

Handbook for Parents and Students

2011-2012

Assumption School



Where Faith and Knowledge Meet

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The handbook has been approved by the Board of Education for the 2011-2012 school year.

This handbook is meant to provide parents and students with information about Assumption School. The enforcement of rules and regulations falls with the administration of the school. The administration retains the right to amend the handbook and parents will be notified when changes or amendments are made.

MISSION STATEMENT AND PHILOSOPHY

Mission Statement

The mission of Assumption Parish is to make the teachings of Jesus Christ a reality by providing meaningful educational experiences for all in an environment integrated by values with faith, community, prayer, and service.

Diocesan Schools' Vision Statement

Catholic schools in the Diocese of Des Moines, based on the teachings of Jesus Christ and the mission of the Church, are collaborative communities of spiritual formation and academic excellence, where students grow in faith and wisdom, emerging as responsible citizens dedicated to the practice of life-long discipleship. (2007)

Diocesan Schools' Mission Statement

We develop and inspire learning for life by providing a world-class education within a Catholic environment for our students.

- Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives
- Each student in Catholic schools should experience the value of human dignity and the concepts of peace and justice to enable them to be participants in a global society
- Catholic schools and parishes are partners with parents in the education of the children
- Catholic school educators need to apply research-based curricular practices that enhance the learning of all students in the classroom

This mission is both an awesome responsibility and a great challenge. To serve well in the education /formation ministry of the Catholic Church is no easy task. To be successful, all elements of the ministry must work in a cooperative and harmonious manner.

ADMINISTRATION

The administration at Assumption School seeks to provide guidance and assistance to its teachers, students, and parents. The administrative personnel are listed below.

Pastor of Assumption Parish: The Pastor at Assumption Parish is the parish faith leader. The pastor is an everyday presence in our school and leads the students by example in the faith. The pastor celebrates Mass and other Sacraments with the students during the school year and serves as a member of the Board of Education.

Principal of Assumption School: The duties of the principal fall into four categories. These categories are Faith Community Member/Facilitator, Public Relations Manager, Educational Leader, and Managerial/Administrative Leader.

- **Faith Community Member/Facilitator:** Creates a faith community; Gives priority to Catholic dimension; Involves others in prayer and liturgy; Fosters interpersonal relationships
- **Public Relations Manager:** Maintains open communication; Communicates with parents; Creates open and honest environment conducive to personal and social growth
- **Educational Leader:** Provides leadership in curriculum; Provide for professional development of teachers; Maintains procedures for monitoring student growth
- **Managerial/Administrative Leader:** Direct selection/evaluation of personnel; Competent in general administration of the school; Provides leadership for Board of Education

Assistant Principal of Assumption School: The Assistant Principal is empowered to act in the principal's absence. Since this person is also a full-time teacher, the duties required of the Assistant Principal are to first be a teacher and then to offer assistance or make decisions in the absence of the principal.

Parish Administrator of Assumption Parish: The Parish Administrator of Assumption Parish deals with such issues as insurance, physical plant, and payroll. Questions regarding these topics should be addressed to the Parish Administrator. The Parish Administrator also serves in an advisory capacity with the principal and Board of Education.

Board of Education: The Board of Education serves the school educational program. This group acts in an advisory capacity only. Their role is to make policies, with the direction of the principal, that will guide and serve the school. This group is not responsible for enforcement of policy.

ADMISSION POLICY OF STUDENTS

The Assumption Parish Board of Education is dedicated to abiding by the Diocesan Board of Education Policy as to admission of students. Application for enrollment will be considered according to the guidelines stated below.

Admission Policy

It shall be the policy of the Assumption Parish Board of Education that a screening process shall be accomplished with each new student and that the registration of students shall not be considered final until such screening is completed. The screening process shall include parent and student interview, receipt and review of the student's records from the previous school (when applicable), and any testing deemed necessary by the administrator. On occasion there may be a conditional enrollment granted, but it shall not be considered final until all screening is completed.

Admission Guidelines

AGE REQUIREMENTS:

- Students entering Pre-School must be **3 years old by September 15th** of their Pre-School year.
- Students entering Pre-Kindergarten must be **4 years old by September 15th** of their Pre-Kindergarten year.
- Students entering Kindergarten must be **5 years old by September 15th** of their Kindergarten year.

ADMISSION ORDER / PRIORITY FOR ASSUMPTION SCHOOL:

Should "Class Size" and "Age Limitations" be met, preference will be given in the following order:

1. Students of parishioners* of Assumption who have/had other children currently enrolled at Assumption School.
2. Students of parishioners* of Assumption who this is their first child to attend Assumption School.
3. Students of Catholic parent(s) who are not members of Assumption Parish.
4. Students of Non-Catholic families.

* Staff members are considered parishioners for the purpose of this policy

OTHER ADMISSION INFORMATION REGARDING ASSUMPTION SCHOOL PRE-SCHOOL AND PRE-KINDERGARTEN:

- Assumption School PS and PK class size limit is sixteen (16) students.
- Assumption School PS and PK will be in session five days per week.
- Deadline for enrollment into the PS and PK class is the second Friday of the school year unless a family moves into the school district.

NOTICE OF NONDISCRIMINATION:

Applicants for admission and employment with the diocesan school are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 *as it applies to the diocesan schools* and Title I of the Americans with Disabilities Act, in admission or access to, or treatment of employment in, its programs and activities.

(Admission Policy Review in April 2011)

TUITION INFORMATION

Assumption School, like any other institution where projected cash flow is necessary to remain solvent, depends on your obligation of tuition payments to meet the day-to-day expenses of running a school. The cost of educating each child at Assumption School is over \$6,000. Your tuition payments help to defray some of that cost, with the remaining paid by Assumption Parish. Your timeliness toward this tuition obligation is most important.

