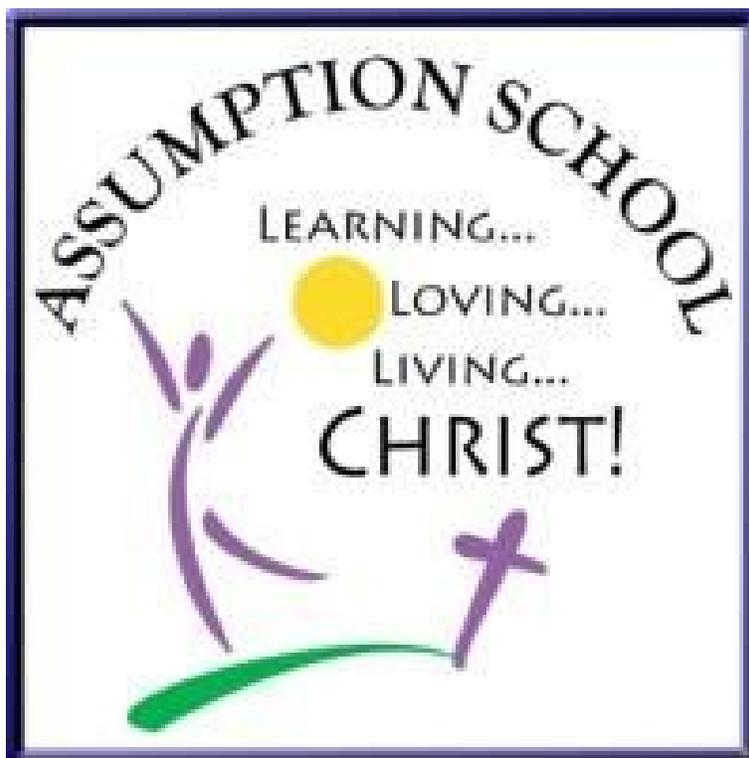


# PARENT/STUDENT HANDBOOK 2017-2018

## Assumption School

203 West Third Street  
O'Fallon, MO 63366  
[www.abvmstl.com/school](http://www.abvmstl.com/school)



Assumption School Office: (636) 240-4474  
Assumption School Fax: (636) 240-5795  
Assumption School Parish: (636) 240-3721  
St. Barnabas Parish Office: (636) 240-4556

# Assumption Faculty and Staff 2017-2018

Fr. Mitch Doyen	Pastor
Msgr. William W. McCumber	Sr. Associate Pastor
Fr. Zac Povis	Associate Pastor
Reverend Raymond D. Hager	Pastor, St. Barnabas
Mrs. Laurie Zaleuke	Principal & Director of Assumption Preschool
Mrs. Kelly Hewitt	Assistant Principal & Assistant Director of Assumption Preschool
Mrs. Kim Harrelson	Guidance Counselor
Mrs. Melinda Kruper	Director of Religious Education & The Director of Montessori
Mrs. Tina Wiesner	Administrative Assistant
Mrs. Angela Bigler	Administrative Assistant
Mrs. Laura McAuliffe	Montessori Teacher
Mrs. Jill Schwendeman	Montessori Teacher
Mrs. Lisa McDonald	Pre-K Teacher
Mrs. Theresa Holliday	Pre-K Teacher
Ms. Dorothy Martin	Pre-K Teacher
Ms. Jamie Osdieck	Pre-K Teacher
Mrs. Lisa Larabee	Pre-K & Kindergarten Spanish & Music Teacher
Mrs. Lisa Meier	Kindergarten Teacher
Mrs. Sandra Renaud	Kindergarten Teacher
Mrs. Angie Howe	Kindergarten Teacher
Mrs. Hannah Lackner	Grade 1 Teacher
Mrs. Maggie LaGrotta	Grade 1 Teacher
Ms. Morgan Roberts	Grade 2 Teacher
Ms. Megan Corrigan	Grade 2 Teacher
Mrs. Jamie Welby	Grade 3 Teacher
Mrs. Jessica Cook	Grade 3 Teacher
Mrs. Dayna Wilson	Grade 4 Teacher
Mrs. Kristine Bohn	Grade 4 Teacher
Mrs. Tara Taylor	Grade 5 Teacher
Mrs. Jenn Wyatt	Grade 5 Teacher
Mrs. Paige Westhoff	Middle School ELA, 5th and 6th Grade Religion Teacher
Mr. Andrew Baker	Middle School Science Teacher
Ms. Hannah Barklage	Middle School and 5th Grade Math Teacher
Mrs. Stacy Chassaniol	Middle School Social Studies Teacher
Mrs. Joan Ryan	Middle School Religion Teacher
Mrs. Allison Clasen	Middle School ELA Teacher
Mrs. Jen Wyatt	K-5 Science
Mrs. Elizabeth Rivera	Spanish

Mr. Jonathan Gonzalez  
Mrs. Jenn Mathis  
Dr. Maureen Carlson  
Mrs. Michelle Winkler  
Mrs. Charolette George  
Mrs. Kailie Pennington  
Mrs. Dallas Spinale  
Mrs. Tracy Virtue  
Mrs. Sarah Summers  
Mrs. Jen I  
Ms. Erienne Richey  
Mrs. Haley Mchugh

Mrs. Lisa Larabee  
Mrs. Julie Trupiano  
Ms. Ann Padberg  
Mrs. Lynn Bodine

PE & Art Teacher  
PE & Computer/IT Teacher  
Music 1-8 Teacher  
Resource/Library/STEM Teacher  
Enrichment Teacher  
Preschool Instructional Aide  
Preschool Instructional Aide  
Preschool Instructional Aide  
Preschool Instructional Aide  
Kindergarten Instructional Aide  
1st Grade Instructional Aide and Library Assistant  
Instructional Aide, Office Assistant, & Reading Interventionist  
Middle School Instructional Aide  
Learning Consultant Grades K-4<sup>th</sup>  
Learning Consultant Grades 5<sup>th</sup>-8<sup>th</sup>  
School Nurse

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## **I. INTRODUCTION**

The pastors, faculty, and staff of Assumption School are happy to make this Handbook of School Policies and Procedures available to you so that you may become better acquainted with your school, the personnel who staff it and the aims and purposes for which it has been established.

Knowledge of these policies and procedures will help you better understand the relationship that can exist between home and school. Your cooperation will do so much to strengthen and develop the correct attitudes and habits expected of the students.

## **II. ASSUMPTION SCHOOL MISSION STATEMENT AND PHILOSOPHY**

### **MISSION STATEMENT**

At Assumption School, we are passionate about academic excellence and Catholic values. We are LEARNING, LOVING and LIVING CHRIST.

Assumption School is committed to aiding the parents of Assumption and St. Barnabas Parishes in their Holy calling to nurture the Catholic faith of their children. Assumption School will, with a deep faith in Jesus Christ and a focus on a solid academic education, prepare students to go out and transform the world. The administration, faculty, and staff will strive to enrich the life of each student – body, mind, and spirit. The atmosphere at Assumption School will demonstrate without a doubt that Christ is known in our every gathering. Our school will work together with the faith community so that each child will be strengthened and encouraged to reach his/her fullest potential.

