



PARENT & STUDENT

HANDBOOK

2019 - 2020

2660 E. Orange Grove Blvd.
Pasadena, CA 91107

Main Office	626.793.2089
Fax Line	626.793-4070
Gator After School Care	213-864-6382
Website	www.abvmpasadena.org

During the school year, the office is open to parents and the public from 7:45 a.m. to 3:30 p.m.

The principal reserves the right to amend the handbook at any time. Parents or guardians will be promptly notified in writing of any amendments.

SLE PRAYER

Make us attentive this day to God's call and give us the Strength to be Faithful Disciples who C.A.R.E by being:

Critical Thinkers

Academic Achievers

Responsible Citizens

Effective Communicators

MISSION OF ASSUMPTION SCHOOL

We educate our students in a nurturing environment, rooted in Gospel values and Catholic traditions, where each child is recognized, respected, and cherished as a child of God.

In partnership with the Assumption of the Blessed Virgin Mary Community, we guide our students to grow in love, understanding, and practice of their Catholic faith, to realize their individual academic potential, and to be responsible citizens who are Christ-like in their service to others.

VISION STATEMENT

In partnership with parents and the parish community, Assumption of the Blessed Virgin Mary School provides a quality Catholic education that lays the foundation for a life-long commitment of service and participation in our faith and an academically enriched experience that prepares students for the challenges of the future.

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DAILY SCHEDULE & DIRECTORY

7:00-7:45 a.m.	Morning Extended Care in Msgr. Crean Hall is available
7:45-7:55 a.m.	Students arrive and go to classrooms.
7:45 a.m.	Office Opens
7:55 a.m.	School Day begins (Prayer & Flag Salute)
09:45-10:00 a.m.	Recess-Grades K-4 th
10:00-10:15 a.m.	Recess- Grades 5 th -8 th
11:45-12:15 p.m.	Lunch - Grades 1 st -4 th
12:15-12:45 p.m.	Lunch – Grades 5 th -8 th , and Kindergarten
2:45 p.m.	Dismissal
1:55 p.m.	Dismissal (Only on Wednesdays)
2:55 p.m.	All students off grounds except Extended Care and supervised children
6:00 p.m.	Gator closes

*The most recent school calendar can be accessed on our website.

ADMINISTRATION/SUPPORT STAFF

<p>Principal Rose Navarro principal@abvmpasadena.org</p> <p>Vice Principal Kerry Holtz kholtz@abvmpasadena.org</p> <p>Admissions Evelyn Plata epлата@abvmpasadena.org</p> <p>Gator After School Program Myrna Anderson manderson@abvmpasadena.org</p> <p>Secretary Vivian Chiguil schoolsecretary@abvmpasadena.org</p>	<p>Business Manager Norma Griswold ngriswold@abvmpasadena.org</p> <p>Bookkeeper Roseanne Sweetland rsweetland@abvmpasadena.org</p> <p>Receptionist Jeanie Santoso jsantoso@abvmpasadena.org</p> <p>Parish Rectory Mary Parra (626) 792-1343 mparra@abvmpasadena.org</p> <p>Faith Formation Cheli Valdez cvaldez@abvmpasadena.org</p>
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FACULTY/TEACHERS

<p>Transitional Kindergarten Teacher Nicole Ostrander Nostrander@abvmpasadena.org</p> <p>Kindergarten Teacher Nicole MacLennan nmaclellan@abvmpasadena.org</p> <p>First Grade Teacher Jennifer M. Barako jbarako@abvmpasadena.org</p> <p>First Grade Teacher Assistant Gabby Suriano gsturiano@abvmpasadena.org</p> <p>Second Grade Teacher Rae Lynn Jensen rljensen@abvmpasadena.org</p> <p>Third Grade Teacher Wendy Quezada wquezada@abvmpasadena.org</p> <p>Fourth Grade Teacher Ilinca Voinea ivoinea@abvmpasadena.org</p>	<p>Fifth Grade Teacher Jocelyn Kamura jkamura@abvmpasadena.org</p> <p>Sixth Grade Teacher Therese Louk Tlouk@abvmpasadena.org</p> <p>Seventh Grade Teacher Annette Faenza afaenza@abvmpasadena.org</p> <p>Eighth Grade Teacher Kerry Holtz Kholtz@abvmpasadena.org</p> <p>Math & Art Teacher Alex Suriano asuriano@abvmpasadena.org</p> <p>Reading Specialist Amanda McGeough amcgeough@abvmpasadena.org</p> <p>Upper Grade Math Teacher Mrs. Gamboa math@abvmpasadena.org</p>
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CONSULTATIVE SCHOOL COUNCIL AND PARENT ORGANIZATIONS

Parent Organizations

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school. Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws.

Consultative School Council

The general responsibilities of the Consultative School Council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the Council's goals and activities. The membership of the Consultative School Council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998). The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Council.

PTO Executive Board

PTO BOARD

The Parent Teacher Organization (PTO) is an advisory group made up of parents and teachers of Assumption of the Blessed Virgin Mary. The purpose of the PTO is to:

- Promote open communication among the parents, teachers and administration.
- Provide support for the principal in his/her role as the administrator of the school program.
- Promote goodwill and cooperation between and among parents, faculty, administration, and parish.
- Direct and coordinate parental support through parent education activities and social functions which build community.
- Help build and enhance the faith community of Assumption School and Parish.
- Support the raising of funds for the school.
- Coordinate the service and volunteer programs.
- Lobby for legislation that has a positive impact on the school and its students.

Its role is to provide leadership and coordination of activities for the Parent-Teacher Organization including but not limited to:

- To prepare the agenda for the monthly planning meeting.
- To conduct monthly planning meetings.
- To coordinate activities of various committees.
- To receive reports from various committees.
- To ensure that PTO proceedings are communicated to all parents and teachers.
- To ensure that minutes are maintained.
- To provide support for the principal.
- To work with the principal in planning Parent-Teacher Organization meetings several times annually.
- To approve all fundraising activities and their respective budgets, including:

All PTO fundraising activities which supplement the operating budget include:

- Family Fun Night
- Auction Gala
- \$1000 A MONTH Club
- Jog-A-Thon

- Fr. Mike Ume, Pastor
- Rose Navarro, Principal
- Kerry Holtz, Vice-Principal
- Nicole MacLennan, Teacher Representative
- Janelle Carney, President
- Christina Doerfler, Vice President
- Raquel Prado, Secretary
- Sandra Mercurio, Head Room Parent
- Arlene Shaw, Sports Chair
- Timithie Norman, Welcoming Chair
- Karla Horst, Volunteer Hours Chair
- Ally Vartanian, Hospitality
- Lynette Martin del Campo, Head Spiritual Room Parent

STRATEGIC PLAN HIGHLIGHTS

STRATEGIC INITIATIVES OVERVIEW

Assumption of the Blessed Virgin Mary School, under the guidance of the Pastor and Principal, will implement the above goals, through the following strategic initiatives:

1. **CATHOLIC IDENTITY** - Assumption of the Blessed Virgin Mary School will promote a culture of Catholicity that strives to develop faith driven, well rounded and involved students and to develop cooperative relationships that benefit each student, family and the community.
2. **ACADEMICS AND STUDENT SUPPORT** - Assumption of the Blessed Virgin Mary School will provide each student the curriculum, services, resources and opportunities that will challenge them academically, empower them to pursue their talents and enable them to attend the college preparatory high school of their choice.
3. **FACULTY AND STAFF** - Assumption of the Blessed Virgin Mary School will recruit and retain superior faculty and staff by providing an excellent workplace and competitive compensation.
4. **VOLUNTEERISM AND PARTNERSHIPS** - Assumption of the Blessed Virgin Mary School will foster a culture of volunteerism and contribution throughout the School, Parish and community.
5. **FINANCIAL RESOURCES** - Assumption of the Blessed Virgin Mary School will secure the human and financial resources needed to achieve the School's mission and purpose and will maintain a fiscally sound program that manages and grows its resources.
6. **FACILITIES AND TECHNOLOGY INFRASTRUCTURE** - Assumption of the Blessed Virgin Mary School will make the most responsible use of all available site and facility resources by planning for and acting to meet anticipated maintenance, replacement and upgrading of the buildings and equipment. It will provide a safe, clean and well-planned environment in all areas.
7. **COMMUNICATION AND MARKETING** - Assumption of the Blessed Virgin Mary School will communicate its mission, vision and image using the most effective marketing tools in order to continue attracting and retaining Catholic families who actively participate in our community and who understand the importance and value of a Catholic education for their children.
8. **CAPITAL CAMPAIGN** - The Assumption of the Blessed Virgin Mary School faculty and staff, Consultative Board, Parent Teacher Organization and parents are committed to

providing the necessary resources to support a Capital Campaign when launched by the Parish and will develop initiatives and action steps as needed.

SCHOOL HISTORY

Assumption of the Blessed Virgin Mary Parish was established in 1950 with Reverend Timothy Crean as the first pastor. Created from portions of five other parishes, property for a parish plant was located and permits for a temporary church and four classrooms were granted in 1951.

The first unit of Assumption of the Blessed Virgin Mary School was completed in 1952. September brought the opening of the school with grades 1-4 and an enrollment of 168 students. The order of the Sisters of the Holy Child Jesus provided teachers for the school. Four more classrooms were added by September 1953, bringing enrollment to 280. By 1955 there were grades 1-8 with a total of twelve classrooms and 441 students. The cafetorium was built and was used for extra classrooms as needed. A permanent church, convent, and rectory were added in the 1960s. In the early 60's the school reached its highest enrollment with 600 students. A full-day kindergarten was added in 1990.

Assumption School was blessed with the presence of the Sisters of the Holy Child Jesus for twenty-four years. In 1976 fewer vocations made it necessary for them to withdraw from Assumption. Lay principals were drawn from the existing faculty who were ready to carry on the mission and legacy of the Sisters.

Reverend Monsignor August Moretti, came to Assumption Parish in 1984. He continued to support the school, valuing it as an integral part of the parish community. After twenty years as pastor and over fifty years of priesthood, Mgrs. Moretti, pastor emeritus died in 2009.

On February 2, 1999. Monsignor Crean, pastor emeritus died in Ireland. In his living will, he remembered Assumption School with a bequest of \$20,000 for technology and the library. The library was moved and was enclosed and air-conditioned. The computer lab was also created and is constantly being updated. We hope to keep alive Mgrs. Crean's dedication to the education of future generations of Assumption students.

Father Gerard O'Brien, from the same town in Ireland as our first pastor, Mgrs. Crean, came to us as pastoral administrator in July 2004 and two years later he was appointed pastor in 2006.

Father Michael Ume came to us as our new pastor in July of 2018. He continues to value the parish school as a vital part of the parish.

We keep ourselves under the protection of Our Lady of the Assumption, so beautifully portrayed in the mosaic by Isabel Pizcek on our school wall.

Admission & Records

GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS

- Preferences shall be given to active members of the parish
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35
- The recommended age for kindergarten students is five 5 years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six 6 years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school
- Each school shall establish procedures for admission and enrollment

SCHOOL STUDENT NON-DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

INCLUSION PROCEDURES

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine

how best to meet the students needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

WORK PERMITS

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student’s school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a “Statement of Intent to Employ Minor and Request for Work Permit.” The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student’s records and consult the teacher to confirm the student’s satisfactory academic achievement to date. The student must then submit the form to the “work permit issuing authority.” If all requirements are met, the work permit issuing authority may issue the “Permit to Employ and Work.” The “work permit issuing authority” is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

A copy of the signed work permit must be kept in the student’s file.

For additional information and forms see
<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

PRIVACY AND ACCESS TO RECORDS

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A noncustodial parent without visitation rights has no right of access to records of any kind.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

TRANSFER OF RECORDS

Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report will remain at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

COMMUNICATIONS

General Information

Our goal at Assumption is to provide friendly, accurate, and timely communications as we partner with our parents for the success of every child.

Please review the following methods we currently utilize to send important information as well as how you can contact us with any questions, concerns, or additional needed information.

If you are unable to find what you need below, contact the Main Office for direct assistance. Every attempt is made to return calls and emails within 24 hours or sooner during the business week.

Please be advised that our guideline for communication is to ask you to contact the person closest to the source first. If there is a classroom concern, contact the teacher first. If you are unable to resolve the issue directly with the teacher, contact the Principal. Contact the Pastor as a last resort, only if you have already directed your concerns through this protocol.

To contact the school principal, you are welcome to stop by informally and see if she/he is available. If not, and you wish to make an appointment, you can contact him/her directly via email or through his/her administrative assistant to schedule the first available date. Letters and phone calls are additional means to reach the principal's office.

FORMS OF COMMUNICATION

Parents are informed of school activities through the following:

- 1. Assumption School Website Home Page**
www.abvmpasadena.org (direct to school and/or parish)
- 2. Gradelink** is an automatic E-mail & phone messaging system that enables us to communicate with parents within 5 minutes. Special and/or emergency information, along with time sensitive issues can be communicated in this manner via the principal or her administrative assistant. Gradelink also is the portal for accessing student grades and report cards. The enrollment form is distributed within our Registration Packet in the spring.
- 3. Classroom newsletters (Mary Folders)** contain samples of the student's work and communications from the teacher are sent home every Tuesday (Wednesday, if Monday is a holiday). Review the work with your child, sign and return the folder the next day. The teacher may request that the work be returned with the folder.

4. **Family Folders** contain important weekly school information (office business, PTO news, and other important information) and are sent home each Monday. The family envelopes' contents should be reviewed and the envelope signed and returned to school the next day. **NOTE:** The student folder and family envelope are the primary means of communication with parents and contain important notice of your child's progress and school business. A replacement fee of \$3.00 may be assessed and a new folder or envelope issued if these are not returned by Thursday of each week.
5. **Parent Newsletter** Our news bulletin is sent via email, providing information pertaining to schedules, changes, and events. This is a vital communication tool and it is important that families read it
6. **Parent & Student Handbook** *Posted on the school website*
7. **Parish Bulletin** weekly publication by the Church Rectory distributed at every Mass; weekly.
8. **Progress reports** sent home by teachers mid trimester to parents regarding Student Academic performance
9. **Room Parents/Spiritual Room Parents** are an excellent source of information about special class activities such as field trips and PTO events. Spiritual room parents assist families experiencing temporary or long term crisis, loss or illness. They also work to support faith traditions such as Advent and Easter.
10. **Trimester report cards and Progress Reports** are sent home to parents at the mid and end of each trimester.

COMMUNICATION PROTOCOLS

Every attempt will be made to respond to inquiries within 24 hours or sooner. However, please be aware that the faculty's first responsibility/priority during school hours is to supervise and care for your children. Therefore, if you need an immediate or same day response, contact the receptionist in the Main Office to assist you.

Our entire school team is focused on children first! To help your child have the best school year possible, please inform us about important matters in the following protocol manner:

Contact the teacher via email, sealed note, or in person (by appointment) when:

1. Something is going on in the child's home life which would affect his/her school performance.
2. The child is complaining of an ongoing problem at school.

3. When a legitimate reason exists for the child to be excused from homework or have a deadline extended.
4. Any time your child appears to be struggling with school work, emotional issues, illness, or having problems with peers.

Contact the Main Office:

1. To report an absence, accident/emergency, or need not directly related to the classroom.
2. Change of address or contact information
3. To reach the Business Manager for issues of payment and accounting
4. To schedule an appointment with the Principal
5. To schedule a tour for a guest and/or get admissions information

PARENT / TEACHER MEETINGS

When an individual student or classroom concern arises, parents are advised to check with the homeroom teacher first. The teacher is the closest to the situation. Parents can make an appointment or time to talk with the teacher to discuss a specific situation or need.

Parents should not initiate unscheduled conferences with a teacher, especially when they are going to the classroom in the morning or leaving at the end of the day.