Tuition fees will be charged for the education of students at Assumption School in Granger, Iowa. The Assumption School Board of Education will determine tuition fees annually. The tuition fee will be in addition to the materials/book fee for each child attending Assumption School – Pre-School, Pre-Kindergarten and grades Kindergarten through 8th grade.

The tuition fees are on a sliding scale for each child attending Assumption School, grades K-8. No tuition is charged for the fourth child, in grades K-8, in the family attending Assumption School.

Financial Assistance

If a family is in need of financial assistance to pay tuition for the school year, they need to make arrangements with the principal or parish administrator. In no event will the inability to pay tuition result in the denial of enrollment for children at Assumption School, *as long as arrangements have been made with the principal or parish administrator and back tuition has been paid.*

Specific tuition assistance programs available to parents at Assumption School are:

- **Catholic Tuition Organization (CTO)** is the tuition program through the Diocese of Des Moines. This program helps families across the diocese. Application forms are sent to parents in the spring and are available during the summer.
- **HOPE (Help Our Parents Educate)** is the tuition program through the Diocese of Des Moines. This program helps families across the diocese. Application for this program are the same as CTO forms.
- **Fr. Terry Lees EASE Tuition Assistance Fund** is available through Assumption Parish in Granger for those students attending Assumption School. Applications forms are sent home in the registration packets in the spring, or contact must be made with the parish administrator or principal.

All decisions for any assistance are confidential.

Tuition Payments

Tuition payments are made in one of three ways:

1. One payment, made in August at registration
2. Two payments, one in August and one January
3. Monthly – nine payments, August through April (can be done by automatic withdrawal)

LUNCH ACCOUNTS / NOTICES / MENUS

Assumption School offers a fine hot lunch program. Money for hot lunch will be handled through the school office. Tickets may be purchased daily, weekly, monthly, by semester, or for the school year. Each daily hot lunch punch is \$2.50 for students and \$3.00 for adults.

Notices are sent home with the children or emailed to parents when they are in need of refreshing the lunch account. The notices are sent home with approximately 5 days left in order to give you time to get the check to the school office. If the account is not funded in a timely manner, you will receive a phone call alerting you to the need for a new ticket.

“Seconds” on entrees cost \$1.75 for all students K-8 but they are allowed free “seconds” on fruits and vegetables.

Menus are available on the school web site at <http://www.assumptionschoolgranger.org/>. Please review the menu so you can plan for your child’s lunch needs at school.

DISCIPLINE

Discipline Policy:

DEFINITION AND PURPOSE:

Discipline is as fundamental in Catholic education as it is in Christian life. School discipline is the guidance of the conduct of pupils in a way that permits the orderly and efficient operation of the school. Cooperation between home and school is essential. Assumption School adopts and enforces rules of conduct to ensure the safety of students and to maintain a school environment conducive to learning.

Good discipline originates in the home because parents are the first teachers of their children. It is the parents' obligation, teaching by example, to develop in the child good habits of behavior as well as proper attitudes toward school.

The students at Assumption School are entitled to learn and develop in a setting which promotes respect for self, others, and property. The school environment should encourage academic and social maturity and should promote the dignity and worth of each student in preparation for adulthood. Learning should occur in a setting, which affirms and fosters the total well being of each person – physical, emotional, intellectual, and spiritual. School personnel, parents, and students, are charged with cooperating to develop mature, healthy, and responsible individuals taking into consideration the normal developmental stages of children.

Discipline Guidelines:

BREACH OF DISCIPLINE:

Breach of discipline is any conduct of pupils that interferes with the maintenance of school discipline. Acts of behavior which conflict with the educational program or which are antagonistic to the welfare of other students will not be tolerated. Insubordination and gross misbehavior are incompatible with good citizenship, good government, and good discipleship. Examples of different classifications of breach of discipline may include, but are not limited to:

- Temper tantrums
- Bullying or mean teasing behavior
- Open defiance involving refusal to conform to school rules
- Profane or obscene language or gestures
- Refusal to comply with request made by teachers or school personnel
- Physical attacks or threats of the same
- Possession of, sale of controlled substances (alcohol, drugs, tobacco, drug paraphernalia)
- Possession of weapons and/or fireworks
- Displays of racial bigotry or intolerance
- Willful destruction of parish or school property, personal property of teachers, school personnel, students
- Documentation of incorrigible conduct in the classroom
- Continuous breaking of school rules (cheating, stealing, setting fires, etc)
- Sexual harassment
- Or other conduct unbecoming a student in Assumption School

Discipline, cont.

An Assumption School student is an Assumption School student both in school and outside of the school building. Thus, the disciplined control of students is to be exercised and followed in these areas:

1. While on parish/school premises.
2. While engaged in school related activities and functions such as field trips, tours, extra-curricular activities. Conduct of pupils away from school grounds will be subject to school discipline if it directly affects or impedes the educational order, efficiency, management, and welfare of the school environment.
3. Buses provided for the students through the public school system.

The classroom, corridors, and other parts of the parish/school grounds are areas of control and will receive heightened awareness and emphasis with regards to expectations of self-discipline and behavior management.