### **ASSUMPTION SCHOOL PHILOSOPHY**

The priests, faculty, staff, parents, school board, and students of Assumption School hold the following beliefs:

- children, as creations of Almighty God, are to be respected, loved and cared for;
- the children in our school have been entrusted to the faculty by their parents as their most precious gifts; these gifts, the priests and faculty, too, cherish very highly;
- it is the task of our Catholic school, as a vital part of the entire Christian community, to aid parents in the Christian education of their children. To the priests, faculty, and parents of Assumption School, this means that our school must be a Christian Community: every aspect of the school environment must reflect the spirit of real Christian concern for one another; all educational programs initiated or perpetuated within our school must work toward the end that the students involved will be aided in good, solid Christian living at this time in their lives in order that in their adult lives and in eternity they may share fully in the love of God. Assumption School has an earnest commitment to integrating all pastoral and religious education programs into a unified whole. In our programs heavy emphasis must be placed on liturgical worship. We are convinced that children need to be trained in the actual practice of Christian praise. In the spirit of Vatican II and in the long tradition of the Catholic Church, our children

likewise must be exposed to the solid doctrines of the Catholic Church and to its various moral precepts;

- In justice to the students in our school, our academic program must be the best we are able to offer in order to help prepare the students well for their future lives. This means that while we value a solid program of academia, we likewise consider the teaching of religion and religious values of paramount importance. Special effort must be made to meet the needs of our students at whatever level each is;
- as parents and teachers entrusted with such a challenging task as Christian education, we must be prepared, through academic courses, private study, and active involvement, to participate to the best of our ability in the Assumption program of child development;
- the students, in a spirit of Christian charity and justice, are encouraged to assume personal responsibility in their education and also be furnished opportunities to service others. This service may express itself both locally and in the larger community;

In addition, the Assumption Parish Community has eight marks to live by as a member of the Assumption Parish; they are:

- I will help create an environment where all are welcome.
- I will respect the wisdom of long-time parishioners... and welcome the gifts of the new.
- I will bring my concerns to the correct person, and in a respectful way.
- I will encourage people to be their best, but I will not expect perfection from them.
- I will participate at Sunday Mass each week, and pray regularly.
- If I hurt anyone, I will apologize.
- I will contribute my time, talent, and treasure for the good of others.
- I will treat each person as I would treat Jesus.

We feel it is important that all members of our school community -- priests, parents, school board, faculty, and students—review and affirm our mission statement and revise, if necessary, our philosophy on an annual basis. We also believe that all new members of the school community should be oriented to the purpose of our school by a study of both our mission statement and school philosophy and the various policies and practices of the school.

#### PARENTAL WITNESS STATEMENT

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 offspring 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 their offspring. 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)*

Practically, we understand the above to mean that parents are asked:

- to acknowledge and accept their responsibility to be the primary religious educators of their children.
- to participate consistently and actively in the Sunday Eucharist.
- to speak to their children about the things of God, and to make prayer an integral and important part of the environment of the home.
- to participate and cooperate, as our Catholic School requests, in the religious education, the sacramental preparation of their children, and in human sexuality education.
- to 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.
- to teach their children by word and example to have a love and concern for the needs of others, especially the poor.
- to do their fair share in financially supporting the Catholic School and the school program of service.
- to support all school policies.

### **III. POLICIES AND PROCEDURES**

#### **ADMISSION**

##### **CRITERIA FOR ACCEPTANCE**

- Assumption School is open to children of registered parishioners of Assumption or St. Barnabas Parish, subject to the limitations of available space. Families of other parishes are welcome to attend, subject to space availability. All religious traditions are respected and students from other faith traditions are welcome.
- The principal/staff will place the student in a class which satisfies best his/her individual needs. Grade placement will be assisted by the result of a standardized achievement test as directed by the Archdiocesan School Office and/or the report card from the previous school.
- The student will be expected to comply with all school regulations and to behave in a manner conducive to good learning. The family is asked to show an interest in the education of their children and a willingness to participate in parish life. Families will sign and follow the Parental Witness Statement.
- Admission priorities will follow the guidelines as stated in the registration policy.

## ANNUAL REGISTRATION PROCEDURES

### CURRENT STUDENTS

Families enrolled in Assumption School will be informed registration week held each year in late January and/or early February. That week will be advertised in the parish bulletin, in the school newsletter, and an email will be sent via the school's Fast Direct electronic communication system. Also, enrollment information will be sent home to each family. Please note registration papers will not be accepted without the registration fee. If a current family fails to re-register, those slots will be considered open to new families in mid February.

Registration fees are collected for each student enrolled in the school. This registration fee includes all textbooks, workbooks, Archdiocesan fees, and the cost of testing and art materials. The registration fee is NON-REFUNDABLE. The registration form and fee need to be submitted at this specified time in order to reserve the student's placement in the class. If any portion of the registration fee is paid after the specified date, there is a late fee of \$50 per student. Returned checks for insufficient funds will result in a \$25.00 bank fee.

Registration priorities for Assumption School in the case of limited space availability:

1. Students and siblings of students already in attendance at the time of registration
2. Families registered in either Assumption or St. Barnabas Parish who are actively participating in parish activities (regular Sunday Mass attendance, involvement in parish activities, etc.);

**If registration exceeds space limitations (60 for grades K-8) a lottery system will be used**

1. If space is available after registration is completed, students will be accepted on a first-come basis. All registration must be completed and turned into the office.

**For all students, verification of custody arrangements in cases in which the parents of the student are divorced must be provided.**

### NEW REGISTRATION

New families who are moving into the parish and wish to enroll their children in school must first register with Assumption or St. Barnabas parish. The principal will request to see the Baptismal records, report cards of the previous school, and any other pertinent information relative to the child's vital statistics.

Before entering Assumption School, the following must be submitted: registration form and fee, baptismal certificate (in not baptized at Assumption or St. Barnabas parish), birth certificate, completed physical examination form, updated immunization records, One Call form, signed media release form, and a signed Parental Witness Statement.

To enter Kindergarten, the child must be **FIVE YEARS OF AGE BY AUGUST 1<sup>ST</sup>**. Registrations for entrance into Kindergarten and Preschool will be available at the New Family Open House on Sunday after all Masses. Registration forms will be in the school gymnasium and are to be filled out there.

Registration fees are collected **for each** student enrolled in the school. This registration fee includes all textbooks, workbooks, Archdiocesan fees, and the cost of testing and art materials. The registration fee is NON-REFUNDABLE. The registration form, birth certificate, baptismal certificate, immunization record, and fee need to be submitted at this specified time in order to reserve the student's placement in the class. If any portion of the registration fee is paid after the specified date, there is a late fee of \$50 per student. Returned checks for insufficient funds will result in a \$25.00 bank fee.

#### TRANSFERS FROM PUBLIC SCHOOLS

Our school is open to children of all parishioners, subject to the limitations of available space which creates good teaching and learning environments. Students who have formerly attended public schools, upon acceptance, will be placed in the classroom that best fits their learning needs. When parents request a transfer to our school from any public school, a conference with the Principal is available upon your request.

