

Guidebook

PRESCHOOL THROUGH GRADE 8

2011-2012

17 Grove Street
Millbury, Massachusetts 01527
www.assumption-cs.org
508-865-5404 TELEPHONE
508-581-8974 FACSIMILE



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Mission Statement

WE, THE ASSUMPTION SCHOOL FAMILY
(PRESCHOOL THROUGH GRADE 8),
ARE COMMITTED TO ACADEMIC EXCELLENCE AND
STRIVE TO ESTABLISH A PEACEFUL, LOVING ENVIRONMENT
IN THE ROMAN CATHOLIC TRADITION WHERE THE
SPIRIT OF JESUS CHRIST IS MODELED.
RESPONSIBILITY, INTERDEPENDENCE,
AND RESPECT ARE ENCOURAGED SO
THAT THE STUDENTS' DEVELOPMENT
ON ALL LEVELS WILL CREATE
CONFIDENT, ENLIGHTENED, AND
MORAL MEMBERS OF OUR SOCIETY.



Catholic Identity

The community of Assumption School embraces the mission of the Catholic Faith by empowering faculty, staff, students, and parents to live as disciples of Jesus through our words and our actions. We are committed to the ministries of worship, service, and justice.

- *Our ministry of worship embraces praying, celebrating the sacraments, modeling Christian behavior, and sharing the Good News.*
- *Our ministry of service embraces helping each other daily, reaching out to those in need, and participating fully in the life of the Church.*
- *Our ministry of justice embraces recognizing the dignity of all God's people, establishing a peaceful environment, and empowering others to be the best that they can be.*

Assumption School Staff

Dr. Rita Bernard Principal
 Mrs. Patricia Martin Smith Preschool / PreK Teacher
 Mrs. Maureen Rosum Teacher Assistant, Preschool / PreK
 Mrs. Ann Marie Holland Kindergarten Teacher
 Mrs. Kathleen Legg Kindergarten Teacher
 Mrs. Jeanne Rippchen Grade 1
 Mrs. Beth Shuts Grade 2
 Mrs. Nancy Bass Grade 3
 Mrs. Julie Fitzgerald Grade 4
 Miss Sarin Hanson Grade 5
 Mrs. Judyth Keenan Grade 6
 Mrs. JoAnne Holahan Grade 7
 Mr. Michael McGrath Grade 8
 Mrs. Joanne Moloney Resource Aid
 Mrs. Ellen Richard Art Teacher
 Mrs. Karen Matycznski Computer Teacher
 Mrs. Donna Nagelschmidt Music Teacher
 Miss Joanna Morin Physical Education Teacher
 Mrs. Christine Milner French Teacher
 Mr. Hugh Dignam Custodian
 Mrs. Paula Henault Extended Day Supervisor
 Mrs. Valerie Cote Dumphy Secretary / Safe Environment Coordinator

Assumption School Advisory Board

Father Richard A. Fortin	Leslie Houssan	Christene Riendeau
Dr. Rita Bernard	Bernard LaPointe	Frank Russell
Patricia Belsito	Janice McGlynn	John Silveri
Cathy Carew	Ryan Maloney	Cheryl Tilton

PTG Officers

President, Christene Riendeau	Vice President, Erin Lundgren
Treasurer, Alaina Wiehn	Recording Secretary, Adriana Chosta

Admissions

Registration at Assumption School is on-going. Siblings of present students, children of staff, and members of Assumption Parish are admitted first.

Assumption School does not discriminate on the basis of faith, race, sex, national origin, or age in accordance with the law.

Although Assumption School strives to address the individual needs of a child, the school does not have special needs services. These can be obtained through the student's public school district. Whenever possible the faculty will make accommodations to assist and support students in the learning process.

To enter the appropriate Preschool or Prekindergarten program, a child must be three (3) or four (4) years of age by August 31st.

To enter Kindergarten, a child must be five (5) years of age by August 31st.

To enter First Grade, a child must be six (6) years of age by August 31st or have successfully completed Kindergarten.

FOR GRADES 1-8 THE FOLLOWING IS ALSO NECESSARY:

- Copy of the child's academic record and standardized test results
- Parent and student interview with principal

THE FOLLOWING IS NECESSARY FOR REGISTRATION:

- Completed registration form
- Birth certificate
- Baptismal record, if applicable
- Record of immunization

Registration fees are non-refundable and are not applied towards tuition. Tuition will be pro-rated for students who register after the beginning of the school year.

Any part of a month will be counted as a full month of attendance.

AHERA

In compliance with Federal Asbestos Hazard Emergency Response Act (AHERA) regulations, Assumption School is required to inform all parents and persons associated with the school of its Asbestos Inspection Reports. These reports are on file in the school office and are available for inspection during normal business hours of the school.

Attendance

Daily and regular attendance is the key to success. Research indicates and it has been proven that one of the major reasons for poor achievement in school is poor attendance. Every effort should be made by the parents to see that the child is in school each day.

Absences

Absences must be reported to the school office (508-865-5404)

by 9:30 AM. The school must be called for the protection of the child.

