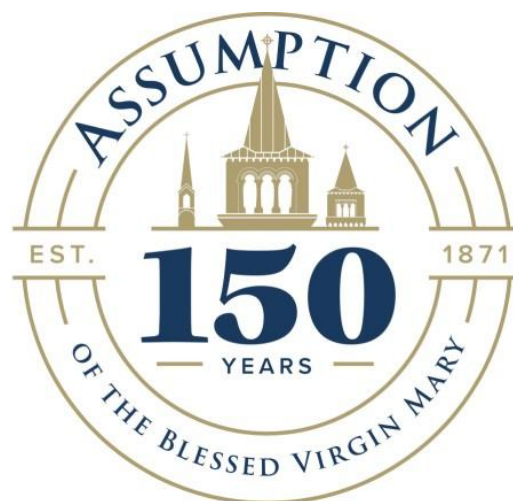
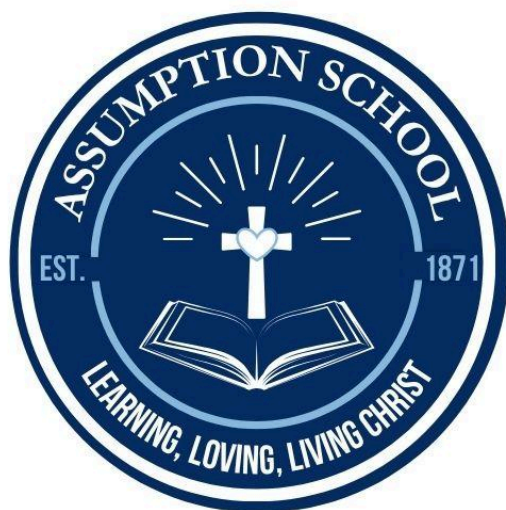


# **PARENT/STUDENT HANDBOOK**

## **2025-2026**

**Assumption of the Blessed Virgin Mary Elementary School**



**203 West Third Street  
O'Fallon, MO 63366**

**[www.assumptionbvmschool.org](http://www.assumptionbvmschool.org)**

Attendance: [attendance@abvmtech.org](mailto:attendance@abvmtech.org) or (636)240-4474

Assumption School Office: (636)240-4474

Assumption School Parish: (636)240-3721

<b>Purpose of this Handbook.....</b>	<b>7</b>
<b>Philosophy and Mission.....</b>	<b>7</b>
General Information.....	7
Philosophy.....	7
Mission Statement.....	7
Motto.....	7
Theme 2025-2026.....	8
<b>Accreditation.....</b>	<b>8</b>
<b>Prevent and Protect Policy.....</b>	<b>8</b>
<b>Parental Witness Statement Policy.....</b>	<b>8</b>
<b>Family Volunteer Commitment Program.....</b>	<b>9</b>
<b>Safety Overview For Assumption.....</b>	<b>9</b>
<b>Admissions and Registration Policy.....</b>	<b>12</b>
Non-Discrimination Policy.....	12
Discrimination -Federal Government Regulations.....	12
Criteria for Acceptance.....	12
Registration-Acceptance Process.....	13
Registration in the Elementary School (4103).....	13
<b>Attendance and Toilet Trained Children.....</b>	<b>13</b>
<b>Attendance Policies.....</b>	<b>14</b>
School Hours.....	14
<b>Before School Care.....</b>	<b>14</b>
<b>Aftercare.....</b>	<b>14</b>
<b>Dual Enrollment(4204).....</b>	<b>15</b>
Dual Enrollment Long Term Absences.....	15
<b>Absences.....</b>	<b>15</b>
Absence Policy (4201).....	15
Types of Absences.....	15
Excessive Absences Policy(4201.1).....	16
Process for Excessive Absences.....	16
Half-Day Absences.....	16
High School Shadowing Absences.....	16
Leaving School Early - Partial Absence.....	16
Planned Absences: Vacation/Sports Tournaments.....	16
<b>Tardiness and Procedures.....</b>	<b>17</b>
Tardy.....	17
Tardiness and Mass.....	17
<b>Dismissal .....</b>	<b>17</b>
Normal Dismissal.....	17
Early Dismissal.....	17
<b>Immunizations/Medication/Illness/First Aid.....</b>	<b>18</b>

Missouri Immunization Requirements.....	18
Students with Significant Medical Conditions (4401.6).....	18
Release from School Due to Illness (4203.1).....	18
Guidelines for Sending and Ill Child Home.....	19
<b>Emergency First Aid.....</b>	<b>19</b>
Minor Injuries.....	19
Serious Injuries.....	19
<b>Administration of Medication (4401.4).....</b>	<b>19</b>
<b>Visitors - Volunteers.....</b>	<b>20</b>
Visitors.....	20
Volunteers.....	20
Lunch and Recess Volunteers.....	20
Lunch With Parents.....	21
<b>Communications.....</b>	<b>21</b>
Teacher/Parent Communication.....	21
Release of Information Notice.....	21
Student/Parent Communication.....	21
Student Local Authority Communication.....	22
Parent - Teacher Communication.....	22
<b>Closing of School.....</b>	<b>22</b>
Snow Days or AML.....	22
<b>Child Custody.....</b>	<b>23</b>
Policy.....	23
<b>Student Support Services.....</b>	<b>23</b>
Counselor.....	24
Classroom.....	24
Small Group.....	24
Individual.....	24
Student with Special Needs (5204).....	24
Special Needs Records (5204.1).....	24
Students Eligible for Services (4601.4).....	25
Learning Consultants.....	25
School Therapy Dog.....	26
<b>Disciplinary Expectations for Students.....</b>	<b>26</b>
Preface.....	26
Discipline Process K - 8.....	27
Notes of Importance K-8.....	27
Search and Seizure (4303.5).....	28
Discipline Records K - 8.....	28
Specific Discipline Procedures Grades K - 4.....	28

Specific Discipline Procedures Grades 5 - 8.....	29
Discipline Incidents Grades 5 - 8.....	29
Infractions Grades 5 - 8.....	29
Serious Discipline Incidents .....	29
Quick Chart for Discipline Incidents.....	30
Repeated and/or Serious Offences.....	30
<b>Definitions of Some Serious Discipline Issues and Consequences.....</b>	<b>31</b>
Internet and Electronic Communications Conduct (4303.4).....	31
Local Procedures Internet Violation.....	31
Local Procedure for Technology Violation and Consequences.....	32
<b>Local Procedure for Truancy and Consequences.....</b>	<b>33</b>
<b>Local Procedure for Cheating/Plagiarism and Consequences.....</b>	<b>33</b>
Definition of Cheating.....	33
Definition of Plagiarism.....	33
AI Usage.....	33
Acceptable AI Usage.....	34
Improper Use of AI Tools.....	34
AI Student Responsibility.....	34
Teacher/Parent Responsibility.....	35
Consequences of Cheating/Plagiarism.....	35
<b>Drug/Alcohol/Other Drug Use and Abuse.....</b>	<b>35</b>
<b>Harassment and Bullying.....</b>	<b>35</b>
Harassment (4303.7).....	35
Local Procedure for Harassment and Consequences.....	36
Local Procedures and Definition of Bullying and Consequences.....	36
<b>Suspension(4302.1).....</b>	<b>37</b>
<b>Probation (4302.2).....</b>	<b>37</b>
<b>Withdrawal for Cause (4302.3).....</b>	<b>37</b>
<b>Appeals Process - Local Procedures.....</b>	<b>37</b>
<b>Local Technology - Guidelines, Use Expectations and Consequences.....</b>	<b>37</b>
Internet Use Guidelines.....	37
<b>Devices and Uses of Devices at Assumption.....</b>	<b>38</b>
Chromebooks/Ipads Grades K - 4.....	38
Student Expectations.....	38
Care and Consequences.....	39
Chromebooks Grades 5 - 8.....	39
Technology Use Expectations.....	39
Important Notes for Families.....	40
Acceptable Icon Use.....	40
Unacceptable Icon Use.....	40

Cell Phones, Smart Watches, EarPods, Etc.....	41
<b>Google Domain Usage K - 8.....</b>	<b>41</b>
Tech Warranty Recommended.....	41
Local Procedure on Technology, Privacy and Consequences.....	42
Violation of the School Privacy Act Consequences.....	42
<b>Copyrights.....</b>	<b>42</b>
<b>Academics.....</b>	<b>43</b>
Progress Reports and Report Cards.....	43
PK - 1st Grade Standard Based Grading Scale.....	43
2 - 8 Grading Scale.....	43
Conduct and Effort.....	44
<b>Grading.....</b>	<b>44</b>
Grade Reporting.....	44
Weighted Grades.....	44
<b>Failures.....</b>	<b>44</b>
<b>Homework.....</b>	<b>44</b>
<b>Late or Missing Assignments.....</b>	<b>45</b>
<b>8th Grade Graduations Requirements.....</b>	<b>45</b>
<b>Retention.....</b>	<b>45</b>
<b>Student Records.....</b>	<b>46</b>
Transfer Students.....	46
Withholding of Academic Records.....	46
<b>Standardized Testing Program and Assessment.....</b>	<b>46</b>
<b>Textbook and Workbooks.....</b>	<b>46</b>
<b>Theology of the Body.....</b>	<b>47</b>
<b>Lunch Program.....</b>	<b>47</b>
Lunch Costs and Payments.....	47
School Cafeteria Commitment.....	48
<b>Lost and Found Articles.....</b>	<b>48</b>
<b>Parent Weekly.....</b>	<b>48</b>
<b>Athletic Association.....</b>	<b>48</b>
<b>Parent Teacher Organization.....</b>	<b>49</b>
<b>Recess.....</b>	<b>49</b>
Extreme Temperature Recess Policy.....	49
Hot Weather.....	49
Cold Weather.....	49
General Note.....	49
<b>Faith Formation.....</b>	<b>50</b>
Mass.....	50
Prayer Service.....	50

Sacraments.....	50
Baptism.....	50
Reconciliation.....	50
First Communion.....	50
Confirmation.....	51
Community Service.....	51
<b>Special Annual Events.....</b>	<b>51</b>
Catholic Schools Week.....	51
Field Day.....	51
Mission Game Day.....	51
Annual End of the School Year Activity.....	51
Eighth Grade Promotion.....	51
<b>Field Trips.....</b>	<b>52</b>
Field Trip Attire.....	52
Field Trip Guidelines.....	52
Transportation Of Students (5202.8).....	52
<b>Building and the Political Process(6203).....</b>	<b>53</b>
<b>Finances, Tuition, and Fees.....</b>	<b>53</b>
Fees.....	53
Tuition.....	53
Tuition Payment Options.....	54
Tuition Assistance.....	54
Consequences for Non-Payment.....	54
Tuition Support and Financial Hardship.....	55
<b>Uniform Statement, Policies and Code.....</b>	<b>55</b>
Daily Uniform Statement.....	55
Dress and Grooming Policy (4303.6).....	56
Dress Code (ABVM Board).....	56
<b>Uniform Code by Grade Level.....</b>	<b>56</b>
Kindergarten - 5th Grade Girls.....	56
Kindergarten - 5th Grade Boys.....	57
6th - 8th Grade Girls.....	58
6th - 8th Grade Boys.....	60
<b>Assumption School Approved Uniform and Vendors.....</b>	<b>61</b>
MotivaTee Vendor.....	61
Fischers Parochial Fashions.....	61
8th Grade Only.....	61
<b>P.E. Uniform PK - 8th Grade.....</b>	<b>62</b>
<b>Friday Spirit Day Uniform.....</b>	<b>62</b>
<b>Scrip Designated Dress Down Days.....</b>	<b>62</b>

<b>Dress Down Day.....</b>	<b>62</b>
Dress Down Guidelines.....	62
<b>Birthdays.....</b>	<b>62</b>
<b>Club Spiritwear.....</b>	<b>63</b>
<b>Scout Uniform.....</b>	<b>63</b>
<b>8th Grade Promotion Attire.....</b>	<b>63</b>
<b>Arrival and Dismissal Procedures.....</b>	<b>63</b>
Extreme Weather Conditions During Arrival or Dismissal.....	63
AM Arrival Procedures (Drop Off).....	64
AM Drop Off Maps.....	64
Notes for AM Drop Off.....	65
PM Dismissal Procedures (Pick Up).....	65
PM Pick Up Kdg. & 1st Grade.....	65
PM Pick Up Kdg. & 1st Grade Lot B Map.....	66
Pick Up Grades 2-5.....	66
PM Pick Up Grades 6-8.....	67
Safety Notice.....	67

## **PURPOSE OF THIS HANDBOOK**

This Student/Parent Handbook contains established policies and procedures for the 2025-2026 school year. Since it is not possible for this Handbook to address every situation that may arise during a school year, the school administration in consultation with the School Board reserves the right to amend or revoke the policies in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Upon registration, Parents/Guardians agree to follow the policies and procedures set forth in the Parent Handbook. The Handbook is a **CONTRACT** between the Parent/Guardian and the School.

## **PHILOSOPHY and MISSION**

### **General Information**

The Mission Statement of Assumption School leads us in developing faith experiences, educational programs, curriculum and activities for our students. We are committed to communicating these statements annually with parents, students, alumni, parishioners, and friends of our schools. Annually, the Faculty/Staff and Board of Education, review the mission statement for the purpose of focusing for the year ahead. As a means of ensuring integrity and validity of these statements, the Board of Education will form a committee every five (5) years, which includes Board members, parents, faculty and staff for the purpose of full review and if deemed necessary, revision.

### **Philosophy**

Assumption of the Blessed Virgin Mary Elementary School sees all knowledge as sacred when human insight is combined with divine revelation in the pursuit of truth, goodness, and beauty....It is the educator, respecting each learner as created and loved by God with special gifts and needs, who directs the learning process as guide and companion. (Based on the Philosophy of the St. Louis Archdiocese)

### **Mission Statement**

United in Christ and guided by the spirit of our Blessed Mother, Assumption School is rooted in the Gospel message of love and acceptance. In educating the whole person as they learn, love, and live Christ, we transform each student through the power of faith and knowledge, inspiring each to bring Christ to the world.

### **Motto**

LEARNING, LOVING and LIVING CHRIST



## Theme 25-26

Theme: "There's Joy in the House of the Lord"

Song: House of the Lord by: Phil Wickham



## ACCREDITATION

Assumption of the Blessed Virgin Mary School (PreK-8) has been accredited through the State of Missouri Nonpublic School Accrediting Association. Annually, Assumption curriculum and programs are reviewed and have remained fully accredited without violation. In spring, 2025, Assumption was visited by the Archdiocese's School Improvement Process team. This is a group of Professional educators that analyzed our "Plan of action for 2025-2031". This was a very successful visit that fulfilled the accreditation requirements.

## PREVENT AND PROTECT POLICY

Any adult wishing to work with students of our school or programs, must have completed the Prevent and Protect course through the Archdiocese of St. Louis. As part of this, each individual will have a background check and a child abuse/neglect check completed. If a parent, volunteer, or other adult has not completed the course, they will not be allowed to participate in class parties, field trips, or any other type of volunteering.