#### ATTENDANCE, SCHOOL HOURS, VISITOR INFORMATION, SCHOOL CLOSURE, AND DROP-OFF / PICK-UP INFORMATION

##### DAILY ATTENDANCE and SCHOOL HOURS

The School Gymnasium will be opened each morning at 7:00 a.m., at which time school supervision begins.

Our class day begins officially at 7:45 a.m.

A student who arrives after 7:45 a.m. and before 10 a. m. will be marked tardy. Any student arriving after 10:00 a.m., or leaving before 1:30 p.m., will be considered absent a half-day. Holy Mass will be celebrated on Tuesdays, Wednesdays, and Fridays at 8:00 a.m. (Grades 1-5) students will attend Mass on Tuesdays and Fridays, and (Grades 6-8) will attend on Wednesdays and Fridays. Anyone who arrives after 7:45 will be marked tardy. If a child is tardy on their mass day, the (parent and student) should go into the school office, sign-in and obtain a tardy slip. The student will leave their book bag in the school office and go directly to church.

Classes will be dismissed at 3:10 p.m. School supervision ends at this time, except for scheduled, school-sponsored activities.

At the end teachers will be in the school until 3:30. After this time students should not be in school without being accompanied by the proper classroom teacher or authorized school official.

##### FACULTY MEETINGS

A faculty meeting is held each month, usually on the first Friday of the month. Any variation in the date of the meeting will be communicated to the parents beforehand. On the day of the faculty meeting, the students are dismissed at 12:00 noon with no cafeteria service.

## ABSENCE

A student's absence from school interferes greatly with the student's academic and social progress. Attendance at school is considered to be a preparation for future life skills, and regular attendance builds the character traits of reliability and responsibility. Vacations taken on regular school days are highly discouraged. If a family feels this practice is absolutely necessary, parents are asked to check with teachers regarding making up missed work. It should be noted, however, that all verbal instruction, etc., is simply lost to the absent student. Missed written work will be given to the student upon his/her return to school after the time off. A reasonable number of days will be allotted to the student for this work to be turned in to the teacher.

**EACH DAY** that a child is sick or absent, for any reason, we ask that the parent call the **OFFICE by 8:00 a.m.** to report the child's absence. All notifications of **absences must be reported to the SCHOOL OFFICE.** If a parent neglects to do this, an authorized person will contact the parents at home or work to find the reason for the absence.

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, 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.

Parents should try to arrange for all DENTAL and DOCTOR appointments during non academic school hours.

A dated letter of request, written by the parent, should be brought to the school office before 8:00 a.m. when a pupil needs to leave school before the normal dismissal time.

If you email the teacher if the student will be absent, please also email the Administrative Assistant regarding absences and early dismissals.

All notifications of early dismissals must be reported to the school office.

This is in accordance with truancy laws. Parents **MUST** come to the office to pick up and sign out children for early dismissals. Do not go to the classrooms. Early dismissals should be for serious reasons only.

If a child becomes ill during the school day, the following procedure will be used:

1. the child will be sent to the school nurse by the teacher. If the nurse is not available, the child will be sent to the school office.
2. If the illness is serious enough to warrant parental attention, the nurse, secretary or principal will call the child's home. **Parents are asked to keep all phone numbers up to date.**

Under no circumstances is a child to go home **without reporting to the office.**

if the illness of a child is serious enough, emergency 911 will be used.

If a child has been absent for ten days or more, a conference may be requested between the parents and principal to determine the best educational approach to combat the student's excessive absences.

When a student is absent, tardy or dismissed early from class, he/she is responsible for any work missed and is expected to check Teacher Ease for missing assignments from the teachers.

A student is truant if he/she is absent from school for a day 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 conferences with parent/guardian and probationary status. Repeated trancies could result a hotline call to the Division of Family Services.

If a student arrives tardy for school, the parent is required to go **TO THE OFFICE WITH THE CHILD** to sign them in. All tardiness is recorded on a child's permanent record.

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

## VISITATION

With our efforts to keep the children safe at school, please be aware of the following procedures for visitation, early pick-up and playground monitors. Faculty and staff members have been asked to stop anyone on school property that does not have a visitor tag and request that they go directly to the office! While these steps may at times cause small delays in your activities, we believe that each step is necessary to protect the children.

In each case, it is required that you follow the procedure as outlined when you arrive on campus:

### School visits

1. 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.
2. Return the tag to the office and sign out when leaving.

### Lunch

1. Check in at the school office, sign in and receive a visitor's tag or Sign in at the table in the cafeteria and receive a visitor's tag.
2. Then you may proceed to the cafeteria for lunch with your child.
3. Return the tag to the office when leaving.

### Volunteering

1. Check in at the school office, sign in and receive a visitor's tag
2. There is a sign-in book in the cafeteria for cafeteria aides and playground monitors.

3. Inform the office personnel what work you will be doing.
4. Please note that everyone who volunteers with students is required to have completed the "Protecting God's Children" workshop before the event.
5. Sign out and return the tag to the office when leaving.

## CLASS INTERRUPTIONS

Classes are not to be disturbed at any time during the school day. No teacher or child will be called from class except in case of an emergency. Messages will be delivered to students and teachers at break time, or incoming phone calls may be connected with the teacher's voice mail.

Students are not allowed to make excessive calls home for forgotten homework assignments, unsigned tests, warning slips, library books, gym clothes, etc. Children will be allowed to call home for such things as glasses or medicine. Items to be given to students must be brought to the school office. **Mark the item clearly with your child's name and teacher.**

Teachers will not be available for phone conversations during school hours. Appointments will be scheduled at times convenient for parents and teachers. The office phone number is 636-240-4474.

All calls directed to the principal will be answered immediately, if available; otherwise they will be returned at the earliest opportunity. Parents should feel free to call any time.

Assumption School office:	240-4474
Assumption School Fax:	240-5795
Assumption Parish office:	240-3721
St. Barnabas' Parish office:	240-4556

## CLOSING OF SCHOOL

Should it be necessary to cancel or delay school because of snow, ice or other hazardous conditions notification will be given. We will use radio, TV stations, and email to post school cancellation or snow schedule. Additionally, One Call Now will be used in cases of early dismissal. Please do NOT call the parish office or school requesting this information. **Late or delayed starts will be at 9:30 a.m.**

## DROP-OFF AND PICK-UP PROCEDURES

### DROP-OFF

All morning traffic must come into Lot A off of Main Street. Parents dropping off students between 7:00am and 7:30 am will pull up to the main school entrance and drop off their students to wait inside the gym. Supervision is provided by a teacher. Parents will exit on to Third St.

At 7:30am, the drop-off procedure will change to six drop off lanes in-between the school and Early Childhood Education Center. The parking lot monitors and safety patrol will guide you through. Everyone will exit on to Third Street. **There is NO drop-off from lots C & D or Third Street.**

#### PICK-UP

All afternoon traffic must come into Lot A off of Main Street and park in Lot A facing east. (See Map at the end of the Handbook) This will be the only pick-up lot for students in Kindergarten through eighth grades. If you arrive late, please park in the designated area in Lot A, (See Map). No one will be released from Halls A and B unless your car is in lot A.

If you want to make a left on to Main Street or go North to Civic Drive, you should park on the West side of Lot A. You will be dismissed behind the church and through Lot B.