The school may attempt to call the parent. If no communication is made, the parent must send a written note upon the child's return stating the reason for the absence

If a child is too sick to come to school, he/she may be too sick to work at home. If a child is absent, he/she cannot participate in extracurricular activities on that day.

Students who have an excused absence, medical for example, have the privilege to make up class work. It is the student's responsibility to get the assignments from the teachers. Students shall be allowed one day plus the number of days absent to complete the assignments. Students absent for extended periods may be given special consideration.

Assumption School complies with the Board of Health in monitoring the welfare of your child. Therefore, please keep your child home if he/she:

- has a low grade fever or has had a fever during the night
- has a cold with heavy nasal discharge
- has diarrhea
- has vomited during the night; or is unable to eat solid foods
- has a communicable illness

(for example: chicken pox, head lice, strep, pink eye)

If a communicable situation is suspected, please inform the school so that we can monitor other students, and, if necessary, notify other parents.

Your child should not return to school until these symptoms have ceased for at least 24 hours, or he/she is on prescribed medication for a full 24 hours. If your child comes to school sick, he/she will be sent home.

A student who has been absent because of illness for five (5) days or more is required to present a doctor's certificate attesting that the danger of transmitting the illness is past. Excessive absenteeism may result in retention.

Arrival K-8

The school day for grades K-8 begins at 8:45 A.M. At 8:20 there is supervision in the schoolyard by professional staff. The side entrance (church side) is open for students from 8:30-8:45 AM. Students arriving after 8:45 must use the front entrance and stop at the school office. They will be considered tardy unless they arrived on a bus that is late that particular day. It is essential that students arrive on time each day. **Any student with five (5) unexcused tardies will be assigned a detention.**

Bus Transportation

Bus transportation is available for Millbury residents. Bus routes are printed in The Millbury - Sutton Chronicle. Assumption School children are on the same schedule as Elmwood Street School. Students are required to follow rules of safety and respect at all times. Warnings

for misbehavior on the bus are submitted to the principal. Copies are forwarded to the parents and the bus company. A copy remains on file with the student's permanent record. Chronic misbehavior may result in loss of privilege to ride the bus.

Dismissal K-8

Automobiles: Regular dismissal (Group 2) for K - 8 is at 3:00 p.m. Beginning with the 3:00 p.m. pick up, **cars enter the schoolyard (no earlier than 2:45 p.m.)** between the convent and school and park in rows heading towards the exit on the other side of the building. **DO NOT form a line on Grove Street.** If you cannot enter the school yard, consider yourself TOO EARLY. Emergency vehicles: police, fire, and ambulance, need to have access to Grove Street at all times. Also, please consider it a good neighbor policy for residents who live on Grove Street. When all students have safely exited the building, cars will proceed to the driveway in small groups for students to board them. **Please have your sign with your child's family name visible in the front windshield.**

Bus: Millbury students who use bus transportation are picked up in the library lot. A staff member will escort bus students to the library lot

There will be NO OFFICE DISMISSAL at 3:00 p.m.

Early Dismissal K-8

If for some reason a child must leave school early, a note must be sent to the CLASSROOM TEACHER the day of the dismissal. **A telephone call is not sufficient**, as a written record of the child's dismissal must be on file at the office.

In the case of illness during school hours, parents will be notified to come for their child. This dismissal is considered an absence from school if the child is not present in the classroom for at least half the day (11:45 a.m.). **If a child is sent home, he/she cannot participate in extracurricular activities on that day.**

The child **MUST** be picked up in the school office by an identified adult who will sign the dismissal log before leaving. For safety reasons, children are not allowed to wait outside the building.

PICK UP AT CHURCH-SIDE ENTRANCE:

2:45 PM: Group 1 • Preschoolers and Kindergarteners with no siblings in other grades

3:00 PM: Group 2 • All other students: Bus and Car Line

If needed, for other dismissals, special arrangements can be made with the principal on occasion. They should not be a daily routine, however.

In the event of an UNPLANNED LATE pick up, preschoolers will be waiting by the school office. At 3:15 all other students from car line will be sent to Extended Day. Please refer to Extended Day information.

At the beginning of each school year, every family will receive detailed information about current dismissal procedures and a **Dismissal Form**. This form must be completed and returned to let the school know the child(ren)'s regular plan for dismissal. If these plans change long term or for a day, the school office and the teacher must be notified in writing.

Inclement Weather / Cancellations

Assumption School follows the Town of Millbury school cancellation system. You will personally receive **“NO SCHOOL” announcements** on your family's home, work, and/or cell phones via **Connect-ED**. Also, these announcements are made beginning at 5:30 a.m. on WTAG 580 AM and WSRS 96.1 FM radio stations and TV channels 4, 5 & 7. Please do NOT call the school, or the teachers' homes, as they also get their information through Connect-ED.

These same means of communication will be used for early dismissals in anticipation of hazardous driving. **Parents should NOT CALL THE SCHOOL at that time as telephone lines must be kept open for emergencies.**

If there is a delay of one hour or more, the 3 year-old Preschool (Tuesday and Thursday morning sessions) will be cancelled.

Whenever there is a weather delay, the morning Extended Day Care Program is cancelled.