To find out more and to register for the Prevent and Protect course click here: [Prevent and Protect Link](#)

## PARENTAL WITNESS STATEMENT POLICY

The Church through the ages has consistently called its parents to understand and appreciate their special dignity as God's instruments of love to their children. In recent years the Church in its official teaching has given even greater prominence to the importance of the truth. The Second Vatican Council in its "Decree on the Apostolate of the Laity" stressed the importance of the Parents' providing the first experience of their faith to the children: The (Christian husbands and wives) are the first to communicate the faith to their Children and to educate them; by word and example they train their spring for the Christian and apostolic life. (Paragraph #11)

The Council Fathers even more emphatically expressed the irreplaceable role of the Parents in communicating the Faith to their children in its "Declaration on Christian Education": Since parents have conferred life on their children, they have a most solemn obligation to educate them of spring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. (Paragraph #3)

Parents of Assumption, when enrolling their children, are expected to: acknowledge and accept their responsibility to be the primary religious educators of their children.

- Participate consistently and actively in the Sunday Eucharist.

- Speak to their children about the things of God, and to make prayer an integral and important part of the environment of the home.
- Participate and cooperate, as our Catholic School requests, in religious education, the sacramental preparation of their children, and in human sexuality education.
- Accept their responsibility to support the moral teachings of the Catholic Faith in order not to contradict in the home what is proclaimed in the school.
- Teach their children by word and example and have a love and concern for the needs of others, especially the poor.
- Financially support the Catholic School and the school program of service.
- Support all school procedures, disciplinary expectations, and policies.

## **FAMILY VOLUNTEER COMMITMENT PROGRAM**

Family Volunteer Commitment = 6 hours per year or \$200

We want to be a partnership in your child's education and need help to support all of the extra events and activities that enhance our school community. Each family is required to donate 6 hours of volunteer time between August 1st - May 1st. If you are unable to fulfill the 6 hours, there will be a \$200 volunteer fee. We really want your time and not your money. There will be plenty of volunteer options to choose from throughout the year. [ivolunteer.com](http://ivolunteer.com) will be used to track family volunteer hours. [assumption.ivolunteer.com](http://assumption.ivolunteer.com) link

## **SAFETY OVERVIEW FOR ASSUMPTION**

### **1. Does the school have a team assigned specifically to student safety? If so, who is on this team?**

- a. Assumption does have a School Safety team, which includes teachers, our school nurse, principal, maintenance men, Deacon Richard Tadlock, a lead trainer for Tier One Tactical Solutions, and the local police and fire departments. We also deal directly with the Archdiocese of St. Louis in any emergency situation.

### **2. Does the school have a current safety policy? This is not on the school website.**

- a. We do have a complete Safety Binder which includes procedures and expectations for each emergency. The full faculty and staff reviews this annually. This is located in the school office. We do not post this information, as there is sensitive material that is best not seen by others.
- b. In addition, our faculty and staff are trained each year in every area of safety (This includes substitute teachers.) In alternate years Fall (2025), again, the full faculty and staff will be trained by the head of Safety and Operations through the Archdiocese in Intruder/ Lock Down, Fire, Earthquake and Tornado drills.
- c. Certain staff members are trained and certificated in Youth Mental Health

Awareness and Safety. This program trains staff to be aware of behaviors, how to de-escalate students when needed, address “signal issues” for a student (suicide) or within a school (safety).

- d. Certain faculty/staff members are trained in CPR/AED. Secretaries, and the school nurse are trained in medications and first aid.
- e. All faculty/staff handbooks include the directions and maps for exit routes and safety, and also the lesson plans for each emergency - along with videos created by the Diocese of St. Louis. Parent videos can be viewed through the following links: [Fire/Tornado/Earthquake](#) [Intruder Drill](#)
- f. Each staff member will be trained using the CrisisGO app (downloaded to their cell phone) and provides immediate contact with emergency services (Fire and Police Departments) when needed, provides direct communication with other members of faculty and administration, allows the taking of attendance, and communication with parents.
- g. Each classroom has maps posted with exit routes for each emergency. At the beginning of each year, faculty point out the maps and explain their purpose. Each classroom has a “Safety Bucket” which is taken on each drill and includes first aid items, rosters of students names, medical info, and parent names and numbers.
- h. All students are trained in each emergency category: Intruder, Lock Down, Fire, Tornado and Earthquake. Students watch movies prepared by the Archdiocese, and are introduced to our emergency plans by teachers. The lesson plans are approved through the Diocese then, annually, the Assumption Safety Committee revises our local materials.
- i. Fire Drills occur every month and in September the Fire Department comes to observe and review, and make suggestions for our process.
- j. Tornado and Earthquake drills occur 2 times per year. Again, students view videos for each emergency, review lesson plans, and practice.
- k. Intruder Drill / LockDown Drills are scheduled 2X per year and the police are here to observe and review our process each time. Again, videos developed by the Diocese are watched, lesson plans approved by the diocese are reviewed and lastly, all are involved in the actual drill.
- l. Annually, we contact the local public school district to ensure use of their buses in the event of an emergency.

**3. Does our school have a threat assessment protocol? As well as a protocol to enhance security/ prevent (Mass shooting contagion) "copycat" events after news of school shootings have been announced on news media platforms?**

- a. Our threat assessment protocol has been set through the Archdiocese. Crisis Go is an app that all staff will receive training on. Once an issue has been determined, Staff are able to immediately contact Fire, Police and Medical services through the use of the app, “CrisisGO” . This app provides direct communication between staff and administration, as well as police, and fire departments. A built-in attendance mechanism is

used through CrisisGO, and parent information is uploaded into the app, for communication purposes. (All Staff have not been fully trained but expected completion date is January 2026)

- b. Each classroom has a phone that is for internal and external use. The PA system can also be used area by area, if needed.
- c. We follow the Archdiocesan Emergency /Safety and Operations Manual. This is reviewed annually by the Diocese, and then prepared by our local Safety Committee for revision of our local handbooks/plans/procedures as needed.
- d. Our platform for distribution of information to parents is Teacher Ease, which includes texts and phone calling (auto dialing). We do use this system for other purposes as well, such as snow days. Of course, the police and fire departments are contacted immediately, when circumstances arise.
- e. All emergencies are also reported directly to the director of Safety Operations at the Diocese of St. Louis (after police/fire). The fire department is automatically contacted when a fire alarm goes off (regardless of the reality of the fire).

#### **4. What are the building's safety measures in place?**

- a. Each morning the front doors are locked at 8AM. All doors remain locked throughout the school day.
- b. Safety film for entrances, main building lobby and lower level windows, which, when shot at, will not shatter, delaying entry to the building were installed February 2024.
- c. All other glass panels have been coated with "darkening film", so that outsiders have difficulty seeing into the building.
- d. At lunch, any family wishing to eat with their child must call the office, enter the office at the appropriate time, are given a visitor pass, and walk with the class to the café for entry. No one is given a key and we do not leave the café doors open.
- e. Over 25 cameras are placed within the school, at each door, and throughout campus. The secretaries, administration, Business Manager, and Pastor have screen access showing live footage of each door entrance and hallway in both buildings. This footage is recorded daily, and is saved.
- f. In August 2024, a large TV monitor was placed in the principal's office that will view all exterior cameras in real time for an extra layer of safety.
- g. Each classroom's doors lock and the windows have either blinds or curtains. Each classroom has a safety bucket, with first aid supplies, student rosters, allergy information, and parent information, which are taken with the teacher at each practice.
- h. For each type of emergency, a map of where students are to go (for each area within our buildings) is posted in each classroom and in the faculty/staff

handbooks.

- i. For safety, our school entrance is accessible through an intercom system outside of the locked main entrance. Anyone wishing to enter the building will need to communicate with the secretaries your full name and reason for entrance. You then will be buzzed in(unlocking the door) and may enter the vestibule area. Visitors will enter the vestibule area but have no access to the school building. All visitors are given a visitor pass upon entry. Students are taught NOT to open doors for anyone, even teachers.
- j. All staff will be trained to use the Crisis Go app, which when activated, immediately notifies police and fire departments of an emergency.

## **ADMISSIONS AND REGISTRATION POLICY**

### **Non-Discrimination Policy**

Assumption of the Blessed Virgin Mary School shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The school shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies or other school administered programs. (4101)

Parents/guardians have the right to inspect and review the official active file of their children. The local school officials should make reasonable rules and regulations designed to implement this policy.

### **Discrimination - Federal Government Regulations**

Catholic schools are affected by the Federal Title IX regulations prohibiting sex discrimination in education programs and activities. There is no discrimination in any education program or activity provided by Assumption School.

### **Criteria for Acceptance**

The normal progression through elementary school is nine years; with a student being classified in grades kindergarten through grade eight in successive years.

1. Assumption School is open to children parishioners of Assumption and parishioners of other parishes. All families, from any faith, are welcome to attend, subject to space availability. Students from other faith traditions will be expected to attend our Catholic traditions and participate in Religion classes. The principal/staff will review records in advance of acceptance of any student: Standardized Achievement tests, Academic grades, Individual Education Plans (IEP), Discipline records and Attendance records. A meeting with parents and student in advance of acceptance is required. Once accepted, the student will be assessed to determine appropriate placement to best meet the student's needs.
2. The student will be expected to comply with all school regulations and to behave in a manner conducive to good learning.
3. The family is asked to show an interest in the education of their children and a

- willingness to participate in parish life.
4. Families will sign and follow the Parental Witness Statement and agree to abide by the policies and procedures set forth in the Parent Handbook.
  5. Admission priorities will follow the guidelines stated in the registration policy.

### **Registration-Acceptance Process**

1. Current school families' and siblings of students already enrolled are given an online registration window, which guarantees placement for the following year. The window runs from mid January through February. If current families fail to register by March 1, they are not guaranteed a place for the following school year.
2. In March, new families that have completed online registration will be notified of acceptance. If accepted, they will be guaranteed a class seat, if available. All new families are expected to be actively participating in parish activities.
3. If registration exceeds space limitations (generally 50 for Kindergarten, 50 for each of Grades 1 – 8) a lottery system which follows these guidelines:
  - a. 1st selection from current families that did not register by the deadline, until spaces are filled;
  - b. then, new families that are Catholic until spaces are filled;
  - c. Lastly, new families that are non-Catholic.
4. If space is available during the summer (after 3 a, b, and c noted above), students may be accepted on a first-come basis, after all records have been reviewed. A meeting with the Pastor and/or Principal is required prior to acceptance.

### **Registration in the Elementary School (4103)**

The principal, according to the admission policies established by the pastor and/or the board, will register students to the school according to the norms set by the parish board of education, the Archdiocesan Board of Education and accepted educational procedures.

The registration process includes:

1. completion of a registration form;
2. verification of the date of birth by a review of the birth certificate or baptismal certificate;
3. verification of the dates of other sacramental celebrations;
4. verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements must be provided.)

### **ATTENDANCE AND TOILET TRAINED CHILDREN**

Children enrolled in KINDERGARTEN - 8, must be fully toilet trained before attending school. Our concern is that a student's incontinence is unsanitary, as urine or feces is on the classroom floor while other students are in attendance. Secondly, incontinence for a student can be an emotional and embarrassing moment.

If there is an accident, the child will be required to remain home 3 days until trained. If there is a second occurrence, the child will remain home for one (1) full week until training is completed. After that, a meeting will be scheduled to determine whether the child is able to attend school.

The only exception to this is a child under doctor's care for bowel/other reasons which cause incontinence. The school must have documentation from the doctor regarding this matter. The documentation must include the medical diagnosis, the treatment, and the length of time needed to correct the incontinence. If under doctor's care, the parent must have a plan on handling accidents, as the school personnel will not clean the child after an accident. In other words, if the child has an accident, the parent must come to school to clean the child and bring new underwear.

## **ATTENDANCE POLICIES**

Success in school is directly linked to school attendance. Our goal is for students to have an attendance rate of at least 96%. Students can achieve this by not missing more than 6 days of school each year. There is Morning Care beginning at 7AM. Remember learning starts immediately at 7:45 AM, meaning students must be in their homeroom on or before 7:45. Those that arrive at their homeroom later than 7:45 AM are considered tardy.

### **School Hours**

Monday - Friday 7:45 - 3:10PM (Pre-K Hours 7:45 - 3:00)

## **BEFORE SCHOOL CARE**

Before Care begins at 7AM daily, and is FREE for all students. As students are dropped off at the main building each morning, they enter the school and go into the gymnasium, where faculty and staff supervise. Once the bell rings at 7:30, all students are released to their classrooms; those in the Early Childhood building have adults escort them safely to their building.

## **AFTERCARE**

1. Aftercare runs daily, except on half-days of school.
2. Aftercare ends at 5:30PM.
3. 1st - 8th grade parents/guardians come to the OUTSIDE Art Room door to pick up their children.
4. PK & K parents/guardians come to the Early Childhood Building's front doors and use the direct phone number located on the doors to call directly to the designated room.
5. Faculty and staff supervise the program.
6. The Hourly price is \$9.00 with 15 minute increments for billing purposes.
7. STUDENTS bring their own SNACKS which can be eaten at any time during After-Care. (PK & K have a designated snack time around 4:00)
8. After 5:30pm, a late fee of \$25.00 will be assessed for the first minute, plus \$1.00 per minute thereafter.
9. 1st - 8th grade After-Care will immediately follow dismissal in the Art Room and begin play.
10. PK & K Aftercare will immediately follow dismissal in a preschool classroom.

11. There is a one way direct phone line into the Art Room at 636-474-1676.
12. If there is an outstanding aftercare balance after one month, the following month aftercare services will be suspended until the outstanding balance is paid in full.

## **DUAL ENROLLMENT(4204)**

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

### **Dual Enrollment for Long Term Absences**

Dual Enrollment is used for long-term or extended absences. Duration is determined by the Pastor and Principal. Assumption does not have virtual or homeschool options for learning.

## **ABSENCES**

EACH DAY a child is sick or absent, for any reason, we ask that the parent email or call the OFFICE [attendance@abvmtech.org](mailto:attendance@abvmtech.org) or 636-240-4474 by 8am. All absences are recorded on the student's permanent record. A student is truant if s/he is absent from school for a day or portion of a day without the knowledge and/or consent of the parent/guardian and school officials.

### **Absence Policy (4201)**

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co curricular activities (e.g., field trips, enrichment, and remedial programs, annual Pro Life March in Washington, DC, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

### **Types of absences: (ABVM Board)**

1. Excused Absences are provided for illness, medical/dental appointments, funerals, and shadow days (NOT vacations or sports tournaments, and the like) as long as the parent contacts the school via email or phone. (email: [attendance@abvmtech.org](mailto:attendance@abvmtech.org) ; phone: 636-240-4474)
2. Unexcused absences are given for vacations, sports tourneys, and the like. In addition, an unexcused absence occurs when a parent does not notify the school of an absence (or return a message left from the school to verify the absence).
3. Planned Absence Forms for HOMEWORK assignments (when a student plans on being absent more than 3 days) are available in the office. This form allows students



to have their homework/work assignments prior to leaving on their vacation, etc.

[Planned Absence Form](#)

### **Excessive Absences Policy (4201.1)**

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

### **Process for Excessive Absences**

After ten (10) unexcused absences, a letter will be sent to parents identifying the number of days the student was absent and indicates the principal will be in touch to discuss these absences. If twenty (20) or more unexcused absences accumulate, parents will receive a letter which requests a meeting to discuss the child's readiness for the next grade level. Parents are given the opportunity to correct the problem before further steps are taken. Administrative discretion will govern exceptional circumstances.

