



# ASSUMPTION CATHOLIC SCHOOL

## FAMILY HANDBOOK

### 2023-2024

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.

2116 Cornwall Ave, Bellingham, WA 98230  
(360) 733-6133

Dan Anderson, Principal

[danderson@assumption.school](mailto:danderson@assumption.school)

Michele King, Office Assistant

[mking@assumption.school](mailto:mking@assumption.school)

Angie King, Bookkeeper

[aking@assumption.school](mailto:aking@assumption.school)

Dayna Dennis, Development Director

[ddennis@assumption.school](mailto:ddennis@assumption.school)

[www.school.assumption.org](http://www.school.assumption.org)

## TABLE OF CONTENTS

MESSAGE FROM PRINCIPAL.....	<u>7</u>
DIRECTORIES	
School Faculty and Staff.....	<u>8</u>
Parish Administration.....	<u>9</u>
School Commission Members.....	<u>9</u>
School Parent Organization/Club Members.....	<u>9</u>
SCHOOL INFORMATION	
Location.....	<u>10</u>
Philosophy.....	<u>10</u>
History.....	<u>10</u>
MISSION STATEMENTS	
Archdiocese of Seattle .....	<u>12</u>
Office for Catholic Schools.....	<u>12</u>
Parish.....	<u>12</u>
School.....	<u>12</u>
NOTICE OF NON-DISCRIMINATORY POLICY .....	<u>13</u>
ACCREDITATION.....	<u>13</u>
COVENANTS	
Community Covenant.....	<u>14</u>
Teacher’s Covenant.....	<u>14</u>
Student’s Covenant .....	<u>14</u>
Parent’s Covenant .....	<u>15</u>
ADMISSION AND ENROLLMENT POLICIES	
General Information.....	<u>16</u>
Students with I-20 Status.....	<u>17</u>
Students with Learning Differences.....	<u>17</u>
Admission for Re-Registration.....	<u>18</u>
Withdrawal of Students.....	<u>18</u>
Withdrawal Regarding Financial Matters.....	<u>19</u>
RIGHTS OF THE SCHOOL AND RELATIONSHIPS	
Principal Privilege.....	<u>20</u>
Respect of School Property.....	<u>20</u>
Search and Seizure.....	<u>20</u>
Use of Student Information and Pictures.....	<u>20</u>
Use of School/Parish Grounds.....	<u>20</u>
School / Home Relationships.....	<u>20</u>
FINANCIAL POLICIES	
Tuition.....	<u>21</u>
General Information.....	<u>21</u>
Tuition Goals.....	<u>21</u>
Tuition Rates.....	<u>21</u>
Tuition Payment Options.....	<u>22</u>
Tuition Contracts/Covenants.....	<u>23</u>

Tuition Assistance.....	<a href="#">23</a>
Fulcrum Foundation Tuition Assistance.....	<a href="#">23</a>
School Financial Aid.....	<a href="#">23</a>
Emergency Financial Aid.....	<a href="#">23</a>
Registration and Fees.....	<a href="#">24</a>
Fundraising.....	<a href="#">24</a>
Scrip.....	<a href="#">24</a>
Auction.....	<a href="#">25</a>
Annual Fund.....	<a href="#">25</a>
Service Hours.....	<a href="#">25</a>

## ACADEMIC POLICIES

Curriculum.....	<a href="#">27</a>
Instruction.....	<a href="#">27</a>
Religion.....	<a href="#">27</a>
Academic Subjects.....	<a href="#">28</a>
Advanced Math Placement.....	<a href="#">30</a>
Assessment.....	<a href="#">30</a>
Library.....	<a href="#">30</a>
Mission Statement.....	<a href="#">31</a>
Philosophy Statement.....	<a href="#">31</a>
Responsibility Policy.....	<a href="#">31</a>
Field Trips.....	<a href="#">32</a>
Outdoor Education.....	<a href="#">32</a>
Student Service Hours.....	<a href="#">33</a>
Homework.....	<a href="#">33</a>
By Grade Level.....	<a href="#">34</a>
Late Work and Make-up Work.....	<a href="#">35</a>
Grading.....	<a href="#">35</a>
Progress Reports.....	<a href="#">36</a>
Report Cards.....	<a href="#">36</a>
Parent-Teacher-Student Conferences.....	<a href="#">36</a>
Retention.....	<a href="#">36</a>
Academic Probation.....	<a href="#">36</a>
Academic Promotion.....	<a href="#">37</a>
Academic Trial Period.....	<a href="#">37</a>
School Supplies.....	<a href="#">37</a>
Textbooks.....	<a href="#">37</a>
Tutoring.....	<a href="#">37</a>

## DISCIPLINE AND BEHAVIORAL POLICIES

Discipline Procedures and Policies.....	<a href="#">38</a>
Corporal Punishment.....	<a href="#">38</a>
Disciplinary Actions.....	<a href="#">38</a>
Discipline Policies.....	<a href="#">38</a>
Discipline Regulations.....	<a href="#">39</a>
Time-Out or Processing.....	<a href="#">39</a>
Behavioral Contracts.....	<a href="#">39</a>
Detention.....	<a href="#">39</a>
Suspension.....	<a href="#">40</a>
Expulsion.....	<a href="#">40</a>
Due Process.....	<a href="#">41</a>
Harassment/Bullying.....	<a href="#">41</a>
Conflict.....	<a href="#">41</a>

Harassment.....	41
Bullying and Cyberbullying.....	42
Threats.....	42
Retaliation/False Allegations.....	43
Violent Behaviors.....	43
Aggressive or Reckless Behavior.....	43
Alcohol and Drug Policy.....	43
Assault or Causing Physical Injury.....	44
Criminal or Gang-like Activity.....	44
Cheating.....	44
Disturbances.....	45
False Fire Alarms and Fire.....	45
Forgery.....	45
Gambling.....	45
Hazing.....	45
Insubordination.....	46
Leaving School Grounds without Permission.....	46
Plagiarism.....	46
Profanity.....	46
Respect of Property.....	46
Smoking.....	46
Theft.....	46
Searching Student Belongings.....	47
Weapons.....	47
Weapons Procedures.....	47

## SCHOOL POLICIES

Daily Schedule.....	49
Calendars.....	49
Attendance.....	49
Absences.....	49
Tardiness.....	49
Appointments.....	50
Vacation.....	50
Inclement Weather.....	50
Uniforms.....	50
Policy.....	51
Where to Purchase.....	51
Expectations.....	51
Appearance.....	51
Non-Uniform Days.....	53
Lost and Found.....	53
Educational Records.....	53
Transfer of Student Records.....	54
Types of Records.....	54
Family Educational Rights and Privacy Act (FERPA).....	54
Parents/Guardians.....	55
Non-Custodial.....	55
Divorced or Separated.....	55
Phones and Electronic Devices.....	56
Cell Phones.....	56
Office Phone Use.....	56
Electronic Devices.....	56
Communications.....	57

With Principal.....	57
With Faculty.....	57
Electronic.....	57
Directory.....	58
Emails.....	58
Social Media.....	58
Health Care.....	58
Health Room.....	58
Medication.....	58
Counseling.....	59
Immunizations.....	60
Emergencies and Crisis Procedures.....	60
Emergency Form.....	61
General Emergencies.....	61
Fire Drills.....	62
Earthquake.....	62
Lockdown.....	63
Safety at School.....	63
Bicycles/Skateboards/Scooters/Rollerblades Safety.....	63
Pedestrian Safety.....	63
Touching Safety.....	63
Financial Safety.....	63
Extended Day Program (EDP).....	64
Policies and Procedures.....	64
Open Times.....	64
Fees.....	65
Playground Behavior.....	65
Rules and Behavior.....	65
Playground Equipment.....	65
Release of Student.....	65
To Another Adult.....	65
To the Police.....	65
Parent Involvement.....	66
Visitors.....	66
Room Parents.....	66
Parties.....	67
Pictures.....	67
Animals at School.....	67
Homeschooling.....	67
Extra-Curricular Activities.....	67
 SPECIAL POLICIES AND INFORMATION	
Parent Club or Organization Bylaws.....	69
School Commission Bylaws.....	76

## MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to Assumption Catholic School! In choosing Assumption, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of Assumption Catholic School for the 2023-2024 school year.

The Assumption Catholic School Handbook is available online and hard copies are available in the school's main office. All school families should read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your child(ren) agree to abide by the policies of Assumption Catholic School during the 2023-2024 school year.

The faculty and staff of Assumption Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

Respectfully,

Dan Anderson, Principal

## DIRECTORIES

### 2023-2024 SCHOOL FACULTY AND STAFF

Dan Anderson	Principal	4311	danderson@assumption.school
Angie King	Finance & Records	4313	aking@assumption.school
Michele King	Office Manager	4310	mking@assumption.school
Amanda Russell	Kindergarten	4315	arusell@assumption.school
Jacalyn Stephens	Kindergarten Aide	4315	jstephens@assumption.school
Paige McClurg	First Grade	4314	pmcclurg@assumption.school
Caitlin Creech	Band/First Gr. Aide	4314	ccreech@assumption.school
Jane Town	Second Grade	4320	jtown@assumption.school
Beverly Williams	Third Grade	4319	bwilliams@assumption.school
Ben Valum	Second/Third Aide	4319	bvalum@assumption.school
Paula Martin-Zender	Fourth Grade	4318	paulamz@assumption.school
Kerry Thomas	Fifth Grade- T	4316	kthomas@assumption.school
Zoe Copeland	Fifth Grade-C	4317	zcopeland@assumption.school
Maggie Kim	Library/Reading Spec.	4339	mkim@assumption.school
Marc Costanza	Sixth Grade	4322	mcostanza@assumption.school
Sam Ernest	Seventh Grade	4326	sernest@assumption.school
Chris Eusebio	Eighth Grade	4323	ceusebio@assumption.school
Jill VonFeldt	Math/Engineering	4321	jvonfeldt@assumption.school
Karen Evans	Math/Photography	4324	kevans@assumption.school
Kristi Eager	Phys. Ed./ EDP	4340	keager@assumption.school
Liza Beshara	Music/Orchestra	4341	lizabeshara@assumption.school
Dr. Frederick B. Mabalot	Choir	4321	drmabalot@assumption.org
Lorri Beshara	Preschool Teacher	4329	lbeshara@assumption.school
Katie White	Preschool Aide	4328	kwhite@assumption.school
Carolina Santos	Art	4325	csantos@assumption.school
Anna Wittmershaus	Spanish	4325	awittmershaus@assumption.school
Nancy Lawrence	Rdg Resource/Preschool	4328	nlawrence@assumption.school
Ezster Caulfield	Counselor	4327	ecaulfield@assumption.school
Dayna Dennis	Development Director	4327	ddennis@assumption.school
Michael Partlow	Custodian		
Staff Lounge (Rm. 117)		4312	
EDP cell phone	<b>360-410-2051</b>		



