

# Assumption Parish School Parent Handbook 2022-23



This Student/Parent Handbook contains established policies and procedures for the 2022-23 school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this handbook at any time as circumstances may require. When changes are made to the handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

## Table of Contents

MISSION/VISION/GOAL/VALUES/WITNESS.....	3
GENERAL INFORMATION.....	4
SCHOOL PROCEDURES .....	6
Admissions/Enrollment .....	6
Uniforms .....	10
School Day.....	11
Arrival and Dismissal.....	11
Snow Days.....	12
Drop-off and Pick-up .....	12
Safety Patrol.....	13
Before and After Care .....	13
Classroom Interruptions .....	13
Visiting the School.....	13
Cafeteria Program.....	13
Special School Days.....	14
Attendance .....	15
Religious Services .....	16
Academics and Student Assessment.....	17
Resources .....	20
Extracurricular .....	21
Health and Safety.....	21
Communications .....	24
Records.....	25
Parent Involvement.....	25
School policies.....	26
Internet and Electronic Communications Conduct.....	26
Social Media Policy .....	27
Student Property .....	27
Discipline .....	28
Firearms and Weapons .....	29
Substance Abuse and Tobacco .....	29
Violence .....	29
Child Protection .....	29
Harassment.....	30
Grievances .....	30
Financial Responsibilities .....	31
Tuition.....	31
Enrollment .....	31
School Fees Refund.....	31
Graduation and Financial Commitment .....	31
Fundraising .....	31
Volunteer Expenses .....	31
Fines.....	32
APPENDIX A .....	33
APPENDIX B .....	37

## Mission/Vision/Goal/Values/Witness

### Mission

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To grow in love of God and neighbor and develop each child's potential through a Catholic, student-centered education.

### Vision

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Rooted in faith, growing in grace

### Goal

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Children of faith prepared for the world

### Core Values

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1. Living the Catholic faith
2. Engaging and comprehensive academics
3. Developing the whole child
4. Fostering community spirit

### Witness Statement

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For Those Whose Children Attend Catholic Education Programs

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.*

No wonder, then, that the Church understands the home to be the domestic Church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families. Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility, which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- Regularly participate in the Sunday Eucharist [if not Catholic, regularly participate in worship and prayer] with my family.
- Commit to speak more with my children about God and to include prayer in our daily home life.
- Participate in and cooperate with School programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation of Catholic children.
- Support the moral and social teaching of the Catholic Church to ensure consistency between home and school.
- Teach my children by word and example to have a love and concern for the needs of others.
- Meet my financial responsibilities in supporting the Catholic school.

## General Information

### Assumption School

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4709 Mattis Road  
St. Louis, MO 63128  
(314) 487-6520  
<http://www.assumptionstl.org>  
<http://www.fastdir.com/assumptionstl/>

### School Organization

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#### **Pastor—Father Thomas Keller**

The Pastor is the chief administrator and is advised by the Parish Council and the School Board.

#### **Principal—Mrs. Jennifer Sykora**

The principal is the administrator of the school and is responsible to the pastor. The principal implements Archdiocesan and School Board policies through procedures, rules, and regulations.

#### **School Administrative Assistants—Mrs. Jill Love & Mrs. Vandeven**

The school administrative assistants act as the point of communication for the school office.

#### **Faculty and Staff**

All school staff members are responsible to the principal of Assumption School and assist in implementing policies, procedures, rules, and regulations. Individual faculty contact information is posted on FastDirect or <http://assumptionstl.org>

#### **Director of Elementary Religious Education—Miss Val Stringer**

The coordinator oversees liturgical prayer for the school, coordinates religious curriculum, oversees the human sexuality program, and provides resources and advice for all of us as we live our faith together. Our Coordinator also works with the school to coordinate parish sacramental programs for First Reconciliation and First Communion.

#### **Director of Youth Ministry – Mrs. Caitlin Sextro**

The Director of Youth Ministry cultivates a sense of discipleship by facilitating opportunities for teens to encounter Jesus Christ through forming a faith community, providing opportunities to publicly witness to the faith, and by one's personal commitment to encourage the teens to embrace the Catholic Faith. The director oversees Confirmation curriculum, works directly with the eighth graders to foster relationships before they enter high school, and oversees the annual Generation Life trip which 8th graders attend.

#### **Middle School Youth Minister – Mrs. Anna Hussey**

The Middle School youth minister coordinates the evangelization, catechesis, sacramental preparation, formation, and mission to middle school aged young men and women. The MSYM develops programming and leads weekly gatherings, monthly activities, and yearly retreats. The MSYM establishes relationships with teens, to further their connection with the Catholic church. MSYM also oversees coordinating sacramental preparation for 6-8th grade youth and administering the Confirmation program.

#### **Early Learning Center Director—Mrs. Shelley Michael**

The director oversees the Assumption Early Learning Center and summer camp program.

## Assumption School Board

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The School Board is an advisory body to the pastor and principal. It is subject to regulations that proceed from the Archbishop of St. Louis and the Office and Catholic Education and Formation. The School Board’s primary function is the determination of general policies, plans, and programs for the school.

The Board meets monthly, September through May. The Board is composed of adults selected from the membership of the entire parish. Any Catholic member of the parish 21 years of age and older is entitled to serve as a member of the Board. No member of the Board may serve in such a capacity if he (she), or a member of his (her) immediate family, is employed by the parish. This does not include those adults who receive service fees for cafeteria or recess supervisor work. It does include parish office, school, preschool, aftercare, maintenance, etc.

- The **President** develops the meeting agendas collaboratively with the principal and leads the monthly meetings.
- The **Vice President** performs the duties of the president if the president is absent.
- The **Secretary** maintains a written record of all acts of the Board, conducts, receives and disposes of all correspondence as directed, and preserves all reports and documents committed to his (her) care.
- The **Members** attend monthly meetings and may chair committees that investigate specific areas which require research and gathering information to help the Board make informed decisions in their meetings.

Fr. Thomas Keller	Pastor	via FastDirect
Mrs. Jennifer Sykora	Principal	via Fast Direct
Mr. John Tucker	President	jltuckerjr@gmails.com
Mrs. Julie Dibble	Vice President	julialyndibble@gmail.com
Mrs. Margaret Doty	Secretary	Dotymar81@gmail.com
Mrs. Jessica Bollier	Member	Jessica.bollier@gmail.com
Mr. Joe Lancia	Member	j.lancia@sbcglobal.net
Mr. Travis Schulze	Member	travis_schulze@yahoo.com
Mr. Tim Thomas	Member	thomas@foxc6.org

## Assumption Home and School Association

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Every parent is a member of Home and School. Officers include President, President-elect, Treasurer, Treasurer-Elect, Communications Officer, Communications Officer-Elect, Volunteer Coordinator, Volunteer Coordinator Elect, Secretary and ELC representatives. Activities include fundraiser(s), hospitality, social events, coordinating volunteers, and more. The Assumption Home and School Association also oversees the Together We’re Better program. Contact an officer or the school office to get more involved.

Lucy Pizzella	President	Amanda Windhorst	Secretary
Sara Geringer	President Elect	Julie Bachman	Treasurer
Kelly Foerstel	Communications Officer	Kyla Henderson	Communications Officer Elect
Megan Morrison	Volunteer Coordinator	Katie Wilson	Volunteer Coordinator Elect
Tara Bilger	6 <sup>th</sup> -8 <sup>th</sup> Grade Rep	Mary Dinwiddie	3 <sup>rd</sup> -5 <sup>th</sup> Grade Rep
Kim Mullins	Kdg-2 <sup>nd</sup> Grade Rep	Liz Kelley	ALEC Rep



## **Admissions/Enrollment** (See [Appendix A, Policy 1.1](#))

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### **Application and Enrollment**

Applications for enrollment of students entering kindergarten are accepted starting in January of each year (age 5 by August 1<sup>st</sup>, exceptions subject to screening). Re-enrollment for all currently enrolled students begins during Catholic Schools Week of each year. Application for enrollment of *new* students in parishioner families entering grades 1 to 8 is held at any time by applying at the school office. Application for enrollment of new students from non-parishioner families new to Assumption opens June 1<sup>st</sup> for the following school year.

Admission for all students will be in accordance with the Admissions Policy.

### **Registration Process**

In addition to a completed registration form, verification of the following is necessary:

1. birth date (birth certificate or baptismal certificate)
2. other sacraments
3. custody arrangements in cases in which parents are divorced

(from *Archdiocesan policy 4103*)

Appropriate medical information is also collected (See Health and Safety section).

### **Admissions Policy**

#### **Class Size (K to 8)**

The maximum class size should not exceed 30 students. The Pastor (in consultation with the School Board, Administration, and Faculty) will determine class size. The developmental needs of the students, the instructional staff, finances, and facilities will be taken into consideration. If the class size limit is reached, a waiting list shall be created.

If a grade is split, students will be randomly assigned to a class taking into consideration, gender, and academic, social, and behavioral needs. Teacher or friend requests will not be considered.

#### **Admissions**

Any student accepted must have academic capabilities consistent with Assumption School's ability to meet those needs.

The basic criterion for admission is that the parents are living according to the Witness Statement. If the number of applicants exceeds the classroom size, parishioners, and siblings of currently enrolled students at Assumption School or Early Learning Center are given preference.

The criteria for transfer admissions are the same, but also include space availability in the class and recommendation of the student from the principal of the sending school pending transfer of records.

Admission for all students is in accordance with the Archdiocesan Policy of Non-Discrimination.