Types of meetings may include:

- STEP meetings for individual students pre-arranged by the teacher and Reading Specialist
- Parent/Teacher Conferences held annually in the fall
- Informal meetings to discuss a specific student situation
- Meetings that are called by the Vice Principal and/or Principal to discuss a disciplinary issue

PARENT / PTO COMMUNICATIONS

The PTO officers and committee chairs have mailboxes in the office. You may leave a note or you may call or email them. If you have general questions or concerns about PTO activities, contact the PTO president. For specific issues, contact the committee chair.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

TRADITIONS

The following is a brief summary of school activities, traditions, and events throughout the year. Your family involvement is encouraged and in some cases required. Many activities qualify for either the service obligation or fundraising dollar goal. Refer to the service section for more details.

FAITH & SERVICE

JUNIOR HIGH “FAITH IN ACTION” SERVICE PROGRAM

Beginning in the 2019/20 School year, all junior high students will be required to complete hours of Community Service. The service hours are mandatory and counted as part of their religion grade. All service hours need to be completed by the end of the school year. The hours are to be divided up between community and school. Paid services or household chores do not count for service. The following hours are required for Grades 6-8:

Sixth Grade: 5 hours

Seventh Grade: 10 hours

Eighth Grade: 10 hours

ALTAR SERVERS PROGRAM – year long service

Training is provided annually by the Parish for interested students in 5th through 8th grades. Duties include the serving of daily and Sunday Mass, and other special occasions. Participation in the program requires parental support for getting to the assigned Masses.

CHOIR – year long service activity

Students in K through 8th grades are eligible to join choir. The choir sings at Mass on the first Sunday of the month, at weekly school Mass, Christmas and Spring Programs, and at various other functions. Practice is usually held after Wednesday school dismissal.

CHRISTMAS PAGEANT - December

The school children enact the story of the birth of Christ with songs, music and costumes in church, and a reception to follow the event. Attendance is required for all families.

CLASS MASSES & RETREATS – throughout the year

Each grade level class has its own special Mass and/or faith activity jointly planned with our clergy, administration, spiritual room parents and teachers. Depending on developmental age and attention span, students participate in a special Mass, retreat or visit from the Pastor. The goal of these special faith events to have students personally engage with the Mass by dramatizing the Gospel message, serving in the Mass, and experiencing the message of God in a small and more intimate environment. Parents are encouraged to attend.

FAITH FORMATION PROGRAM – throughout the year

FIRST RECONCILIATIONS & EUCHARIST - spring - 2nd grade and other Faith Formation students

Required Religious Education meeting for parents of students receiving the sacrament this year.

LIVING ROSARY - fall

In honor of Mary, students form a living Rosary, as the 6th graders act out the mysteries while the student body says the Rosary. Parents and parishioners are welcome.

LIVING STATIONS OF THE CROSS – Lent – March/April

Stations of the Cross are performed outside by the 3rd, 4th, and 5th graders during Lent. All families are invited.

SOUP AND STATIONS – Lent

Planned by the spiritual room parents, families are invited to meet on Fridays during Lent to recite the Stations together and meet afterwards for a simple soup dinner.

MAY CROWNING - May

The 8th grade's annual homage to Our Lady is accompanied by the second graders who just received First Eucharist. The choir sings and everyone brings flowers for this special morning presentation honoring the Blessed Mother, Mary.

PRAYER CHAIN – any time throughout the year

Open to all interested parents and parishioners. The members pray for requested intentions.

ST. VINCENT DePAUL MERCY BAGS - Fall

Assumption students pack ziplock bags filled with toiletries and food for the local homeless population each year. The Spiritual Room parents in collaboration with the staff and students organize activities to collect, pack, wrap and assemble these bags for distribution by the St. Vincent dePaul society associated with our parish.

SACRED HEART PARISH PANTRY FOOD COLLECTION – November & December

The student body collects food for the Sacred Heart Parish Food Bank in Altadena.

SUNDAY COFFEE & DONUTS & UNION STATION LUNCH MAKING – Every 3rd Sunday of the Month

Coffee and donuts provided after the Sunday morning Masses during the year.

STUDENT WEEKLY MASSES – weekly throughout the year

We are blessed to have Fr. Mike preside over school-wide student Masses every Wednesday morning at 8:15 a.m. Students practice and participate as readers, altar servers and choir singers. Fr.'s message is specifically designed to engage students at their developmental level. Younger students sit with their buddies but TK students do not attend these Masses until later in the year.

ACADEMICS & ARTS

BACCALAUREATE CEREMONY – June

As part of our 8th grade graduation ceremonies, this school-wide event honors our 8th grade students in many diverse ways from faith to sports, to service, to academics

BACK TO SCHOOL NIGHT - September

At least one parent/guardian is required to attend this annual event when the teachers outline their classroom expectations and policies

DECATHLON

Assumption School participates in the Archdiocesan Junior High Academic Decathlon. This a competition for students in grades 6-8. They compete against over 100 schools from within the Archdiocese of Los Angeles. There are two events. Two are collaborative team efforts – a logic quiz with 20 rigorous thinking problems, and a super-quiz with 50 multiple choice questions on five broad academic themes. The remaining eight events test individual knowledge of Religion, English, Literature, Science, Math, Current Events, Art and Music. Awards are given for individual and team performance, and the winning team from each geographic diocese competes in a state championship.

GRADUATION – June

This is the final ceremony celebrating our 8th grade graduates with a Mass.

ODYSSEY OF THE MIND – winter and spring

This international academic extracurricular competition asks students to work in collaborative teams to solve complex problems of all types. Coached by parents outside of school hours, Assumption students have done well in this competition traditionally and often compete at the regional and state level. In 2019, an Assumption team were the State champions!

PARENT/TEACHER CONFERENCES -

In October, the teacher and parents meet together in a confidential review their student's progress. Progress in faith, all academic subject areas, and social/emotional development is discussed. Parents sign up for these conferences and are asked to be prompt as our schedules are rather tight and limited. The principal may sit in on some of these conferences at random or as requested. Reading specialist and other specialist teachers might also participate as relevant to each student. Junior High School conferences are generally reserved for selected students.

When a significant issue exists regarding a student, which will require more time for discussion, the meeting will be scheduled outside of conference week and will replace the conference.

RAMONA CHALLENGE - spring

The girls in grades 5-8 participate in a variety of competitive activities at Ramona Convent High School.

SPRING CONCERT – April or May

All classes participate in a themed spring performance that includes song, movement and some set design art. This is our biggest performance event with a highly acclaimed reputation throughout the years. Due to the overwhelming popularity of this event, we perform on two separate evenings.

STEWARDSHIP & FUNDRAISING

AUCTION GALA – yearly fall event generally in October

Our biggest fundraiser of the year, the Gala Auction is planned by a large committee of volunteers under the leadership of co-chairs who work closely with the business office and principal to ensure an optimal, fun, and profitable event for the school. This adult- only evening event is hosted off-site. It consists of a silent auction/cocktail hour, dinner, live auction and dancing. **ALL families are asked to participate through procuring donations, volunteering, attending the event, and purchasing great items!!**

BOOK FAIR – Catholic Schools Week in January

An annual event aimed at promoting and encouraging student reading. The profits benefit the school library.

FAITH IN OUR FUTURE – ANNUAL GIVING CAMPAIGN

The cost of educating a child at Assumption does not meet the tuition revenue. ALL of our student education costs are supplemented by additional fundraising to close that gap.

School families, as well as faculty, staff, parishioners and grandparents are asked to make a tax deductible donation to the school. We ask that each family give according to their means but all families are expected to give something as foundations and other sources of grants expect 100% of the families in the school to support the school's Annual Giving Campaign. Enrichment programs, seed money for academic initiatives, capital improvements like air conditioning, computers, and the science lab have been funded by these proceeds in past years. Approximately 50% of raised funds go to support families in need of financial assistance. This campaign allows us to be both exceptional in quality and accessible to all those who wish a Catholic education for their children.

JOG-A-THON

This annual health minded sports event is held on campus during the morning of an early-dismissal day. The location will be announced. The event is intended to encourage fitness, raise important funds, and foster community spirit. While all students participate free of cost, students have the opportunity to seek sponsors for the event. 100% of funds collected by a student apply to his/her family's annual fundraising obligation. Major sports programs and uniforms are funded with these funds along with other school material and program needs.

PARISH/SCHOOL COMMUNITY

BLESSING AND BAGELS – 1st day of school

Our spiritual room moms host a parent/community welcome on the first morning of school. This short, one hour event features brief welcomes from our Pastor, Principal, and Spiritual Room Coordinator plus special breakfast treats.

COFFEE WITH THE PRINCIPAL--

September 23, 2019 8:00-9:00am

January 13, 2020 8:00-9:00 am

April 20, 2020 8:00-9:00 am

END OF YEAR SCHOOL PICNIC

The entire student body walks to Victory Park to enjoy hot dogs, games, and the end of the school year.

FAMILY FUN NIGHT --- TBD

This PTO community celebration and fundraiser is a family and parish event held annually on an evening in the spring.

KNIGHTS AT THE MOVIES – early September

Enjoy a family night of barbecue and an outdoor movie hosted by our Knights of Columbus! This is an easy, informal evening gathering following a Saturday night Mass in early September. Bring blankets, low chairs and a friendly spirit!

HALLOWEEN CARNIVAL – October

The 8th grade students put on this annual event with a parade, game booths and food. Everyone is encouraged to wear a costume and school is dismissed early. Parents and parishioners are welcome.

INTERNATIONAL DINNER - spring

This is a multi-cultural potluck dinner to celebrate cultural diversity through food, dress and viewing of various projects from different grades.

MARDI GRAS

One of the classes sponsors a parade, games, and treats. Students have free dress if they wear a decorated hat, or Mardi Gras colors. Mardi Gras marks the beginning of the Lenten season.

SCOUTS

The Daisy, Cub Scout, Boy Scout and Girl Scout Programs are sponsored by Assumption Parish

SPORTS BANQUET

The Sports Banquet is for all students that participate in the after School Sports Program. Teachers, staff, coaches and parents are all invited to celebrate the children's achievements at a delicious dinner followed by the award presentation.

There will be two sports banquets held yearly beginning 2019/2020 school year. The winter sports banquet will be held for only those students participate in a winter sport. The spring banquet will be held for only those students who participate in a spring sport.

MARKETING/ADMISSIONS

CATHOLIC SCHOOLS WEEK

This is celebrated the last week in January with Catholic schools across the nation. Assumption School

OPEN HOUSE

Hosted as part of Catholic Schools' Week, current and prospective parents and students visit the classrooms, library, computer lab, extended care, and the student art show. This event is required for all families and a great way to celebrate your child's school successes.

SCHOOL TOURS – throughout the 1st half of the year and as needed

School tours are typically provided a couple times a month by appointment.

PARENTS REQUIREMENTS & COMMITMENTS

To create a thriving Catholic school educational environment requires the genuine, active partnership among parents, school and church. In our commitment to make Catholic education both accessible and exceptional we need the support of your time, faith, and financial support. The cost of each child's education is not covered by tuition. It is only through fundraising, fees, donations and volunteer time that we make it happen.

Through different fundraising efforts and our Faith in the Future Annual Fund, the school strives to make the tuition and fees affordable to all our families. An assigned amount is set for both fundraising and service hours to be met by each family.

The following are four major areas of commitment that are required of each family to remain in good standing with the school.

1. VIRTUS TRAINING & FINGERPRINTING

All parents and volunteers in the school are required to attend a 2-3 hour training course regarding information on safeguarding our children. Certification for completion of this training **MUST** be presented to the Main Office. A copy of this certification will be held on record in our office and recorded with the Archdiocese. Fingerprinting will also be required. Please consult the office training dates and more specifics of how to complete this process.

2. YEARLY FUNDRAISING OBLIGATIONS

All families are required to help the school raise additional funds in support of student educational costs. The minimum amount is \$850 (as of 2019-20). This amount is reviewed annually and may be changed. **Families who fail to meet their fundraising obligations will be billed for unfulfilled balance in May. Payments are due in June. Outstanding balances owed beyond June may result in loss of seat registration for the following school year.**

To meet this requirement families are encouraged to participate in any of the following:

- Jog-a-thon sponsorships** – 100% credit per dollar
- Gala Auction** – varying amounts of credit for donation items, purchases, ad sponsorships, and direct payments
- Family Fun Night** – varying amounts of credit are given each year.
- \$1,000/month club** (\$100 per/family annual commitment for a chance to win the monthly raffle)

OPT OUT POLICY

Families may opt out of participating in the specific and other fundraising opportunities by either paying \$850 by September 30 of the current school year or by setting up installment payments totaling \$850 via FACTS. The FACTS set up should

be completed by September 30 of the current school year and can be made via the Business Office.

3. FAMILY SERVICE HOURS

All families are required to donate a minimum of 35 service hours per year. This amount is reviewed annually and may be changed. Service hours must be completed between September and May unless special permission has been obtained from the principal for a project. Hours are logged in and approved by event chairs and the PTO volunteer coordinator.

If there is an outstanding balance a dollar amount per hour will be assessed for all time not completed. This amount will need to be paid on or before the last day of school. In special circumstances a written arrangement can be made with the principal to complete remaining Service Hours during the summer.

Excess hours cannot be carried over to the next school year.

In order to earn credit for any service performed, a service coupon must be submitted to the Main Office receptionist. All coupons must have the family first and last names and envelope numbers, and the signature of the person in charge of the event. Service coupons can be sent in to the office in the weekly parent envelope, or they can be deposited in the “service coupon” envelope located in the office. Total family service hours (by parish envelope #) can be tracked on our school website.

Volunteering to chair a major event, holding a PTO leadership position, serving as a head coach or working lunch duty once a week for the entire school year earns full service credit.

Fulfilling your service hours’ commitment gives each family an opportunity to be a part of their child’s Catholic education first-hand. It also allows us to strengthen our community environment by building relationships among families while working together towards a common goal. Our program ensures that all families are involved equitably in the responsibility of maintaining our school.

Some of the volunteer opportunities are listed below:

- *TK and K centers
- *Help with specialist classes
- *Lunch and Yard duty
- *Office assistance
- * Major events: Silent Auction, Jog a thon, etc...
- *Transportation/Chaperone for field trips or sporting events
- *Other Service opportunities will be listed in the bulletin.

4. FAITH IN OUR FUTURE ANNUAL FUND

We ask every family to voluntarily contribute to our Annual Fund campaign named Faith in Our Future. These funds go specifically to 1) help provide “seed” money for new programs and initiatives (Spanish, Writing Workshop, Technology, etc.), 2) provide

funding for capital facility improvements (gym floor, air conditioning, infrastructure needs), and 3) provide tuition financial assistance to those families demonstrating need. We ask that all families give prayerful thought to what they can donate to support our school and then participate with generosity of heart. A suggested amount per family (as a guide to close the gap in costs) is \$750. However, we ask all families to give what they can – either higher or lower than this amount. We officially launch our yearly campaign in November with Commitment Card Tuesday.

FREQUENTLY ASKED QUESTIONS:

What service is required of each family? Each family must make a commitment to one of the *Fundraising or Service Events*, and a total of 35 hours of service.

What happens if I don't fulfill the service requirement? We believe that this commitment is achievable for all families. Those families not fulfilling their service obligation will be billed \$20 per unfulfilled hour on June 1st. If you have a special circumstance that limits you from completing your service obligation, please schedule an appointment directly with the principal. If you have an idea for a new service you can provide for the school, please contact the PTO Volunteers Chairperson.

How do I sign up for service? Sign -ups for fundraising and service events are in late May or early June. Each family may choose their event, as long as it is not full by the time they sign up. Those families who do not sign up, and all new families, will be assigned to the Gala Auction and Family Fun Night and will be expected to fulfill their service hours on these committees.

