

2017–2018 Parent/Student Handbook

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Accredited by
Western Catholic Education Association
Curriculum approved by the State of Washington



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ADMINISTRATION RIGHT TO AMEND

The principal reserves the right to amend these handbook policies, guidelines, and procedures at any time. Any changes shall be communicated to the entire school community.

ARCHDIOCESE OF SEATTLE AND ASSUMPTION CATHOLIC SCHOOL POLICIES

A notebook of all Archdiocese of Seattle and Assumption Catholic School Commission policies are available by request in the main office.

Mission

Assumption Catholic School, a ministry of the Church of the Assumption, provides excellent Catholic education to students of Whatcom County. A rigorous curriculum is the foundation that nurtures the whole student in body, mind, and spirit. All students are expected to reach their potential, to develop a strong faith in God, and to go forth and make a lasting difference in the world.

Statement of Educational Philosophy

Parents are the primary educators of their children. Assumption Catholic School staff work in partnership with parents to provide a caring atmosphere that inspires students to reach their full potential and prepares them for lives of service and respect.

Teachers, along with the entire school community, foster personal and social development within a secure environment that promotes self-discipline, caring, and personal responsibility. Based on Catholic values, teachers and parents must work together to offer learning that will develop the skills necessary to make good decisions regarding a relationship with God, a respect for life, a fostering of diversity, life-long health, and a sense of well-being.

School-Wide Learning Expectations (SLEs)

A graduate of Assumption Catholic School is:

An active, faith-filled person who:

- prays formally and spontaneously.
- exhibits basic knowledge of the teachings of the Catholic Church.
- participates reverently in the sacramental life of the Church.
- demonstrates compassion through service and is responsive to social justice.

An engaged, active life-long learner who:

- understands, integrates, and applies knowledge in all basic academic areas.
- reads, researches, problem solves, and thinks critically.
- balances spiritual, intellectual, and physical growth as an independent, self-motivated learner.
- works collaboratively.
- sets and works toward personal goals.

An effective communicator who:

- expresses self-confidence and awareness.
- actively listens.
- articulates ideas in written and oral forms.
- resolves conflicts through communication.
- expresses the self through the arts and technology.

A person of integrity who consistently:

- accepts responsibility for personal behavior.
- makes moral choices that preserve the sacredness of the human person and support the common good.

- demonstrates high social and ethical standards.
- approaches conflict and challenging situations with the courage to speak confidently.

An active global citizen who:

- practices stewardship for all of God's creation.
- respects all races, cultures, faith traditions, and individuals.
- works socially, environmentally, and politically for the common good.

Who We Are and What We Do

Faculty and Staff

Dan Anderson	Principal	danderson@school.assumption.org
Phoebe Vanderboom	Office Manager	pvanderboom@school.assumption.org
Angie King	Finance & Records	aking@school.assumption.org
Michelle Schulte	Preschool	mschulte@school.assumption.org
Lorri Beshara	Preschool	lbeshara@school.assumption.org
Anna Whelan	Kindergarten	awhelan@school.assumption.org
Paige McClurg	First Grade	pmclurg@school.assumption.org
Shelly Kushner	Second Grade	skushner@school.assumption.org
Paula Martin-Zender	Third Grade	paulamz@school.assumption.org
Kerry Thomas	Fourth Grade	kthomas@school.assumption.org
Lisa Blas	Fifth Grade	lblas@school.assumption.org
Marc Costanza	Sixth Grade	mcostanza@school.assumption.org
Su Elliott	Seventh Grade	selliott@school.assumption.org
Betsy Gottschalk	Eighth Grade	bgottschalk@school.assumption.org
Jill VonFeldt	Middle School Math	vonfeldt@school.assumption.org
Nancy Lawrence	Reading Resource	nlawrence@school.assumption.org
Regina Campbell	Health & Fitness	rcampbel@school.assumption.org
Henna Reese	Music	hreeese@school.assumption.org
Marie Wenger	Music	mwenger@school.assumption.org
Sarah Joslin	Spanish	sjoslin@school.assumption.org
Bev Williams	EDP Director	edp@school.assumption.org

School Commission

The School Commission serves the pastor and principal as a consultative body. It is composed of parents and community members, with a membership of 12–14 individuals. The primary focus of the School Commission is to ensure that the Strategic Action Plan is being reviewed and monitored and to work with the pastor and principal in areas such as marketing, finance, communication, and school policy. The School Commission is not an evaluative body and is not responsible for hiring of school personnel. However, in an advisory capacity, the Commission plays a vital role in the operations and long-range planning of the school.

Members of the School Commission: Chair—Lynette Machinski; Maria Rodriguez, Rob Viggers, Eric Wenzel, Nathan Twining, Jason Strayer, Luis Herrera, Joseph Correa, Aimee Bachmeier, Duane Dales, Gary Blas, Father Scott Connolly, Principal Dan Anderson

Parent/Teacher Club

Every parent and guardian of a child at Assumption Catholic School is a member of the Parent/Teacher Club (PTC). Its purpose is to be the “fund” and “fun” raising arms of the School Commission. The PTC prompts open communication between parents and staff; promotes goodwill and cooperation between parents; and communicates with the School Commission and parishes of Whatcom County. The PTC also fosters the political action of parents as advocates regarding national, state, and local legislation affecting the operation of the school and learning of the students. Meetings are held bi-monthly on the second Wednesday at 7 p.m. in the school library. Major fundraisers of the PTC include the Scrip program, Spaghetti Feed in September, Growing Great Kids Auction in March, and Fun Run in May.

Members of the PTC Executive Board: **Chair**—Sonia Hayes; **Vice Chair**—Dayna Dennis; **Treasurers**—Kelly Miller and Brandy Arevalo; **Secretary**—Rob Jacobs; **Volunteer Coordinator**—Matt Bense; **School Commission Liaison**—Lynette Machinski; **Staff Liaison**—Paige McClurg

School Foundation

The School Foundation was started in September 2004 by a group of former parents and community members who wanted to ensure the financial viability of the school into the distant future through perpetual endowment funds that would grow over time. A governing board manages the series of funds with a goal to build a substantial principle fund of \$1,000,000 from which a distribution of interest will be returned to the school each year. The School Foundation’s annual appeal to build this principle is called “Support for a Century” and is usually launched in the beginning of December. All current school families are expected to give a \$100 minimum donation to the “Support for a Century” annual appeal. Note: *A portion of the money raised in the annual appeal will support the current school year’s expenses, but a large portion is invested in the School Foundation for perpetuity.* The School Foundation Board meets quarterly, and a finance report is given with updates on all of the Foundation’s investments.