Tardiness

Students who arrive after 8:45 a.m. are considered tardy unless they arrive on a bus that is late. **There is NO late bell.** All late students must enter the building from the main entrance. Teachers will issue tardy slips for all late arrivals. **Any student with five (5) unexcused tardies will be assigned a detention.**

Research indicates that chronic tardiness affects achievement and self-esteem. A pattern of tardiness puts a child at a disadvantage.

Coming late to school is often confusing or embarrassing to children and sets an undesirable tone for the day. Tardiness wastes valuable time and is disruptive to other students, the teachers, and to the office staff.

In addition, the safety of children who are unaccounted for is a major concern. **Five tardy slips will result in a detention.** Students may also lose recess to make up missed work or receive an incomplete.

Excessive tardiness warrants a conference with the principal.

Vacations

The administration looks unfavorably on vacations taken during school time because of the amount of learning and work missed by the student. Please be aware that lost instructional time cannot be made up and has a direct impact on your child's success. Missed assignments may be requested upon return to school and must be completed within a week. Make-up tests/quizzes will be done after school in study group. **NO CLASS WORK WILL BE PREPARED IN ADVANCE FOR VACATIONS.** Vacations are documented as unexcused absences.

Code of Conduct

Discipline that fosters learning is stressed in our school. The responsibility for the development and maintenance of self-discipline requires the cooperation of students and parents, together with the faculty and staff. Consistency is the key.

Our teachers have a right to teach; our students have a right to learn. Inappropriate behaviors that interfere with that process will not be tolerated. This includes bullying and harassment.

The Code of Conduct applies to all school functions, both in and out of school. (For example: Extended Day Care, basketball, or school clubs).

This Code of Conduct centers on **RESPECT** and **RESPONSIBILITY**.

- Everyone needs to respect all people and all property.
- Everyone is accountable for his/her own actions.

THE FOLLOWING ARE SOME EXAMPLES OF UNACCEPTABLE BEHAVIORS:

- Disrespect towards school personnel or other students
- The use of profane or vulgar language/gestures
- Disruptive classroom behavior
- Pushing and shoving other students
- Defacing school property
- Chronic violation of the dress code
- Repeated failure to complete and hand in homework assignments
- Cheating or stealing
- Chewing gum or eating in class
- Leaving school property without permission
- Throwing objects, such as stones or snowballs
- Smoking, drinking or drug use in school or at school activities
- Use of cell phones or electronic devices

Desks, lockers, and cubbies are school property and, therefore, can be searched at any time.

THE FOLLOWING ARE SOME EXAMPLES OF CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR:

- Verbal warning with interaction
- Loss of privilege (for example, time-out at recess)
- Christian Behavior Slip (grades 1-3) sent home to be signed
- Disciplinary Referrals (grades 4-8) sent home to be signed
- Detention for repeated Code of Conduct violations
- If behavior is severe, an immediate detention/or suspension
- Parent/Teacher Conference
- Parent/Teacher/Principal Conference

ASSUMPTION SCHOOL MEDIATION PROCEDURE

At Assumption School, we recognize the right of each student to function in an atmosphere free of harassment, intimidation, ridicule, hostility, violence and offensiveness.

If a parent, guardian, or student believes that his/her rights have been violated, the incident should be immediately reported to a staff person or the principal and followed up with written confirmation of said incident and initial reporting.

Reporting Procedure

- If the incident involves a complaint against a student or employee of Assumption School, it should first be reported to the student's teacher.
- If resolution at the prior stated level is unable to occur, then it should be brought to the attention of the Principal.
- The Principal will investigate the incident and make a determination to resolve the issue, and at this time formal notification by Principal to Pastor/Headmaster will be made.
- If the resolution is unsatisfactory to any of the parties involved, the incident can be brought to the Mediation Committee.

- If the resolution determined by the Mediation Committee is still unsatisfactory to any of the involved parties, the incident may be referred to the Pastor of the Parish.
- If the resolution is still unsatisfactory to any of the parties involved, it can then be brought to the attention of the Superintendent of Schools of the Diocese of Worcester.

If at any time, the incident is considered to be of an immediate threat of harm to any student or employee of Assumption School, it should be reported to the Assumption School faculty member or employee who is the most readily available at the time of the incident.

Mediation Committee

A Mediation (standing) Committee, approved by the Assumption School Advisory Board, will be formed at the beginning of each school year. This committee shall be comprised of the Principal, one faculty member, one school parent and one advisory board member. The committee chairperson will be the advisory board member. The committee will act fairly and thoroughly to investigate each incident and will recommend corrective action when the complaint is determined to be valid.

No retaliation by any party involved will be tolerated.

Reporting an Incident to the Mediation Committee

A report to the committee must be made in writing. Any and all information regarding the issue in the complainant's possession generated to date should be submitted with the complaint. The report must be submitted to the chairperson of the committee.

Timing

Once an incident is brought to the Mediation Committee, an initial hearing will be scheduled within five school days. The Mediation Committee will have 15 school days from the time of the first hearing to complete their investigation. The committee has the right to lengthen the period when an investigation warrants an extension.