### **Half-day Absences**

Any student arriving after 10:00 a.m. or leaving before 1:30 p.m. will be considered absent a half-day. Half-day absences are recorded on the student permanent record.

### **High School Shadowing Absence**

Assumption provides one day in semester two (2) for seventh grade students to conduct high school shadowing. Eighth graders are provided one day in semester one (1) for high school shadowing. The chosen day is considered an excused absence, but does show on the permanent record. If a student chooses to take more than the allowed days for shadowing, it will be considered an absence - not excused.

### **Leaving School Early - Partial Absence**

Parents should try to arrange for all DENTAL and DOCTOR, and/or COUNSELOR appointments during non-academic school hours. If this is not possible, a parent should call or email the office before 8:00 a.m. indicating when a student needs to leave school before the normal dismissal time. Parents MUST come to the office to pick up and sign out children for early dismissals. The time frame for the early departure (partial day) will be counted in the number of days absent.

### **Planned Absences: Vacation / Sports Tournaments**

We do not encourage vacations during the school year, since classroom experiences are critical to academic success. Vacations and sporting events/tournaments, etc. are UNEXCUSED absences and are recorded on the permanent record.

If you are aware that your child will be absent from school for more than 3 days, you can fill out a Planned Absence HOMEWORK Form, found in the school office. In this case, teachers will provide what work they can, however, it may not be complete due to the length of the

planned absence.

**However**, all tests/quizzes must be taken the day the student returns to school, regardless of the number of days taken on vacation. Vacation and Planned Absences are included in the total number of absences a student has for the school year.

## **TARDINESS and PROCEDURES**

### **Tardy**

A student is tardy who arrives after the time fixed by school policy for the start of the school day. (4202) Students are tardy when they are not in their homeroom by the tardy bell at 7:45 am. All tardies are marked unexcused, unless the student comes late with a note from the doctor's office. If the student has a note, it is considered excused (but is still shown on the report card). Students arriving in their classroom after the tardy bell at 7:45 AM until 10 a.m. are marked tardy for that day. All tardiness is recorded on a child's permanent record. If unexcused tardies reach six (6), an information letter will be sent to the parents. If unexcused tardies reach twelve (12), a letter will be sent to parents requesting a meeting with the principal.

### **Tardiness and Mass**

If a child is tardy on their mass day, the (parent and student) should come to the school office, sign-in and obtain a tardy slip. The student will leave their book bag in the school office and be escorted to the church by school personnel, if it is within the first few minutes of Mass. If mass has lasted more than 10 minutes, the student will be kept in the school office area until their class returns.

## **DISMISSAL**

### **Normal Dismissal**

Normally, we dismiss at 3:10 each day of the week. School supervision ends at this time, except for scheduled, school-sponsored activities. After this time (3:10), students should not be in school without being accompanied by the proper classroom teacher, parent, or authorized school official. Students who remain in the school (3:10) without supervision will be asked to leave. The school is not responsible for any student that has been left at school without supervision.

***(Note: Preschool's day ends at 3:00, see the Preschool Handbook for more information)***

### **Early Dismissal**

On half days we dismiss at 12:00. Aftercare is not provided and arrangements for pick

up need to be made. There will be a \$25 late fee for anyone not picked up by the end of our dismissal time. In addition you will be charged \$1 per minute.

***(Note: Preschool's half day ends at 11:50, see the Preschool Handbook for more information)***

## **IMMUNIZATION - MEDICATION - ILLNESS - FIRST AID**

As a part of the registration process, appropriate medical information should be collected on each student and maintained in a secure area. All students should have:

1. a completed emergency form
2. a registration form indicating special needs
3. immunization records
4. a physical exam form

Students may also have an action/care plan, and/or medication administration form. School health records should be maintained separately from educational records to maximize confidentiality protection afforded to medical information under Missouri Law. An exception will arise when health care is delivered as a part of the student's educational program, such as health services delivered in an Individualized Service Plan ("ISP").

### **Missouri Immunization Requirements**

Religious and medical exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine preventable diseases occur. All immunization records should be up-to-date and returned by the first day of school. State regulations govern immunization and health record requirements. If immunization records are not received by October 1st of the year, that student will not be allowed to attend until the record is provided. Physical examination must be administered to all students entering Kindergarten, 3<sup>rd</sup> and 6<sup>th</sup> grades and those students new to Assumption in any grade. If the physical is scheduled for after the start of the school year, we must have the scheduled date of the physical.

### **Students with Significant Medical Conditions (4401.6)**

A student enrolled in a Catholic school, who has a significant or potentially life-threatening medical condition, may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

### **Release from School Due to Illness (4203.1)**

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached should be kept on file. (Appendix 6: Emergency Information/Authorization Record) Parents/guardians are responsible for providing transportation for the student to leave.

### **Guidelines for Sending an ill Child Home**

- Pre-K – 8: Diarrhea, sleepiness, and abdominal cramping.
- Pre-K – 8: Fever ( $>100.4$ ) or 1-2 degrees above the child's normal temperature and/or appearing ill. (A child needs to be fever free, diarrhea free, vomiting free for a minimum of 24 hours before returning without the aid of Tylenol®, or any other fever reducing substance.) If leaving school, parents will sign a "24- hour return" form.
- If a student is sent home due to illness, it is the responsibility of the parent/guardian to arrange for the child to be picked up within one hour of being contacted by the school.

### **EMERGENCY FIRST AID**

Every student must have emergency contact information updated in Teacher-Ease. Please take the time to review and update as needed.

#### **Minor Injuries**

For minor injuries, such as cuts and abrasions that occur on the grounds, the school nurse or staff will assess the injury and utilize first aid supplies to care for the child.

#### **Serious Injuries**

If the injuries are serious, the parent or emergency contact will be contacted immediately. If the parent or emergency contact cannot be reached, St. Charles County Ambulance district will be notified via 911.

If the injuries are life threatening, an ambulance will be summoned via 911 immediately. The parents will then be contacted. Serious injury is defined as loss of consciousness, seizure, severe bleeding, difficulty breathing, choking, broken arm or leg, or disorientation to surroundings (time, place, and people).

### **ADMINISTRATION OF MEDICATION (4401.4)**

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires medication during the school day, the following **must** be in place:

Only physicians, physician's assistants and nurse practitioners have prescriptive rights. A parent/guardian cannot prescribe a medication for the school to administer to their child, even non-prescription; nor may the parent/guardian authorize changes in the medication administration.

(The current prescription label on the container may not serve as a physician's order physician's orders may be faxed or emailed to the school.)

1. Written consent of the parent/guardian for school personnel to administer the medication
2. The medication must be in the original container
3. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

4. Students may not carry medication on their person, with the exception of life saving medication when properly registered with the school. Life saving medication should be kept in a secure place, but not locked.
5. A medical form is available on our website and needs to be signed by the parent and physician.
6. All medication sent to the school must be secured in a locked cabinet.
7. Medications sent in plastic bags will NOT be distributed. Medications should be brought to school in a container appropriately labeled by the pharmacy or physician.
8. Medications to be taken three times daily should be administered before school, after school, and before bedtime. They should NOT be sent to school for a mid-day dosage. Do not send cough medicine. If medication is found in the possession of the student, the medication will be taken away and the school will notify the parents.

## **VISITORS - VOLUNTEERS**

With our efforts to keep the children safe at school, please be aware of the following procedures for visitation, early pick-up and volunteer playground monitors.

### **Visitors**

All visitors are asked to come to the main office, sign in and receive a Visitor's Pass, which should be worn while in the building and on our campus. Once the visit has ended, the visitor should report back to the office and sign out.

### **Volunteers**

Please note that everyone who volunteers to work with students is required to have successfully completed all requirements of "Prevent and Protect" prior to volunteering for School Parties and Field trips.

- As a volunteer or chaperone, you are responsible for the safety and welfare of each child assigned to your supervision.
- Check in at the school office, sign in and receive a visitor's tag. After checking in at the office, you will be informed as to how you will proceed from there.
- Once in the classroom or with the teacher, please follow the directions of the teacher for parties, or field trips.
- Return the tag to the office and sign out when leaving.

### **Lunch and Recess Volunteers:**

- As a volunteer, you are responsible for the safety and welfare of each child assigned to your supervision; general talking or texting on your cell phone is not allowed.
- Check in at the school office and sign in.
- Inform the office personnel what work you will be doing and receive a visitor's tag.
- Go to the cafeteria or assigned recess location.
- Sign out and return the tag to the office when leaving.

### **Lunch with parent for K-8 in Cafe (No Pre-K parent lunches)**

- Authorized visitors may have lunch with a student by calling the office, letting us know you are coming ahead of time. We have one table that can hold only 6 people. Authorized visitors are parent/guardians or other visitors that must be approved by the parent/guardian. Parents/guardians must call the office to authorize other visitors.
- No more than 2 visitors per student.
- Please know that the cafe doors are locked all day, so no one has access.
- Any visitor wanting to have lunch with their child is asked to come to the school office 10 minutes before the class has lunch.
- When the class leaves for lunch, the visitor accompanies them - the teacher will unlock the door for all, then relock it.
- We will have a table set for those who bring lunch for both visitors and student(max 3 families per day).
- No pictures taken(we have some students who are not allowed to be photographed).
- Please know that only the child, not friends or non-school, younger siblings are allowed to have lunch with the student.
- No balloons, hats or other party items are to be brought for lunch.

## **COMMUNICATIONS**

### **Teacher/Parent Communication**

Parents have access to teacher emails through TeacherEase, our school information system. It is expected that teachers reply within 24 hours of communication. Teachers are unavailable for phone conversations during school hours; however, parents can request a time to meet after hours by emailing the teacher directly.

If a parent calls with an emergency, the school office will contact the classroom to ask for a student or provide an important message. For general messages, the school office will relay the information to the teacher or student during break time.

### **Release of Information**

Names, addresses, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools should not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools.

### **Student/Parent Communication**

Children will be allowed to call home for such things as glasses or medicine. All requested items must be brought directly to the school office. Students are NOT allowed to call home for forgotten homework assignments, chromebooks, lunches, unsigned tests, library books, etc.

All students have a school email address which is used to communicate with staff. These

emails cannot access emails outside of our domain.

### **Student - Local Authority Communication**

Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present.

### **Parent - Teacher Conferences**

Parent-Teacher conferences are held in the fall, when the first report card is issued. These conferences may be in person or via Zoom/Google Meets. It is desirable that parents who need additional time to meet with the teacher, make arrangements to do so with the teacher.

**(Note: Preschool does not have conferences at this time, see Preschool Handbook for conference dates)**

## **CLOSING OF SCHOOL**

Should it be necessary to cancel or delay school because of snow, ice or other hazardous conditions, notification will be given. Our main form of communication is via email and voice messaging through our TeacherEase system. In addition, we will notify local TV stations of the cancellation. All before school care, aftercare, clubs and activities are canceled when school is not in session due to closure. Please refrain from coming to campus on these days as our maintenance men and plow company need time to clear lots and walkways. Please do NOT call the parish office requesting this information.

### **Snow Days or AMI**

Assumption builds in three (3) SNOW DAYS each year. There are two possibilities used for school cancellations:

1. Snow Day - School is canceled and students do not have any work to complete. This uses the 3 days that are built into the calendar.
2. AMI (Alternative Methods of Instruction) - learning on all days after the three (3) snow days are used. These are required days of school and will go into the attendance record. See below for AMI procedures:
  - Classes/Assignments last between 2 hours for K-2, 3 hours for Grades 3-5, and 4 hours for Grades 6-8. **There are no AMI days for PK3 or PK4.**
  - **5th - 8th Grade:** Students check google classroom for instructions. Students need to check in by 5:00 pm in order to be counted as present as this is a required day of school. All assignments are due by 5:00 pm.

- **K - 4th Grade:** Your teacher will communicate by 8:00 am with instructions for your lessons. Please check in with your child's teacher for attendance by 7:00 pm in order to be counted as present for the day.

## CHILD CUSTODY

### Policy

The registration process includes: verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided). It is important to update the information we have on file as changes are made to custody agreements and parenting plans.

When parents of school children are living separate and apart and the school has not been advised through official court documentation regarding the role and responsibility of the parents, Assumption School administration, staff, and teachers will recognize the direction and claims of custody made by the parent who school administration work with on a regular basis.

Official court documentation is a certified copy of an official court order in the order's entirety, which should bear the original signature of a court officer, judge, or commissioner. If one parent is in receipt of and presents a certified copy of an official court order in the order's entirety indicating that the parent has been awarded custody of the child, school administration, staff, and teachers should recognize the validity of that order notwithstanding the prior relationships between the school and another parent. Child custody situations should not disrupt a child's school environment.

The court ordered custodial parent is the only parent who can actually visit the school and discuss any aspect of a child's school life with school personnel unless an official court order in the order's entirety states differently or the custodial parent advises school administration, staff, and teachers differently. If conflicting court orders exist, or if there are questions as to the content of the orders, legal authorities determine which order to follow in the order's entirety. **Both parents have access to school-related information unless the official court order in the order's entirety states differently.**

## STUDENT SUPPORT SERVICES

Assumption School has a long- standing commitment to incorporating Gospel values into every aspect of our school community. Assumption utilizes community resources as appropriate and incorporates student counseling on both an individual and small-group basis. Further, knowing the importance of preventing more serious problems in later years, staff efforts give attention to enhancing social skills, self-esteem and coping abilities.



## **Counselor**

The goal of the school counselor is to help support the development of students in “Mind, Body, and Spirit.” This counseling aims at providing supportive care for our students who are experiencing difficulties in their lives that affect their ability to be successful in school. The school counselor provides this care in a number of ways.

## **Classroom**

The school counselor teaches bi-weekly lessons to grades PK - 5. Grades 6 - 8 are taught in a graded class format entitled Values/Virtues Education. You can find an outline of this curriculum on the school website.

## **Small Group**

The school counselor can organize and implement small group lessons with groups of similar-aged students who are experiencing the same problem (i.e. divorce, self-esteem, emotional control, etc). These lessons are usually taught on a weekly basis for a short amount of time (i.e. one month for a total of four lessons). Parent permission is required before students participate.

## **Individual**

Students are encouraged to come see the school counselor when they are experiencing problems inside OR outside of the classroom. Students can also be referred by teachers or parents with concerns. All conversations are confidential unless the student is being hurt, hurting someone else, or wants to hurt themselves. The school counselor is a mandated reporter, meaning he/she is required to report any suspected instances of abuse or neglect. Conversations can also be shared if students give permission for the counselor to do so. Please note that this counseling does not intend to provide ongoing and/or in-depth counseling.

Should evaluation indicate on-going, in-depth private counseling is warranted, families will be referred to appropriate community resources for follow-up. Every effort should be made to schedule appointments outside of school hours. If appointments for private counseling are scheduled during the school day, the attendance policy will be followed.

## **Students with Special Needs (5204)**

Assumption attempts to address the special learning needs of students with a goal to successfully master the regular curriculum in the regular setting. Federal legislation prohibits schools from excluding students solely based on their disability if, with minor adjustments, an appropriate education can be provided. If a student's special learning needs cannot be met with minor adjustments, assistance will be given to find appropriate learning alternatives.