#### Policy of Non-Discrimination

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs. (*Archdiocesan policy 4101.*)

## School Calendar 2022-2023

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- 8/5 Pool Party 7-10pm Sunset Hills Pool
- 8/14 Backpack Blessing 10:30am Mass
- 8/15 NO SCHOOL/ELC**– Feast of the Assumption
- 8/16 First Day of School** (12:30 Dismissal)
- 8/23 Back to School Night 6:30
- 9/5 NO SCHOOL/ELC**-Labor Day
- 9/8 EDGE Kick-off (6<sup>th</sup>-8<sup>th</sup> Grade)
- 9/19-22 Iowa Assessments (2<sup>nd</sup>-8<sup>th</sup> grade)
- 9/23 NO SCHOOL**- Professional Development
- 9/24 EDGE 8<sup>th</sup> Grade Extravaganza
- 10/5 Grandparents Day
- 10/17-19 6<sup>th</sup> Grade Camp
- 10/27 Evening Parent/Teacher Conferences**
- 10/28 NO SCHOOL**- Morning Conferences
- 11/1 NO SCHOOL/ELC**- All Saints Day
- 11/11 12:30 Dismissal**-Professional Development
- 11/23-25 NO SCHOOL/ELC**-Thanksgiving Break
- 11/29 First Reconciliation
- 12/2 Cookies & Cocoa with Santa
- 12/8 NO SCHOOL/ELC**-Immaculate Conception
- 12/21 Christmas Parties, **12:30 Dismissal** SCHOOL/ELC
- 12/22-1/2 NO SCHOOL/ELC**- Christmas Break
- 1/3 School & ELC Resume
- 1/13 12:30 Dismissal**-Professional Development
- 1/16 NO SCHOOL/ELC** – MLK Day
- 1/18-23 Generation Life 8<sup>th</sup> Grade
- 2/4 7<sup>th</sup> Grade Confirmation Retreat
- 2/17 NO SCHOOL** – Professional Development
- 2/20 NO SCHOOL/ELC** – Presidents Day
- 3/3 12:30 Dismissal** – Professional Development
- 3/20-24 NO SCHOOL** – Spring Break
- 4/6 12:30 Dismissal** – Holy Thursday
- 4/7 NO SCHOOL/ELC** – Good Friday
- 4/10 NO SCHOOL/ELC** – Easter Monday
- 4/22-23 Luke 18 8<sup>th</sup> Grade

- 4/29 2<sup>nd</sup> Grade Agape Day
- 5/4 7<sup>th</sup> Grade Confirmation
- 5/7 2<sup>nd</sup> Grade First Communion
- 5/12 Field Day
- 5/19 8<sup>th</sup> Grade Graduation 5:00pm Mass, **8<sup>th</sup> Grade 12:00 Dismissal**
- 5/22 8<sup>th</sup> Grade Mystery Trip
- 5/25 Kindergarten Graduation 2:00pm  
PreK Graduation 4:00pm
- 5/26 12:30 Dismissal - Last Day of School**





## Uniforms (See [Appendix A, Policy 2.4](#))

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

(Archdiocesan policy 4303.6)

Assumption School requires uniforms to be worn by each student. Parents agree to support the dress code rules. The dress code rules are:

### Dress Code Rules for In Uniform Days

Standard Uniform	Boys	Girls
<p><b>Shirts</b></p> <p>Shirts must be correctly tucked inside the pants/short/jumpers/skirts)</p>	<ul style="list-style-type: none"> <li>White or red knit or technical fabric (e.g. DriFit) pullover shirt with collar (with or without Assumption logo only), <i>or</i></li> <li>White dress shirt</li> </ul>	<ul style="list-style-type: none"> <li>White or red knit or technical fabric (e.g. DriFit) pullover shirt with collar (with or without Assumption logo only), <i>or</i></li> <li>White uniform blouse, long or short sleeve with round or pointed collar—no lace</li> </ul>
<p><b>Bottoms</b></p> <p>Pants/shorts/skirts must be worn with the waistline of the clothing at the student's waistline. Cargo pants are not acceptable.</p> <p>Skirts, jumpers, summer shorts or skorts must be within 3 inches of knee length. Cargo shorts or athletic skirts are not acceptable</p>	<ul style="list-style-type: none"> <li>Navy blue twill pants, <i>or</i></li> <li>Navy blue corduroy pants</li> </ul>	<ul style="list-style-type: none"> <li>Navy blue twill pants, <i>or</i></li> <li>Green watch-plaid jumper (K-4) or green watch-plaid skirt (5-8), <i>AND</i></li> <li>Solid, non-patterned navy blue, black, or white tights, form-fitting leggings, or solid-colored shorts must be worn under the uniform at all times.</li> <li>Shorts worn under the jumper may not be longer than the jumper.</li> <li>Leggings must go all the way to the ankle.</li> <li>Sweatpants and other sportswear are not acceptable uniform apparel.</li> </ul>
<p><b>Outerwear</b></p>	<ul style="list-style-type: none"> <li>Navy blue or red sweater or cardigan <i>or</i></li> <li>Assumption logo sweatshirt or pullover from the Athletic Association online spirit store or Just Me Apparel</li> </ul>	
<p><b>Socks</b></p> <p>Socks must be visible without pulling them up to make them visible.</p> <p>Logos and trim on socks are permitted as long as all parts of the socks are white, navy blue, black, gray or red</p>	<ul style="list-style-type: none"> <li>White, navy blue, black, gray or red socks</li> </ul>	<ul style="list-style-type: none"> <li>White, navy blue, black, gray or red socks, <i>or</i></li> <li>Navy blue, black, or white tights</li> </ul>
<p><b>Shoes</b></p> <p>Shoes should be tied so the shoe stays on the foot.</p>	<ul style="list-style-type: none"> <li>Athletic type shoes--low cut, non-marking with no lights (twinkle-toes), <i>or</i></li> <li>Sperry type shoes are acceptable for school wear, but not for PE classes, as long as they tie and are non-marking.</li> </ul>	
<p><b>Belts</b></p>	<p>Navy blue, brown, or black only must be worn if pants/shorts have belt loops in Grades 2-8; belts optional for K and 1st.</p>	

Seasonal options	Boys	Girls
<b>Winter shirts</b> (Nov 15 – Mar 14)	White or red turtleneck	
<b>Summer shorts/skorts</b> (Mar 15- Nov 14) Skirts, jumpers, summer shorts or skorts must be within 3 inches of knee length.  Cargo shorts or athletic skirts are not acceptable.	Navy blue twill walking shorts may be purchased at any store but must closely resemble standard uniform shorts.	Navy blue twill walking shorts may be purchased at any store but must closely resemble standard uniform shorts. <b>Leggings may not be worn under shorts.</b>
		Navy blue twill skorts* with a simple box pleat may be purchased at any store but must closely resemble the wrap style sold by Just Me Apparel. <b>Leggings may not be worn under skorts.</b> *Skorts may only be worn by K-4 <sup>th</sup> graders as a cooler option than the jumper during warmer months.

#### Additional specifications

- Shirts worn under the uniform shirt or blouse must be plain white--no writing, etc., showing through. Undershirts may not extend past the uniform shirt.
- All shorts (uniform or PE uniform) must be visible under PE shirts or hoodies.
- Cosmetics and nail polish (except clear) may not be worn for in-uniform days.
- Jewelry, except small post earrings and a watch, may not be worn. Smart watches are not permitted. No jewelry may be worn in a body piercing other than the ears, even if the piercing is new. Body art or tattoos may not be visible.
- No necklaces are acceptable as uniform, except for religious medals, crosses, and scapulars.
- Hair color needs to be a color that occurs naturally as a human hair color.
- No bandanas or scarves tied around the head are permitted except for special days, such as field day.
- No clique or group-identifying apparel of any kind.
- Sweatshirts or sweaters tied around the waist are considered out-of-uniform. This is acceptable only during recess.
- Students may not write messages on one another's clothing. Writing on each other's bodies is also not considered appropriate school behavior.

#### Dress Code for Out of Uniform Days

- All clothing should be modest and cover the body appropriately.
- No crop tops, shirts with inappropriate sayings or graphics, mesh shirts, spaghetti straps, or tank tops
- No onesies or costumes, unless worn on an approved themed dress down day.
- Jeans, athletic pants or shorts, slacks, dresses, skirts or shorts may be worn for out of uniform days. Shorts, skirts, and skorts may only be worn from March 15th through November 14th.
- Bottoms may not have words written across the seat, tears, holes, or frayed edges. Not cut-offs or snap-pants.
- All shorts (also including uniform and PE uniform) must be visible under shirts or hoodies.
- Shorts and skorts must not be longer than 3 inches below the knee when standing and shorter than either a 4-inch inseam OR the bottom of the fingertips when arms are at sides.
- When students raise their hands in the standing position, no midriff should be bare or showing because of pants that are too low or tops that are too short.
- Shoes must always follow the uniform code because of safety. Socks must be worn but may be any color for out-of-uniform days.
- Cosmetics may not be worn on out of uniform days. Some exceptions may be made for special themed days.
- Any color nail polish is acceptable for out-of-uniform days.

#### Dress Code for Physical Education Classes (grades 5 to 8)

- Red T-shirt with Assumption School logo (50/50 or moisture wicking)
- Athletic shoes designed for sports and physical activities with socks.
- Gym shorts – BOYS - Black 6 or 7-inch inseam athletic shorts with Assumption School logo.  
GIRLS - Black 4 or 5-inch inseam athletic shorts with Assumption School logo

\*Girls running shorts that were available previously may be worn on PE days, but girls must wear the uniform skirt over the shorts when not in PE class.

### Dress Code Problem Solving

- Teachers and staff members are expected to address dress code violations when noticed.
- If the problem can be rectified with a simple change, that is all that is needed.
- If the problem cannot be rectified without an additional clothing item or nail polish/cosmetic removal, the student will be sent to the office.
- The final decision about a student's uniform compliance rests with the principal.

### Dress Expectations for Formal Ceremonies

Students should wear attire appropriate for church that modestly covers the body. Formal gowns and evening gowns are not appropriate attire for elementary school ceremonies. For boys shirt and tie with dress slacks are appropriate. Boys may wear a suit or sport coat. Tuxedos are not appropriate attire for elementary school ceremonies. For girls, skirt or dress length should follow the rules for school uniform skirts (within 3 inches of knee). Straps on shirts or dresses must follow the out of uniform day rules (no spaghetti straps or strapless). Robes are worn for Confirmation and Completion of Studies church ceremonies.