## PARISH ADMINISTRATION

### **Pastor**

Pastoral Associate  
Parish Administration  
Administrative Assistant  
Receptionist  
Music & Liturgies  
Faith Formation  
  
Youth Ministry

### **Rev. Jeffrey Moore**

Dr. Kathy Ernst  
Michael Rombaoa  
Claudia Maeda  
Odalis Herrera-Vargas  
Dr. Frederick Mabalot  
Gina DePalma  
Deacon Larry Kheriaty  
Daniel Prenosil

### **frmoore@assumption.org**

kathye@assumption.org  
michaelr@assumption.org  
claudiam@assumption.org  
odalish@assumption.org  
drmabalot@assumption.org  
ginad@assumption.org  
larryk@assumption.org  
daniel@assumption.org

## SCHOOL COMMISSION MEMBERS

Andrew Entrikin (Chair)  
Jessie Lane  
Matthew Miller  
Amy Sheng  
Brenna Clancy-Sebens  
Justin Boneau  
Basilio Rodriguez Gueso  
Mike Shoff  
Jessica Baldwin  
Holly Zech  
Claudia Liu  
Mark Wheeler

## SCHOOL PARENTS CLUB/ORGANIZATION MEMBERS

### **President**

Vice-President  
Volunteer Coordinator  
Secretary  
Treasurer  
Treasurer-Depositor  
Commission Liaison  
Faculty Representative

### **Susie Anderson**

Libby Stark  
Tia Entrikin  
Lacey Sutton  
Nicola Repanich  
Holly Vincent  
Jessie Lane  
Paige McClurg

### **susiemoore18@hotmail.com**

### ***Auction Co-Chair***

### ***Auction Co-Chair***

### ***Torry Dechert***

### ***Krissy Abbey***

The auction team can also be reached via [growinggreatkidsauction@gmail.com](mailto:growinggreatkidsauction@gmail.com).

## INFORMATION

### SCHOOL LOCATION

Assumption Catholic School is a Pre-Kindergarten through 8th grade Catholic elementary school. It is located at 2116 Cornwall Avenue, Bellingham WA.

### SCHOOL 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.

### HISTORY OF SCHOOL

The Church of the Assumption was established in Bellingham, Washington in 1889. The original site was on Elk Street, but as the assembly grew, a decision was made to build a new church building at a different location and to build a parish school.

A half city block was purchased in 1906 for this purpose by Father Leo W. Ferland, who served as the second pastor of the original Assumption Parish. Plans for the new school were drawn up before he left in 1913, and the school was actually constructed prior to the church building. With a loan of \$30,000, Father James Barrett oversaw the completion of the school at its current location on Cornwall Avenue. The three-story school opened on September 2, 1913, and was dedicated on September 14, with 132 students enrolled in first through twelfth grades. The school was originally staffed by the Sisters of St. Dominic of the Congregation of St. Thomas Aquinas (Dominicans).

Assumption Catholic School continued to grow and flourish. In 1931, it closed the high school due to limited enrollment and became a first through ninth grade school. The 1950s were years of the school's largest enrollment. Compared to 225 students in 1942, enrollment grew to 396 in 1950. Enrollment exceeded 300 students until 1967 when the ninth grade was removed, and it served only grades one through eight.

In 1973-74, enrollment declined to 138 students. Parents mounted their own campaign to keep the school open with the result being an enrollment increase to 172 students. To give the school a more stable enrollment base, kindergarten was added, and in 1983, a preschool was added as an important

feeder program for the school. By 1985, a second kindergarten was added to meet the demand. In 2000, Assumption Catholic School went through a renovation to prepare for this steady increase in enrollment. A more permanent preschool and pre-Kindergarten space was built, as well as a library and technology lab. A second technology lab was built on the third floor to support the middle school needs. Since that time, enrollment has fluctuated between a peak of 400 students to less than 150 students. Our goal for an ideal sized school is to support and build for one full class in every grade K-8th.

## MISSION STATEMENTS

### ARCHDIOCESE OF SEATTLE

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

### OFFICE FOR CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

### CHURCH OF THE ASSUMPTION

Mary's Assumption into Heaven is our hope. We, the Church of the Assumption, are called to follow Jesus according to Mary's example as a beacon of hope and light for all.

### ASSUMPTION CATHOLIC SCHOOL

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.

## NOTICE OF NON-DISCRIMINATORY POLICY

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

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

## ACCREDITATION

### WESTERN CATHOLIC EDUCATION ASSOCIATION

Assumption Catholic School was first accredited on June 1, 2001 by the Western Catholic Education Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process. The school's next accreditation visit will happen in 2026.

## COVENANTS

### COMMUNITY COVENANT

Assumption Catholic School community strives to be a covenant community. The teachers and staff at Assumption Catholic School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

### CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at Assumption Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at Assumption Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards for behavior and be fair and consistent in discipline

### CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at Assumption Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules.
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions and not make excuses.
- always do their classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.

## **CATHOLIC SCHOOL PARENT’S COVENANT**

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents choose Assumption Catholic School to assist them in forming their child as a disciple of Jesus Christ and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in Assumption Catholic School. Parents understand that their child’s teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children, if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the Assumption Catholic School Handbook.
- accept and embrace the diversity at Assumption Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume, smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.

## ADMISSION AND ENROLLMENT POLICIES

### GENERAL INFORMATION

It is understood that Assumption Catholic School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of Assumption Catholic School. Assumption Catholic School reserves the right to dismiss any student, or to deny reenrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance or transfer to a Level 1a or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1a or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA)) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
  - a. Current students presently enrolled at Assumption Catholic School.
  - b. Students of families who have children presently enrolled in the school.
  - c. Students of families who are registered, supporting and active in the Church of the Assumption Parish. The family must be in good standing with regard to participation in and financial support of the parish in order to receive consideration for in-parish tuition, if offered.
  - d. Students of families who are registered in and supporting other Catholic parishes in Whatcom County with first priority given to parish-subsidized families.
  - e. Baptized Catholics who are not covered by the above qualifications.
  - f. Non-Catholic students.
  - g. When the applicants are equal, the following will be taken into consideration:
    - i. Longevity in the Church of the Assumption Parish;
    - ii. Children/siblings of alumni of Assumption Catholic School;
    - iii. Grandchildren of long-time parishioners; and
    - iv. Results of any interviews deemed necessary by the Principal.
  - h. As in all school policies, the final decision is made by the Principal and Pastoral leader of the Church of the Assumption.
2. As openings occur for each grade level, students will be admitted and/or placed on a waiting list. A waiting list will be established when a class reaches:



- a. 20 in pre-kindergarten
  - b. 24 in kindergarten
  - c. 26 in 1<sup>st</sup>-5<sup>th</sup> grades
  - d. 28 in 6<sup>th</sup>-8<sup>th</sup> grades
3. Assumption Catholic School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
4. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
5. Final acceptance will be submitted in writing to all new families admitted for the following school year.
6. A child must be 5 years of age for kindergarten and 4 years old for pre-kindergarten by August 31<sup>st</sup> immediately preceding the school year for which the student seeks to enroll. There are no exceptions made to this requirement.
7. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
8. All new students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
9. Registration will begin each year during Catholic Schools' Week at the end of January.

### **INTERNATIONAL STUDENTS (I-20 status)**

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in Assumption Catholic School must have complete legal documentation required by the United States government in order to do so.

### **STUDENTS WITH LEARNING DIFFERENCES**

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, Assumption Catholic School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. Assumption Catholic School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Individual Support Plan (ISP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

Assumption Catholic school will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. Assumption Catholic school determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, Assumption Catholic School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

Assumption Catholic School honors the following procedures in trying to serve students with special needs:

**Phase 1: Identification** – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

**Phase 2: Assessment** – Comprehensive assessment through the local public school or through private, professional consultants.

**Phase 3: Planning and Placement** – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

**\*\*For the complete procedural plans for serving students with special needs, please contact the school office.**

## **ADMISSION FOR RE-REGISTRATION**

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents are asked to return the intent form (sent in December), stating their desire to re-enroll. If this form is not returned to the school office by the designated date, the student may be removed from the class list for the next school year.
2. After review of the family's current tuition contract compliance a contract for the next school year will be offered provided that all current contract obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The registration fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

## **WITHDRAWAL OF STUDENTS**

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify Assumption Catholic School of the withdrawal via a note to the school office with a copy sent to the principal.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school.

## **WITHDRAWAL REGARDING FINANCIAL MATTERS**

Assumption Catholic School enters into contracts with faculty and staff and incurs financial obligations for the entire school year. In order for Assumption Catholic School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by July 31<sup>st</sup>, if the student will be withdrawing. The registration fee is non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 100% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the end of the semester, July, August, and September tuition payments are non-refundable.
- If a student is withdrawn after the end of the first semester, tuition will be pro-rated based on the number of days the student attended and that amount of tuition will be due.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

## **RIGHTS OF THE SCHOOL AND RELATIONSHIPS**

### **PRINCIPAL PRIVILEGE**

The principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

### **RESPECT OF SCHOOL PROPERTY**

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

### **SEARCH AND SEIZURE**

The Principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

### **USE OF STUDENT INFORMATION AND PICTURES**

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student first and last names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year. Any student pictured with four or more students does not need to give permission for his/her photo to be used.

### **USE OF SCHOOL/PARISH GROUNDS**

Assumption Catholic School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

### **SCHOOL/HOME RELATIONSHIPS**

Assumption Catholic School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, Assumption Catholic School may require parents to withdraw their children and sever their relationship with the school.