Members of the School Foundation Board: **Chair**—Monisha Brandt; Kelly Jeffrey, Pat Mallahan, Jim Schoenecker, Nathan Twining, Angelica Hernandez, Father Scott Connolly, Principal Dan Anderson

The School's Commitment to Its Families

School Hours

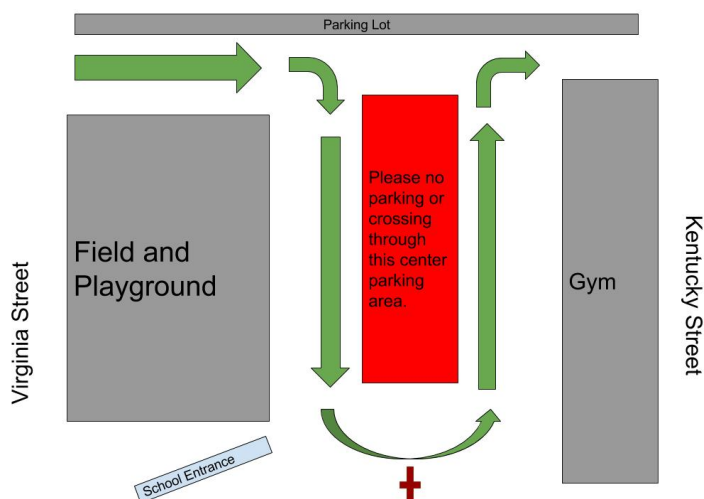
- 7:40 a.m. Students can be dropped off in the traffic loop (supervision provided).
- 7:50 a.m. Office opens.
- 8:00 a.m. First bell rings and students go to classrooms.
- 8:10 a.m. Second bell rings. Student is tardy if not in the classroom.
- 9:45 a.m. Morning recess for K-5th grades.
- 11:30 a.m. Lunch recess for 5th-8th grades; K-4th is having lunch.
- 11:55 a.m. Lunch recess for K-4th grades; 5th-8th is having lunch.
- 12:25 p.m. Classes resume.
- 3:00 p.m. Dismissal; traffic loop opens at 3:05 p.m.
- 4:00 p.m. Office closed.

Academic School Year

The school operates within 180 school days from late August to mid-June and is divided into two academic semesters. Classes meet for seven 45-minute blocks each school day except Fridays, when students attend daily Mass from 10:30 to 11:30 a.m., and on early release days, when they are dismissed at 11:45 a.m.

Dismissal and Traffic Loop Expectations

Students meet their teachers in the morning near the large cross at the traffic loop unless it is raining or inclement weather. On rainy days, students may wait under the awning by the gym; they may be allowed into the gym on extremely cold days. In the afternoon, please pull through the traffic loop to your child's section (marked by alphabetical signs). If he or she is not there by the time you pull through, please exit the loop and come around again to keep the flow going. Please refrain from talking with teachers or other parents while pulling through, and avoid using your cell phone while driving through the loop. Keep to 5 m.p.h. and stay safe! Thank you.



Communication

Website

The school's website (<http://school.assumption.org/>) will provide you with most of the necessary information including calendars, registration information, and fundraising and volunteer opportunities.

Email/Voicemail

Email is the primary form of communication from teachers and the office to school families. It is important that we have your most current email address on file. The staff checks their **email accounts** twice per day, but for less urgent messages please allow 24 hours for the teacher to respond. Email addresses for all teachers and staff can be found on the school's website. All teachers and many staff members are able to receive **voicemail** on their school extensions.

Wednesday Parent Envelope

The Wednesday Parent Envelope will be sent home with the youngest child (K-8) of each family each Wednesday and should be returned the following day with any forms and permissions that need to be submitted. The digital Wednesday Envelope is emailed with all digital content and the principal's newsletter.

Online Calendar

The most current calendar can be found in the right margin of the school's webpage. Please check frequently as the calendar may change.

Printed Calendar

Parents will receive a school year calendar with all of the important dates in the summer before the school year begins. They will also receive a monthly calendar on the first Wednesday of each month. Please remember that these dates may change.

Curriculum

The curriculum of Assumption Catholic School provides learning experiences in a sequential plan that challenges students to master specific skills and accomplish defined goals. As a Catholic school we teach in an environment of faith, centered in the person of Jesus Christ, Catholic Social Teaching, and religious values. The curriculum itself is written in Essential Learnings for each academic learning area. This is an ongoing process, and the teacher keeps the curriculum notebooks.

Curriculum Night is scheduled for the third week of school as an evening for parents to meet with teachers about their curriculum, management plans, and expectations.

Reporting

Assumption Catholic School staff believes that home and school have a joint responsibility for a child's development. Parents and teachers can give the student a better chance to succeed throughout their school years through a mutual exchange of ideas, information, and concern. This reporting occurs through weekly classroom newsletters, email, Classroom Progress Reports, parent/teacher conferences, and written report cards are issued each semester.

Once a year, in November, formal parent/teacher conferences are held for the parents of all students. Optional conferences requested by either parents or teachers are held throughout the year. The principal will be available to attend such conferences as needed.

Report cards are issued at the end of each semester. Parents are encouraged to discuss these reports with their children and to work cooperatively with teachers in their efforts to help students to develop their potential.

A standardized test (Measure of Academic Progress—MAP) will be administered semi-annually to grades 2–8 in the areas of math, reading, and science. Teachers will use the results of this assessment to conference with each student and set year-end goals for them in these curricular areas. End-of-course placement tests for Algebra I and Geometry will be given to middle school students within the last three weeks of school.

Counseling Services

A limited amount of counseling services are available for students who need them. And even though these services are provided through a contractual arrangement with a licensed counselor, it is still expected that the counselor will be a student advocate, family and teacher consultant, and co-educator. If students have individual counseling needs, they will be referred to an appropriate, licensed provider. Parent permission is required for a student to work with the counselor.