### School & PE Uniform School Supplier

Just Me Apparel  
232 Old Sulphur Spring Road  
Manchester, MO 63021  
(636) 391-3551  
<http://www.justmeapparel.com>

Assumption Logo apparel can also be purchased from the Assumption Athletic Association through the online spirit store open 3 times per year: <http://www.assumptionstl.org/athletics/>

A school uniform exchange is available. Please contact the school office.

### School Day

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- 6:30 am** Before care begins
- 7:00 am** School office opens
- 7:15 am** Teachers at school
- 7:20 am** Safety patrol and teachers on duty; students arrive and wait outside of or in the Parish Center Lobby
- 7:30 am** First bell; students go to classrooms
- 7:40 am** Warning bell; patrol duty ends; back lot and back doors close
- 7:45 am** Final bell; all-school prayer; anyone not present is tardy at this point
- 10:55-11:15 am (3-4); 11:25-11:45 am (K-2); or 11:55 am-12:15 pm (5-8)** Lunches followed by recess (not applicable on half days)
- 12:30pm** Early Dismissal, when applicable
- 2:45 pm** Dismissal

### Arrival *(Archdiocesan Policy 4402.1)*

School doors open at 7:20 AM. Students arriving before the 7:30 bell are expected to wait in Cafeteria. Parents needing to drop students off earlier than 7:20 need to register for the Before-Care program.

### **Dismissal** (*Archdiocesan Policy 4402.1*)

All students are dismissed at 2:45 PM on regular school days and at 12:30 PM on early dismissal days. Students walk to parked vehicles on the back parking lot from 2:45 until the bell rings at 2:50. All remaining students must stay by the exit door while the vehicles exit. Any student remaining 10 minutes after dismissal will be sent to aftercare.

After-school clubs are dismissed on the back parking lot. Parents/guardians may enter the front or doors or ring the ASAP bell to enter through the cafeteria doors for After-Care pick-up.

### **Snow Days**

If it becomes necessary to close school or start later due to inclement weather, announcements will be posted at FOX (2), KMOV (4), and KSDK (5). Television, FastDirect, and Facebook will be our main communication. PLEASE DO NOT CALL THE SCHOOL OFFICE OR THE RECTORY FOR THIS INFORMATION.

If the announcement indicates "snow schedule," doors to school will open at 9:10 AM, classes will begin at 9:30 AM with a regular dismissal at 2:45 PM.

#### **Details for Snow Schedule**

All personnel arrive for 9:00; earliest student arrival at 9:10.

**9:00 am** Open office

**9:00 am** Teachers at school

**9:10 am** Patrol and teachers on duty; students arrive and wait in Parish Center Lobby

**9:15 am** First bell; students go to classrooms

**9:25 am** Warning bell; patrol duty ends; back lot and doors close

**9:30 am** Final bell; all-school prayer; anyone not present is tardy at this point

**2:45 pm** Dismissal

Once school is in session, there will be no early dismissal for inclement weather. If you choose to pick your child up early if weather begins to deteriorate, you must come to the school office and sign your child out. Carpool students will only be allowed to leave with you if those students' parents have communicated with the school office.

### **Drop-off and Pick-up (See [Appendix B](#))**

**Before Care Drop-Off (7:00 to 7:20 AM):** If you are dropping your children off before 7:20 AM **and** your child/ren are registered for Before Care:

- Park in the front lot and walk your child to the main doors of the building. You do not need to come in and sign in your child.

**Regular Drop Off (7:20 to 7:40AM):**

- Parents escorting students into the building should park in the front lot and use the main doors. Those parents include AELC parents, parents of both AELC and K-8 students, and parents of Kindergartners (month of August only).
- Parents dropping off K-8 students, who do not have AELC siblings, should use the back lot.
- Drivers should pull to the front of the drop-off lane before allowing students to exit from the the vehicle. Drivers should not pull around other cars in the drop-off lane.
- Stopping on Mattis Rd. to drop off students is prohibited.

**Regular Pick Up (2:45 PM, or 12:30 PM-Early Dismissal Days):**

- All pick-up at regular dismissal time will take place on the back lot.
- Vehicles enter the lot between 2:30 and 2:45 PM (12:15 and 12:30 PM early dismissal days)
- Vehicles form lines of 4 facing the Parish Center (gym), starting alongside the cemetery. As a line of cars fills, a new line forms adjacent.
- After the dismissal bell rings at 2:45 PM (12:30 PM early dismissal), there will be a 5-minute period of no vehicle movement while students move to cars.
- Vehicles not on the parking lot by 2:45 PM (12:30 PM early dismissal) will be held in the driveway during this 5-minute period.



- At the end of the 5-minute period, a staff member will dismiss one row of cars at a time, starting with the line closest to the cemetery. Any cars in the driveway will be signaled to enter the lot at that time.
- Cars exiting may turn right on Mattis Rd., left on Mattis Rd., or straight on Ambs Rd.
- Anyone who will not be ready to leave at 2:50 PM should park in the parking spaces along Valmeyer Dr., *not* in the lines of cars (e.g. waiting for son or daughter to finish patrol duty.) If your child was held up and did not enter your car before cars were dismissed, please follow the line toward the exit, but circle back around instead of exiting in order to prevent holding up the cars behind you in line.

After Care Pick Up (after 2:45 PM): If you are picking up after regular dismissal time **and** your child/ren are registered for After Care:

- Park in the front lot and enter through the main doors of the building *or*
- Park in the back lot and enter through the ASAP door (Exit E).
- Ring the bell in either location in order to be buzzed in, and please be sure to check your child/ren out with after care staff.

### **Safety Patrol**

Faculty and school safety patrol members are on duty in the morning and afternoons to assist students being dropped off, picked up, and walking to and from school.

### **Before and After Care**

The After School Activity Program (ASAP) is offered at Assumption School between the hours 6:30 am to 7:20 am, 2:45 pm to 6:00 pm, and on half days. Camp days are also offered during the year when the school is closed, but the Early Learning Center is open. Services are complimentary after registration fee with the exception of half days and camp days. Contact school office for information.

### **Classroom Interruptions**

Classes are not to be disturbed at any time during the school day. Students are only allowed to call parents during the school day for emergencies. Students may only use the office phone with approval.

Parents/Guardians may not bring school supplies, assignments, and/or other forgotten items left at home or in the car to school during school hours. Exceptions will be made for glasses, medication, or other health needs.

### **Visiting the School**

The school building is locked at all times. Parents/Guardians and visitors must ring the bell located by the main doors and identify themselves in order to enter the school building. All parents/guardians, volunteers, and visitors must report directly to the school office when entering the school building, sign in, and obtain a Visitor Badge while in the school building. Visitors must sign out when leaving the school. No pets are allowed.

### **Cafeteria Program**

Plate lunches and *a la carte* items are available daily. Prices of the plate lunches are posted on menus sent home throughout the school year.

- Menus are posted monthly in FastDirect. Families are asked to place pre-orders in FastDirect before the start of each month.
- Students may bring lunch from home and purchase drinks and additional items if desired.
- Lunches and beverages are tracked in FastDirect and charged monthly to each family's FACTS account.
- Delivering lunches from restaurants is prohibited.
- Soda is prohibited.

## Special School Days

### Field Trips

A field trip is an educational and cultural experience. Each class has at least one field trip during the school year. Chartered bus is the preferred transportation for most field trips and is mandatory for students requiring child passenger restraint systems. Alternatively, the parent of each student may be responsible for transporting his/her child to and from the event. Non-refundable transportation fees are collected in advance of field trips. If any field trip presents a financial challenge to a family, contact the principal before the trip.

If a private passenger vehicle is used for school functions, the following criteria are in effect:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
2. The vehicle should have a valid registration and meet state safety requirements;
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system; and
6. Adults should not be permitted to smoke in the vehicle.  
*(from Archdiocesan policy 5202.9)*
7. Any person who has had one DWI/DUI within the last 10 years may not drive anyone on behalf of the parish, school or agency of the Archdiocese for 10 years based on the date of the guilty finding. If an individual has more than one DWI/DUI, this limitation is in place for the life of their service. *(from Archdiocesan policy TBD)*

- The teacher retains complete control over all students on a trip.
- Children who are not students (i.e. younger siblings) are not permitted.
- The number of chaperones to students is usually determined by the sponsoring agency and may be no more than 10 students per adult.
- Volunteers must have completed Protecting God's Children/Safe Environment class, sign the Code of Ethical Conduct, and undergo a records check in the State of Missouri.

### Parties

Classroom parties are scheduled for select holidays. Room parties are based on a maximum cost of \$5.00 per student. Parties are expected to stay within the budget with simple treats and crafts. Volunteer parents should not ask for extra candy or supply donations and should not purchase extra items from their own funds. This keeps the parties from escalating patterns. Gifts and goodie bags for the students are not part of the party procedures. Concentrate on games, socialization and fun.

1. Food at parties and other functions in school should be limited to commercially prepared, individually packaged items. Soda is not allowed.
2. Food prepared at home should not be brought into the classroom for sharing.
3. Distribution and handling of food should be limited to parents, teachers and staff.  
*(Archdiocesan policy 4401.71)*

Some students have severe food allergies, including airborne allergens, e.g. nuts, etc. Check with classroom teachers to avoid allergy products for a particular class.

All party supplies need to fit inside the classroom. Heating elements and open flames are prohibited.

### Birthdays

Students are recognized on their birthdays or half-birthdays with an announcement and an "Out-of-Uniform-Day" on his/her birthday or half-birthday. Normal Out-of-Uniform-Day guidelines are followed (see [Dress Code](#)). Parents may bring and eat lunch with their child on his or her birthday or half birthday. Restaurant food is permitted, but should only be brought for the birthday child and not for siblings.