If you want to make a right turn onto Main Street (heading south), you should park on the East side of Lot A. You will be dismissed on to Main Street from Lot A.

No one should come any earlier than 2:30 to line up for parking. There is no advantage to being first in any line. Students will be playing on the parking lot prior to 2:30, so please do not come early.

See the Drop-Off and Pick-Up maps in the Appendix of this Handbook.

**Please do not make up your own rules when it comes to dropping off or picking up your children or pick the children up anywhere else. It is important that you set a good example for your children and not confuse them with what rules to follow and what rules you think it's OK to break.**

#### CHILD CUSTODY PROTOCOL POLICY

When it becomes clear that the parents of certain school children are living separate and apart, and the school has not been advised through official court documentation of the role and responsibility of the parents, Assumption School administration, staff, and teachers should, as a first premise, recognize the direction and claims to custody made by the parent who school administration, staff, and teachers have dealt with on a regular basis relating to the school progress of the child. Official court documentation is a certified copy of an official court order in the orders 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 orders 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 orders 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 orders entirety.

Both parents have access to school-related information unless official court order in the orders entirety states differently.

## STANDARDS OF CONDUCT

### COUNSELING and VALUES PROGRAM

Assumption School has a long-standing commitment to incorporating Gospel values into every aspect of our school community. To this end, our counseling component has included among other efforts, the following:

- Gospel values incorporated into everyday curriculum
- faculty Vision and Values program participation
- ongoing faculty and staff development aimed at promoting Gospel values
- parenting skills and educational presentations
- classroom values presentations, grades K-8, which include the following topics: self-esteem, conflict resolution, communication skills, respect and responsibility, loss and grieving, bullies and cliques, and respect for earth.

In addition, the Counseling and Values component has expanded, utilizing community resources as appropriate and incorporating student counseling availability 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.

Upon referral by parents, it is possible that students may have access to situational stress counseling with Learning Consultants. This counseling is aimed at providing supportive care for our students who are experiencing difficulties in their lives that affect their ability to be successful at school. Such situations include such things as a death, illness, divorce or other occasion of family turmoil. Note that this counseling is not intended to provide ongoing, in-depth and/or counseling. Should evaluation indicate that this is warranted, families are referred to appropriate community resources for follow-up.

## DISCIPLINARY REGULATIONS

Discipline is handled in each class by the classroom teacher. The teacher should contact the parent when a problem occurs. 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. If after this communication the situation does not improve, then a principal-parent-teacher conference will be scheduled.

Discipline in the school is to be considered as an aspect of moral guidance and not a form of punishment. It is a means of training the child to assume more and more control of his/her own conduct, whether this conduct has physical, mental, or moral aspects, so that he/she can progressively grow in self-competency and maturity. Since children are in a process of development, we must give them definite guidelines and define our expectations to help them grow in a self-discipline that enables them to make the correct choices independently in a given situation. In addition to acceptable behavior, we must take time to guide them so their choices are based on worthwhile motives. To do “the right thing for the right reason” is true moral development and a means of developing personal responsibility and respect toward self and others. Courtesy, self-control, and personal development are the desired goals of good discipline. In addition, good discipline will provide a classroom situation conducive to favorable learning for all. Discipline promotes genuine character training and is developed in the classroom or in a school when the students work cooperatively with the principal, teachers, and peers towards attainment of skills that will be used throughout their lifetime. These skills have been paired with classroom/school expectations to show the connection between life and school:

<b>Life Rules</b>	<b>Classroom/School Expectations</b>
Be Prompt	Meet deadlines
Be Prepared	Have materials Listen for instructions Follow directions
Participate	Be a part of discussion Complete work Stay engaged
Show Respect	Honor self and others Value property Allow others to engage in learning opportunities
Be Responsible	Accept ownership Plan more effective behavior Engage in one’s own work and remain open to learning opportunities Strive for quality – do the best she/he can do
Dress appropriately	Follow dress code Shirts tucked in while on school property

Our school is implementing Virtue-Based Restorative Discipline™. This initiative is a Catholic response to bullying prevention, and has two goals:

1. Decrease anti-social behavior
  - Bullying behaviors
  - Disruptive behaviors
2. Increase faith practices
  - Evangelization
  - Sacramental Practices

## VIRTUE EDUCATION

In the VBRD™ model, we see misbehavior in the context of the whole child both at home and at school. This will not replace our current discipline policy, but rather build upon what we have so as to provide a stronger connection to our faith teaching in assuring that love of God and one another is reflected in our discipline practices. Three tasks are the foundation of this initiative:

1. We will cultivate personal virtues as a school community.
2. We will commit to being constructive in the way we interact with others
3. We will survey students and adults each year to establish evidence of reduction of harmful behaviors and of increased faith practices.

When harm is caused by misbehavior of any kind, we 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.

Rather than focus on "bullying," we will look at *all* behaviors that are disruptive in the school day. Many times behavior is mislabeled as bullying, when in fact, we need to specifically identify the behaviors as harm, humiliation or intimidation. Bullying is a label that can cause distress to both parents and their children, as it does not always accurately describe the circumstances needing adult intervention.

The four guiding principles in VBRD:

1. We will dedicate ourselves living virtue
2. We will support others in living virtue.
3. We will commit to constructive thoughts, words and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

## 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.

We at Assumption School believe that our students are capable of making choices in their everyday behavior. Assumption School is dedicated to developing students who, "Live as

Jesus did.”; therefore, we work to develop good students and good citizens. Poor choices in behavior may include, but are not limited to, the following: engaging in disruptive classroom behavior, acting in a disrespectful manner toward adults or fellow students, using inappropriate language or gestures, and failing to follow the school dress code.

For all students the following behaviors may result in removal from the classroom, suspension with loss of grade, probation, or expulsion upon review of principal. Proper authorities will also be contacted, when appropriate, in cases of illegal actions and/or behaviors. The guidelines of the Archdiocese Violence Policy and the Federal Safety at Schools Act (<http://dese.mo.gov/schoollaw/LegFolder/SafeSchools.htm> ) will be followed in dealing with cases of violence.

- Fighting, giving the appearance of fighting or any purposeful action that may result in bodily harm to another person. (Fighting results in automatic suspension and probation. Probation status requires that a student avoid serious violations. The likely result of violating probation is removal from school.)
- Written or verbal derogatory remarks or other remarks that may be intended to cause harm to a person’s character.
- Use of foul, obscene or offensive language.
- Defiance
- Cheating- including copying another’s work.
- Lying and/or deceit
- Stealing
- Computer hacking and/or inappropriate use of the computer.
- Leaving the building without permission.
- Vandalism and/or destruction of property. Students are responsible for the care of their books, supplies, desks and school property in general. Students are expected to pay for damage to or loss of school property.
- Use or possession of a weapon, explosive, or any item with potential for bodily harm. (Possession means on self or school property.)
- Use or possession of a knife, including pocket knives
- Possession or use of any drugs and/or drug paraphernalia. (This includes alcohol, tobacco, matches, lighters, etc.)
- Physical assault to any school staff, school representative or other student. (Shoving, hitting, pushing, spitting, etc.)
- Acts of arson
- Acts of bullying or repeated, continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated and/or threatened. This includes inappropriate touching.