POSSIBLE ACTIONS ARE AUTHORIZED TO BE TAKEN IN ALL CASES OF BREACH OF SCHOOL DISCIPLINE REGULATIONS:

- *Detention* will be during non-academic times (recess, lunch, before school, after school). If a student is to serve a detention before or after school, parents will be notified to arrange transportation.
- *Exclusion from class activities* with the approval of the principal or principal designee for a short period of time. This may include participation in school-sponsored programs, sports, or events. Parents will be notified in a timely manner.
- *In-School suspension* with approval of principal or principal designee; parents will be notified in a timely manner.
- *Out-of-School Suspension* of the pupil to his/her home with the approval of the principal or designee for a period not to exceed five (5) school days. The pastor and Board of Education Chairperson will be notified. Suspension of the student to his/her home is intended to acquaint the parents with the seriousness of the situation and to secure their cooperation in solving the problem. The student will be readmitted to school once a meeting is held with the principal.
- *Expulsion* shall be made only by a majority vote of the Assumption Parish Board of Education upon recommendation of the principal. A student may be expelled from school for breach of discipline, violation of the regulations and rules established by the Assumption Parish Board of Education, or when the presence of the student is detrimental to the best interests of the school. In addition, the Board of Education may expel any incorrigible child or any student whose presence would be injurious to the health and morals of other students or the welfare of the school. Upon request, the Board of Education shall review the case and may reinstate a student when the student has met applicable condition for re-admission the following year.
- Every consideration will be made in order to avoid expulsion of a student from Assumption School. This may include referring the student and/or family to local counseling.
- *Conferences* may be required involving parent(s), teacher(s), student, and/or administrator.

Discipline, cont.

RESTRAINT AND PHYSICAL FORCE:

Restraint is the act of physically controlling or directing the actions of a student. The principal and teachers are free to use reasonable and appropriate means of restraint, as may be necessary to prevent a student from harming him/herself or another, or property. Restraint should not cause serious or permanent harm.

Deliberately striking a student is specifically prohibited. The use of reasonable force in self-defense or defense of another may be warranted for protection.

Factors determining reasonable and appropriate actions are:

- Age
- Physical stature and strength of student
- Previous history
- Maturity of student
- Seriousness of the infraction
- Apparent motive and state of mind
- The nature of the danger to the student or other classmates.

Whenever physical contact, reasonable force in self-defense, or physical restraint is used, it shall be reported immediately to the principal or principal designee, and parent(s) shall be notified.

PROCEDURES:

Within each classroom, the teacher has certain rules his/her students must follow for daily routine matters. Minor infractions that deter from general learning in the classroom are the responsibility of the teachers. In the fall, each teacher will alert parents of the rules for his/her classroom. Detention will be used for *repeated* offenders of the school rules or room rules that teachers feel are the best way to satisfy the misdemeanor. Detention may occur during recess times, before, or after school. Detention served after school will be served until 4:00 pm. Parents will be notified to arrange for transportation.

For major infractions of the school policies and rules, the following procedures will be used:

1. Student will meet with principal or principal designee (in principal's absence)
2. Student will make phone call to parents to explain the situation
3. Principal will inform parents of the discipline consequence. Detention will be used in most cases. In-school suspension or out-of-school suspension will be considered for use with repeated offenses. Expulsion is only used in extreme cases, with consult of the board of education and pastor.

The administration retains the right to deal with each case as it sees fit. Parents will always be contacted of changes in procedure based on the child's case.

DUE PROCESS:

With respect to due process, the due process clause of the State and the United States Constitution do not impact on the private school setting. Assumption School may suspend or terminate a student's attendance with or without due process.

As used here, due process contemplates a hearing and notice prior to a student being deprived of any significant right. It is the policy of Assumption that due process does not limit in any way the ability of Assumption School to suspend or expel any student it deems undesirable. Hearing and notice are gratuitous and are not mandatory under Assumption School policy.

BUILDING EXPECTATIONS / EXPECTED BEHAVIORS

PLAYGROUND RULES:

When the children are playing outside, they will be expected to obey the following rules:

- Ask permission to get equipment that goes over the fence. Walk around, not over, the fence and look for cars at all times.
- Remain seated on the equipment at all times.
- Go down the slide in a forward sitting position. No walking up the slide or sliding down backwards.
- Touch football is the only way the game is permitted. Tackling or hitting is not permitted.
- Roller blades, skateboards, or scooters are not to be brought to school to use at recess.
- Twisting, tangling, swinging sideways on the swings is not permitted.
- Following instructions given by recess supervisors is expected.
- Play will be in a cooperative and friendly manner.
- No hard baseballs are permitted.

RESTROOM BEHAVIOR:

When children go to the restroom, the following behaviors are expected:

- Use quiet voices.
- Flush the toilet.
- Wash your hands.
- Respect privacy – no crawling over or under the stalls.
- Leave the restrooms clean – paper towels belong in the garbage.
- Pens, pencils, markers, or other writing tools are not needed in the bathroom. Do not take those items into the bathroom.
- Leave the restroom as soon as you are finished.

IN THE HALLS:

When students are in the halls, the following behaviors are expected:

- Walking down the halls (no running, skipping, etc).
- Balls are not to be bounced in the halls.
- Use of appropriate line basics while waiting for a drink or for the teachers.
- Quiet voices are used as other classes are in progress.

IN CHURCH:

When the children are in church, the following behaviors are expected:

- Sitting quietly, paying attention to what is happening on the altar.
- Active participation in Mass activities is expected.
- Hands are kept to self, no touching, hitting, picking at your neighbor.
- Always being aware that when we are in church we are in God's house.

The behaviors expected in Mass during school should be the same behaviors expected when the family attends Mass on the weekends.

Building Expectations / Expected Behaviors, cont.

IN THE LUNCHROOM:

When eating lunch in the lunchroom, the following behaviors are expected:

- Quiet waiting in line to get tray and food, no loud talking, cutting in line.
- Use of manners is expected – words like, “Please,” “Thank you” should be used.
- Those bringing cold lunch are not to bring pop or drinks in glass bottles.
- Cold lunches should be ready-to-eat and require no preparation or cooking. Students are not allowed to use the microwave or kitchen to prepare their lunches.
- Once all have been served, seconds may be available.
- Food is to be eaten, not played with.
- Each student is expected to scrape their own tray and dispose of trash in the correct manner.
- While at the table, quiet voices are to be used.
- Children are not to be up walking around, but are to be seated and eating.