Once a decision has been made, the committee will recommend to the Pastor/Headmaster the appropriate action to be taken. The involved students, parents, and teachers will be notified.

Once an incident is brought to the committee, it cannot be withdrawn, unless in writing with full agreement by all parties involved.

Disciplinary Actions

Students are expected to act responsibly and respectfully toward their peers, the school staff, and school volunteers of Assumption School. When students choose to act in a manner that is in conflict with the mission statement and beliefs of Assumption School, appropriate actions will be taken to correct the situation.

Depending upon the seriousness of the behavior, the teacher, principal and/or the Mediation Committee may take the following steps:

- Conference with the principal, student(s), parent(s) or guardian(s) and/or teacher
- Review of prior incidents to determine behavioral patterns
- Interviews with others who may have witnessed the incident
- Loss of Privileges
- Detention, suspension, or expulsion

If a behavior results in an injury to another student, the parents/guardians of all involved students will be notified.

Certain behaviors may result in immediate suspension and/or expulsion. The severity of a suspension will be determined by the offense. Repeated suspensions may result in expulsion. These behaviors include but are not limited to:

- | | |
|------------------------------|----------------------------------|
| • Physical or Verbal Assault | • Sexual Harassment |
| • Bullying | • Theft |
| • Dangerous Behavior | • Threats |
| • Fighting | • Vandalism |
| • Hazing | • Being in possession of weapons |

In certain instances, the infraction may violate state or federal law. In these cases, a report will be filed with the police.

Filing of Insurance Documents

When an incident occurs that results in an injury, a report must be retained documenting the incident and the action taken. Notification must be made to the appropriate insurance company within five business days.

Confidentiality

All parties agree that after receipt of CONFIDENTIAL INFORMATION under this procedure, shall hold CONFIDENTIAL INFORMATION in confidence, shall use such CONFIDENTIAL INFORMATION only for the purposes of evaluating a potential issue between the parties involved, shall reproduce such CONFIDENTIAL INFORMATION only to the extent necessary for such a purpose, shall restrict disclosure of such CONFIDENTIAL INFORMATION on a need-to-know basis, and require all involved to comply with the obligations assumed herein, and shall not disclose such CONFIDENTIAL INFORMATION to any third party, including without limitation any affiliate of parties involved, without prior written approval of the other party.

The principal is the final authority in all disciplinary situations and may waive any part of the Code of Conduct for just cause at her discretion.

Communication Home /School

The administration and faculty strongly encourage parents to address any concerns regarding their child's education with the teacher. **To expedite matters, please send a note directly to your child's teacher. Do not call the school office.**

Parents are asked to follow this protocol to discuss concerns regarding their children:

1. Call and/or meet with the teacher to discuss your concern.
2. If concern is not resolved, meet with the teacher and the Principal.

PLEASE DO NOT CALL SCHOOL PERSONNEL AT HOME.

Notes from Parent / Guardian

Notes are kept on file in the school office for the following:

- a student's early dismissal
- an emergency medical appointment
- a foreseen absence
- a change of bus or bus stop
- a change of address or telephone number
- a student going somewhere other than home
- an exclusion from a physical education class for medical reasons.

Telephone Calls

The telephone in the school office is a business phone and as such may not be used by students for personal reasons **except for an emergency**. Parents should impress upon their children the importance of bringing all school supplies in the morning (notes, lunches, homework, gym clothing, etc.). Also, students should make arrangements for after-school activities before leaving home in the morning.

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not usually called to the phone.

Cell phones or other electronic devices are not allowed in school. Students who need to bring a cell phone, etc., on a particular day must leave it with their homeroom teacher for safekeeping during school hours. Students who have cell phones, etc., in their possession during the school day will receive a detention. In some situations, the cell phone, etc., will be returned directly to a parent, not the student. The school is not responsible if they are broken or lost.

Wednesday Envelope

The primary means of communication between home and Assumption School is the Wednesday envelope sent home weekly with the youngest child in each family. This envelope contains informative memos from the principal, the monthly calendar, and information about upcoming activities, fundraisers, and much more. As much as possible, information will be posted on the school website at www.assumption-cs.org.

The empty envelope should be returned to school no later than Friday of the same week.

Non-custodial parents can also request in writing a Wednesday envelope. They are responsible for picking up the contents on a regular basis.

Crisis Plan

Assumption School has a comprehensive School Crisis Staff Handbook. This resource is easily accessible to every member of the faculty and staff to assist them in an IMMEDIATE RESPONSE should an emergency or crisis situation arise during the school day. In the case of an emergency requiring evacuation, the students will be directed to St. Brigid's parking lot/parish hall.

Fire Drills

Fire drills at regular intervals are required by law and are an important part of safety planning. All persons must evacuate the building quickly in a safe, orderly manner according to the prescribed route. Fire Exit signs are posted in every classroom for this purpose. Silence is strictly enforced during fire drills.

Detention

When a detention is issued, a notice will be sent to the parents/guardians for them to sign and return the next day. Detention is held as needed on Thursday mornings prior to school. Detentions take precedence over any other school activities. If a student does not report to detention, an additional detention will be given. The length of the detention varies according to the child's grade level.