#### DRUG, ALCOHOL & SUBSTANCE USE AND ABUSE:

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/BULLYING:

Harassment is defined as any unwanted/unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment may include physical, visual, verbal or sexual forms of behavior.

Students and parents/guardians are encouraged to report concerns regarding potential acts of harassment to the administration. Teachers are required to report all pertinent concerns to the school administration promptly.

A safe learning environment requires more than the absence of physical conflict or toleration of others who are perceived to be enemies. Assumption School includes the following among their prevention strategies: identifying the Christian response to situations, reflecting on what Jesus would do in problematic circumstances, emphasizing respect for every person, building students' self-esteem and sense of belonging, teaching students conflict management and stress management skills, fostering positive relationships among students and between students and adults, encouraging positive actions through programs such as: VBRD, Character Education, the VIP program, maximizing students' academic achievement, promoting appreciation of differences, and providing education related to the prevention of problems.

The administration and counseling staff will deal with reported cases of harassment. The child's parents or guardian will be notified and the school counselor will be made available. If aggressive actions continue, the school may require additional long-range counseling, or in extreme cases, may ask that the child be removed as a student at Assumption School.

#### TECHNOLOGY USE AT ASSUMPTION SCHOOL

##### ASSUMPTION CATHOLIC SCHOOL INTERNET USE GUIDELINE

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 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 that is considered inappropriate. Whether occurring within or outside of school, when 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 will be issued with the Registration packet each year which will outline the school's internet policies and require the signature of each student and parent/guardian.

#### ELECTRONIC DEVICES

Students are required to leave all cell phones, smart watches, and other devices turned off and in their lockers or backpacks until off campus. 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 is found to have one of these devices, it will be held in the Principal's office until the end of the school day. If it occurs a second time, the parents will be required to come in and pick it up.

#### INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media 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.

#### MAINTAINING SCHOOL PRIVACY

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.

The following action 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 expelled from school.

## FAMILY LIFE

Assumption School has within the religion curriculum a program for the entire school regarding human sexuality and a program for the Middle School grades regarding family life. A parent letter will be sent home explaining the programs.

## GRADING SYSTEM

### PROGRESS REPORTS AND REPORT CARDS

Progress Reports and Report Cards for each student will be available to view on Teacher Ease 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.

### GRADING SCALE

#### KINDERGARTEN and GRADE 1

Grades at this level are a measurement of learning/achievement as measured against the potential of the individual student. Students are expected to master basic minimum requirements for each grade level through their effort and attitude. The grading scale for Kindergarten and Grade 1 is as follows:

#### Kindergarten:

3= above level

2= at level

1= emerging

X= more work needed

#### 1<sup>st</sup> Grade

4=Exceeds expectations

3= Above expectations

2= Meets expectations

1= Emerging

X= Area of concern

Effort and Conduct, though not graded separately for each subject at this level, are graded by the teacher for all subject areas since these levels are self-contained.

## GRADES 2 THROUGH 8

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. The grading system currently in use is as follows:

<u>Grade</u>			<u>Conduct &amp; Effort</u>	
A+ 97-100	C+	77-79	1	Outstanding
A 93-96	C	73-76	2	Very Good
A- 90-92	C-	70-72	3	Needs Improvement
B+ 87-89	D+	67-69	4	Little Effort / No Effort
B 83-86	D	63-66		
B- 80-82	D-	60-62		
	F	59 and below		

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 Fast Direct for parents to review.

## HOMEWORK

Home study assignments facilitate student growth by reinforcing concepts and skills presented in the classroom. This will also give the student responsibility for his/her learning, as well as to give parents an idea of what the child is studying. Homework provides a means by which to gauge a child's ability to understand and learn, and to keep track of their child's progress on a regular basis.

The **approximate** time that we recommend be devoted to homework is as follows:

- K - Grade 1 15 minutes
- Grade 2 20 minutes
- Grade 3 25 minutes
- Grade 4 30 minutes
- Grade 5 35 minutes
- Grade 6 40 minutes
- Grade 7 45 minutes
- Grade 8 50 minutes

All students are unique and as such work at different speeds. These times may vary based on each student's individual needs. Please contact your child's teacher if student is consistently requiring significantly more time.

#### 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.

If a student has more than two late assignments in one week, from the same teacher, that teacher will contact the child's parents in writing or by phone in an attempt to correct the situation. The teacher, parent and student will work together to address the pattern of late or incomplete work. If a student needs extra time or additional help from the teacher, a time will be set up to provide the time and/or help needed. This may be done before or after school or at recess or other times available to the teacher.

#### ASSIGNMENTS MISSED DUE TO ILLNESS:

- In K-5 the student will work with the teacher to find out and complete all work/tests missed during an absence. In 6-8 it is the student's responsibility to find out and complete all work/tests missed during an absence. Students should consult with the teacher and check Fast Direct within two school days after returning from an illness and make arrangements for clarification and/or instruction as necessary.
- After a short-term illness, two days or less, the student will have two days for each one day absent to make up any written assignments without any reduction in grade.
- After long-term illness, three days or more, the student will have five school days in which to make up written assignments without a reduction in grade.

#### ASSIGNMENTS MISSED DUE TO FAMILY TRIPS:

We do not encourage the planning of trips during times when school is in session. However, we do realize that at times this cannot be prevented. Since teacher instruction/direction is a major part of homework preparation, assignments may not be given in advance of their presentation to the class. The teacher will work with the student to the best of their ability, so that the student will be able to obtain all necessary instructions and/or directions and to complete all assignments within a reasonable time after returning from a trip.

#### GRIEVANCE PROCEDURE:

The proper chain of command to resolve a grievance is teacher, principal, and then the pastor. When questions, difficulties, or misunderstandings arise, parents should contact the teacher(s) involved to discuss the matter. Please call the school and request a return call. 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.

#### CHEATING

Cheating is defined as dishonestly earning credit for work which was completed with the use of notes, open books, copying work from neighboring students, or requesting other students to complete the work for credit given to another student. Students found to be cheating will

have a conference with the principal and parents will be notified. It will be at the discretion of the Principal to give a zero percent or further discipline.

#### ACADEMIC PROBATION

A student will be placed on Academic Probation at anytime throughout the year when he/she has failed two quarters of a main core subject. If the student fails a third quarter of the same subject, he/she will be required to enroll in summer school in order to maintain enrollment at Assumption School. If a student ends the year with a failing grade in core subject areas, he/she will be required to enroll in Summer School in order to maintain enrollment at Assumption School. Core subjects include: religion, language arts, reading, math, social studies, and science.

#### RETENTION

For students who has not mastered the skills and content for all curriculum areas on his/her grade level, or has 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.

#### METHODS OF INSTRUCTION

- Self-Contained
- Students will remain in Home Room classroom for core instruction.
- Departmental Instruction
- The Departmental System enables students to receive quality instruction from teachers who have specialized in certain curriculum areas. Students may change classrooms for these subjects.
- Video Instruction
- Any "G" rated material is approved. "PG" rated material will be shown to Junior High Level students with parental permission. Programs taped from PBS (Ch 9), the Discovery Channel, or any other type of educational programming should be viewed by the teacher and approved by the principal. A signed permission slip should be obtained from the parents before viewing. Videos should only be shown in class for the use of instruction.