The following are prohibited:

- Classroom birthday parties
- Balloons, flowers, or other gift deliveries
- Invitations given out at school

### **Picture Days**

Uniforms are not required for picture day. Normal Out-of-Uniform-Day guidelines are followed (see [Dress Code](#)).

## **Attendance** (See [Appendix A, Policy 2.1, 2.2](#))

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### **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, annual Pro Life March in Washington, D.C., 6<sup>th</sup> grade camp). 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. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. (*Archdiocesan policy 4201*)

Please call school before 8:00 AM or send a message via FastDirect to the school administrative assistant. Messages concerning absences may be left on the school's voice mail. Please leave your child's name, reason for absence, and a contact person for homework and books. If the school has not heard from you by 8:00 AM, we will contact you to verify the absence. Notification is required for each day of absence.

Family vacations, athletic trips, and absences due to reasons other than illness are strongly discouraged. If such an absence is necessary, parents must inform the principal, secretary, and teachers via FastDirect at least three days prior to their trip. Missed school work will not necessarily be given in advance. Keep in mind that classroom plans/agendas change daily depending on the progress of the class, so work given ahead of time may change throughout the course of the absence. The individual teachers will determine the amount and the time frame in which missed work must be made up. If missed instruction becomes a burden to any student, the services of a tutor may be necessary.

A student who needs a prolonged absence because of serious illness or injury may be eligible to receive special tutoring through the Special School District Homebound Instruction Program. Please confer with the principal.

When a student leaves school during the day, communication from parents is required. A parent or guardian should meet the student in the school office and sign him/her out. If someone other than a parent or guardian is picking the student up, the parent or guardian must send written permission (via FastDirect) to the administrative assistant. Every effort should be made to schedule doctor or dentist appointments outside of school time. A half-day absence will apply to students arriving after 9:45 or when they are away from school two hours or more.

### **Truancy**

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. (*Archdiocesan policy 4201.1*)

Truancy is a serious offense that may result in conference with parent/guardian, probationary status, or dismissal.

### **Tardiness**

A student is tardy who arrives after the time fixed by the school policy for the start of the school day is tardy. (*Archdiocesan policy 4202*)

- The student is expected to be in the classroom at the time of the final bell, 7:45 AM
- If a student arrives after the final bell, he/she must report to the school office for admittance to class.

- Students arriving no later than 9:45 will be marked as tardy.
- If a student is excessively tardy, the problem will be referred to the principal.
- All tardiness is recorded on the student's attendance record.

### **Excessive Absence and Tardiness Policy**

If a student is absent more than 10 total days in a school year, the school shall require medical documentation from a physician. Possible consequences for excessive absence and tardiness may include:

- Staying after school to make up missed work
- Detention
- Pastor involvement
- Student-parent-principal-pastor conference
- Referral to family counselor or Division of Family Services
- Non-completion of the grade in school (i.e. Retention is recommended)

### **Dual Enrollment**

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services. (*Archdiocesan policy 4204*)

If dual enrollment is utilized, Assumption School remains the primary educational provider and is responsible for instruction in the core curriculum. Supplemental educational providers include Mehlville (STRETCH program) and Lindbergh (LEAP program). The supplemental educational providers determine student eligibility for these gifted programs. Other supplemental education through dual enrollment may only occur in accredited schools, at the discretion of Assumption School principal and faculty.

Students participating at the supplemental educational provider are not considered absent at Assumption School.

### **Release from School due to Illness**

If your child becomes ill or seriously injured during the school day, you will be notified by the school nurse or school office personnel. The student must be signed out in the school office.

*(from Archdiocesan Policy 4203.1)*

## **Religious Services**

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### **Sacramental Life**

The Second Vatican Council describes the Holy Eucharist as the "source and summit" of Catholic Life. Assumption School places the encounter with Christ in the celebration of Holy Mass at the heart of the educational experience because all life and learning comes from and leads to Jesus Christ.

The students participate in an All School Mass every Wednesday and each grade attends at least one other weekday Mass. The academic week concludes with Adoration and Benediction of the Blessed Sacrament or Stations of the Cross.

Forgiveness and personal conversion is foundational to the Christian life. The students have the opportunity to be reconciled with Jesus through the Sacrament of Penance about every 6 weeks.

### **Sacramental Preparation**

Continuing the process of Full Initiation into the Catholic Faith is part of the parochial grade school experience. Catholic students in the second grade have the opportunity to prepare for and receive the Sacraments of First Penance and First Holy Communion. Catholic students in the seventh grade have the opportunity to prepare for and receive the Sacrament of Confirmation. Students in other grades who need to receive the Sacraments of Initiation: Baptism, Confirmation and First Holy

Communion are offered the opportunity to prepare for and receive these Sacraments through our Parish *Rite of Christian Initiation for Children* Program.

### **Prayer and Religious Formation**

Religious formation permeates the entire school day. In addition to Holy Mass, Adoration of the Blessed Sacrament, and the Sacrament of Penance, students pray periodically throughout the day praising God for the day, giving thanks for our many blessings and asking for assistance in our many needs. The students receive spiritual and moral formation that will hopefully accompany them throughout their lives.

Religion classes are taught in grades K-8 according to Archdiocese of St. Louis guidelines. Our Parish Priests are involved in the religious instruction.

## **Academics and Student Assessment**

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### **Curriculum**

#### **School Organization**

Core classes for grades K-4 are taught in self-contained classrooms. Grades 5-8 are taught on a departmental basis.

#### **Curricular Subjects**

Our curriculum includes religion, core subjects, and specialty classes. We follow the Catholic Education Center's recommendations for instructional time allotment per subject.

#### Religion

See Religious Services above.

#### Core Subjects

- Language arts (English, reading, spelling and handwriting)
- Mathematics
- Social Studies
- Science

#### Specialty Classes

- Physical Education: twice weekly
- Music Education: twice weekly
- Art Education: once weekly
- Spanish: once weekly; twice weekly starting in 5<sup>th</sup> grade
- STEM (Science, Technology, Engineering, Math): twice weekly; 5<sup>th</sup> through 8<sup>th</sup> grade students have a weekly science block that includes STEM activities in place of a second weekly STEM class.
- Family Life: Assumption School conducts a program of instruction in family life education. This program is taught as a separate subject and follows Catholic Education Center guidelines.
- Sixth Grade Outdoor Education: Sixth graders have a scheduled program of curriculum designed for learning in an outdoor setting. Additional information will be provided.

### **Report of Academic Progress**

Students' grades are available online for parents to access.

#### **Parent-Teacher Communications**

Parent-teacher communication is always encouraged. Please do not hesitate to contact your child's teacher whenever you have a question or concern or need information. If you wish to meet with your child's teacher, please request a conference by email, FastDirect, or a telephone call to the teacher's voice mail. Please do not drop in unexpectedly after school as teachers moderate extracurriculars and may not be available for an impromptu meeting. All parent communication will be acknowledged within 48 hours (except on weekends and holidays).

Formal Parent-Teacher Conferences are scheduled during the fall for all students. Each student’s parents or guardians select a time for a ten-minute conference with their child’s homeroom teacher; optional meetings with specialty teachers can be arranged. Separated parents need to work to schedule a conference together so that the same information is being communicated to both parties at the same time.

**Grades**

**Grades K-8**

Academics, work habits, and conduct are graded as follows:

	<b>Academic</b>	<b>Work Habits</b>	<b>Conduct</b>
4	Secure = Student CONSISTENTLY shows mastery toward the learning goal.	Student consistently meets grade level expectations of work habits.	Student consistently exhibits appropriate behavior; Never or rarely needs reminders.
3	Approaching = Student OFTEN shows mastery of the learning goal.	Student often meets grade level expectations of work habits.	Student often exhibits appropriate behavior; Occasionally needs reminders.
2	Emerging = The student SOMETIMES demonstrates mastery of the learning goal, or the student needs teacher support to meet the targeted goal.	Students sometimes meets grade level expectations of work habits; May require staff support and/or intervention to meet expectations.	Student sometimes exhibits appropriate behavior; Requires weekly reminders and/or intervention, such as an individual behavior plan.
1	Beginning = The student INFREQUENTLY demonstrates performance of the learning goal. The student needs reteaching and extra support to understand what is required to meet the learning goal.	Student infrequently meets grade level expectations of work habits; May require significant staff support or intervention to meet expectations.	Student infrequently exhibits appropriate behavior; Requires daily reminders and/or significant intervention, such as an individual behavior plan.

**Work Habits:** organization of personal belongings, uses work time well, completes work in a timely manner, ability to work well independently and collaboratively when in pair or groups, class participation, and demonstrating personal responsibility for learning

**Conduct:** demonstrates reverence during times of prayer, shows respect for others, listens and follows directions, exhibits self-control, and demonstrates appropriate and on-task behavior

**Letter Grades:** Grades of students in grades 6-8 average in the gradebook. The average is converted into a traditional letter grade on the report card according to the following scale:

3.5 – 4.0	A
2.83 – 3.49	B
2.16 – 2.82	C
1.5 – 2.15	D
1.0 – 1.49	F

**Academic Achievement Recognition (grade 8)**

Academic Achievement-Gold and Academic Achievement-Silver are awarded to 8<sup>th</sup> graders based on their 8<sup>th</sup> grade grades. Religion, English Language Arts, Math, Social Studies and Science are included in determining the awards. Grades from all quarters are added and averaged using A=4, B=3 and C=2. Students with a 3.5 to 4 average receive the gold honors and students

with 2.83 to 3.49 receive silver honors. A grade of a D or F in any core class or a 1 or 2 in conduct prevents a student from receiving an academic award.

### **Retakes**

A teacher may give a test retake or alternative assignment when students have 1's or 2's on individual tests. In either case, the retake or alternative assignment must involve the academic material that was not mastered on the first test. It is up to each teacher to provide the retake or alternative assignment. It is up to the students to improve their knowledge by cooperating with the teachers and taking initiative to reach mastery of the skill and content, otherwise the original grade stands.