7:45 – 8:15 a.m. • Grades K-3: 30 minutes

7:30 – 8:15 a.m. • Grades 4-8: 45 minutes

Extended Day Program

Assumption School's Extended Day Program provides before and/or after school care for its students. Day Care is available from 7:30-8:30 a.m. and 3:00-6:00 p.m. on school days. If there is any delay, there is no morning care. If there is an early dismissal for inclement weather or early release, there is no after school care.

See brochure for rates.

Parents should provide a healthy snack if your child is staying after school.

The Code of Conduct from this guidebook also applies to the Extended Day Program. After the office is closed, Extended Day can be contacted directly by calling the school number 508-865-5404.

Extracurricular Activities

Assumption School offers several school-related activities. Participation is a privilege, not a right. **All financial obligations, including tuition payments, must be up to date in order to participate in any extracurricular activities. Excessive tardiness, absenteeism, Christian Behavior slips, Disciplinary Referrals, including detentions may limit a student's participation in extracurricular activities. Any student receiving an F in any subject on his/her report card will immediately be removed from all activities for the quarter, in the case of sports, to the end of the season.** The Code of Conduct applies to all extracurricular activities.

If a child is absent from school, he/she may not participate in any extracurricular activity for that day.

Students should be picked up on time. **If your child is not picked up on time from after-school activities, he/she will be sent to Extended Care and you will be charged accordingly. Chronic lateness will result in students being dropped from the program. Lateness also applies to off-site activities, such as basketball practices/games, cross country practices/meets, and ski club.**

Field Trips

Field trips are held throughout the year to supplement the classroom learning experience. **Participation is an earned privilege; academic and behavioral standards must be met as set forth in this Guidebook.** Again, financial obligations must be up to date in order for your child/ren to participate in field trips. Chaperones, if needed, will be chosen either by lottery or on a first-come, first-chosen basis. **Students who fail to submit a proper permission slip signed by their parent will not be allowed to participate in the field trip.**

Telephone calls will not be accepted in lieu of proper forms. Parents may refuse to allow their child to participate in a field trip; however, failure to attend school that day will result in an unexcused absence.

Financial Policy

The Finance Committee of Assumption School determines the tuition. The committee is comprised of the Principal, the bookkeeper, members of the Advisory Board, and former members of the Advisory Board.

The tuition rate is set in late spring and tuition notices are sent out in late June for the following academic year.

Please read the following information carefully. The provisions contained herein are an essential part of every parent's contract with Assumption School.

Delinquent Accounts

Tuition payments are essential for ensuring payroll, utilities, and other school-related expenses. Only with timely funding may Assumption School continue to operate effectively; therefore, Assumption School must adopt the following policy with regard to payments, which are in arrears:

- **Seats will not be held for any student whose account is not reconciled prior to the beginning of the school year.**
- **Failure to make payments when due may result in denial of a student's privileges, including field trips, extracurricular activities, class night, admittance to class, receipt of progress reports, report cards, and graduation.**

This financial policy statement and the payment plan contract registration application are legally binding forms.

Financial Aid

There are funds available for tuition assistance based on need through the Diocesan Catholic School System Tuition Assistance Fund, an endowment for students enrolled in our Diocesan School System. The Diocesan School Office is assisted in the assessment of financial need and the distribution of grants by F.A.C.T. S. Grant & Aid Assessment.

F.A.C.T.S. applications are available online in late winter and must be filed by an April deadline which is determined yearly. Families with children also attending Central Catholic Schools have a March deadline which is also determined yearly. Applying for aid is strongly encouraged. For information, visit: www.ecashierk12.factstuition.com/ecashierk12.

Tuition Payment Plan Options

1. Full payment of tuition, book fee/materials fee and PTG dues is due directly to the school by August 1st .
2. Two half payments for the above are due directly to the school by August 1st and January 1st.
3. Ten automatic monthly payments for the above may be made through the FACTS Tuition Management Program. Payments will begin in July and may be processed on the 5th or the 20th of each month. There is an annual charge per family for using this service.

If you choose to budget through FACTS Management's direct debit program, you will authorize automatic bank withdrawals directly from your bank account for your monthly tuition bill. It is a pre-authorized bank-to-bank transfer of funds.

Grading

Guidelines for Written Assignments

The students of Assumption School (grades 1-8) are expected to follow these guidelines in order to show pride and care in the work that they do.

Academic work that does not meet these standards will receive point deductions.

ONLY THE FOLLOWING WILL BE ACCEPTED:

- Neat, clean, and carefully written work
- Correct spelling on assignments
- Well-developed sentences according to grade level
- Proper beginning capitalization and end punctuation of sentences
- Indented paragraphs
- Paragraphs that contain a topic sentence, middle sentences, and a concluding sentence
- Handwritten assignments done on white lined paper (no notebook paper), edited and in best handwriting
- Correctly copied words that appear in tests, questions, or text
- Proper grammatical rules at each grade level

Classroom teachers will **explain** grade-level expectations.