Library Services

The library is available for students to check out books. All students in the primary classes have library once per week as a class. The Scholastic Book Fair in November raises money for the school to purge our old titles and bring in new ones.

Co-Curricular Activities

The purpose of the Co-Curricular Activity Program at Assumption Catholic School is to promote the physical, mental, aesthetic, social, emotional, and moral well-being of the students through participation and competition. It is the responsibility of the Activities Director to work with each coach or chairperson to assure that this purpose is met. Co-curricular activities include athletics and clubs such as basketball, volleyball, track and field, wrestling, cross-country, chess, robotics, drama, and Math Olympiad.

Participation

In order to participate in the co-curricular activities program, all middle school students must have a C- or better in every class and no Behavior Reports or Classroom Progress Reports. Parents of students who do not meet these standards each week will be given notification. This notification will come home on Fridays with the student who may not participate (6th grade students have a week of grace). The student's exclusion from participation is for the following week in order that the grades and behavior can be brought up to expectations. Note: *Younger students in grades K–5 may also be excluded from activities if they received a Behavior Report for that day, depending on the degree of the infraction.*

Guidelines

1. Students are to remain at their regular pick-up sign until the final bell has rung. Students may then come back into the school or continue to the gym for their co-curricular activity as directed by their coach.

2. Students on the premises are to remain inside the building unless under adult supervision.
3. No student should be on the playground during or after the co-curricular activity.
4. Cell phones, smart watches, and tablets should not be used during co-curricular activities unless directed by the teacher as a need for the activity.
5. Supervisors should wait with students until a known responsible party arrives to receive the students.
6. Criteria are handed out at the initial activity meeting to all participants, signed by parents and students, and returned.

Extended Day Program (EDP)

Any student in grades K–8 may attend the Extended Day Program offered by the school for after-school care if the parent has registered for the program, paid the \$60 registration fee prior to the day of attendance, and been accepted into the program. The program begins at 3:00 p.m. and ends at 6:00 p.m. It is under the direction of the Director of the Extended Day Program and the principal. All guidelines and requirements set forth in the EDP handbook must be followed to assure continued student attendance. There is no Extended Day Program on holidays or “no school” days, and EDP may also not be available on some Early Release Days before holidays like Thanksgiving, Christmas break, or the last day of school. Please check the calendar for EDP closures.

Your Family's Commitment to the School

Tuition and Fees

Payment Plan

Registration begins with a \$350 fee per child; however, a discounted registration rate applies for families who register by the March 15th or June 1st deadlines.

Families have two ways to pay tuition. They can choose to pay the full amount by July 1st and receive a one-time \$100 discount, or they can be billed monthly on the 1st of the month beginning in July and submit payment by check before the 10th of that same month. There is a credit card payment option online or in the school office for those who choose, but a service charge of up to 3% may apply. *If a student withdraws after December 31st for anything other than job relocation, the family may be required to pay the balance of their tuition through June.*

Subsidized Tuition

Families registered at Assumption, Sacred Heart, St. Joseph Lynden, or any of the other Northwest Corner Catholic Community parishes and who (1) have completed an annual a Stewardship of Treasure form and (2) regularly attend Mass shall receive a subsidized tuition rate. Stewardship of Treasure pledge cards should be filled out every November. Membership in the parish and Stewardship of Treasure cards are verified by the pastor.

Renewal of Registration

Families whose children are currently enrolled at Assumption Catholic School are given priority for enrollment for the next school year. Parents will be asked to complete a tuition contract, to make corrections to contact and emergency information, and to pay the non-refundable registration fees for their children at the designated time each year. All current year tuition must be paid by June 30th in order to retain enrollment.

Tuition Assistance

Money is allocated to assist families with tuition through the school's Tuition Assistance Program. Sources of these funds are Fulcrum Foundation tuition assistance grants, individual donations made specifically for this purpose, and the school budget. To qualify, a family must demonstrate financial need by filling out the online application through FACTS tuition management at www.factsonline.com. Over \$100,000 is given in tuition assistance to 35–40 families each year.

Tuition Delinquencies

In the event a family's account is delinquent by two months, the family shall receive a letter accompanying their monthly statement. This letter will:

- notify the family of the delinquency
- include the amount of delinquency
- contain a summary of the tuition agreement
- request that the family contact administration within 15 days of receipt of the letter in order to agree upon a method for eliminating the delinquency

If the family does not respond within 15 days, a second letter will be sent. In addition to the information contained in the first letter it shall also include a statement of possible consequences for continued non-payment.

If a delinquent tuition situation has not been resolved by the end of the trimester in which it first becomes known, the students supported by the tuition may not be allowed to attend school until an agreement is reached between administration and the family.

Volunteer Hours

Tuition remains affordable because of the amount of time our families commit to the school in the form of volunteer and fundraising hours. Each family is required to give 40 volunteer hours (20 hours for a single-parent family) to the school per school year and 5 hours to the church if they are registered Catholics and receive subsidized in-parish tuition. Half of the volunteer hours should be met by contributing to fundraising activities such as the Spaghetti Dinner, Holy Hoops, and Growing Great Kids Auction. The other half can be fulfilled by helping with field trips, volunteering in the classroom, and supporting office tasks. The website contains a volunteer page with sign-ups for various opportunities. Parents may also fulfill volunteer hours by serving on the School Commission or PTC Executive Board. After May 15th any unfulfilled hours will be billed at a rate of \$20 per unfulfilled hour on the family's June 1st statement. To track your hours, a form may be found on the school's website and submitted by email or in person to the school office.

Volunteer Guidelines

These are provided in a separate handbook. Please read and sign the signature page and return it to the school office. Thank you.

Confidentiality

During or after involvement with the school, volunteers shall not disclose, without proper authorization, any confidential information that has come to their attention as a result of their involvement in the classroom, on a field trip, or in any capacity within the school. This includes, but is not limited to, student conduct, student academic progress or status, private family affairs, teacher or staff information, or any other information deemed confidential. Volunteers and employees who handle confidential information are responsible for its security and must not discuss it with anyone other than their supervisor, principal, or pastor except as provided for by law.