### **Final Exams**

Final semester exams are required in grades 7 and 8 in English/literature, math, science, and social studies. If a student misses a final exam due to illness, he/she may be given a make-up exam if the absence is excused for a legitimate medical reason. Final exam grades are part of a student's overall grade.

### **Promotions Policy** (Archdiocesan Policy 4501.1)

Promotion is based on satisfactory completion of the requirements in each grade level.

### **Academic Probation**

Academic probation is continued enrollment of a student with specified conditions. Students on academic probation may lose the privilege of participating in school events, including field trips, special events during the school day, extracurricular activities, and 8<sup>th</sup> grade celebrations.

### **Testing** (See [Appendix A, Policy 1.2](#))

Testing (diagnostic, achievement, or aptitude) is conducted annually and shall comply with Archdiocesan guidelines).

### **Archdiocesan/Standardized Testing**

The Archdiocese uses the Iowa Assessments (Grade 2-8) and Cognitive Ability Tests (Grade 4,6,8) which are administered in September.

The ACRE (Assessment of Catholic Religious Education) is administered to students in grades 5 and 8 each January.

### **Diagnostic Testing**

If the school or parent have concerns regarding a student's behavior or ability to learn, the Learning Consultant should be contacted. After data has been collected, classroom modifications implemented, and observations conducted, the Assumption staff will determine if the family should be referred to an outside source such as Special School District or a private agency. Diagnostic testing should always include a school component as well as input from the family. Please notify the Learning Consultant if additional testing is being pursued.

### **Kindergarten Screening**

A kindergarten screening tool is used with each child prior to entering kindergarten. The tool is used to determine readiness for kindergarten.

### **Homework** (See [Appendix A, Policy 1.2](#))

Homework is a part of a student's performance appraisal. The primary purpose of homework is to reinforce and enhance the concepts taught in class.

Homework is posted on teacher FastDirect bulletin boards or on the Google spreadsheet (middle school). Students are expected to keep their assignment notebooks updated via classroom homework charts.

Homework is a student's responsibility. Students returning from absence have 2 days for every school day absent to make up work unless other arrangements have been made with the teacher.



## Resources

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### Textbooks

All textbooks and workbooks are the property of Assumption School and are on loan to the students. It is the responsibility of all teachers, parents and students to see that books are cared for properly. All textbooks, workbooks, and notebooks shall contain the student's name and must be covered. Parents and students are financially responsible for damage to, and loss of, textbooks and workbooks.

### Library

Assumption School maintains a library that is available to all students and staffed by a librarian. Parents and students are financially responsible for damage to, and loss of, all library books. All charges and overdue books need to be taken care of before the final report card is released.

### Internet, Electronic Media, and Privacy

#### **Electronic Media**

Electronic Media at Assumption School is utilized for educational purposes only. Electronic media includes SmartBoards, laptops, iPads, Chromebooks, televisions/DVD, and computers. These tools enable students to efficiently and responsibly employ current and emerging technologies as tools for accessing information, communicating with others, and managing data.

The internet is filtered via software according to our electronic media acceptable use policy. The following guidelines apply to electronic media use:

- All users or their parents/guardians will be made aware of and sign the acceptable use policy (see Appendix A, C4).
- Appropriate language is used at all times.
- No use without the authorized permission of a staff member.
- No accessing property of individuals or the school's private files, including but not limited to administrative software, and e-mail.
- No photographs may be taken or posted without permission; any authorized postings will include first names only.
- No use of social media, monetary transactions, or sharing personal information.
- No accessing pornographic, violent, illegal, extremist, or other content that is does not uphold the teachings of Assumption School.
- Users must cite any source obtained from electronic searches. Claiming ownership of any content cut or copied from the internet is prohibited.

Consequences of violations may include:

- Confiscation of devices
- Parent notification
- Suspension
- Loss of school media privileges
- Legal action
- Withdrawal for cause

#### **Website**

Parental permission must be obtained in writing on an annual basis before a student's photograph or school work can be posted on the Assumption Parish website. The Assumption School website will not list any surnames of students.

#### **Cell Phone**

Students are not allowed to carry cell phones with them during the school day. Cell phones should be turned off and left in lockers or backpacks. Personal electronics, other than cell phones, are not allowed at school. This includes smart watches, such as the Apple Watch.



## Privacy

### Maintaining School Privacy (Archdiocesan Policy 4402.4)

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

In order to ensure the respect for and privacy of students and staff, students and parents are not to record school staff members, students, classroom activities or school events without their express permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members or students without their express permission. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications. Use of images is expected to meet the above guidelines. Images or recordings should not be used commercially or in ways that harm the reputation of Assumption School community and its members. If in question, ask the school principal.

## Copyrighted Materials

### 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 copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations. (Archdiocesan policy 5202.6)

## Equipment

School equipment does not leave the school premises except at the discretion of the school administration.

## Elevator

Student use of the elevator is limited to recycling and physical impairment. In order to protect both students and adults the following procedures are in place

1. A second student will be assigned to ride the elevator with the student in need. Those same two students should ride between all classes.
2. Students will be instructed on emergency procedures including phone inside the operation panel.
3. If an adult accompanies a student, there should be no less than two students present.

## Extracurricular

All extracurricular activities must be approved by the principal and have an educational purpose. A member of the faculty or a qualified adult will act as moderator and be present at all times during the activity. Parents'/guardians' permission must be obtained for students to participate in extracurricular activities. The supervising adult must accompany the students until each one is picked up. (Archdiocesan policy 5202.10)

CYC sports and other leagues are managed by Assumption Athletic Association.

Administrators, coaches, moderators, and parents should consistently model and emphasize the importance of Catholic behavior and sportsmanship in all athletic events. Breaches of Catholic behavior and sportsmanship should be addressed promptly and appropriately. (Archdiocesan policy 5202.12)

## Health and Safety

### Healthcare, Illness and Injury (See [Appendix A, Policy 3](#))

Health Room personnel will follow the guidelines set forth by the Archdiocese of St. Louis.

Medical information is collected and maintained on each student. All medical information is maintained in a secure area separate from school educational records in order to maximize confidentiality. Included are:

- a medical history (annually updated) and/or physical form (K, 3<sup>rd</sup>, 6<sup>th</sup>) (from *Archdiocesan Policy 4401.3*)
- a cumulative health record with all mandatory immunization dates
- a completed family information form (annually updated) (from *Archdiocesan Policy 4401.2*)

Communications about student health concerns must come directly to the school office.

- Medication (see below)
- A physician's note is required if it becomes necessary for a student to limit physical activity during the school day, during PE, or at recess. A release form indicating that the student may resume normal activity will also be required.

Catholic Schools of the St. Louis Archdiocese will follow the recommended policies and procedures on communicable diseases – life threatening diseases with no known cure – established by the Missouri Department of Health. (Archdiocesan Policy 4401.1)

The Missouri Department of Health regulations are followed concerning communicable disease/contagious conditions and the child's return to school. Chickenpox, head lice and conjunctivitis (pink eye) are the most commonly reported. If your child contracts these or any contagious conditions, notify the school office.

### **STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS**

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. (Archdiocesan Policy 4401.6)

#### ***Illness or injury at school*** (Archdiocesan Policy 4401.21)

All students with health concerns, illness, or injury will be seen by the school nurse or trained office staff as they arrive in the health room. Those requiring the most immediate attention will be assessed first. First aid will be administered in the case of an emergency.

The family information form indicating parents'/guardians wishes regarding physical/medical emergency and contact information will be utilized. Parents will be contacted if:

- A student has sustained a head injury that was severe enough to cause a bump, laceration, or other distinguishing mark
- Students require immediate emergency attention (e.g. broken bone, stitches)
- Students make frequent trips to health room without obvious signs of illness (fever, vomiting, etc.)
- A student was intentionally injured by another student (biting, hitting)
- A student has any illness that requires being sent home
- A student falls from an elevated surface (ex: playground)

#### **General Guidelines for Sending an Ill Student Home**

- Fever (>100.4) or 1-2 degrees above student's normal temperature and/or ill-appearing
- Rash with fever
- Rash of unclear cause that has not been evaluated by a physician
- Difficulty breathing (esp. asthmatic not relieved with medication)
- Sore throat with fever
- Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking
- Vomiting at school
- Diarrhea, sleepiness and abdominal cramping
- Mouth sores with inability to control saliva
- Chickenpox or other communicable disease

Guidelines for returning to school: students must be fever-free and/or not vomited for 24 hours before returning to school.

## Medication and personal care items

### Prescribed medications – the following procedures are in place:

1. The direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed with the school. "The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school."
2. Written consent of the parent/guardian for school personnel to administer the medication.
3. The medication in the original container.
4. Proper training of personnel on medication administration.

*(from Archdiocesan policy 4401.4)*

**Inhalers** - Students requiring inhalers must follow the same procedures as other medications. In the handling of inhalers, individual needs must be arranged with the school nurse, principal, or secretary. If a student must carry an inhaler with him/her, a parental consent form, a physician's order, a Student Asthma Action Card/Emergency Plan and an Inhaler Procedure form must be completed and on file in the school office.

**Epinephrine injector (EpiPen)** – EpiPens should accompany students during lunch and outdoor activities (via supervisor).

**Cough Drops** - All cough drops must have written permissions and, as with all medications, are not to be carried on the student.

**Chapstick** - Students may carry Chapstick on their person. They are not to share their Chapstick with other students. Vaseline is available in the Health Room and in some primary homerooms for your child's use.

**Water Bottles** - Students in 3<sup>rd</sup>-8<sup>th</sup> grades may bring in a transparent, shatterproof reusable water bottle (with lid) to school for use in the classroom. The students' names must be on the bottles. The bottles may not have a disposable straw and must be able to be used without removing the cap. Water bottles may be filled with tap water or with water from drinking fountains; no sparkling or flavored waters will be allowed. Students are expected to drink only as needed and will be allowed to refill from the drinking fountain at the teacher's discretion and at designated times. In the event the water bottles interfere with student instruction and work or cause problems with spills, students may lose the privilege of having water in the classroom. Bottles are not allowed to be near any technology.