## FINANCIAL POLICIES

### TUITION

#### General Information

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

#### Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

#### Assumption Catholic School Tuition Rates

1. Tuition Rates
  - a. Assumption Catholic School does not differentiate between in-parish tuition and out-of-parish tuition. Instead, tuition is set at actual “Cost to Educate” and then discounted for ALL families based on subsidies from the Parent-Teacher Club, the ACS Foundation, and the Annual Fund.
  - b. Families may apply for scholarships that will be given based on need to include:
    - i. Faith Community Scholarships
    - ii. Assumption School Tuition Assistance; Fulcrum Foundation Tuition Assistance
    - iii. Multi-Child Discount
2. Monitoring of the Assumption Catholic School Tuition Rates
  - a. A family receiving a Faith Community Scholarship will communicate directly with their church or parish and ensure that the criteria of being parishioners as stated in the Assumption Catholic School Admissions and Enrollment policies and included in the registration materials is met.
  - b. Each year, the School Commission will establish the actual cost of educating a student at Assumption Catholic School.
  - c. The school office will report all tuition obligation data to each school family monthly through School Admin. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations.

- d. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving Assumption Catholic School scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
- e. For returning students, family financial obligations will be assessed each spring. Families receiving any scholarships are required to live up to the requirements of the tuition contract and the Family Handbook.

## TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A. Tuition is due on or before the **tenth (10<sup>th</sup>)** of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
  - a. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the principal of the past due amount. A late fee of \$25 will be added to the total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.
  - b. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current and the family may be asked to withdraw.
- B. Assumption Catholic School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.
- C. Assumption Catholic School offers two tuition options to school families:
  - a. Tuition paid in full September 1st
  - b. 12 equal payments (July through June)
- D. Families that are experiencing financial difficulties should contact the principal immediately.
- E. **Electronic banking is an option for all school families.** Please contact the school office if you would like to set up automatic payments. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at Assumption Catholic School.

## TUITION CONTRACTS or COVENANTS

1. Each family signs a tuition contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at Assumption Catholic School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and

each family. Questions or concerns about the tuition contract should be addressed to the principal or school bookkeeper.

2. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **TUITION ASSISTANCE**

### **Fulcrum Foundation Tuition Assistance**

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

### **-Assumption Catholic School Financial Aid**

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (see above). Once a family has submitted the application by the designated deadline, the family can then request an application form for the Assumption Catholic School Financial Aid. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and Assumption Catholic School financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal (with the support of a Tuition Assistance Committee) will determine the process and amount of tuition assistance based on specific criteria. Assumption Catholic School families who belong to Assumption, Sacred Heart, St Joseph (Lynden) and the Northwest Corner Community parishes receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

### **Emergency Financial Aid**

Life status changes occur and Assumption Catholic School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

## **REGISTRATION AND FEES**

### New Student Registration Fees:

1. Families of new students must pay a \$375 registration fee per family to secure the student's placement at Assumption Catholic School. All registration fees are non-refundable. This

registration fee is due with the Assumption Catholic School New Student Registration Application.

2. Registration begins the first of March for new families.
3. **All new students are required to take a placement test to determine if they are eligible to attend Assumption Catholic School. There is a \$50 application fee which is due with the Assumption Catholic School New Student Registration Application and covers the cost of testing.**

#### Re-Registration Fees:

Re-registration is held each year in early February for families currently enrolled at Assumption Catholic School. The registration process is complete when the school has received:

1. Assumption Catholic School Tuition Contract along with the contract fee.
2. Assumption Catholic School New Student Registration Application along with the new student registration fee.
3. Emergency information forms that have been completed in full.
4. Applications for parish assistance and scholarship applications if applying .
5. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

#### Building Fees:

Beyond registration and tuition, there are several additional fees that may be charged. Currently Assumption Catholic School does not have any additional fees.

## **FUNDRAISING**

Each school family will be required to participate in fund raising.

### **Scrip**

1. One fundraiser at Assumption Catholic School is the selling of SCRIP or gift cards. For complete details and ideas to make SCRIP sales successful, please contact the SCRIP chairpersons. **Statement of liability/ waiver:** The School assumes permission to send/receive financial statements and actual SCRIP through the Wednesday envelope system or directly home with the students. Parents who prefer not to participate in the pick-up and delivery process of SCRIP at Assumption Catholic School must communicate in writing to the SCRIP Chairperson that they will relieve the school of the burden of pickup and delivery of SCRIP and establish an appropriate system for their family. (Please see Assumption Catholic School Financial Policies for addition information on SCRIP.)
2. A family whose last child is a graduating 8<sup>th</sup> grader and who is attending a Catholic high school may forward any SCRIP profits to the Catholic high school your student has selected to attend. These profits will be sent as scholarship funds in your child's name. For the profits to be sent, a letter of designation to the selected Catholic high school must be sent to the Assumption Catholic School bookkeeper by June 1<sup>st</sup>.
3. A family whose last child is a graduating 8<sup>th</sup> grader and is not attending a Catholic high school may apply any SCRIP profits back to Assumption Catholic School or can designate to a current Assumption Catholic School family to help with their tuition costs. For the profits to be designated to a current Assumption Catholic School family, a letter of designation must be sent to the Assumption Catholic School bookkeeper by August 1<sup>st</sup>.

### **Auction**



1. The Growing Great Kids Auction is Assumption Catholic School's largest fundraiser. It is an annual dinner and gala with a silent and live auction dedicated to support the full mission of the school and is held each year. The Auction chairs and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate \$200, "procure" items for the auction worth \$200, or they can buy out of the obligation. Buy-out money is used by the Assumption Catholic procurement team to purchase quality items for the auction. (Please see Assumption Catholic Financial Policies for additional information).
2. ASSUMPTION CATHOLIC SCHOOL REVENUE ALLOCATIONS
  - a. The proceeds from Assumption Catholic shall be designated as follows:
    - i. 80% for School Operating Account.
    - ii. 20% for Assumption Catholic Tuition Assistance.
    - iii. "Fund the Need" is additional money raised at the auction for a designated purpose.
  - b. Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

## Annual Fund

Every family is encouraged to financially support the Assumption Catholic School's Annual Fund, which helps with the current and future viability of the school. The goal is 100% participation from all school families, teachers, and staff.

## SERVICE HOURS

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 40 hours for a two-parent family and 20 hours for a single-parent family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$20 per hour due May 31<sup>st</sup> each year.

It is the parent's responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours on the monthly school calendar and submit the calendar at the end of the month for recording purposes. A periodic update of recorded hours is sent to all families through the school year.

**How can I fulfill my service hour commitment?** Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to: room parents, working in the classroom, working at the volunteer project table, take home projects, Assumption Catholic School auction, Scrip program, recycle drive, gardening around the grounds, serving on a commission, driving and chaperoning on fieldtrips, attending the monthly Parent Club Organization meetings and MORE!

## ACADEMIC POLICIES

Assumption Catholic School exists to teach the message of Jesus Christ to its students. The curriculum taught at School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. Assumption Catholic School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. Assumption Catholic School is fully accredited through the **Western Catholic Educational Association (WCEA)**. A copy of the accreditation study and report is available on the Assumption Catholic School website at [www.school.assumption.org](http://www.school.assumption.org) or by calling the office at (360)733-6133.

### CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

#### Instruction

The instructional program at Assumption Catholic School continually strives toward implementing the best and most appropriate teaching practices. These practices include: circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

#### Religion

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, Assumption Catholic School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure.

**Non-Catholic Students** are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.

2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.
3. Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

**Religion Class** - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

**Sacrament of Penance** - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

**Catechetical Formation in Chaste Living** - The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living.”.

**Community Service** - Each student and class takes part in Christian service activities throughout the year.

**ACRE Test** - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

**Mass** - Assumption Catholic School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

**Prayer** - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

## **Academic Subjects**

**English Language Arts** - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

**Mathematics** - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level

math classes. The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-5.

**Social Studies/History** - In social studies, PreK through 3<sup>rd</sup> grade students learn about communities, geography, and map skills. In 4<sup>th</sup> and 7<sup>th</sup> grade the focus is Washington State history. In 5<sup>th</sup> and 8<sup>th</sup> grade the focus is United States history and geography. In 6<sup>th</sup> grade the focus is world history.

**Science** – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

**Music** – Students receive music twice per week to learn about music appreciation and aspects of performance. In middle school, students may choose between choir, orchestra, and band as an elective.

**Physical Education** - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6<sup>th</sup> through 8<sup>th</sup> grade curriculum also includes team-based activities.

**Technology** - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at Assumption Catholic School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all Assumption Catholic School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent. Internet access is available to students for educational purposes only. Assumption Catholic School staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

**Library Skills** - Students visit the school library once per week and kindergarten through 8<sup>th</sup> grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources.

**Art** - Art instruction takes place in PreK through 6<sup>th</sup> grade and is connected to subject areas, liturgical seasons and holidays, and is facilitated by the classroom teacher. Seventh and eighth graders can choose art as an elective.

**Personal Safety** - Assumption Catholic School uses an Archdiocesan required safety program in PreK through 8<sup>th</sup> grade.

**Choir/Orchestra/Band Program** – Students may participate in these electives starting in fifth grade through eighth grade. They meet twice per week and students typically lead the music at school Masses on Friday.

## Advanced Math Placement

In the 8th grade, students may be placed in an advanced math group based on the following criteria.

**A student must:**

1. have a teacher recommendation as being an independent worker and learner
2. have an A- average with no trimester grade lower than B+ in order to enter advance placement status
3. pass all four basic computation skills time tests at mastery level – (Mastery level is 85% for 6<sup>th</sup> grade; 90% for 7<sup>th</sup> grade)
4. be able to solve story problems without help
5. be quick to recognize numerical and geometric patterns
6. apply thinking skills and mathematical reasoning
7. have homework scores consistent with test scores
8. have a history of turning work in on time
9. have a history of showing all steps in his or her work
10. have a history of asking teacher for help when needed
11. have a history of good attendance with minimal absences

All students in advanced placement status enter the new school year on a probationary period in order to demonstrate the habits and skills needed for success in the new level of challenge. The student must maintain an 85% average at the end of the first trimester to remain in the advanced class and maintain a B average throughout the year.