## **Special Needs Records (5204.1)**

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

### **Students Eligible for Services(4601.4 appendix 14)**

Under federal law, public school districts are required to conduct an annual census of students who are suspected of having or who have been diagnosed with a disability. The purpose is to identify the number of students eligible for services. That number is the basis for allocating federal funds to states and districts for special education services. In Missouri, ONLY those federal funds (IDEA Part B) are used to provide special education services to students who attend private and religious schools.

### **Learning Consultants**

- Least Restrictive Environment\*
- Supports within the Classroom Setting\*
- Alternate Setting for Testing

Our educational goal is for each student to successfully participate in his or her Least Restrictive Educational Environment. The least restrictive environment is the educational setting that is the most conducive and least “limiting” for an individual student. The least restrictive environment allows a student to use his/her academic and social- emotional strengths in order to increase personal independence and experience academic progress. It is the setting in which a student is capable of accessing the curriculum - either independently or with support and accommodations.

In many cases, the least restrictive environment for a student is the classroom setting. If more support is needed due to an identified condition that impacts a student’s learning, then individualized adjustments and interventions may be implemented within the classroom setting. These interventions and adjustments will be included within an In- House Educational Support Plan developed by the learning consultant and the classroom teachers. The In-House Educational Support plan is based on a student’s IEP, ISP, 504 Plan or medical report (along with observations by the classroom teachers and learning consultant). Students may have academic, medical, or social/emotional/behavioral conditions that interfere with their ability to learn or to demonstrate what they truly understand. Students may be diagnosed with specific learning disabilities, ADHD, ADHD-Inattentive Type (ADD), generalized anxiety disorder, depression, behavioral disorders or other medical issues. The learning consultant and teachers will work to support each student within the classroom setting. Additional support will be provided based upon the degree and extent to which a student’s diagnosed condition is impacting learning.

Some students with educational and/or medical diagnoses may benefit from taking standardized tests, subject area tests, and quizzes in an alternate small group setting. This intervention is to be based upon specific recommendations within a student’s IEP, ISP, 504 Plan, or medical/psychological report. Not all students who have a diagnosed learning condition or medical condition will demonstrate the need to take tests in an alternate setting. An alternate setting may not be the least restrictive testing environment for some students who have special learning needs. The learning consultant will refer to a student’s IEP, ISP, 504 Plan or medical report to see if an “alternate setting for testing” has been

recommended. Within our model of support we are not able to provide one on one instruction and interventions. We are limited with services that can be provided as we do not have specialized therapists on staff (Physical, Occupational, Speech Pathology, etc). Upon review of diagnosis and accommodations, it may be determined that we are unable to provide the services needed to meet individual student needs.

### **School Therapy Dog**

- Assumption has a therapy dog named Crusader. He periodically visits classrooms and supports our counseling lessons.
- Therapy dogs have been active in schools for some time. Teachers and administrators have witnessed the effects therapy dogs have on students and themselves. The benefits of having therapy dogs in the classroom/ at school include:
  - Physical benefits. Interaction with therapy dogs has been shown to reduce blood pressure, provide physical stimulation and assist with pain management.
  - Social benefits. A visiting therapy dog promotes greater self esteem and focused interaction with other students and teachers.
  - Cognitive benefits. It has been empirically proven that therapy dogs stimulate memory and problem-solving skills.
  - Emotional and mental health benefits. A therapy dog can lift moods in the classroom, often provoking laughter.

## **DISCIPLINARY EXPECTATIONS FOR STUDENTS K-8**

### **Preface**

Assumption provides an atmosphere that is conducive to academic excellence, personal and spiritual growth and social development grounded in the values of a Christian education. To this end, high standards of attitude and behavior are required of each student. The high goal of discipline is Christ-like character and decision making. Since Catholic school doctrine emphasizes the development of self-discipline, we prepare our students to follow Christ. Assumption discipline focuses on the virtues and our Catholic faith. The basic principle is that students recognize and understand their actions result in a consequence.

Assumption has one general rule of behavior: that its members conduct themselves as good Christians. Christianity is characterized by consideration for the rights and privileges of others and genuine respect for those in authority. Respect for all persons and all school property is expected of every student.

When harm is caused by poor choices in behavior, the teachers/administration will address

it within the context of faith identity to make amends. We will repair and restore relationships first because we want to live a virtuous life/loving God and neighbor, and because we want to do unto others as we would have them do unto us.

The classroom teacher handles discipline within his/her classroom. The teacher will contact the parent when problems occur through TeacherEase(student information system). If a parent or guardian has concerns about a child, the teacher should be the first to know so that she/he can deal with the situation. This might require an in-person meeting or a phone conference. If, after this communication, the situation does not improve, the principal-parent-teacher conference may be scheduled.

### **Discipline Procedures K - 8**

The teacher and the administration determine consequences based on the student's actions - verbal or physical, and/or displayed attitude toward others, as outlined in the student/parent handbook.

**The Assumption teacher may determine disciplinary consequences for any students including infractions, write-ups, or detentions.**

### **Discipline Notes of Importance K - 8**

- In any discipline case that the Principal handles, s/he has the right to determine a consequence (or by-pass standard processes) if the circumstances warrant.
- The administration reserves the right to waive or deviate from any disciplinary regulation, for just cause, at its discretion.
- After numerous lesser discipline issues (without improvement) or after an extreme offense, a student may be asked to withdraw for cause or be dismissed.
- For those student actions or attitudes that warrant probation, suspension, or withdrawal for cause, the administration will consult with the pastor in advance of the final decision.
- Students may receive an immediate detention, in-school suspension, out-of-school suspension, probation or dismissal at the discretion of the administration based on the seriousness and degree of the offense, and/or the continuance of a behavioral issue that has not been corrected through other means. The offense may not be listed in this handbook.

*(Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present.)*

### **Search and Seizure (4303.5)**

School Officials May Search a Student's Locker or Desk. Lockers, desks etc. are school property and as such are subject to search by school officials. Additionally, a student's jacket, purse, backpack and the like are personal property which may be searched upon reasonable grounds to justify the search.

### **Discipline Records K - 8**

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral Information.

### **Specific Discipline Procedures Grades K-4**

The Assumption teacher and/or administration, as indicated above, may determine disciplinary consequences for any students including incident notes, write-up, detention, probation, suspension, and/or withdrawal for cause. The consequences are based on the student's actions- verbal or physical, and/or displayed attitude toward others, as outlined in the student/parent handbook.

With students in K-4,

1. First and foremost, with K-4 students, the emphasis for improved behavior is being Christ-like. This comes through discussion with the student, who is able to explain his/her actions.
2. Following a discussion, the teacher may assign an approved consequence: call to parent, write-up, require the student to meet with the principal, depending upon the offense. (This will be recorded in TeacherEase by use of Behavior Logs and will be communicated to parent/s).
3. If the behavior is serious (or has repeatedly occurred) the teacher will input the behavior into TeacherEase by use of a Discipline Incident and will email parent/s. Consequences may include missed privileges such as recess, lunch detention, afterschool detention, in school suspension or suspension. Generally, the principal is consulted in advance of assigning a more serious consequence such as a detention.
4. If behaviors are continuous, the teacher requests that the Parents meet with him/her to discuss the on-going problem and develop a resolution plan.
5. The Principal becomes involved if requested by a parent or teacher. Parents, teacher(s) and principal may choose to meet to discuss the concerns and

determine additional consequences or a “Plan of Action” that will outline plans for the future. If the plan is not followed and/or behaviors do not improve, the student may be suspended or Withdrawn for Cause.

6. Suspension or Withdrawal for Cause are only determined by the Administration and Pastor.

### **Specific Discipline Procedures Grades 5 - 8**

The Assumption teacher and/or administration may determine disciplinary consequences for any students including incident notes, write-up, detention, probation, suspension, and/or withdrawal for cause. The administration determines consequences based on the student’s actions- verbal or physical, and/or displayed attitude toward others, as outlined in the student/parent handbook:

1. The student is called to explain his/her actions.
2. The teacher determines if discussion is sufficient to correct the matter.
3. The teacher may assign an approved consequence: Infraction, write-up, call to parent, set a one-hour detention, and/or require the student to meet with the principal, depending upon the offense. Written Notification will be sent, if warranted, with notification through TeacherEase.
4. If behaviors continue, the teacher requests that the Parents meet with him/her to discuss the on-going problem.
5. The Principal becomes involved if requested by a parent or teacher. Parents, teacher(s) and principal may choose to meet to discuss the concerns and determine additional consequences or a “Plan of Action” that will outline plans for the future. If the plan is not followed and/or behaviors do not improve, the student may be suspended or dismissed.

### **Discipline Incidents Grades 5 - 8**

There are two types of discipline incidents for grades 5 through 8. Those considered lesser discipline incidents (infractions) and those that are of a serious nature. Teachers will record discipline incidents of any kind in TeacherEase. If a student receives 3 infractions, then a write-up will be issued. Three write-ups will be cause for a detention. If a student receives ZERO infractions in a quarter, s/he can dress down on a designated date communicated by homeroom teachers.

#### **Infractions Grades 5 - 8**

Infractions are minor behaviors that include but are not limited to: chewing gum, dress code violations, dress down day violations, missing materials, and phones/earbuds.

#### **Serious Discipline Incidents Grade 5 - 8**

Serious Discipline Incidents include but are not limited to: inappropriate language/gestures, harassment/bullying, forgery/theft, cheating, property damage, threatening, fighting/physical or verbal aggression, vandalism, defiance/disrespect, media violations. These more serious

incidents may receive an automatic write-up, detention, suspension, or may be cause for dismissal from Assumption. All will be recorded in TeacherEase.

**\*Note: three discipline related write-ups = 1 hour detention. This resets each Semester.**

### Quick Chart for Discipline Incidents (Gr. 5-8)

This chart is an example of incidents and consequences. This is not a complete list and is provided as an example only.

Type 1	Type 2`	Type 3
Dress Code: incorrect uniform (shirt, socks, shoes, etc.), Chewing Gum, candy, etc.	Cell phone or other electronic devices identified in the handbook. (Technology Guidelines, Use etc.)	-Harassment, threats, bullying or verbal/physical acts against others. -Internet violations, including videos without permission of those within the video, language, and/or inappropriate gestures, pictures of inferences, etc. -Immoral actions or obscene language/gestures -Cheating, Plagiarism, Drugs, Alcohol or Disrespecting of Authority
Consequences	Consequences	Consequences
1st infraction of Dress code, gum (etc.) chewing, is simply a verbal warning.  3rd infraction requires a write-up and notification through TeacherEase by the teacher.	Removal by teacher for the day, write-up and notification on TeacherEase by the Teacher.  Three write-ups in one semester = Detention	Minimum of automatic 1 hour detention, ISS, OSS, possible dismissal, depending on circumstances.  If suspension or decision of dismissal is determined, the Principal will contact the parents and offer a meeting.

### Repeated and/or Serious Offenses

Students Grades 5 - 8 may receive an immediate detention, in school suspension, out of school suspension, probation or dismissal at the discretion of the administration based on the seriousness and degree of the offense, and/or the continuance of a behavioral issue that has not been corrected through other means. Extreme offenses not covered in the list below will be dealt with in a similar manner. Extreme offenses may result in immediate dismissal. Serious discipline issues include, but are not limited to:

- Violating the privacy of another person
- Media/Technology violations; posting pictures/comments that are hurtful or harmful to another person or entity.
- Repeated infractions of school rules or disrespect to authority
- Continued disruption of the learning environment
- Theft, vandalism, and/or destruction of school property or the personal property of

- students, staff or others
- Plagiarism or cheating on test or other work
- Possession of or use of any instrument that might be considered a weapon
- Fighting/aggression, physical or verbal
- Harassment, Intimidation, threatening and/or Bullying
- Possession of, use of, or under the influence of any kind of drugs, tobacco, e cigarettes or e-products / e-paraphernalia, or alcohol on school property or during school sponsored activities.
- Truancy

## **DEFINITIONS OF SOME SERIOUS DISCIPLINE ISSUES & CONSEQUENCES**

### **Internet and Electronic Communications Conduct (4303.4)**

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with That goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school. This policy applies to communications or depictions through e-mail, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for Cause.

### **Local Procedure: Internet Violation**

Assumption Catholic School reserves the right to take disciplinary action against any student who uses the internet, instant messaging, e- mail or the cell phone, smart watch, etc. to deliver to another student any message or threat considered inappropriate. Whether occurring within or outside of school, students jeopardize the safe environment or act contrary to the Gospel values that emphasize the dignity of and respect for all persons, the student(s) can be subject to disciplinary action by the school.

While in school, students are required to leave all cell phones, smart watches, and other devices turned off and **TURND IN TO THE HOMEROOM TEACHER TO BE STORED BEHIND THE TEACHER'S DESK FOR THE DAY.** The use of CD players, MP3's, iPods,



cell phones, tape players, radios, laser pointers, cameras (of any type), camcorders, video gaming devices or other listening or picture taking devices are prohibited during the school day. If a student has one of these devices, the Principal will hold it until the end of the day.

If it occurs a second time, the parents will be required to come in and pick it up. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo sharing and posting videos to YouTube or similar applications.

### **Local Procedure for Technology Violation and Consequences**

Assumption School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo sharing and posting videos to YouTube or similar applications.

Refrain from taking photos or videos during student Masses to respect the privacy of all families and ensure a safe and comfortable environment for everyone. Your presence and participation in these sacred moments mean so much to our students, and we appreciate your cooperation in helping us foster a respectful and prayerful atmosphere.

The following consequences will be taken if you are in violation of the School Privacy Act:

1. Parents will be called and told to take all postings off the internet
2. Students could be suspended or dismissed from school.

## **LOCAL PROCEDURE: TRUANCY AND CONSEQUENCE**

A student is truant if he/she is absent from school or a class period or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Truancy is considered a serious offense. Consequences may include detention(s) equaling the time missing school, conferences with parent/guardian, in-school suspension, and/or probation. Repeated truantries could result in dismissal and a hotline call to the Division of Family Services.

## **LOCAL PROCEDURE FOR CHEATING/PLAGIARISM AND CONSEQUENCES**

### **Definition of Cheating**

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to lying, copying from another's test or examination, asking/discussing a question at any time of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions.

### **Definition of Plagiarism**

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through

Acknowledgement of an original author or source must be made through appropriate independent reasoning or logic or where the thought or idea is common knowledge references; i.e., quotation marks, footnotes, or commentary.

Examples of plagiarism include, but are not limited to: submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part; close and/or lengthy paraphrasing of another's writing without credit or originality; use of another's project or programs or part thereof without giving credit.

### **A.I. Usage:**

The purpose of this policy is to guide the responsible use of AI tools such as ChatGPT by middle school students. These tools can be powerful learning aids when used correctly, but

they must be approached with caution, responsibility, and integrity.