Progress Reports

Preschool/ Prekindergarten progress reports are completed twice per year, January and May. The purpose of a progress report is to provide the parent/guardian of Preschool and Prekindergarten children with information regarding their child's progress. At these ages, children grow and develop rapidly. The children are introduced to many skills and each child has an individual rate of development. Anytime a parent has a special concern about his/her child's progress, a conference with the teacher should be requested. One formal Parent-Teacher Conference is scheduled in January when the initial progress report is completed.

Informal conferences with parents are scheduled whenever needed. Please inform the teacher of any changes or problems occurring in your child's life which may affect him/her during the school day.

Important notices, as well as academic notices, are sent home with the students in Kindergarten through grade 8. Four times a year, halfway between report cards, parents in these grades will be notified by means of a progress report if a student is in danger of failing and/or if the student is not performing according to expectations. Parents/guardians seeking further information in this situation should contact the respective teacher. Progress Reports should be signed and returned to the student's teacher within two (2) days.

Report Cards

For students in grades 1-8 report cards are sent home four times a year. Kindergarten report cards will be issued in January and June only. At the end of alternate quarters these teachers will use other means of communicating student progress to parents. Parent-Teacher Conferences are scheduled for each student K-8 immediately following the distribution of the first quarter report cards for grades K-8. With each report card, students in grades 6-8 can qualify for honor roll.

THE CRITERIA FOR THE HONOR ROLL ARE AS FOLLOWS:

- all A's in major subjects* to achieve FIRST HONORS
 - A's and B's in major subjects* to achieve SECOND HONORS
 - S or above in art, music, computer or physical education
 - S or above for all conduct, effort, and homework grades
 - N or above in all skill areas
- * French is considered a major subject

Incompletes

Students receiving an incomplete on their report card must make up the work within 5 school days. A grade will be issued upon completion of the work. All incompletes after this time will be recorded as failures.

Standardized Testing

The Terra Nova, Third Edition, and In View prepared by the CTB/McGraw Hill Company are administered in the spring to grades 2-7. Grade 8 is administered the same test in the fall. Parents will receive results of this testing, called a Home Report, in late spring so that they may compare them from year to year to see what their child has achieved.

Graduation

- An eighth grade student must receive a passing grade in all major subjects or will be delayed in graduation until the work is complete (no diploma will be given at the graduation ceremony).
- All financial accounts must be current for the student to receive his/her diploma at graduation and for the completed transcript to be forwarded to his/her high school.

Homework

Homework is important. It is an extension of other learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. *The U.S. Department of Education summarizes the benefits of homework. "It serves as an intellectual discipline; establishes study habits; and fosters student initiative, independence, and responsibility."*

Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. If the child comes home each day with the report that "I don't have any homework" or "I did it all in school", it would be wise to send a note to the teacher to receive clarification. All assignments will be done neatly

and accurately according to the direction of the teacher. All assignments MUST be handed in on time. When a student fails to hand in a completed assignment on time, the natural consequence is a Homework Notice slip. Three homework notices will result in a detention. Other consequences may include reduced grades and limit participation in extracurricular activities.

Home assignments vary with different grade levels. The suggested amounts of time to be spent for homework which includes studying and memorizing are as follows:

Kindergarten.....	10 minutes per day
Grades 1 & 2.....	15 to 30 minutes per day
Grades 3, 4, & 5.....	45 to 60 minutes per day
Grades 6, 7 & 8.....	1.5 to 2 hours per day

The times are merely a guide. Times will vary for each student depending on the child's ability, concentration, and work habits.

Teachers offer assistance after school in Study Groups. However, it is the **mutual responsibility of teachers and students/parents to make arrangements for help.**

Returning to School to Retrieve Homework

Developing personal responsibility as stated in our Mission Statement is an important part of the learning process at Assumption School. Therefore, each student will be allowed one opportunity each semester (half year) to return to school after hours to retrieve homework/books. Each student will be given one coupon per semester. A first semester coupon cannot be used second semester. However, in the second half of the year, if the student does not need to use this coupon, he/she can use it as a free dress pass instead.

Insurance

School insurance is required by the Diocese of Worcester for each student enrolled at Assumption School. The cost of this insurance is passed on to parents as part of the tuition. In case of a school related accident, this insurance picks up where family health insurance leaves off. Claim forms are available in the school office.

Internet Acceptable Use Policy

The Internet is available for use by the students in grades 3-8 in their respective classrooms, in the computer lab, and in the school library according to the following "Internet Acceptable Use Policy". Each student in these grades must be familiar with this policy and submit the signed Internet Use Contract and Parent Consent Form each year.

In order to enhance the philosophy of Assumption School, that education should prepare students for their role as Christian men and women in society, it is a necessary part of the educational process that all students should have the opportunity to develop skills in using computer technology. The technology of the computer network is defined as hardware and software, the local area network, furniture, and all transmitted information. Transmitted information includes but is not limited to: web browsing, FTP, electronic mail, and any other information retrieval via the Internet.

Use of technology at Assumption School is not a right but a privilege that is extended to all students as a means to enhance their learning experiences. Students will broaden their global horizons and discover a vast scope of information and experience. Learning through interaction with technology will introduce/furnish students with many skills/networks later required by the evolving business and educational community. Assumption School is pleased to offer this opportunity to its students.