#### RECORDS FOR 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.

Children entering our school should present report cards from the last school they attended. Children leaving our school will be given report cards.

## WITHHOLDING OF ACADEMIC RECORDS

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. **This may seem harsh, but if all tuition and fees aren't paid it hurts the rest of the school children by not having the proper funds to provide the best education for them.**

## TESTING PROGRAM

The complete testing program for an elementary school child in the Archdiocese of St. Louis consists of the following:

- A standardized achievement test is given to students in grades 3 - 8 in the fall of the year.
- A cognitive test is given to students in Grades 4, 6, and 8 in the fall.

## 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.

All books must be covered at all times.

Students must pay all and any book fines or the report card will be held.

## IV. STUDENT LIFE

### HEALTH SERVICE PROGRAM

#### HEALTH RECORDS

All immunization records must be up-to-date and returned by the first day of school or the child will not be allowed to attend school. State regulations govern immunization and health record requirements. 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.

#### EMERGENCY FIRST AID

Every student must have emergency contact information updated in Fast Direct. Please take the time to review and update!

As a general rule, any child with a temperature of 100 degrees or above will be sent home. Students sent home with a temperature should not return to school until the fever has been gone for at least 24 hours. 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.

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. 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).

If the injuries are life threatening, an ambulance will be summoned via 911 immediately. The parents will then be contacted.

Under the Missouri Health Law, a student is not permitted to have in his/her possession any medication/drug or to take such. By the Missouri Law, the school is **NOT ALLOWED** to administer medication such as aspirin, etc., to the children unless the parent sends the medication and directions to the school office. There is a medical form available in the office to be filled out and signed by the parent and physician. If medication absolutely “must” be given during school time, **send only the correct dosage for ONE DAY**, marked with the child’s name, dosage, time, and parent’s signature. **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.**

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.

## HEALTH AND WELLNESS

### LUNCH PROGRAM

A lunch program is available to all students. Type “A” lunches as required by the Missouri Department of Education and the U.S. Department of Agriculture are served every day. 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. We ask that students not bring soda with their lunches. This is for the child’s good health.

HG works hand in hand with a registered dietician to create a healthy habits lunch menu to serve in our cafeteria daily.

The school cafeteria will:

- 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:

- students will be provided at least 20 minutes for lunch
- the school will schedule meal periods at appropriate times between 10:45 a.m. and 1 p.m.
- the school will attempt to not schedule organizational club meeting or activities for students during mealtimes unless students may eat during such activities
- the school will provide students access to hand washing or hand sanitizing before and after they eat meals
- the school will 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
- the school will attempt to limit the food served at classroom parties to no more than one food or beverage that does not meet nutrition standards.

#### CAFETERIA

- Grades K-4 has access to the school salad bar as well.
- Grades 5-8 can purchase plate lunch or ala carte items.
- The cafeteria will only served Fried Foods on M,W, & F
- Drinks may be purchased by the day for those who wish an extra drink with their lunch and those who bring their lunch.
- Lunches can be purchased by the day, week, or month using the Matre D' System. They may pay cash at the register during lunch time for single day lunch item or drink.
- Children will be allowed to charge lunches. Parents will be notified of a delinquent balance and we ask that a payment be made right away. If the balance continues to have a negative balance the parents will receive a call from the Principal. If a student is allergic to certain foods, the parents are asked to notify the school nurse, Principal, teacher and cafeteria staff.
- An allergy-safe table is designated in the lunchroom.
- The cafeteria staff encourages adults to eat lunch with their children during the school year. Parents are asked to please call the office before 9:00 a.m. to let the cafeteria know.
- Students will walk to and enter the cafeteria quietly and in a single line. Being respectful to cafeteria staff is required at all times.
- Any account balance at the end of the school year will be carried over the following school year.

#### PHYSICAL ACTIVITY and EDUCATION

Students in grades Pre-K through 8 will have opportunities and are encouraged to be physically active on a regular basis while in the school setting:

- the school will make sure that students receive physical education instruction on a weekly basis
- the school will provide at least 20 minutes per day of supervised recess for elementary school age students

- extra-curricular activity programs will be offered to the students
- opportunities will be provided in the after-care program for periods of physical activity
- the school will incorporate opportunities for physical activity into other subject lessons
- the school will encourage classroom teachers to provide short physical activity breaks between lessons or class, as appropriate

Students will be provided with nutrition education and physical education to foster lifelong habits of healthy eating and physical activity:

- the school will offer at each grade level nutritional education
- the school will provide nutrition education in the school dining room
- the school will include classroom health education which complements physical education
- the school will offer home nutrition information for parents
- the school will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards

## INSURANCE PLAN

Many families have insurance to cover accidents and injuries. Sometimes these insurance programs have deductible clauses. Archdiocesan/parish insurance excludes from its coverage medical costs related to student accidents sustained while on parish property. For added protection for parents who have insurance with deductibles or no insurance, a school group accident insurance policy is offered. Forms for taking this insurance will be given to the students on the first day of school and must be returned during the first week. This insurance is not paid for by the Archdiocese/parish but simply is made available for the convenience for all families desiring such insurance.

## LIBRARY

- The Library is open from 8:00 a.m. to 3:00 p.m. daily for recreational reading and for reference and research. Books are issued for one week. To renew a book, the student must present the book in the library. Fines for overdue books are 5 cents per school day. Fines will also be levied for students' carelessness in handling books.
- Students are responsible for any undue damage to books during the time they have borrowed them. Students are also responsible for lost books, based on the "replacement" value.
- Usage of the Assumption Library is restricted to its students and staff. Behavior conducive to research/reading is expected within the library at all times.
- Each classroom has a regularly scheduled weekly library period. Students' may visit the library any time that their class work/schedule allows and with the permission of their teacher.

## 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 primary building. The office will attempt to return items that are labeled. Several times during the school year all unclaimed articles are given to the poor.

## NEWSLETTER

A newsletter will be posted to the school web site for families to view on a weekly basis.

## ORGANIZATIONS

### ATHLETIC ASSOCIATION

The Athletic Association consists of adult members of Assumption and St. Barnabas parishes who agree to volunteer their time assisting in various youth sports activities. All coaches and assistant coaches must have attended a "Protecting God's Children" class. The program consists of soccer, basketball, and volleyball, and is open to children of registered families belonging to Assumption or St. Barnabas Parish and attending Assumption School or the PSR Program. Meetings are held monthly on the third Tuesday at 8:00 p.m. in the Assumption rectory meeting room.

### PARENT TEACHER ORGANIZATION

The Parent Teacher Organization seeks to bring a close working relationship between parents and teachers. The P.T.O. meets three times a year to 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 school picnic, various enrichment programs, and parish community building events.

### OUTDOOR PLAY

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. Students will remain indoors for recess if temperatures fall below 32 degrees.