### **Acceptable AI Use Guidelines:**

1. **Educational Use Only:**  
Students may only use ChatGPT and other AI tools for school-related work with teacher permission. This includes research, brainstorming, grammar help, and learning support—not replacing original thinking.
2. **No Substitution for Student Work:**  
AI may not be used to complete assignments or generate full essays, stories, or reports unless explicitly permitted by the teacher. Students must always do their own thinking and writing.
3. **Transparency Required:**  
If AI was used in any part of an assignment, students must disclose it (e.g., "Used ChatGPT to brainstorm topic ideas" or "Used AI to check grammar"). Lack of disclosure may be considered academic dishonesty and plagiarism consequences will apply.
4. **Respect and Safety:**  
Students must not use AI to generate inappropriate, harmful, or disrespectful content. This includes offensive language, bullying, or asking AI to write or simulate violent, illegal, or explicit content.
5. **Personal Information:**  
Students should never enter personal, identifiable, or sensitive information into AI tools. This includes names, addresses, phone numbers, passwords, or school details.
6. **Supervised Use Only:**  
AI tools should be used under teacher or adult supervision during school hours or as assigned.

### **Improper use of AI tool: (First Offense)**

On the first offense the following consequences may apply:

- Redoing assignment without AI assistance with a 20% reduction in grade
- Restricted or revoked access to AI tools
- Parent/guardian notification and administrative action
- Second offense and beyond, the Consequences of Cheating/Plagiarism policy will apply

### **AI Student Responsibility:**

By using AI tools in school students agree to use them responsibly and ethically. They will complete their own work and be honest about when and how AI is used. Students understand that misuse may result in disciplinary action.

**Teacher and Parent Responsibility:**

Teachers and parents are encouraged to guide students in ethical AI use, foster discussions about digital responsibility and support students in developing critical thinking and writing skills.

**Consequences of Cheating/Plagiarism**

1. Loss of credit for the assignment/Test - 'F' is given (50%); If this occurs a second time, the Test score will be "0%"
2. Automatic Detention
3. Notification of parent by the teacher or principal
4. If a student belongs to the National Junior Honor Society, the Faculty Council will set meetings to determine the consequence.

**LOCAL PROCEDURE FOR DRUG/ALCOHOL ABUSE AND CONSEQUENCE:**

The use and abuse of alcohol, tobacco, and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. Under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. The possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school- sponsored functions are not permitted. Students violating this policy will be subject to suspension from school. In addition, civil authorities may become involved.

**HARASSMENT AND BULLYING****Harassment (4303.7)**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including

suspension and withdrawal for cause, will be taken.

### **Local Procedure for Harassment and Consequence**

A safe learning environment requires more than the absence of physical conflict or toleration of others who are perceived to be enemies. Harassment is aggression against someone based on real or perceived characteristics they have - such as race, religion, sex, gender. It is serious enough to create an unsafe environment and is a form of discrimination. ABVM investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and/or dismissal, will be taken.

### **Local Procedures, Definition of Bullying and Consequence**

At Assumption, we are deeply committed to creating a safe, respectful, and Christ-centered environment for every student. We believe that all members of our community are called to treat one another with kindness, empathy, and compassion—values that reflect the teachings of Jesus.

Bullying of any kind—whether physical, verbal, emotional, or online—is not tolerated. Every student deserves to feel seen, heard, valued, and safe at school. We promote a culture of inclusion, where students are encouraged to stand up for one another and build each other up.

Together with our families, we work to nurture hearts and minds that choose kindness over cruelty, courage over silence, and respect over exclusion. We ask for your continued partnership in reinforcing these values at home, so that our children grow in faith, integrity, and love for one another.

Bullying is intentional physical, verbal or social aggression repeated over time. It occurs when the victim perceives a real OR perceived power imbalance.

1. Students and parents/guardians are asked to report to the teacher/supervisor/counselor or administrator about bullying or harassing behaviors toward their child.
2. The teacher/supervisor/counselor/administrator determines if it is bully-like or harassment, if so, then documents this in the TeacherEase Behavior Log. Determination is based upon a thorough discussion with witnesses, the individual creating the issue and the student being

affected.

3. The consequence given by the teacher/supervisor/counselor/administrator is based upon the handbook.
4. Once documentation for a student accumulates, that student could receive a minimum of a one-hour detention to suspension or dismissal. Matters of suspension or dismissal are handled by the Administration.

### **SUSPENSION (4302.1)**

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made by the school principal in consultation with the pastor.

### **PROBATION(4302.2)**

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made by the school principal in consultation with the pastor.

### **WITHDRAWAL FOR CAUSE (4302.3)**

Withdrawal for cause is the permanent end of enrollment of a student from school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school. The decision of withdrawal for cause is made by the pastor of the parish, with the recommendation of the principal.

## **APPEALS PROCESS LOCAL PROCEDURE**

The proper chain of command to resolve a grievance is the teacher, principal, and then the pastor. When questions, difficulties, or misunderstandings arise, parents should contact the teacher(s) involved to discuss the matter. The teachers will return the calls at their earliest convenience. Usually the problem is settled through sincere, open dialogue. When it is difficult to reach an agreement after attempting to discuss the problem with those involved, the principal is approached. If, after meeting with the principal, the matter is still unsettled, those involved may approach the pastor.

## **LOCAL TECHNOLOGY GUIDELINES, USE EXPECTATIONS, AND CONSEQUENCES**

### **Internet Use Guidelines**

A safe environment for all members of the Assumption School community is a priority. Instruction and assignments may require the use of the Internet while at school. This access will be provided to students who agree to act in a considerate, responsible, and

ethical manner. Access is a privilege, not a right: access entails responsibility. This privilege may be revoked for inappropriate conduct. School administrators reserve the right to define inappropriate conduct.

Assumption School firmly believes that the valuable information available on the internet far outweighs the possibility that students may obtain material inconsistent with our school goals. An adult is always present when the children are using school-supplied computers to access the internet. Assumption School makes no guarantee that the functions or the services provided by or through the school will be error-free or without defects. Assumption Catholic School reserves the right to take disciplinary action against any student who uses the internet, instant messaging, e-mail or the telephone to deliver to another student any message or threat considered inappropriate. Whether occurring within or outside of school, students jeopardize the safe environment or act contrary to the Gospel values that emphasize the dignity of and respect for all persons, the student(s) can be subject to disciplinary action by the school.

An Acceptance Use Policy form is issued with the Registration packet annually that will outline the school's internet policies and require the signature of each student and parent/guardian.

## **Devices and Uses of Devices at Assumption**

### **Grades K–4 Chromebook/Ipads (In-Class Use Only – 1:1 Devices)**

To support student learning, each student in Kindergarten through 4th Grade is assigned a device for use during the school day only. These devices are powerful tools for creativity, exploration, and learning, and it is important that students treat them with care and respect.

#### **Student Expectations:**

1. Use with Permission:  
Chromebooks/Ipads are to be used only when the teacher says it is time. Students may not use the device without adult supervision.
2. Kind Hands:  
Always handle the Chromebook/Ipad gently—with clean, dry hands. Open and close it carefully, carry it with two hands, and never touch another student's device.
3. Stay on Task:  
Use the Chromebook/Ipad only for schoolwork. Students should stay on the apps or websites that the teacher has assigned.
4. No Food or Drinks:  
Keep Chromebooks/Ipads away from snacks and drinks to avoid spills and damage.
5. School Property:

Chromebooks/lpads stay at school. Students are not allowed to take them home. Each student is responsible for using their assigned device properly.

6. **Be Safe and Kind Online:**

When using the internet or digital tools, students should always use respectful language and never share personal information. If something confusing or inappropriate shows up, students should tell the teacher right away.

**Care and Consequences:** Students are expected to treat Chromebooks with care. Accidental damage should be reported immediately to the teacher. If a device is mistreated or used inappropriately, consequences may include:

- Loss of Chromebook privileges for part or all of the day
- Restorative conversation with the teacher or principal
- Parent notification if misuse continues

**Please note:** In cases of intentional damage, neglect, or misuse, families may be held financially responsible for the cost of repairs or replacement of the device.

### **Chromebooks Grades 5-8**

As part of our commitment to providing a safe, productive, and faith-centered digital learning environment, all students in Grades 5–8 are required to have a **school-approved Chromebook** for educational use. These devices must be:

- Purchased **through the school** using the approved vendor
- Registered under the school's **@abvmtech.org domain**
- Equipped with required **school-managed safety and monitoring software**

This ensures all devices meet our educational, security, and content-filtering standards while allowing consistent support and protection both on and off campus.

### **Technology Use Expectations (Grades 5-8)**

Students are expected to use their Chromebooks responsibly and in accordance with our school's values. The following guidelines are in place to ensure safe and respectful digital learning:

1. **Supervised Use:** Students must always have a supervising adult present when accessing the Internet, whether at school or home.
2. **Respect for Privacy:** Students must not access, modify, or interfere with another student's or teacher's files, documents, accounts, or systems.
3. **Proper Care and Use:** Students may not tamper with equipment, alter settings, disable safety features, or install unapproved applications, extensions, or programs.
4. **Respectful Communication:** The use of vulgar, obscene, threatening, harassing, or otherwise inappropriate language, images, or content is strictly prohibited—whether written, spoken, or shared online.
5. **Profile & Icon Guidelines:** Profile pictures associated with school accounts (e.g., @abvmtech.org) must be appropriate and reflect the values of our Catholic community.



Students may not use avatars, images, or icons that are offensive, inappropriate, or unrelated to school.

### **Important Notes for Families**

- Chromebooks must be purchased through the school to ensure uniform setup, compliance, and protection.
- Devices not managed under the school domain or without the required safety software will not be allowed for classroom use.
- Families are responsible for the care and maintenance of their student's Chromebook. In the case of intentional damage, misuse, or lost devices, families are financially responsible outside of the warranty and protection plan chosen.
- If a student intentionally misuses their device or causes damage, consequences may include:
  - Verbal warnings or restorative conversations
  - Infractions or write-ups in accordance with the student behavior policy
  - Detention or restricted device use
  - Loss of technology privileges for a designated period
  - Financial responsibility for repairs or replacement in cases of intentional damage, neglect, or repeated misuse
  - Repeated misuse may also result in a parent conference and additional disciplinary actions.

### **Acceptable Icon Use:**

- Professional-style pictures of yourself (sports picture, activity/club picture, headshot/school picture)
- Family picture
- Pets
- Cartoon/movie characters (those that are deemed school appropriate)
- Art work
- Favorite professional sports figure
- No icon at all (the default setting is your initials)

### **Unacceptable Icon Use:**

- Pictures of someone other than yourself
- Memes
- Political related material
- Gifs
- Inappropriate humor or controversial statements/gestures
- Anything an Assumption teacher or staff member deems inappropriate
- Students shall respect copyright laws and not use written materials as their own without giving proper credit. The school prohibits the download and/or distribution of materials such as music, movies, and other copyrighted materials.
- Students should never give out personal information such as addresses, telephone numbers, or personal photographs.

- Students will report any messages, illustrations, or communications that are inappropriate.
- Computers and technology equipment are expensive learning tools. The student/parents will pay for any damage caused by misuse of this equipment.
- Students are forbidden to load any software or utilities onto the computer by any means without permission from administration.
- Students are forbidden to use computers to access internet weblogs (blogs), personal web pages, or personal email accounts, unless specifically granted permission to do so by the administration.
- Students may not purposely attempt to bypass any security or content filtering mechanism by any means.
- The use of Assumption School's computers, student Chromebooks, networks, and/or Internet access is solely for the School Educational and Parish Administrative Services. Any other use is explicitly forbidden.
- Only pre-approved and sanctioned devices may be connected Assumption computers and networks. All other devices are explicitly prohibited from Assumption School's computers and networks.

### **Cell Phones, Smart Watches, Ear pods, Etc.**

Students are required to leave all cell phones, smart watches, and other devices turned off and TURNED IN TO THE HOMEROOM TEACHER TO BE STORED BEHIND THE TEACHER'S DESK FOR THE DAY. The use of CD players, MP3's, iPods, cell phones, tape players, radios, laser pointers, cameras (of any type), camcorders, video gaming devices or other listening or picture taking devices are prohibited during the school day. If a student has one of these devices, the Principal will hold it until the end of the day. If it occurs a second time, the parents will be required to come in and pick it up.

### **GOOGLE DOMAIN USAGE K - 8**

Students will be given a Google account and password. This account is to be used for EDUCATIONAL PURPOSES ONLY. Student email accounts can only send emails to another Assumption account (@abvmtech.org). The password shall not be changed without the permission of administration. If inappropriate use is suspected, the administration reserves the right to investigate all components of the students' account including but not limited to email, Google Drive, and Google search history.

### **Tech Warranty Recommended for Grades 5 - 8**

We strongly encourage a 4-year warranty for each Chromebook. WHY? Chromebook Crash without a warranty:

- Only students with a valid Chromebook warranty will be issued a loaner while Chromebook is in repair, subject to availability.

- If there is no warranty, the family must either pay for the needed repair or purchase a new Chromebook through the school within 2 weeks.
- Assumption does not allow use of devices other than those purchased through Assumption during class-time. The only device approved for student use in the classroom is the Assumption-issued Chromebook.

### **Local Procedures on Technology, Privacy and Consequences**

Assumption School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo sharing and posting videos to YouTube or similar applications.

### **Violation of the School Privacy Act Consequences**

1. Parents will be called and told to take all postings off the internet
2. Students could be suspended or dismissed from school.

### **COPYRIGHTS**

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources. No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyrighted materials for any purpose within the school's instructional programs. "Fair Use" of copyrighted materials is allowed for specific instructional purposes with the limits of the "Fair Use" limitations.

## ACADEMICS

### Progress Reports and Report Cards

Progress Reports and Report Cards for each student will be available to view on TeacherEase at the end of each quarter. Please be sure to check your child's grades online and address any questions or concerns with your child's teacher. (Preschool and Kindergarten receive semester report cards only)

### PK–1st Grade Standards-Based Grading Scale

At the Preschool through 1st Grade level, student progress is measured using a standards-based grading system. This approach focuses on how well a student is mastering grade-level skills and concepts over time, rather than comparing their performance to others.

Grades at this level reflect each student's individual growth and achievement, taking into account their effort, attitude, and developmental readiness. The goal is to ensure students meet the foundational expectations for their grade level while recognizing that learning progresses at different rates for each child.

3= Above grade level expectations

2= At grade level

1= Emerging expectations

T= Taught but not graded

### 2nd-8th Grading Scale

Grades at these levels are a measurement of learning/achievement as measured against an objective norm. Students are expected to master basic minimum requirements for each grade level through their efforts and attitude.

<b>GRADE</b>	<b>% GRADE</b>	<b>GRADE POINT</b>
A+	98-100	4.0
A	95-97	4.0
A-	93-94	3.67
B+	90-92	3.33
B	87-89	3.0
B-	85-86	2.67
C+	83-84	2.33
C	80-82	2.0
C-	78-79	1.67
D+	75-77	1.33
D	72-74	1.0
D-	70-71	0.67
F	69 and below	0.0
T	Taught but not graded	

## **Conduct & Effort/Work Habits & Personal Growth**

- 1- Needs Improvement
- 2- Satisfactory
- 3- Good
- 4- Excellent

Objective grades are determined by the score achieved on all work: tests, homework, and daily work. Effort and Conduct are observed by teachers during class time in all departmental classes. Homework and class participation are indications of effort and attitude. Mid-quarter Progress Reports are published on TeacherEase for parents to review.