### **Exception**

Teacher recommendation of exceptional math ability may be accepted in lieu of any one of the first three criteria. No other criteria will be considered for advanced placement status.

Placement decisions for 8<sup>th</sup> grade math are made at the end of each school year and changes may occur during the first three weeks of school if necessary. Families will be notified of placement decisions in late August.

## Assessment

Assumption Catholic School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Report cards are sent home twice a year. Students in grades 2 through 8 take the Measures of Academic Progress (**MAP**) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

## LIBRARY

### Mission Statement

The Assumption Catholic School Library exists to help develop reading skills; to encourage recreational reading; to help familiarize students with the world around them, both present and past; to enhance the curriculum taught in the classrooms; and to promote a life-long love of reading.

### Philosophy Statement

The school library staff is committed to providing highly responsive service to the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children's literature; Catholic resources; other relevant library materials; and serves the entire school community with caring and expert assistance. All students are encouraged to visit the library regularly and often so that they may enjoy and benefit from these materials.

### Responsibility Policy

It is a **privilege** for students to use this facility and its materials. With this privilege come the following **responsibilities**:

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
2. **Students are responsible** for taking proper care of library books and for returning them on time.
3. **Students are responsible** for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

**Overdue Notices:** Overdue notices will be sent home periodically throughout the year. The notices are a reminder to the student and his/her parent to return the book(s) for others to use.

**Final Overdue Notices:** In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due; and final overdue notices will be sent. If books are not returned by the final due date, a \$15 fine will be incurred.

**Damaged Library Books:** Students whose books are returned damaged beyond what would be considered "normal wear and tear" will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

**Lost Library Books:** If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

## FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at Assumption Catholic School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at Assumption Catholic School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. (Bus transportation is the preferred method to be used for any fieldtrip.) Casual dress is usually acceptable for field trips (Assumption t-shirt and jeans or shorts).

In accordance with Washington state law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
4. Effective January 1, 2020
  - children under age 2 must be properly secured in a rear-facing car seat,
  - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
  - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
  - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
  - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children not enrolled in the school shall not accompany the class field trip.

## OUTDOOR EDUCATION

The Outdoor Education Program at CYO Camp Hamilton is a part of the 6<sup>th</sup> grade curriculum at Assumption Catholic School and attendance and participation in camp and camp activities are



mandatory. **It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject.** The outdoor education program is in direct alignment with Washington State Educational Standards and the Archdiocese of Seattle religion standards. Camp Hamilton is owned by the Archdiocese of Seattle and is operated in accordance with values and morals uplifted by the Catholic Church. Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively in addition to participating in the liturgical celebration of the Mass.

Camp Hamilton is not an optional program; the only excused absence from camp is illness with a doctor's written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work and the student's family must make arrangements for the student not to be at school during camp week.

Payment for this important educational experience is the responsibility of the parents of 6<sup>th</sup> grade children. Limited scholarships for camp are available; access to these funds must be obtained through the principal. Payment for camp must be paid to Assumption Catholic School in full before a student is allowed to attend camp.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 6<sup>th</sup> grade parents, guardians, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by Assumption Catholic School and Camp Hamilton; these include cell phone and other electronic device usage which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training--The 6th grade teacher and the administration will make the final determination on the selection of parent chaperones. In addition, all 6<sup>th</sup> grade parents must attend a mandatory camp meeting which will outline important information and expectations of camp policies and procedures for both the student and chaperones.

## **WASHINGTON, D.C.**

The eighth-grade students are invited to travel with World Strides to Washington, D.C. in May each year. This is an optional program but takes place during regular instructional days (not during a school break). Those students not attending the trip will be given opportunities for independent learning at Assumption during those days and will be encouraged to help in other classrooms. Chaperones are provided by school staff and World Strides, but parents are welcome to attend. It is our goal and intention that fundraising dollars will support every student in order to attend, regardless of financial means.

## **STUDENT SERVICE HOURS**

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades will be required to perform a certain number of community service hours per year. Service is giving of one's time to help someone who is less fortunate. Hours may be earned in parish, school, or community service beyond the school day. The service is required to be completed and recorded by the middle of May. The students will record their hours and have them signed by an adult. Failure to complete the hours may result in a religion grade reduction in the second semester for grades 6-8 only.

## **HOMEWORK**



The Assumption Catholic School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

### **Pre-Kindergarten**

Homework assigned to Pre-Kindergarten students is under the discretion of the Pre-Kindergarten teacher and there is no specific amount of time for this grade.

### **Kindergarten and First Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 – 30 minutes.

### **Second and Third Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes.

### **Fourth and Fifth Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

### **Middle School – Sixth Through Eighth Grade**

Each child is responsible for daily homework from Monday through Thursday and sometimes on Friday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

### **Additional Homework Notes**

1. Students are responsible for writing down their homework for each class in the assignment notebook they receive in September.
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6<sup>th</sup> – 8<sup>th</sup>) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

## Late Work

For middle school students, if an assignment is one day late there may be a reduction on the grade. However, all work may be accepted until the week before the last week of the semester. In middle school, late work may not be accepted after a chapter or unit is completed. Teacher discretion is taken into consideration on late long-term assignments and projects. In Pre K - 5<sup>th</sup> grade, the late work policy is under the discretion of the homeroom teacher.

## Make-Up Work

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

## GRADING

Students in the primary grades (PreK-5) are assessed using a four-tier grading scale based on meeting the academic standards for their grade level. Students in grades 6-8 are assessed on a hybrid-letter grade system that is aligned with the academic standards of their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents.

### GRADING SCALE FOR GRADES Pre K - 5:

4	Exceeding standard
3	Meeting standard
2	Approaching standard
1	Below standard

### GRADING SCALE FOR GRADES 6- 8:

A	96-100	C+	80-82.9	D-	63-65.9
A-	93-95.9	C	76-79.9	F	0-62.9
B+	90-92.9	C-	73-75.9		
B	86-89.9	D+	70-72.9		
B-	83-85.9	D	66-69.9		

### GPA CALCULATIONS FOR GRADES 6-8

Honor Roll is based on the student's semester grade and the number of times the class meets in a week. Elective and specialist classes are calculated in a student's GPA.

A	4.0	C+	2.3	D-	0.7
A-	3.7	C	2.0	F	0.0
B+	3.3	C-	1.7		
B	3.0	D+	1.3		
B-	2.7	D	1.0		

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

## **PROGRESS REPORTS**

Frequent communication between home and school is encouraged regarding your child's academic progress. These reports are sent home several times during each semester. Progress reports are not part of a child's permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

## **REPORT CARDS**

Semester report cards are issued twice per in January and again in June. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

## **PARENT-TEACHER-STUDENT CONFERENCES**

Mandatory Parent-Teacher-Student conferences will be scheduled for each family in early November. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Conferences also give parents opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant and all students in grades K-8 are expected to attend. Attendance of Pre-Kindergarten students is up to the discretion of their teachers. Registering for conferences is done online. Optional conferences are held in March.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

## **RETENTION**

If the teacher feels that another year in the same grade would be beneficial for the student he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by March conferences. A formal letter from the principal will be sent out by April 1st and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass one semester in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from Assumption Catholic School. In all cases, the final decision rests with the principal. Passing is defined as a C- or better for the semester grade.

## **ACADEMIC PROBATION**

a. In order to participate in the co-curricular and athletic activities, all middle school students must have a C- (73% average) or better in every class. Additionally, if a student receives a Behavior Report at any point during the sports season, he/she may be suspended from that sport for up to one week from the day the Report was issued. Parents of students who do not meet either criteria will be given notification on the Friday of the week before, the student will have until Monday to bring the grade above a C-. Sixth grade students will be give one week of grace before being suspended. Note: *Students in K-5 who receive a Behavior Report may also be suspended from a co-curricular activity for up to one week.*

b. Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from Assumption Catholic School.

## **ACADEMIC PROMOTION**

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decision regarding the promotion of a student is the sole responsibility of the principal.

## **ACADEMIC TRIAL PERIOD**

All students who are newly enrolled in grades Pre-Kindergarten through 8<sup>th</sup> at Assumption Catholic School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

## **SCHOOL SUPPLIES**

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June and is available on the website.

## **TEXTBOOKS**

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

## **TUTORING**

Teachers may tutor a student for profit in a subject, if they are not responsible for teaching the student in that specific subject. Class time may not be used for any private lesson or practices.

## DISCIPLINE AND BEHAVIORAL PROBLEMS

### DISCIPLINE PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth.

Purpose of discipline at Assumption Catholic School

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect self and others.
2. We respect and care for school and personal property.
3. We observe playground boundaries, lunchroom, library, and school safety rules.

### Corporal Punishment

The use of corporal punishment in any form is prohibited at Assumption Catholic School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

### Disciplinary Actions

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights may result in disciplinary action.

### Disciplinary Policies

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the rules covered in the Assumption Catholic Playground Rules.

Basic school-wide rules:

1. Students are to comply with every faculty and staff directive at all times.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep hands, feet, and other body parts to themselves.
4. Students are to speak respectfully to others (no profanity or name-calling).

## **DISCIPLINE REGULATIONS**

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. “Optimum learning atmosphere” shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

**The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.**

A student who engages in conduct detrimental to the school’s reputation, whether on or off school grounds, can be subject to suspension or expulsion.

### **Time-Out or Processing**

After classroom warnings have been given, the student will receive a time-out or processing in another classroom. Students are to enter the assigned classroom in absolute silence, sit as directed, and complete the required processing form. This form must be completed within 5 minutes, at which time the student needs to return to their classroom with form in hand. (Processing in the specialist’s classroom may vary slightly.) Parent signatures are required on all processing forms.

Failure to complete form in an appropriate manner or if the form is not returned, a lunch detention will result. Being processed twice in one week will also result in a lunch detention.

### **Behavioral Contracts**

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student’s parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.

### **Detention**

#### **Lunch Detention**

Lunch detention will be held Tuesday and Thursday during the child’s lunch recess for all grades. Students receiving after lunch detention are required to call home when the parent-signed detention slip is not returned. Teachers will escort students to the detention room which will be posted weekly. Students must fulfill their detention time before they can participate in an after-school club.