How does this work? You must give service hours towards your fundraising or service event. For each hour that is completed, you will fill out a service coupon and have it signed by your service chairperson. You can then place the coupon in your weekly parent envelope, or drop it off in the "service coupon" envelope located in the office. Service coupons will be sent home to the parents in September. They can also be obtained in the office.

What if I don't have enough service hours? You must commit to completing hours on your fundraising or service event. Any additional hours needed, you can come for other approved opportunities. Service opportunities will be listed in the weekly bulletin. You may also speak with your room parent regarding opportunities within the classroom. It is each family's responsibility to make sure that they complete the 35 hours by the end of the school year.

Fundraising and Service Events: *Parents must commit to at least one of the following:

Gala Auction	Annual Giving Campaign Team
Family Fun Night/Annual Drawing	Book Fair
Office Help	Hospitality
Parish Help	Parent Teacher Organization
Sports Boosters	Weekly Kindergarten Centers
Religious Education	Weekly Lunch Service/Yard Duty
Yearbook	Spiritual Room Parents
	Room Parent (one per grade)

Parent / Guardian Right of Visitation

For safety reasons, ALL visitors, INCLUDING PARENTS who are working in the school, are to obtain a Parent Volunteer/Visitor badge and sign the Volunteer/Visitor Log in the school office UPON ARRIVING AND WHEN LEAVING the school EACH VISIT. Parents and other visitors are NOT permitted to visit the classrooms and/or student bathrooms at any time unless arrangements have been made with the teacher and/or principal, they have registered in the office and have obtained a parent volunteer/visitor badge. No one is to interrupt a classroom without prior permission.

Parents may not bring non-students on field trips or when volunteering on campus. We ask that parents/visitors turn off their cell phones and refrain from eating and/or drinking in the classrooms. Before any guest is invited to give students a presentation, approval must be secured from the principal and he/she must be notified. Classroom disruptions must be kept to a minimum and learning time to a maximum.

Parents/legal guardians and visitors are expected to confer with teachers after school or at other scheduled times. Appointments are recommended. Classroom instruction should not be interrupted nor delayed. Younger siblings must not be left unattended, and may not be left with a school-age family member during school hours.

CODE OF CHRISTIAN CONDUCT (Covering Students and Parents or Guardians)

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often, families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles, and the students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.

- Conduct that materially disrupts classwork or extracurricular activities or that involves substantial disorder will not be tolerated.
- These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.* extended care, athletics, field trips, *etc.*).
- The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

Parents Volunteering on Campus or Attending Campus Events

While on campus or at a school related event, parents may not take pictures or video of any students with the written permission of the parents or guardian of that student. Parents are not authorized to discipline any student. Instead, a school employee should be found and the behavior reported to them.

ACADEMICS

Academic Philosophy

The Assumption faculty and staff continually strive to live the values and core beliefs expressed in our vision, mission, and school-wide learning expectations (SLE prayer) by being faithful disciples who CARE. We are aligned to the broader Los Angeles Archdiocese vision of ongoing growth in the areas of Faith, Academic Excellence, and Stewardship. We follow the example of Jesus to live our Catholic faith with vibrancy and love.

We are committed to high expectations and every student's optimal growth in faith and academics. We provide a supportive and safe environment that cultivates curiosity and a life-long love of learning.

Academics are focused on mastery of grade level standards and beyond. As per the Archdiocese expectations, we utilize the Common Core State Standards (core subjects) and Archdiocese religion standards. We differentiate instruction through the use of a wide range of instructional strategies and assessments that foster critical, creative, and complex thinking and problem solving. The CCSS emphasize increased use of academic vocabulary, informational text, and primary sources of research information. They create a higher demand for "staircasing" and developing complex critical thinking skills in students. Beyond what students learn, they are expected to demonstrate what they will **DO** with what they are learning.

Students graduate Assumption well prepared for future higher level educational opportunities, with a belief in the value of hard work, perseverance and moral integrity.

Curriculum

Curriculum for all core classes is derived from the Common Core State Standards (CCSS for math, reading, writing), California standards (science and social studies), and the Archdiocese (religion). Curriculum is periodically checked for alignment vertically and horizontally across the grades and school. **For a detailed description of our courses by grade bands and grade level refer to our website _____** and/or consult your child's teacher at Back to School Night.

Basic subjects at Assumption include:

- **English Language arts** (reading, writing, spelling, grammar, handwriting, vocabulary)
- **Mathematics** (concepts taught in number sense, algebra, measurement, geometry, probability/statistics and increasingly rigorous mathematical reasoning and problem solving)
- **Religion** (prayer, sacraments, Commandments, Gospel teachings, Bible study, and Catholic tradition, saints and history) Students attend a school-wide Mass every Wednesday
- **Science** (earth, physical, biological and earth sciences are taught within the context of scientific method). We have transitioned to the *Next Generation* science standards.

- **Social Studies** – Broad range of topics from kindergarten “communities” to 4th grade California state, to 6th grade world civilizations, culminating in 8th grade civics and U.S. history
- **Spanish** – conversation emphasis in primary grades with more complex writing and grammar structure study beginning in 4th grade.

Other subjects taught once a week include: P.E., art, computers, & music.

Instructional Practices & Learning Supports

Assumption utilizes an array of researched best practices and instructional strategies to ensure the success of every child. Strategies vary from grade level to grade level in alignment with the developmental needs of students as they grow.

All students deserve an “achievable stretch” meaning that every child should be challenged to extend his learning into areas that may sometimes be uncomfortable and demanding, but achievable. This is true no matter where a child is assessed on the learning spectrum – whether above, at, or below grade level. Students need to experience a challenge and become accustomed to the idea of perseverance and hard work. High expectations that all students can meet grade level standards and beyond permeates our approach. All teachers “map” curriculum plans for the year and design daily lessons that include learning objectives, instructional methods, and assessments.

The art of instruction is not a perfect science and varies across and within grade levels. As educators, we commit to doing our best and to continuously reflecting on our practice as more research and data become available. Overall we consistently use the following:

- **Differentiation of instruction through varied student grouping.** We know that every student is unique and that our students vary widely in their learning styles, achievement levels, and interests. Using mini-lessons (direct full group instruction for limited times), partner work, small group instruction, and individual conferencing/coaching allows the teacher to observe and assist students in many different ways and “customize” instruction to better meet student needs. Flexible homogenous and heterogeneous small skill groups are also used to advance learning. These groups encourage students to collaborate with, and learn from each other. Individual work encourages independence and personal accountability.
- **The integrated use of technology motivates student learning and adds additional opportunities for differentiation.** Whether working in iPad literacy centers, integrated content projects, internet research, presentation, and/or assessments, students have ample access to dual platform technology for the purpose of communication, assessment, research, and creative presentation. More recently we have spent time teaching students the basics of coding which increases their understanding and creative abilities to eventually develop their own programs. Technology can afford students opportunities to work at their own pace and level.
- **Use of inquiry and increased levels of cognitive demand for complex thinking in all content areas.** Whether using the scientific inquiry method of experimentation, Socratic dialogue, or understanding how to set up and apply mathematical concepts and skills to solve new problems, students are nurtured and challenged beyond knowledge

recitation and memorization (although there is a place for this as well). The goal of learning is not just *what* students learn but *how they apply their learning to complex problems and thinking*. Lessons intentionally target specific types of learning rooted in Bloom’s taxonomy, Webb’s Depth of Knowledge (DOK), and other creative ways of demonstrating deeper level learning.

- **Use of Gardner’s Multiple Intelligence theory helps us approach learning through the learning modalities of visual, auditory, kinesthetic, interpersonal, intrapersonal and other learning preferences and strengths.** Students need to be good at learning in many different ways but we use methods that allow them to utilize natural strengths as well. For example a student might learn sight words better when he/she is able to physically engage, sing a song, or see visuals.
- **Encouraging meta-cognitive skills to help students better understand themselves as learners.** For example, we explicitly teach young children the strategies that good readers use. They learn these strategies and assess their own progress in using them to become continuously better readers and writers. Thinking about our thinking helps us “unpack” how we learn so we can better access what we need to advance our own learning.
- **Use of continuous specific feedback with both informal and formal assessments that allows students to also self-assess.** Using assessments all of us see where we are and where we need to go to strengthen our learning. The use of “rubrics” to assess specific skills helps students target specific improvement as well as celebrate mastery of certain standards. Teacher and principal analysis of class and school-wide data helps us guide instruction and is key to continuous instructional effectiveness and success.
- **Varying materials.** Since students develop at different rates, we strive to accommodate and keep them challenged at their “just right” level by providing different types of learning materials such as leveled books, online fluency programs, Accelerated reading recommendations, and other technology applications.
- **Student choice** is not always possible, but when it is, structured choice allows students to be more invested in their work and motivates them to persevere. It provides critical relevance and connection that keeps them interested in learning. For example, in Writing Workshop, when studying the structure of a research essay, students are allowed to choose their own topics related to Native Americans as long as the topic meets the criteria of content learning and research essay traits. Instead of a traditional report describing one tribe, a student may develop a question or observation such as “Daily Life was Difficult for Native Tribes” or “How did the Daily Life of Children Compare for Hopi and Navajo Tribes?” Students would then research information to answer their question and/or validate a thesis statement.
- **Use of more direct intervention/support** is provided as appropriate through the STEP process, use of our reading specialist and other support staff. When possible, we also collaborate with outside providers/tutors to help students succeed. Occasionally, some of our teachers may provide tutoring. **STEP assistance** can be initiated by a teacher, administrator, and /or parent. STEP meetings involve a process where all those working with the student, including parents are invited to meet together and assess the strengths and needs of a student with the purpose of developing a plan of action. These meetings are coordinated by the Assistant Principal. Frequently the principal also attends and follows the student process. Student surveys are completed by parents, teachers, and students, along with examining class work and standardized test scores. A support plan is jointly developed and monitored for ongoing improvement.

Parents have the right to access the services of the public school district in which they live if their child needs to have psychological/educational assessment. The school is not responsible for this process but can act as a liaison to help the parent facilitate it.

Homework

Homework should be viewed as a learning support that provides reinforcement, extension, and practice of skills previously taught in class. It also allows the student opportunity to work independently at his/her own pace.

Homework is generally assigned Monday through Thursday. In primary grades, a homework sheet is sent home each week. In other grades, students use planners to copy homework assignments. The teacher may also use online access to homework depending on the grade level and teacher preference. Ordinarily, new homework is not assigned on the weekend, but may be in the junior high. Exceptions would include students who are making up work due to absences, students who are determined to need extra practice, or students who are in an accelerated class and going at an advanced pace. These policies are explained more fully at Back to School Nights in September of each year.

Time allotments for homework vary greatly depending on each student. The following are only approximate guidelines depending on students' effort, time management, skills, and academic motivation.

TK and Kinder

Activity based. Practice of sight words and game based learning is required plus reading to your child every night for 20 minutes or more is essential.

1st and 2nd grades:

20 – 45 minutes plus pleasure reading each night for 20 minutes or more

Grade 3

45 – 60 minutes plus half an hour of pleasure reading

Grade 4

50 – 75 minutes plus pleasure reading a minimum of half an hour

Grade 5

60 – 75 minutes plus pleasure reading for a minimum of half an hour

Grade 6

75 – 90 minutes plus pleasure reading

Grade 7 and 8

90 – 120 minutes plus pleasure reading

Summer School

Summer school is generally provided for 5 to 6 weeks in the summer and taught by our Assumption teachers. Each year there is a theme that celebrates international culture and diversity. The goal of Summer school is primarily to provide interesting academics and activities in a familiar surrounding as well as support previous year learning. It is also designed for students to accomplish their next year summer reading and assignments and avoid “summer slide” that often occurs when students do not practice reading over the summer months. Classes are provided in math, reading and writing along with a special kindergarten class. The schedule can vary but is typically from 8:00 a.m. to 12:00 noon on Mondays through Thursdays. Check the special brochure details provided each year in early spring.

Assessments

Regular and continuous assessment is a critical factor in charting student progress and guiding the effectiveness of our instruction. Assumption utilizes both informal and formal assessments. Included below are some of those:

- **Informal/Classroom Based** daily assessments are done through “exit tickets,” journals, verbal feedback, anecdotal/running records, homework, presentations, written work/essays, and simple quizzes and unit tests. Depending on the grade level, some technology may also be used for this purpose. Additionally, parents are encouraged to review graded assessments and class work that is sent home in the weekly student folders. Doing so will enable parents to be continually aware of their child’s progress.

- **Formal assessments are done through progress reports, trimester report cards and standardized testing.**

REPORT CARDS

TK – 2nd

In alignment with the LA Archdiocese expectations, grades TK through 1 (and perhaps 2nd grade this year), students are evaluated on a site developed Standards Based Report Card that gives more explicit information about how students are progressing on grade level standards.

Report cards are sent home every trimester (three times a year). A “1 to 4” scale is used. “1” indicates little or no progress, “2” indicates making progress to grade level mastery, “3” indicates achieving grade level standard expectation at that time of the year, and a “4” means working well above grade level expectations for that standard.

For kindergarten and 1st grade, the Developmental Reading scores are included on the report card, along with the number of sight words attained. Letter designations are also given for work and character habits as the key indicates. Narratives are provided by teachers to capture some of the unique traits of each learner.

Grades 4 through 8

Our Letter grade scale is based on the Archdiocese of Los Angeles scale. Letter grades are given for each subject area with % and grade point averages described:

A	= 96% and above (4.0)	C+	= 80 – 84% (2.3)
A-	= 93 – 95% (3.7)	C	= 75 – 79% (2.0)
B+	= 90 – 92% (3.3)	C-	= 70 – 74% (1.7)
B	= 87 – 89% (3.0)	D	= 65 – 69% (1.0)
B-	= 85 – 86% (2.7)	F	= 64% and below (0)

Grade level rankings are described as follows:

A	Outstanding	Superior work and consistently goes beyond Requirements.
B	Very Good	Above average academic performance and often goes beyond Requirements.
C	Satisfactory	Meets grade level standards and expectations and does what is Required.
D	Needs Improvement	Is not meeting grade level expectations. Summer School and or Expulsion may be determined by the administration.
F	Unsatisfactory	Failing to meet grade level learning and work expectations. Summer School and or expulsion may be determined by the administration.

Students in Grades 4 through 8 also receive Letter designations for character and work habits. These include: “O” (outstanding), “G” (good), “S” (satisfactory), “NI” (needs improvement), and “U” (unsatisfactory).

Parents in grades 6, 7, and 8 can view their student’s progress at any time via Gradelink.

All families have a personal pass code that enables the student and the parent to view current progress. We highly encourage families to make use of this ongoing communication.

Incomplete Policy

In some instances, an incomplete may be given at the discretion of the teacher with principal approval. If the student does not turn in the completed work or make arrangements with the teacher to do so within a reasonably set, agreed upon timeline, the grade may be entered as a zero and no longer made up.

Cumulative Records

Student grades are averaged each year and one grade is entered into the student’s cumulative record (does not apply to primary grades). Standardized test scores and health records are also included in the cumulative files. Parents (unless non-custodial) are allowed to view these records upon written request to the principal, allowing 24 hours advance notice. Records cannot be removed by a parent.

Honors Awards

Honors are announced to recognize student achievement and distinction in various areas. At the end of the school year, an assembly is held to recognize student honors.

Grades 4 through 8 Honors

1 st Honors	=	3.7 or higher GPA average
2 nd Honors	=	3.3 GPA minimum average
Honorable Mention	=	3.0 GPA minimum average

Participation in Extracurricular Activities

Students must maintain a grade of “C” or higher in all academic classes, as well as an “S” or higher in behavior in order to participate in all non-academic activities the school offers. This includes but is not limited to: field trips, carnivals, sports, special assemblies, etc...