## Physical Examination and Immunization

### Immunizations

Upon entering Kindergarten, students must have all immunizations as required by Missouri State Law. All students at any grade level not complying with state regulations for immunizations will be referred to the principal. Admittance to school may be refused.

### Physical Exams

A physical examination by the family physician or health clinic is required for a new student and before entering Kindergarten, 3<sup>rd</sup> and 6<sup>th</sup> grades. Any physical taken after January 1 of the current year will be accepted.

Screenings Conducted at School – Students in grades 1, 3, 5, and 7 are screened annually for vision and hearing. Parents are notified of problems observed during any of these tests.

## Emergency Contact Information

Parents/Guardians are required to complete a Family Information Form annually. Should an emergency involving a student occur, the Family Information Form is the school's guide for making contact with a parent/guardian, physician, or close relative/friend. The information on the Family Information Form also instructs the school on the procedures for immediate medical care for the student, information regarding allergies, and medical conditions (pre-existing, on-going, or newly diagnosed). The school will review all information and determine if a medical intervention plan is necessary.

It is the legal responsibility of parents/guardians to ensure that the school has correct and updated information (address, phone numbers, and medical information) for each student. If the school is unable to contact a parent/guardian due to incorrect, inaccurate, or out-of-date emergency information, the incident will be reported to the proper authorities.

## Safety of Students

To ensure the safety of students and staff, the following procedures are in place:

1. Students are not to use copiers and other office equipment. With training, the use of the letter-cutting machine by students is permissible.
2. School personnel are trained in basic safety.
3. Chemicals are stored appropriately.
4. Staff and students use appropriate protective equipment.
5. Students are not allowed to enter the boiler room, the server room, or any maintenance closet.

## Safety Drills (See [Appendix A, Policy 3.1](#))

The emergency preparedness plan is reviewed annually to provide for the safety and security of students and staff in the event of a natural disaster or other extraordinary situations.

At various times during the school year the administration will conduct drills that will help evacuate the building and take cover in the classroom or hallway, depending on the danger and the response needed according to our Emergency Preparedness Plan and Procedures. These may include but are not limited to:

- Fire Drill (Evacuation Drill)
- Tornado Drill
- Earthquake Drill
- Intruder/Shelter In Place Drill
- Reverse Evacuation Drill
- Outdoor Threat

In the case of emergency, the following procedures are in place for parents:

- Be certain that your Family Information Form is accurate and current.
- Tell child(ren) the name of the emergency contact person (on the Family Information Form) in case you are unavailable.
- Do not telephone the school; check FastDirect. It is essential that the telephone system be available for emergency communications.
- If you enable texting and emergency email in your parent profile in FastDirect, you will receive emergency messages in your personal email and phone.
- **DO NOT COME TO SCHOOL UNTIL INSTRUCTED TO DO SO.** It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from the school. You will be notified of any necessary procedures through FastDirect messages.
- Talk to your children and emphasize how important it is for them to follow directions from their teachers and school administration during any emergency.
- Support and reinforce the emergency procedure information you receive from the school. You may receive updates about our safety procedures from time to time.
- An earthquake would pose the most chaos with possible loss of communication, including cell phones. The staff (wearing green vests) is organized into response teams, is prepared to deal with circumstances until emergency personnel arrive, and is in charge until that time. Once emergency personnel arrive, they are in charge and everyone will follow their directions.

## Communications

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### FastDirect

FastDirect is used for parent-teacher communication, classroom agendas and homework, and grades. Check FastDirect on a regular basis. Contact office staff if you need help with your FastDirect account.

Phone and email contact information is available to all teachers, administration and parents on FastDirect and will not be released to unauthorized person, agency or commercial enterprise.

### Take Home Folders

Take Home Folders are sent home on Thursdays and contain communications for the week. Folders are returned the following day. If you are on a committee and need to distribute forms or flyers please drop them off in the school office no later than Wednesday morning. All contents of the Take Home Folder need the principal's approval before being sent.

## Records

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### Access to Student Records—Parents

Parents/guardians have the right to inspect and review the official active file of their children. (*Archdiocesan policy 4601.2*)

Please contact the principal to view your child's records. Parenting plan guidelines are followed for individual students.

### Access to Student Records—Others

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel. (*Archdiocesan policy 4601.3*)

Non-school personnel, non-parent individuals are denied access to student records without expressed written consent.

### Transfer of Student Records (*Archdiocesan policy 4601.4*)

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

### Release of Student Discipline Information

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information. (*Archdiocesan policy 4601.6*)

A high school may request student discipline records before that student is accepted into the high school. In this situation, the parent/guardian will be asked to sign a document to release those records.

### Custody Documents—Parenting Plan

If a custody agreement or parenting plan exists for your children, the principal needs current copies of the court documents for the protection of your children and so school personnel can effectively and correctly release the children. The only section needed by the office is the parenting plan.

## Parent Involvement

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### Volunteer

As Catholics, we are called to service, and volunteering at Assumption School not only helps students to do better academically and connects us to the Assumption community, but is also fun and fulfilling. Each family is expected to help at Assumption



School by filling several one-time positions or fewer repeating positions through Volunteer Spot or other communications throughout the year.

All volunteers are subject to school policies and rules which are aligned with Archdiocesan policy, especially those involving:

- Child protection
- Witnessing the Catholic faith in word and conduct
- Appropriate confidentiality concerning students
- Money handling (see [Appendix A, Policy 5.4](#))
- Maintaining the learning atmosphere.

### Organizations

- Home & School Association
- School Board
- Enrollment Management Team
- Technology Committee
- Athletic Association
- Boy Scouts / Girl Scouts

### Other Positions:

- Cafeteria Aides: assist students in the lunch room as needed (opening milk, help with spills, etc.).
- Recess Supervisors: assist teachers in supervising students at recess. Please contact the school office for guidelines.
- Library Assistants: assist the head librarian in reading to students, shelving books, checking books in and out, and other tasks as needed. Contact the school office if interested.
- Book Fairs—chair: works with the librarian to organize the fair.
- Book Fairs—additional volunteers: help students select books for purchase, count money, and take care of merchandise.
- Classroom Volunteer: assist teachers with various tasks. Contact the principal or teacher for opportunities.
- Oasis Tutor: help students individually, usually with reading skills. An Archdiocesan training program is required.
- Music Program Assistant: For parents with musical talents or who enjoy performances, please contact the music teacher.
- After School Club Moderator: Parents with a talent or skill that can be shared with a student club on a monthly basis, please contact the principal for possible opportunities.

## School policies

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### Internet and Electronic Communications Conduct

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause. (*Archdiocesan policy 4303.4*)

### Acceptable Use Policy

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage,



harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as described in 4302, Serious Disciplinary Consequences. (see above, Internet and Electronic Communications Conduct) (*Archdiocesan policy 5202.71*)

## **Social Media Policy**

The benefits of social media are many; however, if misused, the Assumption community can be negatively affected. As Catholics we should strive to uphold the values of the gospel and the principles presented in the Christian Witness Statement. As such, parents/guardians are expected to behave in a respectful manner when using social media and messaging apps. Defamatory or abusive posts about fellow parents/guardians, students, the school, or its staff will not be tolerated. Failure to adhere to this policy could result in disciplinary action being taken at the discretion of school administrators.

### **Purpose**

- To continue the mission of Jesus Christ through the Catholic Church and Assumption Parish.
- To provide information about Assumption Parish, School, and ELC events for friends and family.
- To establish and maintain a camaraderie between past, present, and future Assumption families.

### **Pertaining to All Social Media Platforms**

- All material is to maintain a positive and Catholic premise.
- Only posts and comments relating to Assumption Parish and its organizations are allowed.
- No advertising is permitted for other activities, businesses, or events not directly associated with Assumption Parish unless approved in advance by the parish administration.
- Assumption social media is not an open forum for discussing parish policies, issues, or problems nor is it an outlet for personal opinion.
- No vulgarity, profanity, or negativity is permitted and will be removed immediately. The person/s responsible for the post will be blocked from the site and will be subject to disciplinary and/or legal action as determined by the parish administration.

### **All Social Media Posts**

- Status Updates may include, but are not limited to, reminders of upcoming events, expressions of gratitude, accolades, prayer requests, and/or information that may be found in the Assumption Parish bulletin.
- Any mention of an adult (over the age of 18) by individual name does not need prior approval and the adult will be referred to by first name only. If the adult objects to the mention, the post or update will be removed upon notification to the administrators of the page.
- Current students or children under 18 years of age will only be mentioned by first name and only if their parent(s) or legal guardian(s) approve(s) according to the media release form.
- All likes and interests must be related to Assumption Parish, Catholicism, or programs in which the parish participates.

### **Photos**

- Photos of parishioners may be posted by page administrators provided a current media release is on file with the Assumption Parish administration.
- Published photos may be reposted, i.e. photos from newspapers or other websites.
- All photos will include no tags.

### **Administration**

- To be maintained by persons approved by the Assumption Parish Pastor as page administrators.
- The password is not to be shared and is to be known only to the page administrators, school principal, and pastor.
- Any time a page administrator changes, the password will be reset and cannot be a previously used password.
- The principal and/or pastor shall have final say and authority on all matter pertaining to Assumption Parish social media.

## **Student Property**

**Search and Seizure** (*from Archdiocesan Policy 4303.5*)

Lockers, cubbies, and desks are property of Assumption School and are subject to search by school officials for individual reason, building-wide safety check, or random search, among other reasons.

Additionally, a student's jacket, purse, backpack and the like are personal property which may be searched upon reasonable grounds. The student will be asked to empty the contents of the property. If the student refuses, disciplinary action such as suspension may be taken. If school officials remain convinced of the reasonable grounds for a search, the school official may conduct a reasonable search notwithstanding the student's refusal.