Lunch detention may result from, but is not limited to, the following:

- Gum chewing/spitting
- Multiple tardies
- Cell phone use or digital device infraction
- Inappropriate language
- Inappropriate Mass behavior

#### After-school detention

The principal will run after-school detention as need on Thursdays from 3:10 PM – 4:15 PM. Major offenses (as found in the school handbook) as well as the following will result in after-school detention:

- Two lunch detentions (the third resulting in after-school)
- Harassment or bullying
- Fighting (includes play fighting)
- Multiple cell phone or digital device infractions (phone will be confiscated)
- Serious offenses (such as those requiring a referral to the principal's office)

### **Suspension**

#### In-School Suspension

Two after-school detentions for behavioral reasons in a semester will result in an in-school suspension and the implementation of a behavior contract. The student will not be allowed to return to class until a conference is held with the parents, student, teacher(s), and principal. Extreme or serious behaviors can result in an immediate suspension. Persistent and serious offenders may be asked to withdraw from Assumption Catholic School.

#### Out-of-School Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity, that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

### **Expulsion**

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

## Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from Assumption Catholic School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

## HARRASSMENT/BULLYING

Assumption Catholic School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of Assumption Catholic School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. Assumption Catholic School will promptly respond to allegations of harassment and bullying and take each allegation seriously. Assumption Catholic School will review and investigate such matters in a professional and timely manner.

1. Assumption Catholic School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. Assumption Catholic School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

## Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

## Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;



(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(D) Has the effect of substantially disrupting the orderly operation of the school. and that creates an intimidating, hostile or offensive school environment.

#### Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
  - (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
  - (B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
  - (C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

### Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once

an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

### Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

**Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.**

### Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## VIOLENT BEHAVIORS

Assumption Catholic School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school. The following are examples of infractions requiring action:

### Aggressive or Reckless Behavior

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

### Alcohol and Drug Policy

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of Assumption Catholic School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

### **Assault or Intentionally Causing Physical Injury**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an after-school detention. For severe cases, parents will be called, and the student must go home. Students in 5<sup>th</sup>-8<sup>th</sup> grade may also receive an in-school suspension.

### **Criminal or Gang-Like Activity**

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish - sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

### **Cheating**

Assumption Catholic School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any

person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
2. writing answers on desktops, clothing, or on hands, legs, arms and other parts of the body
3. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in
7. talking with students from previous class periods in order to get test information
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher

## Disturbances

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

## False Fire Alarms and Fire

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.

**Arson is a felony.** Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

## Forgery

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

## Gambling

Gambling on school/parish grounds is illegal and not allowed.

## Hazing

Hazing in any form or of any type is not allowed at Assumption Catholic School and can result in suspension or expulsion from school.

## **Insubordination**

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

## **Leaving School Grounds without Permission**

Any Assumption Catholic School student who leaves the school grounds without permission from the school may receive disciplinary action up to in-school suspension or expulsion.

## **Plagiarism**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Students who use plagiarized material will be subject to a reduction in grades and disciplinary action.

## **Profanity**

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

## **Respect of Property**

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

## **Smoking**

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

## **Theft**

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

## SEARCHING STUDENT'S BELONGINGS

Assumption Catholic School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

## WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items..

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

### Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.

5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the “no trespassing” order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

## SCHOOL POLICIES

### DAILY SCHEDULE

School begins promptly at 8:00 am each day and dismisses at 3:00 pm on Monday through Friday and 11:45 AM on Early Release Days. Every Wednesday is Early Release at 2:00 PM. Children may arrive prior to 7:40 AM if they are participating in school activities or riding in a carpool with students who are participating in such activities. Children should not come to school before 7:40 AM since there is no supervision prior to that time. Children staying past 3:15 PM and not participating in before or after-school programs will go to the Extended Day Program, and parents will be billed accordingly. On inclement weather days, students will line up under the awning of the gym for pick-up. Students are not allowed to leave the grounds during school hours without being signed out by a parent or designee once they have arrived at school.

### CALENDARS

The school year calendar is sent home through the summer mailing and is available on the school's website. Monthly school calendars will be sent home in the Wednesday envelope and via email. The monthly calendar is also posted on the school's website. Should you not receive either calendar, please notify the school office. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

### ATTENDANCE

#### Absences

Assumption Catholic School hours are from 8:00 AM to 3:00 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning the school office 360-733-6133 or emailing [attendance@assumption.school](mailto:attendance@assumption.school) before 8:45 AM. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests may result in an adverse effect on grades.

#### Tardiness

The school day starts at 8:00 AM and a student is considered tardy if he/she is not in his/her classroom at 8:10 AM. All students arriving after 8:10 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom



with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy. After three unexcused tardies, the student may receive a lunch detention or make up time with the subject-level teacher.

## Appointments

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

## Vacations

Daily attendance is an integral part of the educational experience at Assumption Catholic School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

## Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the Assumption Catholic School website, KOMO and KING websites and local TV channels, Facebook, and Twitter. The school may also utilize text messages to families regarding closure alerts. Please check for text messages and listen to early broadcasts between the hours of 6:30 AM and 8:00 AM, always looking specifically for Assumption Catholic School. Please do not send students to school or **Extended Day** until it is confirmed that the school is open.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

## UNIFORMS

### Policy

Assumption Catholic School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions; three uniform infractions may result in the loss of a Free Dress Day. The Uniform Policy and information about ordering can be found on the school's website.

## Where to Purchase

New uniforms are available through the Dennis Uniform Store at <https://www.dennisuniform.com/> National Customer Service phone number is 800-854-6951 Used uniforms are available for purchase through the Assumption Parent Club or Organization.

## Expectations

Please review the uniform and dress code policies in a separate document found online at <https://school.assumption.org/parent-resources/uniform-policy/>. Parents are expected to help children keep the school uniform code. At Assumption Catholic School we wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.

Student Uniform Rules:

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair.
3. Uniform shirts and blouses must be worn under the school sweatshirt, sweater or vest and are to be tucked into their pants/skirts.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn in the school building.
6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. All students shall have a uniform sweater, vest or sweatshirt and will wear "dress uniform" on designated days. Students always wear dress uniform for Mass days, picture days, and other special events. "Dress uniform" means uniform sweater or vest. Sweatshirts may not be worn on "full uniform" days.

## Appearance

**Make-Up** - Since we are focusing on the internal spirit of the student and not on the external, only clear nail polish may be worn. NO OTHER COSMETICS. No perfume, cologne, after-shave or other scents.

**Hair** - Hair must be neat, clean, with no artificial colors, and well groomed. If a student comes to school with colored hair or highlighted hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Hair ornaments should complement the colors of the uniform and not be distracting. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate.

**Guideline for boys:** hair to the top of the collar, off the ears, and above the eyebrows. Boys and girls are to keep their hair out of their eyes. Boys must be clean-shaven.

**Blouses** – Short-sleeved white blouse or designated color with Peter Pan or sports collar; white knit turtleneck pullover; short-sleeved button-front white knit with collar. All blouses and shirts must be tucked into the waistband. **NO logos**, trim or crests are permitted.

**Coats** – Coats/jackets are a requirement between November and April. Coats may not be worn in the classroom. They are to be hung in the coat areas except during recess or P.E.

**Jewelry** – Should be simple, not distracting, dangling or overly large, or of a color or style that does not compliment the uniform. Only one set of pierced earrings may be worn for girls. **Earring guideline: earrings should be the size of a dime or smaller.** Boys may not wear earrings. No jewelry should be worn which would impact the students' safety. Hair ornaments should be of colors that complement the uniform. **No** rubber band bracelets, rubber character bracelets, character silicone bracelets or character wristbands are allowed. Wristbands that promote a charity or health awareness are fine as long as they are appropriate and have approval from the student's teacher.

**Jumpers, skirts, and skorts** – Girls in PreK - 8 wear the Douglas plaid jumper or skirt (to be worn within **2 inches** of the knee) available at the Dennis Uniform Company. Girls in grades 6-8 may wear the Dennis Uniform khaki skirt; no other brand of khaki skirts is allowed. Shorts should be worn under the jumper, skirt, or skort but may not be visible. Leggings and tights should be navy blue only and are allowed.

**Pants** – All pants must be a uniform-style pant. Students in grades PreK -- 8 wear plain navy blue, regular navy corduroy, or cotton twill long pants, available at the Dennis Uniform Store. Students in grades 6 – 8 may wear Dennis Uniform Store khaki pants; no other brands of khaki pants are allowed. Pants must not have contrasting stitching or adornments, and be ankle length, straight legged, and hemmed to shoe tops. Pants must be worn snugly around the waist and may not be baggy and oversized. No cargo-type pants are allowed.

**Shirts** – Students in PreK – 8 wear short sleeved, button front, white knit-polo shirts with collars. Students in grades PreK – 8 may also wear the Dennis Uniform white, red, or navy blue polo shirt; no other brand of polo shirt in white or navy blue is allowed. All shirts must be tucked into the waistband. (NO LOGOS or crests permitted.)

**Shoes** – Students must wear casual or tennis shoes. They should be colors that coordinate with the uniform: black, white, navy blue, or red. No print, plaid or bright neon colors. Plain matching **white laces** are acceptable and all shoes must be tied for safety purposes. Velcro laces are acceptable for PreK -- 3<sup>rd</sup> grade students. No sandals and no flip-flops. Please avoid shoes with thick black soles as they mark up the floors. (Also applies to any Nnn-Uniform days.) **Boots worn to school should not be worn in the classroom.**

**Shorts** – Students may wear uniform navy blue walking length shorts in cotton twill (not knit or athletic style). They may be worn from the start of school through September 30<sup>th</sup> and from March 1<sup>st</sup> to the last day of school. Shorts must be worn within 2 inches of the knee.

**Socks** – All students are to wear socks at all times. They should be colors that coordinate with the uniform: black, white, navy, brown, gray, or dark green. Girls may wear knee-highs, anklets or coordinated tights during cold weather. All socks should be plain without adornments, logos, or lace. Tights in navy blue or white are allowed during the winter months.

**Sweaters, Vest or Sweatshirts** – Uniform sweaters, vests or sweatshirts are a part of the full uniform. There are many comfortable choices available to complement your student's uniform.