THEREFORE, ASSUMPTION SCHOOL STUDENTS AGREE TO ADHERE TO THE FOLLOWING GUIDELINES:

- The Internet is available to students for academic purposes only. Use of the network must be related-to assignments or class work assigned and/or approved by the Assumption School faculty. Special permission for non-academic Internet searches must be obtained from the teacher on a case-by-case basis depending on need and reason, if time allows, particularly for those without Internet access at home.
- Students will be aware that use of the Assumption School technology network and Internet is a privilege, not a right.
- In sending email, etc, students must always be polite using appropriate language at all times.
- Students must never reveal personal information about themselves or others, such as address, telephone number, etc.
- Student installation of software on any system is prohibited. Students must never tamper with the systems nor access, change, delete, or destroy any file that is not theirs. Students must respect the privacy of others.
- Transmission and viewing of any material in violation of any U.S. or state regulations is prohibited. This includes but is not limited to threatening or obscene materials. The use of the computer to view or transmit any information generally considered inappropriate in a Christian learning environment is not allowed.
- Plagiarizing copyrighted material is expressly prohibited.
- Use of the network for any commercial or illegal activities is prohibited. If the school incurs a cost due to student negligence or use, the student will be held responsible for the cost.

Library

The library is open on a regularly scheduled basis and is supervised by the librarian or parent volunteers. Library classes are held for grades K - 8 and for special classes in the school. They are held for the purpose of library instruction, as well as, for the enjoyment of the materials and books.

Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, use audio-visual materials, do reference work, or work on special projects. Each student may check out one or two books for a period of up to two weeks. **There is no fine for overdue books, but lost or damaged books must be replaced.**

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual material is available through the library for student circulation.

Assumption School has a "Birthday Book Dedication Program". It uniquely combines the children's birthdays with the dedication of a book, donated by the "birthday child" to the library. The donated book is given a special label with his/her name and birthday inscribed inside the front cover.

Lunch Program

Assumption School participates in a satellite lunch program with the Millbury School System. Hot lunch is served daily; it is also possible to purchase only milk. Lunch and/or milk are prepaid each Friday for the following week. The cost of lunch is \$2.25 and the cost of milk is \$.50 each day.

Checks are made payable to the Millbury Lunch Program. Cash is not accepted.

A free or reduced-price lunch is available to those who qualify. Application forms are sent home at the beginning of the year or may be obtained at anytime by calling the school office.

The monthly menu is printed in the monthly calendar. The weekly menu is published in the *Millbury-Sutton Chronicle*.

Medical Services

Presently, routine first aid is administered in the school office. The school's health services are dictated by the guidelines of the Massachusetts Department of Public Health and are limited in scope. On a per diem basis a registered school nurse provides the following services for Assumption School: hearing screening, periodic head lice check, overseeing of students' health status, and organizing health records.

Emergency Information Cards

Emergency Information Cards are distributed to each student at the start of each school year (or upon entry to the school during the year). Parent/guardian **MUST** complete, *sign*, and return the card as soon as possible, as it provides essential information regarding the child's welfare. Any beeper/cell phone numbers should be included, if applicable. Also, any medical condition(s) or allergies must be included. If the child is sick during school hours, the parent/guardian will be notified immediately. If they cannot be reached, the school will call the temporary care numbers provided on the Emergency Information Card. The Office for Child Care Services mandates that a child be kept home for 24 hours free of temperature, vomiting, and diarrhea.

N.B. The emergency cards are kept strictly CONFIDENTIAL. If the child has a condition which should be discussed with the child's teachers, they must be advised. If any information changes during the school year, the school must be notified and the emergency card updated.

Head Lice Policy

Head lice are a common occurrence in schools. They are not a sign of unclean people or homes, but do need to be cleared before returning to school.

THESE PRECAUTIONS MUST BE FOLLOWED:

- Each child's head must be checked regularly for nits (eggs).
- If head lice are suspected and a positive diagnosis is given, then a doctor recommended treatment should be sought.
- The school must be notified so other parents may be alerted. (Cooperation in this matter will help protect all the children.)
- If head lice are diagnosed, the student may return to school when
 - a. lice have been treated,
 - b. all nits have been removed in accordance with our **NO NIT POLICY**, and
 - c. upon return to school the child's hair has been examined before returning to the classroom.

An information sheet about head lice and how to treat them is available from the school office upon request.

Medications

Under directives of the Department of Public Health, Assumption School has adopted the following Medication Policy for students during school hours:

Whenever possible, medication should be scheduled at times other than school hours. If medication must be taken at school, it will take place only when the student's health will be jeopardized without it. SELF-ADMINISTRATION of the medication (see protocol below) will be accepted providing:

1. the student is able to consume or apply the medication in the manner directed by the licensed practitioner without additional assistance or direction
2. the student and parent/guardian agree to the student self-administering the medication and

3. the student can identify the medication and knows the frequency and time of day for which it is ordered.

Assumption School will assume a *monitoring role only* which includes:

- reminding the student to take the medication as prescribed
- visually observing the student's compliance recording the medication being taken by the student
- notifying the parent/guardian of any variation in the plan or the student's refusal or failure to comply.

N.B. Field days, trips, and special events are excluded; parents are responsible for these times.

PRESCRIPTION MEDICATIONS will be self-administered providing:

1. the medication is brought to the school office by a responsible adult and the prescription is clearly *labeled in the original pharmacy or manufacturer's container*. No medication will be accepted in plastic bags, envelopes, Tupperware, etc.
2. medication(s) are provided in a *1 week supply only*
3. *a written consent form* is obtained from the parent/guardian (a new form required each academic year)
4. *a written medication order* is obtained from the health care provider (a new form is required as above)

N.B. Medication(s) will be returned the same day if the above conditions are not adhered to.

(Please note that any prescription medication not picked up within one week following termination of the order or one week beyond the close of school shall be discarded.)

Over-the-Counter Medications (such as Tylenol, aspirin, cold and allergy preparations, etc.) will not be administered during school hours. Should it be necessary, based upon the doctor's advice, such medications will be dispensed according to the same protocol as prescription medications described above.

All medications will be stored and locked in the school's medicine cabinet.

Students with a history of ASTHMA are required to follow the same guidelines as those with any prescription medication. All epi-pens follow the same policy. In addition, a picture of the child may be taped to the original labeled container for quick identification. Allergies should be specified on the box. Expiration dates must be checked.

Any exceptions to these protocols (such as Preschool, Prekindergarten and Kindergarten students who may be unable to self-administer medications) *must* be discussed with the school administration so that other arrangements can be made.

Immunizations

State law mandates that students IN ALL GRADES MEET IMMUNIZATION REQUIREMENTS and that these be submitted before beginning school. *Failure to comply will result in the student's exclusion from school until appropriate forms are submitted.* All students transferring in must also meet immunization requirements. Guidelines change annually. They are available on request and handed out to applicable grades.

Physical Examinations

In compliance with state law, up-to-date physical examinations are required for students in pre-kindergarten, kindergarten and grades 1, 4, and 7. In order for a student to participate in any sports program, a copy of his/her annual physical must be submitted. Transfer students must have the same physical examinations unless a health record indicates that the student has had an adequate health appraisal during the year of transfer.

N.B. Most insurance plans provide for one physical exam per year. If physical exam is scheduled in near future, the school health office must be provided with the date of upcoming exam.

Non-Custodial Parents

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. *It is the responsibility of the non-custodial parent to provide self-addressed envelopes, if mailings are requested.* If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

Parent/Teacher Conferences

Student's parents are always welcome at school to see the principal or the teachers. They must make appointments because personnel may not be able to be available on short notice.

Parents are encouraged to consult with the teachers. Appointments can be made by writing a note to the teacher. Conferences will be arranged before or after school hours. It is difficult to discuss any issues in depth in the child's presence and when the children are arriving or departing.

We maintain an open-door policy and invite parents to come in and discuss curriculum, homework assignments, and the social or spiritual needs of their child. We will keep parents informed of their child's progress by means of progress reports, report cards, and personal messages whenever necessary. Formal parent/teacher conferences are held in November.

Parking

For the safety and security of all students, parents, and school personnel, the following parking policy is in effect.

- Only Preschool and Prekindergarten parents will be allowed to park in front of the school during drop off and pick up. Others may drop off, but please, no parking.
- **If you use the library parking lot, please drop off, like the busses do. That is, do not enter the parking lot area closest to the school.** Busses drop off students who walk through that parking area. Teachers park there. Also, people drive in and then back out. That is very dangerous. If you must park, park in the upper library parking lot.

Party Celebrations

Various classroom celebrations may be held to celebrate special occasions. **Treats may be brought in for students after the date and time are cleared with the homeroom teacher.** It is necessary for parents to abide by the request of the teachers, in order to preserve the learning environment, as much as possible. Children need to become independent learners. And, learning how to share and socialize under the guidance of a teacher is a lot easier without any other distractions.

Healthy snacks are encouraged for Birthdays, Christmas, and End-of-Year celebrations.

Since some children have allergies, please refrain from using nuts and/or nut oil in baked goods at all times. **We advocate nut-free celebrations.**

Only Preschool and Prekindergarten will receive gifts from "Santa". No other classes will exchange gifts.

The reason for spelling out all these policies is:

- to provide continuity while avoiding confusion
- to foster a level of activity that is age appropriate
- to reduce disruptions to the academic school day
- to continue with safety and security.

Birthday Treat: *Each child may have a free dress day on his/her birthday.* If it is not a school day, they may choose to have the free dress day on either Friday or Monday, likewise for school vacation days. Summer birthdays may take a free dress day on their half birthday. (For example, if their birthday is on July 10th, they may have a free dress day on January 10th.

Promotions and Retentions

Promotions and retentions are based on an evaluation of academic, social, and emotional growth. The primary reasons for considering retention are:

- academic standing
- indifference or lack of effort on the part of a capable student
- social immaturity
- frequent or long absences.

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be involved in any retention decision.

Property

Care of Books

Workbooks and textbooks are very expensive and should be treated with the utmost care. All books must be covered. The student who is responsible for the loss or destruction of any book, including the homework planner, must pay to replace it. