

Dear Assumption B.V.M. Families,

Welcome to the 2011-2012 school year! With great pride we are excited to begin another school year.

This year's theme: **Faith, Academics, Spirituality**, highlights the importance of meeting the wholistic needs of all our students at Assumption B.V.M. School.

This handbook has been prepared to help you become acquainted with the policies and procedures of Assumption B.V.M. School. We have tried to make it as complete as possible so that you and your children will know what to expect, as well as the aims and purposes for which these policies have been established.

Please take the time to review the materials with your children and return the signed verification form to the school office by September 9th. Keep the handbook handy because it will be referred to throughout the year. It can also be found on our school website www.abvm.org/school

The partnership between the home and the school is paramount to your child's success at Assumption B.V.M. Therefore, you are encouraged to welcome every opportunity for involvement in your child's(ren's) education. Watch our school website for the weekly newsletter as well as your weekly Brown Envelope for those opportunities and other important information, and notice the "10 Ways To Get Involved" on page 4 of this book.

We look forward to and appreciate your support and involvement throughout another school year as we walk together in faith. May we all be blessed in our work of Living Christ, Loving Christ and Serving Christ to our students.

As always, thank you for entrusting us with your precious children.

Deanne Wilinski
Director of Total Catholic Education

Assumption B.V.M. Catholic School

Mission

Assumption B.V.M. Catholic School Community is a Christ-Centered learning environment that promotes educational excellence and discipleship.

Core Values

Catholic School Community

- We are family friendly and child centered.
- We participate in Catholic traditions of prayer and worship.
- We recognize and affirm each person as a child of God.
- We partner with families and the community.

Christ – Centered

- We believe in Jesus, and come to know Him in Scripture.
- We are convinced that God is always present.

Educational Excellence

- We facilitate a dynamic learning environment where students and staff are challenged to reach their potential.
- We inspire life-long learning.

Discipleship

- We love and serve others.
- We witness our Catholic, Christian faith through word and action.
- We accept all as a gift from God, and gratefully share God's gifts for the good of all.

PHILOSOPHY

WE BELIEVE STUDENTS AT ASSUMPTION OF THE BLESSED VIRGIN MARY SCHOOL:

- ...are unique and have a right to personal dignity and importance.
- ...develop a sense of Gospel Values.
- ...have faith in God, through prayer, liturgy and moral growth.
- ...carry out responsible service commitments to family, Church and community.
- ...will achieve a balance in total education - spiritually, morally, intellectually, psychologically, socially and physically.
- ...are encouraged to develop to their fullest potential.
- ...cooperate with school policies.
- ...desire and need recognition for their efforts, accomplishments and achievements.

AS A STAFF, WE BELIEVE IT IS IMPORTANT TO:

- ...teach as Jesus taught by word and example.
- ...bring prayer, education and service together, developing the values of the whole child.
- ...have a positive attitude toward and support total Catholic Education.
- ...build positive self-esteem in each other, and in the students.
- ...create a positive climate conducive to learning.
- ...provide a variety of teaching strategies and materials.
- ...encourage students to develop to their fullest potential.
- ...help students find a direction and purpose in their lives.
- ...take quality time to pray with, to listen to, and to talk with students.
- ...coordinate efforts with parents, school, and community.
- ...evaluate the education programs regularly and continue to make changes that enhance the education process.
- ...maintain the highest professional ethics and sense of loyalty.
- ...develop a love for learning.
- ...create an atmosphere of Christian formation and living.

WE BELIEVE FAMILIES:

- ...are the first and primary educators of their children, in faith, values and learning.
- ...promote the quality education of the school by work and example.
- ...take quality time to pray, to listen to and to talk with their children.
- ...have a right to cooperation from the school in educating their children.

2011-2012 EDUCATION STAFF

Pastor	Fr. Finian Zaucha O.F.M.
Deacon	Mr. Dennis Majewski
Education Administrator	Mrs. Deanne Wilinski
Administrative Assistants	Mrs. Lois Holewinski
	Mrs. Cathy Ripley
After School Child Care	Mrs. Judy Terrien
Before School Child Care	Mrs. Carrie Jahnke
Part Day Pre-School Aide	Mrs. Robin Doell
All Day Pre-School Teacher	Mrs. Audrey Albright
Part Day Pre-School Teacher	Mrs. Lori Jensen
Kindergarten	Ms. Amanda Trembl
Teacher Aide/Playground Supervisor	Mr. Jed Hendzel
Support Services Aide	Mrs. Teddi Black
Grade One	Miss Cora Boucher
Grade Two	Ms. Rose Wenzel
Grade Three	Mrs. Katie Williams
Grade Four/Five	Ms. Jodi Sams
Grade Five	Mr. Dan Knetter
Library/Art	Mrs. Joan Ladowski
Music	Mrs. Cindy Ludtke
Physical Education	Mr. Daniel Knetter
Technology Coordinator	Mr. Ryan Zietlow
Supportive Consultant	Ms. Rose Wenzel
School Nurse	Mrs. Sue Jonas
Religious Ed Coordinator Gr. 1-6	Mrs. Staci Karcz
Religion Education Coordinator Gr. 7-12 & Youth Minister	Mrs. Karly Pennings
Board of Education President	Mrs. Kathy Treankler
Maintenance Staff	Mr. Kelly Zajac
	Mrs. Kathy Brown
	Mrs. Ann Ahlswede
	Mrs. Betty Bohm
	Mrs. Lisa Andre
Food Service Manager	Mrs. Kathy Brown
Kitchen Staff	Mrs. Betty Bohm

Pulaski Early Education Partnership (PEEP) Staff

PEEP Teacher	Ms. Sheila Kabat
PEEP Aide	Mrs. Katie Herms
Assumption B.V.M. Site Director	Mrs. Deanne Wilinski

10 WAYS TO GET INVOLVED

IN YOUR CHILD'S EDUCATION

1. Talk with your child every day about his or her school experiences, successes and worries.
2. Read the school handbook and all notices that the school sends home.
3. Meet your child's teacher and attend parent-teacher conferences when they are offered.
4. Consult your child's teacher or school staff whenever you have concerns.
5. Attend open houses, school events, programs for parents, and school-board meetings.
6. Stay aware of your child's academic progress. Praise all earnest efforts and accomplishments.
7. Review homework assignments each day and help your child organize time and work.
8. Provide learning experiences. Visit museums, watch educational TV shows, and have books and other learning materials available at home.
9. Join the school's parent-teacher organization and participate in its activities.
10. Volunteer at school. From classroom assistance to field trips, school fairs, and fundraisers, there are many opportunities to offer your services.

Remember- Your attention and involvement show your child that school is important.

ABSENCE

When students are absent they miss valuable classroom instruction and interaction. Generally accepted excuses for school absence without advance notification include 1) personal illness 2) family illness 3) death in the family.

Please notify the office of an absence or a tardiness by 8:30 a.m. For your child's safety, you will be contacted by school if a call is not received.

Students are considered absent whenever they are away from school during school hours. Students who must be excused for medical, dental, funeral or other reasons during school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance by the parent or guardian.

We encourage parent(s) to plan vacations when school is not in session. However, realizing that such is not always possible, we request the following:

If a vacation requires a child's absence from school, the matter should be discussed with the office and the child's teacher at least 7 school days before departure. A pre-excused absence form must be secured from the office and completed. A written note must also be sent to the office. It is not sufficient to just notify the classroom teacher. *Homework is due on the school day the student returns from vacation.*

All attendance is verified in the office. Arriving after 9:15 a.m. results in 1/2 day morning absence. Leaving school before 1:15 p.m. results in 1/2 day afternoon absence.

**** Note **** Parents and students should contact teachers to make a plan to complete missed assignments.

ACCREDITATION STATUS

Assumption B. V. M. is accredited by the Wisconsin Religious & Independent School Association (WRISA).

ADMISSION AND REGISTRATION

According to State Statute 111.321 Assumption School does not discriminate on the basis of sex, race, or national origin in enrollment and participation of students or the employment of personnel. In keeping with the ecumenical spirit of the church, all religious traditions are respected and welcomed.

Families enrolled with Assumption B.V.M. School will be informed of a re-registration process held each year in late January. That week will be advertised in the parish bulletin and weekly school newsletters. At that time, an enrollment package will be sent home to each family. Throughout the rest of the year, packets for PreSchool, Kindergarten and new grade 1-5 students are available in the school office. Parishioners and Non-Parishioners are welcome to attend Assumption BVM School and will be admitted according to the enrollment guidelines as follows: All families are expected to follow the tuition payment policies established by the Assumption BVM Board of Education and the Green Bay Diocesan Board of Education (found on pages 33-34).

Please bring all NEW students' Baptismal Certificates to be recorded, copied and filed.

A child entering Kindergarten must reach the age of 5 by September 1. This is in accord with State of Wisconsin regulations and the Pulaski Community School District. Students entering All Day PreSchool must be 3 1/2 by September 1 of the program year and must be potty trained. Students in the three year old or four and five year old program must be their respective ages of 3 and 4 by September 1 of the program year and potty trained.

ALCOHOL/DRUG/SMOKING

(D/B Code 5070/4190 Alcohol/Drugs Education)

The possession, sale, or use of alcohol, drugs or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies. Use on school grounds or at any school functions will result in parents being contacted immediately and possible suspension. Counseling will be recommended and in some cases mandatory counseling will need to take place if a student is to stay at Assumption BVM. School. Every effort will be made to work cooperatively with families in crisis.

ARRIVAL/DISMISSAL

Students who walk or ride in a family vehicle should not arrive at school before 7:35 A.M. and should leave for home promptly at 2:45 P.M. If students arrive before 7:35A.M., they need to report to the hallway outside the gym doors. Students arriving between 7:35-7:45 A.M. go directly to their classrooms and need to be in their classroom when the 7:45 A.M. bell rings. Students arriving in the classroom after 7:45 A.M. will be considered tardy. We are concerned for student safety and these are the times teachers will be available for supervision. Students may not stay after school within the building waiting for after school events. A crossing guard is on duty only until 3:00. For safety reasons students must board the assigned bus and will not be allowed to change dismissal routine without written permission. **Changes of dismissal routing should be called to the school office before 2:30P.M. Assumption School cannot guarantee routing changes called by phone after 2:30P.M.** All preschoolers must be brought to their classroom and picked up in their classroom. On funeral days, part day pre-schoolers will be brought to the parking lot by the teachers.

For safety reasons, early dismissal must be requested in writing and signed by the office. The parent or designated adult must pick up the child in the office and sign them out. The student should be signed in upon their return. Any student whose normal pick up person is changing MUST have a note signed by a parent. We cannot release a student to a different bus or car without written parental permission.

ASBESTOS MANAGEMENT PLAN

Inspection of asbestos has been completed at Assumption BVM School. A comprehensive on going operation and maintenance program is in effect and has eliminated any potential health hazards. In combination with this, a six month reinspection by a custodial staff member with proper training is performed. A copy of the Asbestos Management Plan is available for inspection in the school office. Please give us a twenty-four hour notice if you are interested in reviewing the plan. Copies are available at \$.25 per page upon five days written request.

ASSEMBLIES

Assemblies are planned periodically for special events on the school calendar. Some typical assembly themes include athletics, cultural presentations and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to proper behavior and good manners is expected of all students.

ATTENDANCE

(Administrator Code 4030 Attendance; State Statute 118.16 School attendance enforcement.)

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation.

Persistent absenteeism creates a genuine hardship for a student socially and academically and is regarded as a very serious problem. Parents will be called for a conference to discuss persistent absenteeism and make a plan for their child's attendance. (If a child is ill for more than 5 consecutive days, a doctor's excuse is required.

ATHLETIC FORMS

The Athletic forms will be sent home to participating students as needed.

MISSION AWARDS

Guidelines:

1. All student awards are rooted in the Mission Statement and Core Values of Assumption BVM School. They are created and revised by the staff of Assumption BVM School as Words of the Month.
2. Teachers within ABVM School designate who receives an award.
3. Each award has specific criteria which guides the teachers in choosing the appropriate award for each child.
4. The criteria has been developed by the school staff and will be reviewed periodically.
5. A student may achieve more than one award.
6. Every student in the school is eligible for every award.
7. Students will select one award at a time to work toward. They will keep a journal of their progress.

Students in Grades K-5 are eligible to receive any of the following awards for the 2011-2012 school year: Respect, forgiveness, trust, love, equality, empower, safety, understanding and responsibility.

⇒ **Other awards students may achieve are:**

- ⇒ Shining Stars Award: Participation in the Assumption BVM Performance Group “Shining Stars”.
- ⇒ Academic Excellence Award: (Grade 5) Excellence in any one or all subjects: Math, Science, Writing, Language Arts, Spelling, Religion, and Social Studies. (teacher chosen).
- ⇒ Academic Improvement Award: (Grade 5) Significantly raising the grades in one or more subjects, and/or demonstrating consistent improvement.
- ⇒ Faithful Attendance Award: Present all days, except for one. Students taking vacations during school are not eligible for this award.
- ⇒ Perfect Attendance Award: Present for all scheduled school days.
- ⇒ Music Award: Leadership in school and liturgical music

BOARD OF TOTAL CATHOLIC EDUCATION

The Board of Total Catholic Education meets on the third Tuesday of each month at 7:00 p.m. in the St. Clare Room. All Assumption BVM. parishioners are welcome to attend these meetings during open forum. Teachers from Religion Education and School are invited to attend at least one board meeting per year. The Parish Board is a policy making body responsible for the operation and evaluation of the education programs in the parish. The Board is accountable to the Ordinary of the Diocese of Green Bay and the Diocesan Board of Total Catholic Education.

This year’s Board members include the following:

- Board President: Kathy Treankler
- Board Member: Tracy Szymanski
- Board Member: Ronald Lenz
- Board Member: Charles Jonas
- Board Member: Kathy Treankler
- Board Member: Craig Sampo
- Board Member: Amy Wasielewski
- Board Member: Julie Murphy
- Board Member: Sarah Burdette
- Board Member: Peggy Linzmeier

BICYCLES

Anyone choosing to ride their bike to school can park them by the front doors. The school will not be responsible for damaged or stolen bikes. Students will not be allowed to ride bikes on the school grounds during the school day.

BOOKS

Books are included in the tuition fee. All hard-covered books are to be covered at all times. Students who lose or damage books will need to pay the replacement cost. The fine will equal the replacement cost of the item.

BROWN ENVELOPE

SEE COMMUNICATIONS

BUILDING SECURITY

All outside school doors are locked from 8:30AM, to 2:30PM. Visitors need to use the intercom system in the front entrance. Office personnel will let you in. Two security cameras also allow the office to see everyone entering and exiting the building.

BUS

Students riding the bus are to obey the drivers at all times. Misconduct on the bus is considered serious. If improper behavior persists, parents will be notified and students' bus privileges will be restricted. The safety of all needs to be considered.

Bus scheduling is done by the Pulaski Community Schools. If there is any problem concerning time, please call the Transportation Office at 920-822-6040. `

Following is a list of rules when riding the bus for daily transportation or when riding for a field trip.

1. Use only the bus and bus stop assigned.
2. Behave appropriately at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to bus driver when the bus is in motion unless it is necessary.
6. Keep head and arms inside the bus at all times.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

Students and parents are encouraged to immediately notify the principal and/or the school district or bus company of any safety hazards observed during bus operations.

Students who are bus riders are supervised by a teacher or staff member as they come into school in the morning and until the last bus has left Assumption BVM School.

CALENDAR- Please refer to the Assumption BVM School and Activity Calendar at the end of this handbook.

CAFETERIA/PLAYGROUND SUPERVISION

To ensure the safety and well being of the children during the lunch time play A.B.V.M. School has hired two paid employees to monitor the grounds. Parents are needed to help supervise on a volunteer basis. Please call school if you are able to help.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. Please tune in to local radio or T.V. and follow the Pulaski Public School listing. *In the event of a late-in, due **to inclement weather or other emergency** the morning session of Part Day Pre-School would be cancelled. In the event of an early out, the afternoon session of Part Day Pre-School would be cancelled.

Every practical means is used to notify parents of an impending cancellation, including radio, TV and phone. In the unusual circumstance where school must be canceled during the school day, staff will determine that all students have satisfactory transportation and supervision at their home before releasing them from school. ABVM will close in emergencies when the public schools close in emergencies.

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and working telephone number recorded in the school office. Please notify the school office immediately if you have a change of address. We must also have two alternative numbers to call when parents are not at the regular number.

CHILD ABUSE LAWS

Since parish, school and religious education personnel are in a unique position to observe and identify potential cases of abused and/or neglected children, responsible action by school employees and religious education personnel and catechists can be achieved through recognition and understanding of the problem, knowing the reporting procedures and acting accordingly as specified by state law.

Administrators are required to follow the requirements of civil law and the guidelines as set by the Department of total Catholic Education. Such guidelines should make staff personnel aware that by state statute they are immune from civil and/or criminal liability when reporting suspected child abuse cases. Failure to report may result in legal action which may include a fine, imprisonment or both.

*Legal Ref.: Wisconsin Statutes S.48.981 (2) (3) (4)

COMMUNICATION (BROWN ENVELOPE)

A newsletter containing items of interest to parents and students will be distributed weekly. Each **Wednesday**, the oldest child in the family will receive an envelope with all communication from the week. Your child is required to bring the envelope home that evening. Please sign and return all necessary forms. It is very important for you to date, sign and return your envelope on the next school day so we know that each family received the information. Your help in making this system work is greatly appreciated. You may also choose to receive a hard copy of the weekly newsletter by informing the school office.

CONFERENCES

Your child's progress in school is of utmost concern to all of us. Parents are encouraged to keep close contact with the teachers and principal. Parent/Teacher/Child Conferences are specifically scheduled twice annually (refer to calendar). However, a parent or teacher may request a conference at anytime. Pre-School conferences are determined by the teacher. Here are some suggestions for a meaningful conference:

Write down questions that you have so that you don't forget them.

If there are special situations or problems at home that may be bothering your child, inform the teacher

If you suspect that some physical problem may be bothering your child, be sure to inform the teacher.

Teachers will keep what you say confidential; therefore, please be open

Sometimes it helps to have the child included in the conference. Check with the teacher first.

If you still have more to talk about, set another appointment before you leave.

If you would like all teachers working with your child present, please suggest that ahead of time.

If you and the teacher cannot resolve a problem, talk with the principal.

COUNSELING

Assumption B.V.M. school has a counselor on an as-needed basis. Upon written referral by parents/teachers, students may have access to counseling. This counseling is aimed at providing support for students experiencing difficulties in their lives that affect their ability to be successful at school. Such situations may include such things as illness, divorce, or separation in a family, or death, to name the most common. Note that this counseling is not intended to provide ongoing, in-depth support. Should other counseling be warranted, families will be referred to other professionals.

CURRICULUM

Assumption BVM. follows the Diocesan Curriculum Guide and considers the Pulaski Community School Curriculum Standards and Benchmarks which are available in the office.

As part of the school day, students are involved in the following curricular areas:

Religion

Reading and Language Arts

Math

Science

Social Studies

Health

Music, Art, and Phy Ed.

Liturgy Preparation

Technology

Protecting God's Children (Safe Environment Education)

Subject areas often overlap and are integrated to make for a smooth flowing day.

CHILD CUSTODY

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. The court ordered custodial parent is the only parent who can actually visit the school and discuss any aspect of a child's school life with school personnel unless an official court order states differently or the custodial parent advises the school staff differently. Child custody situations should not disrupt a child's school environment.

Both parents have access to academic records and school-related information unless an official court order states differently.

DETENTION

When, for reasons of discipline or incomplete work, a teacher deems it necessary to detain a student after school, a day's notice will be given to the student and the parent. In this way, parents who transport their child(ren) from school will not be detained without prior notice. It is then a parental responsibility to see to it that the child reports for detention on the assigned day. Transportation home is also the parents' responsibility. If illness prevents this, detention will automatically be made up the first day back to school following the illness.

DISCIPLINE POLICY OF ABVM EDUCATION DEPARTMENT

Christian behavior is expected from all students. We are committed to providing a caring, friendly, safe environment for all our students so they can learn in an environment built upon the dignity of each person. We believe all students have the following rights and responsibilities:

STUDENT RIGHTS & RESPONSIBILITIES

My Rights

I have the right to be happy and with compassion in This means no one will laugh at me or hurt my feelings.

I have the right to be myself in this school. This means no one will treat me unfairly because of weight, gender, appearance, height, ancestry, disability, etc.

I have the right to be safe in this school. This means no one will hit me, kick me, push me, pinch me, threaten me, hurt me, etc.

I have the right to expect my property to be safe in this school

I have the right to hear and be heard in this school. This means no one will yell, scream, shout, make loud noises or otherwise disturb me.

I have the right to show pride in my appearance.

My Responsibilities

I have the responsibility to treat others treated with compassion. This means I will not school. laugh at others, tease others, or hurt others feelings.

I have the responsibility to respect others as individuals and not treat others unfairly because of weight, gender, appearance, height, ancestry disability, etc.

I have the responsibility to make the school safe by not hitting, kicking, pushing, pinching, threatening or hurting anyone.

I have the responsibility not to steal or destroy the property of others.

I have the responsibility to help maintain a calm and quiet school. This means I will not yell, scream, shout, make loud noises, or otherwise disturb others.

I have the responsibility to dress appropriately, following the dress code.

Also see Anti-Bullying Procedures on page 14a.

ANTI-BULLYING PROCEDURES FOR ASSUMPTION B.V.M. STUDENTS

Assumption B.V.M. School builds a safe, caring, Christ-like, supportive environment that focuses on the prevention of bullying. Therefore, we do not tolerate bullying or harassment in any form. If bullying does occur, all students should be able to tell anyone and know that all incidents will be dealt with promptly and effectively. SEE CHART BELOW.

BULLYING IS: *REPEATED* AND UNJUSTIFIABLE BEHAVIOR INTENDED TO CAUSE FEAR, DISTRESS AND/OR HARM by a more powerful individual or group against a less powerful individual or group, unable to effectively resist.

TYPE OF BULLYING	DESCRIPTION	PROCEDURES & CONSEQUENCES FOR ALL FORMS OF BULLYING
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PHYSICAL	Hitting, pushing, slapping, punching, spitting, kicking, tripping, scratching, throwing things	<p><u>First Offense</u></p> <ul style="list-style-type: none"> ◆ Verbal warning & discussion with teacher
VERBAL	Teasing, name calling, hurting someone's feelings, spreading rumors, trying to get others students not to like or play with someone	<ul style="list-style-type: none"> ◆ Verbal recommendations & apology ◆ Complete Bullying Behavior Report Form & submit to the principal
NON-VERBAL	Deliberately excluding someone from a group threatening gestures or body language	<p><u>Second Offense</u></p> <ul style="list-style-type: none"> ◆ Same as first offense ◆ Loss of a privilege <p><u>Third Offense</u></p> <ul style="list-style-type: none"> ◆ Same as second offense ◆ Principal contacts parent(s) of person bullying & person targeted
HARASSMENT	Any unwanted, unwelcome behavior which makes a person feel humiliated or offended	<ul style="list-style-type: none"> ◆ Student bullying performs a school or parish community service ◆ Other consequences as deemed necessary by the principal

**K-5 CONSEQUENCES FOR FAILURE TO
ADHERE TO STUDENT RESPONSIBILITIES**

1. 1st infraction: Verbal warning
2. 2nd infraction: Time Out
3. 3rd infraction: Parent notified and written apology from student
4. 4th infraction: Student completes Discipline Referral Form and loses a
privilege (determined by the teacher or administrator).
5. 5th infraction: Detention after school and conference with student, teacher,
principal and parents.

The school reserves the right to move to a higher level consequence for repeated offenses or when actions warrant.

K-5 Discipline Referral Form

Student _____ Grade _____ Date _____

1. *What rule did I break?

2. *What should I have done?

3. What will I do next time?

Child's Signature _____

Parent's Signature _____

Teacher's or Administrator Signature _____

GENERAL RULES
TOTAL - RELIGION EDUCATION - SCHOOL

1. Students writing on furniture, walls or in anyway vandalizing any school property will be held responsible for the restoration of the item or financing the cost of replacement.
2. Matches, weapons, toys designed like weapons or any other items that could endanger the safety of others are not permitted on the school premises.
3. Work from absentee days must be made up. It is the responsibility of students, parents and teachers to see that this is completed.
4. Students attending extracurricular activities are NOT permitted to remain in the school building more that fifteen minutes prior to a scheduled event. This **includes fans for sports** activities. Supervision of students before, during, and after these activities lies with the parents of these students.
5. Assumption B.V.M. Parish and School building and grounds are private property. Supervision is provided during normal school and religion education hours. Students should not be present at unauthorized times.
6. Regular attendance is essential to a student's success in school and religion education. Subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.
7. Classroom visits are welcome, but please contact the office first to set up a convenient time. Please report to the office and get a visitor badge before going to the classroom.
8. Students are not allowed to leave the campus during scheduled education sessions for any reason without the written consent of their parent and without being signed out by an adult.
9. Students in religion education and school are expected to respect each others' property and encouraged not to bring anything of value to school. The Total Education Program is not responsible for personal items.
10. Education programs promotion's and retention's are based on each students academic, social and emotional growth through involvement and consultation with parents and staff.
11. A student may be dismissed from the education program due to serious misconduct at the discretion of the staff, following consultation with parent(s).

DRESS CODE

Philosophy:

“The values of an institution are reflected in the appearance of those who are a part of that institution. As we are Catholic Christians and people who are striving to live the Gospel of Christ, it seems appropriate to establish guidelines concerning the dress of all those who are a part of ABVM School so that our values may be apparent to all who encounter us.”

Criteria:

Students often conduct themselves in a way similar to the manner in which they dress. Student dress should not affect the health or safety of students or disrupt the learning process within the classroom or school. Within this criteria the following will be considered:

Shirts: All shirts should have sleeves. Clothing must cover entire midriff area. Undergarments should not be visible.

Pants: Size should be appropriate for student (i.e. proper fit in waist and in length.)

Shorts: May be worn in September, May and June except on Mass days. (Students can change into shorts at a time deemed appropriate by the classroom teacher.) The Education Director may allow shorts outside of these months as weather permits. Length should be appropriate and should fit comfortably. No shorts made of spandex, Lycra or bike shorts. (When arms hang at your side, bottom edge of shorts, or skirt should at least touch the tip of your longest finger).

Socks: Must be worn at all times.

Shoes: Tennis shoes, sandals **with backs**, flats and dress shoes are appropriate. Shoes with eyelets must be tied. No work boots/hiking boots allowed. No clogs

Hair: Each student is expected to maintain clean, well-groomed hair that does not obstruct their vision in any way. Extreme styles are not acceptable.

Accessories: Jewelry/hair decorations are to be kept simple. No dangling earrings. Button or post earrings, no larger than a quarter may be worn. Necklaces and bracelets may not be noisy. Teachers reserve the right to remove any accessories that distract from learning.

Mass Days: Shirts should not have any writing on them and need to be tucked in.

Sweatpants and windpants are not allowed. Girls are not allowed to wear skorts. Mass days are typically Thursdays, except for Holy Days etc. Watch newsletters for updates.

Winter: All students in PRE-Kindergarten through Fifth Grade are required to have snow pants, boots, cap, mittens and a warm jacket and will be required to wear at all recesses.

Special Notes:

1. Any clothing with pictures and/or writing which refers to sexual, racial or otherwise offensive statements is considered inappropriate.
2. Any clothing with pictures and/or writing which enhances the image or promotes the use or consumption of alcohol tobacco, and/or other drugs is considered inappropriate.
3. Any clothing with gang symbols, colors, emblems, or insignias or other gang identification or reference is considered inappropriate.
4. Wearing of caps and hats in the classroom and church is not allowed.

Dress Code Violations - Enforcement Policy:

Administration will interpret these guidelines and determine the appropriateness of questionable clothing. Parents will be called for a change of clothes if student is in violation of ABVM Dress Code.

**This dress code applies to ALL school days, including Promotion Day, unless otherwise communicated in the Brown Envelope.

DUPLICATE CORRESPONDENCE

If you have more than one address that student correspondence should be sent, please pick up a form in the Education Office that should be completed and returned. The most common reasons for needing such correspondence are separation or divorce of parents. In order to maintain proper confidentiality of student records, it is required that the parent/guardian with custody rights of the student approve any requests for duplicate correspondence. Parents, please remember that this form must be completed at the start of every school year, as situations change.

EMERGENCY SCHOOL CLOSING

Our school operates on the same bus system as the Pulaski Community School System regarding bad weather closing. The local radio stations will carry announcements regarding bad weather closings. The Pulaski Schools Superintendent or his/her designee informs the radio stations in the event of this. If you have questions concerning weather closings for school, please call **822-6700 on days when both systems are in session.**

EMERGENCY EVACUATION

In case the school has to be evacuated due to an emergency, students will be walked to the lower level of Citizens Bank.

ENROLLMENT POLICY

Enrollment for ABVM School will begin on the fourth Monday in January for the following school year. The registration fee must accompany the registration and will be accepted as follows:

- 1) For a period of two weeks after the first registration day, only registrations of current ABVM Students will be accepted.
- 2) At two weeks and one day, ABVM will also accept registrations for those who are siblings or stepsiblings of current ABVM students.
- 3) At four weeks, ABVM will accept registrations for children of ABVM Parishioners and the public.

EXTENDED CARE

Assumption B.V.M. offers care in our school building.

If you are in need of before and after school care on days school is in session, pick up a form to sign up your child. Before school, care is from 6:30A.M. until 7:45A.M. and the after school program runs from 2:45P.M. until 6:00P.M. The current fee is \$5.00 per hour. You may also download Extended Care forms on our school website at www.abvm.org/school.

FIELD TRIPS

Field trips broaden the educational experience of the students. Through field trips, students experience learning unavailable to them within their classroom, yet highly support the curriculum. Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities must have the approval of the administration before any preparations are made.

At Assumption School, teachers are encouraged to participate in a minimum of one field trip experience per year.

Guidelines for field trips are as follows:

1. Teachers are to submit to the principal a field trip request detailing educational purposes of the trip.
2. Expenses are to be paid by the students (included in tuition).
3. Parents are to be informed by letter or Field Trip form as to the purpose of the trip, type of transportation, date, approximate time of departure and return, cost and suggestions for dress, if needed.
4. No student may participate in a field trip without a signed permission slip.
5. Transportation arrangements must be made through the school office. Bus transportation is required for all field trips not within walking distance of school. (Game sporting events may require parent transportation.)
6. The teacher is to arrange for an adequate number of adult chaperones. There should be at least one chaperone for every ten students grades 3-5 and more in the younger grades. Adults should be briefed as to responsibilities and expectations. If there are not enough chaperones, the trip will be canceled.
7. If necessary, the teacher is to arrange with the administration for the supervision and work for students who do not accompany the class.

8. A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release Assumption B.V.M. School/Parish from any and all liability that may arise as a result of this alternate means of transportation. Before leaving on the trip, the Field Trip Transportation Release Form must be completed. The form can be found near the end of this handbook.

9. The teacher is to inform the office when the class is leaving for the field trip and also when the class has returned.

10. The teacher is to inform the office when the class is leaving for the field trip and also when the class has returned.

11. Students who do not take part in a field trip are required to be in school.

**** Special Note **** A student may be denied participation in a field trip if he/she does not meet behavioral requirements of the staff.

FIFTH GRADE END OF YEAR CELEBRATION

The fifth grade end of the year celebration includes:

**Fifth grade party in the gymnasium after school hours (on a date to be announced)

**Awards Ceremony (on the last day of school)

**A Parent Social on the last day of school following the awards ceremony.

FINANCIAL ASSISTANCE

Please contact the Education Administrator. All applications and interviews are in the strictest of confidence. Financial assistance is available and require the previous years tax forms. Applications for St. Vincent de Paul Scholarships and Catholic Knights Scholarships are also available in the school office. Families of all religious faiths are welcome to apply.

FORMS THAT MUST BE ON FILE IN THE OFFICE

Please bring the following forms at the start of the school year:

1. Family Registration Form
2. Emergency Information Sheet.
3. Immunization Record
4. Baptismal Certificate – **New students only (for Reconciliation and 1st Communion documentation)**
5. Acceptance of Handbook Form
6. Medication Consent Form (if child is using medication)
7. Tuition Agreement Form
8. News/Media Form
9. Permission for student to use the internet (Grades K-5)

FUND RAISING

Fund raising shall be limited to activities approved by the Board of Education.

GRIEVANCE PROCESS FOR PARENTS

When parents have a grievance to register, the following procedure shall be followed:

1. Parents confer first with the person the grievance is against (teacher, staff member, or education director.)
2. Parents confer with education director if grievance conference with a teacher or staff member is not satisfactory.
3. If a grievance is not resolved after conferring with the education director, an appeal may be made to the Assumption BVM Total Board of Education.

The process to be followed is making an appeal to the Assumption BVM Total Board of Education is:

1. The appeal must be presented in written form with a signature, and it must identify the person against whom the grievance is filed. Specific details of the grievance must be listed.
2. A copy of the appeal must be given to the person against whom the grievance is being filed.
3. The written request for a review by the Board must be made no more than five days after conferring with the education director.

HARASSMENT

D/B Code 4116.1

HOME AND SCHOOL ASSOCIATION

All parents/guardians are members of the Home-School Association: They are encouraged to become active participants in this important organization.

The Home and School Association is a way of integrating the goals of home and school for the benefit of the children. All parents/guardians, interested grandparents and parishioners are cordially invited to attend all functions.

Each year the Home and School sponsors several fund-raising projects. These funds allow the Home and School Association to support many important activities at the school and a vital piece of the budget.

Home and School has a yearly budget taken from funds raised by the organization. This budget is administered by the school Administrator and the Home and School President. Its' purpose is to benefit the students and create funds for teacher appreciation week and a few social events during the year.

Home-School Fund Raisers include:

Scrip, Polka Days Food Stand/Carnival, Alumni Booyah, Magazine Sales, and Fresh Fruit Sales.

HOMEWORK

Every child is expected to complete homework as assigned. Assignments not completed during the school day must be finished at home. New assignments for over a weekend are not to be a regular practice. However, long-term assignments which are due after a weekend and were neglected prior to this time are the responsibility of each student. Homework is an important extension of the teaching/learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research and creativity. Parents can assist their children by providing time, a quiet place, and checking that assignments are completed. Assigned homework during vacation is due the first day the child returns from vacation.

The suggested time guidelines for daily homework are:

Grades K-1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes

We welcome parent support. In the case of some students, the educational programming may be changed to accommodate individual needs.

HOURS

Office Hours: 7:20 a.m. - 3:15 p.m.
School Hours (K-5) 7:45 a.m. - 2:45 p.m.

Part Day PreSchool 8:00 a.m. - 10:30 a.m.
All Day PreSchool 7:45 a.m. - 2:45 p.m.

ILLNESS/MEDICATION/INJURY

Every child attending Assumption B.V.M. School is required to have emergency information on file in the office.

Students who are too ill to remain **in the classroom** will be sent home after families are notified. For your child's well being, we ask that there **be full recovery** (fever broke at least 24 hours) from any illness before sending him/her back to school. **Students should be kept home when they are too sick to participate in school activities (eg. Recess, physical education).** There are however, some medical exceptions that require a child to stay indoors at times. In this event, the classroom teacher will make arrangements for supervision.

Cough Drops – and lozenges are NOT PERMITTED in the school due to choking risk associated with these. As a healthy and safe alternative, fluids intake should be increased.

A written notice from your child's doctor is required if your child is not able to participate in regular physical activity. If emergency medical treatment is necessary and parent or guardian cannot be reached, the school will call 911. Parents will be asked to pay fees acquired.

IMMUNIZATIONS

Wisconsin law dictates the procedures for the immunization of children. This is a rather strict set of rules; thus, it may appear that we press you for compliance. Part of the responsibility for administering the law is placed on the school systems. This makes it necessary for us to be persistent in carrying out these responsibilities. Please keep your child's immunizations up-to-date and provide the school nurse with the necessary information.

LIBRARY

The media center is available on a regularly scheduled basis. It contains many materials to aid in student learning. Also, many fiction and nonfiction books are available for reading enjoyment. Books are also shelved according to a child's guided reading level. Students are financially responsible for fines, lost or damaged books or materials.

LOCKERS/DESKS

Students are expected to keep their lockers and desks orderly. Students are considered co-tenants of their locker and desk; therefore, the school reserves the right to search this property if an occasion to do so becomes necessary.

LOST OR STOLEN ITEMS

The school is not accountable for items lost or stolen. Children are therefore encouraged not to bring anything of value to school or items which they would not like to have broken, since the latter may happen by accident. Clothing items should be labeled with the child's name. Items found will be placed in the lost-and-found box.

LUNCH

Kindergarten through grade five lunch is served at 11:45 or 11:30 in winter. Students are encouraged to take advantage of this service. The cost is \$2.80 per day. Please pre-pay by check on a weekly or monthly basis. Place the money in a separate envelope labeled with your child's name and grade. Children who eat cold lunch may purchase milk at school. Milk is \$.45 per carton for students. In an effort to promote our Wellness Policy (see page 27) we ask you not to send pop/soda to school. Parents/guardians are invited to have lunch with their children whenever they are able. The cost for adults is \$3.30. We would also appreciate a call in the early morning if adults are coming for lunch as this will keep the count accurate and allow for enough food to be prepared.

Every 4 weeks you can download your child's lunch menu off our school website by using the "LUNCH" TAB. Post the menu at home for your personal record. Feel free to review daily lunch menu items with your child before they come to school. Each day your child will have the opportunity to order the main entrée, a salad or a peanut butter/jelly sandwich.

School Procedure:

Lunch payments are posted to each student's accounts on Mondays.

Menu choices are noted in each student's account.

As the days pass, the student files are updated with credits and charges.

The account balance will tell you how you did with the previous menu in estimating the final cost.

Menus will come home the last week of the current menu calendar. The account balances will come home the week after the menu calendar is finished.

Lunch & snack money should be paid in advance.

Please maintain a positive balance so we have the money to purchase the food for that week. **Parents also have the option to pay for lunch fees via the ACH (Automatic Clearing House) format. END OF THE YEAR REPORT CARDS WILL NOT BE HANDED OUT TO ANY FAMILY WITH OUTSTANDING LUNCH/SNACK BALANCES.**

MASS SCHEDULE

As liturgy is central to our faith, our students and faculty participate once per week. All grades 1-5 will participate in weekly liturgy. Kindergarteners join us second semester. The Masses are for the most part are on Thursdays at 8:15 a.m. If changes in this schedule occur, it will be noted for you in the brown envelope which will be sent home weekly.

Family members are invited and encouraged to participate in the scheduled liturgy with their children.

MEDICATION

No medications shall be given to a student by any school personnel unless written instructions for dispensing the medication is on file. Before medication(s) will be administered by the school or an agent thereof, parents must complete a Parent/Guardian Medication Request Form and a Physician Request for Medication Administration Form shall be completed and returned to the school office. **THE FORMS MUST ALSO BE COMPLETED FOR THE ADMINISTRATION OF NON-PRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS.**

Prescription Medications – We must have two forms filled out completely:

- A. Physicians Request fro Medication Administration From
- B. Parent/Guardian Medication Request Form. The medication must be brought to school by the parent or guardian. It must be in the original container.

Over-the-Counter Medications – These are best given at home by a parent/guardian. If you feel your child must have an over-the-counter medication at school, it will be given after you have done the following:

- A. Fill out a Parent/Guardian Medication Request Form completely
- B. Send the medication in the ORIGINAL container with the child's name on the outside of the container.

Cough Drops – and lozengers are NOT PERMITTED in the school due to choking risk associated with these. As a healthy and safe alternative, fluid intake should be increased.

MORNING SCHOOL WIDE SNACK

A morning nutrition snack is available in addition to the hot lunch program. The students will have an opportunity to choose from a variety of fruits, crackers, muffins and milk. The cost of these items is 45 cents each or, if the student takes milk, a fruit and a bread item, the cost is \$1.25 for all three. Those who qualify for reduced lunch will receive all three items, reduced price is 30 cents. Those who qualify for free lunch will receive all three items free.

The snack costs for students in Kindergarten through fifth grade will be added on to your hot lunch account.

Pre-School snack is a bread item and choice of milk or juice. (Pre-School snack fees are included in the yearly tuition).

The morning snack is optional for grade 1 - 5.

MUSIC CLASS

Students in all grades PreK-5 will participate in regularly scheduled music classes.

NOON HOUR

PLEASE DRESS CHILDREN APPROPRIATELY FOR OUTDOOR WEATHER. NO ONE IS PERMITTED TO STAY INDOORS, except for those with a doctor's note.

PARENT/GUARDIANS ENTERING SCHOOL

Any parent/guardian entering the school building during school hours is asked to use the intercom system and sign in the Visit/Volunteer Book. Plan to wear a Visitor Badge while in the school building. This is to ensure your safety and the safety of your children.

If anyone other than a parent is to meet the child at school, please inform the school office in writing.

PARENTS RIGHTS

- To be given a copy of the Discipline Policy and this Parent Student Handbook
- To contact teachers or Administration with questions regarding the policy.
- To expect that their child will be taught in a safe and respectful classroom.

PARENTS RESPONSIBILITIES

- To teach children socially acceptable standards of behavior
- To teach children to be responsible for their actions.
- To support the school in sustaining a welcoming, caring and safe environment.

PARKING

Please try to avoid parking in the handicap sections of the church lot.

PETS

Pets of any kind are not allowed at school. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc...). Under no circumstances is a potentially dangerous pet to be brought to school.

PHYSICAL EDUCATION

For physical education classes, all students should have:

- *T-shirt or sweatshirt
- *Tennis shoes (non-marking) must be worn for class.
- * No open back or sling back tennis shoes allowed. No zipper closure shoes
- * Students may bring roll-on deodorant.
- *No sprays, body splash or perfumes.
- * Grade 4 and 5 should bring a T-Shirt to change into for class.

PICTURES

Individual student pictures will be taken for school files sometime in the Fall. No student is under obligation to purchase these pictures. We will inform you of picture day in our “weekly” newsletter. An optional spring portrait program is also provided.

PLAYGROUND RULES

1. Students are not to push, hit, kick, trip, tackle or fight. Any kind of aggressive behavior is strictly forbidden.
2. Only nerf footballs, playground balls, whiffle balls, plastic bats, school basketballs and official jump ropes may be used on the playground.
3. Students may play in the snow **ONLY** if they are wearing snow pants or a snowmobile suit and boots. For safety reasons, students will NOT always be allowed to play on the snow hills in the playground area depending on the amount of adult playground supervision.
4. Snow is not to be thrown, nor is gravel, rocks or sand. No students will be permitted to slide on icy patches on the blacktop.
5. Students playing on the playground equipment may only go down the slides in a seated position with their feet first, (not their stomachs) and they may not crawl or walk up the slide. Students may not crawl on top of the slides or the horizontal ladders (monkey bars).

6. No food is permitted on the playground.
7. Grades K-5 will always have outdoor recess unless weather does not permit.
8. All behavior will be considerate of the other children playing on the playground. Students are to be respectful at all times and are to cooperate with the supervisors.
9. Students are asked to try to keep all playing equipment (balls etc.) on the playground. If balls are kicked on the roof, or, go over the fence; they will remain there for the rest of the recess time.
10. When the bell rings to end recess, all play ceases. Students are to walk to their assigned areas and line up to enter the building.
11. Winter attire: K-5: Snow pants or snowmobile suit, boots, cap, mittens at all times after the first snow.
12. Boots are not to be worn in the classroom during the winter months. An extra pair of shoes may be kept in school to change into daily.

POLICIES

A listing of educational program policies that are approved by the Assumption B.V.M. Board of Total Catholic Education can be viewed at anytime. Policies are kept in our school office.

WELLNESS POLICY

Our US Government officials are concerned about the wellness of our children across the nation. The incidences of obesity and the malnutrition of our youth is at a staggering level. As a result, all schools are asked to implement a wellness policy in their schools to help educate the students and the public on nutrition and exercise.

A new Diocesan Wellness Policy will be implemented this school year. The main goal is to teach and model healthy food & exercise behaviors at school. This includes eliminating soda, candy and high fat foods at school, increasing exercise time during the school day, and teaching healthy lifestyles.

At Assumption BVM School, our Food Service program will continue to follow the USDA's National School Lunch Program guidelines. Teachers will teach the food pyramid to all students and Physical Education will remain at 120 minutes of class per week.

Parents are asked to support this goal by sending healthy snacks when providing classroom treats. Healthy treat ideas are provided.

* Please refer to our "Wellness" Link on our school website for more information.

HEALTHY TREATS FOR KIDS

Preferred Treats:

Fruit Kabobs
Fruit Pizza
Crackers – less than 30% fat
Popcorn
Cereal Mixes – low sugar
Whole Grain cereals
100% Fruit Juice
Fruit Juice Popsicle
Apple Slices & Carmel Dip
Apples, Applesauce
Carrot Sticks & Dip
Celery & Peanut Butter
Watermelon, melons
Low-fat Muffins
Low-fat bagels
Strawberries, Berries
Grapes
Smoothie
Frozen Yogurt
Soft Pretzels

Dehydrated Fruits

Raisins
Bananas
Oranges
Cherries
Jicama
Kiwi
Kohlrabi
Papaya
Peaches
Pears
Peppers
Cherry Tomatoes
Pineapple
Plums
Coconut
Salsa

Any foods that are less than 30% fat, and sugar is not first or second on the ingredient list.

Occasional Treats

Cheese
Ice Cream, Ice Milk, Sherbet
Peanut Butter
Corn Chips
Tortilla Chips
Cream Cheese Spreads
Granola Bars
Grain Fruit Bars
Cereal Bars
Oatmeal Cookies
Unfrosted baked goods
Vitamin fortified beverages
Pickles, olives, dill beans
Include any foods considered

good for you-but moderation as
may contain more sugar, fat or
salt than preferred treats

**Check out the school website for
recipe ideas and e-mail Chef Andre
at lisa.andre@abvm.org**

****Please note: The rule of thumb
for portion sizes is – your child’s
stomach is the size of their clenched
fist. Try to make your treats no
larger than that.**

PROMOTION AND RETENTION

Students will be promoted to the next grade level upon satisfactory completion of all requirements of the previous grade level. Special students will be promoted according to an Individualized Educational Plan. Students may be retained within the same grade level upon unsatisfactory completion of all requirements of the current grade level. It is understood that possible retention will be discussed by teachers and parents. A final decision on retention needs to be made by parents, teacher(s) and the Administrator several weeks prior to the end of the fourth quarter.

“PROTECTING GOD’S CHILDREN”

Assumption B.V.M. School and Parish is in compliance with the U.S. Bishop’s Charter for the protection of all children, youth and vulnerable adults. All employees and volunteers complete an intense application process, background check and awareness session. Assumption B.V.M. takes seriously its’ responsibility to assure and insure that our children and youth are in a secure and safe environment. Students in Pre-School through Grade 5 are presented 3 Safe Environment Lessons annually.

REPORT CARDS

Progress Reports are issued at the end of each academic quarter.

Kindergarten children receive a written progress report at the end of the second, third and fourth quarters.

Parent-Teacher-Student Conferences are held at least once during the year.

***END OF YEAR REPORT CARDS WILL NOT BE DISTRIBUTED UNTIL ALL OUTSTANDING FEES AND TUITION ARE PAID, AND ALL LIBRARY MATERIALS ARE RETURNED.**

The Progress Reports will use the following grade system:

GRADES 1 AND 2 PROGRESS REPORTS / ACHIEVEMENT CODES

- G Very Good
- S Satisfactory
- N Needs Improvement

GRADES 3, 4 AND 5 PROGRESS REPORTS / ACHIEVEMENT CODES

- A Outstanding Mastery of Subject Goals
- B Very Good Mastery of Subject Goals
- C Satisfactory Mastery of Subject Goals
- D Experiencing Difficulty in Mastery of Subject Goals
- U Unsatisfactory

In an effort to maintain consistency, Grades 3-5 will follow this grading system:

94-100	A
93	A-
92	B+
86-91	B
85	B-
84	C+
78-83	C
77	C-
76	D+
71-75	D
70	D-
Below 20	U

A grade of Incomplete must be satisfied within two weeks from the end of the previous quarter.

Failure to do so will result in a failing grade.

* Some individual educational programs may differ from student to student. This IEP will be documented in student files.

* If you feel your child has a special educational need, please contact the teacher to set up a meeting time.

We must work together to create individual education programs that allow each child to find success in school.

A student with special educational needs will receive grades according to their Individualized Educational Accommodation Plan goals. This Educational Plan will remain in the school office.

SCHOOL ACTIVITIES

AWARDS PROGRAM

BASKETBALL - BOYS AND GIRLS

CHRISTMAS PROGRAM

KINDERGARTEN PROMOTION

STUDENT COUNCIL

PERIODIC LITURGY SESSIONS

SACRAMENTAL PROGRAMS

SCHOOL PRAYER SERVICES

GIRL SCOUTS

SERVICE PROGRAMS AT ALL GRADE LEVELS

SPRING MUSIC PROGRAM

SHINING STARS PERFORMANCE GROUP

A VARIETY OF EXTRA-CURRICULARS ARE AVAILABLE 2ND SEMESTER

BELLIN RUN TRAINING

SCHOOL SPIRIT

Mascot: Team named Knights and School Colors are: Blue and White

SERVICE

All students of Assumption BVM. School are required to complete age appropriate service projects to be determined by the service director and the classroom teacher. A record of service given is documented in the Service Book and documented on the computer for the school service book.

SERVICE HOUR REQUIREMENTS

Please refer to Page 33 (under Third Source Funding).

SPECIAL SERVICES

Speech

Individualized Educational Accommodation Plans

Testing

STANDARDIZED TESTING

Assumption BVM School, in collaboration with Pulaski Schools, provide Measures of Academic Progress (MAP) testing. Students in grades 3, 4, and 5 are tested in the fall, winter and spring. Results of these tests are used by the school in determining student achievement, setting individual student academic goals. Individual student results are used in parent conferences.

Results of these tests are used by the school in determining student achievement, setting individual student academic goals. Individual student results are used in parent conferences. Specialized testing is available through the district for students with special needs. The ACRE Religion Test is also administered in grade 5.

STUDENT PHONE CALLS

Only extremely important messages may be delivered to a pupil during school hours. Permission to go to a friend's house, go to a game, get a haircut, etc. does not constitute an emergency. Such permission should be given BEFORE the student leaves for school in the morning. Students are to make every effort to remember their school supplies and confirm after school activities before coming to school each day. It is difficult for the office to determine which calls are really necessary.

STUDENT RECORDS

Student Records are kept in the school office. These records include academic, health and attendance information. Parents who wish to view their child's record may do so by giving the School Administrator a 48-hour written notice.

SUSPENSIONS/EXPULSION

(Administrators Code 4030 Attendance; D/B Code 5114 Suspension and/or Expulsion)

There are two general situations which may lead to suspension or expulsion; both must be verified by evidence:

1. When the moral or physical well-being of the student body or staff is endangered.
2. When there is prolonged and open disregard for school authority.

Suspension is of a temporary nature and should be used only until the reason for the suspension is removed. Expulsion is permanent and must be reported to the local Public School District Administrator.

SUPPLIES

See listing in the back of this book

TARDINESS

Students must report to school by 7:45 a.m. or they are considered tardy. Children will not be marked tardy due to a late bus. Students will be considered tardy up to 9:15 a.m. If students arrive after 9:15 a.m., they will be counted absent for the morning. If a student arrives tardy, they are to REPORT TO THE OFFICE FOR A TARDY SLIP. All tardiness is recorded on a child's permanent record.

TEACHER RIGHTS AND RESPONSIBILITIES

Teacher Rights

- To be treated with respect by parents and students
- To be able to teach without disruption from students

Teacher Responsibilities

To communicate classroom expectations/consequences to parents and students

To demonstrate respect and care for students.

To contact parents when students fail to meet expectations.

To adhere to the Discipline Policy

TECHNOLOGY COMMITTEE

Assumption BVM School has a productive technology department whose goal is to continually improve and upgrade the technology at Assumption BVM School.

***THIRD SOURCE FUNDING (FUND-RAISING)**

To help offset the cost of education, parents are asked to participate in Third Source Funding Events. Your participation in the Third Source Funding effort is absolutely necessary for a balanced budget. A family with one child is asked to bring in at least \$400. for the school year, and those with more than one child in school should bring in \$600. All preschool families are required to bring in \$150. for the school year.

In addition, the Board of Total Education requires each family (pre-school-5) to work a minimum of SIX SERVICE HOURS at the Polka Days Foodstand/Carnival or at the Parish Produce Wagon. A \$150 fee per family will be assessed if this requirement is not met. There will be no partial credit given for anything less than 6 hours worked. Only the parents, grandparents or a guardian can work to satisfy this requirement. Other relatives and school aged children can not work to satisfy the six hour requirement.

You may earn your Third Source Funding in the following ways:

1. Purchase SCRIP or magazines. (Credit percents are listed next to each individual scrip choice on the order form).
2. Earn \$8 per hour credit for helping with the following events:
 - *Alumni sponsored events - Booyah Preparation and Sales
 - *Working a booth at home Packer Games
 - *Polka Days (after achieving the initial 6-hours service requirement)
 - *Produce Wagon (after achieving the initial 6-hour service requirement)

Other family members ages 18 or older and grandparents can work these events and receive \$8 credit per hour toward your Third Source Funding Account.

***NOT ALL FUNDRAISERS QUALIFY FOR TIME SERVED**

Please call our school office at 822-5650 if you have questions concerning Scrip or Third Source Funding.

TRANSFER

When transferring to another school, records will be issued upon receipt of a written request from the new school.

POLICY FOR DELINQUENT TUITION AND PAYMENTS FOR ASSUMPTION B.V.M. SCHOOL

The success of the Assumption B.V.M. Grade School relies upon the commitment of families to:

- ◆ Make Catholic education a financial priority
- ◆ Be involved in their student(s) education, and
- ◆ Make their tuition and other payments on a timely basis

The school relies upon the tuition and other payment(s) for a substantial portion of the budget to operate an excellent spiritual and educational program. Therefore, when tuition and payments become delinquent, it is a serious matter.

If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and payments commitment, it is the responsibility of the family to contact the administration as soon as possible. Typically, this occurs when there is a family emergency such as illness or unemployment. For the purpose of this policy, payments shall include, but is not limited to Extended Care Fees, Preschool Fees and Lunch Fees.

When payments are not made in the manner described by the parent/guardian's tuition contract, the following steps will take place:

- ◆ When an account becomes 5 calendar days past due under the arrangements established by the tuition contract, the family should receive verbal or written notification that their account is past due. It is the responsibility of the family to contact the administration within 2 business days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.
- ◆ *FOR PRESCHOOL ONLY* - when an account becomes past due and there have not been arrangements made with the administration, students will not be permitted to attend the current Preschool year, or to pre-register for the following year until the balance is paid in full.
- ◆ Assumption B.V.M. Catholic School reserves the right to withhold report cards whose parents have an outstanding debt and have made no effort to reconcile the account.
- ◆ In connection with tuition & payment commitment delinquencies, Assumption B.V.M. Catholic School Board of Education may pursue legal action against parents/guardians for failure to honor their tuition & payment commitment. Such legal action may include but are not limited to promissory notes, collection agents, and/or small claim court. Such remedies will only be sought in an amount equal to the fair market value of the educational goods and services provided, as established annually by the Board of Education or the parent/guardian's unpaid tuition & payment commitment, whichever is less. The administration shall implement all alternative arrangements for payment of delinquent tuition & payment commitments in accordance with the provisions of this paragraph. If a parent/guardian refuses to act in good faith, the administration may refuse to accept the children as students in the system

11/2007

TUITION

The tuition for 2011-2012

- Grades K-5 \$1,800. (Assumption Parishioners)
- Grades K-5 \$2,400 (Non-registered Assumption Parishioner)
- All Day Pre-School \$3,990 (includes lunch and snack)
- Three Year Old Pre-School \$750 (includes snack)
- Four/Five Year Old Pre-School \$1,250 (includes snack)

For grades Pre-School through fifth, the tuition rate includes the \$50 registration fee, instructional materials. The \$50.00 registration fee paid for pre-school through grade five will be deducted from the tuition fee and is non-refundable if your child leaves the program. **AT THE END OF THE SCHOOL YEAR, TUITION MUST BE PAID IN FULL BEFORE STUDENTS CAN RECEIVE THEIR REPORT CARDS.**

Grades K-5 - the tuition is inclusive of miscellaneous fees such as field trips and assignment notebooks.

VIDEOS/MOVIES

Videos or movies may be used in the classrooms to enhance instruction. All movies will have a G rating or parents will be issued a permission slip if an occasional PG movie is considered.

VISITORS

For the safety of the children, all visitors must report to the school office upon arrival and sign in, and receive a visitor's badge. Thank you for helping us protect our students and staff. When parents visit with younger siblings, it is the parent responsibility to watch them and keep them safe.

VOLUNTEERS

We welcome volunteers to participate in a wide variety of school functions. Please call the school office at 822-5650 if you are interested in becoming a volunteer. Everyone who volunteers is required to have completed the "Protecting God's Children" process before volunteering.

WALKING HOME

1. If the children are to walk home they should not stop in the office to chat. They need to go directly home.
2. Children are walked to the corner by a school staff member. Crossing guards will escort children through the intersection.
3. When waiting for a parent, the children are to wait inside of the front doors-not outside or running up and down the halls.
4. Students must not hold the doors open....there is a real danger of catching fingers with those heavy doors.
5. Children are not to run outside through all of the cars that are picking up others. Very dangerous!
6. All materials must be in book bags.
7. All students staying late to take piano or guitar must wait in the area where their lesson will take place.

HANDBOOK VERIFICATION FORM

We have read and agree to be governed by this handbook.

Student signature(s) _____

Parent/Guardian Signature(s)

Date _____

School/Principal's Right to Amend Handbook

Return this page by the second week of September.

**This Handbook can be found at www.abvm.org/school
Click on the "Parent Handbook" link.

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