Academic Probation

A student may be placed on academic probation if he/she receives any letter grade below a C or “2” per grade reporting period. At the teacher and principal’s discretion, a student may also be placed on academic probation for the following reasons:

- continued low test scores.
- continued missing/incomplete assignments.
- poor or non-participation in class.
- An “NI” or “U” in character and/or work habits
- Repeated disregard and disrespect for the rights and welfare of others, including property.

A conference will be required for the student, parent/guardian with the recommending teacher and principal. The student’s presence is required at such conferences. At this conference, the specific problems will be discussed and an agreement will be drawn up that clearly states:

- how the student is expected to improve.
- how and when the improvement will be evaluated.
- consequences if the student does not meet the agreement.
- A meeting with the inclusion team to discuss testing the student to provide possible minor academic adjustments or a public school IEP procedure.

If the requirements of the agreement are not met, the student may be required to get tutoring, attend summer school, or asked to transfer.

Retention/Transfer

The decision to promote a pupil to the next grade or to retain him/her in the present grade is based upon a consideration of the overall welfare of the pupil, i.e., made by carefully weighing academic, emotional, and social factors.

In the event that retention is under consideration, the following guidelines are applied:

- If a student's performance or behavior indicates the possible need for retention or transfer, the principal, parents and teacher will meet to discuss the issue and to consider remedial help, counseling, and/or psycho-educational evaluation.
- Retention is more successful in primary grades than in later grades; therefore, the primary grade teachers diligently observe students with weaknesses so that the problems are corrected before the pupil reaches the upper grades. Sometimes, however, retention may be needed in the upper grades. Although the assessment of the teacher and parental opinion are significant factors, the final decision to retain a pupil is the responsibility of the principal.
- In the case of a pupil with a severe learning/behavior problem it may be necessary to recognize that Assumption Parish School is not equipped to meet the needs of every pupil and that, therefore, a recommended transfer will be necessary.

The terms of probation are provided in a separate document that outlines how a student can improve and restore good standing in the school. The principal and/or assistant principal will oversee this process with assistance from the teacher/s. During probation, extra-curricular activities, including sports and student council activities, will be restricted. Re-enrollment will not be automatic and will be reviewed with regard to progress made on probation terms of improvement. A STEP plan may be developed as part of the probation and a formal meeting will be held at the close of the probation period.

In rare, but some instances, it may be necessary to recognize that Assumption School, with its limited resources, may not be able to meet the needs of a student with significant learning and/or behavioral problems, and a transfer to a different school may be necessary. In all cases, the principal, in consultation with the pastor, will make the final decision.

Standardized Testing

STAR Enterprise Assessments

As of the fall of 2015, the Archdiocese has changed its standardized testing to a criteria based performance test called the STAR Enterprise. There are 3 tests given: 1) early literacy (TK and K), 2) mathematics and 3) reading (all other grades).

This assessment will be given 3/ 4 times per year and is done by students entirely online. The tests are differentiated to student learning – meaning that students are given different levels of questions based upon whether they answer correctly or not. The test automatically adjusts to the student level of learning.

Developmental Reading Assessment 2

This 1:1 (one student to teacher) assessment is a comprehensive assessment that measures student reading engagement, fluency, vocabulary and decoding, comprehension, and at level 28 and above, writing skills. All students in kindergarten through 3rd grade are given this assessment in the fall and spring of each year.

Year-end targets are as follows:

Kindergarten	=	Level 4 or higher (independent)
1 st grade	=	Level 18 or higher (independent)
2 nd grade	=	Level * 28 or higher (independent)
3 rd grade	=	Level 34 or higher (independent)

*Level 28 independent requires students to be able to write cohesive summaries and marks a big jump from level 24 due to this new writing expectation.

Students that are being served by the reading specialist, and/or whose reading progress is being more closely monitored, will be tested 3 times per year. Students at other grade levels are tested at the teacher's discretion if a concern is presented and/or the student is new to the school. Parents have access to these scores at any time and they are reported on the kindergarten and 1st grade report cards.

Assessment of Catholic Religious Education (ACRE) for grades 5 through 8. This assessment measures student knowledge of Catholic faith as well as gives an indication of their actual practice of the faith.

STAR Accelerated Reader Tests

Helps determine the "just right" reading level for students as they select reading books outside of classroom assignments.

Academic/Program Distinctions

As part of, or in addition to, a strong foundation of learning in core subjects, Assumption is blessed to offer the following:

- **Algebra** - for all 8th graders with an advanced pace class for students who meet the criteria and wish to participate
- **Accelerated Reading Program** – a school-wide program that motivates students to make reading a daily habit. Students choose just right books for them with topics they are interested in learning about – both fiction and non-fiction. After taking an online test for comprehension, students earn points when they meet their goals. Later they are recognized and rewarded through various activities like free dress.
- **Arts**– students receive music and art instruction weekly and are encouraged to join the school choir. Our yearly school-wide spring concert gets top reviews!

- **Early literacy focus** – focus on providing well researched instructional strategies that include leveled books, small group guided reading, online fluency skill building for those who need it and Writing Workshop. We are grateful to provide a full time reading specialist who provides customized instruction in small groups and assists teachers in continuous assessments in the DRA2 and Star Enterprise.
- **Next Generation Technology** – All classrooms have Viewsonic ViewBoards, and use of iPads. K – 2 have Ipad centers, grades 3 -5 share a class set of iPads and 6-8 have their own iPads that are fully integrated into classroom learning. Additionally, students receive weekly instruction from a professionally trained teacher. Keyboarding skills are practiced, plus all aspects of Microsoft Office applications – Power Point, Excel, and Word Publishing. Students more recently have spent time learning to create simple code.
- **Science Fair** – Yearly science fair displays of student selected topics covering a wide range of scientific inquiry and exploration. Written reports and evidence of work done are displayed, generally during Open House
- **Spanish** – TK through 8th grade have Spanish instruction. Conversation emphasis in early grades with more complex writing and grammar beginning in 4th grade
- **Transitional kindergarten** (20 students limit) – available for children who are 4 years old by September 1st. This class serves as a “bridge” between pre-school and kindergarten with a balance of academics and developmentally appropriate play.
- **8th Grade Washington D.C. trip** – optional spring break trip coordinated by two teachers with World Strides. Typically at least half of the class attends this week long journey that is a perfect complement to their study of American history. (Parent cost involved) Those students that choose not to attend are still required to attend school, and will be given an appropriate assignment for them to work on involving our nation’s capital. If a student has behavioral or academic concerns the principal will not allow them to participate in the Washington DC trip.
- **Extra Curricular: Academic Decathlon, Odyssey of the Mind** – optional after school enrichment classes
- **Certificate of Merit** – Each year, teachers volunteer their time to work with students who are interested in a specific subject area and would enjoy developing a project ranging from such examples as Beatlemania music to the scientific theory of the universe. With “guide on the side” teacher assistance, students create projects that are later displayed at an evening event. This is entirely optional but merits special recognition.
- **CYO Athletics** – open to 3rd graders (track only) through 8th grade in volleyball, football, basketball and track. Assumption traditionally is very competitive in our region, bring home numerous championships in track and volleyball.

GRADUATION REQUIREMENTS

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. Along with the graduation gowns, appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest and follow free dress guidelines. A student must be in good academic and conduct standing in order to participate in all graduation activities.

Participation in the graduation exercises is a privilege which a student earns as a result of:

- passing all of the required classes for graduation
- satisfying all financial obligations, including tuition, fees, service hours, and fundraising
- returning all textbooks and equipment
- maintaining a Satisfactory citizenship record
- meeting behavioral expectations in regard to conduct.
- completion of service hour requirement

The 8th grade graduation fee is non-refundable. This fee covers most, but not all of the expenses associated with graduation activities.

An 8th grader will not be allowed to participate in the graduation festivities if the student:

- receives a failing grade in any subject
- fails to meet the other requirements specified above
- has an outstanding balance owed to the school

Students who do not participate in the Graduation ceremony for any of the reasons above will receive a diploma only after those requirements have been satisfied.

STUDENT LEADERSHIP

STUDENT COUNCIL

The Student Council, composed of students from grades seven and eight, promotes extended opportunities for leadership, service to others, and good citizenship. Students seeking a council position complete an application and submit a resume of leadership experiences. Applicants are then interviewed by a committee consisting of at least the principal and the Student Council moderator(s). Others may be asked to join the interview committee to offer further insight to student leadership expectations. Council members are appointed to an office, for which they have indicated an interest, based on leadership potential, commitment to service, a strong overall academic record and responsible school citizenship. If a student chooses to accept an appointment, he/she agrees to meet all their responsibilities as a council member, maintain above average grades and conduct themselves as model school citizens. If these criteria are not met, a student may be asked to leave the council. Students serve on the council for one school year. Students wishing to be re-appointed to the council must begin the selection process again. The application and selection process for the next school year begins in April.

THE BUDDY SYSTEM

Sixth, seventh, and eighth grade students serve as mentors to our TK, K and 1st grade students. This ongoing mentoring relationship is referred to as the “buddy system”. The goal is to promote student leadership for our older students and a feeling of belonging and safety for our younger ones. Older students serve as models and spend time with their younger buddies in weekly Mass, during special activities, and visiting them in class for learning activities, especially reading. These relationships are extremely valued by students and we often hear of them talking about how much it meant to them as a younger student and then later, as an older mentor. It is also a way to bring the school together as a full family where everyone is valued and feels safe and respected.

ATHLETICS

MISSION

The Assumption School After-School Sports Program enables our students to develop self respect, physical fitness, and the ability to play and work with others as a team in a Christian environment.

PHILOSOPHY

We believe that:

The after school sports program possesses “a unique potential for reaching the hearts, minds, and souls of student athletes because athletic performance engages the entire person by unifying mind, body, and soul toward a single goal.”

“Team sports go a step further by requiring unselfish play and trust in others to achieve success. These spiritual elements of competition are clearly consistent with the Gospel message and provide rich opportunities for teaching young people about life in the church.”

“Any sports team is, in essence, a smaller community within the school-a microcosm church in its own right-in which young people learn what it means to work together toward a common goal in the midst of competition.”

– Rev. J. Beretta, OSFS

GOALS

Therefore, the sports program leads student athletes to develop:

- ❖ A positive attitude
- ❖ Team Spirit and Good Sportsmanship
- ❖ Commitment
- ❖ Respect
- ❖ Selflessness
- ❖ Faithfulness
- ❖ Physical Fitness

MASCOT

The school mascot is the alligator. The sports teams are known as the “Assumption Gators.”

VARSITY SPORTS (A Teams)

CYO Varsity Sports at Assumption School is a competitive level that emphasizes strategies and self-discipline, to prepare students for high school sports.

It is the head coach's responsibility to use his/her judgment, experience, and discretion to select the team members, assign roles, and decide the game starting roster, playing time, substitutions, and strategies.

At Assumption School it is expected that all students receive playing time.

Varsity Players will consist of students from the 7th and 8th grade only.

JUNIOR VARSITY SPORTS (B Teams)

CYO Junior Varsity Sports at Assumption School emphasizes the development of fundamental skills, to prepare students for varsity sports.

At Assumption School coaches are encouraged to have all players participate in every game.

Junior Varsity Players will consist of students from the 5th and 6th grade only.

PARTICIPATION REQUIREMENTS

Students must:

- ❖ Uphold the values, philosophy and reputation of Assumption School.
- ❖ Have satisfactory academic, behavior, and work habits/grades. (A student may be removed from a team if they have not met this criteria). Students must maintain a "C" or above in all core academic subjects to be eligible for sports.
- ❖ Complete their class work and homework each day.
- ❖ Attend all games and practices.
- ❖ Observe all safety rules.
- ❖ Go to Extended Care after a practice/game if not picked up on time.

Students are ineligible for a practice or game if:

- ❖ They are assigned to Study Hall or Detention to complete their homework or class work.
- ❖ They miss school because of illness or an unexcused absence.

Parents must:

- ❖ Sign the after school sports contract and sports permission slip.
- ❖ Pay the sports fee for the season before their child may participate in practice/games.
- ❖ Pay the uniform deposit, which will be retained if the uniform is not returned in good condition.
- ❖ Attend any scheduled sport meetings.
- ❖ Model good sportsmanship at games and practices.
- ❖ Fulfill their responsibility to transport students and provide snacks for games.
- ❖ Communicate any questions or concerns to the coach. Anything that is not resolved should then be communicated to the Athletic Director.
- ❖ Pick up their children on time or pay the Gator Club fees.
- ❖ Attend a VIRTUS Training Class, and be fingerprinted

“NO CUTS” POLICY

In elementary school the children’s growth and development are best served when all interested students are allowed to participate in sports. To sustain such a policy, parents must be willing to provide additional help so there are sufficient coaches, supervision, and transportation.

At Assumption School we do not have try outs but teams may be capped at a certain number per each coach’s discretion. Teams will be filled on the first come first serve basis.

SPECIAL NEEDS

The principal may, at her discretion, allow a student to participate in after school sports regardless of the participation requirements; if she determines that the benefits to the child justify an exception to the general policy.

SUPERVISION AND TRANSPORTATION OBLIGATION

The Principal, all school staff, volunteer coaches, and parent chaperones/ drivers are responsible for providing adequate supervision of pupils during the entire time they are on school premises or engaged in school-sponsored activities.

Pupils are never to be left unsupervised. Ineffective supervision as well as total lack of supervision may constitute lack of ordinary care required of those responsible.

Pupils are never to be sent on errands outside the school campus. They may leave the grounds or be released from school only at the written request of their parent and may be suspended or expelled for leaving campus without this written permission and official release.

Students who participate in after school activities must be picked up on time. If parents are late, children will be sent to extended care and parents will be charged. Students must follow all Gator Club rules.

The parent/guardian is expected to provide transportation to any event taking place outside normal school hours.

All Parent Volunteers, Coaches, and School Staff must complete VIRTUS Training and be fingerprinted before they can assist in supervision.

Student Sign-out

Students must be signed out at the end of the day. Coaches are responsible for supervision from 2:45 to 4:30 p.m. (or upon return from a game/practice). If a student is not picked up at 4:30 p.m., the Sports Coordinator or coach will check the student into Extended Care in Crean Hall. The parents will be charged from the time of return from a game. Coaches may request longer practices if needed.

Parents may not take their child from the park or game location without informing the coach and signing the child out. Failure to do so may result in the child being excluded from participation in the Sports Program.

ATTENDANCE

- ❖ Monday, Tuesday, and Thursday are the usual sports practice and game days. These practices and games will be directly after school from 2:45pm until 4:30pm
- ❖ Weekend Tournaments, and Wednesday/Friday games will happen on rare occasions.
- ❖ Students must be present at school all day to participate in any after-school practice or game.

CANCELLATION OF GAMES/PRACTICE

Automatic Cancellation Due to Weather Conditions

Practice/games are automatically canceled during:

- ❖ Unusually hot weather (triple digits on the field)
- ❖ First stage smog alerts (see Health section: Smog Alerts)
- ❖ Steady rain

Phone calls or emails will not be made to notify parents. Parents should assume there will be no sports that day and pick up their child (ren) at dismissal. Cancellations will be posted on the Gradelink calendar as soon as the decision is made.

Unexpected Cancellations

If practice/games are canceled because of intermittent rain, cancellation by the other team, coach's absence, etc., parents will be notified as soon as possible. If rain is intermittent, the Athletic Director will decide by noon whether to cancel the practice/game.

TRANSPORTATION

Walking to Park: Any student not following safety rules may be suspended from the team immediately.

- ❖ If the practice/game is held at the local park, players walk to and from the park with at least two adults. Clear safety directions must be given in advance.
- ❖ Students must walk back to school with their coaches and be picked by their parents at school, unless written permission is on file allowing them to walk or bike home from school.

Driving: The Athletic Director and coaches are responsible for safe transportation of students to practices and games, but will not drive players to games. Parents must drive players to all games/tournaments and must follow the regulations established for field trip drivers (See "Policies and Procedures for Volunteer Drivers" in Appendix).

- ❖ The coach does not tell a student which car he/she will ride in.
- ❖ No adult should be alone with a child.

- ❖ If there are not enough drivers, some students will stay at school.
- ❖ Drivers/chaperones will stay with the children until a supervisor arrives.

Weekend Events: At weekend events, parents are responsible to transport and supervise their children. The school and its employees will not be responsible for transportation/supervision on weekends. An event should be canceled if there is insufficient transportation or parental supervision.

SPORTS PARTIES

The school does not sponsor sports parties. Such events are independent of the school, and must be arranged and supervised by parents off campus. In special cases, the principal may give permission to the coach to have a party on campus.

STUDENT SPECTATORS

Students staying to watch a home game must:

- ❖ Stay at the lunch benches until the game begins.
- ❖ Have a walking pass issued from the office in order to stay for games without an adult chaperone (or without being checked into Gator).
- ❖ Attend the game and go home when the game is over.

Students may not:

- ❖ Telephone for permission to stay or to arrange for rides after the games.
- ❖ Leave campus and then return for a game unless chaperoned by an adult.

Students will be sent to Extended Care and charged the Drop-in Fee if:

- ❖ They don't stay on the benches and attend the game.
- ❖ They aren't picked up immediately when the game is over.

GRIEVANCES

- ❖ Parents may not criticize, upbraid, insult, or undermine the authority of the coach.
- ❖ Parents may not criticize, insult, or question a referee during a game. Any complaints should be made to the coach or Athletic Director after the game.
- ❖ If a parent or player has a complaint or concern regarding a coach, he/she should state it in writing and give it to the Sports Coordinator or the PTO representative of the Sports Booster Club.

In any serious matter, the grievance statement should be given directly to the principal.

SPORTS BOOSTER CLUB

The purpose of the Sports Booster Club is to oversee and support the CYO after School Sports and school-wide fitness initiatives at Assumption School. All monies raised from Sports Fees and Sports Booster Fundraisers is what supports our school sports program.

Coaches

- ❖ Attend CYO Coach class, attend Virtus Training, and be fingerprinted
- ❖ Model the mission, philosophy, and values of Assumption School.
- ❖ Follow CYO rules and standards of behavior.
- ❖ Exhibit good sportsmanship.
- ❖ Establish realistic goals for each athlete.
- ❖ Oversee the safe transportation of students to games/practices.
- ❖ Take the emergency kit to all games and practices.
- ❖ Return equipment and medical bag used for your sport at end of each season. If any item is not returned, a fee will be charged for the items missing.
- ❖ Collect all uniforms end of season. Make sure all are washed and in good condition.
- ❖ Turn in awards form to Athletic Directors for Sports Banquet.
- ❖ May take coaching fee of \$600 or receive 30 hours of service.
- ❖ Make sure all athletes are picked up or sent to Gator after each game or practice.

Coaches Policy

- ❖ Those who wish to coach must submit their request to the Athletic Director.
- ❖ Coaches and assisting coaches are chosen by the Assumption Athletic Director and School Administration.
- ❖ If a coach wants to coach two different sports in the same school year, they will only be able to do so if no one else steps up.
- ❖ If we have two parents that would like to coach their child, we will give priority to the parent who has a child in the older grade first (8th and 6th).
- ❖ The number of tournaments each coach can enter is three for Varsity Sports and two for JV Sports per season. All Track teams, Novice, JV and Varsity will compete in three track meets, plus CYO finals.

Coaching Service Hours & Payment

- ❖ A coach has the option to receive the full amount of service hours the school requires or receive a payment of \$600.
- ❖ If a coach takes the service hours, their child will not have to pay the registration fee for that sport. If a coach takes the payment their child will need to pay the registration fee for that sport.
- ❖ If a coach has multiple children playing the sport they are coaching and is taking the 35 service hours, they will not need to pay the registration fees for any of their children.

- ❖ If a coach has multiple children playing on the team that they are coaching and they are taking the payment, only one child will only be exempt from paying the registration fee, all others will need to pay the fee.
- ❖ **If a parent is allowed to coach two team sports, he/she will be paid for one sport and receive the full amount of service hours for the second sport.**
- ❖ If we have a coach that is not an Assumption parent, they will receive the payment of \$600.00 for each team they coach.
- ❖ Service hours will be offered for an assisting coach under the Athletic Directors approval. This decision will be based upon the head coach and the amount of players on the team.

Service hours may be given for score table and refereeing. And must be signed off by the Athletic Director.

AFTER SCHOOL ENRICHMENT

“GATOR” EXTENDED SCHOOL DAY CARE PROGRAM

Extended Care (Gator Club) is provided for students who do not have an adult to care for them before and/or after school. All students of Assumption School are eligible for Extended Care.

The program is an integral part of the school and shares its philosophy and goals. The overall well-being of each child is nourished in a Christian atmosphere. A safe and caring environment is provided to promote a sound social, emotional, and academic center for the growth and development of the whole child.

The students in Extended Care chose the name “Gator Club” because the school mascot is the alligator and our sports teams are known as the “Assumption Gators.” Gator Club is situated in Crean Hall and the playground, as well as a few of the primary classrooms.

The Extended Care Program includes:

- ❖ Time set aside for homework with staff available for individual help
- ❖ Art & crafts and cooking activities
- ❖ Nature and hands-on science activities
- ❖ A variety of outdoor and indoor games
- ❖ Daily snacks
- ❖ Conflict resolution/peer mediation
- ❖ Health and safety instruction

Training of staff is ongoing with staff meetings and workshops pertaining to school-age care.

A registration packet which sets forth the written policies and guidelines regarding eligibility, schedules, and procedures is available to all those who participate in the program.

A bulletin board and monthly newsletter keep families apprised of monthly snack schedules, program additions, and the monthly calendar of events.

Further information about Extended Care may be obtained from the school office or by contacting the Gator Club at (213)864-6382 .

EXTENDED CARE POLICIES AND PROCEDURES

1. Children not picked up by the end of dismissal are checked into Extended Care and charged from dismissal time.
2. The first use of part time care, morning care, or Study Hall will include a \$15.00 registration fee (if not already registered).
3. Any part of an hour is charged as an hour, in 30 minute increments.

4. A fee of \$2.00 per minute will apply 6:01-6:15 p.m. and \$15.00 per minute after 6:15 p.m. Frequent lateness in picking up a child(ren) is grounds for terminating the child(ren)'s participation in the program.
5. Payment is made in advance by the 5th of the month. A fee of \$25.00 is charged for late payments.
6. Any child(ren) whose parents fail to meet these payment expectations when due will not be eligible to continue in this program.
7. The adult picking up the child must sign him/her out, or the following charges will be assessed per incident:

Hourly rate: \$8.00/hour after-school care

Morning care: \$5.00 flat rate

Please refer to the Gator Enrichment Program Application to view Annual Full Time After School fees and Annual Full Time Morning and After School fees.

8. Permissions for release of students must be on file in Extended Care. Parents must send a written note if they want their child (ren) picked up by someone not listed:
 - ❖ Emergency Card: states who may pick up your child (ren) in case of an emergency.
 - ❖ School Release Form: states which adults have your permission to pick up your child (ren) under normal circumstances (i.e. neither an emergency nor earthquake).
9. No child will be released to anyone under the age of eighteen unless there is a written release of responsibility on file, signed by the parent/guardian.
10. Failure by a child or parent/guardian to follow the Extended Care rules and regulations may result in the child's exclusion from the program.

POLICIES & PROCEDURES

Campus Guidelines

All visitors must sign in at the school office, where they will be given a temporary I.D. badge which they need to wear throughout their stay. This measure provides an additional sense of safety and will deter intruders. For the safety of the students, no one may be on campus without permission from the principal. Visitors wishing to use the restroom must ask at the school office. They may not use the restrooms designated for children. Volunteers need to sign out in the school office and return their name badge.

Forgotten/Lost & Found

Items which have been left at home such as books, assignments, uniforms, or lunches should be left in the office during the day. You may not bring these items directly to the classroom. It is the student's responsibility to check for these items in the office.

All articles of clothing which have been marked will be returned to the owner. Unmarked clothing will be placed in a bin located outside the school office. After 30 days, all unclaimed clothing and items may be given to the Sports Boosters for the Used Uniform Sale.

After School Supervision

When sports teams practice or play a game after school, they are supervised by the team coaches. If they are not picked up at the end of the practice/game, they will be sent to Gator Club. Students may not leave campus and then return for a game unless they are chaperoned by an adult. Students staying to watch a home game must stay at the benches until the game begins and then attend the game. Students not obeying this rule will be sent to Gator Club until they are picked up and parents will be charged the Drop-in Fee.

Students staying to watch a game must go home when the game is over or they will be checked into Gator Club. Arrangements for rides after the games should be made in advance.

Attendance

Please call the school office by 8:15 a.m. the day your child is absent. This is for your child's protection. When a student has been absent, a written excuse giving the reason for the absence and signed by the parent or guardian is required for readmission to class. This is a state law and must be strictly followed.

Students will not be admitted back into class without a signed absence note. The excuses are kept on file for the duration of the year.

Extended Absences

Please notify the principal in writing, in advance, if a student will be absent for an extended period of time. Students who are absent for 15 or more days in a trimester may not receive report card grades, depending on the student and situation. Family holidays should not be scheduled for school days.

Students who are chronically absent may risk an incomplete in a given subject, a requirement to take summer school, and/or being placed on probationary status. If unusual circumstances make extended or frequent absences necessary, please contact the Principal to discuss the matter. It is left to the discretion of the teacher whether to prepare advance assignments or allow students to make up work missed.

Make-Up work

When calling to report a student's absence, parents may request make-up work to be sent home, if the student will be absent more than one day. Do not ask a teacher for homework the first day of illness.

The request must be made when the absence is called in to the office. The teacher will send the work to the school office to be picked up at dismissal. Students are expected to make up the work missed during their absence. They will have as many days to complete the missed work as they were absent.

Early Release

If you need to pick up your child before dismissal, you must send a note to the teacher in the morning. Come to the school office and sign him/her out. The teacher will be notified to send the student to the office. No child will be released directly from the classroom.

No student will be released during school hours to anyone not on the emergency card, unless a release is verified in writing from a parent/guardian. The staff may ask for identification if the person is not known by the staff.

Parental Supervision

All children must be supervised at all times. No student may be on the grounds outside of school hours unless they are supervised by an adult. Parents will be notified if this should occur. Parents may be required to withdraw their children after repeated offenses.

Once parents have removed children from staff supervision, they must keep them under close supervision. Children may not be left alone in cars or on the play equipment. This includes after school, evening, and weekend events on parish/school property.

Parents are responsible for driving to after-school and weekend events, and for supervision of their children except when the students are being directly supervised by a coach or other staff member.

Animals on School Campus

No animals are allowed on campus without prior permission. If permission is granted, animals must be confined or on a leash to ensure student safety.

Items Not Allowed On Campus

In addition to items mentioned elsewhere in this handbook, students may not bring personal items, toys, radios, CD players, electronic games, sports equipment, or any expensive items to school without the permission of the teacher. The school will not be responsible for damage to or loss of personal items.

If students bring items which are not allowed at school, the items will be kept in the school office until a parent/guardian comes to claim them.

Lunches

Lunches brought to school by parents must be placed in the office. No lunches may be brought as special treats for a group of students without prior permission. Fast food is discouraged. Much of it is not healthy and it creates a distraction among students. If parents bring fast food to the school office the child will be requested to eat it in area by the office. We have a no soda policy. You may not send soda to school with your child.

Money Collection

All payments and money brought to school, especially by younger children, should be in a sealed envelope and state the student's name and the money's purpose. For safety's sake, parents are encouraged to pay by check or money order. The school will not be responsible for lost cash.

Parties

Do not bring surprise food treats to your child's classroom for the children to share unless pre-arranged with the teacher. This includes birthdays. The teacher or room parents will contact you if treats are needed.

Birthdays

The child or the teacher will hand them out at recess. Party bags, presents, etc. are inappropriate. More elaborate celebrations should take place outside of school. Flowers, balloons, etc. for students may not be delivered at school.

Invitations

Unless all the boys or all the girls (or the entire class) are included in a party invitation, they may not be passed out at school. This policy helps to avoid the hurt feelings which result from being left out, and help foster a Christian climate in the class by including, rather than excluding, children in group activities outside of school. Your cooperation is expected.

Counseling

Outreach Concern offers limited on-campus counseling to students whose parents sign a release form. Contact the main office for a copy of the form.

COUNSELING POLICY

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy. Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, 24 9/2009 achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.
- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high schools college and university catalogs and information sessions.

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

Telephones

Except for emergency reasons, no teacher or student will be called from class to accept a telephone call. Students may be refused permission to use the school phone when they have

forgotten homework, text and library books, class supplies, sportswear for P.E., after school practice or games, or permission slips for field trips, etc.

- ❖ Important messages left for a teacher or student will be delivered personally.
- ❖ Cell phones must be turned off at all times. To use the cell phone after school while still on campus, a student must go to the office. Students who use their cell phones without school permission will have their phones sent to the office for a parent to pick up after school.

Vehicles & Parking

Drop off-car line

- ❖ Drive slowly through the car line. Watch for pedestrians.
- ❖ Please do not use your cell phone.
- ❖ Pull forward in the car line so that you don't delay other cars.
- ❖ Do not drop off your child in the church parking lot or on the street.
- ❖ Children must exit the car on the side of the vehicle closest to the main building (north side)
- ❖ Only those students who are signed in to Gator (before 7:30 am) may be dropped off at Gator.

Drop off-walking to campus

Park either on Orange Grove Blvd. or Sierra Madre Blvd., and walk your child onto the campus through the gate on Orange Grove. Students must be left at the gate to walk to their classrooms on their own. Do not enter through the gate on Sierra Madre.

Only those students who arrive late (after the bell) may enter by the office door.

Pick up-car line

Please do not ask your child to meet you in the church parking lot, or on the street. Nobody may exit through Msgr. Crean Hall or through Msgr. Moretti Auditorium.

Only those students signed in to Gator may be picked up through Gator. Students who participate in after-school sports activities may not be picked up through Gator or on the street.

Pick up-walking from campus

Park on Orange Grove Blvd. or Sierra Madre Blvd. and wait for your child to be released through the gate on Orange Grove. No entry is permitted through any of the gates for walking parents.

Fire Lanes

All driveways out of the school yard and the area behind Msgr. Crean Hall are fire lanes. Parking is not allowed, except during pick up behind Msgr. Crean Hall. Use the marked spaces behind the church if you are leaving your car to attend to school business.

Street Parking

Double parking on the street is illegal and unsafe. If parents choose not to use the car line, they must park legally and escort their children through the Orange Grove gate. Parking is available on Orange Grove Blvd. and behind the church.

No Parking:

- in the fire lane behind Msgr. Crean Hall (except during pickup)
- behind the Rectory garage
- in the driveways on Orange Grove Blvd. or Sierra Madre Blvd.
- on the school yard from 7:00 a.m. to 6:00 p.m. when children are present
- double parking outside the church/school grounds

CAR LINE PROCEDURES

Morning/Afternoon Car Line & Supervision

Enter by the church driveway on Orange Grove Blvd., staying in the right lane. Do not block the church exit lane or the rectory garage. Please stay alert, drive slowly, and follow the directions of the school staff. Stay in your car and don't pull out of the line. To insure the safety of the children and staff.

- Pick up for Grades K-4 wait on the right at the lunch benches.
- Grades 5-8 wait on the left.

Once the children are safely in place, the barricades are removed and the line proceeds. Once your children are in the car, drive slowly through the yard and out the Sierra Madre Blvd. gate. The remaining students will be taken to Gator Club. Please note that the teachers legally cannot strap or fasten carseats or seatbelts for the children. If needed, you may pull up to the very front of carline to exit your car and fasten your child's seatbelt.

Dismissal in Hot or Rainy Weather

In bad weather, Gator kids will be dismissed to Gator before the gates are opened. The remaining children and teachers will stand on the breezeway outside of their classroom. Parents will enter the school yard and follow the barricades. The carline is adjusted to pass in front of the classrooms on these days. Parents will pull up to their child's room and students will enter the car there. Older siblings must head down to the younger sibling's classroom for pick up. When this procedure is necessary, everyone must exercise care in parking and driving. Students not picked up by the end of carline will be taken to Gator Club.

BEFORE SCHOOL PROCEDURE

7:45 to 7:55 a.m. is the normal arrival time for students. The gates are locked at 8:00 a.m. and opened at dismissal. Enter by the front door or from behind Msgr. Crean Hall when the gates are locked. Bring late arriving students to the office for a tardy slip.

Walkers/Bikers

Students who walk or bike to school enter through the Orange Grove Blvd. gate. No student may wait on any sidewalks within sight of the school.

Morning Car Line & Supervision (7:45-7:55 a.m.)

- ❖ Drive through the Orange Grove Blvd. gate.
- ❖ Proceed slowly through the schoolyard to the Msgr. Crean Hall breezeway where adults will be waiting.
- ❖ After dropping off your child(ren) proceed slowly to the Sierra Madre gate and out the driveway.

Morning Extended Care (7:00-7:45 a.m.)

- ❖ Drive through the gate.
- ❖ Proceed slowly through the school yard to the Msgr. Crean Hall breezeway where adults will be waiting.
- ❖ Sign your children into A.M. Gator Club in Msgr. Crean Hall.
- ❖ Then proceed slowly and exit onto Sierra Madre Blvd.

Parents Walk In

Parents who park and walk their child in should go to the Orange Grove Blvd. gate and release or collect their children who will be waiting there. No parents are to enter the campus without a visitor pass.

No student may wait on the street or nearby corners. This is a matter of safety and good citizenship.

HOT LUNCH PROGRAM

Assumption's Hot lunch program is provided by Choice Lunch. Lunch, when ordered, is available Monday through Friday. Parents/Guardians must set up an account with Choice lunch at www.choicelunch.com. All lunch ordering and payment is done through your Choice Lunch account.

UNIFORMS

Students are expected to be neatly dressed in school uniforms unless express permission is given for free dress. Uniforms should always be neat, clean, and fit properly.

If you are uncertain about any aspect of the dress code, please check with the school before you make a decision about purchases or haircuts. A student may have to be on home study until his/her haircut or uniform meets school requirements.

Issues relating to dress or appearance of a student that are not specifically mentioned in this handbook and are inconsistent with the school's regulations may be deemed unacceptable at the discretion of the staff or administration.

Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the Principal will make the final decision.

If a student comes to school out of uniform, or if the uniform is deemed inappropriate, the office may supply a "loaner" uniform for the child to change in to.

Three uniform violations within a trimester will result in a drop in their behavior grade.

Dennis Uniform – Uniform Supplier

Dennis Uniform is the official company for Assumption School uniforms. All uniform items (except socks) must be purchased there. You may visit the store, call, or shop online.

Dennis Uniform is located at:

2640 N. San Fernando Road, Los Angeles, CA 90065

323-441-0168

www.dennisuniform.com

Used Uniform Sale

Several times a year, the Sports Booster Club sells used uniforms to support the Sports Program. If your children have outgrown their uniforms and you wish to donate them, please bring them to the office.

<u>General Uniform – For All Students</u>	
All Grades:	<p>Sweaters: Navy cardigan, V-neck pullover, or vest</p> <p>Socks: White or Navy crew cut or knee socks. NO BLACK Socks!</p> <p>Jewelry:</p> <ul style="list-style-type: none"> ❖ Necklaces are limited to a simple cross or religious medal. ❖ No bracelet or ankle chain. ❖ No more than one ring may be worn. ❖ No Henna drawings <p>Hair:</p> <p>Hair must not cover the eyes.</p> <ul style="list-style-type: none"> ❖ Neat, clean, and styled conservatively. ❖ Natural in color; without gel, spray, etc. ❖ No Highlights ❖ No steps, lines, shaved, etc. <p>Hats</p> <ul style="list-style-type: none"> ❖ Hats should not be worn at school.
Casual Uniform:	<p>The casual uniform is navy walking shorts with an ABVM logo T-shirt.</p> <p>Hot Weather:</p> <ul style="list-style-type: none"> ❖ The casual uniform is approved for the entire month of September.
Cold Weather Uniform:	<p>The following items are approved for cold weather:</p> <ul style="list-style-type: none"> ❖ White, long sleeve turtleneck worn under the sweater/sweatshirt. ❖ No turtleneck worn without sweater.
Shoes:	<p>All shoes must be low cut. Shoes must lace up or be fastened with Velcro-type straps; Shoes with lights, pumps, colored stripes, oversized soles and other fads do not meet the dress code requirements.</p> <ul style="list-style-type: none"> ❖ Canvas tennis shoes: white; navy; or black (classic style). ❖ Leather sport shoes: white; navy; or black. ❖ Leather oxfords: brown; black; navy/black & white saddle. ❖ No other color on the shoe, anywhere. ❖ No slip ons
Free Dress All Grades:	<p>Free dress is a privilege for students at different times during the year, noted on the school calendar. The well-being and safety of the children is our first consideration. Oversized clothing, sports insignias on jackets and</p>

	<p>hats, or any items emulating negative role models are unacceptable for Catholic school students. Free dress clothing must be neat and modest.</p> <p>The school reserves the right to require the parents to bring an appropriate change of clothes if a student is inappropriately dressed. The principal will make the final decision.</p> <p><u>Dress code for Free Dress Days</u></p> <p>Shirts/Tops: Appropriate cut, style for school. No spaghetti Straps or cut-outs</p> <p>Pants: Must fit properly with no cut-offs or tears. No leggings are to be worn as pants. They can be worn underneath a long shirt, dress, or skirt. No Short-shorts</p> <p>Skirts/Dresses: Skirts and dresses can not be shorter than 4” above the knee.</p> <p>Walking Shorts: Cut like uniform shorts.</p> <p>T-shirts: Decoration must be appropriate for a Catholic school.</p> <p>Socks/Stockings: Required.</p> <p>Shoes: Must be a style that is safe on the playground. Sandals, heels, open-toe shoes and boots are not allowed.</p> <ul style="list-style-type: none"> • Eighth grade girls may wear heels for graduation activities. <p>Jewelry: Same as for uniform dress code.</p>
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<u>Girls Uniform</u>	
Grades K-5:	<p>Jumper: Plaid bibtop</p> <p>Top: White blouse with Peter Pan or sports collar, or White ABVM knit shirt/ with logo</p>
Grades 6-8:	<p>Skirt: Plaid, no skorts</p> <p>Top: White blouse with Peter Pan or sports collar, or White ABVM knit shirt, with logo/or White oxford shirt</p> <p>Jacket: Navy; approved style</p>

Optional Items:	<p>Skort: Plaid K-5</p> <p>Pants: Navy twill</p> <p>Shorts: Navy twill</p> <p>Sweatshirt: Navy ABVM</p> <p>T-shirt: White ABVM logo (worn with uniform shorts only)</p> <p>Jewelry: Girls may wear one pair of simple stud earrings.</p> <p>Nail Polish</p> <ul style="list-style-type: none"> ❖ Nail polish, if worn, should be clear only (no pigment). <p>Make-up</p> <ul style="list-style-type: none"> ❖ Make-up should not be worn at school.
Grades K-5:	<p><u>Dress Uniform</u></p> <p>On Mass days and special events such as Honors Assembly, church events, and some field trips, students will wear the following:</p> <ul style="list-style-type: none"> ❖ Jumper/skirt and peter pan blouse; sweater. <p>Note:</p> <ul style="list-style-type: none"> ❖ Sweaters are worn unless the weather is hot. ❖ Jackets may be worn over the sweater if the weather is cold. ❖ Sweatshirts are not worn on dress uniform days. ❖ Jackets are worn with sweater, not in place of it. ❖ No non-uniform jackets allowed
<u>Cold Weather Uniform</u>	<p>The following items are approved for cold weather:</p> <ul style="list-style-type: none"> ❖ White or navy tights with skirt or jumper. ❖ No leggings allowed

<u>Boys Uniform</u>	
Grades K-8:	<p>Pants: Navy cords or twill.</p> <p>Shirt: Blue pinfeather K-4 or ABVM knit (Gr. 6-8 may wear white oxford shirt)</p> <p>Sweater: Navy cardigan, v-neck pullover, or vest</p> <p>Jacket: Navy; approved styles</p>

Optional Items	<p>Shorts: Navy twill</p> <p>Sweatshirt: Navy ABVM</p> <p>T-shirt: White ABVM logo (worn with uniform shorts only)</p> <p>Jewelry:</p> <ul style="list-style-type: none"> ❖ Boys may not wear earrings to school. <p>Hair</p> <ul style="list-style-type: none"> ❖ Boy's hair must be cut short, above the ears, and above the collar.
	<p><u>Dress Uniform</u></p> <p>On Mass days and special events such as Honors Assembly, church events, and some field trips, students will wear the following:</p> <ul style="list-style-type: none"> ❖ long pants and shirt; sweater. <p>Note:</p> <ul style="list-style-type: none"> ❖ Sweaters are worn unless the weather is hot. ❖ Jackets may be worn over the sweater if the weather is cold. ❖ Sweatshirts are not worn on dress uniform days. ❖ Jackets are worn with sweater, not in place of it. ❖ No non-uniform jackets allowed

Halloween Costumes

Costumes should not glorify violence or be offensive. No real or plastic guns, swords, knives, spears, pitchforks etc. If a costume is considered inappropriate by the teacher or administrator, the student will be asked to wear their school uniform. Shoes should be safe and appropriate for the playground. Costumes should be safe to wear at school. Masks are not permitted. Costumes cannot be tight fitting or revealing.

PE Uniform

The PE tshirt and shorts are required for each student's PE day. They may not be worn on non-PE days unless the teacher has given permission. The PE sweats can only be worn on PE days in the months of November through April.

HEALTH & EMERGENCY PROCEDURES

DOCTOR/DENTIST APPOINTMENTS

Medical and dental appointments during school hours are acceptable only when it is impossible to schedule such appointments after school or during a vacation period. To be classified as an "excused absence" these appointments require verification notes from the doctor's office.

STUDENT ILLNESS

A child who has been ill during the night or who complains of feeling sick in the morning should be kept home. It is a courtesy to others not to expose them to colds or other possible diseases by sending a sick child to school. Furthermore, sick children cannot give their attention to classroom work. If excessive absences become a problem, the school may ask for a doctor's note for each absence.

ILLNESS AT SCHOOL

When students are ill in the classroom or sustain a minor injury on the playground, they are sent to the Health Office for first aid and observation. Parents are called to take their child home from school when the child is running a temperature, has an injury requiring medical treatment or X-ray, or appears to be ill.

Sickness excuses a pupil from attendance at school. Through the school nurse or office staff, the principal approves the dismissal of students who become ill at school. Parents are always notified by telephone if a child needs to go home.

Prearranged transportation should be worked out by parents in the event of an emergency or unexpected illness. Normally a parent is notified that their child has been in the Health Office.

EMERGENCY CARDS

The emergency card must be on file before your child begins the school year.

In case of emergency, the card is shown to the paramedics or emergency room staff to authorize treatment and to let them know if your child has any unique medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date. Parents are required to list any medication the child takes on a regular basis.

Please notify the office when there are changes to a home or work phone or address, the names of persons to notify in case of an emergency, or to any medication prescription for a child.

DISEASES

The school office must be contacted immediately after a child is diagnosed with a communicable disease. The school nurse will send a letter home notifying parents of classmates.

MEDICATIONS

All medications, including both prescription and nonprescription medications, are kept in the Health Office. The following rules apply:

- ❖ There must be a copy of the Medication Authorization and Permission Form that is signed and dated by the doctor and parent/guardian. No medication, prescription or nonprescription, is administered to any child by any school personnel or volunteer without a dated, signed copy of the Medication Authorization and Permission Form on file
- ❖ Medications administered at school must be in the original container and labeled.
- ❖ No student may carry medication, except an inhaler with proper permission, to be self-administered at school.
- ❖ Students may not be given medicine prescribed for other family members.

No exceptions will be made to the medication regulations. If parents have not provided the completed Medication Form and prescribed medication, they will have to come to school and personally administer the medication.

IMMUNIZATION AND HEALTH REGULATIONS

All children entering Kindergarten, or first time admission to any grade in the school, must have been fully immunized. All children entering the school for the first-time are required to have a Mantoux 5 TU Skin Test and to present evidence thereof.

All students entering 7th grade are required to be immunized against hepatitis B. It is very likely that a second dose of MMR (measles vaccine) and a TB booster (tetanus) will be added to the hepatitis requirement. The health department is also recommending immunization against chickenpox and diphtheria for these students.

HEALTH EXAMINATIONS

In addition to the above requirements, children entering Kindergarten or first-time admission to the school, must have records of a complete physical examination on file in the school office.

HEALTH RECORDS

Each child has a health record on file. On this card are noted all required immunizations, as well as other pertinent information.

SMOG ALERTS

Smog levels are monitored daily through the office. P.E. classes and sports are restricted or canceled when the smog level is too high. Alternate plans should be made with families for days when after school activities may be canceled.

The following are guidelines for smog alerts:

Health Advisory Episode At this level, everyone should avoid prolonged vigorous outdoor exercise. Sensitive people should avoid all outdoor activity.

Stage 1 Episode

Everyone should avoid vigorous outdoor exercise. Sensitive people should stay indoors.

Stage 2 Episode

Everyone should try to avoid outdoor activity. Sensitive people should stay indoors.

Stage 3 Episode

Everyone should stay indoors and limit physical activity.

STUDENT ACCIDENT INSURANCE

Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parishes. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to and from school, or while participating in a school-sponsored and supervised activity, including school sponsored sport and extended day programs.

STUDENTS WITHOUT HEALTH INSURANCE

If a parent does not have health insurance for a child because of financial reasons, please contact the principal for referral to community health resources, such as Young and Healthy.

EMERGENCY PROCEDURES

Assumption School periodically conducts fire and earthquake/emergency drills. These drills are part of an overall emergency plan which includes regular inspection by the Pasadena Fire Department, information updates, and in-service for faculty and staff regarding emergency procedures.

In the event of a severe earthquake or other emergency, students would remain in a safe area of the school until picked up by a parent or person authorized on the earthquake form.

If a severe earthquake occurs after dismissal from school, students should not be brought to school the following morning. The buildings need to be deemed safe for occupancy, which could take some time. Please contact the school or use the local media regarding school openings.

EMERGENCY DRILL SCHEDULE

Fire and emergency drills take place once a month during the school year. The students practice evacuating the classroom, as well as other areas of the facilities.

EMERGENCY SUPPLIES

Emergency supplies are stored in each classroom, the office, and in a special shed on the playground, and include sufficient water and emergency food supplies for the student body.

DISMISSAL OF STUDENTS IN EMERGENCIES

Students will not be released to anyone other than the persons designated on the Earthquake Emergency Card (unless someone arrives bringing a note from the parent). If this is the case, the school will keep the note on file. It is important to keep these cards up to date.

PEDICULOSIS – LICE

If there is a case of Pediculosis-Lice discovered in your child's classroom there is no need to be alarmed. The presence of lice is not indicative of child cleanliness.

Lice is typically attracted to clean hair and spreads through head to head contact, sharing brushes, hats, combs, coats, scarves and mats.