## **GRADING**

Teachers will be using the electronic grade-book web-based program TeacherEase to post grades. Teachers should collect a sufficient number of grades during each academic quarter to fairly and accurately evaluate the progress of each student. It is strongly suggested that a teacher have a minimum of 8-10 grades in a quarter. Each subject should have multiple grades from each category. (Tests/Projects, Quizzes, Homework/Classwork) This varies per grade level and content area.

## **Grade Reporting**

Grades should be posted regularly on TeacherEase for students and parents to view. This varies due to content area and student absences. In general the expectation is that grades are posted in a timely manner.

## **Weighting of grades**

<b><u>Gr. 5-8</u></b>	<b><u>Gr. 3-4</u></b>	<b><u>Gr. 2</u></b>
45-Tests/Projects	40 - Tests/Projects	45 - Tests/Quizzes/Projects
30-Quizzes	35- Quizzes	35 - Classwork
25- HMWK/CLWK	25 - HMWK/CLWK	20 - Homework

## **FAILURES**

If a student fails 2 quarters consecutively in any core subject area (reading, math, writing), s/he is required to attend a summer recovery program that is approved by Assumption. If the student fails the full year of Religion, Science, or Social Studies, the teacher of the course will provide a complete packet of skills that the student must complete during the summer – PRIOR to entering the next grade level. The parents are responsible for any costs associated with the summer recovery program

## **HOMEWORK**

Homework is an important tool in reinforcing the concepts and skills taught in the classroom. It supports student growth by encouraging independent practice, fostering responsibility, and

offering parents a window into what their child is learning. Homework also serves as a way for teachers and parents to assess a student's understanding and progress on a regular basis.

The following outlines the approximate amount of time students should spend on homework each school night:

**Kindergarten–Grade 1:** 15 minutes

**Grade 2:** 20 minutes

**Grade 3:** 25 minutes

**Grade 4:** 30 minutes

**Grade 5:** 35 minutes

**Grade 6:** 60 minutes

**Grade 7:** 70 minutes

**Grade 8:** 80 minutes

These times are intended as general guidelines. We recognize that each student is unique, and the time needed to complete assignments may vary depending on individual learning styles, focus, and workload. If your child is consistently taking significantly longer than the recommended time to complete homework, please reach out to the classroom teacher so that we can work together to support your child's learning needs effectively.

## **LATE OR MISSING ASSIGNMENTS**

An assignment is considered late if it is not turned in during the class period in which it is due. Assignments turned in late may have the grade value reduced according to the length of time the assignment is late and the quality of work turned into the teacher. Each grade level will determine their late/missing assignment policy and this will be communicated at the beginning of the year during orientations/back to school nights.

## **8TH GRADE GRADUATION REQUIREMENTS**

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations.

## **RETENTION**

For PK - 8th grade students who have not mastered the skills and content for all curriculum areas on his/her grade level, or have social and emotional delays, the school or parents may request retention. After a formal request has been made, a meeting will be held with the Principal, counselor, parents, and teachers of the student. Decisions regarding retention will be made on an individual basis and will be made by the Principal.

## **STUDENT RECORDS**

### **Transfer Students**

Our school office will request a Cumulative Record form, or forward our records to, any parochial school in the Archdiocese of St. Louis. If transfers are being made to a public school, or to a school outside the Archdiocese, a copy of our Cumulative Records will be sent upon the request of the receiving school.

### **Withholding of Academic Records**

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

Failure to meet financial responsibilities has consequences. No school records, including report cards, will be released during the school year or after the school year has ended when outstanding financial obligations are delinquent or unsatisfied and no mutually acceptable plan has been agreed upon.

## **STANDARDIZED TESTING PROGRAM AND ASSESSMENT**

Assumption School has adopted the NWEA Assessment Platform for our students K-8. This platform provides online testing for all students in the areas of Math and English Language Arts and is administered three (3) times per year. The assessments are individualized for each student and over the course of a year, show growth in the areas indicated about. From this teachers are able to identify specific strengths and weaknesses within the curriculum and modify accordingly. In addition, the teacher sees each student's performance indicators and can provide needed help in identified areas.

Student NWEA scores within the 1st-20th percentile, will meet with our learning consultant to receive targeted support in bridging any gaps. Additionally, students who achieved a score in the 95th percentile or above, will qualify for our Enrichment program, where they will engage in exciting enrichment activities.

## **TEXTBOOKS AND WORKBOOKS**

- All textbooks and workbooks are furnished by the school.
- Lost or damaged books must be paid for by the student. A charge will be made at the rate of the school's purchase price.
- Failure to pay any and all book fines may result in records and/or report cards being

held.

## **THEOLOGY OF THE BODY**

As part of our Archdiocesan religion curriculum, students in grades K–8 will receive age-appropriate instruction in ***Theology of the Body***, a program developed by Ruah Woods Press and based on the teachings of St. John Paul II. This curriculum helps children understand their God-given dignity, the purpose of the body, and their call to love as God loves. Through engaging stories and discussion, students learn how they are made in the image and likeness of God and how to form healthy, holy relationships rooted in respect and truth.

## **LUNCH PROGRAM**

A lunch program is available to all students. Our Cafeteria is run by Mrs. Ann Orr, who creates a healthy lunch menu to serve in our cafeteria daily and comply with the required Type “A” lunches as outlined by the Missouri Department of Education and the U.S. Department of Agriculture. Students taking advantage of the hot lunch program are asked not to bring additional food and drinks, especially soft drinks, to school. However, those who wish to bring their own lunch may do so.

- Students may not bring soda with their lunches; this is for the child’s good health.
- The cafeteria will serve Fried Foods on M, W, & F
- If a student is allergic to certain foods, the parents must notify the school nurse, Principal, teacher, and cafeteria staff.
- An allergy-safe table is designated in the lunchroom.

### **Lunch Cost and Payments:**

**HOT LUNCH COST (INCLUDES DRINK)**

**K-4: \$4.50   5-8: \$5.00   Milk: 25 cents**

- Drinks may be purchased by the day for those who wish an extra drink with their hot lunch and those who bring their lunch.
- Lunch can be purchased by the day, week or month using the TeacherEase Lunch Portal.
- We do not accept cash for any purchases.
- Parents will be notified of a delinquent balance and payment must be within days of the contact. This information will be sent through TeacherEase or through Mrs. Orr. If it is not paid, the child will not be allowed to purchase any hot lunches.
- **Lunch must be ordered by 9:00 am daily. (you are responsible for calling the front office if your child will arrive to school late and is buying lunch)**



**The school cafeteria commitment:**

- Offer a variety of fruits and vegetables
- Serve only low-fat 1% and fat free milk
- Serve whole grain breads
- Provide school food service staff with a training program on nutrition
- For food and beverages sold individually, the school will:
- Serve water without caloric sweeteners, fruit or vegetable juices if served will be at least 50% juice, milk flavored or unflavored must be 1% fat free
- Food served will comply with the registered dietitian's recommendations for a healthy habits menu selection
- Students will be served in a clean, safe and pleasant environment, the school will:
  - Provide students at least 20 minutes for lunch
  - Schedule meal periods at appropriate times between 10:45 a.m. and 12:30 p.m.
  - Provide students access to hand washing or hand sanitizing before and after they eat meals
  - Strive to not use foods or beverages, especially those not meeting nutrition standards, as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment. Attempt to limit the food served at classroom parties to no more than one food or beverage that does not meet nutrition standards.

**LOST AND FOUND ARTICLES**

Parents are asked to please label sweaters, gloves, lunch boxes, wallets, etc., with the child's name. Articles that have been found on the school premises will be kept in the main school building. The office will attempt to return items that are labeled. Several times during the school year all unclaimed articles are given to the charity.

**PARENT WEEKLY**

Every Friday, Parents receive via TeacherEase (the parent email portal) a weekly bulletin with activities and events in the upcoming week. It is important that you read this each week to stay informed and involved in your child's education.

**ATHLETIC ASSOCIATION**

The Athletic Association consists of adult members of Assumption who agree to volunteer their time assisting in various youth sports activities. All coaches and assistant coaches must have attended a "Prevent and Protect" class. The program consists of chess, soccer, basketball, baseball, softball, golf and volleyball, and is open to children of registered families belonging to Assumption and attending Assumption School or the PSR Program. Meetings are held monthly on the third Tuesday at 7:00 p.m. in the Assumption rectory basement meeting room.

## **PARENT TEACHER ORGANIZATION**

The Parent Teacher Organization seeks to bring a close working relationship between parents and teachers. The P.T.O. members meet 4 times a year for general planning. Two times a year P.T.O. will hold a general meeting, inviting all parents to get involved, discuss various school activities and to seek ways to improve our children's Christian values through the school. The group sponsors fundraisers that help subsidize additional teacher resources, our annual END OF YEAR School Activity, various enrichment programs, and parish community building events.

## **RECESS**

Children should be encouraged to play outdoors when weather permits. If a parent wishes to have a child remain inside due to health reasons, a note must be sent to the teacher stating the reason why the child may not play outside. In order to keep a child indoors for more than two days, a note from the doctor is required.

### **Extreme Temperature Recess Policy**

The health and safety of our students are always a top priority. Outdoor recess is an important part of the school day, but during periods of extreme weather, adjustments may be made to protect student well-being.

**Recess may be shortened, moved to a shaded/sheltered area, or held indoors** under the following conditions:

#### **Hot Weather Guidelines**

- High temperatures, humidity, and heat index are monitored closely.
- Recess will be modified when conditions pose a risk for heat-related illness.
- Students are encouraged to bring refillable water bottles and dress appropriately.
- Sunscreen should be applied at home before school.

#### **Cold Weather Guidelines**

- Recess may be moved indoors when temperatures or wind chills fall to unsafe levels.
- Students should come to school dressed for winter weather, including coats, hats, and gloves.
- The school follows local safety guidelines for cold weather exposure.
- Students will remain indoors for recess if temperatures fall below 25 degrees or 25 degrees with wind-chill.

#### **General Note:**

Teachers and administration will use their best judgment to ensure student safety in all weather conditions. If your child has health concerns related to temperature extremes, please

communicate with their teacher.

## **FAITH FORMATION**

### **Mass**

Holy Mass will be celebrated Tuesday for Grades K-4 and Thursday for Grades 5-8. All-School Masses (PreK through 8th grade) are on most half-days and Holy days of obligation.

### **Prayer Services**

Prayer service is held on non half day Fridays, starting at 2:45 (K - 8th Grade attend).

### **Sacraments**

We trust that parents will encourage the children to be regular in the reception of the Sacraments. The cooperation of the parents is required to instill in the children a love for the Sacraments and to build the habit of frequent reception. While formal preparation is given in the classroom, it is expected that the parents will share in this preparation, both by instruction and participation in parent meetings at school, and personal examples. Parents will be invited to attend preparatory meetings prior to reception of the Sacraments.

### **Baptism**

At our Catholic school, we joyfully welcome all children who seek a Christ-centered education rooted in the teachings of the Catholic Church. While students do not need to be baptized Catholic to attend, we strongly encourage families to consider full participation in the sacramental life of the Church. All families, regardless of religious background, are expected to support and respect the values, practices, and mission of our Catholic faith as we work together to form students in truth, love, and service.

### **Reconciliation**

Children ordinarily receive the Sacrament of Reconciliation during the second grade school year. All eligible children are given the opportunity for this Sacrament twice during the school year.

### **First Communion**

Children ordinarily receive their first Holy Communion during their second grade school year. The children will receive the Sacrament with their family during the weekend Mass in the Spring.

**Confirmation**

The Sacrament of Confirmation is administered each year to children in Eighth grade. The date of Confirmation is determined by the Bishop. Students in the eighth grade are required to participate in service opportunities, prayer services, and a three day retreat to be fully prepared for Confirmation.

**Community Service**

Service is our responsibility to the community in which we live. Service by students to the church community, the school community, the family community, and the neighborhood community is strongly encouraged and seen as the learning ground for adult commitment to the supporting communities. The underlying principle of service is based on our love of God and of our neighbor.

**SPECIAL ANNUAL EVENTS****Catholic Schools Week**

Catholic Schools Week is a nationwide celebration of the contributions made to the church and society by the Catholic schools. It is usually observed the last week in January with special faith focus each day.

**Field Day**

Field Day is a class day, held outdoors, where students compete physically in a spirit of good sportsmanship, both singularly and in teams. This event occurs in the spring on the campus. Teachers and parents supervise the students and eighth grade students facilitate the events.

**Mission Game Day**

Mission Game Day is a long standing annual tradition at Assumption that occurs each year. This activity, sponsored by the eighth grade religion classes, is for the benefit of a specific Catholic mission.

**Annual End of Year School Activity (Picnic)**

The School "Picnic" is organized by the P.T.O. each year. The choice of the P.T.O., in the past, has been a 6-Flags Day or a family outing to the CITY2 - STL soccer game. The P.T.O. determines the event and notifies parents by late March of each year.

**Eighth Grade Promotion**

Eighth Grade promotion will consist of a Mass, followed by a reception/dance in the Parish Hall.

## **FIELD TRIPS**

Field Trips are classroom visits to places of cultural or educational significance that give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, the teachers prepare the students for the place that is to be visited and the things that are to be seen. Parents are notified in writing concerning field trips, are asked to give permission for their child's participation in the trip, and are supplied with other pertinent information. We request all field trip money be paid in cash to help eliminate fees for overdrawn checks. Chaperones MUST have completed the Protect and Prevent program through the Archdiocese.

### **Field Trip Attire**

Either the regulation uniform or the BLUE Spirit Day shirt worn with the uniform may be worn on Field Trips. This is at the discretion of the Grade Level teachers.

### **Field Trip Guidelines**

#### **ARCHDIOCESAN GUIDELINES**

1. Field Trips are planned by the teacher and are designed for educational purposes.
2. ALL CHAPERONES must be adults and MUST have COMPLETED the "Prevent and Protect St. Louis" Program
3. Volunteer drivers must also read and sign the Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors.
4. Each Chaperone MUST provide a copy of driver's license and insurance cards and must be insured at the rate set by the Archdiocese – see below. The teacher will collect these and give them to the office.
5. One adult is allowed in a car as long as there are 2 or more students in that same car.
6. Parents should not gather outside the classroom door, but wait quietly in the hallway by the school building entrance until the teacher calls for them.
7. Parents will have a list of student names assigned to them.
8. There must be one seat belt per student. Children are required to use an appropriate child passenger restraint system based on their age and weight.
9. Parents are to return the students to school immediately after the field trip is over
10. Students must report back to the classroom for dismissal at 3:10 and students may not leave early.

### **Transportation of Students (5202.8)**

1. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. the vehicle should have a valid registration and meet state safety requirements.

3. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.
4. drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system
6. adults should not be permitted to smoke in the vehicle.

## **BUILDING AND POLITICAL PROCESS (6203)**

1. Assumption facilities, assets, materials, equipment, mailing lists, or personnel will not be made available for partisan political activity.
2. School representatives or employees will not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school organization publications or activities, or on school websites.
3. School representatives or employees are not allowed to endorse or oppose candidates during official school duties, activities, or functions.
4. School representatives or employees will not endorse or oppose political candidates by using school or parish equipment or services such as telephones, copiers, fax machines, computers, Internet access, and e-mail.
5. Assumption facilities should not be made available to candidates seeking election except for participation by a panel of all legally qualified candidates for a particular office.
6. Further, the program must include discussion of a broad range of issues; must allow each candidate to present his/her views; must insure that questions are posed in a non-partisan manner; and must not allow the moderator to comment in a way that implies approval or disapproval of any candidate's response.

## **FINANCES, TUITION, AND FEES**

### **Fees**

Fees are collected at the time of registration. These fees are collected for each student and cover the cost of all textbooks, workbooks and materials used within the classroom.

### **Tuition**

There is a tuition charge for all students registered at Assumption Parish. The Parish Finance Committee and the Parish Council of the parish determines the tuition. The tuition and payment options available are determined and included in the registration package for the next school year. A fee is associated with each child's registration which covers the cost of textbooks, digital subscription, workbooks etc. for the upcoming year.

All families of students are expected to share in the financial obligations of supporting the school, in addition to their weekly tithing for the support of the church. Failure to meet these responsibilities can result in serious consequences. Families incurring financial

hardship or special need are asked to meet with the Tuition Subsidy Committee of their respective parish. This meeting will determine if a satisfactory solution can be arranged with the Parish Finance Committee.

**Preschool is a separate school entity and is not included in the Kindergarten-Eighth grade tuition rates.** Please refer to the Preschool Handbook or the website for preschool tuition rates.

### **Tuition Payment Options**

The Parish Finance Committee determines tuition. The tuition and payment options available are determined and included in the registration package for the next school year. **2025-2026 Tuition information and Payment Options are available on the website:**

<https://assumptionbvmschool.org/Admissions/Tuition-Affordability>

### **Tuition Assistance**

At Assumption, a representative body of the parish called the School Finance Committee monitors the payment of tuition in the interest of fairness to all families using the school. Everyone is expected to share in the financial obligations of supporting this entity of the parish life. In late January each year, online applications for financial aid are offered through the Today and Tomorrow Education Foundation (TTEF) and determine eligibility for aid through the TTEF program. We encourage all families to apply.

After you have completed the online application through TTEF, families may also request from the Pastor and Business Manager special subsidies or grants. Receipt of the parish subsidy/grant is not based on whether a family has received a grant through TTEF.

To help reduce tuition, the SCRIP program is available to families. This program allows families to purchase gift cards through the Parish and in turn receives a percentage off of the tuition - based on the amount of gift cards purchased. These gift cards are for companies, restaurants and businesses throughout the metropolitan area.

The SCRIP program is a P.T.O. fundraising program where families purchase/sell gift cards and earn a percentage of that sales. See P.T.O. SCRIP Program for more information. [PTO SCRIP LINK](#)

### **Consequences for Non-Payment**

Failure to meet financial responsibilities has consequences. School records, including report cards, will not be released during the school year or after the school year has ended when

outstanding financial obligations are delinquent or unsatisfied, and no mutually acceptable plan has been agreed upon by the Finance Committee of Assumption. In fact, in cases where sizable amounts of money are involved, temporary termination of school services may occur until a satisfactory solution is found. Families must be current on tuition in order to enroll for the next school year.

[Payment in full must be made for all financial obligations to the school before the day of graduation.] Within the 10 days prior to graduation, the local administration has the right to require a specific method of payment. If a student at the time of graduation has a balance due to his/her account, the certificate of graduation, report cards, and cumulative record will not be issued until the account has been settled.

### **Tuition Support and Financial Hardship**

We understand that families may sometimes face unexpected financial challenges. If you are experiencing difficulty in meeting tuition payments, please do not hesitate to contact our Business Manager to discuss your situation and make payment arrangements. We are here to help and are committed to working with families to find a solution. It is important not to ignore your financial responsibilities—open and honest communication allows us to support you and keep your account in good standing.

To speak confidentially about your circumstances or to set up a payment plan, please reach out to:

**Mark Vogt, Business Manager**

636-240-3721 ex. 225

[business@abvmtech.org](mailto:business@abvmtech.org)

## **UNIFORM STATEMENT, POLICIES AND CODE**

### **Daily Uniform Statement**

The goal is for the uniform to enhance student performance, decrease competition in dress, teach the students a level of professionalism, and is important to the overall discipline, and spirit of the school. Parents must monitor their children's appearance and general attitudes of the latest trends and styles. Students attending school with unacceptable clothing, hair color, body piercing, and tattoos can cause unnecessary class disturbances. Noncompliance will be handled by school administration. Parents are to follow these guidelines and help to enforce the uniform policy so that the teachers and school staff can concentrate on the education of your child.



Uniforms are required for all students of Assumption School. Full uniforms are to be worn from the first day of school until the end of the school year. Parents are asked to cooperate by seeing that their children always wear only the regulation dress.

### **Dress and Grooming Policy (4303.6)**

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

### **Dress Code (ABVM Board)**

Our school has established the following uniform/dress guidelines that all clothing must be clean, in good condition, and of proper fit. The administration has the right and responsibility of final judgment of what is appropriate or inappropriate with regard to the uniform policy. Note: If something is not listed in this section, it is not a part of the school uniform or general dress code.

**(Before deviating from the Uniform policies below, contact the Principal for approval.)**

## **UNIFORM CODE BY GRADE LEVEL**

### **Kindergarten - 5th Grade Girls**

**Jumper/Skirt:** The blue plaid uniform from Fischer's Parochial Fashions. They should be no more than 3 inches above the knee.

**Shirt:** White, gray, or light blue short or long sleeves cotton or knit. The knit shirt must have a collar and may not have any contrasting stitching or emblems. If long sleeves are worn, they must be buttoned at the wrist or have elastic at the wrist. Collars may be pointed or round. Shirt or blouse must be tucked in while on school property.

**Undershirts:** Shirts worn under the uniform blouse or shirt must be solid white in color and have no advertisement, art work or printing on it.

**Sweater (optional):** Plain dark navy cardigan or pullover (crewneck or V-neck)

**Sweatshirt (optional):** The Assumption logo navy blue crewneck sweatshirt. The quarter zip NAVY Assumption logo pullover. The Assumption NAVY quarter zip with white embroidered lettering is allowed. (The GRAY quarter zip is no longer approved outerwear)

**Pants:** Girls may also wear plain dark navy twill uniform pants, pleated or straight, with a school shirt. If the slacks require a belt, it must be a solid, dark color with a simple, plain

buckle. Belts are not required for K-5th grade.

**Uniform Shorts:** Uniform Shorts must be navy in color, pleated or straight. No cargo shorts or side pockets. If the shorts require a belt, the belt must be a solid dark color with a simple plain buckle. Belts are not required for K-5th grade.

*Uniform shorts may be worn from the beginning of the school year until October 31<sup>st</sup> and again from April 1<sup>st</sup> through the end of the school year with a white, gray, or light blue school shirt.*

**Socks:** Solid white, gray, navy, or black socks or plain white or navy tights should be worn. There may be a small logo that is either white or black. No other colors or large size logos will be accepted. Socks are mandatory and must be matching.

**Shoes:** Shoes (dress or tennis) must be in good condition and have “non-marking” soles. No light up shoes or roller shoes allowed. All shoes must have closed heels and toes. Boots are not allowed.

**Hair:** Hair shall be clean, of its natural color, and well groomed. No bangs below the eyebrow. Any hairstyle that is deemed disruptive to the learning environment is subject to review and decision at the discretion of the school administration.

**Other:**

- Fake nails/makeup are not permitted.
- Nail polish is permitted but must be all one solid color. If students don't follow this policy, they will lose this privilege for a period of time determined by administration.
- No jewelry is allowed except one small pair of post earrings not larger than the earlobe, in the lower part of each earlobe. No other piercings are allowed.
- Watches of any kind are not permitted.
- Religious medals may be worn and one small dainty bracelet may be worn.
- Headbands and bows may be worn, but can't be of excessive size.
- Cold Weather Conditions: In cold weather, solid navy blue or black solid leggings may be worn under the skirt. No other pants of any kind will be accepted under the skirt.

**Kindergarten - 5th GradeBoys**

**Pants:** Plain, dark navy twill uniform pants, pleated or straight. If the pants require a belt, it must be a solid, dark color with a simple, plain buckle. Belts are not required for K-5th grade.

**Shirt:** White, gray, or light blue short or long sleeves cotton or knit. The knit shirt must have a collar and may not have any contrasting stitching or emblems. If long sleeves are worn, they must be buttoned or have elastic at the wrist. Shirt must be tucked in while on school property.

**Uniform Shorts:** Uniform Shorts must be navy in color, pleated or straight. No cargo shorts or side pockets. If the shorts require a belt, the belt must be a solid dark color with a simple plain buckle. Belts are not required for K-5th grade. Uniform shorts may be worn from the beginning of the school year until October 31<sup>st</sup> and again from April 1st through the end of the school year with a white, gray, or light blue school shirt.

**Undershirt:** Shirts worn under the uniform shirt must be solid white in color and have no advertisement, art work or printing on it.

**Sweater (optional):** Plain dark navy cardigan or pullover (crewneck or V-neck)

**Sweatshirt (optional):** The Assumption logo navy blue crewneck sweatshirt. The quarter zip NAVY Assumption logo pullover. The Assumption NAVY quarter zip with white embroidered lettering is allowed. (The GRAY quarter zip is no longer approved outerwear)

**Socks:** Solid white, gray, navy, or black socks or plain white or navy tights should be worn. There may be a small logo that is either white or black. No other colors or large size logos will be accepted. Socks are mandatory and must be matching.

**Shoes:** Shoes (dress or tennis) must be in good condition and have “non-marking” soles. No light up shoes or roller shoes allowed. All shoes must have closed heels and toes.

**Hair:** Hair shall be clean, of its natural color, and well groomed. Hair should be no longer than the top of the shirt collar and bangs should not be lower than the eyebrows. Any hairstyle that is deemed disruptive to the learning environment is subject to review and decision at the discretion of the school administration.

**Other:**

- Makeup is not permitted.
- Watches of any kind are not permitted.
- Religious medals may be worn.
- No piercings are allowed.

**6th - 8th Grade Girls**

**Skirt:** The blue plaid uniform skirt from Fischer’s Parochial Fashions skirt may be worn. Skirts cannot be shorter than 3 inches above the knee. If this policy is broken, 6th - 8th grade girls will be provided with navy shorts to wear under their skirt for the day. Girls will not be able to call home for skirt length or uniform corrections. This is a disruption to curriculum instruction and will be strictly enforced.

**Shirt:** White, gray, navy blue, or light blue short-sleeve shirt or long sleeve cotton or knit. The knit shirt must have a collar and may not have any contrasting stitching or emblems. If long sleeves are worn, they must be buttoned or have elastic at the wrist. Collars may be pointed or round. Shirt or blouse must be tucked in while on school property.

**Undershirts:** Shirts worn under the uniform blouse or shirt must be solid white in color and have no advertisement, art work or printing on it.

**Sweater (optional):** Plain dark navy cardigan or pullover (crewneck or V-neck)

**Sweatshirt (optional):** The Assumption logo navy blue crewneck sweatshirt. The quarter zip NAVY Assumption logo pullover. The Assumption NAVY quarter zip with white embroidered lettering is allowed. (The GRAY quarter zip is no longer approved outerwear)

**Pants:** Girls may also wear plain dark navy or tan twill uniform pants, pleated or straight, with a school shirt. If the pants require a belt, it must be a solid, dark color with a simple, plain buckle. Belts are not required for 6<sup>th</sup>-8<sup>th</sup> grade.

**Uniform Shorts:** Uniform Shorts must be navy or tan in color, pleated or straight. No cargo shorts or side pockets. They must be no more than 3 inches above the knee. If the shorts require a belt, the belt must be a solid dark color with a simple plain buckle. Belts are not required for 6<sup>th</sup>-8<sup>th</sup> grade. Shorts can be worn all year long.

**Socks:** Solid white, gray, navy, or black socks or plain white or navy tights should be worn. There may be a small logo that is either white or black. No other colors or large size logos will be accepted. Socks are mandatory and must be matching.

**Shoes:** Shoes (dress or tennis) must be in good condition and have “non-marking” soles. No light up shoes or roller shoes allowed. All shoes must have closed heels and toes. Boots are not allowed.

**Hair:** Hair shall be clean, of its natural color, and well groomed. No bangs below the eyebrow. Any hairstyle that is deemed disruptive to the learning environment is subject to review and decision at the discretion of the school administration.

**Other:**

- Fake nails are not permitted.
- Nail polish is permitted but must be all one solid color. If students don't follow this policy, they will lose this privilege for a period of time determined by administration.
- Light foundation and light mascara are permitted. If students don't follow this policy, they will lose this privilege for a period of time determined by administration.
- No jewelry is allowed except one small pair of post earrings any larger than the

earlobe, in the lower part of each earlobe.

- Religious medals may be worn and one small dainty bracelet may be worn.
- No other piercings are allowed.
- Watches of any kind are not permitted.
- Cold Weather Conditions: Solid navy blue or black solid leggings (non flare) may be worn under the skirt. No other pants of any kind will be accepted under the skirt.

### **6th - 8th Grade Boys**

**Pants:** Plain, dark navy or Khaki twill uniform pants, pleated or straight. If the pants require a belt, it must be a solid, dark color with a simple, plain buckle. Belts are not required for 6th - 8th grade.

**Shirt:** White, gray, navy blue or light blue short or long sleeves cotton or knit. The knit shirt must have a collar and may not have any contrasting stitching or emblems. If long sleeves are worn, they must be buttoned or have elastic at the wrist. Shirt must be tucked in while on school property.

**Uniform Shorts:** Uniform Shorts must be navy or tan in color, pleated or straight. No cargo shorts or side pockets. If the shorts require a belt, the belt must be a solid dark color with a simple plain buckle. Belts are not required for 6th-8th grade. Shorts can be worn all year long.

**Undershirt:** Shirts worn under the uniform shirt must be solid white in color and have no advertisement, art work or printing on it.

**Sweater (optional):** Plain dark navy cardigan or pullover (crewneck or V-neck)

**Sweatshirt (optional):** The Assumption logo navy blue crewneck sweatshirt. The quarter zip NAVY Assumption logo pullover. The Assumption NAVY quarter zip with white embroidered lettering is allowed. (The GRAY quarter zip is no longer approved outerwear)

**Socks:** Solid white, gray, navy, or black socks or plain white or navy tights should be worn. There may be a small logo that is either white or black. No other colors or large size logos will be accepted. Socks are mandatory and must be matching.

**Shoes:** (dress or tennis) must be in good condition. No light up shoes or roller shoes allowed. All shoes must have closed heels and toes. All shoes must have closed heels and toes.

**Hair:** Hair shall be clean, of its natural color, and well groomed. Hair should be no longer than the top of the shirt collar and bangs should not be lower than the eyebrows. Any

hairstyle that is deemed disruptive to the learning environment is subject to review and decision at the discretion of the school administration.

**Other:**

- Make-up is not permitted.
- Watches of any kind are not permitted
- Religious medals may be worn.
- No piercings are allowed.

**Assumption School Approved Uniforms & Vendors 2025-2026**

**Note:** *The old stick figure school logo is no longer approved for wear. This includes polo shirts, sweatshirts or quarter zip pullovers.*

**MotivaTee Vendor:** The following may be purchased through MotivaTee, our only approved vendor for spiritwear and outerwear for the 2025-2025 school year.

**[MotivaTee Order Link](#)**

- **Royal Blue Spiritwear Faith T-Shirts** (can be worn on Friday in place of uniform shirt):
- **Navy Pullovers** (Can be worn at any time with uniform)
- **Preschool T-Shirts and Totes**
- Coming soon (fall of 2025)
  - Club T-shirts and Crewnecks
  - Adult Spiritwear

**Fischer's Parochial Fashions:** Plaid skirts and jumpers may be purchased through Fischer's, the only approved vendor for the 2025-2026 school year.

**[www.fischers.com](http://www.fischers.com)**

3773 New Town Blvd  
Saint Charles, MO 63301  
636-939-3344

- **Plaid Skirts and Jumper**
- Polos and sweaters may be purchased through Fischer's but it is not required
- Accessories may be purchased through Fischer's but it is not required

**8th Grade Only:**

The 8th Grade class will create a class hoodie(approved by administration) and will be able to wear this with their uniform at any time. (8th Grade may wear their future High School hoodie or sweatshirt after acceptance day. This is usually in February.)

## **PE UNIFORM PK-8**

For all students, tennis shoes must be worn and tied or fastened for safety. Girls should have shorts under their skirts.

## **FRIDAY SPIRIT WEAR UNIFORM**

The BLUE FAITH shirt is the only Friday Spirit Shirt option. However, students must wear uniform pants, skirts, or jumpers.

## **SCRIP DESIGNATED DRESS DOWN DAY**

SCRIP dress down days are scheduled once a month. The designated day will be communicated in the Parent Weekly Newsletter and on the google calendar. If a family has purchased SCRIP the month prior, that families' children may dress in any type of shirt and jeans / knee length-shorts on the assigned SCRIP day. All other students wear their uniform as expected.

## **DRESS DOWN DAYS**

Throughout the school year, students will occasionally have the opportunity to participate in Dress Down Days and attend school out of uniform. On these days, students are expected to dress modestly and appropriately for a Catholic school environment.

*Note: If your child misses a designated dress down day (including birthday or special event dress down days), a make-up day will not be provided.*

### **Dress Down Day Guidelines:**

- Shoes must have closed heels and toes. *Flip-flops, slides, or sandals are not permitted.*
- Jeans and sweatpants may be worn as long as they are free of rips, tears, or holes.
- Shorts and skirts are allowed but must be of appropriate length—no more than 3 inches above the knee.
- Tops must not expose the torso, back, or midriff at any time.
- Leggings may be worn only with a top that covers the upper thighs.
- Clothing with inappropriate graphics, slogans, or messaging is not permitted.

If a student's attire is deemed inappropriate or distracting, they may be asked to change and parents may be contacted.

## **BIRTHDAYS**

- **Dress Down:** Your child may dress down on the day of their birthday. If their birthday falls on a day we are not in school or on a day that we already have a dress down day, your child may dress down the following day. Summer birthdays

may celebrate their 1/2 birthday.

- **No Treats:** To ensure the safety and well-being of all students, birthday treats are not permitted due to allergies and special dietary restrictions.
- **No Party Items:** Please do not send in balloons, party favors, decorations, or gifts. These items can be distracting and are best reserved for celebrations outside of school.
- **Invitations:** Birthday invitations may only be distributed at school if all students in the class (or all boys/all girls) are invited. This helps protect the feelings of all students.

## **CLUB SPIRITWEAR**

New this year clubs that would like to participate can purchase a club T-shirt or Crewneck Sweatshirt through MotivaTee. This can be worn on club meeting days and club events/activities only.

## **SCOUT UNIFORM**

Scout Uniforms may be worn on meeting days or during Scout Week. Although scouts are not sponsored by the school, the local troops are encouraged.

## **8TH GRADE PROMOTION ATTIRE**

Graduation Gowns are worn for 8<sup>th</sup> grade promotion.

For boys and girls: Dress style shoes.

## **ARRIVAL AND DISMISSAL PROCEDURES**

The arrival and dismissal procedures are put into place for the safety of everyone involved in the process, students, parents, safety patrol and staff. Failure to follow the procedures creates potentially dangerous situations that we aim to avoid. Please follow the adult guidance and help to keep everyone safe.

### **Extreme Weather Conditions During Arrival or Dismissal**

In the event of extremely dangerous weather conditions at arrival or dismissal time (lightning, hail, heavy rain/wind, or ice), we will not allow students to be dropped off/picked up until conditions improve. Once the extreme weather has passed, arrival/dismissal will proceed as usual. Our staff will take necessary safety precautions and will remain inside, therefore all drop off/pick up ceases until adults are present. You may choose to stay in your car or take shelter in the building. Your child is your responsibility while inside your vehicle and until arrival/dismissal resumes as usual.



### AM Arrival Procedures (Drop Off)

Drop Off begins at 7:00 AM for Before Care and 7:30 AM for normal arrival time. Enter **Lot A** (lower lot) and snake around to the hill alongside the Parish Center. Go to the top of the hill and enter **Lot B** (Top lot).

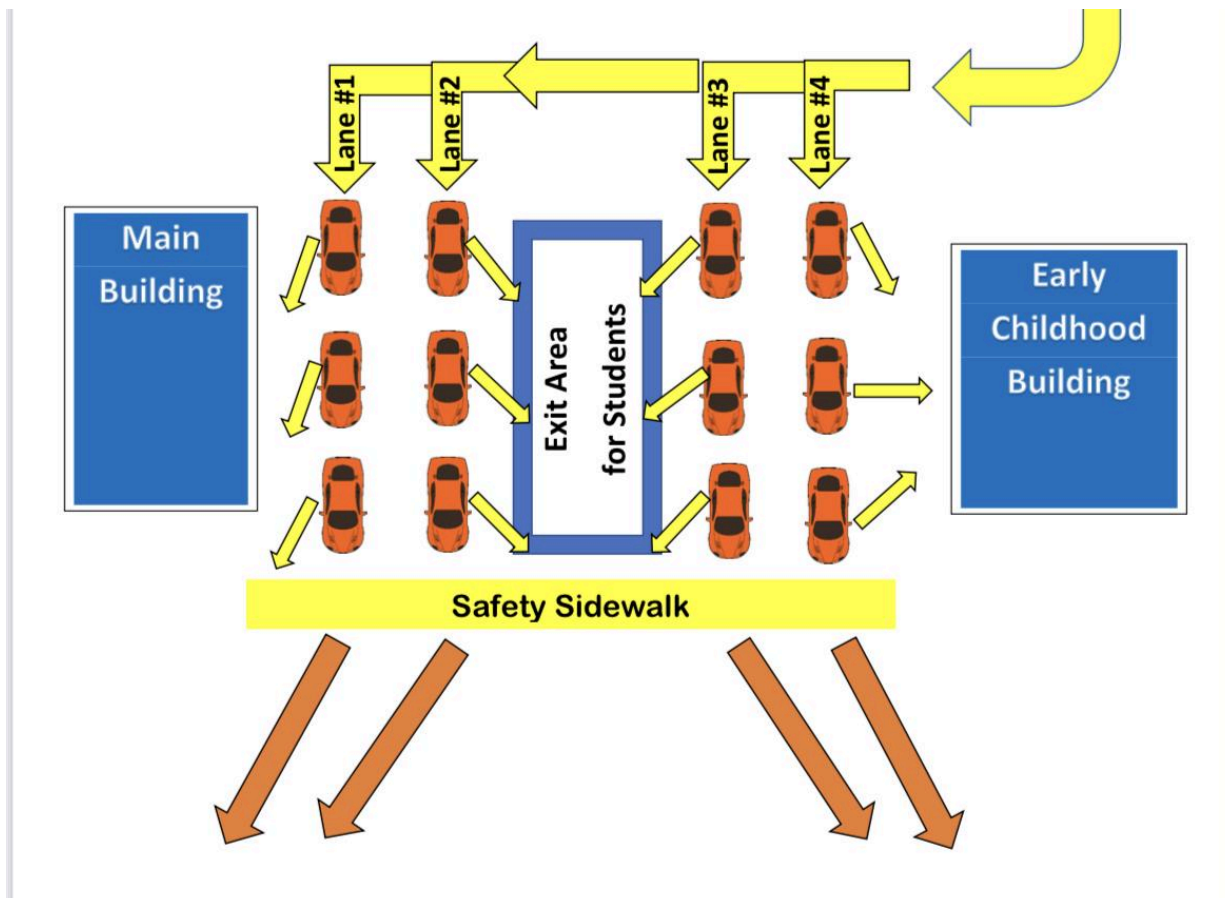
#### LOT A - Arrival 7:00 - 7:30



#### LOT A - Arrival 7:30 - 7:45



Once on the top Lot B, there will be 4 lanes to drop off students.



## **Parents do not exit the cars.**

Staff members and faculty will help children exit the cars. The two (2) middle lanes are the exit areas for students. This is the CENTER SAFETY ZONE. Students, upon leaving their car, must walk up to the crosswalk, do not cut between cars. Follow the areas designated for your lane.

**Cars cannot park on the lot during drop off or during the day.**

### **Notes for AM Drop Off**

- There is NO dropping-off from lots across from the school (Lots C & D) or 3rd Street. **(all students must be dropped off on Lot B)**
- At 7:30am, the drop-off procedure will transition to four drop off lanes in between the main school and Early Childhood Center. The parking lot monitors and safety patrol will guide you through.

### **PM Dismissal Procedures (Pick Up)**

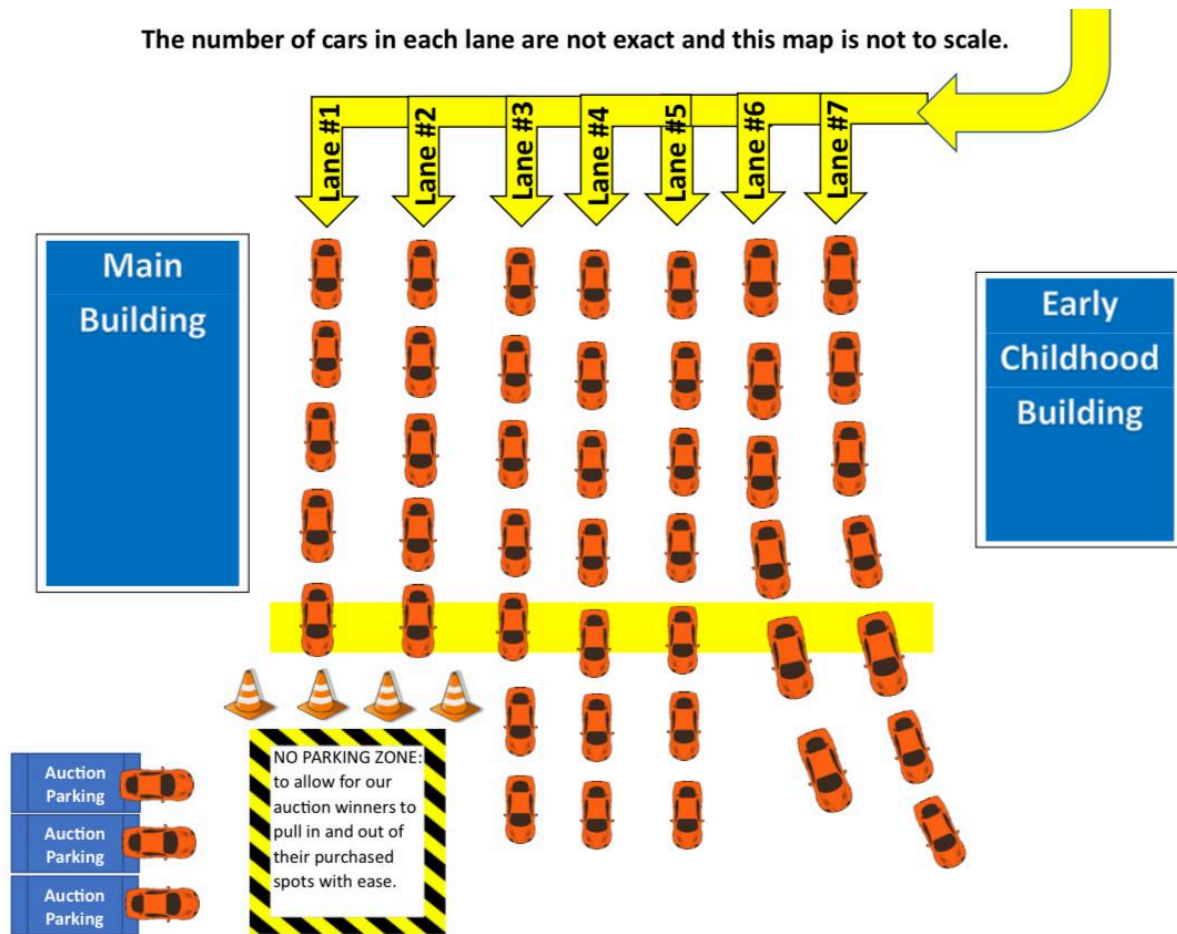
- No one should come any earlier than 2:30 to line up for parking on any lot. Please make sure that your children know which parking lot you will have parked.
- **Your parking location is based on the YOUNGEST child that you pick-up. (If you have a preschool age child, please see the Preschool Handbook for pick up procedures)**
- NO CARS EXIT until all students are in their vehicle.

### **PM Pick Up Kindergarten and 1st Grade**

Patrol guards and Staff help direct traffic on and off the Upper Lot B. Just as in the morning there are lanes of traffic facing 3rd Street. Patrol guards determine which lane exits first. NO CARS WILL EXIT until all students are in their cars.

Note: There will be 3 parking spots reserved for the Auction winners in the upper parking lot located in the front of the school. These families are to enter from 3rd Street, up the drive and back into their designated parking space. The two lanes closest to these parking spaces will be blocked off so that cars are not allowed to pass the crosswalk. There will be an adult and patrol students directing traffic. In order to keep everyone safe, please follow the procedures. (see Map on next page)

The number of cars in each lane are not exact and this map is not to scale.



### PM Pick Up Grades 2-5

In the lower lot A, we line cars up WITHIN the lanes (i.e. NOT in parking spots). In other words, cars will line up bumper to bumper. 5th Grade is closest to the Cemetery, then 4th, then 3rd, and finally 2nd grade which is closest to Main Street.

The first car in each line will face the church/parish hall. Each row will have TWO lanes of vehicles. Signs, cones, teachers, and patrol students will be there to direct you into your appropriate location.

FOR SAFETY, no cars will move until students are in the cars, we will still dismiss LANE by LANE, as indicated by the patrol student and teacher.

As each lane is dismissed, each car may either turn to exit going Right (or turning SOUTH onto) Main Street; OR turn to exit LEFT (or use NORTH exit closest to Church) onto Main Street.

**PLEASE follow directions given by Teachers and 8th grade patrol students at ALL**

times.

**PM Pick Up Grades 6-8**

For those who are the YOUNGEST CHILD IN THE FAMILY and in 6,7,8th grades. Enter on 3rd Street. Park facing the KC Hall. Teachers and Patrol will dismiss cars once all students are in cars. Lot D

**Safety Notice:** For safety reasons, no animals are allowed outside of the car for afternoon pick up.

*This handbook is subject to change at the discretion of the Pastor and Administration as needed.*

*Revised: July 2025*