Scrip

The Scrip program through the Parent/Teacher Club raises almost \$40,000 for the school each year in "free money" through dividends paid to the school from thousands of local and national businesses. Each family is responsible for returning \$200 (\$100 for single-parent families) in dividends to the school through purchasing Scrip. For example, if a family purchases \$100 in Fred Meyer Scrip, 4% (\$4) is given to the school and that \$4 counts towards the family's \$200 commitment. Scrip can be purchased at the Scrip office before and after school on designated days. Additionally, any time a parent volunteers selling Scrip counts toward the family's volunteer fundraising hours.

Assumption also participates in an online Scrip program that sells electronic Scrip for thousands of businesses. To purchase Scrip online begin with www.shopwithscrip.com:

- Go to the website and register.

- Join group and input our enrollment code: BEA4L5E11126
- Fill out information as required.
- Set up with Presto Pay or pay by check to the school.

To set up a Presto Pay account:

1. Login to www.shopwithscrip.com and go to your dashboard. Select “Presto Pay.”
2. Accept terms and enter your information as required.
3. After two days’ wait, verify Presto Pay account by logging in again through www.shopwithscrip.com.

“Support for a Century” Annual Appeal

The “Support for a Century” Annual Appeal is Assumption’s way of securing our future through our School Foundation and its endowment. An endowment is a fund or group of funds that builds in principle (the corpus or body of initial investment) because that corpus never gets spent. Only the interest on that money is returned to the school to help provide for tuition assistance. We ask each current family to make a \$100 minimum donation to the “Support for a Century” Annual Appeal in order to support our school’s future.

Parent Concerns

Constructive criticism of the school is welcomed and appreciated. You will be given the opportunity in the Parent Satisfaction Survey and at Principal’s Coffees throughout the year to share your concerns and feedback. The school administration trusts in its employees and desires to support them in a manner that allows them to maximize their focus on the education of students. At the same time, it is important that parents and teachers work together to address their collective concerns. Therefore, in the event that parents have a concern related to the classroom, they should first share that concern with the classroom teacher. If, after a reasonable effort, a resolution cannot be achieved the matter may be referred to the principal.

The principal, working with the parent and appropriate staff, will attempt to resolve the concern. In the event that the matter cannot be satisfactorily resolved at the school level, it would be forwarded to the pastor, who would work with the parent, principal, and, if appropriate, the School Commission to resolve the concern. After these steps have been followed, a parent may choose to refer the matter to the Archdiocesan Office of Catholic Schools in Seattle.

Copy of Admissions Agreements

(For your records- A signed copy of this form was submitted with the registration packet.)

FINANCIAL AGREEMENTS - Kindergarten through 8th Grade Families

Initial

___ I understand that I am a partner with Assumption Catholic School in the education of my child/ren and will be loyal to this commitment.

___ Registration Fee is non-refundable and must accompany the completed application for processing.

___ I understand that tuition begins July 1, 2017.. The first three months' (July, August & September) tuition is non-refundable.

___ I understand that any family that chooses to leave the school for any reason other than job relocation after December 31, 2017, may be required to pay the balance of their tuition through June.

___ I agree to pay the tuition and fees associated with enrollment at Assumption Catholic School. (*See current tuition schedule.*)

___ I understand that tuition payments are due by the 10th of each month.

___ I understand that at the discretion of the principal, my child(ren) may be asked to leave the school if tuition is more than 30 days in arrears.

___ I understand that I will be charged \$35.00 for each check returned due to insufficient funds.

FUNDRAISING AGREEMENTS - Kindergarten through 8th Grade Families

Initial

___ I agree to purchase Scrip to yield a minimum of \$200 profit to the school (\$100 profit for single parent household) or by making a minimum buy-out of \$350 (\$200 single parent household) by May 31, 2018.

___ I agree to support the Parent Teacher Club's "Growing Great Kids Auction" with a cash donation, sponsorship, or procured item.
(\$200 minimum value.)

___ I agree to support the school's "Support for a Century" campaign by making a minimum of \$100 donation and/or soliciting a donation of a minimum of \$100 from non-school community members.

VOLUNTEER HOUR AGREEMENTS - Kindergarten through 8th Grade Families

In an effort to secure a quality education at an affordable cost, and recognizing the value of parental involvement in all aspects of school life and church life, I agree to complete the required eligible commitment hours: *Volunteer hours are charged at a rate of \$20 per hour for unmet hours.*

Initial

___ I agree to serve at least 50% of my volunteer hours in validated fundraising activities.

___ I understand that unfulfilled volunteer hours will be charged at the rate of \$20.00 per hour.

___ I agree to serve the balance of my volunteer hours in validated school or classroom activities.

___ As a registered Catholic, I agree to give **5 hours** of service per year to the Church of the Assumption, Sacred Heart Catholic Church, a Northwest Corner Catholic Community Church, St. Peter's in Deming or St. Joseph's in Lynden.

I have read the above and understand that registration for subsequent years, report cards, diplomas, and the school may withhold school records until tuition, fees, fines, and volunteer and fundraising commitments are satisfied in full.

Assumption Catholic School is a ministry of Assumption Catholic Church, Sacred Heart Catholic Church, and the NW Corner Catholic Community to the families, churches and communities of Whatcom County.

Your Child's Commitment to the School

It is the student's responsibility to fully and positively participate in the educational program of the school; to help maintain a safe and secure learning environment; and to allow other students their right to a quality education.

Attendance Procedures, Absences, and Make-Up Work

Please call the school office at 733-6133 by 8:30 a.m. if your child will be absent that day, and send an email to the child's teacher. The office staff will log the absence in our school information system. If the child has been absent for more than three days, the school requires that a written note be hand-delivered or scanned and emailed to the school office upon the student's return. It should include the name of the child, nature of the illness or other reason for the child's absence or tardiness, the dates the child was absent or tardy, and the parent's signature. No student may participate in a co-curricular, after-school activity on a day of absence.

Extended Absences

Students are expected to attend school every day unless ill. If, however, parents decide to remove their child for an extended period, they should notify the school as soon as possible. If a family knows they will be gone for an extended period of time, the teachers won't typically provide work before the absence since they don't know what will be fully covered in that time. All work will be provided when the student returns. It is expected that upon returning the student will make up all missed work in a manner and time to be determined by the teacher(s).

Make-Up Assignments

If a student is absent, he or she should request make-up work upon returning to school. The timeline for submission of make-up work will be determined by the student's teacher(s), but students typically have one full day for each of day missed to make up their work.

Tardiness

It is the student's responsibility to arrive on time. The first bell rings at 8 a.m., and students should be in the classroom and ready to work by 8:10 a.m. Tardies are issued for students arriving in the classroom after the second bell at 8:10 a.m. **Excused** tardies are medical appointments, dental appointments, or unavoidable emergencies (school's discretion). **Unexcused** tardies are a consistent interruption in instructional minutes and can negatively impact a student's understanding of the coursework. Therefore, after three unexcused tardies in a semester, a student may receive a Behavior Report form and be expected to make up those instructional minutes before or after school with the teacher or principal in detention. If the student has more than six tardies in a semester, a conference may be held with the family to create a plan for improvement to include regular after-school study hall sessions.

Homework Expectations

By reinforcing, enriching, and building upon what is learned at school, homework can challenge students to use their new skills creatively and constructively.

Homework will be assigned on a regular basis according to the age, maturity, and needs of the students.

The following is the average amount of time to be spent on homework Monday through Thursday. Remember this is an *average*; some nights in the week may have more homework and others less.

Kindergarten	10–15 minutes
Grades 1–2	20–30 minutes
Grade 3	30–45 minutes
Grades 4–5	30–60 minutes
Grades 6–8	60–90 minutes

Homework is expected to be turned in on time and should be done independently. Each classroom teacher sets his or her policy for late homework.

Playground Expectations

The following procedures are intended to promote a positive school climate in which students can interact in a safe and responsible manner. Playground rules are posted in the classrooms. If a student violates a playground rule, playground supervisors and/or angels may use a Playground Behavior Report.

The community of Assumption Catholic School expects that...

- Students should remain outside the school building during recess, unless given special permission and supervised by a teacher.
- Balls and equipment will be used on the playground and not against the buildings.
- When the bell rings, play will stop, students will walk to line up, and equipment will be carried safely into the building.
- Students will respect the space of others and play safely without aggressively grabbing, wrestling, or climbing on one another.
- Students will play in designated areas. The staff parking lot, Pastoral Center, front of the school, and all areas beyond the sidewalk leading to the gym are not designated play areas.

Lunches and Snacks

Students need to bring a lunch every day except for early dismissal days. Please send lunch to school **with the student** in a lunch box or bag marked with student's name. Hot lunch is provided once per month, and pizza lunches are scheduled monthly as well. View the school calendar to see what days these will be.

Most teachers allow time for snacks throughout the day. Please send snacks that are healthy and nutritious. Snacks with protein are the best for learning. To manage the safety of students we have with life-threatening allergies, ***please avoid sending lunches or snacks with peanuts or tree nuts***. However, we are not a peanut-free school; it is the responsibility of the parent to meet with the teacher to set up a working plan for his/her child with food allergies.

Lunch and Milk Account (Formerly "Milk Ticket")

Hot lunch is offered once per month, and parents are invited to have lunch with their children on this day. Pizza lunch is also offered once per month. Parents who will want to purchase milk, hot lunch, and pizza for their children throughout the year should deposit a recommended \$150 into a "lunch and milk account" at the beginning of the school year. This should cover the costs for the year and minimize the number of times parents will have to pay. If your account falls short at the end of the year, you may receive an outstanding balance on your final statement to make up the difference; you will see a credit if not all of it has been used.

Birthdays and Parties

If you plan to bring a treat to class for your child to share on a birthday, please contact the teacher ahead of time. You are encouraged to bring birthday snacks that are nutritious and limit the amount of sugar. In consideration of those with allergies, please avoid tree nuts and peanut butter. If your child will be handing out birthday invitations at school, please make sure that every student in the class is invited.

Technology and Acceptable Use Policy

Computers with Internet access are available to all students at Assumption Catholic School who agree to act in a responsible and considerate manner. In accordance with our goal of using technology to promote educational excellence, the use of the network and exploration of the Internet is for school use only.

While access to the Internet is an invaluable service enabling students to explore worldwide information sites, some material on the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Assumption Catholic School has taken precautions to restrict access to such items by installing St. Bernard's software iPrism, a dedicated Internet filtering appliance that monitors and reports on inappropriate Internet access. In addition, younger students are directed to bookmarked sites previously selected and previewed by the teachers. The teachers will guide and supervise their students in appropriate usage, and expect parent and guardians also to set and convey the standards that their children should follow. Students are responsible for good behavior on school computer networks, just as they are in the classroom, school hallways, and bathrooms. ***Personal responsibility is the key to the success of this program.***

All families enrolled in Assumption Catholic School are required to sign the Acceptable Use Consent Form at <https://goo.gl/km1lle>.

For Kindergarten through 4th grade (school-owned devices) and all students using the computer labs, the following are not permitted:

1. Damaging computers, computer systems, or networks.
2. Attempting any unauthorized access to any computer system.
3. Harassing, insulting, or attacking others.
4. Using inappropriate language, pictures, or gestures in any form on the Internet.
5. Downloading unacceptable materials.
6. Re-posting personal communication without the author's prior consent.
7. Plagiarism—representing another's language, ideas, or thoughts as one's original work.
8. Violating copyright laws.
9. Trespassing in another's folders, works, or files—including school, faculty, and students. This violates another's rights to privacy/confidentiality.
10. Changing or attempting to alter any configuration, program, password on any computer system.
11. Downloading, installing, or storing software on a school computer without the approval of appropriate school personnel.
12. Playing games without the specific approval of their teacher.
13. Using the Internet for entertainment, wasting time and limited resources.
14. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity, or political purposes.
15. Using the Internet for unauthorized purchases.

For 5th through 8th grade (family-owned devices):

Parents and students must read through and digitally sign the following before students bring family-owned devices to school.

Parent Permission and Device-Use Guidelines at Assumption—<https://goo.gl/BFtTcd>

This includes:

- Three Guiding Principles for Device Use at Assumption
- Acceptable Use Consent Form/Policy—<https://goo.gl/km1lle>
- Assumption Student Responsibilities (Physical and Digital)—<https://goo.gl/BMuyvh>
- Family Media Agreement—<https://goo.gl/XaL570>
- Statements on *Parental Restrictions, Device use outside of class, and Importance of bringing the device to school each day*

Should any violation of the above occur, school disciplinary action would be taken. Access privileges may be revoked or terminated (depending on the seriousness of the offense). Legal action and/or financial restitution may be involved at the discretion of the principal.

Mass and Prayer

At Assumption Catholic School, prayer is integrated into the whole educational experience, and all students, regardless of their religious background, participate. During the school year, students plan Eucharistic celebrations. Some of these occasions may be Holy Days of Obligation, and these celebrations will be with our parish family. Parents are always encouraged to join us in these celebrations.

Student Guidelines

Assumption Catholic School students are asked to:

1. Learn the responsorial psalm, the words to the songs, and the parts of the Mass that require a verbal response with their class before the celebration of liturgy.
2. Reflect before Mass on the theme of the liturgy, and ask Christ's guidance in attending Mass with God as the focus.
3. Proceed to Mass with the class in a reverent manner ready for the liturgy. Bless yourself and enter the church quietly with hands folded; bow to the altar before entering pew.
4. Sing, give responses, listen, or pray as directed during the liturgy.
5. Fold hands when coming up to receive the Eucharist or a blessing, bow, and then say "Amen" out loud before receiving the Eucharist or a blessing.
6. Sit in quiet prayer of thanksgiving or sing the song being led after the Eucharist has been received.
7. Bow and bless themselves when leaving Mass before proceeding down the aisle.

School Procedures

Health and Safety

First Aid/CPR

All teachers are trained in CPR and First Aid. Their certification is valid for two years, and the school offers renewal courses at the beginning of the school year for all teachers and staff.

Specific Health Needs

If your child has a special health problem or need (e.g., allergies, difficulty hearing, vision impairment) please notify the child's teacher and the school office before school begins. Use the form in the Summer Packet to let the teacher and school office know of this specific health need. This information will help us better serve your child and should be listed on his/her Emergency Information Form.

Lice Policy

When a case of lice has been reported and checked by the administrative assistant, that student is sent home with instructions for treatment. Every student in that class takes home a letter noting detection of one case, what to look for, and instructions for treatment. When there is evidence of an outbreak (i.e., three students with no close contact except school) a "no nit" policy may be instituted by the administrative assistant in consultation with the school principal.

Immunizations

Washington State Law requires that all children have an immunization form on file in the school office in order to attend school in Washington State.

Physical Examination

Students entering kindergarten and 6th grade are requested to furnish a physical exam. Assumption Catholic School recommends sports physicals every year for those students who participate in co-curricular sports. Sports physicals are required every 24 months by the Whatcom County League for sports participation. These forms are available in the school office, and most physicians have Bellingham Public School forms in their office.

Serious Illness or Injury

All accidents that are reported to the office will be treated by school personnel. Serious accidents or illnesses will always be brought to a parent's attention by school personnel, who will request your assistance in obtaining further treatment for the child. Children will not be sent home unless an adult is available to care for them. When picking up a sick child, parents should sign them out in the school office.

Vision/Hearing Screening

All children will receive vision and hearing screening in the fall. If there are observable problems, parents will be contacted by the school office personnel.

AIDS Policy

The school adheres to the AIDS Policy set forth by the Archdiocese of Seattle. A copy is on file in the school office.

Parental Custody

If parents do not share custody of a child, it is expected that the custodial parent will submit to the school an official, updated copy of the court-ordered parenting plan. In the event the non-custodial parent requests to volunteer in the school, the principal may, depending upon the terms and conditions of the parenting plan, accept the request, refuse it, or refer it to the custodial parent for resolution. Regarding any issue involving parental custody, Archdiocesan Catholic School Department policies are followed.

Deliveries

On occasion a parent may need to leave an item that a child has forgotten or needs to have transported to school. Please mark the item with your child's name and grade and leave it at the school office. It will be delivered to your child.

Emergency Planning and Operations

Emergency Information

Emergency forms will be sent home in the Summer Packet. We ask that you return these as soon as possible. Throughout the year, the office should be notified immediately of any change in the family's address or telephone number, email, or any change in the emergency numbers on file. In case of illness or emergency it is extremely important that the school be able to contact the parent or a named relative or friend. The emergency forms also contain a section in which parents give their doctor or hospital service the authority to treat a child if the parent cannot be reached.

Emergency Alert System

In the event of a school closure or emergency, the school will contact you by email, phone, and/or text message with all of the necessary information through our *Alert Solutions* protocol in Power School. Please make sure that you have provided this important information and update regularly the way that you would like for these alerts to come to you by filling out the updated form in the summer packet.

Crisis Management Plan

The school has outlined a Crisis Management Plan in the event of an emergency or natural disaster. All of the teachers and staff at Assumption Catholic School are CPR and First Aid trained. All students should comply with the direction of the teachers and administration in carrying out the procedures for the school's Crisis Management Plan. It is imperative that students follow all of the rules for drills and practices in order to be adequately prepared for a crisis should it arrive. Drills throughout the year will be for fire emergencies and lock downs. In case of a true emergency, children will not be allowed to use cell phones in order to preserve standard communication from the school, law enforcement, or fire department.

Medication

By law the school personnel cannot administer any medication without prior instruction from the parent and an Authorization to Administer Oral Medication form signed by a doctor. Medication must be in the prescribed container with the doctor's instructions, and kept in the office. Under special circumstances and in consultation with the principal and with written direction from a doctor, some exceptions may be made (example— inhalers for asthmatics). If your student needs to take any medication on a field trip, you must make arrangements with your student's teacher to administer the medication. Also, an Authorization to Administer Oral Medication form must be on file in the school office.

School Telephone

The school telephone is reserved for official school business. Use of the phone is limited to the staff unless a student has an urgent need. Teachers will give permission when they determine that a student has an urgent need to call home.

Visits to the Classroom

Parents are encouraged to visit or volunteer in their child's classroom. However, parents are asked to make arrangements prior to their visit to school. If there is a need to discuss a matter with either the teacher or principal, please request an appointment.