Use of an over the counter medication such as Rid, Nix, Lice MD to eradicate the infestation is recommended. It is very important to follow all the products instructions to effectively eliminate lice your child and home.

1. Use recommended shampoo and allow to stand for 10 minutes.
2. If you find lice still in hair use a fine comb and carefully separate hair into sections and comb sections to remove lice eggs and nits.
3. Rewash hair and inspect hair every day for 10 days
4. If lice, nits or eggs reappear repeat every step listed above.

It is also very important to clean the following:

1. Wash bedding, towels and clothing in soapy hot water and dry in hot dryer.
2. Vacuum: Pillows, mattresses, overstuffed furniture, and car seats.
3. Store items such as stuffed animals and non- washable pillows in tightly sealed plastic bags for at least two weeks.
4. Soak combs and hair accessories in very hot, hot water for 15-30 minutes.

DISCIPLINE POLICY

SCHOOL WIDE BEHAVIOR EXPECTATIONS

Assumption students are taught to live out the values expressed in our mission, vision, and school-wide learning prayer by being Faithful Disciples who CARE. We follow the example of Jesus and live out the Catholic faith by being:

Critical Thinkers:

Who.....

Consider the ideas and opinions of others.

Solve conflicts in constructive ways, integrating the values of our faith.

Reflect upon, and learn from experience about success and set-backs.

Academic Achievers:

Who.....

Study, do their best, and complete work on time.

Produce high quality work and strive for excellence.

Use a variety of thinking strategies to learn.

Persevere through obstacles.

Responsible Citizens:

Who.....

Show respect and promote the dignity of all people.

Respect other people's personal space (No pushing, crowding, hitting, or grabbing).

Take the initiative to help others without being asked.

Seek justice, appreciate diversity, and are locally and globally aware.

Respect their environment, the earth, and the property of others.

Use technology and research in ethical and effective ways.

Demonstrate honesty (no cheating or lying).

Respect punctuality and the time of others.

Effective Communicators:

Who....

Welcome and include all students, especially those who are new to Assumption.

Report inappropriate words or actions to an adult.

Use respectful language. (No swearing, insults, bragging, or put-downs).

Call others by proper name only; refrain from inappropriate or derogatory names.

Listen carefully.

Speak, read and write effectively and fluently.

DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

MAINTENANCE OF EFFECTIVE DISCIPLINE

Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

DISAPPROVED DISCIPLINARY MEASURES

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping is unacceptable
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

School-Wide Discipline Guidelines

Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process (including gossip that is detrimental to the student's/teacher's/school's reputation), the school may require parents to withdraw their children and sever the relationship with the school.

The staff of Assumption School commits themselves to seeking restorative measures whenever possible, encouraging students to develop the ability to make appropriate choices. To this end and with these goals in mind, all staff will develop a set of expectations for student conduct, and will make these expectations known to students.

The Approach to Discipline

Every child at Assumption School is entitled to a safe and academically productive environment. The faculty, staff, and parents, as co-educators of the children, strive to help our students achieve their God-given potential as individuals and as members of the community. Therefore, we expect students to conduct themselves in a respectful and responsible manner at all times.

We also understand that we, as humans, are not perfect; mistakes are teachable moments. To that extent, we support students in examining and reflecting on their behavior, accepting responsibility for errors but also seeing those errors as valuable learning experiences. We believe that our mission is to nurture children through their developmental stages toward becoming more intrinsically motivated to live their faith. Eventually they need to make responsible and loving choices independently.

Classroom and school-wide rules are discussed at the beginning of the school year and throughout the year at class meetings or when important discipline concerns arise. When necessary, meetings, under the guidance of the homeroom teacher, are held to encourage constructive communication and conflict resolution among students. Students are presented with opportunities to practice responsible behavior and discuss accountability and consequences. Minor infractions are handled in the classroom by the teacher.

The consequence of a minor infraction is usually a warning. If disrespectful or irresponsible behavior continues, a conference with the student, removal of a privilege and/or contact with parents may result. Beyond that, an office referral may be submitted to the Assistant Principal by the teacher.

Students in 6th, 7th, and 8th grades will be issued demerits. Three demerits will result in an office referral and detention assigned by the teacher or principal. Parents will be contacted in such instances.

More severe infractions are referred to the Principal where discipline is individualized in relation to the student's growth and development. In any disciplinary situation, students are treated with respect and concern for their well-being and the well-being of the classroom and school community. Responses and consequences ranging from warnings, written reflections, detention, privilege removal, STEP plans and even suspension are given careful review and thought.

Roles of Stakeholders

Role of the Teacher

Discipline is primarily handled by the classroom teacher. She/he will communicate with parents when problems arise. If parents have concerns or questions, the homeroom teacher should be the first to know. If the situation is not resolved, the Principal will become involved. When serious breaches of discipline occur, the Principal will do whatever is necessary to resolve the problem, and hopefully reconcile the parties involved.

Role of the Parents

If you have a concern about your child, contact the teacher first. If it cannot be resolved at that level then you are advised to make an appointment with the Principal. The Principal will hear and investigate the matter. If you have a concern about a teacher's practices, we ask you to talk with the teacher first as well. If you have tried that and are still concerned, then contact the Principal.

Role of the Administration

The Principal directs and supports the discipline **system** school-wide and supervises detention and suspension. He/she adjudicates behavior issues that need to move beyond the teacher, student and parent. The Principal has the right to investigate situations. Conferencing with students and possible witnesses is often part of this process. The office keeps records and makes written weekly reports to the pastor. Yearly reports summarizing disciplinary actions are kept on file.

If a student's conduct is not compatible with the school's discipline policy, the school administration reserves the right to make the final decision regarding discipline. Students should expect that their parents will be informed of any infraction of a serious nature.

Individualized Discipline

Within reason of maintaining a safe school, not all children have the same needs or circumstances. Students will be treated with respect and concern for their well-being. Discipline is individualized and appropriate for a student's growth and development, keeping in mind the good of the whole student body as well. The disciplining of one student may differ from that of another who might have committed a similar infraction. We strive for equity in order to ensure the success of all students. **Equity (fairness) does not always mean equal.**

Classroom and Playground Expectations:

Assumption School students:

- ❖ Come to school ready to learn.
- ❖ Do their homework.
- ❖ Are well groomed and observe the school dress code.
- ❖ Follow classroom and school rules.
- ❖ Are on time for school each day and do not leave without permission.
- ❖ Have the necessary supplies and materials for each class.
- ❖ Cooperate with the teachers and all adults in positions of authority at the school.
- ❖ Play in a way that is fair and kind.
- ❖ Settle problems with a Christian attitude and, when necessary, ask adults for help in finding a peaceful solution.
- ❖ Use manners and behave with respect toward classmates, staff, and visitors.
- ❖ Respect and care for all school property.
- ❖ Keep a low noise level in the building and on the breezeways.
- ❖ Leave personal play equipment, toys, video games, tapes/players, laser pointers, valuables, etc. at home unless requested by a teacher.

Rules Related Specifically to Technology

Technology and Social Media

Students who engage in social networking in their personal time should conduct themselves in a manner that preserves the dignity of the person (his/her own, as well as that of others). Students are not permitted to tamper with files, or folders not designated for their use. Students in grades 1-8, and their parents, will be asked to sign a technology responsibility agreement. **All parents are expected to participate in a meeting dealing with social media, cyber crime, and cyber**

bullying. Students are not allowed to video or record any staff member or student without explicit permission or as part of a teacher supervised project.

Cellular Phone and Other Electronic Equipment

Cellular phones and all other electronic equipment must be turned off and kept in the student's backpack throughout the school day. Cellular phones may only be used after school under the supervision of the office staff in the office. Students may NOT use cellular phones during morning and afternoon Gator care, nor on the breezeway before first bell. They may only use cellular phones in an emergency under the supervision of a Gator Staff.

Playground And Game Rules

Exercise and play are very important for student's health and growth. Assumption School wants to ensure that all activities are carried out in a safe environment. Therefore, students are required to follow the playground and game rules at all times.

- ❖ All games are open to any student who wants to play (within their grade level).
- ❖ Students must play in designated areas.
- ❖ Students should attempt to solve conflicts between themselves. If this is unsuccessful, they should notify an adult supervisor.
- ❖ No roughhousing, pushing, shoving, or violation of another's personal space is allowed.
- ❖ No running or playing with yard equipment in the breezeway.
- ❖ Students shall play with their own class equipment.
- ❖ No playing is allowed in or around the bathroom areas.
- ❖ Dodge ball is not permitted.
- ❖ Freeze when the bell rings, then walk quietly to class when the whistle blows.
- ❖ Return all play equipment to ball bucket.
- ❖ No food is permitted on the playground or play structure.
- ❖ Students may not bring personal play equipment to school or Gator.

Play Structure and Lunch Area Rules:

- ❖ Food may not be taken onto the play structure area.
- ❖ Running in the play structure area, climbing up the slide, and flipping upside-down are not permitted.
- ❖ Monkey bars are off limits for TK and kindergarteners.
- ❖ No climbing on the outside of the safety gates.
- ❖ Each student is responsible for cleaning up after lunch and placing all trash in the cans.
- ❖ Food must be eaten at the lunch tables during lunchtime.
- ❖ No food is permitted on the playground.
- ❖ **Delivery of fast food is disruptive, and is therefore discouraged.**

Playground Supervision Guidelines **For Staff and Volunteers**

The safety of the students and staff is our primary concern at Assumption School. Thank you for helping us maintain an environment that is welcoming and safe for all. It is a privilege to be able

to interact with the students and all efforts should be made to safeguard them physically, emotionally and spiritually.

- ❖ Arrive on time and bring your clipboard and forms with you to the playground.
- ❖ Continually circulate and encourage safe play within designated areas.
- ❖ Help resolve any disagreements or conflicts. Be firm yet pleasant when reminding students of rules.
- ❖ Remove students from games if behavior warrants it.
- ❖ Be vigilant at all times. Do not be distracted by texting, talking on the phone/or by lengthy conversations with students or adults.
- ❖ If a behavior is serious, unsafe or repeated write the Incident Report and send the student to the Assistant Principal with the written report.
- ❖ Send students who have minor injuries to the health office.
- ❖ Report serious injuries to the Office Administration and nurse.
- ❖ All information regarding students should be respected and confidential as appropriate.
- ❖ Know the rules of the games and ensure that students follow them.
- ❖ During lunch-time, supervise students at lunch tables. Ensure that lunch area is left clean and that all trash is placed in the trash cans.
- ❖ Choice Lunch volunteers should sign in at the Office, distribute food according to CL directives and then go to designated supervision area.
- ❖ Enforce the “No food on playground or play structure” rule.

Protocol for Reporting Behavior Incidents

Initial behavior infractions are primarily handled by the teacher or playground supervisor. Before reporting behavioral problems to the Principal, teachers and playground supervisors will provide students with disciplinary measures that may include, but are not limited to:

- ❖ Class point or incentive system (for example, color cards).
- ❖ Verbal warning
- ❖ Student-teacher conference
- ❖ Removal from activity/time out
- ❖ Privileges revoked
- ❖ Written Reflections
- ❖ Call to parents
- ❖ Parent conference
- ❖ Behavior Contract
- ❖ Community Service (clean up or restitution)
- ❖ Demerits/Detention (6th, 7th, 8th only) –3 demerits includes an Office Referral to AP
- ❖ Demerit slips signed by the teacher/staff is sent home for parent signature and returned the following day

If these measures are not effective, intervention may take place. Some possible interventions may include but are not limited to:

- ❖ Student-Principal conference
- ❖ Written Reflections
- ❖ Privileges revoked

- ❖ Call to parents
- ❖ Conferences with parents, teachers, students – as appropriate
- ❖ Detention (grades 6,7,8 one hour after school; grades K-5 during lunch or recess time)
- ❖ STEP process (Support Team Education Plan)
- ❖ Behavior contract
- ❖ In-school suspension
- ❖ Suspension from school
- ❖ Suspension and/or Expulsion (only after determination by Principal and Pastor)

In the event that parents strongly believe the consequence is unfair, then they are free to schedule an appointment with the Principal and make an appeal. If not resolved at that level, the Pastor will become involved.

Serious and Criminal Type Offenses

Assaultive Behavior/Fighting

- ❖ Includes attacking verbal and/or physical altercations, even those that may arise from “horseplay”. Such behaviors are offensive at least, and physically dangerous at worst.

Bullying

Definition

The issue of bullying is currently a prominent problem facing American schools. Bullying is defined as repeated actions or threats directed towards a person by one or more people who have, (or are perceived to have) more power than the target in order to cause fear, distress or harm. Additionally, bullying can include indirect behaviors such as spreading destructive rumors and manipulating exclusion from groups. In order for students to feel safe, nurtured, and secure, Assumption does not tolerate bullying. All bullying or potential bullying behavior is treated very seriously and must be reported in writing to the Principal.

Possession of Drugs

- ❖ Students are not allowed to use or have any illegal substances on their person or in their property (back packs, etc.). This also includes giving or selling such substances. Students are also prohibited from having or using alcohol or tobacco.

Extortion/Threats/Defamation of Character

- ❖ Includes verbal and physical threats, “squaring off”, threatening a student’s welfare if he/she doesn’t comply with a demand (i.e. Give me your lunch or I’ll hurt you, Don’t tell or I will beat you up)
- ❖ Forcing someone to do something against his/her will, coercion.
- ❖ Publicly defaming a person’s character or reputation (including Facebook & other social media)

Stealing and/or Cheating

- ❖ Taking the property of the school or another person without permission.
- ❖ Plagiarizing or stealing the “written word” of a published work without proper credit.

- ❖ Stealing, Cheating, and Plagiarizing are serious offenses that may harm future enrollment of the child.

Interference with School Authorities

- ❖ Students must cooperate with school authorities including teachers, instructional aides, Gator staff, and administration. Challenging or obstructing the teacher in an emergency drill or serious incident is especially serious.

Weapons

- ❖ There is a “no tolerance” policy of any student bringing or using a weapon at school. This includes knives, guns, ammunition or other explosive items. In the event of such an instance, long term suspension or expulsion is the expected consequence in addition to a police report. Discuss this with your child.
- ❖ Weapon like “toys” or small key chain knives, while not as serious as a real weapon are still considered a serious offense. Although maybe not as severe as real weapon possession, such possession could possibly result in suspension.

Assumption School Detention Policy (Grades 6-8)

Procedure:

When the teacher and Principal determine that detention is warranted after receiving a Behavior Incident Referral, the following steps will be taken.

- ❖ Teacher or Principal will send a detention notice home to inform parents of the detention.
- ❖ Signed detention slip will be returned to the teacher or Principal no later than 8:00 a.m. the following day. Principal will provide a copy of the signed detention slip to the teacher and will keep another copy on file.
- ❖ No student will be allowed to serve detention without a signed slip. Parents will not be contacted to bring a late slip.
- ❖ Failure to show up, (for reasons other than illness) or showing up without a signed slip, will result in an additional detention.
- ❖ Two skipped detentions may result in an in-school or home suspension.
- ❖ Participating in after-school activities including sports is not a reason to skip detention.
- ❖ A “Reflection” paper will be completed by the student during detention and if appropriate, missing assignments will be completed. This is not the time to do homework.

Day of Detention

- ❖ Students must arrive promptly with necessary supplies.
- ❖ Teacher or Principal ensures that all students complete the assignments, and keeps a file of all “Reflection” papers.
- ❖ Teacher or Principal ensures that all students are picked up by parents or sent to GATOR.

Lunch-Time Detention (Grades 1-5)

Lunch-time Detention Days: M-F

Time: Immediately after dismissal for lunch

Location:

Main Office

Procedure:

When the teacher or supervisor has tried various interventions without success, and has notified the Principal by forwarding to her the Behavior Incident Referral Form, the following steps will be taken.

- ❖ Teacher and Principal may determine that lunch-time detention is warranted.
- ❖ She will inform parents of the detention.
- ❖ Teacher or Principal will tell the student which day he/she is required to serve the lunch-time detention.
- ❖ When the designated day arrives, the student will report immediately upon dismissal for lunch to the Main Office
- ❖ Failure to show up, or showing up late, will result in an additional detention.
- ❖ Any time that a student is marked "Tardy" three times (within one trimester) he/she will serve lunch detention

Description of Disciplinary Measures

1. Verbal Communication

The teacher will discuss inappropriate behavior with the student, encouraging the student to understand the consequences of the behavior and to explore more acceptable choices for future behavior. Teacher may call parents to discuss a student's behavior.

2. Written Communication

Conduct referrals will be sent home to inform a parent of a discipline problem. This normally occurs after verbal discussion fails to change a student's behavior. The referral may be sent to inform the parents or to request an action. It should always be signed and returned the following day.

3. Assignment of Special Tasks

Teachers may assign tasks such as clean-up, memorization, or written work to discourage negative behavior or as reparation for damage.

4. Detention (6th 7th 8th)

Detention is assigned as a result of continued irresponsible or inappropriate behavior, after alternate disciplinary actions have proven ineffective, or when the severity of the offense warrants such a consequence. One a student earns 3 demerits he/she will serve one hour of after-school detention. Behaviors that may warrant detention include:

- ❖ Disruptive classroom behavior.
- ❖ Failure to observe school/classroom/lunch area or yard rules.
- ❖ Continued tardiness. (3 times within a trimester)
- ❖ Failure to comply with teacher instructions
- ❖ Earning 3 demerits issued by the teacher
- ❖ Disrespectful language to peers, teachers or staff

Parents will be notified by phone and in writing if detention has been assigned. Students will be excused from detention only if they have a prearranged medical or dental appointment

which will be verified by the doctor/dentist. A missed detention must be made up the following week. Detention is scheduled for the duration of one hour after school.

5. Loss of Privileges

Continuing behavioral problems may result in a loss of privileges, including participation in extra-curricular activities (participation in student council, after school sports, field trips, etc.), or non-academic events (Halloween carnival, Mardi Gras carnival, etc....)

Suspension

Suspension for misconduct may apply to behavior in the classroom, in or about the building or the school grounds, to and from school, and during school related activities, (e.g. sports, field trips, etc.) Suspension may be “in-house”, meaning on campus but apart from the regular classroom, or off campus, at the discretion of the Principal.

Any of the reasons listed for expulsion with mitigating circumstances is adequate cause for suspension of a student.

No student shall be suspended for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation. .

Notice of suspension shall be given to the parents or guardian(s) by email, telephone, or in a conference.

The principal may schedule a conference with the suspended student’s parents to discuss matters pertinent to the suspension if, especially how the parents and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.

In no case will a teacher on his or her own authority suspend a student.

Reasons for Suspension include and are not limited to:

- ❖ Profanity or vulgarity.
- ❖ Open or persistent defiance and disobedience toward a school authority.
- ❖ Using or possessing tobacco or alcohol
- ❖ Cutting, defacing, or otherwise injuring in any way, school property.
- ❖ Habitual truancy.
- ❖ Leaving school grounds without permission.
- ❖ Forging signatures.
- ❖ Harassment/Bullying
- ❖ Toy weapons
- ❖ Violence against self and/or others (physical or verbal)
- ❖ Violation of Behavioral Contracts
- ❖ Plagiarism

- ❖ Other offences not listed but determined by the principal

Consequences for Suspension

Consequences for suspension may include, but are not limited to the following:

- ❖ The student may receive makeup work (including tests) for the period of time covered by any suspension **IF it is over 3 days.**
- ❖ The student may not attend any school function, participate in extracurricular activities, or play school sports for the period designated by the administration.
- ❖ If the student is a member of Student Council, he or she may be placed on probation and/or removed from office for the remainder of the year, at the discretion of the Principal.

Expulsion

Reasons for Expulsion include, but are not limited to, the following offenses committed by students:

- ❖ Actions gravely detrimental to the moral, physical, and spiritual welfare of other students.
- ❖ Habitual profanity or vulgarity
- ❖ Bullying, harassing or hazing school personnel or other students
- ❖ Open, persistent defiance of the authority of the teacher
- ❖ Continued willful disobedience
- ❖ Use, sale or possession of narcotics, drugs or any other controlled substance
- ❖ Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- ❖ Smoking or having tobacco
- ❖ Stealing
- ❖ Forging signatures
- ❖ Cheating or plagiarism
- ❖ Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- ❖ Habitual truancy
- ❖ Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- ❖ Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- ❖ Actions in or out of school which are detrimental to the school's reputation
- ❖ Violation of the Electronic Use policies and guidelines
- ❖ Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Procedure for Expulsion:

When the reasons for expulsion are purely disciplinary, i.e. when serious moral reasons are not involved, the following steps are taken:

- ❖ A conference must be held with the parents or guardians, student, teacher, and

principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.

- ❖ If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- ❖ In no case will a teacher on his or her own authority expel a student.
- ❖ Full credit will be given for all work accomplished by the student up to the moment of expulsion.
- ❖ Written Record: A written record of the steps leading to expulsion is kept on file with copies of all communications and reports.
- ❖ Cases Involving Grave Offenses: In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.

The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.

When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

Reporting of Expulsions

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor.
- The County Office of Education shall be notified immediately of expulsions. A copy of the Cumulative Student Record should be held until requested.

Right to Make Exceptions

The principal, in consultation with the pastor if a parish school, retains the right to make

exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades can be reported.

Any student, may, at the discretion of the Principal, be placed on home study until a pending issue is resolved.

HARASSMENT, BULLYING AND HAZING POLICY

Assumption School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect,

the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents or guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

STUDENT THREATS

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

SCHOOL SEARCHES

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should

document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

Waiver of Policies

The Principal, in consultation with the Pastor, is the final recourse in all disciplinary matters and can, for just cause, at her discretion, waive any disciplinary regulation.

Principal Rights

The principal is the final recourse in all-disciplinary situations. The principal retains the right to amend the handbook for just cause and parents/guardians will be given notification if changes are made. Parental cooperation is a condition of your child's enrollment in Assumption School. This should be considered at all times.

TUITION & FEES

Call the School Office for Annual Tuition Rates, Afterschool Daycare Fees, Summer Camp Daycare Fees, Summer School

Other Fees

Due on Enrollment/ Reenrollment	
Registration Fee for Upcoming School Year	\$500 per student
Application / Testing Fee	\$80.00 per student
Due at Registration	
Parent Teacher Organization Dues	\$75.00 per Family
\$1000.00 a month Club	\$100.00 per Family
Classroom Supply & technology Fee	\$150 per student
Earthquake Kit	\$14.00 For all new students and students in TK & 5 th Grade
Sacrament Fee	\$50.00 2nd grade
Bible Fee	\$40.00 For 4 th Graders and New Students in Grades 5 th – 8 th
Sports Fee <i>An additional \$40.00 Uniform Deposit Fee is collected and returned when Uniform is returned.</i>	\$75.00 <i>Per Each Sport</i>

Due in May	
Graduation Fee (Due May 1st)	\$200.00 For Graduating 8 th Graders
Service Hours Shortfall Obligation 35 Hrs. @ \$20.00/ Hr.	Will be Billed in May
Fundraising Shortfall Obligation \$850.00	Will be Billed in May

TUITION COLLECTIONS, PAYMENT PLANS, AUTOMATIC DEDUCTIONS, TUITION ASSISTANCE

1. Parent Financial Expectations

All parents who have children in Assumption School are expected to pay tuition promptly in accordance with the status assigned at the beginning of each semester. The financial support of parish and school programs for the education and formation of children and youth is the responsibility of the entire Catholic community. However, the primary financial responsibility for the education and formation of the individual child resides with the family, through the payment of tuition and fees.

2. Multi-Child Discount

Parishioners with multiple children enrolled in our school qualify for a Multi-Child Discount. After the oldest sibling, a reduction is credited to each additional sibling congruently enrolled in the school. This discount is available to children within grades first through eighth grade. Kindergarten students do not qualify for this discount and are categorized as an additional first child.

3. Late Payment Fee

All Assumption School payments for tuition, daycare, and any other applicable fees are subject to a late fee up to \$30.00 if not paid on the due date.

Additionally a 1.5% fee will be assessed to all balances owed after 30 days. There is a three day grace period from the due date noted on the payment, given that it is received in the school office during normal business hours.

4. Collection Process

The Business Office will contact parents when tuition is in arrears by one month.

After six weeks, the principal will contact all families that have failed to meet the initial request for payment. The parents will be informed of the actions to be taken by the school if payment is not made.

5. Year End Balances

After the last day of school, any monies still owed will be billed in a final Year End billing. At which time a 10% surcharge may be applied to all outstanding balances.

All balances owed to Assumption School during the school year must be paid in full by the last day of school. Any plans and evaluating further enrollment to the school. To ensure continued enrollment for the next school year all balances must be paid by this date.

6. Tuition and Fee Refunds

All Tuition and Fees are nonrefundable. Each family is expected to follow all obligations to pay charges for the full academic year. At no time will any tuition or fees be refunded or pro-rated upon an early withdrawal for any reason.

7. NSF/ Returned Check Fee

All Non-Sufficient Fund or Returned Checks are subject to a \$25.00 Returned Check Fee. Other late fees may apply.

8. Tuition Collection, Payment Plans, Automatic Deductions

Tuition can be paid in various installments beginning in July and going through the month of May. The company responsible for collecting these payments is FACTS, a tuition management company. Through this company many payment options are available including Automatic Deductions from a checking account, payments by check or even credit card.

9. Tuition Assistance

Within the parameters of the annual budget, Assumption School provides tuition assistance to the students whose families demonstrate financial need and follows the same requirements as the Catholic Education Foundation when determining eligibility. Normally, this is based on the same guidelines as the “Free Lunch Program”.

Parents are required to fill out a formal application and answer financial questions through the FACTS Grant Management Website. The school begins accepting applications at Open House and continues to do so until March 31st.

Once awards are given there is an academic and student behavioral expectations for students on tuition assistance.

There is no additional service hours required for tuition assistance.

Other Fees

All tuition and fees are published annually for the upcoming School Year. Please note this list for the amount of each fee.

a. Registration Fee

Returning Students

An Intent-to-Return form will be mailed out to all current Assumption families. Parents will need to return the intent to return forms on or before the dates listed. Once these forms are received each family will be assessed a Registration Fee per returning students. These fees will be billed through the FACTS Management program. No space will be held for returning students who have not paid or made arrangement for payment of this fee.

New Students

Upon acceptance of enrollment new families will be expected to bring-in/make arrangements for their corresponding registration fees within 5 business days.

b. Parent Teacher Organization Dues

Each family will be assessed a fee for the PTO organization. These fees are collected at time of registration. This fee covers the Newsletters, Yearbook, Family Directory, Hospitality.

c. \$1,000.00 a Month Club

As a method of fundraising each family is required to participate in the \$100.00 a month club. This fee is collected at time of registration and there are 10 chances to win \$1,000. A monthly drawing will be held each month September to June.

Winners can elect to receive the cash price via check mailed to the family or direct the cost back to the school as a donation or payment for another fee.

Earthquake Kit

In case of emergency an earthquake kit needs to be available for every student of Assumption. These kits are useable for 5 consecutive year and at which time they would need to be replaced. All students requiring a new kit (kindergartners, 5th graders and new students) will be assessed the cost of the earthquake kit. This fee is collected at the time of registration.

d. Sacrament Fee

Sacraments are an important part of the catholic education. Students in the 1st and 2nd grade (or older children who have not already received their sacraments) will be assessed a minimal fee for their participation with the religious education program. These fees are collected separately and are collected through the ABVM Religious Education office.

e. Bible Fee

A new bible will be provided to all 4th grade students or new students coming into any higher grade level. The fee for this bible will be collected at time of registration.

f. Graduation Fee

All 8th grade students intending to graduate and participate in any graduating class ceremonies will be required to pay a graduation fee. This covers all expense associated and the fee will need to be paid on or before May 1st.

g. Sports Fee

A fee is charged for each sport a student participates in. These fees are collected at time of sign up.

A Uniform Deposit Fee will be collected at sign up. This deposit will be returned upon the end of the sports season if/when the uniform is returned in good condition.

h. Application/Testing Fee

All students applying to Assumption School should provided and application fee. This fee covers all administrative processing including the testing of the applying student. This fee is collected at time of application. No application will be accepted without payment.

i. Summer Camp Daycare Fees

i. Registration Fee

A Registration Fee will be assessed to each student participating in the Summer Camp Daycare Program (Summer Gator). This fee is non-refundable.

If not already registered with the Daycare office the registration fee will be assessed upon first use.

ii. Weekly Fees

Each family is expected to pay all weekly fees on or before the Monday of each week their children will participate in the Summer Gator. Families who fail to make arrangement for payment will not be permitted to use the program.

iii. Sign Out Fee

It is extremely important that all families sign in and sign out their children. A \$5.00 fee will be charge for each incident that children are picked up/dropped off without signing them in and out.

iv. Late Pick up

At anytime a child is not picked up before 6:00 PM they will be considered a late pick up and the following fee will be assessed.

Picked up between 6:01PM – 6:15 PM \$2.00/Minute

Picked up after 6:15 PM \$15.00/Minute

j. Summer School Fees

Summer School may be offered to students requiring additional help in preparation for the coming school year. All policies regarding tuition and fees for the regular school year apply to any charges accrued for summer school. A Registration Fee will be assessed to each student participating Summer School Program. This fee is non-refundable.

k. Advanced Technology Fee

All parents may choose to have an iPad charged through the family's FACTS agreement.

l. After School Daycare Fees

i. Registration Fee

A Registration Fee will be assessed to each family participating in the After School Daycare Program (Gator). This fee is non-refundable.

If not already registered with the Daycare office the registration fee will be assessed upon first use.

ii. Payment Plans & Payment Agreement

Based on anticipated use of the After School Daycare Program families can choose to sign up for an hourly rate or a payment plan listed below.

Morning Daycare Only (7:00 AM – School Starts)

Afternoon Daycare Only (Dismissal – 6:00 PM)

Full Time Daycare (7:00 AM – 6:00 PM)

All families participating in afterschool daycare on a regular basis and on a payment plan (non-hourly basis) are required to include the After School Daycare fees in their regular FACTS Payment Agreement. A separate agreement will not be made.

iii. Hourly Rates

Families not participating in a payment plan will be charge upon an hourly rate. Any part of an hour will be charged as a full hour of daycare.

iv. Non-payments

Any After School Daycare balances not paid after 30-days will cause a family to lose eligibility for further daycare use. Arrangements must be made for pick up right after school until amount is paid in full.

v. Sign Out Fee

It is extremely important that all families sign in and sign out their children. A \$5.00 fee will be charge for each incident that children are picked up/dropped off without signing them in and out.

vi. Late Pick up

At anytime a child is not picked up before 6:00 PM they will be considered a late pick up and the following fee will be assessed.

Picked up between 6:01 PM – 6:15 PM \$2.00/Minute

Picked up after 6:15 PM \$15.00/Minute

"Zero Tolerance Policy"

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and
- May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include Good-Touch/Bad-Touch® and VIRTUS® Teaching Touching Safety (Mandated September 1, 2006).

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460.

GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.

11/9/2009

- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door

must be open or there must be clear visibility through windows.

- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact
- Safeguard at all times children or other youth entrusted to my care
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth
- Avoid situations where I am alone with a child/youth
- Use positive reinforcement rather than criticism or comparison when working with children/youth
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth
- Dress appropriately and not wear any clothing with offensive messages or pictures

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering

- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternalize with minors over the internet or through other forms of communication