**Gr. K- 5 choices include:** Navy blue cardigan sweaters, V-neck sleeveless vests, crew neck pullovers, and blue NAME uniform sweatshirts. All sweaters and sweatshirts must fit appropriately and need to be kept in good repair and replaced when needed.

**Gr. 6- 8 choices include:** Navy blue cardigan sweaters, V-neck sleeveless vests, crew neck pullovers, and navy blue NAME hoody sweatshirts. All sweaters and sweatshirts must fit appropriately and need

to be kept in good repair and replaced when needed. Standard red athletic sweatshirts are permitted at all times for middle school students.

#### **Miscellaneous -**

No facial piercing of any kind is allowed.

No visible or body tattoos are allowed.

Scouting uniforms may be worn to school on days of meetings.

### **Non-Uniform Days/Free-Dress Days**

Occasionally the school will announce non-uniform/free-dress days. It is the parents' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, sweat clothes or yoga pants, or T-shirts with sayings or designs which advertise drugs, alcohol, or any other inappropriate subject matter or sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders. No exposure of the mid-drift is allowed. Shorts must always be of walking length, not athletic type or oversized, below the knee style. Shorts may only be worn from the start of school through September 30th and from March 1<sup>st</sup> to the last day of school. Leggings may be worn under shorts or skirts but not on their own. Jeans must be in good repair and may not be ripped, have holes, or any adornments on them. **Uggs and low-heeled boots are only allowed on non-uniform days.** Tutus are not allowed at any time, even on spirit days.

**Casual Dress Days:** On special days designated as "Casual Dress Days" all students are welcome to wear a casual uniform. This includes any Assumption sweatshirt or Assumption t-shirts. These may be worn with blue denim jeans. Blue denim jeans must be presentable. Jeans must be in good repair and may not be ripped, acid-washed, or have holes or any adornments on them. Shorts are allowed on Casual Dress Days until September 30th and after March 1<sup>st</sup> only. If a student chooses not to participate in Casual Dress Day, then they may always wear their uniform.

Three non-uniform day or casual dress infractions mean a loss of a non-uniform day.

### **Lost and Found**

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each semester.

## **EDUCATIONAL RECORDS**

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least five school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school.

Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

### Transfer of Student Records

If a parent is registering a child in another school, Assumption Catholic school will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

### Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at Assumption Catholic School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Assumption Catholic School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student

of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by Assumption Catholic School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Assumption Catholic School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by Assumption Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

## **PARENTS AND GUARDIANS**

### **Non-Custodial Parents**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

### **Divorced or Separated Parents**

Our school exists to aide parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure.

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

## PHONES AND ELECTRONIC DEVICES

### Cell Phones

Students should not bring cell phones to school. All cell phones will be collected at the start of the school day and returned at the end of the day. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. The cell phone is to be kept completely off and in the student's backpack. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Day Program is prohibited.
2. The use of individual cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited. School iPads or school-owned cameras are permitted with the permission of the teacher or administration.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

### Office Phone Use

The School Office is open from 7:50 AM to 3:30 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

### Electronic Devices

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, iPods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as and treated as cheating.



## COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Assumption Catholic School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and the Wednesday Newsletter. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, and Assumption Catholic items, forms, and other materials may be sent via email to every family each week on Wednesday and in the Wednesday communication envelope. In order to be well-informed of academic and community news, it is essential that each family take time to open and read the school emails and newsletters when they arrive.

### With Principal

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

### With Faculty

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

### Electronic

Whether occurring within or outside of Assumption Catholic School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through e-mails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

### Directory



The Assumption Catholic school directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September and sent to families electronically. The Assumption Catholic school directory is intended solely for the use of Assumption Catholic school families and employees to strengthen their mutual support and the education of Assumption Catholic school students, and any other use of the information in this directory is strictly forbidden.

## **Emails**

Assumption Catholic School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

## **Social Media**

Inappropriate engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. Assumption Catholic School students and their parents must adhere to and sign the Assumption Catholic School Student Computer and Internet Agreement.

## **HEALTH CARE**

### **Health Room**

A Health Aid room is located near to the school office. This room is staffed by school staff and volunteers, who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

### **Medication**

Assumption Catholic School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, Assumption Catholic School must have on file a written licensed health professional authorization form to administer medication. This form must be

current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at Assumption Catholic School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

## Counseling and Referrals

School support counseling is available through the school and/or various local agencies such as Catholic Community Services.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise. Counselors and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually not speedily results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

## REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

School personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

*“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.*

## Immunizations

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA). authorized to practice in the State of Washington, including the physicians license number.

## EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, Assumption Catholic School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the Assumption Catholic School website, text messages, KOMO and KING Websites, KIRO radio station, and KOMO and KING TV channels. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school

premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

## Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

## General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately, and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

## Fire Drills

Fire drills are held four times per year. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during times of drills.

## Earthquakes

1. Instructions on what to do during an earthquake:
  - a. Remain calm and think through the consequences of any action you take.
  - b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
  - c. If in a **CLASSROOM or CHURCH HALL** you should: Get under desks or tables and begin counting, "One Assumption, Two Assumption, etc. up to sixty. Face away from windows.
  - d. **DROP**-crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
  - e. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
  - f. If in **CHURCH HALL or ASSEMBLY** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
  - g. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
  - h. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
  - a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
  - b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
  - c. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
  - d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
  - e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
  - f. Do not spread rumors. They often do great harm following emergencies.
  - g. Keep the streets clear for passage of emergency vehicles if necessary.

- h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS**." Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
- i. Respond to request for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
- j. Cooperate fully with Public Safety officials.

## Lockdown

Lockdown is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown procedures routinely so they can be prepared in the event of an emergency. Lockdown procedures are not meant to scare the community but to empower all members to use safety precautions at all times.

## SAFETY AT SCHOOL

Assumption Catholic School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of Assumption Catholic School.

## Bicycles/Skateboards/Scooters/Rollerblade Safety

For security and safety, we do not advise students to utilize these modes of transportation to school. However, if students ride to school, they should follow the flow of traffic and walk their bikes on the sidewalk.

## Pedestrian Safety

Students walking home are required to check out with the teacher at their sign before leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

## Touching Safety

*Protecting God's Children*™ program by Virtus is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would choose to have your child opt out of the program, you must sign the *Touching Safety Opt Out Form*™, available from the classroom teacher.

## Financial Safety

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

## EXTENDED DAY PROGRAM (EDP)

Assumption Catholic School offers an after-school program, referred to as Extended Day Program. This program is located in the school library and gym.

The primary focus of the Extended Day Program is to provide onsite quality supervised care for Assumption Catholic School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by Extended Day Program Assistants that are employees of Assumption Catholic School. The Extended Day assistants have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. Assumption Extended Day assistants are under the supervision of the Assumption Extended Day Director. Day-to-day management of the Assumption Extended Day is the responsibility of the Assumption Extended Day Director, who reports to the principal.

There is a separate charge for students attending the Extended Day Program. Applications for Extended Day Program are available in the school office.

## Policies and Procedures

Extended Day is open in the afternoon from **3 to 6 pm**, Monday through Friday.

- For the afternoon session, the Extended Day staff will sign in students. Parents must sign out their child when picking up for the afternoon session. Please Park and come through the building to the Extended Day door.

After school students will go outside (weather permitting) for recess until the supervisors take them into the building. A study hall period is required for all students in K – 8<sup>th</sup> grade. However, it is not our expectation that the Extended Day personnel supervise or require the students to do homework. It is expected that all students will bring a snack for the afternoon. Please plan accordingly when packing the student's lunch.

Students are expected to treat each other and all Extended Day assistants with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal. The assistants will use the detention forms to notify parents of concerns.

A copy of the student's emergency form is kept on file at Extended Day. If you are sending someone new to pick up your student, please notify us either in writing that morning, or by a phone call directly to Extended Day.

## Open Times

Afternoons – 3 pm to 6 pm

Early Dismissal Days – 11:45 am to 6 pm; 2 pm to 6 pm (Wednesdays)

Extended Day is open during conferences, early dismissal, and various other days except the day before Thanksgiving and the day before Christmas vacation or unless otherwise noted. Extended Day is not open on federal holidays.



## Fees

Afternoons – 3-6 pm	\$ 18 per day
Early Dismissal Days – 2- 6 pm	\$ 20 per day
Full Day when school is not in session	Not available
Late fees – \$1.50 per student per minute after 6 pm	

Extended Care bills on a monthly basis. All bills are due within 5 days of receipt. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

## PLAYGROUND BEHAVIOR

### Rules and Behavior

Playground rules can be found on the school's website (<https://school.assumption.org/parent-resources/forms-documents/>) and should be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

### Playground Equipment

Recess equipment is available for all students and should be shared with all those who wish to use it.

Only tennis shoes are allowed to be worn on the field; no cleats are allowed. Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose any trash prior to leaving the field.

## RELEASE OF STUDENTS

### Release of Students To Another Adult

If anyone other than a parent or guardian is sent to pick up students, Assumption Catholic School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. Assumption Catholic School will check identification of anyone who is not the child's parent and who is picking up a child from school.

### Release of Students To Police

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.



If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

## **PARENTAL INVOLVEMENT**

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through Assumption Catholic School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PARENT TEACHER CLUB, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

## **Visitors**

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

## **Room Parents**

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.

- Coordinating the Auction project in partnership with other room parents (combined with three grade levels)
- Hosting one special event each year depending on your child's grade. Please see your classroom teacher for more details and an explanation of the event.

## Parties

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Birthday treats are served at lunch time or the end of the school day under the guidance of teacher/principal and/or administrative assistant. Adhere to any and all allergy concerns in the class.

**Party invitations are not to be handed out at school or at carpool.** Please send your invitations by mail or email. Please consult parent directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. If possible, do not pick up children from carpool for parties where the whole class is not included.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only Assumption Catholic School students are allowed at classroom parties.

## PICTURES AT SCHOOL

Individual and class school pictures are taken in the fall. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them. Class pictures are taken in the spring. Professional photos are also taken at 8<sup>th</sup> grade graduation.

## ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to Assumption Catholic School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

## HOMESCHOOLING

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse home schooling programs.

## EXTRACURRICULAR ACTIVITIES

Assumption Catholic School participates for athletics in the Whatcom County League of Middle Schools. All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, etc. follow the policies developed by the school and parish for participation.

Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

## SPECIAL POLICIES AND INFORMATION

### PARENT TEACHER CLUB

The Parent Teacher Club is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

#### Article I – Name

The name of the organization shall be the **Parent Teacher Club (PTC) of Assumption Catholic School**, located in Bellingham, WA.

#### Article II – Mission Statements

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 and achieve a strong faith in God to go forth and make a lasting difference in the world.

### ASSUMPTION CATHOLIC SCHOOL PTC MISSION

The PTC will support the school's overall mission by:

- Promote open lines of communication between parents, teachers and administration;
- Enhance a sense of community through spiritual and social activities;
- Engage in fundraising activities, which in turn support the financial needs of Assumption Catholic School and its PTC;
- Advance the spirit of service to meet the volunteer needs of the school.

#### Article III – Organizational Authority

- The PTC is an independent association but accepts the leadership role of the Archdiocese of Seattle Catholic Schools, which operates in collaboration with the Church of the Assumption, Sacred Heart Catholic Church and the Northwest Corner Catholic Community.
- The PTC is organized exclusively for charity, literacy or educational purposes within the meaning of Section 501(c)(3) of the Federal Internal Revenue Code.

#### Article IV – Members

Any parent, guardian or other adult standing in loco parentis of a student at Assumption Catholic School may be a member and shall have voting rights. The principal, faculty and staff employed at Assumption Catholic School may be non-voting members. Dues, if any, will be established by the PTC Board.

#### Article V – Officers and Elections

## Section A. Officers

The voting board members shall be a President, Vice President, Secretary, Treasurer, Depositor(s), and Volunteer Coordinator.

The Pastor of the church is ex-officio, non-voting member of the PTC. Each office can be held by an individual or jointly by multiple individuals.

### a. President

The President shall:

- Will provide leadership to and develop leadership within the PTC;
- Prepare for, schedule, and preside over PTC board meetings;
- Prepare for, schedule, and preside over PTC general member meetings;
- Serve as a liaison between parents, teachers, school administration and church communities;
- Coordinate the work of all the officers and committees in support of the PTC mission;
- Work with the Vice President to ensure a smooth leadership transition;

*The President serves a one-year term*

### b. Vice-President

The Vice President shall:

- Support and work with the President for one year prior to taking office;
- Assist the President and carry out the President's duties in his or her absence or inability to serve, including attending executive and general board meetings;
- Promotes the participation of the entire school-wide community;
- Assist the President in developing the agenda for general PTC board and general meetings;
- Work with the outgoing PTC board to facilitate the leadership transition;

*After completion of the one-year elected term, the Vice President will automatically assume the office of President the following year*

### c. Secretary

The Secretary shall:

- Keep and organize all records of the PTC;
- Record all meeting minutes and share via email with the PTC executive board;
- Complete PTC newsletter as requested by the President and/or Vice President;
- Maintain all meeting notes, bylaws, amendments, rules, membership lists, and any other necessary supplies, and bring them to meetings;

*Work with the incoming President to ensure PTC records are organized and ready to handoff during leadership transition. The Secretary is a two-year elected term; an option for a third-year term is reserved by the PTC Executive board and, shall be enacted by nomination of the current serving PTC President and confirmed by two-thirds majority vote of the voting members and, with agreement from the current serving Secretary.*

d. **Treasurer**

The Treasurer shall:

- Provide direction for the oversight of the PTC's record keeping and accounting policies;
- Update at least monthly, the PTC account summary with the school's bookkeeper and, present this updated information to the board;
- Train new treasurer(s) of the financial reporting procedures/standards to the board and train them on the bank deposit procedures;
- Keep an accurate record of receipts and expenditures in accordance with school protocol;
- Pay out funds in accordance with the approval of the PTC executive board;
- Provide financial oversight of PTC fundraisers;
- Present a financial statement at every meeting and at other times of the year when requested by the PTC executive board and make a full report at the end of the year, and work with the incoming PTC executive board in developing the next year's budget.
- The treasurer shall allow three business days for Bookkeeper to process monthly financial statement requests.

*The Treasurer is a two-year elected term.*

e. **Depositor**

The Depositor shall:

- Make bank deposits of PTC funds (the Treasurer may also make deposits in lieu of the Depositor)
- Train new depositor(s) on office procedures, cash handling/recording and bank deposit procedures

*The Depositor is a two-year elected term, staggering with one new depositor every year.*

f. **Volunteer Coordinator**

The Volunteer Coordinator shall:

- Collaborate with other PTC board members, teachers and administrators to assess and identify how parents/guardians and community members can get more involved at school as volunteers

- Oversee volunteer recruitment, training and assignments
- Promote PTC goals, membership and activities as a PTC committee chairman or officer.

*The Volunteer Coordinator is a two-year elected term.*

#### g. Non-voting members

Non-voting board members are the Principal, Faculty Representative, Staff Representative and School Commission Liaison. These members support the executive board by communicating with the parishes, faculty, staff, volunteers and school commission.

*These positions are appointed, and the term of office varies*

### Section B. Elections

Elections shall proceed as following:

- PTC board member candidates shall be recruited for membership by on or around April 1;
- A vote will be taken with results being announced prior to the installation of the new officers at the June meeting;
- The new officers will begin their new term on the last day of the school year;
- A vacancy occurring in an office shall be filled for the unexpired term. The member filling the position shall be appointed by the executive board;
- Currently serving officers, with the exception of President and Vice President shall be eligible to serve one additional term, although exceptions may be made under extenuating circumstances;
- Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given;
- An officer of the PTC executive board who is absent for more than three consecutive meetings may be asked to resign.

### Article VI – Meetings

**Section A. PTC Executive Meetings.** Executive board shall occur monthly as determined by the PTC executive board; all meetings will be on the school calendar before the start of each school year.

**Section B. PTC General Meetings.** The first PTC general meeting shall be held on or about the second Wednesday of October at 7:00pm. Each consecutive meeting shall be held as scheduled by the executive board. There shall be a minimum of three general meetings per school year.

**Section C. Special Meetings.** The President or any two board members may call special general membership or special PTC executive board member; the purpose of

the meeting shall be stated in the call. Except in emergencies, at least three days' notice shall be given to all PTC board members.

**Section D. Quorum.** During Executive Board meetings, a Quorum shall consist of the majority of the voting members. For items which require a vote of the general PTC membership, an item shall be considered approved with a simple majority of the members present voting in favor of the motion. An item shall be considered approved with a simple majority of the members present voting in favor of the motion. General members shall be notified at least two weeks in advance of any items that require a vote of the general PTC membership

**Section E. Meeting Rules.** The guidelines contained in Robert's Rules of Order shall govern this association in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

## Article VII – Committees

**Section A. Membership.** Committees may consist of parents, teachers and PTC executive board members, with the president and vice president acting as an ex officio member of all committees.

**Section B. Standing Committees.** All members of the PTC are eligible to be members and/or chairs of committees. The PTC shall, at its discretion, maintain standing committees as required to support the mission and goals of the PTC organization. As well, the PTC shall, by two-thirds vote of the PTC executive board voting members present, reserve present and/or future rights declining to establish all, single or, any combination of the total number of standing committees thereunder, as the conditions of the same and for the same might vary from school year to school year. Shall the PTC executive board enact the latter, the act shall expire no sooner than the last regular scheduled PTC executive board meeting of the current school year and, no later than annually from the enacted date. The expiration of the act, if enacted, as well as the act itself, shall be explicitly noted and recorded by the board secretary in the minutes of the applicable meeting discussing and enacting the same. Ad hoc committees, by simple majority vote of the PTC executive board voting members present, shall be formed for special needs as they arise and will be disbanded as needed, utilizing the method to establish the same. Committee chairs shall be provided job descriptions and expectations by the PTC or volunteer coordinator, upon accepting chairperson roles. Any chairs of a committee shall work and effectively communicate with the PTC board officer assigned to sponsor the particular committee(s), no less than three calendar months prior to the event being held, to discuss funding and promotion of the same. Upon departing their committee chair position(s), chairs are responsible to provide any pertinent information, accumulated knowledge, and the like, to incoming committee chair(s).

**Section C. Additional Committees.** The board may appoint additional committees as needed, pursuant to and, within the constraints as stated in section B of the same article thereunder.



## Article VIII – Finances

**Section A.** A tentative budget shall be drafted in the spring for the coming school year and approved at the first meeting of the PTC executive board meeting in June.

**Section B.** The treasurer shall keep accurate records of any disbursements, income, and bank account information in accordance with school protocol. Any transfers of monies from the PRF Account must have prior written approval from the Treasurer and one other voting member of the PTC executive board, (email is acceptable as written approval).

**Section C.** One authorized signature shall be required on each check and shall always consist of one member of the PTC executive board.

**Section D.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the PTC executive board and published.

**Section E.** The fiscal year shall coordinate with the school's fiscal year which begins July 1.

**Section F.** Proposed fund raising shall be reviewed and approved by the PTC executive board. Proceeds of fund raising are submitted to the Treasurer with a complete financial statement. The Treasurer will submit funds to the PTC account.

**Section G.** The PTC Treasurer shall attempt to maintain adequate reserves (suggestion of 3 months' worth of school subsidy) in the checking account and utilize the PRF account for longer-term savings. The goal is to get a large enough amount in the checking and PRF accounts so that our budgets can be built around the income from the prior year rather than anticipating revenue from the coming year.

Monies within the PTC checking account exceeding the reserves deemed adequate by the Treasurer at the end of the school year shall be distributed back to the school or used to build the PRF account, amount and frequency to be determined by the quorum of the voting board members present. After execution of the vote and action of the same, the balance of the PTC checking account, shall be, in all cases, the specified minimum; any exceptions to the same shall be granted in writing by the president of the board, with the same duly entered and recorded by the secretary of the board within the applicable minutes of the applicable executive board meeting. Approval of the exception shall be granted by voting to approve the same minutes by the voting members of the executive board.

**Section H. Use of Funds.** Funds shall be used for their designated or budgeted purpose unless that purpose is determined by a two-thirds vote of the PTC Executive Board to be unrealistic or not in the best interest of the school. These redirected funds will be treated as a surplus. Redirected funds or surplus monies will be spent to support the mission of the school based on the prioritized needs of the school. Moving surplus or redirected monies to the PTC Checking Account or PRF account in order to build the accounts up to the target minimums (listed above) may be considered to be in the best interest of the school.