### STUDY HABITS

Creation of good study habits eliminate procrastination and show a positive learning attitude. In addition to helping with an assignment, parents are encouraged to:

- Set a regular time every day for homework
- Select one location for daily homework that is conducive to learning
- Have all necessary supplies for homework
- Establish a quiet time homework
- Reinforce study habits throughout your child's academic career
- Give support and guidance with your children's homework, but do not complete the work for them.

### PARENT-TEACHER CONFERENCES

- Parent-Teacher conferences are held in the fall, when the first report card is issued. Parents are encouraged to attend the conferences. It is desirable that parents and teachers arrange for additional conferences whenever the good of the child would deem them helpful.
- Communication between parents and teacher is essential to academic success. If a problem arises, parents are encouraged to send a note to the teacher through Teacher

Ease or call the school office and leave a number so that the teacher may get in touch with the parent. Parents are urged not to let a problem grow.

## SACRAMENTS AND CHRISTIAN SERVICE

### 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 example. Parents will be invited to attend preparatory meetings prior to reception of the Sacraments.

### BAPTISM

Baptism is a sacrament required of all students entering Assumption. If children have attained school age and are not yet baptized, parents are requested to make an appointment with their pastor to discuss the matter.

### RECONCILIATION

Children ordinarily receive the Sacrament of Penance 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 together with their class.

### 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 give service to Church, School, Family, and Community as candidates for CONFIRMATION.

### 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. All students are encouraged to give of themselves to others without compensation over and above regular chores.

## SPECIAL 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 events held each day. The parish community is encouraged to participate.

## 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 supervise the students and eighth graders facilitate the events.

## MISSION GAME DAY

Mission Game Day is a long standing annual tradition at Assumption. This activity, sponsored by the eighth grade teachers and students, is for the benefit of a specific Catholic foreign mission.

## SCHOOL PICNIC

School Picnic is organized by the P.T.O. each year. The day begins with a Prayer Service, followed by a parade. Students are then released, to the supervision of their parents, for the remainder of the day to participate in a P.T.O.-sponsored event.

## EIGHTH GRADE GRADUATION

Eighth Grade graduation 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.

### Field Trip Guidelines

These are NOT FAMILY outings. They are school-functioned activities. Please follow the teacher's schedule only. Unplanned stops at fast food restaurants while traveling to or from a field trip destination are NOT allowed. Parent drivers are asked not to provide gum, candy, soda, etc. while en route to and from a field trip.

When parents are driving as the transportation:

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  
parents will have a list of student names assigned to them  
there must be one seat belt per student  
parents are to return the students to school immediately after the field trip is over  
students must report back to the classroom for dismissal at 3:10 and students may not leave early.

**ARCHDIOCESAN CRITERIA FOR PRIVATE PASSENGER VEHICLE:** If a private passenger vehicle must be used, the following criteria are recommended:

drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;  
the vehicle should have a valid registration and meet state safety requirement;  
the vehicle must be insured for minimum limits of \$100,000 per person, \$300,00 for occurrence;  
drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting; and,  
every person in the private vehicle must wear a seat belt.

#### INVITATIONS/GIFTS

Private party invitations should not be passed out at school unless each child (or at least each boy or each girl) in a class receives one. Parent-to-student and student-to-student gift giving is not appropriate in the school setting. Please make these presentations at home.

#### PETS ON CAMPUS

For the safety of the children and your pets, no pets are allowed on campus without the principal's permission. This includes pets being out of vehicles at drop-off and pick-up time.

#### BICYCLES

Bicycles are to be parked in the racks at all times. They are not to be ridden on campus sidewalks or grounds. The school will not be responsible for any damage or loss to any bicycle. Skateboards are NOT permitted on the school campus.

### **V. FINANCES, TUITION, AND FEES**

#### **TUITION**

There is a tuition charge for all students registered in either Assumption Parish or St. Barnabas Parish. The Parish Finance Committee and the Parish Council of each parish determine the tuition. The tuition and payment options available are determined and included in the registration package for the next school 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.

Non-parish families attending Assumption School will be charged the full amount of the cost of the education for each child. The Parish Finance Committee and the Parish Council will also determine this amount.

**\* Preschool is a separate school entity and is not included in the Kindergarten-Eighth grade tuition rates. Please contact the Assumption school office for tuition rates.**

## TUITION PAYMENT OPTIONS

### ASSUMPTION PARISHIONERS

The following illustrates the tuition options offered to Assumption Parish members for grades **Kindergarten through Eighth** during the 2013-2014 school year:

#### OPTION ONE - FULL PAYMENT OF TUITION

Full payment of tuition qualifies for a 3% discount. Payment is due by July 10 and needs to be paid directly to the parish office. (No discount after July 10). If payment is more than five days late, you will be required to pay through FACTS.

#### OPTION TWO - FACTS MONTHLY PAYMENT PLAN

Tuition paid with automatic monthly payments through the F.A.C.T.S. Tuition Payment Plan. FACTS Monthly Payment Plan is 10 payments made July through April. An additional \$35.00 fee is added to the tuition. If you sign up later than July, the number of payments will be reduced, as all payments must be completed by April. This will result in a higher monthly payment.

### ST. BARNABAS PARISHIONERS

St. Barnabas parishioners will use a similar schedule and should contact their rectory for complete information. Tuition for students from St. Barnabas Parish is determined by the pastor of St. Barnabas Parish.

### OTHERS

If you are not a member of Assumption Parish, or St. Barnabas, please inquire in the Assumption School Office or Assumption Parish Office for tuition and payment options.

### LATE REGISTRATION

Families registering after July 1<sup>st</sup> are expected to fulfill their tuition responsibility according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated according to a schedule on file in the school office.

### LATE PAYMENTS

It shall be the responsibility of each family to notify the School Office of their need to make any changes in their tuition payment plan. The F.A.C.T.S. Tuition Management Company needs four days with which to comply with a request to change a payment schedule.

### 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. The School Finance Committee is also the body that meets with families with cases of special finance need to recommend to the Parish Finance Committee the funding of special subsidies or grants for their students so that they can receive a Catholic education. At St. Barnabas, the pastor, with the guidance of a committee, will assist families seeking tuition assistance.

## CONSEQUENCES OF 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 School Finance Committee of Assumption or the pastor of St. Barnabas. In fact, in cases where sizable amounts of money are involved, temporary termination of school services may occur until a satisfactory solution is found. Furthermore, when the situation of indebtedness exists and no special arrangement has been entered into with the School Finance Committee of Assumption or the pastor of St. Barnabas, certain School functions will not be open to students of families with outstanding debts. The specific events will be determined for each school year, but the annual Graduation Mass and reception is one that has been definitely cited. Special financial subsidies are available in case of extreme need, but a renewal of these must be made each year as they are not automatic.

## FUNDRAISING

- Assumption School tuition and operating expenses are subsidized by donations made through fundraising events throughout the school year. Assumption School sponsors a Fall fundraising event, followed by a Spring event if the fundraising goal for the school year is not met.
- The fundraising events will be clearly identified to be school-sponsored events. A buyout option will be available for the Fall event.
- Other fundraising events may take place sponsored by other associations (eg Athletic Association, PTO, among others) designed to assist in other expenses related to the school.

## VI. UNIFORMS

- Our school has established the following uniform 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.
- 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 asked 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.