IN THE LIBRARY AND COMPUTER LAB:

When in the library and computer lab, the following behaviors are expected:

- Quiet voices are to be used.
- Books are to be placed on the shelves or on the desk to be put away. Do not leave them on the floor.
- Pick up after yourself. Do not leave books, papers, or other materials scattered all over the library.
- Settings on the computers are not to be changed by students.
- Return books when you are finished with them. Until books are returned, new books cannot be checked out. If you have lost a book, let your teacher know. You will be expected to reimburse the school for the book.

ON A BUS:

The driver of the bus is in charge of supervising the pupils. If the students are riding a bus for a field trip, the teachers and parent chaperones are also in charge of supervising students. While on the bus, the following behaviors are expected:

- Quiet voices are to be used. Shouting or screaming is distracting to the driver.
- Food, including candy, gum, and pop are not to be taken on the bus.
- Students are to remain seated when the bus is moving.
- Hands and all other items are to remain in the bus – not held out the window.
- Objects are not to be thrown from the bus.

The buses are run through the Woodward-Granger School District. Questions about routes, drivers, behaviors on the bus, should be directed to that school district or to the bus driver. The Bus Rules can be found at the back of this handbook, in the attachment section.

REPORTING YOUR CHILD'S PROGRESS

Your child's progress is reported to you in many ways during the school year. You will find out how your child is doing by looking at assignment books (grades 5-8), weekly folders, mid-term reports (grades 5-8), and Progress Reports.

ASSIGNMENT BOOKS

Students in grades 5-8 are given an assignment book at the start of the year. These assignment books are written in each day with the assignments that the students need to complete. As a parent, you are encouraged to look at the assignment book each night and ask your child about work completion. The assignment book is an organizational tool that will be beneficial for the child later in their educational career and life.

WEEKLY FOLDERS

Many classrooms send home folders on either Friday or Monday filled with your child's work from the previous week. This is the best way to know how your child is doing. The work contained in the folder shows what skills are being learned, what concepts are being taught, and how your child is doing. If you have questions about what you are seeing, please call the teacher.

MID-TERM REPORTS

Students in grades 6-8 will receive Mid-Term reports at the middle of each trimester. Dates that mid-terms will come home are listed on the school year calendar. Each mid-term shows your child's progress during a trimester up to that point and may contain comments from the teachers. When the mid-terms come home a parent sign-off sheet accompanies them. This sheet requires both you and your child to sign it stating that you have read the mid-term and discussed it together. It is important to talk about the grades with your child, as they need to learn responsibility for their own education.

REPORT CARDS

All students, grades K-8, will receive progress reports at the end of each trimester, every 12 weeks. Dates that progress reports will come home are listed on the school calendar. The progress reports used are the same progress reports used across the Diocese of Des Moines.

GRADING

Assumption School uses the Diocesan Report Cards, which evaluate each child in an individual manner rather than in relation to that of the other students in the class and reports proficiency toward the Diocesan Standards and Benchmarks. The marking code used for grades K-5 is as follows:

- 4 – meets grade-level expectations, with excellence
- 3 – meets grade-level expectations
- 2 – progressing toward grade-level expectations
- 1 – attempts, not meeting grade-level expectations

Students in grades 6-8 will also be graded on a traditional A-F scale, but will begin to make a transition to reporting proficiency. This system is based on their performance in terms of the group. The marking code for the students in grades 6-8 is as follows:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: Less than 59.

Reporting Progress, cont.

PARENT TEACHER CONFERENCES:

Parent-teacher conferences are held twice a year, in the fall and in the spring, for all students. At both conferences, all parents are given a time to meet with the teachers. Schedules for conferences will be sent home with your children 1 ½ - 2 weeks before conferences. If your scheduled time does not work with your schedule, please call the office and another time will be set up for you. While formal conferences are only scheduled twice a year, at any time you feel you need to visit with a teacher about your child's progress or another issue you need to contact your child's teacher to schedule an appointment.

Conferences are a time for parents and teachers to discuss the student's progress and any areas of concern that either party has. It is important to come to the conference with a positive attitude and an open mind for both parents and teachers. It is a procedure that is to allow for two-way communication between teachers and parents. This communication should be a sharing of information, a time for open dialogue, and for cooperation in student progress.

In order for conferences to be productive for both teacher and parent, you might want to consider the following:

1. Think ahead about any questions you might have. The teacher will be ready to discuss your child's strengths and any concerns she might have. If you have questions, bring them so you can ask them in case the answers do not surface in your discussions.
2. Maintain a positive attitude. The conference is not a time for negative attitude and discussion. The conference should center on your child's progress and not other issues that may be personal.
3. Listen. This is the key to a positive and productive conference. When everyone listens to each other, positive outcomes happen.
4. Don't compare your child to another child. Each child is unique and it is sometimes amazing how different siblings can be. That difference is OK and in fact, it is the way God intended. Remember that your child is his/her own person and their conference is to learn about their progress.

Once again, while formal conferences are only scheduled twice a year, feel free to call the teacher and set up an appointment if you have a concern.

Students' permanent and cumulative records are kept in the school office. As parents you have the right to:

- Inspect and review your child's educational record;
- Ask for an explanation of an item in the record;
- Have copies made at a reasonable cost;
- Be informed of the types and location of the records kept;
- Ask for amendment of any school record that you feel is inaccurate, misleading, or violates certain privacy issues;
- Give/withhold consent to disclose your child's records;
- Be told to whom information has been disclosed;
- Be informed before your child's file is to be destroyed.

HOMEWORK POLICY

DEFINITION AND PURPOSE:

Homework is an extension of the learning process in the classroom and it should not be busy work. Homework can enhance the study skills of the student and reinforce concepts learned during the school day. The amount of homework assignments will differ from primary grades to middle school grades.