### **Lost and Found**

The lost and found bin is kept in the school office. Items are kept approximately one month. Unclaimed articles are then sent to a needy parish or other charitable organization. School uniform items will remain in Lost and Found until the end of the semester when they will become part of the Used Uniform Collection. Smaller items are kept in a box on the shelves in front of the secretary's desk.

### **Discipline** (See [Appendix A, Policy 2.3](#))

#### **Virtue-Based Restorative Discipline Program**

VBRD is a spiritual approach to disciplining that cultivates virtue and provides a rich foundation for fostering faith both at home and at school. Students attending Assumption School are expected to behave in a Christ-centered and courteous manner, treating each other and the staff with the respect that each person is due.

All staff members and students follow the four Guiding Principles for VBRD, for more information on this program's principles, positive reinforcement, and conflict resolution visit: <http://assumptionstl.org/school/parentsVBRD.html>

#### **Serious Disciplinary Consequences** (from Archdiocesan policy 4302.1-4302.3)

When serious disciplinary consequences become necessary, they will be carried out by the principal in consultation with the pastor when warranted. Discipline may include but is not limited to:

- **In-school suspension** - the student remains in the school building and is assigned academic work, including the assignments of the day, in an area separated from their peers. The principal will notify parents when a student has served an in-school suspension.
- **Out-of-school suspension** - removal of a student from all classes for a specified period of time. Parents are required to have a phone conversation or a conference with the principal before a student returns to classes following an out-of-school suspension. If violence was included in the reasons for suspension, archdiocesan safety guidelines are followed for a student's re-entry. Students are responsible for all assigned academic work during in or out-of-school suspension. All completed assignments are due upon the student's re-entry. Assignments receive full credit if done on time.
- **Probation** - continued enrollment of a student, but with specified conditions. Disciplinary probation is a period of time during which a student's behavior is under special scrutiny.
- **Withdrawal for cause** - permanent end of enrollment of a student from school. The decision of withdrawal for cause is made by the pastor of the parish, with the recommendation of the principal. The following procedure, which follows archdiocesan guidelines, is to be followed if withdrawal for cause is being considered.
  - The student is suspended indefinitely, and the student and parent/guardian are notified that withdrawal for cause is being considered.
  - The principal investigates and consults with appropriate individuals regarding the student's behavior. The principal recommends withdrawal for cause to the pastor if warranted by the behavior of the student and in the best interest of the school community.
  - A conference with the parents/guardians and student (if appropriate) is held to discuss the behavior leading to withdrawal for cause consideration.
  - A decision is reached by the pastor following the conference and communicated to the parents (in writing) and the Catholic Education Office, and recorded in the student's cumulative record.

### **Firearms and Weapons** (See [Appendix A, Policy 3.2](#))

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of [Assumption School] is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. (*Archdiocesan policy 6202.1*)

*The possession of firearms and weapons on school premises is not to be tolerated except by law enforcement officers.*

Our procedure regarding any student caught in possession of firearms or weapons is as follows:

- The parent of the student will be called.
- The pastor will be informed.
- The St. Louis County police will be contacted.
- The student will be immediately suspended from classes.
- A student found to be involved may be expelled from school.

### **Substance Abuse and Tobacco** (See [Appendix A, Policy 3.3](#))

Assumption School is a smoke free environment. Tobacco product use, including vaping, is prohibited at all times. (*from Archdiocesan policy 4303.1*)

Use or abuse of alcohol and possession or use of illegal drugs (marijuana, narcotics, or other “hard” drugs) or chemical substances (including unauthorized medicines) is not permitted. Any student caught in possession of any illegal or controlled substance or paraphernalia is subject to serious disciplinary consequences in accordance with the following procedure:

- The parent of the student will be called.
  - The pastor will be informed.
  - The St. Louis County Police will be contacted.
  - The student will be immediately suspended from classes.
  - A student found to be involved may be subject to withdrawal for cause.
- (*from Archdiocesan policy 4303.2*)

### **Violence** (See [Appendix A, Policy 3.4](#))

#### **Violence and the Threat of Violence**

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident. (*Archdiocesan policy 4303.3*)

### **Child Protection** (See [Appendix A, Policy 3.7](#))

#### **Responsibility to Report**

Assumption School is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. Assumption School is also committed to complying with legal requirements for mandated reporting. The Archdiocesan SafeTouch program is part of our curriculum. Parent communication explaining the program will be offered each year before the program is taught.

Students and parents/guardians are expected to report concerns regarding potential acts of violence to the principal immediately. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the principal immediately. All adults and students are expected to report any suspected bullying or harassment (repeated patterns of words or actions that intend to cause emotional or physical harm) towards themselves or others.

## Harassment

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

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

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

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken. (*Archdiocesan policy 4303.7*)

## Grievances (See [Appendix A, Policy 4.3,4.4](#))

### Addressing Assumption School Policies

Concerns pertaining to Assumption School policies should be directed to the School Board. Contact any member of the School Board to be placed on an upcoming agenda.

### Addressing Personnel Matters

Problems involving school personnel:

1. First contact the teacher or staff member directly to resolve the problem.
  2. If more problem-solving is necessary, involve the principal.
  3. If the problem is still not resolved, involve the pastor.
- ❖ Personnel issues are **not** School Board issues.

### Addressing Educational Matters—At Board Meetings

Time is set aside at the beginning of each School Board meeting for non-board members to bring education related issues to the attention of the board. Contact the board president before the meeting.

### Conflict-Resolution

It is in the best interest of the school and the parish community for complaints to be resolved as soon as possible. **Direct communication with the persons involved is the best starting point for conflict resolution.** This complaint procedure model is rooted in Holy Scripture. The levels of responsibility involved in complaint resolutions are: teacher, principal, pastor. The resolution of a conflict ordinarily takes place nearest to the problem; however, a complaint may be registered with any level of responsibility. **It will be referred to the faculty/staff member nearest to the problem.** The following procedure should be followed:

1. The parent should contact the faculty/staff member who is most closely involved with the problem/incident. Any other faculty/staff member contacted should refer the parent to the immediate faculty/staff member involved. The complaint should be discussed in an informal manner. Most problems should and can be resolved at this level.
2. If no solution is found, the parent may then request a conference with the faculty/staff member on the next level of responsibility. (For example, from teacher to principal or from principal to pastor)
3. All responses at each level should be made within three school days.
4. For concerns to be resolved to the satisfaction of everyone, ongoing communication between parents and faculty/staff must be the responsibility of all. Faculty/staff members must assume responsibility for notifying the parent of how the concern is to be resolved as expeditiously as possible while maintaining student confidentiality and parents must be willing to present their concerns as soon as they are apparent to the appropriate level of responsibility.



## Financial Responsibilities *(see [Appendix A, Policy 5](#))*

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### Tuition

School tuition is paid through FACTS. Families have the opportunity to select their payment schedule in FACTS.

If the pastor is willing to do so, students in a family unable to meet the financial obligation of tuition and fees, may continue in the school. The pastor is in a position to evaluate the parents' ability to pay when an exemption or a reduction of tuition and fees are requested. The following criteria may be determining factors:

1. Willingness of family to request assistance from the pastor
2. Appropriate financial documents substantiating the family's inability to pay
3. Parish / school ability to absorb the reduction of income

Grades and report card viewing are available to families who have paid tuition, book damage fees, library fines, and all other school fees. Transcripts may only be sent for students whose families have taken care of all fees.

### Enrollment

All students will be assessed a non-refundable fee due at the time of enrollment or re-enrollment.

### School Fees Refund

Beginning with the 2017-2018 school year, the school fees are included in the tuition. Any withdrawal after August 1 will result in a charge of \$300 per student to cover the cost of textbooks and other consumables purchased for that student.

Other fees not specifically addressed above are not refundable. In addition, fees such as fundraising fees for a specific purpose are not transferable to another student.

Refer to Policy 5.2 for the tuition refund policy.

### Graduation and Financial Commitment *(Archdiocesan policy 4502.1)*

Payment in full must be made for all financial obligations to the school before the day of graduation.

The viewing of report cards, transfer of records, and disciplinary information may be withheld until the tuition balance is cleared.

### Fundraising

#### Fundraising Policy

A meeting shall be held every year in the month of March between key members of the school community. The meeting shall include, but is not restricted to: the school principal, the president of the Home and School Association and the parish business manager. The purpose of this meeting will be to identify the fundraising needs of the school and the fundraising events that will be held during the upcoming school year. All fundraising events regarding Assumption School must be approved by administration.

### Volunteer Expenses

Receipts for expenditures need to be given to the school principal before an individual may be reimbursed. A reimbursement form needs to be filled in and the receipts attached. The principal will review the form and a check will be mailed to the purchaser for the expenditures. No tax can be reimbursed, so please be sure to use a tax exempt letter (found in the main office) for all school purchases. For larger purchases (e.g. booking events/services for graduation or mystery trip), please forward an invoice to the principal a minimum of three weeks before payment is due and the parish business office will give you a check for that amount made out to the vendor or can mail the check directly to the vendor.

**Fines**

Any fines incurred by the parish because of false 911 calls will be paid by the person who placed the call, in addition to other disciplinary action.





**POLICIES OF ASSUMPTION PARISH SCHOOL**

**1. INSTRUCTION**

**1.1 ADMISSIONS/ENROLLMENT POLICY**

Application and Enrollment

Applications for enrollment of students entering kindergarten are accepted starting in January of each year (age 5 by August 1st, exceptions subject to screening). Re-enrollment for all currently enrolled students occurs in November of each year. Application for enrollment of new students entering grades 1 to 8 is held at any time by applying at the school office.

Admission for all students will be in accordance with the Admissions Policy.