## Article IX – Dissolution

The PTC may be dissolved with previous notice (14 calendar days) to the PTC community and a two-thirds vote of the PTC executive board present at the meeting. Upon dissolution, all assets revert to the school.

#### Article X – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the PTC executive board.

Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

## **BYLAWS OF SCHOOL COMMISSION**

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission handbook published by the Archdiocese of Seattle is available in the school office for checkout upon request.

### **SCHOOL COMMISSION CONSTITUTION & BY-LAWS**

The Catholic school is an expression of the education mission of the parish with which it is associated and of the Archdiocese. Therefore, the pastoral leader is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff.

Just as the Parish Council serves with the pastoral leader on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community. The School Commission is established by the principal with approval of the pastoral leader, in accordance with the Archdiocesan policy, to assist in policy development and long-range planning for the school. The School Commission is an advisory body to the pastoral leader and principal in the formulation of local policies affecting the parish school.

#### **Article I: [Name] of the Organization**

The name of this body shall be “Assumption Catholic School Commission.” Henceforth, the body will be referred to as the School Commission.

#### **Article II: Purpose and Functions**

The School Commission is established by the principal with the approval of the pastoral leader in accordance with the Archdiocesan policy, to assist the principal in policy development and long-range planning for the school. When the School Commission meets and agrees on a policy matter, the decision is effective and binding on all. The School Commission will be consulted prior to decisions being made in its area of responsibility.

##### **A. Purpose**

The purpose of the School Commission is to advise and support the principal/pastoral leader in the formation of policy and the continued development of the school.

##### **B. Governing Bodies**

The consultative School Commission shall act in collaboration with the principal and pastoral leader within the guidelines provided by the Policy Handbook from the Archdiocese of Seattle.

##### **C. Responsibilities**

The School Commission responsibilities are in the following areas:

- 1. Planning** - The School Commission shall advise and support the development of a mission statement for the school, establish commission goals for the year, and establish future plans for the school.

- 2. Policy Development** - The School Commission shall formulate policies that give general direction to the principal and pastoral leader regarding the school.
- 3. Financing**
  - a. The School Commission shall advise and support plans and means to finance school programs including tuition, development, and fundraising.
  - b. The School Commission provides consensus on the annual school budget.
  - c. The School Commission shall provide to the Parish Finance Council the annual school budget for review
- 4. Communications**
  - a. The School Commission will communicate with the school families and the parish community about the school and listen to the needs and concerns through the appropriate forums set up for this purpose, such as a suggestion box.
  - b. The School Commission will also assist with recruitment of students and promote the school to the Church of the Assumption Parish as well as other parishes and parents.
  - c. The School Commission will maintain regular communication with the parish pastoral leader/Finance Council about the direction, state and health of the school, and the future plans for the school.
- 5. Evaluation** - The School Commission shall determine whether School Commission goals and plans are being met and evaluate the School Commission's own effectiveness.

### **Article III: Relationship with Other Groups**

- A. Archdiocese Relationship** - The relationship between the School Commission and the Archdiocese is stated in the Archdiocese education policies, which are available for local commission members.
- B. Parish Finance Council Relationship** - Each Parish Finance Council is responsible for assisting their pastor in stewarding the temporal resources of their parish. The Parish Finance Council is not responsible for determining priorities or evaluating the worth of parish programs and ministries. The Parish Finance Council is responsible for the evaluation of the parish's fiscal health and for insuring effective and responsible use of parish resources. The Assumption Catholic School Commission formulates and submits financial policies, which give general direction for the pastor and principal. The school commission and the principal have the responsibility for the effective use of the parish financial investment and are accountable for keeping expenditures within the budget set.
- C. Parent Teacher Club Relationship**
  1. The Parent Teacher Club is responsible for maintaining good communication between the home and school, providing a vehicle through which parents can provide service to the school, and offering a mechanism for parent education and greater opportunity for social interaction.
  2. The School Commission works closely with the officers of the Parent Club/Organization Club in order to more fully understand parent needs and concerns.
  3. The School Commission works with parent fundraising groups as part of coordinating the overall financing of programs for the school.
  4. The School Commission uses the school newsletter and the Parent Teacher Club meetings to report to school families about School Commission activities and decisions.
- D. Assumption Catholic School Foundation**

The Assumption Catholic School Foundation is responsible for the long-term marketing and development of the school and the monitoring of the endowed and un-endowed funds of the foundation.

#### **Article IV: Membership**

**A. General Organization** - The membership of the School Commission shall consist of at least nine current or former school parents/guardians, the pastoral leader, the principal, Parent Teacher Club Liaison. One member of the School Commission will serve as a liaison between the School Commission and the Finance Committee.

**B. Members**

All members of the School Commission are responsible for the following: Planning, Policy Development, Finance, Public Relations and Evaluation of goals and commission effectiveness. The commission serves as a consultative body and work on a consensus model.

**C. Terms of Service**

1. The term for general members is three years. Members' terms will begin in June and end in June, three years later. Members are required to fulfill all obligations and duties.
  - a. Resignation
    - i. A member may resign at any time by submitting a written resignation to the Principal and the School Commission Chair.
  - b. Removal
    - i. A member may be removed by a two-thirds vote of the full voting commission whenever, in the School Commission's judgment, that member has become incapable or unfit to discharge the duties of their office, or shall neglect or refuse to perform the same. Two or more consecutive unexcused absences shall be construed as failure to perform duties. A member proposed to be removed is entitled to at least five days' notice in writing, before the removal meeting. The member will be entitled to address the School Commission prior to the removal vote. The meeting addressing the removal vote will be closed. The member may resign prior to this meeting.
  - c. Vacancies
    - i. Vacancies created in positions other than the non-voting positions will be filled by a majority vote of the School Commission after discussion of the candidates.
    - ii. The selected candidate shall then serve the remaining portion of the term of the vacated position.
  - d. Term Limits
    - i. General members are limited to serving two consecutive three-year terms. If a member has filled a vacancy in which less than one full year of a term has been served, that portion of the term shall not be counted in the two-term limit.

#### **Article V: Appointment of Members**

**A. Selection Criteria**

1. A prospective School Commission member will complete an application with emphasis on the following criteria:
  - a. Display an interest in and commitment to Catholic education and to the school's philosophy and mission;
  - b. Be available to attend meetings and periodic in-service programs and to participate in committee work;

- c. Ability to maintain a high level of integrity and confidentiality;
- d. Deal with situations as they relate to the good of the entire school community;
- e. Demonstrate public support of the school and parish and their leadership;
- f. Capacity to be a credible witness to the Catholic faith of the school community and the other publics the school serves.

**B. Appointments**

- 1. The School Commission will recommend to the principal and pastoral leader new members using the criteria identified above.

**Article VI: Executive Officers**

The Executive board of the commission shall consist of three officers: the chair, the vice-chair, and the secretary.

**A. Nominations**

- 1. The general commission shall present nominees for the position of chair, vice-chair, and secretary. A majority vote of the School Commission members present and voting shall be sufficient for election of officers.

**B. Duties**

- 1. Chair
  - i. The chair shall preside at all regular and special meetings of the commission.
  - ii. The chair prepares the agenda for each meeting after consultation with the Principal.
  - iii. The chair is ultimately responsible for all commission business and should ensure commission goals are achieved.
- 2. Vice-Chair
  - i. The vice-chair shall perform all duties of the chair when the chair is absent or unable to act.
  - ii. The vice-chair will assume the duties of chair at the beginning of the next term.
- 3. Secretary
  - i. The secretary shall maintain a written record of all acts of the commission.
  - ii. The secretary shall conduct, receive, and dispense all correspondence as directed.
  - iii. The secretary shall preserve all reports and documents.

**Article VII: Meeting**

**A. Structure**

- 1. The full School Commission meets every month, as determined by the principal.
- 2. Standing committees meet at other times which best suit the members of the committee.
- 3. Executive School Commission meetings may be called at times other than the regularly scheduled meetings. These meetings will be scheduled with the approval of the School Commission Chair and the principal.
- 4. The agenda for each School Commission meeting will be constructed by the principal and the School Commission chair. An agenda shall normally be sent to all members of the School Commission three days prior to each regular meeting. Agendas will also be sent to the pastoral leader.
- 5. Complete minutes are available from the school office or from the School Commission secretary upon request.
- 6. Non-members may address the commission when approved for the agenda in advance of the meeting and shall leave after they have addressed the School Commission.

**B. Quorum**

1. A majority of all voting members must be present for the purpose of conducting official business.
2. Business will be conducted by the consensus method; when a vote is required, a simple majority of those present and voting shall carry the motion.

**C. Implementation of Policies**

1. In order to provide the best consultation, the consensus method of decision-making shall be used.
2. When the School Commission is unable to reach a consensus, the minutes should report the different positions and appropriate reasons.

**D. Meeting Record**

1. A record of all acts of the School Commission, maintained by the secretary, shall be preserved in the archives in the school's digital library.
2. This record is to contain the meeting minutes and any written reports or documents presented at the meeting.

**Article VIII: Committee Structure****A. General Guidelines**

1. The commission committees are divided into two groups: Standing Committees and Ad Hoc committees. The Standing Committees are continuous committees with specific duties.
2. These committees are described in Section 2. Ad Hoc committees are formed for short-term studies of issues and/or policies.
3. Each committee will have clearly defined goals, plans, and responsibilities.
4. Each committee will provide, as needed, a report of progress at each commission meeting.

**B. Standing Committees**

1. Finance Committee - The function of the budget committee is to work with the principal and other designated school/parish leadership to develop the annual budget.
2. Admissions and Retention Committee- The function of the AR committee is to promote the enrollment of the school and retaining new families.
3. Buildings and Grounds Committee- The function of this committee is a part of the committee of the same name for the Church of the Assumption.

**C. Ad Hoc Committees**

1. The Ad Hoc committees are generally formed as needed and may include Strategic Planning, Evaluation of the Commission, and Parish Liaisons.

**Article IX: Amendments**

These by-laws may be amended by two-thirds majority vote of the full voting School Commission.