GUIDELINES:

- Should a student receive an inordinate amount of homework for an evening because of inattention or a behavior problem during the day, the teacher shall inform the parent through a note, email, or phone call.
- Parents will be informed at the beginning of the school year of the homework policy for each classroom at Assumption School. As a general rule, appropriate homework time allotments are:
 - 20 minutes/evening for K-2
 - 30-45 minutes/evening for grades 3-5
 - 60-70 minutes/evening for grades 6-8.
- Long-range assignments or projects and tests will be communicated as well as coordinated within areas where subjects are departmentalized.
- Parents are encouraged to provide their child with a suitable environment, specific time and regular location in which to study. Television, radio, and extended phone calls are highly discouraged. Parents should take an active interest in their child's work. Parents are encouraged to ask about homework regularly and to check to see if assignments are completed. ***This does not mean doing the work for them.*** Giving too much help may destroy the spirit of independence, creativity, perseverance, and initiative that are necessary in the child's scholastic training.
- Late or incomplete assignments may result in a reduced grade or no credit. Teachers will keep parents informed if students are having difficulty in getting their work in on time. Parents should contact the teacher if there are concerns about the content or amount of homework.

CHEATING:

Students are required to do their own work. Students should ask teachers or parents for help when they need assistance or assignment clarification. Students who give homework or test answers to a classmate or take answers from another classmate will receive a zero (0) for that assignment or test. Parents will be contacted concerning the offense.

STUDENT ATTENDANCE

In order to develop habits of self-discipline and responsibility, students are expected to attend classes regularly. While it is possible for an absent student to make up most of the schoolwork missed, it is impossible to completely compensate for absences from the classroom.

In order to maintain interest and understanding in a program of instruction, students cannot expect to be absent. Students who must be absent but fail to make up work may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping up with current work as well as making up any missed work.

Music programs, or other educational programs like it, are considered a part of the whole education of the child. The teachers use these performances as assessments therefore are reflected in their grades.

Tardy students not only affect their own studies, but also interfere with the progress of those students who are prompt. Tardiness to class created an obvious interruption and confusion for all members. It is unfair that students who are unprepared because of irregular attendance and/or tardiness may interrupt an entire class.

Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of punctuality, responsibility, and self-discipline. Student with good attendance records are on their way to developing these good habits with prompt, regular attendance.

Attendance Guidelines:

- It is the parents' responsibility to cause the child to attend school as required by compulsory attendance statute.
- Twenty days (20) in one school year will be considered excessive absenteeism.
 1. On the seventh day of absence in one trimester, notice will be sent to the family by mail. A staffing will be held with the student, parent(s), teacher, and principal. This staffing serves the purpose of notification and dialogue, and a proper course of action will be outlined for the future.
 2. If a student reaches the tenth (10th) day of absence for the trimester, parents will be notified that the possibility exists for loss of academic credit for the trimester's work and that before or after school tutoring may be needed to make up for this instructional time.

Regular attendance and punctuality is expected of all students. This is necessary for the student to receive the maximum benefits from the instructional program and to develop the firm habits of punctuality, self-discipline, and responsibility.

- Valid reasons for student absences are as follows:
 1. Personal illness
 2. Death or serious illness of a family member
 3. Suspension from school
 4. Other reasons that can be justified as educational and approved by principal and teacher
 5. Other verified emergencies.

Attendance, cont.

- All schoolwork missed because of absence will be made up within the number of days double to that of the absence, up to a total of six (6) days. Extended valid absences will require a meeting with the teacher to determine make-up work and a schedule for completion.
- If a child is to be gone because of a scheduled vacation that will last longer than three (3) days, the teacher is to be alerted ***a week in advance***. This will allow the teacher time to prepare work for the child. Talking with the teacher will also outline a completion timetable for the work. It is suggested that vacations as mentioned above are not taken when school is in session.

ACADEMIC ACTIVITIES OUTSIDE OF THE SCHOOL DAY

Students may be expected to attend academic activities outside of the school day (ex: musical) if students are assessed on their performance. In the event that students are not able to attend an activity, an alternative assessment will be assigned. Failure to participate or complete the assignment will be reflected in the student's final grade.

RELEASES FROM SCHOOL DURING THE DAY:

When it is necessary to release a child during the school day, a note or phone call must be made to school. The reason for the release must be stated and it is important that the name of the person picking up the child is given. Try to avoid appointments during the school day, however, it is understood that during the school day are, at times, the only times appointments that can be made.

No child may leave the school grounds during the school day without the parent authorization and the acknowledgement of the teacher. The school accepts no responsibility for students who leave the school grounds without such authorization.

GENERAL INFORMATION

REPORTING ABSENCE:

If your child is not going to be in school, please call the office by 9:00 a.m. to report this absence. This information will be passed on to the teacher. Teachers will prepare homework for the child that can be sent home with a brother or sister, or picked up at school by a parent. The child will be required to complete work that was missed during the absence.

TELEPHONE USE BY STUDENTS:

Students are to ask permission from their teacher before coming to the office to use the phone. Phone calls to arrange play time after school or an overnight will not be permitted. These things should be taken care of the night before coming to school. If your child is to call you with information, please send a note to school alerting the teacher and/or the office of this arrangement. If you need to leave a message with your child, please call the office to do so.

CELL PHONE USE BY STUDENTS

Students are not allowed to use cell phones at school. Students who bring cell phones to school will keep them in their lockers or book bags. Students' cell phones are not to be turned on at school. Please do not call your child on the cell phone at school.

PARENT VACATIONS / WORK TRAVEL:

If you are going to be gone for an extended period of time and your children will be under the care of a guardian, please call the school office or send a note alerting us to this fact. Please tell us who will be picking up your child, who to call if your child gets sick at school, and how long these arrangements are to be honored. This helps all of us.

CLASSROOM VISITATIONS / COMING FOR LUNCH:

Parents are encouraged to come to lunch with their children. If you intend to do this, please call the office by 9:00 a.m. so we can add you to the lunch count. Lunch is prepared to feed the number who have called the office by 9:00 am.