Admissions Policy

Class Size (K to 8):

The maximum class size should not exceed 30 students, consideration for teacher aide after 22 students. The Pastor, in consultation with the School Board, Administration, and Faculty, will determine class size, taking into consideration the developmental needs of the students, the instructional staff, finances, and facilities. If the class size limit is reached, a waiting list shall be created.

Admissions:

Any student accepted must have academic capabilities consistent with Assumption School's ability to meet those needs. Early Kindergarten admittance for non-parishioners will be considered after August 1, and is at the discretion of the principal and pastor.

The basic criterion for admission is that the parents are living according to the Witness Statement. In the event that the number of applicants exceeds the classroom size, parishioners and siblings of currently enrolled students at Assumption School or Early Learning Center are given preference.

The criteria for transfer admissions is the same but also includes space availability in the class and recommendation of the student from the principal of the sending school, pending transfer of records.

**1.2 ACADEMIC POLICY**

Grade Reporting

Each child's grades are available on-line for his/her parents to access.

Testing

Testing (diagnostic, achievement or aptitude) is conducted annually and complies with Archdiocesan guidelines.

Homework

Homework is become a part of a student's performance appraisal.

Final Exams

Final exams are administered in grades 7 and 8.

Promotions

Promotion is based on satisfactory completion of the requirements in a given grade level.

**1.3 CALENDAR YEAR POLICY**

Assumption School will meet the minimum contact hours specified by the Catholic Education Office and

accrediting association standards. Unused snow days will be used for educational purposes.

#### **1.4 SUBSTITUTE TEACHER POLICY**

When a teacher is not available, a qualified substitute teacher will be in the classroom.

#### **1.5 REDUCTION IN FORCE POLICY**

In the event that declining enrollment or financial constraints require a reduction in the teaching staff, priority will be given to maintaining the staff that meets the best interest of the students, as determined by the principal.

The principal will make recommendations to the Pastor for staff reductions based upon the following factors (listed in order of importance):

- Performance as judged by annual evaluation and work history
- Qualification for teaching assigned subject area
- Length of service at Assumption
- Length of service at other parish schools within the Archdiocese

Every effort will be made to notify the affected staff member(s) by March 31st.

### **2. ATTENDANCE AND CONDUCT**

#### **2.1 ATTENDANCE POLICY**

Students are expected to attend classes on all regular school days, unless poor health or other excusable causes prevent their attendance.

#### **2.2 EXCESSIVE ABSENCE AND TARDINESS POLICY**

If a student is excessively absent or tardy (more than 10 times in a school year) for reasons other than a prolonged illness documented by a physician (M.D. or D.O.), the problem will be referred to the principal. Possible consequences may include:

- Student stays after school to make up missed work
- Student serves detention
- Pastor is informed
- Student-parent-principal-pastor conference is held
- Referral is made to family counselor or Division of Family Services
- Grade in school is non-complete (i.e. Retention is recommended)

#### **2.3 DISCIPLINE POLICY**

The student has the right to learn and the teacher has a right to teach; therefore, a consistent method of discipline has been adopted throughout the school.

#### **2.4 DRESS CODE POLICY**

Uniforms for students at Assumption are mandatory. Students are required to be neatly dressed and well groomed.

### **3. HEALTH & SAFETY**

### **3.1 EMERGENCY PREPAREDNESS POLICY**

An emergency preparedness plan will be reviewed annually to provide for the safety and security of students and staff in the event of a natural disaster or other extraordinary situations.

### **3.2 FIREARMS AND WEAPONS POLICY**

The possession or use of firearms or other weapons on school premises is not to be tolerated except by law enforcement officers.

### **3.3 SUBSTANCE ABUSE POLICY**

The policy regarding illegal possession or use of alcohol, tobacco, drugs or chemical substances is as follows:

1. These substances include among others: alcohol, marijuana, unauthorized medications and controlled substances.”
2. Any student caught in possession of any illegal or controlled substance will be subject to disciplinary action.

### **3.4 VIOLENCE PREVENTION POLICY**

Assumption School implements a Violence Prevention Policy in accordance with Archdiocesan guidelines.

### **3.5 COMMUNICABLE DISEASES POLICY**

Assumption Parish School follows the policies and procedures on communicable diseases established by the Missouri Department of Health and adopted by the Archdiocese of St. Louis.

### **3.6 ADMINISTRATION OF MEDICATION POLICY**

School personnel will not dispense medication of any kind to a student in school unless acting under a direct order, signed and properly filed, of a licensed physician and with the written permission of the parent or guardian. All medication sent to the school will be kept in a secure place under the supervision of the administration.

Non-prescription external or internal medication will not be administered by the school unless the above regulations are followed.

First aid will be administered in the case of an emergency.

### **3.7 CHILD ABUSE POLICY**

Assumption Parish School follows the policy and procedures on child abuse established by the Archdiocese of St. Louis.

### **3.8 STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS**

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

#### **4. COMMUNICATIONS**

##### **4.1 ACCEPTABLE USE POLICY FOR INTERNET AND ELECTRONIC COMMUNICATIONS EQUIPMENT**

Communications Equipment at Assumption School is utilized first and foremost for educational purposes and in accordance with Archdiocesan Acceptable Use policy.

##### **4.2 MEDIA POLICY**

Parental permission must be obtained in writing on an annual basis before a student's photograph or school work can be posted on the Assumption School website or social media. Surnames of students will not be used.

##### **4.3 POLICY FOR ADDRESSING SCHOOL CONCERNS**

There will be a stated procedure for addressing school concerns.

##### **4.4 POLICY FOR ADDRESSING SCHOOL POLICIES-OPEN FORUM**

Concerns pertaining to Assumption School policies should be directed to the School Board. Contact any member of the School Board to be placed on an upcoming agenda.

#### **5. FINANCE**

##### **5.1 TUITION POLICY**

School tuition is due the first of every month.

##### **Exemption/Reduction of a Family's Payment of School Tuition and Fees**

If the pastor is willing to do so, students in a family unable to meet the financial obligation of tuition and fees, may continue in the school. The pastor will evaluate the parents' ability to pay when an exemption or a reduction of tuition and fees are requested. The following criteria may be determining factors:

1. Willingness of family to request assistance from the pastor
2. Appropriate financial documents substantiating the family's inability to pay
3. Parish/school's ability to absorb the reduction of income

##### **5.2 SCHOOL TUITION REFUND POLICY**

Tuition paid in full prior to the start of the school year is refundable at 100% if the family withdraws before August 1<sup>st</sup>. Families who withdraw between August 1<sup>st</sup> and August 15, will be responsible for \$300 per student to cover the cost of textbooks and consumables already purchased. After the start of the school year, families who withdraw will have tuition refunded on a prorated basis and will be charged only for the months of school attended in addition to \$300 per student for textbooks and consumables. Tuition will be refunded at 100% only for the unused months the family did not attend. Since tuition is billed on a twelve-month cycle from July to June, tuition will be refunded at a rate of the annual tuition amount divided by 12 and will include June tuition. Tuition for July and August will not be refunded. If the student attends school for any part of a month, tuition for that month will not be refunded.

Examples:

- Tuition is paid in full in July. Student begins school in August on the regularly scheduled first day of school. He withdraws on January 2. Tuition for the months of February, March, April, May, and June will be refunded except for \$300 for textbooks and consumables.
- Tuition is set up for monthly payments through FACTS. The student begins school in August on the regularly scheduled first day of school. The student withdraws in March. Tuition for April, May, and June will be refunded except for \$300 for textbooks and consumables.
- In either example, if the student finishes the entire school year and then withdraws, tuition payments up to and including June are still due and will be charged.

### 5.3 FUNDRAISING POLICY

A meeting is held annually with key members of the school community to identify the fundraising needs of the school and the fundraising events that will be held. The meeting includes, but is not restricted to: the principal, the president of the Home and School Association, and the parish business manager. All fundraising events regarding Assumption School must be approved by the administration.

### 5.4 HANDLING OF MONEY POLICY

#### Collection

All money collected by Assumption School will remain on parish grounds under the supervision of Assumption Parish employees. As soon as possible after collection, no less than two people will count money. An adult will supervise students counting money. Parish employees will make bank deposits.

#### Dispersing

Any money dispersed requires a written record.

#### Records

Accurate records are to be kept according to Parish guidelines.

## 6. PHYSICAL OPERATIONS

### 6.1 SCHOOL EQUIPMENT POLICY

School equipment does not leave the school premises except at the discretion of the school administration.

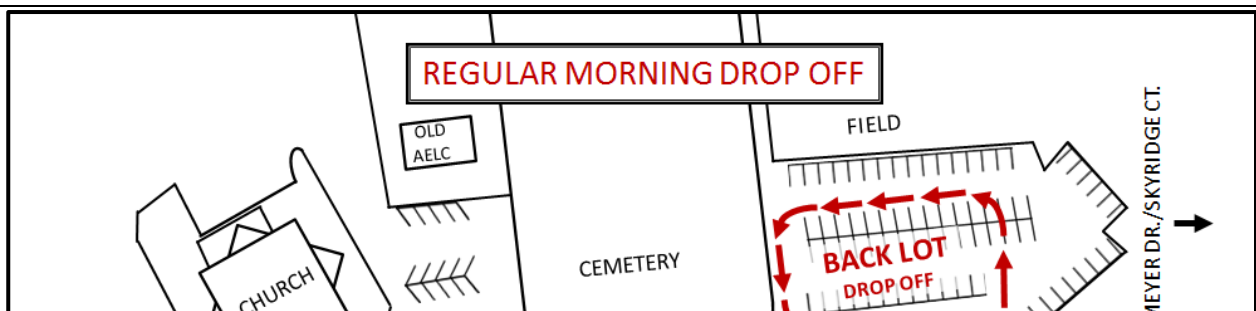
### 6.2 BUILDING PERMIT POLICY

A permit is required for the use of school buildings or property.

### 6.3 SCHOOL TIME MEETINGS POLICY

All meetings may be held before, during, or after school hours.

## APPENDIX B





# tion Parish