In the interest of security, all persons are requested to sign in with the office and pick up a visitor badge before going to classrooms.

School Policies

Admissions

Applications for admission will be decided on a case-by-case basis. The admission of each child will be considered accounting for the child's emotional, academic, and physical needs and the resources available at the school for meeting those needs. Assumption Catholic School will accept any child for whom an appropriate instructional program can be designed and implemented. The school may look at the following criteria when deciding whether or not to enroll a student:

- Assessment of reading and math
- Writing sample
- Teacher recommendations
- Copies of transcripts and report cards from the previous school

Admission Priority

Admission of students to Assumption Catholic School will be prioritized in the following order:

1. Siblings of current students
2. Students from families active in a Whatcom County Catholic church (i.e., registered and contributing)
3. Catholic students transferring from another Catholic school
4. Non-Catholic students transferring from another Catholic school
5. Non-Catholic students

Notice of Nondiscriminatory Policy Regarding Students

Assumption Catholic School admits students of any race, color, or national or ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to all students at the school. The school does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan policies, or athletic and other administered programs.

Although Assumption Catholic School does not discriminate on the basis of race, color, or national or ethnic origin, it remains the primary purpose of the school to serve the Catholic families. Also, under some circumstances medically justifiable limitations may be placed on the admission of students with infectious diseases and/or life threatening illnesses.

International Students

Assumption Catholic School is approved to accept international students on a B1 student visa through the Student Exchange Visa Program (SEVP) under the Department of Homeland Security. Admissions criteria for international students have been approved by the School Commission and can be found under "Admissions" on our website.

Uniform and Dress Code

Please review the uniform and dress code policies in a separate document found online at <http://school.assumption.org/uniforms-dress-code.html>. Remember to purchase Scrip for Dennis Uniforms before making your orders for the school year. A purchase from Dennis Uniforms (800-854-6951 or <https://www.dennisuniform.com/>) ensures that you are following the school's uniform policy. Our school code is XASMPS.

Casual Uniform Days (Different from Non-Uniform)

Each student needs to have a navy t-shirt with the school's logo on it to be worn on Casual Uniform days. These can be purchased through Dennis Uniforms. Casual Uniform days will be announced via the school newsletter and calendar. On these days, blue jeans or uniform pants may be worn. They must be modest and appropriate for school—no sweat pants or pajama-type clothing. The Casual Uniform may be required for field trip days if teachers choose. All Assumption athletic sweatshirts (volleyball, basketball, etc.) are also allowed on these days.

Non-Uniform/Free Dress Days

- Clothing should be modest and appropriate for school and in good condition.
- Sleeveless shirts and low necklines are not permitted.
- Skirts should not be shorter than 2 inches above the knee. Walking shorts (just above the knee) may be worn on non-uniform days before September 30th and after March 1st.
- Jeans or pants should be nice and appropriate (not too tight, baggy, too long, or hip huggers/low riders). Tight spandex or Lycra stretch pants should not be worn.
- Logos depicting violence, rock groups, tobacco, alcohol, monsters, Satan, etc., are not permitted. "Fad" chains, buckles, zippers, and similar items are not acceptable.
- Make-up, jewelry, and hairstyle policies same as uniform days
- Snug fitting athletic shoes are to be worn at school. If rain/snow boots are worn to school, regular shoes should be brought to change into for classroom wear.
- No pajama-type clothing, slippers, boots, etc.

Photos and Videos

Unless a parent or guardian notifies the school otherwise in writing, a student's name, picture, and/or comments may appear in the newspaper, on television, in school newsletters, in the yearbook, on the website, and/or in school brochures and marketing materials. Only the student's first name will appear next to a photo or video. The teachers and administration record video samples of students in the classroom and compile them to post on the web for families. These videos are unlisted, but not private.

Smart Phones and Smart Watches

The school recognizes that this generation of students has many ways to connect with the outside world through technology. To preserve instructional time and minimize distractions, phones and watches that access the Internet may not be used during the school day. These should remain in the child's backpack or locker during school hours. Tablets, laptops, and other electronics may be used according to the [Technology and Acceptable Use Policy](#) for educational purposes under teacher guidance. If a phone needs to be a replacement for the student's tablet or laptop in grades 5–8, the teacher may give permission for that day.

Discipline

Assumption Catholic School strives to create a learning environment that fosters an appreciation of education and Christian behavior. It promotes a respectful attitude towards others and towards school property, as well as creating self-awareness in the child. Each teacher has a classroom management plan that promotes positive discipline. The management plan is age-appropriate, approved by the principal, and provided to parents at Curriculum Night.

Consequences

There will be occasions when the classroom management plan requires consequences for behavior. Corrective measures for a student who violates the expectations, standards, and/or rules of the school will vary according to the nature of the behavior, developmental age of the child, and patterns of behavior. You may receive a copy of a tri-fold report (Behavior Report, Classroom Progress Report, or Playground Behavior Slip). As necessary we may follow up with other corrective measures to include: referral for counseling, social/emotional guidance, detention, suspension, or expulsion.

Tri-Fold Reports

Behavior Reports may be issued after the classroom management plan has been used and the child has had multiple opportunities for correction. These will state the behavior incident, the action taken, and an overall recommendation. Classroom Progress Reports may be used for both academic concerns and behavior concerns. These may include: academic performance, areas for behavioral improvement, and the recommendation. Both Behavior Reports and Classroom Progress Reports are sent home in the Wednesday Envelope, and a copy is kept in the student's file. **Playground Behavior Reports** may be used by one of the yard duties at lunch recess or morning recess if the issue cannot be addressed in the moment and the student has received a time-out for behavior. If a student has multiple playground referrals, a parent conference may be scheduled.

Detention

Detentions apply to students in grades 4–8 and can vary from 15 minutes to 30 minutes with a teacher or with the principal depending on the infraction. A 15-minute detention may be served for infractions such as multiple “out-of-uniform” reports, habitual tardiness, vulgar language or profanity, or low grades due to missing assignments. A 30-minute detention may be imposed for infractions such as disrespectful behavior, inappropriate language, fighting, or cases of bullying.

If the student is in the principal's office for a detention, one or more of the following may happen: The principal will have the student re-state the problem and the subsequent behavior. The principal will ask the student to state alternative behaviors as a response to the problem. The principal will ask the student to state a plan of action for future situations similar to the problem. In some cases the student will write the plan. There may be a consequence for the behavior if appropriate. The Behavior Report or Classroom Progress Report sent with the student will summarize the actions in the principal's office.

Suspension

Suspension may be imposed upon a student sent to the principal's office depending on the reason for the referral and/or the student's disciplinary history. Suspension can be in-house suspension or sending a student home depending on the situation and/or discretion of the principal. Suspension means the denial of the right of classroom attendance for a student for the specified period of time. Suspension happens during the investigation and decision-making period concerning a serious offense that may result in expulsion. Suspended students may not attend any school-sponsored after-school activity. Parents are kept in the communication process.

Expulsion

Expulsion may be a consequence if, in the judgment of the principal in collaboration with the pastor, the offenses are aggravated or repeated. Except in extremely serious cases, expulsion may be used only after many consultations with school staff and the principal and suspension have proved ineffective.

Behaviors considered sufficient cause for suspension or expulsion include (but are not limited to):

- Extreme actions that show lack of respect for students, teachers, staff, parents, or school volunteers
- Persistent defiance of school rules or the authority of teachers
- Severe cases of bullying, whether verbal, written, physical, or emotional, that are damaging to the inherent dignity of any individual
- Leaving the school grounds without permission
- Habitual unexcused absences or tardiness
- Repeated use of vulgar language or profanity
- Willful damage or defacing of school or personal property (Restitution for damages to property will be the responsibility of the student.)

Bullying and Harassment

Assumption Catholic School follows a strict policy against bullying. Bullying is defined as any written or verbal harassment (in person or online) intended to intimidate another person. Cyberbullying is a form of bullying defined as: *the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature*. The School Commission has approved a written policy and reporting form to be used to report the incident by a teacher, student, or staff member following the incident. The teacher, playground supervisor, and principal will use a primary, intermediate, or middle school bullying report and consequence form for incidences of bullying. A Behavior Report will be filed and sent home with the offender. Depending on the severity of the behavior, it may lead to a parent conference, detention, suspension, or in some cases, expulsion.

Use of School Grounds

Families are allowed to use the school grounds only after 6 p.m. and on weekends while adhering to the neighborhood and parish guidelines and rules. This may include using the playground, basketball hoops, or fields. Drugs, smoking, and weapons are prohibited on school and parish grounds. Alcohol is only allowed during such occasions where the pastor has given permission and a permit has been granted. Parents and students are asked to leave their dogs/pets in the car before, during, and after school hours. No dogs/pets are to be on the school grounds. If there is a prayer service such as the Blessing of the Animals on the feast of St. Francis, dogs and other animals may be on leash or in a cage.

Field Trips

Field trips are well planned and relate to the curriculum being studied in the classroom. Field trips are part of the class curriculum. Field trips require parental permission. An Archdiocesan form is required for all field trips, and any child who does not return a signed Parent Authorization form will remain at school. Permission cannot be given by phone.

Cars on Field Trips

Large vans that seat 10 or more passengers are not permitted for use on field trips.

Booster Seats

1. Beginning June 1, 2007, students who must use a booster seat need to come to school the day of the field trip with a booster seat. Following are the new booster seat requirements:
 - Children under age 8, unless they're at least 4 feet 9 inches tall, must ride in a child restraint system, such as a child car seat, booster, travel vest or other restraint federally approved for use in a car.
 - The child restraint system must be used according to manufacturers' instructions for both the restraint and the vehicle.
 - Children under 13 should ride in the back seat, where practical.
 - Children 8 or older, or taller than 4 feet 9 inches, who use a seatbelt, must wear it correctly, not under the arm or behind the back.
 - Vehicles with only lap belts are exempt from using booster seats.
 - Visit the Washington State Traffic Safety Commission at www.wtsc.wa.gov. Click on "Child Passenger Safety," then "Washington's New Booster Seat Law."
2. Field trip permission slips must be filled out completely and accurately and must verify the child's height.

Responsibilities of Chaperones

1. Chaperones must have:
 - A current FBI background check on file in the school office.
 - A current "Protecting God's Children" certificate on file in the school office.
2. In addition to chaperone requirements, drivers for field trips, sports activities, or any school-related activity away from the building must also meet the following requirements:
 - Be at least 21 years of age.
 - Have a responsible driving record.
 - Provide a safe vehicle and a valid driver's license.
 - Carry liability insurance (minimum \$100,000/\$300,000)
 - Comply with Washington State seat belt law.
 - Have a current driver information form on file in the school office.
3. Parents are asked not to show movies in the car during field trips.
4. Chaperones are entrusted with the safety and well-being of the students in their care. On school-related activities they act as supervisors in the same capacity as a teacher or the child's own parent. Students should respect a chaperone's authority and comply with his or her requests. In the event that a student's behavior disrupts the enjoyment of the activity by the group or challenges the authority of the chaperones, any chaperone has the right to determine, with the approval of the teacher, that the student's behavior is inappropriate and choose one of the following actions:
 - Exclude the student from participation in the activity.
 - Restrict the student to a given area for a specified time period while providing reasonable supervision.
 - Notify the parent of the student by telephone and report the disruptive behavior and, if necessary, request that the student be picked up by the parent.

5. Ordinarily there will be one chaperone for every five or six students participating in an activity. Any difficulty encountered in disciplining a student must be reported to school authorities by the chaperone.
6. Chaperones for Assumption Catholic School accept the following conditions:
- Students will not be left unattended.
 - Students will travel in assigned vehicles to and from the activity. No switching on the return trip.
 - Possession or use of alcohol, tobacco, or drugs is prohibited.
 - Physical force will not be used to discipline a student.
 - In the event of an emergency, the chaperones will use good judgment with regard to administration of first aid.
 - Chaperones will not stop en route to or from field trip destination for a special treat (like ice cream or fast food) without prior approval from the teacher(s) in charge.
 - When chaperoning a field trip for any class, the driver's responsibility is to the students of Assumption Catholic School. No other siblings may accompany parents on field trips.