You are welcome to visit your child's classroom. Please contact the teacher to set up a time for this visit. Be aware that the teacher will not be available to visit with you during the school day. If you want an after-school conference, please contact the teacher.

CONTACTING A TEACHER:

Teachers' professional email addresses can be found on the school web site (<http://www.assumptionschoolgranger.org/>). Communicating by email may be the most effective way to contact your child's teachers. Teachers will check their email on a regular basis. If you are unable to contact a teacher by email, you can send a note to the teacher or call the office. A message will be given to the teacher and they will respond to your message. Teachers will not be pulled out of class for a phone conversation, unless it is an emergency. Teachers may be reached by phone before school from 7:45-8:05 and after school from 3:25-3:45. Please do not call the teachers at home unless it is an emergency.

General Information, cont.

EMERGENCY INFORMATION:

Assumption School runs on the same early release, late start, or no school for weather situations as Woodward-Granger School District. If weather threatens, please tune the TV to channels 8 or 13, or the radio to channel 1040 AM. For no-school days or delayed starts, please listen to the TV or radio. Pre-School will not have class if there is a 2-hour delay because of weather and Pre-Kindergarten will not have class in case of an early dismissal.

DISPENSING MEDICATION:

If your child needs to take a prescription medication during the school day, the medication must come to school in the original bottle. The medication **must** come to the office to be given. Attach a note with the medication telling the time it is to be given as well as the dosage. Prescription medication will be sent home daily with that child. Permission slips will be signed by each family at the start of the year allowing your child to be given Tylenol when they complain of a headache. The office will keep Children's Strength, Jr. Strength, and Adult Strength Tylenol and your child will need to come to the office to take this. A note will be sent home, or a phone call will be made to let you know your child requested/received Tylenol with the time given.

ILL OR INJURED STUDENTS:

If a student becomes ill and needs to be picked up, parents will be notified right away. The student's temperature can be taken and/or they may lie down on the couch in the office until a parent comes to get them.

If a student is injured and needs attention by the parents or a doctor, you will be contacted right away. The school is not able to put anything in the form of ointment or cream on a wound unless it has come to school as a prescription from the doctor.

For the regular playground cuts and scrapes, the wound will be washed and a band-aid applied in the office.

EMERGENCY NUMBERS:

Each year the registration process asks your for emergency numbers. These numbers are people we can call if your child is sick or injured and we cannot get in touch with you. It is important these numbers are current and the people you have listed understand what their role is if they are called.

General Information, cont.

IMMUNIZATION CARDS:

All students at Assumption School (grades Kindergarten – 8th grade) are to have an immunization card on file in the office. The Department of Public Health will make an audit of the cards each fall. You will be alerted of any missing information with a timeline for completing the card.

ARRIVAL AND DISMISSAL:

Arrival: Students who walk, ride their bikes, or are brought to school by their parents should not arrive at the building until 8:00. Parents should be aware of the need for teachers to prepare for the day in the morning, without having to monitor children. For those parents who need to drop off their children prior to 8:00, there is Before School Care that will serve the children. The cost for this program is \$4/morning and the children can have breakfast if necessary. Bus children are excluded. The buses are run through the Woodward-Granger School District and problems or questions should be addressed to that school.

Dismissal: At 3:25 p.m., teachers will escort their classes through the gym to be dismissed. **Bus students** will wait in the gym or on the playground, with the bus supervisor, for their bus. Those riding to Woodward will be picked up about 3:35 p.m. Those waiting to be dropped off on the Granger route will be picked up around 3:45.

Bike riders will exit through the back doors by the kitchen to the bike rack. **Walkers and children who ride with parents** will exit through the gym. Parents should plan on picking their children up in the parking lot area. It is important that parents be on time when they pick up their children. When parents are late, children become concerned and tend to wander around looking for their parents.

The buses are operated through the Woodward-Granger School District. Any questions or concerns should be addressed to them. Bus rules that are written by the W-G School District for the buses apply to any of our students who ride them. It is the responsibility of the parent and student to know the rules and abide by them.

SCHOOL MASSES / ROSARY

The students at Assumption School will attend Mass once per week. All Mass times will be listed in the monthly newsletter. It is important to note that this weekday Mass does not substitute for the obligation of attending the weekend Mass. Nearly each Wednesday, grades Kindergarten through 8 come together for a decade of the Rosary. We hope that this tradition is one the students carry with them all their lives.

MONTHLY NEWSLETTERS / PARISH BULLETINS:

Each month, there will be an Assumption School Newsletter that will be available on the school web site (<http://www.assumptionschoolgranger.org/>). Important dates and information for the month will be included in this newsletter. Parents who do not have access to a computer should contact the school secretary to arrange for a paper copy of the newsletter. It is the parents' responsibility to read and know what is in the newsletter.

Important notes are also listed in the weekly Assumption Parish bulletin. For those families who are non-Catholic, feel free to stop in the church and pick up a bulletin to read the "School News" section.

General Information, cont.

PTO:

Assumption School parents are encouraged to become involved in the Assumption PTO, Parent Teacher Organization. This group meets monthly. Meeting times will be found in the school monthly newsletter and in the PTO newsletter that is on the web site.

SPECIAL PROJECTS:

Campbell's Soup Labels: The labels from Campbell's soup and other products can be dropped off in the office or the gathering space of the church. These are collected and used to purchase equipment for the school.

Boxtops for Education: General Mills cereals contain the Boxtops for Education. These boxtops can be collected and dropped in the school office or the gathering space of the church. We receive 10 cents for each boxtop and the money is used to pay for instructional materials for the school.

Target Card: A percentage of purchases are given to the school designated by those with a Target card. The money is used for instructional supplies.

Office Depot: When you purchase something at Office Depot, be sure to ask them to give credit to Assumption School. We receive 5% of the purchase back in credit.

