2026-2027
Student/Parent Handbook

Visitation School

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Visitation School Mission Statement

Visitation School provides an excellent education within a Catholic environment permeated by Salesian Spirituality and the living tradition of the Visitation Sisters.

Under God's guiding hand, Visitation Sisters, trustees, administrators, faculty, staff, parents and students are committed to the following:

- Gentle, nurturing formation of faith and morality of students in the Salesian community toward reverent worship; responsible, global engagement; the cultivation of loving relationships; and respect for God's creation and for the diversity and dignity of all people.

- Guidance of the holistic growth of each student from infancy toward adulthood through innovative teaching and learning that honors the educational philosophy of the Sisters and includes intentional fostering of leadership within a coed lower school and all-girls middle and upper schools; a challenging college preparatory program; vibrant and varied co-curricular opportunities; broad exposure to the arts; engaged citizenship; and inspiration to pursue lifelong learning.

- Robust governance - derived from a long, stable, independent history - characterized by expert and wide consultation, judicious discernment, Church and community collaboration, and sound fiscal policies.

"Non Scholae, Sed Vitae; Not for School, but for Life."

Diversity Statement

Visitation School is committed to building a beloved community and culture of inclusiveness through our Catholic and Salesian tradition, which calls us to recognize the dignity and sacredness of God in each other. We foster a community that embodies to its fullest a sense of belonging for each person that is an intentional and integral practice at the core of who we are. Our campus is a welcoming place rooted in love where many voices, experiences and identities come together to live out the Gospel Teachings of the Catholic Church, the Little Virtues of Salesian Spirituality, and the legacy of our founders, the Visitation Sisters of Holy Mary. At Visitation School, diversity and the practice of honoring and including people of all backgrounds and life experiences strengthens our human family. Race, ethnicity, nationality, socioeconomic status, ability, gender, sexual identity and religious beliefs are examples of the differences that enrich who we are as a diverse family under God's care and love.

Visitation School Prayer

Loving God, we celebrate the way you inspired Mary to carry the new life of Christ to her cousin, Elizabeth. We also carry Christ in our hearts, and we celebrate the great things you do for us.

Guide all of us at Visitation to respect and appreciate ourselves and others. As we gather, help us to continue to work for the good of our school and all creation. In the gentle spirit of St. Jane de Chantal and St. Francis de Sales, teach us to love you by serving and supporting one another.

Bless and protect each of us, our families, those we love, and all who are in need of our prayer. Amen.

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General Information

Expectations for Visitation Students & Community Members

The Visitation School community is built upon fundamental attitudes of faith in God and respect for His creation. This respect is an outgrowth of the virtues that are characteristic of Salesian Spirituality. St. Francis de Sales, founder of the Visitation Order, a Christian Humanist and joyful optimist, was a strong proponent of the "little virtues" that make a great difference in any community: kindness, thoughtfulness, patience, courtesy, graciousness of manner, gentleness, simplicity and common sense.

Visitation encourages all members of the school community to show a constant respect and sensitive concern for one another and to offer gracious assistance to visitors of the school.

The regulations of the school attempt to assist each student to grow in individual freedom (the ability to choose the better thing), personal responsibility, self-discipline, and the gracious manner characteristic of a young Christian woman or man. Enrollment in the school implies an approval of its standards and a willingness to cooperate with them.

In addition, as part of the re-enrollment contract, Visitation students and parents are required to sign an agreement to abide by all of the policies outlined in the Student/Parent Handbook. By signing this contract, parents and students agree to the rules and regulations of the school and understand that the student's continued enrollment at the school is subject to the students and parents compliance with such rules and regulations and that to disregard any of them may be deemed sufficient cause for dismissal. Parents and students also understand that the Head of School has the right to dismiss, at any time, any student who fails to fulfill the student's obligations or whose enrollment in the school is, in the Head of School's judgment, contrary to the best interest of the school. Parents and students understand that the policies outlined in the 2026-2027 Student/Parent Handbook supersede all previous publications of school policies. The updated handbook is published at the start of each school year and may be updated during the school year, if necessary.

Acceptable Use Policy

Visitation School, as described in its mission statement, provides an excellent education within a Catholic environment permeated by Salesian Spirituality and the living tradition of the Visitation Sisters. In accordance with the mission and in conjunction with the strategic plan, Visitation School developed this policy as a guideline for acceptable and safe use of the Internet, school systems, electronic devices and electronic communications. St. Francis de Sales, founder of the Visitation order, was a strong proponent of the little virtues. These virtues -- *kindness, thoughtfulness, patience, courtesy, graciousness of manner, gentleness, simplicity, and common sense* -- make a great difference in any community. Today, the online and virtual worlds are an extension of our Visitation School community where we must continue to embrace these virtues. In addition, Visitation School holds in high regard personal and academic integrity as well as provides an atmosphere where each person is valued and trust is genuine.

These ideals continue to apply whether a student is on or off campus. The School expects student behavior in the digital world to be in line with Visitation School's Student/Parent Handbook policies and reflect a commitment to the Visitation community just as it would in face-to-face interactions. Whether spoken or written, words can hurt or heal. Students are expected to be courteous, well mannered, and respectful both in person and online. Digital communications are replicable and can be downloaded, copied, forwarded, published, or traced. Demeaning, disrespectful and harassing communications, words, images, videos, etc. will last forever on the internet.

Visitation School provides technology resources for educational purposes supporting its mission. **The use of these resources is a privilege, not a right.** The resources include, but are not limited to telephones, desktop computers, laptops, tablets, digital cameras, printers/copiers, AV equipment, servers, network connections and stored electronic data.

Intended Use

All school resources, including technology, are to further educational and personal goals consistent with the mission of Visitation and other school policies. Visitation expects respectful and appropriate language in all communications, including emails, blogs, wikis, web pages, podcasts and other digital forums. There is no expectation of privacy on any Visitation-owned devices, networks, or accounts. The use of equipment and online resources may be monitored or tracked by Visitation School or a designated third party at any time without further notice. This policy includes the use of personal devices and personal accounts for schoolwork, Visitation activities and communication/interaction with Visitation community members.

Visitation students must observe the following:

1. Respect and practice the principles of the Visitation community.
    - Comply with teacher/staff member requests regarding use of electronic devices, regardless if they are school-issued or personal devices.
    - Communicate using Visitation-issued email when corresponding to Visitation personnel or when representing Visitation school.
    - Communicate only in ways that are kind and respectful.
    - Report threatening, inappropriate, or discomforting materials to a teacher or administrator.
    - Do not send spam, chain letters, or other mass unsolicited mailings to members of the Visitation community or more broadly.

- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project by a teacher or administrator.
- Do not engage in any form of harassment or cyberbullying.
- Do not access, transmit, copy, or create material that violates Visitation's Student/Parent Handbook Policies including, but not limited to, material, language, images, and messages that are illegal, sexually-explicit (including nudity), threatening, rude, discriminatory, harassing or disruptive to the educational process.
- Do not use the school resources to engage in or assist any illegal act.

2. Respect and protect the privacy of others.
   - Use only assigned accounts.
   - Do not share your passwords with others or use or copy other students' passwords.
   - Do not use another person's device without their permission.
   - Do not post or distribute private information about another person including, but not limited to, contact information, access codes or passwords without that person's permission.
   - Do not repost or re-transmit a message that was sent to the user privately without the permission of the person who sent the message.
   - Do not use the system to gain unauthorized access to information resources or to access another person's materials, information or files without permission of that person.
   - Do not record teachers or students without their permission.
   - Respect the privacy of others at all times; laptops, digital cameras and other technology are not to be used in school bathrooms and locker rooms.

3. Respect and protect the integrity, availability and security of all electronic resources.
   - Observe all network security practices as posted.
   - Report security risks or violations to a teacher or network administrator.
   - Receive approval of the technology department to borrow school equipment. Equipment must be reserved, checked out, and returned promptly in good working order. Other than school-issued laptops, equipment is not intended for home or personal use and should not be taken off campus or removed from its designated location without authorization of the technology department. Students are accountable for school equipment that they check out, and may be billed for lost, stolen, or damaged equipment.
   - Bring to the attention of the technology department any physical damage or missing equipment as soon as possible.
   - Do not attempt to bypass blocked sites.
   - Do not download or install software without permission of the technology department.
   - Do not destroy or damage data, networks or other resources. Any malicious attempt to harm or destroy equipment or data will result in the loss of the privilege and other disciplinary action.
   - Do not use Visitation School's system to vandalize, damage or disable the property of another person or organization; make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means; tamper with, modify or change the school system software, hardware or wiring; take any action to violate the school system's security; and act in such a way as to disrupt the use of the system by other users.
   - Do not attempt to gain or allow unauthorized access to Visitation School's system or any other system through the school's system.
   - Do not attempt to or allow someone else to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.

4. Respect and protect the intellectual property of others.
    - Do not infringe copyrights (such as making illegal copies of music, games or movies).
    - Do not plagiarize. Users must give proper credit when using materials created by others, including Artificial Intelligence (AI) by citing the source of such materials.
    - Students must use Artificial Intelligence (AI) tools and resources in an ethical and responsible manner, following all relevant laws, regulations, and school policies, and avoiding any actions that may cause harm or offense to others.

Visitation School considers its mission, strategic plan and educational objectives when purchasing, repairing, replacing, adjusting and/or providing access to a particular resource. This practice includes filtering of some Internet content. Illegal, unauthorized or inappropriate use, including attempting to bypass Internet content filters, may lead to loss of this privilege and/or other disciplinary action. However, the fact that certain content is not blocked does not mean that accessing the information is permitted. You must use your good judgment consistent with this policy and seek direction from your teacher or other school personnel if you are unsure.

Use of the school's computer system and use of the Internet shall be consistent with other school policies and the mission of the school, including the policies on academic integrity, respect and harassment. This Acceptable Use Policy applies to all student activity on campus or off campus, on school-issued equipment, on the school's network, and outside of the school's computer and networks. Students' conduct must be in line with Visitation School's Handbook Policies whether on campus or off campus and apply not only during the school day but at all times. Students participating in a 1:1 program must also comply with the Visitation 1:1 Laptop Manual. Visitation School retains the right to discipline its students according to our policies and guidelines. We urge students to use caution and compassion in determining the messages and pictures that they post to the Internet about themselves and others.

No Expectation of Privacy

Visitation reserves the right to monitor any student's school-related emails, Internet use and computer files for business and/or educational purposes. Such purposes may include, but are not limited to, ensuring that students are using Visitation computers in a manner consistent with this policy; day-to-day management of the system; monitoring performance or productivity; preventing a suspected adverse impact on the school, its students or its employees; and/or investigating possible violations of this or other school policies.

1. By using the school's system, a student is considered to have consented to such monitoring. Maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy or the law.
2. Because the school may monitor students' email, Internet use and computer files, students have no expectation of privacy in any aspect of their use of the school network or hardware.
3. Parents have the right at any time to investigate or review the contents of their child's files stored on the school network or school computers.
4. The school will cooperate fully with any investigation by local, state and federal authorities concerning or related to any alleged illegal activities conducted through the school's computer system.
5. Classroom sessions may be recorded for students who are ill and cannot attend class. Your child may be on video or audio recorded in the classroom and posted on Schoology or Google Classroom for educational purposes.

Parent Responsibility

Outside of school, parents bear responsibility for proper guidance of computer, phone and Internet use. If the student is accessing the school's system from home or a remote location, parents are responsible for monitoring their student's use of the computers, computer system and Internet.

Users are required to sign a form indicating they have read and agree to the above guidelines at the time of enrollment in the school or any other time designated by Visitation School.

Alcohol & Drug Use Policy

Policy Prohibiting Alcohol and Illegal Drug Use

Visitation educates children on its campus from preschool through high school. Visitation is committed to providing a safe learning environment for its students that is free of unnecessary distraction and fosters responsible behavior by its students. Any student use of alcohol or illegal drugs* is inimical to that commitment and jeopardizes the learning environment and the safety and well-being of the user and our community.

Visitation School strictly prohibits students from possessing, using, supplying, distributing, or being under the influence of alcohol or illegal drugs or drug paraphernalia.**

This policy states an essential expectation of Visitation students; it applies on and off campus, as well as during and outside the school day. It is important that students and parents understand the consequences of violating this policy. Every violation of this policy will be considered serious, and a student violating this policy will be subject to a Board of Conduct hearing. Disciplinary action will vary depending on the circumstances of the student's behavior and may range from disciplinary probation to expulsion. ***

Visitation may also contact the police regarding suspected violations of this policy. In addition, a student under suspicion may be asked to submit to a Breathalyzer or other tests. At random times, Visitation may employ canine detection services to search the school and school grounds for illegal substances. The main purpose of this program is to deter students from bringing illegal substances to campus.

* "Illegal drugs" include unlawful drugs and the misuse of chemicals and prescription drugs.
** "Supplying" includes hosting a party or gathering in which alcohol or illegal drugs are offered or used by the host.
*** A violation that occurs on campus during the school day is an example of a violation that will typically result in expulsion.

If a student or a student's parent has a concern about chemical health and/or use issues, he or she is encouraged to contact a school counselor. A student who is referred for alcohol or drug abuse counseling – before and unrelated to an investigation of an alcohol/illegal drug violation – will not be subject to disciplinary measures because the student sought or received alcohol or drug abuse counseling.

Annual Giving

All families are encouraged to support Visitation by contributing to the DeSales Annual Fund. Every gift of any amount matters.

The DeSales Annual Fund provides the opportunity for current parents, alumnae/i, grandparents, parents of alumnae/i and friends to make tax deductible contributions to Visitation. The Annual Fund is the most critical component of our school's fundraising efforts, addressing all aspects of our program that tuition alone does not support. Your contribution will support classroom resources, including technology and infrastructure, faculty recruitment, professional development and compensation, arts, athletics and student life activities, tuition assistance, and more. Every Visitation student benefits directly from annual fund contributions.

Donors contributing $1,500 or more annually to the DeSales Annual Fund become members of the *Sed Vitae Society* and are invited to special events throughout the year in recognition of their commitment to Visitation School.

Attendance

To report an absence when a student is ill or has an appointment, parents/guardians must fill out the Attendance Form **before 8:00 a.m.** the day of the student's absence. If the Attendance Form submission email and/or phone number does not match contact information for parents/guardians in our Student Information System, parents may be notified. Any misinformation submitted or abuse of the Attendance Form will be subject to disciplinary action. Please see the appropriate division's attendance tab to see specific policies regarding attendance, extended absences, and tardiness.

Automobiles

Students, parents, faculty and staff are to exercise extreme caution while driving on Visitation property. This caution involves a special concern for the many small children who are present at school. All drivers are expected to obey all traffic signs on campus at all times and should not exceed posted speed limits. Driving violations will result in loss of driving privileges on campus for a period of time. All drivers are to park in designated student parking areas only. Only Child Care and Montessori families are allowed to park in the marked 10 minute parking spaces near the Early Childhood Center. Failure to park in proper parking areas may result in either a fine by the school or the police department and loss of privileges to park on school property. **During school hours, students are not allowed to drive vehicles to STA.**

Ballet

Visitation offers an after school ballet program for all divisions. Training is available from Beginning levels through Advanced classes including pointe work. We also offer an Intro to Ballet class for credit during the school day for Upper School students. More details can be found at this link. The required dance attire can be purchased at Grand Jeté in St. Paul. They have all of the information about specific colors for each division. Girls will need a leotard, tights and ballet slippers. Boys will need black tights and ballet shoes and a white T-shirt.

Board of Conduct

The Board of Conduct is a school committee that meets to determine the consequences for a student who has a serious violation of Visitation School policies.

A. The Upper School Board of Conduct committee is composed of:
- Division Director
- One teacher
- Counselor
- Director of Salesian Life and Campus Ministry (when available).

None of the members of the Board of Conduct shall be directly involved in the matter at issue, including as a witness or an internal investigator of the violation. The Upper School Dean of Student Life will lead the process and will be in attendance to present the facts of the violation at Upper School meetings of the Board. Note: Lower School and Middle School Board of Conduct issues will be led by the Division Director or Coordinator of Student Life. Others may also be present as necessary. Any Board of Conduct issues in Lower and Middle School may be taken into consideration if the student has future infractions in Middle and Upper School.

B. Scope of Responsibility:
- Review school disciplinary policies.
- Review details of the incident.
- Review any issues of credibility.
- Make a decision regarding appropriate disciplinary action.
- If the student does not admit to the violation, the Board may be convened to conduct an investigation of the facts and then make a determination if the student has been in violation of the handbook.

C. Process:
1. The Upper School Dean of Student Life/Middle School Coordinator of Student Life/Division Director will notify the student and her parents of the alleged violation of Visitation School policy and provide an oral summary of the facts believed to support the conclusion that school policy was violated.
2. The Board of Conduct meeting will be scheduled as quickly as is reasonably possible and the student and parents will be invited to meet with the Board of Conduct to present oral or written statements of the student's and parents' position regarding the alleged inappropriate behavior and possible discipline, and any other information they believe the Board of Conduct should consider in making its decision.
3. The Board of Conduct meeting will have the following agenda:
    - A short summary of the violation that has occurred. The board will be apprised of the facts of the situation prior to the meeting.
    - The student and parents may speak or provide a written statement to the Board.
    - The Board of Conduct will then meet in closed session to review the facts and confirm the violation. It will decide in its sole discretion the course of action the Board of Conduct believes is in the best interest of the student and Visitation.
4. The Upper School Dean of Student Life, Middle School Coordinator of Student Life, or Division Director will inform the Head of School of the Board of Conduct's decision and will notify the student and parents of the outcome. A written notification of the outcome will be sent to the parents.

D. A student may be asked to appear before the Board of Conduct for any violation of Visitation's expectations for its students, including the following:
1. Breaches of academic integrity/personal integrity policy;

2. Computer/Internet infraction;
3. Driving violation;
4. Excessive detentions;
5. Excessive tardiness;
6. Harassment/bullying/racism/improper electronic communication;
7. Off campus violation;
8. Senior prank;
9. Serious breach of conduct as determined by the Division Director, Upper School Dean of Student Life, or Middle School Coordinator;
10. Violation of policy prohibiting alcohol and illegal drug use;
11. Communication (verbal, non-verbal, written, etc.) that is interpreted by students or school employees as highly inappropriate, violent, threatening or otherwise creating an unsafe environment.
12. Theft or vandalism;
13. Unexcused absences;
14. Verbal, physical or emotional abuse (including improper electronic communication);
15. Violation of weapons policy; or
16. Violations of MSHSL Student Code of Conduct.

E. Disciplinary action: The disciplinary action recommended by the Board of Conduct may include one or a combination of the following and will be communicated to the parent in writing:
   1. Expulsion
   2. Suspension: The student may turn in assignments and take tests and quizzes during her suspension from school, but all such work will receive reduced credit pursuant to the teacher's policy. The teacher is not obligated to tutor the student for any work missed while on suspension.
      a. In-School Suspension: The student must attend school but will work in a supervised space from the beginning to the end of the school day. In-school suspension will be for a specified period of time.
      b. Away-from-School Suspension: A student is suspended from attendance and all activities for a specified length of time. Repetition of misconduct during a period of suspension may result in continued suspension or expulsion.
   3. Disciplinary probation may include some or all of the following:
      a. Temporary removal from all elective offices.
      b. Temporary removal from inter-scholastic/co-curricular participation.
      c. Temporary removal of other student privileges.
   4. The student's behavior will be examined during the probation period. Repetition of misconduct while on a probationary status will be considered very serious and may result in suspension or expulsion.
   5. For cases involving MN State HS League violations, MN State HS League sanctions will, in conjunction with the Visitation code of conduct, be imposed and may be extended.
   6. Staff or professional counseling.
   7. Saturday detention.
   8. Community service hours.
   9. A fine to be paid to a school, a student activity, or an appropriate charity.
   10. Restitution in the case of property loss or damage.
   11. Any other disciplinary or corrective action as is deemed, in the judgment of the Board of Conduct, to be appropriate under the circumstances.

F. Appeal Process: The decision or recommendations of the Board of Conduct will be final. If parents feel that there are extenuating circumstances concerning a decision of the Board of Conduct, they may request a

review of the decision by the head of school. This appeal must be made to the Head of School within 10 working days of receipt of the Board of Conduct's decision.

G. Review Process for an Appeal:

1. The Head of School will meet with the student and parents to hear their request for a change in the decision.
2. The Head of School will review the decision of the Board of Conduct.
3. The Head of School will speak with any other persons as deemed necessary to understand the situation.
4. A decision will be made by the Head of School within 10 working days and will be conveyed to the student, parents and the Board of Conduct. The persons involved may also be notified by telephone and a follow-up letter will be sent.
5. The decision of the Head of School is final.

Because Visitation School recognizes the serious nature of disciplinary issues that are brought to a Board of Conduct, these issues will be treated sensitively and confidentially to the extent possible as we respond to the needs of the student, family and school community.

Bus Conduct

Bussing options are available for grades 6-12. Please refer to the transportation section of the website for information on routes and registration**.** Students who ride school buses are expected to behave in a courteous manner in alignment with the expectations at school. Students who violate rules of conduct may lose bus privileges. **Good conduct is required for bus privileges.** Students must not distract the driver, be boisterous or rude, swear or use obscenities, disobey the driver, fight or destroy property, throw objects when in the bus, use physical force, light matches or a lighter, or harass other students or the bus driver.

Business Office Hours

The school business office hours are from 8 a.m.- 4 p.m. Please limit school business to these hours.

Change of Address or Family Status

It is the responsibility of the parents to notify the school of changes in family status, custody agreements and/or contact numbers. Parents should email updatemyinfo@vischool.org to notify the school of a change in email address, home address, home phone, cell phone and/or business phone. Changes will be sent to database administrators in the school. To change emergency contact information or health information (medical conditions, medications etc.) contact the health office. For family changes such as divorce, guardian or custody arrangements, parents should contact the Division Director. The information will be disseminated to those staff members who need access to the information.

Chapel

The chapel is open at all times during the school day for student use. While students are required to attend all school liturgies and prayer services, they are encouraged to attend optional spiritual opportunities (Rosary, daily Mass, quiet prayer, Eucharistic Adoration, prayer and worship, etc) available to them during the school year.

Civil Discourse

As an educational institution, Visitation is cognizant of the issues facing our world, nation, state and local communities. Rather than avoid discussion, Visitation will guide and model respectful discourse in classes, co-curriculars and in the school community using the Principles of Salesian Dialogue. Following the guidance of our founders, Visitation believes that respectful dialogue and authentic listening is paramount to a fuller understanding of issues. Thus, Visitation does not allow posters, signs, stickers or clothing items or any other outward display of a political nature and instead invites discussion of those issues.

Communication School/Parent/Student

The following are vehicles used to communicate school information to parents and/or students:

1. Visitation website: www.visitation.net
2. Visitation parent electronic newsletter, referred to as “E-news”
3. Middle and Upper School parent nights, orientations
4. Upper, Middle and Lower School “Back to School Night” in September/October
5. Parent/Teacher conferences - see calendar, e-news and website for more details
6. Access to online grades via PowerSchool/Schoology
7. Schoology Course Pages
8. School calendar
9. Various mailings for special events
10. Vision magazine (mailed two times per year)
11. Visitation Voice (student newspaper)
12. Classroom Newsletter (LS)
13. Emergency and/or school closings will be announced on the school website, parent email, and text message (Must opt-in to receive school text messages by texting “Yes” to 67587.)
14. School Social Media: Facebook (@visitationschool), Parent Facebook Group (Visitation School Parents), Instagram (@visitationschoolmn), LinkedIn (@LinkedIn)

Concerts

Each year the music department schedules a variety of concerts to give the students an opportunity to show what they have been learning throughout the year. These concerts are **mandatory** for all students involved in music classes and performance groups, including Lower School music classes. When students prepare for a concert, they are working towards a group goal. Each member of the group is important to the final product. Concerts are also a part of our grading system, and a concert counts as a final exam. If your child has a conflict that cannot be resolved, please contact your child’s music teacher as soon as possible. Choir/Orchestra/Band students are expected to be in school for a full day the day of a concert.

Counseling Policy

Personal Counseling

Confidentiality and trust are basic to counseling relationships between Visitation students and school personnel and parents are not routinely informed when a student seeks counseling or is referred for counseling by school personnel. However, situations may arise where school personnel think it is advisable to involve parents. In such instances, school personnel may share with parents information disclosed by students without the student's knowledge or permission. Personal information regarding students will only be shared among school personnel on a need to know basis, under the circumstances particular to each student in each situation.

When students have academic difficulty due to test anxiety, learning difficulties and study skill needs, mental health concerns, or personal problems, they should seek help from the school counselors.

When it appears a student may need counseling beyond what the school can provide the school may assist families by providing referral information. Such help, however, should not be understood as an endorsement of any person or agency, nor shall any such endorsement be made. Families should research further before they freely choose where and from whom to seek help.

Counseling Telehealth Policy

As students address their mental health needs, the counseling team at Visitation understands that there are unique challenges to finding outside support, namely time for students to meet with therapists and other mental health professionals. In order to meet these needs, Visitation is able to offer the opportunity to middle and upper school students to utilize telehealth counseling appointments. While availability is not guaranteed, the counseling team will attempt to accommodate any requests for space. The counseling team highly encourages parents and students to schedule appointment times during non-class times, so as to not interfere with the student's educational experience. For more details, review the Telehealth Virtual Appointment Policy.

Counseling Office Sponsored Seminars, Convocations, and Support Groups

Each year Visitation students participate in seminars and convocations that deal with various topics of interest and concern. These topics vary from year to year and may include: chemical use, sexuality, eating disorders and stress management. Parents who wish to have their children excluded from these seminars, convocations and/or special programs must express their wishes in writing to the head of school at the beginning of the school year.

Criminal Background Check Policy

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks.

The following positions are subject to a mandatory background check:

- Administrators
- Teachers
- Student Support Staff

- Substitute Teachers
- Athletic Coaches
- Co-curricular Advisors
- Food Service Personnel
- Custodial Staff
- All other paid employees
- All volunteers who have regular or unsupervised contact with students

Data Handling Policy

Visitation provides online services and accounts, such as email, cloud storage, coursework submission, college counseling service, and anti-plagiarism tools for student use. Parent consent for the student use of these online services is given annually during the registration process. Privacy of the data is ensured by the service providers, as per their policies linked below:

- Google Workspace for Education
- Powerschool
- Schoology
- Naviance
- Turnitin.com
- Final Forms (athletics)

Individual school personnel may use additional service providers for their program(s). Students and parents will be notified when personal information is being used or stored with a service provider not listed above.

Directory

The directory is provided to families each fall electronically via the Parent Portal on the school website. The purpose of the directory is for our families to be able to connect with one another to foster an engaged, shared Visitation community. For students with non-custodial parents, we require both the custodial and non-custodial parents to come to a mutual agreement on how the information will be presented in the online and print directories. In cases where parents are unable to come to a mutual agreement, only the student's information and primary address will be listed. Additionally, the directory listings may not be used for direct sales or solicitation.

Discipline Policies

In keeping with the school's philosophy, Visitation will strive to inspire and nurture students who behave in a manner that reflects a commitment to honesty, respect for others, and respect for self. Every effort will be made to work with students who make errors of judgment and find themselves in breach of good conduct.

The following procedures have been adopted to work with students who do not maintain a level of self-discipline consistent with school expectations:

The Upper School Dean of Student Life, Middle School Coordinator of Student Life, and Division Director are

responsible for the day-to-day administration of student conduct and discipline in Lower, Middle and Upper Schools. Teachers are responsible for classroom behavior. Repeated or serious breaches of conduct in the classroom or violation of school rules will be referred to the Upper School Dean of Student Life, Middle School Coordinator of Student Life, or Division Director, which may result in disciplinary action. If serious conduct takes place the school may report the situation to local authorities.

The Dean of Student Life, Middle School Coordinator of Student Life or Division Director may refer to the Board of Student Conduct matters deemed to be within its scope of responsibility. When the school has reason to believe that the student has violated school policy and may be subjected to discipline, the student will be given an appropriate opportunity to present his/her views of the situation before disciplinary action is taken. Repeated infractions against school policies could result in the student having to appear before the Board of Conduct, suspension, or expulsion. All matters of student conduct shall be under the general supervision and review of the Head of School. All disciplinary dealings will be treated sensitively and confidentially to the extent practicable as we respond to the needs of the student, family and school community.

Drug Tobacco-Free Policy

The Visitation campus is drug-tobacco free. Smoking, vaping and use of tobacco, nicotine, THC or illegal chemicals are prohibited on school property, at school-sponsored events or whenever students are in uniform. Any student in violation of this policy or in possession on campus shall be referred to the Dean of Student Life for appropriate disciplinary action. This policy includes electronic cigarettes, personal vaporizers and other drug paraphernalia. Adults should not be under the influence of THC or illegal chemicals on campus or at school events. At rare times, alcohol may be served at a school event where students are present and if adults are consuming alcohol, they should do so in moderation.

Electronic Devices

Students are prohibited from using personal devices such as cell phones, tablets, laptops, and personal listening devices during school hours, Middle School from 7:45-3 p.m. and Upper School from 8 a.m.–3 p.m. unless directed by their teacher. Middle School Students are required to leave phones in their lockers. Students who fail to follow this policy will have their cell phones and/or other electronic devices confiscated and held until a conversation takes place with the Upper School Dean of Student Life, Middle School Coordinator of Student Life, or Division Director. It is imperative that this rule is followed as these devices are a major disruption to the school day. Students are expected to follow the same guidelines as stated in the Student/Parent Handbook related to respect towards others and appropriate use of technology when using their personal devices on and off school grounds when the use includes the Visitation community.

Emergency Procedures

Fire drills will be held periodically during the school year (Five per school year). When the first alarm sounds during a class period, each student walks silently in single file to the exit appointed for that particular classroom. When the all-clear signal is given, the students return to their classrooms. Tornado Drills will also take place. Students report to designated shelter areas in the building. The school will also conduct five intruder alert drills

during the school year.

Emergency Response Team

The school has developed an emergency response team composed of various school personnel to address emergencies or crises that occur at Visitation. The team will convene as soon as possible after an emergency situation to address faculty and student needs, appropriate sharing of information with the Visitation community and prepare media statements if needed.

Endowment

Visitation's endowment ensures long-term fiscal stability by providing tuition assistance, helping attract and retain the best faculty and staff, maintaining the campus and providing a safety net for economic downturns. Gifts to the endowment can be made outright or through planned giving instruments such as naming the school as a beneficiary in your will, insurance policy or retirement plan. Other options might include establishing a charitable remainder trust or donating through a Donor Advised Fund. All who include Visitation in their estate plans are members of the *DeChantal Society* and are invited to special events throughout the year in recognition of their commitment to Visitation School.

Financial Grants

Parents requesting information for a financial grant should contact the Director of Financial Grants in the Business Office. It is imperative that applications be filed by the published deadline. Applications not filed by the deadline may not be considered. If a student (kindergarten-grade 12) is awarded a financial grant, the awarded amount will be deducted from the total tuition, and the resulting payments will be spread over the school year, July through April. Financial grants will not be applied and may be revoked if a family's account is not in good standing with the business office.

Grievance Procedures for Guardians

If there is a concern about a class or a teacher, take the following steps:

1. Speak to the teacher.
2. If a satisfactory resolution to the problem is not reached, contact the appropriate director.
3. If there is still not a satisfactory resolution, a meeting with the Head of School may be requested.

Guest Speaker Policy

Purpose

The Guest Speaker Policy aims to ensure that all guest speakers invited to Visitation School align with the school's mission, Salesian values and the teachings of the Catholic Church. This vetting process ensures speakers

contribute to a respectful, safe and inclusive environment for the Visitation Community.

Policy Statement

All guest speakers must be vetted and approved before being invited to any Visitation-sponsored event. This policy applies to both in-person and virtual engagements, including leadership presentations, classroom activities and informal discussions. Annual vetting is required for repeat speakers.

Vetting Guidelines

The following steps must be completed at least one week before confirming the speaker's participation.

- **Mission and Values Alignment**
    - Review the speaker's biography, current employment and previous presentations to ensure they align with Visitation School's Salesian values and mission.
    - Confirm there is no conflict with the teachings of the Catholic Church in the speaker's background, content or affiliations.
- **Digital Footprint Review**
    - Conduct an internet search of the speaker's online presence, including social media and web content, to confirm there is no divisive or harmful behavior that could conflict with Visitation's values.
    - Review publications, social media and any web content to ensure alignment with the Catholic faith.
- **Content Review**
    - Request a summary or outline of the speaker's presentation to ensure it is relevant, appropriate, and in line with Visitation School's beliefs and the teachings of the Church.
    - Visitation reserves the right to review all presentation materials and request changes if necessary.
- **Approval Process**
    - All potential speakers must be approved by the Division Director/Communications Director and Head of School prior to extending an invitation.
    - Discuss any concerns with the Division Director or Director of Communications, especially if the speaker's background or proposed topic raises issues that may prevent their participation.
- **Speaker Expectations**
    - Speakers are expected to respect Catholic social teaching and engage in a manner consistent with the teachings of the Church.
    - All presentation content, including remarks and on/off-camera discussions, must adhere to Visitation School's policies and mission
    - The school reserves the right to request changes or edits to presentation titles, notes, slides, videos or other materials to ensure alignment with Visitation's mission.

- Speakers are also expected to conduct Q&A sessions or informal discussions in a way that adheres to Visitation's mission.

Harassment & Bullying Policy

Harassment or Violence Policy

Visitation School does not tolerate harassing or violent conduct directed against any person at the school or otherwise in connection with school activities or programs, which is based upon sex or the status of any person as a member of any class protected from discrimination under local, state, or federal laws, ordinances or rules. (Protected classes are: perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age.) Visitation School's harassment and violence policy prohibits physical, sexual, verbal, written, electronic or other inappropriate harassment or violence and is applicable to all students, faculty, staff, parents and other persons engaged in any program or activity of the school. Each student, parent, faculty or staff member, or other person subjected to or becoming aware of any such conduct is asked to report such conduct promptly to officials of the school, in which case an investigation will occur and appropriate disciplinary or other action will be taken. Copies of the full Harassment and Violence Policy may be reviewed with the head of school, the Dean of Student Life, Coordinator of Student Life, Division Director, or Director of Human Resources, each of whom is available for the receipt of charges or complaints of any such conduct.

Bullying Policy

Visitation School does not tolerate bullying on school property, school provided transportation, school sponsored activities or programs, use of school equipment, networks, forums or mailing lists, or through use of electronic technology off school premises that materially and substantially disrupts a student's learning or school environment. Bullying is defined as intimidating, threatening, abusive, or harming conduct that is objectively offensive. Key factors in determining bullying include:

- If there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior.
- If the prohibited behavior is repeated or forms a pattern.
- if the prohibited behavior materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- If the prohibited behavior includes cyberbullying. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet web site or forum, transmitted through a computer, cell phone, or other electronic device.

Retaliation is prohibited by any student or school employee against anyone who in good faith asserts, alleges, reports or provides information pertaining to an alleged incident of prohibited conduct. The school will take action against any student or employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

Each student, parent, faculty or staff member, or other person subjected to or becoming aware of any such conduct is asked to report such conduct promptly to officials of the school, in which case an investigation will occur and appropriate disciplinary or other action will be taken.

Hazing

Visitation forbids hazing of students, including belittling, ridiculing, humiliating or causing distress or embarrassment. This includes actions on or off campus. In addition, the school neither sanctions nor allows the practice of “kidnapping” fellow students, even if parental permission has been obtained. This practice has proven to cause distress in the name of “fun,” and Visitation does not approve of fun at the expense of others.

Health Service

Health Information

In order to provide students quality health care during school hours, it is required that we have on file, for each student, the health information described below by the dates indicated. Lack of compliance will be brought to the attention of the director and appropriate action will be taken, including excluding a student from school until the required information is provided.

Emergency Information Form

A current emergency health information form that includes student health conditions, current medications, parents/guardians phone numbers, other designated responsible adults with their phone numbers who can pick up your child within 30 minutes, physician and hospital choice must be on file for each student in the Health Office by August 1, 2026. **This form must be submitted using the online Finalsite Enrollment Registration process each year your child attends Visitation.** If the submitted health information (emergency contacts, medical conditions, medication, etc.) changes during the school year, please call the Health Office. Changes to parents’ phone numbers, email addresses and home address can be changed by sending the updated information to updatemyinfo@vischool.org. In the event of an emergency, your child’s emergency form information will be used to try to reach you, other designated adult guardians, or your physician and hospital. When contacted by the Health Office, we ask parents to promptly pick your child up from school within one hour. In case of an emergency, your child will be transported to the hospital.

Physical Exams

A physical exam, along with a complete copy of your child's immunization record, is required for all new students and students entering Montessori, Kindergarten, 7th grade and 9th grade. The physical exam must be signed by the physician within one year of starting at Visitation. All physical exams must be submitted to the Health Office by August 1, 2026. Students will not be allowed to remain in school after September 12, 2026 if the physical exam forms, immunizations, the emergency form and action plans are not on file in the Health Office.

*See the Visitation Athletic Policies and Information section for sport physical exam requirements.

Immunization Records

The State of Minnesota requires all students enrolled in school be immunized against measles, mumps, rubella,

polio, diphtheria, tetanus, whooping cough, hepatitis B and meningitis. **Students in Montessori Pre K-12 must provide complete immunization records to the school by August 1, 2026. Any student without these current records or an Exemption to School Immunization Law form on file with the school will not be allowed to remain in school after** September 13, 2026**.** Visitation follows the Minnesota State Vaccination Laws. Please contact the health office if you have questions at nurseoff@vischool.org.

Dispensing of Medications

The policy of Visitation School regarding the administration of prescription or over the counter medications, such as Tylenol/Ibuprofen to students in school includes the following requirements:

- Montessori through fifth grade students require a written order from your child's physician.
- Sixth through twelfth grade require a physician order for prescription medication. For the administration of Tylenol/Ibuprofen only parental permission is required.
- Parents will supply all medications and they will be kept in the nurses office.
- Medications must be in their original container or correctly labeled prescription bottle.
- Students who would like to self carry any medication must get permission from the school nurse and parent. If it is a prescription medication the Nurse requires an action plan/orders.
- Orders may be faxed, emailed, or brought in to the school nurse. Nurse Jamie's email address is jlind@vischool.org, fax: 651-454-7144 Attn Nurse Jamie
- Medication administration forms can be found on the Visitation web page and from the Nurse's office.

Student Illness

There is a school nurse at Visitation Monday through Friday. If your child is absent from school for any health reason, please fill out the Attendance Form **before 8:00 a.m.** the day of the student's absence. Please contact the Attendance Office at attendance@vischool.org or Health Office at 651-683-1708 with any questions. Also, it is essential to the health of your child and classmates that you report any diagnosed, contagious illness to the Health Office and Attendance Office at the above numbers. A student who is absent due to illness for extended periods of time may be asked to submit a physician's note to the Health Office.

Our goal is to keep students in school whenever appropriate. In most instances, a student will be encouraged to rest for twenty minutes or less if he/she is ill in hopes that he/she will recover and be able to return to class. If at the end of the twenty-minute period he/she is not well enough to be in class, arrangements will be made for the student to go home or to the doctor. Parent or guardian contact will be made before the student leaves school from the Health Office. Students who become ill in school and need to go home will be excused from the Health Office once a parent or another adult responsible for the student can be notified and transportation is arranged. The student must be picked up within the hour. Students are required to see the nurse before making arrangements to go home due to illness.

Health Policies

Please notify the Health Office of any communicable illness (including but not limited to: Strep, Influenza, Chicken Pox, Hand, Foot, and Mouth,Impetigo and Covid-19). By following these guidelines of the CDC and MDH, we will help limit the spread of illness and ensure a speedy recovery for your child. The following guidelines are recommended by the Visitation Health Office:

- If your child has had a fever of 100 degrees or more, he/she must stay home for 24 hours after the

temperature returns to normal. Your child may return to school if symptoms are improving and he/she is **FEVER FREE AND FEVER REDUCING MEDICATION FREE**.

- If your child has vomited or has diarrhea, he/she must stay home for 24 hours after the **last** episode.
- If your child has a bad cold with a cough, green/yellow drainage, decreased appetite or it interferes with sleep or their ability to participate in class, please check with your family physician before sending your child to school.
- If your child has a bacterial infection (such as strep or impetigo) they must complete **24 hours of antibiotics before** returning to school.

Health Conditions

If a student faces a serious health issue or condition, a physician note with activity restrictions (if applicable) is required upon returning to school. Each situation will be handled on a case by case basis by the school nurse and other school personnel. Reasonable accommodations will be provided to students. It is the parents responsibility to provide an Action Plan signed and dated by the physician each school year for chronic or temporary conditions.

Library/ Computer Center

Grades M-5

- Books are checked out for two weeks at a time and may be renewed.
- Students are encouraged to be responsible that books checked out are not damaged or left outside in bad weather. Students who lose or damage library materials will be charged the replacement cost of the book.

Grades 6-12

- Books may be checked out for two weeks and renewed if necessary.
- All reference materials, encyclopedias, and the latest issues of periodicals must remain in the library for the benefit of all students.
- Students are expected to be responsible for library materials checked out and to pay the replacement cost of any books which are damaged or lost.

Lockers

Lockers are the property of the school to be used for students' personal property. The school cannot be responsible for items missing from a locker. Valuables should be kept at home. There is to be no writing, painting, or marking on any part of the locker. Consequences for vandalizing school property in this manner may include fines, Saturday detentions and/or a Board of Conduct review. Books, coats, and all personal property are to be kept in the locker. The school reserves the right to inspect a student's locker at any time. Students in grade K-12 are assigned lockers and locker changing or exchanging may not be done without the approval of the Dean of Student Life or appropriate school director. Locks are issued to students in grades 6-12 at the beginning of the year and students should keep their lockers locked at all times. Students will not be allowed to bring padlocks from home. Locks are collected at the end of the year and the cost to replace a lost lock is $5. Students are

strongly encouraged to take all materials home that are needed at the end of the day. Access to the building is limited in the evenings and is not available on weekends.

Lost and Found

Articles are located in the lost and found cabinet located outside the dining room. Lost and found for physical education/sports clothing is located in the athletic trainer's room off the Commers Gymnasium. Please clearly mark or identify all clothing and items brought to school. Unclaimed articles will be sent to charity midyear and at the end of the year. Jewelry and other valuables should be turned in to the security desk.

Lunch/Dining Room

We believe our Dining Room provides a gracious and pleasant atmosphere in which to cultivate courteous table manners, thoughtfulness of others, and education in nutritious and healthy eating habits. In short, our lunch program serves our motto of education: "not for school, but for life." Please communicate your student's dietary restrictions to the Chef Manager.

Merrie Market

Merrie Market,Visitation School's premier annual fundraising event, is an annual gala that celebrates the spirit of generosity and strength of our community, highlighting the accomplishments of our students. Proceeds from Merrie Market go directly into the school's operating budget to help support our school's most important programs, including academics, leadership and spiritual learning, scholarships, athletics and the arts. The Merrie Market event also has a Fund a Need component which provides additional financial grant assistance for families with demonstrated financial need. Merrie Market is led each year by the Alumnae and Community Engagement Office and a committee of volunteers who plan, promote and host the gala. All families are invited to participate by volunteering, contributing auction items, purchasing a sponsorship and attending the gala.

Money & Valuables

Large sums of money or valuables should not be brought to school. If it becomes necessary to bring a large sum of money to school, funds should be left in the accounting office.

Non-Custodial Parent Policy

All communications generated by the school will be distributed to the custodial parent, step-parent(s) and the non-custodial parent alike. Similarly, parents (as well as step-parents) will be granted permission to visit the student on school grounds or during school sponsored trips. However, given the unique legal situations of each family, the school may make exceptions to this policy. It is the responsibility of each family to provide to Visitation, upon request, a copy of its current custodial agreement or other court orders so that we may be in

compliance. It is the responsibility of the parents to notify the school of any changes in family status, custody agreements and or contact numbers. Please notify the proper Division Director of any changes. See **CHANGE OF ADDRESS OR FAMILY STATUS CHANGES** for further clarification.

Non-School Workplace Relationships

While Visitation works to create a collaborative community, work relationships (babysitting, house sitting, etc.) involving Visitation students, families and employees are completely voluntary. Visitation students and employees are not representing Visitation School in these or similar situations and, as such, Visitation School is not responsible for students or employees who accept such work (paid or unpaid).

Parents' Association

The purpose of the Parents' Association is to support the strategic and operational goals of the school and to facilitate communication between the school and parents. The Parents' Association also creates and supports meaningful connections between and among parents, teachers and students. The Parents' Association has annual dues of $60 per family plus $10 per student. These dues will be added to your billing. The Parents' Association uses these dues for approved parent and parent-student events.

Parents/Guardians Out of Town

Parents and guardians are requested to inform the Attendance Office whenever they will be out of town. They should leave the name and phone number of the person in charge of the student and, if possible, the number at which the parents can be reached in case of an emergency.

Phone Messages

Parents are asked to avoid texting their child during the school day to support the no phone policy. Parents may email their child or, if necessary, may contact the Attendance Office to leave a message for a student. Lower School families should email the classroom teacher. Messages for Upper School & Middle School students will be emailed to the student's vischool email account. Messages left with the Director or Attendance Office cannot always be delivered due to teaching or meeting commitments. After school arrangements should be made in advance of the school day.

Posters/Signs/Decorations

All signs, posters and decorations that are hung or placed in the school must be approved by the Dean of Student Life. Approved adhesive products must be used to avoid damage to walls.

Pregnancy Policy

Introduction

It is in a spirit of deep Christian concern for both the mother and child, and in a genuine desire to minister to the girl and her family at this stressful time, that the following regulations have been adopted. At this time the student will be given guidelines to follow to ensure agreement and cooperation between home and school.

Regulations

To ensure that the pregnant student receives proper support, counseling and prenatal care for herself and the baby, it is imperative that the school counselor or director be informed of the pregnancy and that a joint meeting take place with the student, her parents and designated school personnel. The matter of pregnancy will be treated in a confidential and professional manner. A student who is pregnant will be required to provide the school with a health certificate from her medical doctor that must include the following:

1. Verification of the pregnancy;
2. A list of school-related activities that should be curtailed during the pregnancy to ensure the good health of mother and child, and the dates when activities should be curtailed;
3. Any specific conditions of the pregnancy that would require special attention during the school day or by school personnel;
4. The date the doctor determines that the student should begin her maternity leave with a clear understanding that upon completion of the pregnancy, the student may return to school with a written authorization from her medical doctor.

The school will cooperate in helping the student make up missed school work.

Prohibited Areas

The administrative offices, faculty/staff room, Salesian Center, the kitchen areas, the service area, facilities areas, school basement and back parking lots are off limits to students. Students may be in the Salesian Center to go to the health office or to meet with members of the Advancement Office. Students must have permission to be in any other area of the Salesian Center or Salesian Center grounds. For safety reasons, students are not to be in the Fine Arts Center, fitness center, gyms, elevators, Salesian Center grounds and outdoor classroom areas unless authorized by a faculty or staff member.

Psychological Assessment

In cases in which a student has been requested, either by parents or the school, to have a psychological assessment, the school requires that the student have the process started within one month. The school highly recommends that the student follow through with the recommendations of the assessment. In addition, the school must receive verification by the appropriate outside professional as to the outcome and recommendations.

Registration

Registration for the school year is initiated in late winter. A non-refundable deposit is due in March. Non-refundable deposits hold your child's/children's spot(s) in their grades and reduce the total tuition due for the following school year. For the 2026-2027 school year the registration fees are $350 per student for all grade levels including Montessori.

Religion Policy

The Visitation philosophy emphasizes the centrality of the Gospel and the educational principles of St. Francis de Sales and Jane de Chantal in the formation of our vision for the school. As a Catholic school, we participate in the evangelizing and catechizing mission of the Church. Therefore, all students shall participate in Religion classes and programs of service sponsored by the school. While students are required to attend all school liturgies and prayer services, they are encouraged to attend optional spiritual opportunities (Rosary, daily Mass, quiet prayer, Eucharistic Adoration, prayer and worship, etc.) Visitation welcomes and respects students and families from all faith backgrounds and as a Catholic school, students of other faiths are required to attend liturgical and paraliturgical programs and are invited to participate as much as is appropriate.

Sacramental Preparation: Visitation School is an independent school which is not affiliated with any single Catholic parish. The school is, however, bound by the Canon Law of the Catholic Church. Each family is encouraged to be an active member of a Catholic parish or other faith community. As an independent school, Visitation may not offer Baptism, First Eucharist, or Confirmation preparation or celebration to families. These are Sacraments of Initiation, and as such, are appropriately celebrated within the family's parish community.

Re-Enrollment Hold Policy

A student may be put on re-enrollment hold for any of the following reasons:

1. A student has been or is on Disciplinary Probation.
2. A student has been or is on Academic Probation.
3. A student exhibits a serious behavior problem and/or there are academic concerns.
4. Payments for a student's tuition and fees are not current.
5. Insufficient parent/guardian partnership with regard to behavior and/or academics.
6. Any combination of the above.

Process

1. By December the faculty would alert the Division Director as to any serious academic or behavioral concerns.
2. Late winter, the Division Directors and the CFO independently evaluate potential re-enrollment holds and notify the Enrollment Office prior to Registration being sent to enrolled families for the next school year.
3. Parents are notified by the Division Director or the CFO prior to Registration being sent to enrolled families for the next school year. Division Directors and the CFO will notify families at that time the date upon which the re-enrollment hold will be re-assessed and a decision will be made.
4. Parents must contact the business office and establish an agreed upon payment plan if behind in payments.
5. All spots are held until a decision is made.
6. Appealed decisions are decided by the Head of School.

Salesian Virtues

Always mindful of our Salesian heritage, Visitation introduces and integrates Salesian virtues into all aspects of the curriculum, retreat program, and special programming in the Upper School. While there is not a complete list of virtues as outlined by Saint Francis de Sales and Saint Jane de Chantal, the virtues the sisters chose to foster at Visitation are:

Honesty	Patience	Stewardship
Kindness	Humility	Liberty of Spirit
Gentle Strength	Acceptance	Interiority
Courage	Simplicity	Joyful Optimism

School Store

The school store, "The Peddler", located on the ground floor in the Heart, is open everyday 12:15-3:15 pm, when school is in session. (see the Peddler webpage for additional information) Uniform sweaters, blouses and gym clothing are available for purchase at the Peddler. Vis apparel and gifts are also available at the Peddler. Items may also be purchased online. Used Uniforms and gym clothing can be donated throughout the year.

Anyone wishing to volunteer to work in the store should contact the Peddler coordinator listed in the directory. A portion of the profits generated for the Peddler sales are returned to the school to supplement various school programs.

Sexual Identity Policy

At Visitation all members are called to build a community that is welcoming and respects the dignity of all. Recognizing parents as the primary educators of their children, it is understood that all members of the Visitation community will not avoid the topics of sexual orientation and gender identity, but will address the issue as it presents itself with openness and respect consistent with Catholic doctrine, the documents of the Catholic Church, and the Salesian mission and values of the school.

All teachings will be carried out in keeping with Catholic doctrine in regard to chastity and will be appropriate for the age level and maturity of the learner.

Pastoral care will be provided in accordance with the teachings of the Catholic Church. The head of school will ensure that all programs, procedures, and operations reflect this teaching.

Snow Days/Weather Dismissals

Visitation uses our website to communicate with parents about school closings and emergency situations. The message will be pushed out to all parents via email and there is no action required by you. Alerts can also be sent to cell phones as an optional text message. To do this, ensure that you use a mobile phone number that is registered with the school. Each parent or employee must opt-in to receive text messages by texting "Yes" to

675-87. The school will also post announcements with local TV news stations and on social media (Facebook: @visitationschool and Instagram: @visitationschoolmn).

Stealing & Vandalism

All are encouraged to work together to provide an atmosphere where each person is valued and trust is genuine. Everyone must strive to take good care of material things that are for the use of everyone and to respect each other's possessions. Students will be held liable for damage to school property.

Students guilty of stealing and/or destructive behavior may be subject to discipline by the Board of Conduct. Any incidence of theft or vandalism should be reported to the Dean of Student Life or Division Director immediately.

Student Abuse & Neglect

Visitation fully supports Minnesota's public policy of protecting children whose health or welfare may be jeopardized through abuse, neglect or sexual abuse. Visitation prohibits the abuse, neglect or sexual abuse of its students and will take strong and prompt action against any employee, volunteer or student who engages in such actions. To safeguard against abuse and neglect, Visitation has adopted and fully supports the Code of Conduct for Church Personnel of the Archdiocese of St. Paul and Minneapolis (the "Code"), which has been developed to provide safeguards and support a safe learning and work environment.

Visitation employees also comply with Minnesota state law requiring notification of the appropriate governmental agency or agencies whenever an employee knows or has reason to believe that a student is being neglected or physically or sexually abused or has been neglected or physically or sexually abused, in the preceding three years. In addition to any obligation to make a mandatory report to governmental agencies, any person who believes a Visitation student is being or has been neglected or abused in any way should immediately report the matter to the appropriate Division Director or the Head of School.

Student Insurance

The school does not carry medical insurance for accidents to individual students. Parents should check their insurance program to make certain that their children are covered while at school-related activities, either at school or off campus.

Student Learning Support

Visitation is committed to academic success for all of its students. Toward that end, two learning specialists, a M-8 Learning Specialist and a 9-12 Learning Specialist, are available to work with students. The learning specialists collaborate with teachers, counselors and parents to assure that students with a documented learning disability receive the assistance and accommodations needed to succeed at Visitation School.

The documentation for a student's disability is kept on file in the learning specialist's office and the learning

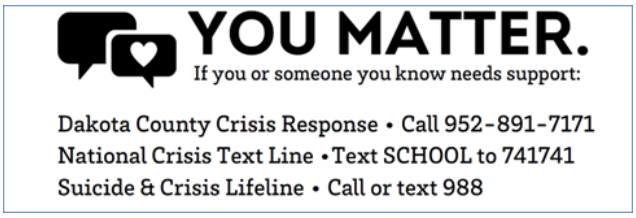
specialist meets with that student on an as needed basis. In addition to working with diagnosed students, the learning specialist may also work with undiagnosed students who have been referred by a teacher. Teacher referred students may meet with the learning specialist for a designated period of time to address an area of concern. In some cases, the learning specialist may suggest that families seek outside testing to gather more information regarding the student's learning profile. Accommodations for students with diagnoses commonly include alternative testing arrangements, note-taking assistance, and preferential seating. Other reasonable accommodations may be implemented as deemed necessary by the school. The learning specialists monitor and evaluate the efficacy of accommodations for students throughout the year.

Student Records

Visitation keeps educational, attendance, and health records on individual students which parents or students with parental permission may review if they wish. Educational records include a transcript of courses and grades, standardized test scores, and copies of records sent from schools previously attended.

Student Safety and Protection

Visitation Counseling Staff are available during school hours throughout the school year. If you are in need of support outside of school hours, please utilize the crisis lines listed below.



Supervision

1. Students should not arrive before 7:15 a.m. Students should enter the building through door #5 (the Heart) immediately and are not to loiter in the parking lot, playground or anywhere else on school grounds.
2. Students are expected to conduct themselves properly before and after classes have been dismissed. They are to refrain from running in hallways or on stairs and refrain from making excessive noise.
3. Upper School and Middle School students not involved in school-sponsored activities should leave school by 3:15 p.m. Those students involved in co-curricular activities should leave immediately following cessation of those activities. After 3:15 p.m., Upper School students may be in the Heart space or library and Middle School students must report to the library.
4. Lower and Upper School students should be picked up at the Heart entrance. Middle School students should be picked up in the Middle School Circle at 3 p.m.
5. At dismissal, Lower School students should either leave the building or report to Extended Day. Lower School students involved in sports or school clubs should report to the coach or club supervisor. Lower School students who carpool with Middle School or Upper School siblings are required to remain in the designated Lower School space from 2:45-3:00 p.m.

There are extenuating circumstances that may necessitate deviation from these rules. When such circumstances exist, inform the Dean of Student Life, Coordinator of Student Life, or Division Director. Please do not expect to have access to the school on days when there are no classes, such as weekends.

Tax Deductions (Minnesota)

There may be tax benefits related to some private school expenses. We recommend you check with your tax advisor **before** filing your income tax return.

Telephone

There is a telephone for student use on the ground floor at the Attendance Office. Students may use this phone during free time, but conversations should be limited to no more than two minutes. There are phones in each classroom for teacher use only. Students may use these phones only when the teacher is present and has given permission.

Traditions & Events

The following are samples of events and traditions that take place at Visitation School throughout the year. Some events are held off campus and incur a cost, and others are part of the school day. See communications during the year for more information.

Alumnae Reunion
Art Festivals
After School Ballet
Awards Assembly (US)
Big Sister/Little Sister: Senior-Freshmen (US)
Clothing & Food Drives
Concerts
Commencement
Drama Performances
Father-Daughter Dance (US)
Feast of the Visitation
Founders' Day Celebrations
Homecoming Week (US)
Houses (US)
Liturgies for 8th, 12th students and Parents (MS/US)
Merrie Market - Annual Gala Event
Mixers & Movie Nights (MS)
Mother-Daughter Event (US)
Music Performances
Opening Mass/Flag Raising
Senior Tea (US)
Student Council Activities (US)
Student Liturgies
Student Retreats (MS/US)
L.E.A.D. (MS)
Winter Week (MS/US)

Travel

Visitation offers a variety of local, national and international trips. Students must be in good standing academically, behaviorally, physically, and financially in order to participate in these trips.

Tuition Payment Policy **(As noted in the tuition contract)**

Enrollment at Visitation School is for a full year. Our non-refundable deposit reduces total tuition due. Fees, including Extended Day services, will be billed when incurred and are due within 30 days of invoice/notice dates. Late fees and NSF fees will apply. No student will be allowed to start a new semester/trimester or receive enrollment materials for the next year unless tuition payments are current. Transcripts will not be released until tuition and fees are paid in full. In collection situations, parents/guardians are obligated to pay all collection costs and attorney fees. If a student withdraws for any reason prior to July 1st, refunds will be provided for all payments made other than the non-refundable deposit. If a student withdraws for any reason from July 1st to the first day of the school year, there will be a penalty of 25% of the annual tuition. If a student withdraws for any reason after the first day of the school year and before the start of the 2nd semester/trimester, there will be a penalty of 50% of the annual tuition. Withdrawals for any reason after the first semester/trimester require payment for the full annual tuition. Family tuition accounts must be in good standing with the business office in order for students to be considered for school-related travel opportunities.

VISTA Transportation

VISTA Transportation is a cooperative venture between Visitation School and Saint Thomas Academy offering reliable bus transportation to parts of the metro area. All routes offer a morning and after-school bus. Registration is required in the spring. See bus transportation webpage for more information or call the transportation coordinator at (651) 683-1516.

Weapons Policy

A. **Statement of Policy**: Visitation School takes a "zero tolerance" position on weapons' possession. The school prohibits weapons of any kind or anything resembling a weapon on school grounds, at school-sponsored events or activities, at bus stops, on school buses or any other school vehicle. Any person found possessing a weapon of any kind will have the weapon confiscated and both the student and the weapon will be turned over to the proper legal authorities. Objects which look like and appear to be weapons will be dealt with as if they were weapons. **Any student who violates this rule is subject to expulsion.**

B. **Definitions:**
"Zero tolerance" means that the school will not tolerate the possession of any weapon by any person. The term "weapon" is defined as any object or substance which by its design, threatened use, or use could cause bodily injury or property damage, including any object which could reasonably be mistaken for a weapon. The Division Director, Coordinator of Student Life, and Dean of Student Life shall use their discretion when interpreting the use and intent of such articles at school.
"Possession" of a weapon means to carry a weapon on one's person, to keep a weapon among one's immediate possessions, in a locker, in a vehicle, or to handle or transfer a weapon belonging to another person.

C. Procedures:

1. Contact emergency services where appropriate.
2. Confiscate weapon if safe to do so.
3. Refer to the Dean of Student Life who will call a hearing of the Board of Conduct with the understanding that any student who possesses a weapon at Visitation is subject to dismissal.

4. Report to the head of school a final disciplinary decision.

In preparation for the hearing, the following will occur:

1. Notify parent(s)/guardian.
2. Report to police where conduct may violate federal, state or local laws or ordinances.
3. Suspend the student automatically and immediately from school

Upper School

Please refer to the General Information section for all-school information.

Welcome to Visitation Upper School

The faculty, staff and administration of Visitation Upper School welcome you to the 2026-27 school year. Visitation Upper School is an independent Catholic day school committed to providing young women with a rigorous college preparatory curriculum that encourages independence, creativity and curiosity with an emphasis on interdisciplinary learning. We hope that this handbook will assist you in providing you with the policies and procedures of the academic life and student life of the school.

Academic Awards for Seniors

The Clementine Medal is awarded to the graduating senior who has earned the highest grade point average during the four year high school period (eight semesters). Similarly, the graduating senior with the second highest average is awarded the Teresan Medal. Transfer students with grades from weighted courses not offered at Visitation may only count those grades as unweighted when competing for the Clementine and Teresan medals. If there are unusual or extenuating circumstances, the Upper School director will make final decisions regarding the awarding of these and other senior awards. A student must earn at least one half of her credits from Visitation to earn academic awards at graduation. Those seniors who have a four-year cumulative grade point average of 3.9 will graduate with honors.

Academic/Personal Integrity

At Visitation we place the highest value on personal and academic integrity. It is the goal of a Visitation education to shape young people who can think critically and communicate their own ideas orally and in writing across a variety of disciplines. Dishonesty in any area of the school's activities or classrooms is unacceptable. Visitation encourages the free exchange of ideas from discussions, assignments, and other resources among classmates and teachers; however, your final work must be your own. Teachers will explain their policies for homework and formal assignments clearly and in detail at the beginning of each course.

Plagiarism

Plagiarism is representing as your own the words, ideas, or images of someone else; it also includes the following:

- Passing off the work of other writers as your own.
- Using any scholarly sources you have consulted and used without explicit and complete documentation and acknowledgement (in text notation and works cited).
- Sharing or copying answers from another student or source.
- Altering the words of a source and submitting the paraphrased ideas as your own.
- Instructors have discretion as to when or if AI tools are used in their courses. Students must not present artificial intelligence (AI) generated content as their own original work or use it to plagiarize the work of others. AI-generated content must be properly cited and referenced in accordance with the school's

guidelines on plagiarism. Therefore, submitting work generated by an AI system can be clearly defined as an act of plagiarism if the author fails to acknowledge the source of the words, ideas or images.

Visitation's Upper school uses Turnitin.com, an online service that helps teachers detect plagiarized or improperly cited material. All students may be required to submit papers electronically to Turnitin's website. Students must use their Visitation-issued email account when using Turnitin.com.

Homework and Formal Assignments

It is unethical to share questions or answers via text, group chats, air-dropping, or other technological sharing. If you are not clear about whether collaboration on any assignment is acceptable, or if you have concerns about receiving any help from other sources, such as parents, friends, tutors, etc., you must discuss these concerns with your teacher. Assignments that are copied are considered plagiarized work and are subject to the consequences listed below.

Tests

It is unethical to give or receive the details of a test, quiz, or assessment before, during, or after the assessment.

Consequences

A student who violates the rules of academic integrity by cheating or plagiarizing is subject to the following consequences: 1. The teacher will notify the parents of the incident by phone or in writing; 2. The student will receive an F on the assignment, test, or quiz. 3. All violations of academic integrity will be referred to the Dean of Student Life for appropriate disciplinary action.

Academic Probation

A student will be placed on academic probation if her grades fall into any of the following categories:

1. Grade point average below 1.70 at the end of the semester.
2. An "F" in one or more course(s) at mid-semester or end of the semester, or two or more mid-semester or end of the semester grades lower than a "C -".

A student on academic probation is required to receive tutoring in the courses for which she has been deficient. Participation in co-curricular activities may be curtailed. The student will be given until the next mid-semester or end of the next semester to raise her academic performance to the minimum requirements. If academic performance does not improve, one or more of the following actions will be taken, as determined by the director of the Upper School:

1. A continuation of mandatory weekly tutoring.
2. Required attendance at a study hall during lunch flex and/or after school.
3. Mandatory summer school to make up credits.
4. Ineligibility for co-curricular activities.
5. Re-enrollment Hold (See **RE-ENROLLMENT HOLD POLICY** for policy details.)
6. Consideration of a change in schools.

Seniors on academic probation will be required to report to study hall.

Advanced Placement (AP) Admission Criteria

1. Students must demonstrate evidence of readiness to enroll in an AP course or must obtain the signature of her current teacher in that department.
2. There is a limit of three A.P. courses per year.
3. If a student wants a fourth A.P. course, she must submit a petition to the Dean of Academic Advising.

Advanced Placement AP Exam Policy

1. Students will be excused from classes the day of the A.P. exam and are asked to advise the teachers of the classes they will miss. They are responsible for procuring assignments in advance and are expected to be prepared for classes the day following the exam. A teacher would have the right to negotiate a different schedule to make up work but the student should not expect this.
2. All A.P. classes will continue to be held after the A.P. exam has taken place and students may or may not be required to take a final exam in those classes.
3. The student's family is responsible for payment of the A.P. exams.

Attendance Policy

In accordance with the regulations of the Department of Education and the Minnesota Mandatory Attendance Law, every student up to the age of 18 is required to attend all assigned class periods every day school is in session. Regular and on-time class attendance is essential to a student's success at Visitation. The faculty and administration believe that repeated absences and/or lateness can undermine the learning process for the student and are potentially disruptive to the school community. Excessive absences*, regardless of cause, will impede learning and as a result, may adversely affect performance. Excessive absenteeism* may result in lower academic achievement and may bring a student to the point where she can no longer satisfy course requirements for credit. Teachers are available to help students make up school work missed due to excused absences**. It is impossible, however, to recreate valuable class experiences in tutoring. The school will work with a student and her family when there is an extenuating circumstance such as a medical situation that is the cause of extended absences.

The school's attendance policy is as follows:

1. All students are expected to be on time and attend all class periods every day school is in session.
2. A meeting with the student, parents, teachers and those concerned may be required if a student misses four or more days during a semester or if a student accumulates excessive tardies to examine the situation and to develop a plan to address the problem. A student who has repeated issues related to poor attendance* will face the Board of Conduct. Students who have an inordinate number of absences* or tardies unrelated to medical issues may be unable to satisfy course requirements and may need to be removed from classes.
3. A student who is absent without an excused reason on three or more full or partial school days during the school year is considered truant and may face the Board of Conduct. The consequence is a drop in grades by one step (e.g. B to B-). Unexcused absences** accumulate for the duration of the class and/or school year. (e.g. for the duration of the subject: math, science, religion, etc.)

* Defined as more than 10 days during the school year.

** Minnesota State Law gives the following examples of excused absences: Illness, medical or mental health appointments, religious holidays or family emergencies. Absences specifically related to required school sponsored activities will also be excused (e.g. field trips, retreats, etc.). Minnesota State Law gives the following examples of unexcused absences: lack of transportation, need for sleep, babysitting, mental health days, vacations, non-medical appointments, etc. For more information on dealing with family vacations, please see the section on **EXTENDED ABSENCE REQUESTS** for the entire policy. A student's absence will also be considered unexcused if attendance procedures are not followed. The school will decide when the absence is excused or unexcused.

Attendance Daily Procedures

- Parents are asked to fill out the Attendance Form **before 8:00 a.m.** the day of the student's absence. Please contact the Attendance Office at 651-683-1732 or attendance@vischool.org with any questions. If the student is not in school and notification has not been received, parents will be contacted. If contact cannot be made, the absence will be recorded as an unexcused absence.
- Whenever possible, medical and or dental appointments should be scheduled outside of the school day. If this is not possible, students who leave the building must have parental consent given to the Attendance Office and students must sign in and out at the Attendance Office in the Heart.
- Students who fail to sign in and/or out will be referred to the Dean of Student Life.
- If a student forges a parent's signature on any note presented to the school, they will be referred to the Dean of Student Life.
- In the event of illness at school or emergency, a student may be released from school by the nurse without written parental permission. Contact will be made with a parent or guardian before a student is released.
- When a student is absent for three or more days due to ILLNESS, a parent may request assignments and books.
- Parents must notify the Attendance Office whenever they will be out of town to inform the school who will be authorized to act as a legal guardian in the parents' absence.
- It is imperative that parents provide the school with current phone numbers (work, cell, home, emergency contact, etc.) so that the school is able to make contact in case of an illness or emergency.
- Students may not be absent for reasons other than medical or emergencies during exam weeks.

Attendance and Co-Curricular Activities

Any student involved in any co-curricular activities must meet her academic needs by attending school regularly. **A student who has an unexcused absence for any part of the school day on the day of an after-school activity will not be allowed to participate in that activity that day.** In general, this policy will be enforced by the coach or director of each after-school activity. Exceptions to this policy must be approved by the Dean of Student Life, or the Director of Athletics and Activities, if the absence affects a sporting or co-curricular event. Students with poor attendance or those who are experiencing academic or behavioral problems may be denied the right to participate. Students who miss after-school activities due to academic testing will not be penalized. Students will not be excused from arriving late for school due to a previous night's event.

Extended Absence Requests

The school **strongly discourages** families from taking vacations during school time or extending established school vacations. The benefits gained from daily class attendance and interactions with other students and

teachers cannot be recovered. While homework can be made up, teachers are under no obligation to provide tutoring for students missing school for vacations nor are they responsible for having assignments or tests prepared before the student leaves. Students may not make up final or semester exams missed due to vacations or other non-medical absences.

In the event that a student must be absent from school for three or more days for non-medical reasons, the following procedure must be followed in order to receive credit for work missed:

1. A parent must request the absence by contacting the Dean of Student Life to give full details pertaining to the proposed absence **at least two weeks** prior to the planned absence.
2. The student must pick up the Extended Absence Form two weeks in advance from the Dean of Student Life's office and circulate the form to all teachers apprising them of the length of absence, dates, etc. The teachers will sign the form and add his/her concerns.
3. The student must return the completed form to the Dean of Student Life one week prior to the trip.
4. Previous quizzes, tests and assignments, must be completed before departure. All work assigned while gone must be completed by the due dates specified on the form. Students who fail to complete missed work by the deadline will lose credit for those assignments, tests, etc.

Attendance Policy - State Tournaments

If a Visitation team qualifies for a state tournament, then the school may make the decision to close school in order to allow students to attend the event and support their classmates. See complete information regarding state tournament participation in the **ATHLETIC POLICIES AND INFORMATION** section.

In order to reasonably support Saint Thomas Academy's participation in state tournaments while protecting the implementation of Visitation's academic program, Visitation has adopted the following procedures:

- Students in grades 9-11 may choose to attend one Saint Thomas Academy state tournament game with an excused absence and may use any unexcused absences they have remaining to attend the other games.
- Students in grade 12 may choose to attend two of the games with excused absences and may use any unexcused absences they have remaining to attend the other games.
- Students with siblings on one of the teams will be excused to attend those games.
- Parents are asked to fill out the Attendance Form **before 8:00 a.m.** the day of the event giving permission for the student to attend.
- This policy only applies to students who are in good standing academically, behaviorally and in terms of attendance. Students who are struggling academically, who are on any type of probation or who have excess absences, will not be excused to attend these events.

Parents and students also must understand the following:

- No transportation or supervision will be provided by the school to these events. Transportation and supervision will be up to the parents.
- Any homework due the day of the event must be handed in before the student leaves for the event or it will be considered late.
- Students are responsible for all work missed and will not be given extended time to make up work
- Classes will be in session during these games and instruction will be taking place in all classes.
- Students who call in sick on any of the tournament days will receive a wellness call from the school Health Office.

Attendance Policy - Tardiness

A student is tardy to school when she is not in school by 8:00 a.m. Excused tardiness is determined by the school. Some examples of excused tardies are: late buses, school related activities, doctor verified illness, funerals, etc. Excessive tardiness to school (four times) within the semester will be reported to the Dean of Student Life, and a detention will be assigned. Additional detention is assigned at the sixth tardy, the Dean of Student Life will hold a conference with the student, and a message will be sent home. If the student's tardiness continues, a conference will be held with the student and parents resulting in a possible board of conduct. Tardiness to class or activities will be dealt with by the teacher or activity director according to his/her policy.

Ballet - *See General Information section for the complete policy.*

Beverages

To reduce waste, promote environmental responsibility, and maintain a clean and sustainable learning environment, Upper School students are required to use reusable beverage containers between 7:15 am and 3:00 pm.

All students are required to bring and use reusable containers for any beverages consumed on school grounds. Single-use beverage containers (including disposable plastic bottles, cans, cartons, and cups) are discouraged and may be restricted in certain areas or contexts. This policy applies to all Upper School students during the school day, including in classrooms, hallways, common areas, and outdoor spaces.

Board of Conduct

The Board of Conduct is a school committee that meets to determine the consequences for a student's violation of Visitation School policies.

Upper School Board of Conduct Membership

1. Division Director
2. One teacher
3. School counselor
4. Director of Salesian Life and Campus Ministry (when available).

None of the members of the Board of Conduct shall be directly involved in the matter at issue, including as a witness or an internal investigator of the violation. The Dean of Student Life will be in attendance to present the facts of the violation.

See General Information section for complete Board of Conduct Policy

Closed Campus

Students may not leave campus during the school day, except for school-related activities, doctor verified appointments, family funerals and emergencies. A written parental permission and a note from the Attendance Office or Dean of Student Life giving permission to leave campus are also required. When permission is granted to leave campus, she must sign out when leaving and sign back in upon her return. If a student violates this policy, the Dean of Student Life will call home and the student will be subject to disciplinary action. **Students may not drive to Saint Thomas Academy at any time during the school day.** (The Upper School does have an open campus during the days of semester exams.)

Courses at Saint Thomas Academy

If the schedule permits students to take courses at STA, the following rules apply:

1. All students wishing to take a class at Saint Thomas Academy must first see the director of Upper School. The guidance counselors and teachers at Visitation cannot give permission to students to take classes at STA.
2. The class is not offered at Visitation.
3. A scheduling conflict involving a course required for graduation prevents the student from taking the course at Visitation.
4. There is space available in the course.

Students must comply with Saint Thomas Academy course requirements. No Visitation student is allowed to drive to Saint Thomas Academy for a course.

Daily Schedule

	A	B	C	D	E
7:55	Warning Bell				
8:00 – 9:00	1	4	2	5	3
9:05 – 10:05	2	B Block	3	1	4
10:10 – 10:30	Assembly/Homeroom/Break				
10:35 – 11:35	3	1	4	2	5
11:40 – 12:50	Lunch/Flex Time				
12:55 – 1:55	5	7	6	8	7
2:00 – 3:00	6	8	7	6	8

Detention Policy

When a student breaks school discipline policies, detentions are given in keeping with the misconduct. The purpose for the detention policy is to teach respect for self and others and to acquire self-discipline. Some reasons for issuing detentions are disrespect, disruptive behavior, tardiness, uniform violations, not prepared for class, and not following directives for the good order of the school. An online detention form is filled out for every detention given, even if the detention is to be served with the teacher and not the detention person.

Once a student accumulates four detentions, the Dean of Student Life will hold a conference with the student and a letter will be sent home to parents. If a student receives as many as eight detentions, the parents and the student will be called in for a conference with the Upper School Dean of Student Life and Director of Secondary Education to see what can be done to help the student correct her behavior. After this conference, if there is not a behavior change, the student may be asked to appear before the Board of Conduct. The date of the detention must be arranged by the person issuing the detention. Failure to appear will automatically double detention time. A second failure to appear will result in a two hour Saturday detention. Detentions will supersede co-curricular meetings and practices.

Disciplinary Probation

A student may be placed on disciplinary probation, at the discretion of the Dean of Student Life, Division Director, or as a result of a Board of Conduct hearing, for violations of the student code of conduct. Such violations may include but are not limited to the following:

1. Breaches of academic integrity/personal integrity policy;
2. Computer/Internet infraction;
3. Driving violation;
4. Excessive detentions;
5. Excessive tardiness;
6. Harassment/bullying/racism/improper electronic communication;
7. Off campus violation;
8. Senior prank;
9. Serious breach of conduct as determined by the Dean of Student Life;
10. Violation of policy prohibiting alcohol and illegal drug use;
11. Theft or vandalism;
12. Unexcused absences;
13. Verbal, physical or emotional abuse (including improper electronic communication);
14. Violation of weapons policy; or
15. Violations of MSHSL Student Code of Conduct.

Drop/ Add Policy

All course changes are subject to parental approval, teacher and counselor review and availability of courses. Once classes begin, the following course change procedure is followed:

1. The student discussed the schedule change with the teacher of the course, and Dean of Academic Advising.

2. The student requests a drop/add form from the academic advising office.
3. The student receives a signature of a parent or guardian, teacher(s), Dean of Academic Advising, and college counselor (seniors only).
4. The student must obtain a new schedule from the Dean of Academic Advising before attending the new class.

Course additions may be made during the first six days of the course. Course withdrawals may be made anytime during the first twelve days of the academic year or semester for a semester course. *After the first 12 days, a request to drop a course is decided by Director of Upper School in consultation with the academic advisor and the instructor*. *No transcript notation is made if the drop is made prior to the deadline. If a student withdraws from a course after the deadline, a W is noted on the transcript.*

Failed Classes

When a student does not pass a class or receives an F grade for the semester, the student will not receive credit for the course for that semester. If it is a required course, the student will be required to retake the course**.** If a student who has received a grade of "F" remediates that class, the new grade will be added to the transcript to signify that the course has been passed but will not erase the failed grade.

Field Trips

It is the responsibility of the student to secure signatures from her respective teachers for the **Student Activity Release Form two weeks before** the field trip. Students with poor attendance or those who are experiencing academic or behavioral problems may be denied the right to participate.

Grading

Letter grades are given each semester and for semester exams. The semester grade is determined by the grades for assignments and assessments during the semester and for a semester exam or assessment. The grades of record, semester grades, are recorded on the transcript. Semester work, such as assignments, quizzes, tests and projects, represent 80% of the semester grade, and the semester exam or assessment is worth 20% of the semester grade. There may be some exceptions to this policy. In those cases, instructors will notify students of the composition of the semester grade in the course outline. **As a minimum, students must receive a passing grade of D- for the semester in order to receive credit for any course.** Grades and student progress are reported through our student information system, PowerSchool. Parents and students have access throughout the school year to this information through password protected accounts. At the end of each reporting period, PowerSchool access is suspended to allow instructors uninterrupted time to prepare term grade information. Students earning a grade below a C– at the semester grade checks (approximately the fifth, tenth (mid-semester) and fifteen week) of the semester will receive teacher comments through PowerSchool detailing needs for improvement in a course.

Pass/Fail

In rare circumstances usually due to a medication situation a student may take all classes under a pass/fail basis. Requests must be made and approved by the Division Director.

Numerical Equivalents for Letter Grades

	Regular	Honors	A.P.
A	4.0	4.4	4.8
A-	3.7	4.1	4.4
B+	3.3	3.6	4.0
B	3.0	3.3	3.6
B-	2.7	3.0	3.2
C+	2.3	2.5	2.8
C	2.0	2.2	2.4
C-	1.7	1.9	2.0
D+	1.3	1.4	1.6
D	1.0	1.1	1.2
D-	0.7	0.8	0.8
F	0.0	0.0	0.0

Graduation Requirements

Visitation School requires a well rounded set of courses for graduation along with a senior service project that is served during the last two weeks of the school year.

Students in the Class of 2027 and 2028 are required to take a minimum of 25.5 credits. The Class of 2029 are required to take a minimum of 27.5 credits, and the Class of 2030 are required to take a minimum of 28.5 credits. All students must satisfy the specific departmental requirements described below to graduate from Visitation. Students must also register for at least six courses per semester. Each semester is worth one-half-credit, unless otherwise noted. Year-long courses that meet three times during the ABCDE cycle earn one full credit. Semester-long courses that meet three times during the ABCDE cycle earn one-half-credit.

	Class of 27,28	Class of 29	Class of 30+
English	4 Credits		
Religion	4 Credits		
Social Studies	3.5 Credits		4 Credits
Mathematics	3 Credits		
Science	3 Credits		
World Language	3 Credits		
Electives	3 Credits	5 Credits	5 Credits
Fine Arts	1 Credit		
Physical Education	0.5 Credit		
Health	0.5 Credit		
Leadership			0.5 Credit

Total: …….. 25.5 Credits 27.5 Credits 28.5 Credits

All students must register for a minimum of six credit courses per year. One credit is given for courses that meet three times in each rotation for two semesters. One half credit is given for courses that meet three times in each rotation for one semester. Transcripts and diplomas will not be released until all obligations to the school are fulfilled, e.g., senior service, tuition and fees paid, locks, athletic uniforms and all educational materials are returned.

Guests

Only prospective students may be invited as guests to the Upper School. Prior permission must be obtained from the Director of Enrollment or Dean of Student Life. Students should introduce their visitors to their teachers and to the class at the beginning of each period.

Homework

The expectations of a college preparatory curriculum necessitate nightly homework. Although instruction time in the classroom is invaluable, the continuation of the learning process with homework completes the task, giving the student a sense of personal independence and accomplishment**.** Homework may only be assigned or due on days that courses are scheduled to meet in the rotating schedule.

The time requirement will vary, depending on the student's course load, the number of advanced or upper division courses she has chosen, and her level of motivation. Visitation students are expected to assume responsibility for this aspect of the learning process. The challenge presented by homework is a critical learning experience in itself and an invaluable preparation for the demands of college and life beyond. Our hope is to nurture and guide the student through this critical issue, instilling in her a sense of pride and purpose and the understanding that it is an integral part of her Upper School education at Visitation.

Honor Roll

The High Honor Roll will be determined by achieving a GPA of 3.90 or above and the Honor Roll by achieving a GPA from 3.50 to 3.89.

Incompletes

If a student is given a grade of "I" (Incomplete) for the semester marking period, she has **two weeks** to complete the missing work. Once the work is complete, the incomplete will be changed to the letter grade earned for the semester. Otherwise, she will receive a failing grade for the work not completed. The failing grade for incomplete work will then be reflected in her semester grade; incomplete work may or may not cause her to fail for the semester.

Lunch Flex

The daily schedule allows for a flexible schedule over the lunch period from 11:35 a.m. - 12:50 p.m. During this time, students may eat lunch during one of the two services, attend daily Mass, see teachers for tutoring or attend clubs. This is a time for students to take responsibility to plan their time with a priority towards school work. Students may not leave the building and must remain in the upper school areas. Students working near classrooms must be quieter so as to not disturb others. Students who are behind in their work may be required to attend study halls during the flex period. 9th graders will have a structured flex in the first weeks of school as part of their onboarding process.

Make-Up Examinations

Make-up examinations will be administered at the teacher's discretion during study halls, lunch flex and in the library at 3:00 p.m. Teachers may require students to take make-up examinations at these times.

Messages

All Upper School students are assigned a Visitation email address. Students are expected to use this address to communicate for all correspondence with teachers and when representing Visitation School. Students are expected to check for messages daily.

Post-Secondary Enrollment Option

Minnesota's Post-Secondary Enrollment Option program allows juniors and seniors to take courses at public or private post-secondary institutions in Minnesota for credit. Students who have exhausted Visitation's course offerings are eligible to apply for this program. Courses offered through this program may not be substituted for courses that are part of Visitation's graduation requirements. The PSEO program requires participating students to register with the commissioner of the Department for Children, Families and Learning. For more information and to access application forms, visit the Minnesota State Department of Education Website at: http://www.education.state.mn.us. Approval for PSEO courses is given by the Division Director.

Posters/Signs/Decorations *- See General Information section for the complete policy.*

Retreat Policy

Retreats are an integral part of the Visitation experience, helping our students to grow spiritually, socially, and emotionally. For these reasons, class retreats at Visitation are a required part of the four-year curriculum. **We ask that you please check with your daughter and the school calendar and do not schedule anything which will conflict with class retreats.** Students are excused from all after school activities on the afternoon of overnight retreats, but should let their advisors/coaches know as soon as possible that they will be missing. Students are expected to be in attendance for the entire retreat each year. Partial attendance will not count as a complete

retreat experience. Those who miss retreat time for any reason will be expected to make up the time in another way with consultation with the Director of Salesian Life and Campus Ministry. If the date of a retreat is changed from when it was originally scheduled, this rule will not apply. If a student requires medication while on a retreat a Medication Consent form must be filled out appropriately, and medication must be supplied to the nurse. The nurse will collaborate with the team going on retreat to ensure doctors orders are understood.

Senior Exam Policy

1. Seniors with a "B" average may be excused from their second semester exam with teacher approval.
2. Even though a senior may be excused from a second semester exam, she may elect to take the exam in order to possibly raise her grade.

Senior Privileges

Seniors are not required to attend study halls, but must stay in the school building. All seniors are to report to school by 8:00 a.m. Seniors on academic or disciplinary probation will have study hall privileges removed. Any senior who receives a grade check (5 week, 10 week or 15 week) lower than a C- will be required to attend study halls until the next grading period or until the Upper School director permits. A senior who receives an incomplete will be required to attend study hall until the incomplete is made up. The senior must have a note from the teacher indicating that the necessary work has been completed. The note should be given to the Dean of Student Life who will excuse the student from study hall. Seniors **DO NOT** have open campus. When a senior study hall meets during the first or last scheduled period of the day and they have a study hall release form signed by their parents on file in the Attendance Office, the student does not need to be in school during that time. They must attend all other classes scheduled for that day and must sign in or out in the Attendance Office. Seniors are required to be in school for all study halls that occur during the middle of the day. Seniors will be required to attend study hall and may lose this release privilege for a period of time as determined by the Dean of Student Life if they:

- Have excessive tardies/absences.
- Have excessive uniform violations (four or more).
- Leave campus during the school day without written parental permission.
- Skip a class or classes.
- Are on academic or disciplinary probation.

Seniors are expected to be in class at all times but may be released from class 10 minutes early on a test day. Any other release of students must be approved by the administration before students may be excused.

Senior Speeches at Saint Thomas Academy

Juniors and seniors will be allowed to attend speeches at Saint Thomas Academy if:

1. The Attendance Form or voicemail is received from a parent to the Attendance Office **before 8:00 a.m.** the day of the speech.
2. The student attends all scheduled classes prior to the speech.
3. Students must be on time to their scheduled class following the speech.
4. The student is excused from **9:50 – 10:30 a.m.** and must sign in and out at the Attendance Office.
5. The student will not miss tests, quizzes, guest speakers, retreat preparation, labs, special assemblies, or

Mass.
6. The student does not drive to Saint Thomas Academy.
7. The student may use this privilege only two times.

Students in ninth and tenth grades will only be allowed to attend the senior speeches of family members. This privilege will be lost if the student fails to return to school on time.

Service Hours

All students are required to complete service learning hours throughout their four years at Visitation. Service must be completed outside of school hours and at an approved site location. Visitation School's Service Requirements seek to foster individual growth, community participation, and recognition of the dignity of all human beings.

Visitation has three goals for student service:

- **To serve the marginalized** in our community as inspired by Catholic Social Teaching, the Corporal Works of Mercy, the Little Virtues, and Gospel Values
- **To create heart-to-heart relationships** with those with whom students serve in the spirit of Saint Francis de Sales and Saint Jane de Chantal
- **To acknowledge that we are created in the image and likeness of God** and belong to one human family

With our Catholic and Salesian identity in mind, we consider and propose service as a central tenet and practice for our Visitation students. In an itinerary aimed at exploring students' personal sensitivity and God-given gifts, we collaborate with institutions that have proven reliable and attentive to the needs of those they serve and of the volunteers serving them.

Service Requirements

- **Ninth Grade**: 2 Hours of Service per Semester - To be completed at Visitation outside of school hours
- **Sophomores**: 4 Hours of Service per Semester - To be completed at any location outside of Visitation that meets the three goals of Visitation Service (must be in direct contact with those they serve).
- **Juniors**: 6 Hours of Service per Semester - To be completed at an approved location
- **Seniors**: 8 Hours of Service per Semester - To be completed at the location of their Senior Project (2 hours each month)

Senior Projects: 48 Hours of Service at the end of Senior Year - Each student will complete 48 hours of service at an approved location. The purpose of these projects is twofold - to give students the opportunity to build heart-to-heart relationships in the spirit of Francis de Sales and Jane de Chantal and allow students to give back to local community organizations that are serving those most in need.

Skipping

A. If a student skips a class or part of a class, (absence without teacher approval) she will be subject to the following consequences:

1. Conference with the Dean of Student Life.
2. 45 minute detention.
3. Loss of senior privileges for a period of time as determined by the Dean of Student Life.
4. Zero for class skipped.
5. The student will not have a chance to make up for missed work.
6. Skipped classes are unexcused and parents will be notified.

B. If a student skips a day of school, the following consequences will be imposed:

1. Conference with the Dean of Student Life and notification of parents.
2. 2-hour Saturday detention.
3. Zero for all classes for the day.
4. The student will not have a chance to make up coursework.
5. Loss of senior privileges for a period of time as determined by the Dean of Student Life
6. A Board of Conduct may be called.
7. Exclusion from all co-curriculars for the day.
8. Skipped classes are unexcused

Social Functions

The school recognizes the need for social activities for the students and the need for cooperation of students, parents and staff if these activities are to be successful. The conduct of the student and her guest is to be consistent with the policies and ideas of the school. To this end, the following policies and guidelines have been adopted for monitoring those activities and ensuring their success:

Student social activities which the school sponsors

1. Semi-formal dances for students in grades 10, 11, and 12.
2. Junior/Senior formal dance in the spring.
3. Spring function for grade 9 and their guests.

Regulations concerning social activities sponsored by the school

Dress policy follows school out-of-uniform dress guidelines: no low-neck tops, no exposed midriffs or cut-outs, no low or lace-up backs; skirt/short length must be at finger-tip length or longer.

1. No one will be admitted one-half hour past the starting time or after the set “lock out” time of the activity.
2. Once people leave the function, they will not be readmitted.
3. Official representatives of the school and parents must be present as chaperones throughout the entire scheduled time of the activity.
4. Students are expected to be courteous and well-mannered. School personnel will immediately notify parents if any student is suspected of alcohol, drug, or other chemical use. Indicators might include but are not limited to questionable physical demeanor, slurred speech or the detection of the scent of

alcohol. Parents or guardians will be required to immediately pick up the student from the event. Student use or possession of alcohol, drugs or any other chemicals will result in disciplinary action which will include a Board of Conduct hearing. (Please see **ALCOHOL AND DRUG USE POLICY**) Other misconduct shall also result in immediate disciplinary action.

5. Teachers shall be invited as guests unless designated as official school representatives.
6. A student is responsible for the conduct of her guest. The misconduct of guests will be grounds for informing the parents of the student and removal of the student and/or guest from the activity in accordance with these regulations.
7. The official school representatives and chaperones may take action at such activity as is deemed in the best interest of the students and the school.
8. The head of school may approve school functions administered by the school staff, which are incidental to classroom, co-curricular and approved club programs and are restricted in attendance to members of the organization involved, such as the drama club, athletic teams, or the choir. Parents' Association and school events where student social involvement is incidental, such as the father-daughter dance, mother-daughter brunch, retreats and the like. shall not be deemed school-sponsored student social functions for the purpose of these regulations. However, the students shall be expected to conduct themselves at such events in a manner consistent with these regulations and any misconduct may result in disciplinary action.

Student Activities/Groups

In addition to athletics, Visitation offers many co-curricular opportunities including student groups (SOCS, blood mobile, Peer Mentors, Leadership, etc.), competitive activities (Math team, Mock Trial, *FIRST* Robotics, Curling Club, etc.), student activities (Student Voice, newspaper, yearbook, Lit Mag, etc.) student led clubs and activities with STA (Debate, Quiz bowl, etc.) Requests for new clubs/activities must be made to the Dean of Student Life.

Student Athletic Teams

Alpine Skiing, Basketball, Cross Country Running, Nordic Skiing Racing, Golf, Hockey, Soccer, Softball, Swimming and Diving, Tennis, Track and Field, Volleyball, Lacrosse.

Students who plan to participate in athletic activities must have a physician's written statement granting permission on file with the Health Office, meet Minnesota State High School League eligibility requirements, and submit a completed Visitation Consent Form and Indemnity Agreement to the Athletic Office.

Students Driving Students

In the past it has been the custom for some "big sisters" to drive their "little sisters" to social functions such as mixers and dances or older students driving younger students to sport practices, etc. While we support interaction between the older and younger students, the school does not require carpooling. Carpooling is completely voluntary. Parents should use their discretion in this matter and realize that the final decision rests with them.

Student Transfers

When a student transfers to Visitation Upper School from another high school, Visitation will evaluate courses, grades, and credits earned so as to determine the graduation requirements that must be completed and use the following criteria:

- Any missed religion credits prior to the student's transfer will be waived.
- Any world languages will count towards required credits, even if the language is not offered at Visitation
- Any art/music/dance will count towards required credits, even if the classes are not courses offered at Visitation
- In general, most elective courses not offered at Visitation can transfer as elective credits
- The health or physical education credit cannot be waived, resulting in a student needing to take a health/pe class if she has not already done so

The Visitation transcript will only show Visitation courses and Visitation grades. Therefore, the student's cumulative GPA will only be a Visitation GPA. Visitation will provide colleges with the student's Visitation transcript (page one) as well as any transcripts recorded from previous high schools (page two plus) so as to most accurately reflect the student's academic record.

When computing GPA's for academic awards, Visitation will compute a hybrid GPA using the GPA from their previous high school along with their Visitation GPA. Students will be given the same credit for honors and AP classes in which Visitation offers the same courses. The hybrid GPA will only be used in rare instances such as the determination of cumulative graduation awards.

Social Media Policy

Visitation understands that social media is a wonderful tool to build community, school spirit and promote the school. The Visitation communications team uses social media platforms to connect with prospective families, current families, students and alumnae. This may include promotional materials, educational content, and school activities, amongst others.

Visitation also understands that social media is a significant part of students' lives and can be a tool to build team unity. And when used poorly, social media can cause great harm. Thus faculty, staff, and students are all expected to show respect and to take the privacy of others into careful consideration when using social media. Visitation empowers young women to develop as leaders and the use of social media is one of many tools that can be used to unite us all in common pursuits. As such, Visitation is implementing the following policy regarding social media.

- Visitation teams and activities wishing to use social media must register with the Communications Office and agree to the following:
    - Provide account username and password and updates as needed. The Visitation communications team must be notified if the username and password are changed. Account must be connected to the students' vischool.org account.
    - Sign an acceptable use form acknowledging the understanding that in using social media for their team or activity they are representing Visitation School.
    - Use only approved logos and brands.
    - Submit each coach's signed form agreeing to regularly review and supervise the account.

    - Set account settings to public.
- All posts must align with Visitation School's mission as a Catholic, Salesian school. Visitation School expects student behavior in the electronic world to align with Visitation School's Handbook Policies and reflect a commitment to the Visitation community just as it would in face-to-face interactions. Whether spoken or written, words can hurt or heal. Students are expected to be courteous, well-mannered, and respectful both in person and online. Electronic communications are replicable and can be downloaded, copied, forwarded, published, or traced. Demeaning, disrespectful and harassing communications words, images, videos, etc. will last forever on the internet. See acceptable use form.
- Each team or activity may have one account per activity/sport.
    - Approved accounts include Instagram or as requested.
    - The team account may only follow other groups and will not follow individuals.
- The coach/director/advisor will regularly review/supervise the account and will acknowledge doing so by signing this form. Per employee handbook, the coach/director/advisor may not post or comment on the posts.
- No use of Visitation's name, logo and brand may be used in social media without permission from the Visitation communications team.
- To ensure the safety of our community, Visitation and accounts associated with Visitation School will never post or release information that is considered private and confidential. This includes posting conversations, personal schedules, addresses, phone numbers, etc.
- Posts that do not follow the above guidelines may result in the team losing the privilege of having a team social media account.

Suggested Parent Guidelines for Social Activities

Below are recommended guidelines for parents concerning off-campus activities:

- A two hour curfew after the end of a school activity.
- Knowledge of where the students will be before and after attending school related functions.
- Knowledge of all details of the activity.
- Home parties by invitation only.
- Adult supervision at all student home parties.
- No alcoholic beverages or other chemical use at student home parties.
- No hotel parties, cabin parties or co-ed sleepovers.
- Knowledge of how the student is getting to and from the school activity. Party buses and rideshare options are strongly discouraged.

Tutoring

All full-time teaching faculty are available for a minimum of 2 tutoring hours during the week. Each teacher will post his or her tutoring schedule and will also be available by appointment. Part-time teachers are available for tutoring by appointment.

Uniform Regulations

Students are to be in proper uniform daily from 8 a.m. to 3 p.m. The school asks for parents' cooperation in seeing that uniforms are clean, in good repair, pressed and of appropriate length. The only exceptions to this rule are the school-approved out-of-uniform days, spirit dress days and field trip occasions when different attire is more appropriate.

Standard Uniform

- **Skirt or Pants**: Navy uniform skirt (neatly hemmed and at or below fingertip level) and navy uniform pants. The school does hold used uniform sales in the spring of each year. Navy leggings~~(except on formal uniform days)~~ or white tights may be worn with the uniform skirt. Fitted navy or black shorts must be worn under the uniform skirt if leggings or tights are not worn.
- **Blouse**: White oxford button-down blouse (long or short-sleeved), always tucked in.
    - Undergarments with colors or patterns may not show through the uniform blouse.
- **Sweater**: Monogrammed navy uniform sweater vest or v-neck pullover sweater must be purchased from the Peddler (school store).
- **Quarter Zip:** Monogrammed navy uniform quarter zip may be worn instead of the sweater except on formal uniform days.
- **Leg wear**: White socks above the ankle (no logos), white knee highs,white tights or white leggings. Navy leggings or white tights may be worn with the uniform skirt.
- **Shoes**: Low top solid white shoes in good condition with no more than 1" heels are accepted for standard uniform. Sandals, platform shoes, boots, moccasins, slippers,backless shoes or clogs are not allowed. Shoes must be worn with the heel inside the shoe and may not be worn as slides or mules. Athletic shoes are required for physical education class.
- Neither visible tattoos nor body piercing jewelry other than earrings or small nose stud are allowed anytime at school or school functions.
- Physical education uniforms are required for grades six through nine. Uniforms shall be purchased in the Peddler. The uniform consists of black unisex shorts and a red unisex t-shirt.
- Exceptions to the uniform requirements require a pass from the Upper School Dean of Student Life or Director of Secondary Education.

Formal Uniform

- Skirt, white oxford blouse, white socks, navy leggings or white tights and monogrammed navy sweater or vest are required. Fitted navy or black shorts must be worn under the uniform skirt if tights are not worn.
- The formal uniform may be required for convocations, all-school masses or special events.
- Solid white shoes (ankle or below) in good condition with no more than 1 " heels.
- The honor guard uniform(worn for special events) also requires white tights and sometimes white gloves.

Out-of-Uniform Days

- Students are to dress modestly and appropriately at all times.
- Out-of-Uniform days exclude ripped or torn clothing, cutoffs, short shorts or short skirts. Short and skirt length must be at or below fingertip level. Students' shoulders and midriffs are to be covered.
- Sandals, platform shoes, boots, moccasins, slippers, or backless shoes or clogs are not allowed. Shoes

must be worn with the heel inside the shoe and may not be worn as slides or mules.

Spirit Dress Days

- Spirit dress allows students to wear a Visitation sweatshirt or t-shirt with the standard uniform.
- Spirit dress out-of-uniform (which may be allowed for field trips, retreats and other events) allows students to wear a Visitation sweatshirt or t-shirt with out-of-uniform bottoms.
- Sandals, platform shoes, boots, moccasins, slippers, or backless shoes or clogs are not allowed. Shoes must be worn with the heel inside the shoe and may not be worn as slides or mules.

Vis/STA Exchange Policy

Students who attend classes at Saint Thomas Academy are expected to be on time for all classes on both campuses. Therefore, students leave the preceding class five minutes early. **Students are not to drive to STA.** When schedules conflict, students must check in with their STA teacher before 3:15 p.m. that day to receive assignments. When STA classes are canceled, exchange students must report to study hall. Students who are attending tutoring during the flex times at the exchange campus must have prior permission from the teacher and must sign in and out at the Attendance Office.

Middle School

Please refer to the General Information section for all-school information.

Welcome to Visitation Middle School

The faculty, staff, and administration of Visitation Middle School welcome you to the 2026-27 school year. We hope that this handbook will assist you with understanding the policies and procedures of the academic and student life of the school. All information is listed alphabetically.

Academic Support Plan

Mid-Semester Academic Support Plan

Definition: A student placed on an academic support plan at the middle of the semester. A notification will be sent to parents if her grades fall into any of the following categories:

- Student earns one or more "F" grades at mid-semester , OR
- Student earns two or more grades below a "C-" at mid-semester .

Actions: A student placed on academic support plan at the middle of a semester will receive support measures that may include but are not limited to the following at the discretion of the Director of Secondary Education, Coordinator of Student Life, or a member of the Student Assistance Team:

- Limited eligibility to participate in sports or co-curricular activities during the second half of the semester.
- Daily or weekly planner checks after school.
- Weekly check-ins with the Coordinator of Student Life or a member of the Student Assistance Team during Academic Flex time.
- After school help in the library offered Monday through Thursday

Criteria for Probation Exit: To be removed from an academic support plan that was started at mid semester, the student will be expected to earn grades at or above a "C-" in all enrolled classes by the end of the academic support plan period. If a student does not reach this goal, the academic support plan will continue into the next enrolled quarter .

End of Semester Academic Support Plan

Definition: A student is placed on an academic support plan at the end of the semester and notification will be sent to parents if her grades fall into any of the following categories:

- Student was on academic support plan the previous quarter and received a final grade below a C- in one or more classes, OR
- Student earns one or more "F" grades at the end of the semester , OR
- Student earns two or more grades below a "C-" at the end of the semester.

Actions: A student placed on an academic support plan at the end of a semester will receive support measures that may include, but are not limited to the following at the discretion of the Director of Secondary Education, Coordinator of Student Life, or member of the Student Assistance Team:

- Daily or weekly planner checks after school.
- Weekly check-ins with the Coordinator of Student Life or member of the Student Assistance Team during Academic Flex time.
- Loss of eligibility to participate in sports or co-curricular activities in the next enrolled semester.

- Loss of eligibility for existing sports or co-curricular activities continuing in the next enrolled semester.
- After school study hall in the library (M-Th)

Criteria for Probation Exit: To be removed from an academic support plan that was started at end of a semester, the student will be expected to earn grades at or above a "C-" in all enrolled classes by the middle of the following quarter. If a student does not reach this goal, one or more of the following actions may be taken at the discretion of the Director of Secondary Education:

- Continuation of academic support plan status to the end of enrolled quarter.
- Mandatory summer tutoring and satisfactory completion of all course criteria before the next school year.
- Initiation of a re-enrollment hold.

Academic/Behavior Regarding Co-Curricular Activities

In order to instill a strong sense of responsibility and time management in Middle School students, a minimum standard of academic and behavioral performance will be required for students who participate in any school-sponsored co-curricular activities including, but not limited to the following: athletics, clubs, fine arts, and student government. Minimum standards will be defined as follows: all course grades maintained at a C- or above; student in good standing with regards to all school rules and regulations; no excessive tardies or absences; no pending disciplinary action. Extenuating circumstances should be brought to the Director of Secondary Education. **Note:** It is possible to have a student removed from an co-curricular activity without being on an academic support plan.

Attendance Policy

In accordance with the regulations of the Department of Education and the Minnesota Mandatory Attendance Law, every student up to the age of 18 is required to attend all assigned class periods every day school is in session. Regular and on-time class attendance is essential to a student's success at Visitation. The faculty and administration believe that repeated absences and/or tardiness can undermine the learning process for the student and are potentially disruptive to the school community. Excessive absences*, regardless of cause, will impede learning and as a result, may adversely affect performance. Excessive absenteeism* may result in lower academic achievement and may bring a student to the point where she can no longer satisfy course requirements for credit. Teachers are available to help students make up school work missed due to excused absences**. It is impossible, however, to recreate valuable class experiences in tutoring. The school will work with a student and her family when there is an extenuating circumstance such as a medical situation that is the cause of extended absences.

The school's attendance policy is as follows:

1. All students are expected to be on time and attend all class periods every day school is in session.
2. A meeting with the student, parents, teachers and those concerned may be required if a student misses six or more days within a quarter or if a student accumulates excessive tardies to examine the situation and to develop a plan to address the problem. A student who has repeated issues related to poor attendance* may receive further consequences or face a Board of Conduct. Students who have an inordinate number of absences* or tardies unrelated to medical issues may be unable to satisfy course requirements and may need to be removed from classes.
3. A student who is absent without an excused reason on three or more full or partial school days during the school year is considered truant and may face the Board of Conduct.

* Defined as more than 10 days during the school year.
** Minnesota State Law gives the following examples of excused absences: Illness, medical or mental health appointments, religious holidays, or family emergencies. Absences specifically related to required school-sponsored activities will also be excused (e.g. field trips, retreats, etc.). Minnesota State Law gives the following examples of unexcused absences: lack of transportation, need for sleep, babysitting, mental health days, vacations, non-medical appointments, etc. For more information on dealing with family vacations, please see the section on **EXTENDED ABSENCE REQUESTS** for the entire policy. A student's absence will also be considered unexcused if attendance procedures are not followed.

Attendance Procedures - Daily

- Parents are asked to fill out the Attendance Form **before 8:00 a.m.** the day of the student's absence. Please contact the Attendance Office at 651-683-1732 or attendance@vischool.org with any questions. If the student is not in school and notification has not been received, parents will be contacted. If contact cannot be made, the absence will be recorded as an unexcused absence.
- Whenever possible, the school asks that appointments are scheduled outside of the school day. If this is not possible, students who leave the building must have parental consent and must sign in and out at the Attendance Office in the Heart.
- Students who fail to sign in and/or out will be referred to the Coordinator of Student Life or member of the Student Assistance Team.
- If a student forges a parent's signature on any note presented to the school, they will be referred to the Coordinator of Student Life or member of the Student Assistance Team.
- In the event of illness at school or emergency, a student may be released from school by the nurse without written parental permission. Contact will be made with a parent or guardian before a student is released.
- When a student is absent for three or more days due to ILLNESS, a parent may request assignments and books.
- Parents must notify the Attendance Office whenever they will be out of town to inform the school who will be authorized to act as a legal guardian in the parents' absence.
- It is imperative that parents provide the school with current phone numbers (work, cell, home, emergency contact, etc.) so that the school is able to make contact in case of an illness or emergency.

Attendance - Tardiness

A student is tardy to school when she/he is not in school by 8:00 a.m. Students who arrive tardy must sign in at the Attendance Office in the Heart. Excused tardiness is determined by the school. Some examples of excused tardies are: late buses, school-related activities, doctor-verified illness, funerals, etc. If a student receives three unexcused tardies they earn a detention to be served before (7:30 a.m. or after school starting at 3:15 p.m. Additional tardies after that time will also result in disciplinary action.

Attendance and Co-Curricular Activities

Any student involved in any co-curricular activities must meet her academic needs by attending school regularly. A student who has an unexcused or illness-related absence for any part of the school day on the day of an after-school activity will not be allowed to participate in that activity that day. In general, this policy will be enforced by the coach or director of each after-school activity. Exceptions to this policy must be approved by the

Director of Secondary Education or the Athletic Director if the absence affects a sporting, club, or fine arts event. Students with poor attendance or those who are experiencing academic or behavioral problems may be denied the right to participate as participants or attendees. Students who miss after-school activities for school-related reasons will not be penalized. Students will not be excused from arriving late for school due to a previous night's event.

Attendance at Afterschool Activities

Any student involved in after-school/evening activities must meet her academic needs by attending school regularly. A student who misses any part of the school day on the day of a school performance, athletic, music or social event will not be allowed to participate in that event that day. Exceptions to this policy must be approved by the Director of Secondary Education or Coordinator of Student Life.

Extended Absence Requests

The school strongly discourages families from taking vacations during school time or extending established school vacations. The benefits gained from daily class attendance and interactions with other students and teachers cannot be recovered. While homework can be made up, teachers are under no obligation to provide tutoring for students missing school for vacations nor are they responsible for having assignments or tests prepared before the student leaves.

In the event that a student must be absent from school for 3 or more days for non-medical reasons, the following procedure must be followed in order to receive academic credit for work missed:

1. A parent must request the absence by contacting the Director of Secondary Education or Coordinator of Student Life to give full details pertaining to the proposed absence at least two weeks prior to the planned absence.
2. The student must meet with all teachers, apprising them of the length of absence, dates, etc. and determine a plan for pre-work and post-work to be completed.
3. Previous quizzes, tests and assignments must be completed before departure. All work and assessments assigned while gone must be completed by the due dates agreed upon by the teacher. Students who fail to complete missed work by the deadline will lose credit for those assignments, tests, etc.

Ballet - *See General Information section for the complete policy.*

Board of Conduct

The Board of Conduct is a school committee that meets to determine the consequences for a student's violation of Visitation School policies.

See the General Information section for the complete Board of Conduct Policy.

Failed Classes

A student may not be given credit for a course if she receives a final grade of “F” in any semester during the year. The student may have to repeat the course or demonstrate mastery of course material to the satisfaction of the instructor of the course before the new school year begins.

Grading

Quarter and Semester grades are reported through PowerSchool and student progress is reported through Schoology. Parents are given password protected account information to access their student’s grades.

Homework

The purpose of homework in Middle School is to give students an additional opportunity to think through the learning of the day in a new context and after time spent on other activities. Over the course of three years in the Middle School, the homework philosophy and requirement increases in order to provide a strong foundation of time management and study skills to ensure a smooth transition to Visitation’s Upper School program.

Time spent on homework will vary from student to student based on learning style, learning needs, retention, work done in class, study habits, etc. Time spent will also vary from week to week and course to course. Students have a 40 minute academic flex period to work on homework or receive tutoring on Mondays, Wednesdays, and Fridays. However, the following are guidelines for what students should allot for homework each night to ensure they are able to complete work:

- **6th grade-** Students should spend between 45-60 minutes on average each night on homework.
- **7th grade-** Students should spend between 60-90 minutes on average each night on homework.
- **8th grade-** Students should spend between 80-100 minutes on average each night on homework.

If you find that your child is consistently spending more time than the guidelines indicate, please talk to your child to determine the cause of the amount of homework and encourage her to contact her teacher(s) If the challenge is not resolved, parents are encouraged to contact the teacher(s), and if still unresolved, contact the Director of Secondary Education or Coordinator of Student Life.

Visitation students are expected to assume responsibility for this aspect of the learning process. The challenge presented by homework is a critical learning experience in itself and an invaluable preparation for the demands of Upper School and beyond.

Honesty Policy

The primary goal of the honesty policy is to teach students the importance of honesty in all of their interactions. While incidents of dishonesty are uncommon, initial occurrences often can be minor, handled quickly, and then rarely repeated. The faculty wishes to involve parents in this critical area. Acts that fall under the honesty policy are all dishonest acts include:

- **Lying, stealing and more subtle or indirect acts/statements designed to deceive or mislead.**

- **Academic Integrity**- At Visitation we place the highest value on personal and academic integrity. It is the goal of a Visitation education to shape young people who can think critically and communicate their own ideas orally and in writing across a variety of disciplines. Dishonesty in any area of the school's activities or classrooms is unacceptable. Visitation encourages the free exchange of ideas from discussions, assignments, and other resources among classmates and teachers; however, your final work must be your own. Teachers will explain their policies for homework and formal assignments clearly and in detail at the beginning of each course.

- **Plagiarism-** Plagiarism is representing work as your own the words, ideas, or images of someone else; it also includes the following:
    - Passing off the work of other writers as your own.
    - Using any scholarly sources you have consulted and used without explicit and complete documentation and acknowledgement (in text notation and works cited).
    - Sharing or copying answers from another student or source.
    - Altering the words of a source and submitting the paraphrased ideas as your own.
    - Instructors have discretion as to when or if AI tools are used in their courses. Students must not present artificial intelligence (AI) generated content as their own original work or use it to plagiarize the work of others. AI-generated content must be properly cited and referenced in accordance with the school's guidelines on plagiarism. Therefore, submitting work generated by an AI system can be clearly defined as an act of plagiarism if the author fails to acknowledge the source of the words, ideas or images.

- **Homework and Formal Assignments-** It is unethical to share questions or answers via text, group chats, air-dropping, or other technological sharing. If you are not clear about whether collaboration on any assignment is acceptable, or if you have concerns about receiving any help from other sources, such as parents, friends, tutors, etc., you must discuss these concerns with your teacher. Assignments that are copied are considered plagiarized work and are subject to the consequences listed below.

- **Tests-** It is unethical to give or receive the details of a test, quiz, or assessment before, during, or after the assessment.

When a student violates the honesty policy:

- The teacher involved will have a discussion with the student clarifying what occurred and how and why it was not honest. Teachers will give consequences as per their classroom guidelines. Repeated behavior or major incidents will be referred to the Coordinator of Student Life.
- If it is deemed to be a major violation, the teacher will work with the Coordinator of Student Life or Director of Secondary Education to give a consequence and contact parents.
- A student who violates the honesty policy by cheating or plagiarizing is subject to the following consequences:
    1. The teacher will notify the parents of the incident by phone or in writing
    2. The student will receive an F on the assignment, test, or quiz
    3. All violations of academic integrity will be referred to the Middle School Coordinator of Student Life for appropriate disciplinary action.

Incompletes

If a student is given a grade of an "I" at the end of a quarter or semester, she has two weeks to complete the work missed. After that time, any incomplete work will receive a score of zero. Exceptions to this policy must be approved by the Director of Secondary Education.

Length of School Day

The length of the school day is 8 a.m. – 3 p.m.

- Middle School students are not to enter the Middle School wing until 7:45 a.m. without permission from an adult.
- Middle School students may remain in the Middle School wing to be picked up between 3 and 3:15 p.m. in the Middle School circle. After 3:15 p.m., all students must leave the Middle School and go to the library until their school-sponsored activity begins. Middle School students not participating in an after-school activity must be in the library until they are picked up at the Heart. Middle School students working directly with a teacher may remain in the Middle School with that teacher.

Nonschool Work Relationships *- See General Information section for the complete policy.*

Parent Conferences

Parent conferences will be held once per semester. We encourage open communication between parents and the school when concern arises regarding the academic or social growth of the student. Please email teachers during the school day with concerns. Teachers will return emails and calls during free periods or after school. Parents should feel free to request additional conferences should they feel there is a need.

Posters/Signs/Decorations *- See General Information section for the complete policy.*

Salesian Virtues *- See General Information section for the complete policy.*

Uniform Regulations

Students are to be in proper uniform daily from 8 a.m. to 3 p.m. The school asks for parents' cooperation in seeing that uniforms are clean, in good repair, pressed and of appropriate length. The only exceptions to this rule are the school-approved out-of-uniform days, spirit dress days, and field trip occasions when different attire is more appropriate. The school holds used uniform sales in the spring each year.

Standard Uniform

- **Skirt or Pants:** Navy uniform skirt (neatly hemmed no more than 2" above the knee) or navy uniform

pants. Navy leggings or white tights may be worn with the uniform skirt. Fitted navy or black shorts must be worn under the uniform skirt if leggings or tights are not worn.

- **Blouse:** White oxford button-down blouse (long or short sleeved), always tucked in. A white shirt may be added for warmth; however, the sleeves of the shirts may **NOT** show below the sleeves of the blouse.
  - Undergarments with colors or patterns may not show through the uniform blouse.
- **Sweater:** Monogrammed navy uniform sweater vest or monogrammed navy uniform v-neck pullover sweater. Sweaters and vests must be purchased from the Peddler (school store). They must be in good condition without holes.
- **Quarter Zip:** Monogrammed navy uniform quarter zip may be worn instead of the sweater except on formal uniform days.
- **Leg wear:** white socks above the ankle (no logos), white knee highs or white tights or navy leggings.
- **Shoes**: Low top solid white shoe or athletic shoe in good condition with no more than 1" heels are accepted for basic uniform. Sandals, platform shoes, boots, moccasins, slippers or backless shoes or clogs are not allowed. Shoes must be worn with the heel inside the shoe and may not be worn as slides or mules. Athletic shoes are required for physical education class.
- Physical education uniforms are required for grades six through nine. Uniforms shall be purchased in the Peddler. The uniform consists of black unisex shorts and a red unisex t-shirt.

Formal Uniform

- Skirt, white oxford blouse, white socks above the ankle or white tights, and monogrammed navy sweater or vest are required. Fitted navy or black shorts must be worn under the uniform skirt if tights are not worn.
- The formal uniform may be required for all-school Masses or special events.
- The honor guard uniform also requires white gloves and white tights.
- Solid white shoes (ankle or below) in good condition with no more than 1 " heels are required for formal uniform.

Out-of-Uniform Days

Students are to dress modestly and appropriately at all times.

- These days exclude ripped or torn clothing, cutoffs, short shorts or short skirts. Short and skirt length must be at or below fingertip level. Students' shoulders and midriffs are to be covered (two-inch strap for tank tops).

Spirit Dress Days

- Spirit dress allows students to wear a Visitation sweatshirt or t-shirt with the standard uniform.
- Spirit dress out-of-uniform (which may be allowed for field trips, retreats and other events) allows students to wear a Visitation sweatshirt or t-shirt with out-of-uniform bottoms.
- Sandals, platform shoes, boots, moccasins, slippers, or backless shoes or clogs are not allowed. Shoes must be worn with the heel inside the shoe and may not be worn as slides or mules.

Montessori Pre-K & Lower School

Please refer to the General Information section for all-school information.

Welcome to Visitation Montessori Pre-K & Lower School

The faculty, staff, and administration of Visitation Montessori Pre-K & Lower School welcome you to the 2026-27 school year. We hope that this handbook will assist you with understanding the policies and procedures of the academic life and student life of the school. All information is listed alphabetically.

Arrival and Dismissal

Montessori PreK – Grade 5: 8:00 a.m. - 2:45 p.m.

- Lower School students may not enter classrooms before 7:45 a.m.
- Lower School students with siblings in the Upper School or Middle School may wait in the Heart until the 3:00 p.m. dismissal of their sibling(s).
- Students not picked up by 3:00 p.m. will go to the Extended Day program.
- The Extended Day program is available for students who cannot be picked up by 3:00 p.m.
- Students who are in after-school activities, athletics, or clubs should report directly to their coach or teacher.

Attendance Policies

- Students are expected to attend all classes and school functions, including music concerts, unless sickness prevents them from attending school.
- Parents are asked to fill out the Attendance Form **before 8:00 a.m.** the day of the student's absence. Please contact the Attendance Office at 651-683-1732 or attendance@vischool.org with any questions. If the student is not in school and notification has not been received, parents will be contacted. If contact cannot be made, the absence will be recorded as an unexcused absence.
- Whenever possible, the school asks that appointments are scheduled outside of the school day. If this is not possible, students who leave the building must have parental consent and must sign in and out at the Attendance Office in the Heart.
- While Visitation staff will accommodate requests whenever possible, the school cannot guarantee student notification of an appointment if notes or calls are received after the start of the school day.
- Students in Montessori Pre K-Grade 5 who arrive late (after 8 a.m.) must report first to the Attendance Office in the Heart when they arrive.
- In case of illness or emergency during the day, permission to leave must be granted by the nurse or Lower School Director. It is imperative that parents provide the school with current phone numbers (work, home, legal guardian) should their child need to be excused due to illness or emergency.

- When a student is absent for three or more days due to ILLNESS, a parent may request assignments and books.
- Parents must notify the Attendance Office whenever they will be out of town to inform the school who will be authorized to act as a legal guardian in the parents' absence.
- It is imperative that parents provide the school with current phone numbers (work, cell, home, emergency contact, etc.) so that the school is able to make contact in case of an illness or emergency.

Planned Absences

We do not encourage vacations outside the scheduled school breaks. In the event that you choose to take school time, **know that we will not send work home until the student returns.** The student will then be expected to do the written work with parental guidance. Please notify the teacher and fill out the Attendance Form **before 8:00 a.m.** the day of the student's absence.

Ballet - *See General Information section for the complete policy.*

Board of Conduct - *See General Information section for complete Board of Conduct Policy*

A serious breach of conduct as determined by the director may result in a Board of Conduct meeting. The Board of Conduct will determine the consequence of the offense(s). A possible outcome of a Board of Conduct meeting may be suspension or expulsion.

Birthdays

Invitations for birthday parties planned for outside of school should be taken care of through the mail. In consideration of student health-related concerns, Visitation Lower School has a "Healthy Celebration" policy. Students should refrain from bringing food treats for birthday celebrations.

Carpool

Arrivals - Grades K-5

- Drop off students curbside at the Heart entrance. **Ten-minute parking in the Early Learning Center-marked spaces is reserved for Montessori Pre-K and child care families only.** Please do not park in the reserved Merrie Market spaces or in the drop-off zones.

Arrivals - Montessori Pre-K

- Children should be brought to the classroom at 8 a.m. Parents can park in the designated 10-minute Early Learning Center spaces. Please do not park in the reserved Merrie Market spaces or along the curb in the drop-off zones.

Pick-Ups - Grades K-5

- Buses and carpools will pick up all students at the Heart entrance area. Lower School students with siblings in Middle School or Upper School will be picked up at the Heart entrance or the Middle School circle drive. Students must be picked up by 3 p.m.

Pick-Ups - Montessori Pre-K

- Please use the 10-minute parking spaces by the Early Learning Center. Do not park in the reserved Merrie Market spaces. Please meet your student outside door #4.

Discipline

In keeping with the school's philosophy, Visitation will strive to inspire and nurture students to behave in a manner that reflects a commitment to honesty, respect for others and respect for self. Every effort will be made to work with students who make errors of judgment and find themselves in breach of good conduct. Communication and partnership with home will be essential in this relationship with the student.

Homework

The approximate time needed for completion of homework increases as a student progresses from kindergarten through grade 5. Homework is sent home for the reason of connecting school to home by reinforcing and practicing what is learned in the school day. Homework is required and must be turned in by the designated due dates. Most days, K-2 should expect 10-25 minutes and 3rd-5th grades can expect 30-60 minutes. Because the greatest motivating factor for students is the interest and concern of their parents, we encourage the children to discuss their work and projects at home.

Nonschool Work Relationships *- See the General Information section for the complete policy.*

Parent Conferences and Communication

Parent conferences are held in fall and winter. Formal reports are mailed to parents at the end of each trimester. Open communication between home and school is encouraged throughout the school year. Teachers and families partner in their child's education. Weekly teacher newsletters will be sent home to build this partnership between school and home.

Posters/Signs/Decorations *- See General Information section for the complete policy.*

Salesian Virtues *- See General Information section for the complete policy.*

Uniform Regulations

Students are to be in proper uniform daily from 8 a.m. to 3 p.m. The School asks for parents' cooperation in seeing that uniforms are clean, in good repair, pressed and of appropriate length. The only exceptions to this rule are the school-approved out-of-uniform days, spirit dress days and field trip occasions when different attire is more appropriate.

- Spirit dress allows students to wear a Visitation sweatshirt or t-shirt with the standard uniform.
- Spirit dress Out-of-Uniform (which may be required for field trips, retreats and other events) allows students wear to wear a Visitation sweatshirt or t-shirt with out-of-uniform bottoms.

Montessori Pre-K - Grade 2

Boys - Standard and Formal Uniform

- Navy trousers or shorts (Donald's)
  - Pants must be worn on formal uniform days.
  - Pants or snow pants must be worn outside on cold days for recess and P.E.
- White polo style knit shirt (plain or Visitation logo long-/short-sleeved Donald's). Must be neatly tucked into pants at all times
- OptionalStandard: Navy blue V-neck sweater vest (monogrammed) or navy blue V-neck long-sleeved pullover sweater from the Peddler
- Formal: Navy blue V-Neck sweater vest
- White socks
- Low top solid white shoe. No sandals, platform shoes, boots, backless shoes, high tops or clogs. Athletic shoes required for physical education class.
- Formal: Solid white shoe

Girls - Standard and Formal Uniform

- Blue uniform jumper (Donald's).
  - Dark blue shorts or leggings are required with the uniform jumper.
  - Navy leggings or white tights under the skirt for warmth.
  - Pants or snow pants must be worn outside on cold days for recess and P.E..
- White blouse long-/short-sleeved
- OptionalStandard: navy cardigan (monogrammed) or Lower School sweatshirt or quarter zip sweatshirt
- Formal: Navy cardigan
- White legwear - anklets, knee highs or tights
- Low top solid white shoe. No sandals, platform shoes, boots, backless shoes, high tops or clogs. Athletic shoes required for physical education class.
- Formal: Solid white shoe

Grades 3-5

Boys - Basic Uniform

- Navy trousers or shorts (Donald's)
  - Pants must be worn on formal uniform days.
  - Pants must be worn after MEA until after Spring Break.
  - Pants or snow pants must be worn outside on cold days for recess and P.E.
- White polo style knit shirt (plain or Visitation logo long/short sleeved Donald's). Must be

Girls - Basic Uniform

- Navy uniform skirt hemmed no more than finger tip length above the knee (Donald's)
  - Dark blue "bike" shorts are required to be worn under a uniform skirt. Uniform pants are optional for cold weather days.
  - Navy leggings or white tights under the skirt for warmth.
  - Uniform pants may be worn instead of the uniform skirt.

neatly tucked into pants at all times.
- Optional: Navy blue V-neck sweater vest (monogrammed) or a navy V-neck long sleeved pullover sweater(monogrammed) from the Peddler (Note- sweater/vest is required on formal uniform days.)
- White socks above the ankle.
- Low top solid white, athletic shoe. No sandals, platform shoes, boots, backless shoes, high tops or clogs.
- Additional athletic shoes are required for physical education class.
- Optional: Lower School quarter zip sweatshirt.

- **Boys - Formal Uniform (3-5)**
- Long-sleeved white oxford shirt with the Visitation or navy blue tie and sweater or vest (monogrammed)
- Navy trousers (Donald's)
- White uniform shoes are required.
- The formal uniform may be required for all-school masses or special events.
    - Shorts cannot be worn after MEA until after Spring Break.
    - Pants or snow pants must be worn outside on cold days for recess and P.E.
- White button-down shirt (long-/short-sleeved). Must be neatly tucked into the skirt at all times.
- Optional: Navy V-neck sweater and/or vest (monogrammed) may be worn for standard uniform, but is required for Mass and other formal functions.
- White socks above the ankle, knee highs or tights
- Low top solid white, or athletic shoe. No sandals, platform shoes, boots, backless shoes, high tops or clogs.
- Additional athletic shoes are required for physical education class.

- Optional: Lower School quarter zip sweatshirt.

Girls - Formal Uniform (3- 5)
- Skirt or pants, white oxford blouse, white socks above the ankle or tights, and monogrammed navy sweater or vest are required.
- White uniform shoes are required.
- The formal uniform may be required for all-school masses or special events.

Extended Day

Extended Day offers children a safe, creative, quality experience which is both complementary to and supportive of the values of the school. The program is administered by the school with all program staff employed directly by Visitation.

Children in Montessori Pre-K through Grade 5 are eligible for the programs. They take part in a wide variety of activities for group and individual play including arts and crafts, music, manipulative and constructive toys, and creative dramatics. Outdoor exercise is also emphasized. A quiet space for homework is provided after school.

Extended Day (M-5)

- After school Extended Day: 2:45 - 6 p.m.
- No-school Days: 7:30 a.m. - 6 p.m. (Full day care when school is not in session.)

Information on any of these programs may be obtained by calling the Extended Day office at 651-683-1751.

Visitation Athletic Policies and Information

Athletic Director:
Phone: 651-683-1717

Assistant Athletic Director:
Phone: 651-683-1768

School Website: www.visitation.net/athletics

Tri Metro Conference Website: www.trimetro.org

Mission Statement

Visitation School provides an excellent education within a Catholic environment permeated by Salesian Spirituality and the living tradition of the Visitation Sisters.

Under God's guiding hand, Visitation Sisters, trustees, administrators, faculty, staff, parents and students are committed to the following:

- Gentle, nurturing formation of faith and morality of students in the Salesian community toward reverent worship; responsible, global engagement; the cultivation of loving relationships; and respect for God's creation and for the diversity and dignity of all people.

- Guidance of the holistic growth of each student from infancy toward adulthood through innovative teaching and learning that honors the educational philosophy of the Sisters and includes intentional fostering of leadership within a coed lower school and all-girls middle and upper schools; a challenging college preparatory program; vibrant and varied co-curricular opportunities; broad exposure to the arts; engaged citizenship; and inspiration to pursue lifelong learning.

- Robust governance - derived from a long, stable, independent history - characterized by expert and wide consultation, judicious discernment, Church and community collaboration, and sound fiscal policies.

"Non Scholae, Sed Vitae; Not for School, but for Life."

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Visitation Athletic Philosophy

Interscholastic athletics are an integral part of the overall Visitation School educational program and reflect the school's Salesian educational philosophy. Visitation Athletics are an extension of the classroom, grounded in our mission at all levels. Just like Visitation academics, our athletic programs offer leadership opportunities, skill development and team building. Student-athletes learn self-discipline, leadership, sportsmanship, teamwork and goal setting.

Participation in athletics fosters self-confidence, respect for others, and the determination to strive for success while also imparting important lessons on both success and failure. Student-athletes develop the capacity to function effectively both independently and as part of a team. In addition to high standards for the overall athletic experience, pursuing to win and/or play and execute to the best of an individual and team's ability is an immediate objective in all athletic contests. The desire to win can and should be used to positively motivate coaches and student-athletes

Participation in interscholastic athletics is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community, and to the student-athlete. In their conduct, each participant represents all of these groups. Similarly, the actions and conduct of Visitation parents and fans also represent and reflect the school and are equally important in further strengthening the Visitation Athletics culture. It is through this partnership that programs become "*not for school but for life - non scholae sed vitae*."

General Objectives

Visitation Athletics fosters the development of leadership skills in the following areas:

- Cultivate the desire and commitment to, succeed and excel through athletic competition.
- Strengthen each individual's growth in self-discipline, emotional maturity and self-confidence.
- Provide opportunities for developing a strong sense of school spirit among students, coaches, faculty and parents
- Develop the ability to contribute as an individual and as a member of a team.
- Emphasize the principles of sportsmanship.

Visitation Sportsmanship Code for Coaches, Players, & Spectators

In alignment with the Minnesota State High School League, Visitation School has the following expectations for students, parents, coaches and spectators-

- Parents, Student-Athletes and Coaches are held to signage language in Final Forms' registration, enrollment and employment documents, as well as local and national laws.
- Respect shall be shown for the opponent at all times. At home contests, our opponents are our guests.
- Respect shall be shown for the officials at all times.
- The rules of the game shall be known, understood and appreciated in spirit, as well as the letter of the rule.
- Self-control shall be maintained at all times.
- Skill in performance should be recognized and appreciated, regardless of affiliation.
- Winning should be accompanied by graciousness, and losing should be accompanied by dignity.

Athletic Awards

Athena Award

The St. Paul Area Athena Awards program was initiated in 1995 to honor outstanding female student-athletes. Each year, one student-athlete from every St. Paul area public and private high school is selected to receive this award. Each award recipient is invited to a banquet and awards ceremony honoring her accomplishments. The Athena Awards Committee has only one standard for schools participating in the Athena Awards program: "Send us your best senior female athlete." Starting from that base, each school has developed its own selection process and standards.

Any senior student-athlete in good academic and behavioral standing is eligible for consideration. A committee composed of members of the administration, faculty and staff review all eligible candidates and make a final selection. The Athena selection will be announced in March, and the banquet is typically held in April.

Excellence in Athletics Award

First presented in 1985, the award for excellence in athletics is given to the student-athlete who achieves the highest level of success in athletics during a single academic year. The level of success is primarily based on regular season, section, and state competition.

To be a candidate for this award, the student must be a varsity student-athlete who has lettered in at least two sports during the current school year and is in good academic and disciplinary standing. If a student-athlete other than a senior is involved in a spring sport and does well in section and state competition, the committee may choose to honor that student-athlete with a co-excellence in athletics award. The presentation of this second award would take place in September of the next school year.

Fink Memorial Sportsmanship Award

This award was created in 2004 by Jeffrey Fink as a tribute to the memory of his dearly departed parents, Bernard and Dolores Fink. The lessons and fulfillment that athletics imparted onto Jeff were magnified by his parents' love and support. In that spirit, this award was designed to honor those Visitation student-athletes who have best absorbed the educational objectives that athletics provide. Two student-athletes will each receive an award and a one-year scholarship of $1,500.

To be eligible for this award, candidates must be graduating seniors who are enrolling as full-time students in an accredited two-or four-year post-secondary educational program. Candidates must have received a varsity letter or a participation certificate from a fully recognized Visitation School athletic team during their senior year. Each candidate must submit an essay which describes, with real life examples whenever possible, the lessons that the candidate learned specifically through her participation in athletics at Visitation. Essay submissions are due in the spring with exact details communicated to the student body.

A selection committee determined by Coach Fink, reviews and evaluates each submission. Consideration will be given to the candidate's GPA, her participation and accomplishments within athletics and how well her essay describes the lessons she learned. Special consideration will be given to those candidates showing progressive improvement. The committee will make its selections by the Monday prior to the spring awards convocation.

Spanier Award for Leadership in Athletics

This award is given in memory of Sandy Spanier, Visitation athletic trainer, who passed away during childbirth in August of 2000. In her almost ten years of service to Visitation, Sandy touched the lives of many coaches and student-athletes. She was a positive force in our lives: a caregiver, cheerleader, counselor, and mentor.

To be a candidate for the Spanier award, the student-athlete must be a senior in good academic and disciplinary standing and a three-year participant in at least two Visitation sports.

The award recipient must exhibit, to an outstanding degree, the following characteristics: dedication, consistent effort, team spirit, a strong work ethic, a positive attitude, and the ability to be coached. Also she must embody the heart of Visitation and gentle strength of Salesian Spirituality.

Varsity coaches and teammates may submit written nominations for this award Nominations are due in the spring with exact details communicated to the student body. A committee comprised of members of the administration, faculty, staff and alumni evaluate each nominee and reach a decision.

Athletic Trainer/Training Room/Sports Performance Center

The athletic trainer is on duty during general after-school practice and competition hours and oversees the training room and sports performance center during these hours.

Conference Affiliation

Visitation is a member of the Tri Metro Conference (TMC) for Visitation Upper School teams and of the Catholic Athletic Association (CAA) for all Middle School teams. In addition, Visitation is a member of Region 3AA of the Minnesota State High School League (MSHSL).

Sport Offerings

Upper School (9-12)

(7th and 8th graders are eligible to try out for all Upper School (9-12) teams, if roster sizes allow)

Fall	Winter	Spring
Cross Country Running (7-12)	Alpine Skiing (7-12)	Golf (7-12)
Soccer (9-12)	Basketball (9-12)	Lacrosse (7-12)
Swimming and Diving (7-12)	Hockey (7-12)	Softball (9-12)
Tennis (7-12)	Nordic Ski Racing (7-12)	Track & Field (7-12)
Volleyball (9-12)	Dance (7-12)	Clay Target (6-12)

Lower and Middle School (5-8)

(Adequate participation numbers must be in place in order to field a team in a given season)
*CAA Swimming (K-8)

Fall	Winter	Spring
Soccer	Basketball	Softball
Volleyball	*CAA Swimming	

General Athletic Policies

The Athletic Director has primary supervisory responsibility for all aspects of the Athletic Department. The Director's office has an "Open Door Policy" that encourages openness and transparency, and constructive feedback is requested and welcomed throughout the school year.

Athletic Department Offerings

Visitation offers 14 MSHSL sponsored programs with multiple levels.

Addressing Athletic Concerns

Student-athletes, parents, coaches and administrators must show respect to each other at all times. Inappropriate behavior by a student or family member may affect a student's athletic eligibility, disciplinary standing and/or the ability to be enrolled at Visitation. No conflict between a parent, student-athlete, official or coach should be addressed before, during or immediately following a game. The game site, practice field or Athletic Foyer is not an appropriate place to handle conflict between coach and parent. Conflicts are to be addressed after a 24-hour cooling down period. Concerns should be communicated immediately. End of season feedback should be a cumulative reflection of a season and not include new information or concerns.

- Except under extraordinary circumstances, the student-athlete should be the first person to address concerns with a coach.
- If the student-athlete's concerns are not resolved at this first step, then parents may request to meet with the coach along with the student.
- If the situation is still not resolved, then the parents and student may schedule a meeting with the coach and the Athletic Director to discuss the situation.
- Playing time and sport-related elements such as plays, systems, the competition schedule, etc. are the decision of the coach. Coaches' conversations with parents will be specific to their child.

Athletic Participation by a Non-Visitation Student

Student-athletes who are full-time students at Visitation may be members of a Visitation team. Non-Visitation students may participate on a Visitation team under unique circumstances. All situations must be managed and approved by the Directory of Athletics and Competitive Activities.

Camps and Clinics

Rental guidelines established by the Athletic Department and Business Office apply to all rentals and are available upon request.

Captains

Student-athletes are eligible to be a team captain if they are in good academic and disciplinary standing and if they have received fewer than two MSHSL rules violation sanctions. All captains sign the Visitation School Leadership Contract" as an indication that they understand that higher recognition demands higher expectations. Captains are invited to the annual Tri Metro Conference Leadership Workshop. Visitation also offers annual leadership training for all student leaders and schedules this training in-house. Through our general leadership program in the Upper School, we work to meet the Portrait of the 21st Century Visitation Learner goals, which state the following:

Formed by a Salesian education that intentionally creates opportunities for leadership, the Visitation Learner:

- possesses an internal moral compass, allowing for courageous decision-making.
- has the confidence, determination and resilience to face life challenges.
- promotes the common good through individual and group actions.

Protocol for selecting captains: Coaches will follow a process that emphasizes that the captain selectees must embody the leadership qualities mentioned above. The selection of captains will include a hybrid approach that includes both student-athlete input and the coaching staff's perspective. The final decision is made by the Head Coach and approved by the Athletic Director.

Duties common to all captains include the following-

1. Assist and support the coaching staff
2. Plan team events such as bonding nights, Senior Night, Appreciation Night, post-season celebrations, etc.
3. Sit on the Thibert Captains Council throughout the school year
4. Conduct captains' practice in alignment with MSHSL guidelines:
    - Participation by any student-athletes is optional and will not be used to determine membership on a team.
    - Fall, winter and spring captains' practices may be held prior to the start of season. Team captains must check available dates and make arrangements with the Athletic Department. Captains are also responsible for organizing these practices and must have a parent or member of the Visitation athletic department staff present at all practices.

Team Parents

Team Parents manage the extras that complement operational needs provided by the Athletic Department. While each sport is different, the following are common duties of Team Parents:

- Organize volunteers for ticket taking and concessions duties
- Organize volunteers for game-day roles for swim/dive, soccer, volleyball and lacrosse (including lane timing, ball shagging, line judging, penalty box duties, etc.)
- Organize game-day snacks

- Assist the coach in planning the post-season celebration (see “Guidelines For Post-Season Celebrations”)

Team Parents are not obligated to provide extra financial support for the team or team events. Like their student, Team Parents hold a leadership position and are held to high behavioral standards. Inappropriate behavior by a Team Parent may impact their student’s athletic eligibility and may impact a Team Parent’sstanding with the school.

Early Dismissal for State Events

At the discretion of the administration, the entire student body may be dismissed for some state events. If a Visitation student-athlete or team is competing in a state event during the time school is in session, the following conditions* will apply to students wishing to attend the event:

- The event will be considered school-sponsored and therefore an excused absence.
- All non-varsity team members and other students wishing to attend as spectators must have parent or guardian permission to miss school. Parents/guardians should contact the Visitation attendance office by 8 a.m. the day of the event.
- Students riding a “fan bus,” if one is provided must fill out and return a Visitation Release form. Parent permission or release form will be due no later than 8:30 a.m. on the day of the event.
- There will be no early dismissal for fans for subsection or section events.

*Please note that the school reserves the right to modify these conditions at any time.

Middle School classes will be held as usual.

Upper School: If an individual qualifies for a state tournament, classes will be held as usual. If a team qualifies for a state tournament, classes will be canceled to allow students to attend the state tournament. A team state tournament appearance is defined as any appearance by a Visitation team as a result of winning a section championship and advancing in the winner’s bracket. Students are expected to behave in a manner consistent with Visitation values at all times.

Please note:

- The school reserves the right to modify these conditions at any time. For example, this policy will not apply during exam week, or when student-athletes are taking special tests such as the PSAT or when student-athletes are on a class retreat.
- This policy applies only to MSHSL events held in the Twin Cities area.
- Participation by a Visitation student-athlete in a state tournament event is considered a school-sponsored, excused absence.
- Classes will not be canceled for a team state tournament when the tournament venue does not accommodate large audiences.

Eligibility

All student-athletes must do the following to be eligible to compete in Visitation athletics:

- Student-athletes must be in good standing academically and behaviorally. At the discretion of the Division Directors or Dean of Student Life, a student-athlete having academic or behavioral difficulty may be suspended from competition until her performance improves.

- Student-athletes must have a valid and current physical on file in the Health Office that clears the student-athlete for athletic competition, as well as an Action Plan for any severe allergies or health conditions.
- Concussion testing for high-impact sports including Alpine Ski, Basketball, Soccer, Softball, Diving, Hockey or Lacrosse.
- Student-athletes participating in a school-sponsored activity must read and sign a MSHSL eligibility form, Visitation Consent form and Indemnity Agreement, which must be on file in the Athletic Department prior to the first official practice.
- Student-athletes are expected to be knowledgeable of the Visitation student handbook and Minnesota State High School League (MSHSL) rules and thus realize that violations of these rules may result in a loss of eligibility.

Fees per Sport

Fees will be applied directly to smart tuition approximately three weeks into the season and are not refunded beyond that point. Consult the business office for details on athletic fees.

- K-8 Lower and Middle School Teams $ 170
- 7-12 MSHSL Teams $275
- 9-12 MSHSL Team Managers $50
- Hockey $1,500

Fundraising

The Athletic Department, as well as individual teams, may organize one fundraiser a season, provided that prior approval is obtained from the Athletic Department in conjunction with the Development Department and/or the Salesian Life and Campus Ministry Department, depending on the fundraiser. Funds raised will be deposited in a restricted account by the Athletic Department. The athletic department must pre-approve all expenditures.

Guidelines for Post-Season Celebrations

The cost per person for post-season celebrations is suggested to be limited to $20 or less. These can be held on-campus, at a team member's house, or an outside venue.

Lettering Standards

Letters are awarded at the varsity level only. Requirements for lettering vary from sport to sport, but all sports include the following minimum criteria:

- Good practice habits
- Knowledge of and compliance with team, conference and MSHSL rules
- Excellent sportsmanship
- Regular attendance
- Good academic and disciplinary standing

Medical Policy

In the event that a student-athlete sees a physician for major surgery, serious illness or injury, or if a coach or the athletic trainer requires a student-athlete to see a physician, Visitation requires that the attending physician certify in writing the student-athlete's readiness to return to competition. It is the sole responsibility of the student-athlete and his/her parents to ensure that the written certification is provided to the Athletic Department. A staff member at Visitation may not contact a physician's office to ask for the certification or for an oral confirmation of ability to participate.

Whenever a student-athlete receives treatment from a physician, Visitation strongly recommends that the parents discuss with the physician the student-athlete's athletic activities to ensure that the health condition and treatment, including any medication, does not compromise the student-athlete's ability to participate safely in after-school athletics. It is the responsibility of the parents to promptly notify the Athletic Department and School Nurse if a student-athlete's medical condition changes during the course of a season in a way that compromises or limits the student-athlete's ability to participate safely in athletics.

All student-athletes wishing to participate in MSHSL level Alpine Skiing, Basketball, Diving, Soccer, Softball, Hockey or Lacrosse will be required to take the ImPACT Concussion Test once every two years before they are allowed to participate in those sports at Visitation. The cost of the baseline test will be covered by the Athletic Department only on the dates advertised and managed by the athletic trainer. Parents will be responsible for the cost for student-athletes who need to test off campus and any post concussion testing. Should an injury of this nature occur to a student-athlete, school officials will inform the parents immediately. The Athletic Department views the ImPACT Concussion Test as only one tool in the process of determining whether or not a student-athlete is fit to resume competition. Ultimately, it is the responsibility of each family to see a doctor of their choosing if an injury like this occurs and determine if the results of the ImPACT test will be utilized in making a decision about a return to competition.

Overnight Trips

State Tournaments

The Athletic Department will pay for pre-approved transportation, lodging and mandatory competition expenses for the coaches and varsity team members (including managers) for non-local tournaments and does not sponsor accommodations for state tournaments in the Twin Cities and surrounding area. Non-varsity team members, parents and other spectators are responsible for making their own arrangements and paying their own way. Coaches are responsible for the supervision of varsity team members (including team managers) ONLY. Parents are responsible for any other student attending the competition.

Non-State Events (invitationals, training weekends, etc.)

Overnight trips are not budgeted for by the Athletic Department. All costs incurred for an overnight team trip, including transportation, lodging and meals, are covered by families. See the "Fundraising" section for fundraising information. All other trip logistics, including chaperones and permission forms are coordinated by the Athletic Department.

Pep Rallies

Pep Rallies may be held during the school day when a Visitation student-athlete or team qualifies for a state tournament. The Dean of Student Life and the Director of the Upper School will determine, based on the daily schedule, whether a pep rally is possible and, if so, the date, time and location. The student council and student "Superfan" leader will work with the Director of Athletics and Competitive Activities, the school administration and the coaching staff on the planning and execution of the pep rally. All Upper School students will attend the pep rally and Lower and Middle School students will be allowed to attend at the discretion of the Division Directors.

Playing Time

Playing time is not guaranteed at the varsity level. The amount of actual playing time for each participant is determined at the sole discretion of the coach. At the junior varsity level and below, all participants who are eligible, follow team policies and attend practice regularly will participate in every game.

Pre-Season Parent/Student Athlete/Coach Meetings

Parents and student-athletes are encouraged to attend pre-season meetings at which the responsibilities of captains, coaches, student-athletes, and parents are discussed; team rules, processes and expectations are outlined; communication protocols are established.

Social Media for Teams

See Acceptable Use section and the Social Media Policy section for the complete policy.

Transportation

Visitation provides bus transportation to most away competitions on school days and all student-athletes are required to complete a Visitation Consent form and Indemnity Agreement upon registration, which includes specific transportation information. Visitation does not provide transportation to or from practices, optional team functions, weekend and non school days competitions. Busing is determined at the request of the coach and the discretion of the Athletic Department.

School employees cannot have any role in arranging rides for students, which includes arranging carpools. When transportation is not provided by Visitation, Visitation employees will communicate a meeting location, date and start time, and families must arrange transportation independently if they choose to participate. Carpooling is completely voluntary. Parents should use their discretion in this matter and realize that the final decision rests with them. Student-athletes may not drive to overnight athletic events.

Team Size

There is a “no cut” policy for Middle School teams. If enrollment on a specific team becomes too large, the participants will be divided into multiple teams or squads based on numbers.

For Upper School teams, there is a “no cut” policy for ninth-grade students in the fall only. The Athletic Department will maximize the number of participants at all levels before making cuts In the winter and spring seasons, some roster cuts may be necessary at the varsity, junior varsity, C squad, and/or ninth-grade levels to maintain an effective program within the parameters of facilities and available coaches.

Uniforms & Equipment

Student-athletes are responsible for uniforms and equipment issued to them. Uniforms and equipment must be turned in to the coach within one week of the final contest. After that time, any outstanding uniform or equipment item must be turned in to the Athletic Department, with the student-athletes name visible on the uniform or bag. Lost, damaged, or stolen articles must be paid for by the student-athlete. A student-athlete may not try out for any further athletic teams nor take semester exams until all uniform and/or equipment items issued to her are accounted for. Student-athletes are required to purchase their own helmet, pads and any additional safety equipment (e.g.for hockey and softball, lacrosse goalie, golf clubs etc.) and it is the family’s responsibility to ensure that safety equipment is up to the manufacturers’ safety standards.