy will provide updates and a revised copy. Ave Maria Academy's administrators retain the right to create and enforce new policies, procedures, and rules to govern the school's operations as they see fit with or without publication in this document.*

***Have a great school year at Ave Maria Academy!***