SCRIP (Gift Cards): A percentage of purchase is returned to the school through this program offered by the Assumption PTO.

SPORTS:

We participate in the Basketball Parochial League with the Catholic Schools in Des Moines and Perry. Basketball is coached entirely by volunteers and good sportsmanship is expected on the part of the students, coaches, and parents.

Assumption students are encouraged to participate in the MAC leagues through Dowling Catholic High School, the Catholic high school for our Assumption School students. Students are also encouraged to participate in the athletic programs of football, track, volleyball, and wrestling through the Woodward-Granger School District.

FIELD TRIPS:

Field trips are encouraged as these trips extend the learning of the children outside of the classroom. Field trips are planned to supplement the educational experience that your child has at Assumption School. Each field trip will require a signed permission slip that will outline the time of departure, arrival, lunch information, as well as how the students will be transported. We appreciate when our parents can drive to these functions for us, however we ask that you do not bring your younger children with you. When you are driving and chaperoning, your full attention needs to be with the children from the class you are with, and not on small children.

RULES FOR EXTRA-CURRICULAR EVENTS (sporting events, field trips, etc.)

1. **Parents** who bring their children to these functions are responsible for their children's behavior.
2. There is to be no running through the halls of our school or any other building.
3. At Assumption School, the doors will be locked. If they are not locked, the students are not to be running in and out of the classrooms.

All those attending the event from Assumption School are ambassadors for the school. Appropriate behavior is expected.

General Information, cont.

SHARING PETS IN A CLASSROOM:

If your child is interested in bringing his/her pet to school to share, you need to make arrangements with your child's teacher at least 3 days in advance. A note will be sent home to let parents know what kind of pet is coming to school in case children are allergic to animals. If a child is allergic to the pet, permission will be denied for bringing the pet to school. All pets should have their vaccination shots unless they are too young for required shots.

BRINGING MONEY TO SCHOOL:

Children are not encouraged to bring money to school except for lunch money, book order money, etc. If your child needs to bring money to school for an after school trip, send the money in an envelope and it can be kept safe in the office during the day. Label the envelope with your child's name, their teacher, and the school name in case it is dropped on the bus or outside.

RECESS:

All students will be sent to recess unless they have a note from home or have schoolwork that needs to be completed at recess time. If your child must stay inside due to illness, please send a note to your child's teacher in the morning. If there is no note, the children will be sent to recess. Outdoor recess will be held unless there is inclement weather (rain, wind-chill 0 degrees or lower). Children are to dress appropriately during the school year, always ready to go outdoors for recess. Hats, gloves, boots, and snow pants are necessary to play outside in the winter. Students will be outside, so they need to be dressed to go out.

Recess rules are discussed with children during the first week of school, and periodically throughout the school year. Children are reminded that what might be acceptable when they are on this or other playgrounds with their families might not be acceptable at school due to the number of children playing and safety issues.

CHANGE OF ADDRESS / PHONE NUMBER/EMAIL:

Please notify the office if there is a change in your home address, email address, or phone number. This courtesy will help us to keep records current and will allow us to contact you if necessary.

CELEBRATIONS:

Celebrating a child's birthday is very important to them. Please remember when you send treats to school that individual treats such as cupcakes, cookies, Rice Krispie treats are much easier to serve than a cake that needs to be cut. The teachers do not keep utensils in their rooms and the easier you can make the process of passing out the treat, the better for everyone.

Other celebrations in the classroom will be organized with cooperation between the teacher and the homeroom parent. Homeroom parents are to check with the teacher **before** planning any other parties. The teacher has the final say in when the party will occur and what will be done during this time.

General Information, cont.

COMMUNICATION/GREIVANCE ROUTE FOR PARENTS:

If there is a concern with an incident or a teacher, you should contact that teacher directly. Face-to-face or telephone communication is encouraged, if you have a concern. If this does not satisfy your needs, then you are to contact the principal. The principal will ask if you have talked with the teacher and then will meet with you and the teacher if necessary. Finally, you may contact the Board of Education if your needs are not met. The Board of Education will follow the same procedure and ask if you have talked with the teacher and what was decided and if you have talked to the principal and what was decided from there.

The most important aspect is that everyone is to be honest and truthful when there is a problem.

SCHOOL CALENDAR:

The yearly school calendar is available on the school web site (<http://www.assumptionschoolgranger.org/>).

SCHOOL SUPPLY LIST:

The school supply list is available on the school web site (<http://www.assumptionschoolgranger.org/>).

DRESS / UNIFORM CODE

Assumption School has a dress / uniform code that students are to adhere to. This code is for students who are in kindergarten through 8th grade.

It is the parents' responsibility to make sure your children leave the house dressed in the proper attire each morning. Parents will be called to bring appropriate clothing if the infractions continue to happen.

“Dress Down Days” will be scheduled regularly during the school year. The date will appear on the monthly calendar that comes home in the newsletter. Most months, dress down days will occur on the first and third Wednesdays of the month. The first dress down day of the month is a “Dollar Dress Down Day.” Students who choose to dress down will donate a dollar, which is given to Connection Café in Des Moines. The second dress down day of each month is a free dress down day.

On these days, students may dress out of uniform. Clothes are to be in good repair and must be clean. Clothing with holes or inappropriate sayings or pictures will not be permitted. If students are dressed in these kinds of clothes, parents will be called and a uniform is to be brought to school.

Students may also dress out of uniform on picture days – once in the fall and once in the spring. If pictures have to be retaken in the fall, a student may bring the clothing for pictures and change when it is time for pictures. After retake pictures, the student is to change back into uniform clothing.

On certain days, students will be permitted to wear their sports jerseys to school. These days will be announced and determined by the principal.

Dress down is not appropriate for days when there is Mass.

The dress / uniform code is found on the school website.