- Uniforms can be purchased from Fischer's Parochial Fashions or any other locations. It is requested that when purchasing uniforms, please purchase them from the uniform section of the store. This will help in not having too many color variations and will allow the students to continue to be able more colors than just white. Assumption Logo apparel may be purchased at A. M. or Lands End.

Fischers Parochial Fashions  
626 Jungerman Road  
St. Peters, MO 63376,  
636-939-3344  
online at [www.fischersuniforms.com](http://www.fischersuniforms.com).

Lands End  
online [landsend.com](http://landsend.com)  
Under Assumption School, O'Fallon

A.M. Prints  
910 Carolyn Jean Drive  
O'Fallon, Missouri 63366  
636-272-1825

## DAILY UNIFORM CODE

**Every student is asked to have one white shirt that will be worn on all school masses, special events, and field trips.**

### GIRLS K-5<sup>th</sup> Grade

**Jumper, skirt culotte:** The blue plaid uniform from Fischer's Parochial Fashions. They must be **at least** fingertip length.

**Shirt:** White, grey, 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)** Navy blue sweatshirt with the Assumption logo may be purchased at A.M. Prints only. Quarter zip blue or gray Assumption quick dry shirt and gray fleece with Assumption embroidered logo jacket are allowed.

**Slacks:** Girls may also wear plain dark navy twill uniform slacks, 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 or culottes:** Uniform Shorts or culottes 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 30<sup>th</sup> and again from April 1st through the end of the school year with a white, gray, or light blue school shirt.

**Socks:** Solid white, 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 must be matching. (This will be enforced this year.)

**Shoes:** 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. Boots are not allowed.

**Hair:** Hair shall be clean, of its natural color, and well groomed

**Other:** Fake nails, makeup is 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.

One watch is acceptable

Religious medals 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.**

## **BOYS K-5<sup>th</sup> Grade**

**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, grey, 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 30<sup>th</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):** Navy blue sweatshirt with the Assumption logo may be purchased at A.M. Prints only. Quarter zip blue or gray Assumption quick dry shirt and gray fleece with Assumption embroidered logo jacket are allowed.

**Socks:** Solid white, navy or black socks must 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 must be matching. (This will be enforced this year.)

**Shoes:** 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.

**Other:** Makeup is not permitted.  
One watch is acceptable.  
Religious medals may be worn.  
No piercings are allowed.

**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.

## **GIRLS 6<sup>th</sup>-8<sup>th</sup> Grade**

**Jumper, culotte, skirt:** The blue plaid uniform skirt, jumper, culotte from Fischer's Parochial Fashions skirt may be worn. They must be at least fingertip length.

**Shirt:** White, grey, 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):** Navy blue sweatshirt with the Assumption logo may be purchased at A.M. Prints only. 8th grade may wear their 8th grade sweatshirt overtop of the uniform shirt. Quarter zip blue or gray Assumption quick dry shirt and gray fleece with Assumption embroidered logo jacket are allowed.

**Slacks:** Girls may also wear plain dark navy or tan twill uniform slacks, 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 6<sup>th</sup>-8<sup>th</sup> grade.

**Uniform Shorts and culottes:** Uniform Shorts or culottes must be navy or tan in color, pleated or straight. No cargo shorts or side pockets. They must be fingertip length. 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.

**Socks:** Solid white, 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. If students don't follow this policy they will have the opportunity to purchase a pair of socks for \$5.00 from the office which will be donated to a organization that helps clothe children or the parents can bring up a different pair of socks that follow the policy.

**Shoes:** 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. Boots are not allowed.

**Hair:** Hair shall be clean, of its natural color, and well groomed

**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.

No other piercings are allowed.

One watch is acceptable

Religious medals may be worn.

**Cold Weather Conditions:** 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.**

## **BOYS 6th-8th Grade**

**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, grey, 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):** Navy blue sweatshirt with the Assumption logo may be purchased at A.M. Prints only. 8th grade may wear their 8th grade sweatshirt ovetop of the uniform shirt. Quarter zip blue or gray Assumption quick dry shirt and gray fleece with Assumption embroidered logo jacket are allowed.

**Socks:** Solid white, 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. If students don't follow this policy they will have the opportunity to purchase a pair of socks for \$5.00 from the office which will be donated to a organization that helps clothe children or the parents can bring up a different pair of socks that follow the policy.

**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.

**Other:** Make-up is not permitted. One watch is acceptable.

Religious medals may be worn.

No piercings are allowed.

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.

**P.E. UNIFORM:** Tennis shoes must be worn and tied or fastened for safety. Grades K-5th: It is not necessary to dress out. However, girls should have shorts on under their skirts. Grades 6th-8th: Mandatory dress out. Students will have the opportunity to change at school. (PE shorts or PE sweatpants may be purchased at The School Office and students need to wear a solid white or blue t-shirt, or an Assumption spirit shirt.) No other shorts will be accepted.

## OUT OF UNIFORM DAYS

### DRESS DOWN DAYS

For special occasions the Student Council may request and receive permission for the student body to be “out of uniform”. On these days, the students may wear alternative clothing, but the rules regarding make-up, jewelry, and nail polish still apply. Shoes must also have closed heels and toes. No flip-flops! Leggings will NOT be allowed. If the policy isn’t followed students will have the opportunity to stay in the office for the school day or a parent can bring appropriate clothing that follows the policy. In the hot weather uniform months on “out of uniform” days, only blouses or shirts with sleeves are acceptable. Shorts may be worn, but they must be of the uniform short length. These special dates will be announced in the newsletter or a printed notice will be sent home. Uniforms may be worn on these days.

First Friday of the Month/All School Masses/Special Events/Field Trips: Students wear white shirts along with the appropriate uniform pants, shorts, or skirt.

SCOUT UNIFORMS: 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.

UNIFORM EXCHANGE: Assumption has a Uniform Exchange whereby uniforms can be bought, sold, or exchanged. For more information concerning this, please contact PTO at [pto@abvmtech.org](mailto:pto@abvmtech.org).

8TH GRADE GRADUATION DRESS: Clothing worn for the 8th Grade Graduation Mass should be in line with the event. We need to remember that the students are 8th Graders and that they are attending a Mass, and should dress appropriately. Girls should wear nice dresses for this occasion.

**No bare shoulders or spaghetti straps.** It is not necessary to purchase expensive evening dresses. Shoes should be dress style, but should have heels that the girls can walk in without falling. Boys should wear dress pants, a dress shirt and a tie. They may also wear a suit or sport coat, but this is not required. Shoes should be of dress style.

Note: If something is not listed, it is not a part of the school uniform. The administration has the right of final judgment of what is appropriate or inappropriate with regard to the uniform policy.

## **VII. CONCLUSION**

This Catholic School accepts the child as a sacred trust confided to it by you, the parents, the primary educators of your children. Thank you for entrusting your children to our care.

During the course of the school year, Assumption School reserves the right to makes changes, additions, deletions, or amendments to policies deemed necessary. Such changes made after the handbook publication date will not be reflected herein. The Principal or the Assumption School Board can provide copies of revisions to existing policies or new policies. A complete updated copy of the student handbook is available on Assumption's School website.