TECHNOLOGY ACCEPTABLE USE GUIDELINES

Use of technology in education is no longer optional and as such is central to the teaching and learning process. With the understanding that technology evolves on a daily basis, students today need to be afforded the opportunity to appropriately use technology toward utilizing practices that are safe and respectable, thus upholding and demonstrating that they are responsible digital citizens. These guidelines support and augment the existing student code of student conduct.

Digital Access

Assumption School will provide equitable digital access to all students, making efforts to accommodate any special needs that a student may have. Questionable or objectionable web sites will however be blocked from student use.

Digital Communications

The electronic exchange of information shall be restricted to uses directly enhancing learning. Consequently the use of cell phones, e-mail, etc., will be severely limited.

Digital Security

Students will be taught to recognize the importance of maintaining personal and network security. Students will protect their own privacy by not sharing their passwords nor giving out other personal information on the internet. Students will not harm the network or bypass filtering and network security to access inappropriate material on the internet or intranet. Students should also be aware that digital information kept on the school network is open to perusal by administration or designated personnel. Assumption Elementary does not guarantee the safety of information kept on the network.

Digital Etiquette

Students will respect other technology users by refraining from cyber bullying, inflammatory language, etc. Students will obey classroom and school rules as to proper time and appropriate use of technology, including cell phones.

Digital Rights and Responsibilities

Information gathered online will be used in an ethical manner. Permission should be requested when necessary and sources should be cited as appropriate to the subject matter.

Digital Commerce

Buying and selling online shall not take place at Assumption.

Digital Law

Students will obey laws concerning file sharing sites, software piracy, system or network hacking and identity theft. Students will respect copyright laws and software licensing.

CHILD ABUSE

Iowa law requires all teachers and certified staff to report to the Department of Human Services all cases where there is reasonable suspicion of neglect, emotional abuse, or sexual abuse. **Such reports are mandatory and will be handled in a confidential manner and in accordance to Diocesan Policies and State Law.**

SEXUAL HARASSMENT:

It is the policy of the educational programs governed by the Diocesan Board of Education to maintain a learning and working environment that is free from sexual harassment and/or harassment of any type. No employee, volunteer, or student associated with these programs shall be subject to sexual harassment or harassment of any kind. Any person who alleges harassment by an employee, volunteer, or student of an education program governed by the Diocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal, or superintendent of school for the Diocese of Des Moines. Detailed procedures to be followed are outlined in Diocesan Board Policy 314.1 and 314.2; copies are available in the school office if necessary.

ABUSE OF STUDENTS BY SCHOOL EMPLOYEES:

Diocesan policies and State law specifies procedures for investigating and dealing with allegations of abuse of students by school employees.

Assumption School will follow those procedures. The designated Level I investigator shall be the Principal. Alternate investigators and Level II investigators shall be those designated by the Diocesan Schools Office.

WEAPONS:

It shall be the policy of the Diocesan Board of Education that weapons and other dangerous objects be taken from students and others who bring them on to the school property or from students who are participating in a school-related activity away from school premises. Parents of students found in possession of a weapon or dangerous objects shall be notified. Confiscation of weapons or dangerous objects may be reported to law enforcement officials and the student will be subject to disciplinary action including suspension or expulsion.

Students in possession of a firearm while on school premises or in participation in any school related activity away from school premises shall be expelled for not less than twelve (12) months. Re-admission of the student at the end of the expulsion period will be based on the recommendation of the principal to the Local Board of Education. The principal, in consultation with the Superintendent of Schools shall have the authority to recommend to the local Board modification of the expulsion requirement for a student on a case-by-case basis. For purposes of this policy, the term "firearm" includes any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such weapon, or any explosive, incendiary, or poison gas.

Exceptions to this policy may be granted on a case-by-case basis by the principal for weapons or other dangerous objects displayed for authorized educational purposes. Such exceptions must be granted in advance of the display for educational purposes.

(Refer to Diocesan policies)

ASSUMPTION SCHOOL BOARD OF EDUCATION

The Assumption Parish Board of Education meets on the first Thursday of each month except December and July. Observers are always welcome at Board meetings although they are not allowed to be present for Executive Sessions unless directly involved and with the explicit permission of the President of the Board. Persons wishing to address the Board on any matter must inform the Board President at least one week in advance, explain the subject matter to be addressed, and the amount of time desired. The Board President will reserve the right to limit the number of persons speaking, the amount of time allowed for any matter, and shall allow only such discussion and questioning as is necessary for clarification of the matters presented. No other matter is to be discussed at that time. Any person may submit a formal grievance to the Board of Education after appropriate administrative remedies have been exhausted. Such a grievance may be presented in person or in writing. The Board will consider any matter presented to the Board at an appropriate time.

CORRESPONDENCE TO THE BOARD:

Correspondence to the Board will be presented to the Board at the next meeting, where there is time on the agenda, after having received said correspondence. Correspondence regarding administrative matters will be referred to the administrator for appropriate action or response. The decisions of the Board President will govern as to proper disposition of all correspondence.

GRIEVANCE PROCEDURE:

Persons wishing to present a formal grievance or complaint may do so after trying to resolve the matter through normal channels. All complaints and grievances should be handled at the lowest level possible.

- Persons having a grievance concerning the decision or actions of a teacher, coach, or other school personnel should first attempt to resolve the matter through normal channels. All complaints and grievances should be handled at the lowest level possible.
- Step two will be an attempt to resolve the situation with the principal.
- If the conference with the principal is unsuccessful in resolving the situation in a manner acceptable to all parties, then the person with the grievance may appeal to the Assumption Parish Board of Education according to procedures specified above.
- Decisions by the Assumption Parish Board of Education may be appealed to the Diocesan authorities in accordance with specified procedures.

The Board of Education is a policy making board. The board does not enforce policy, and are not to take that responsibility. That is the responsibility of the principal.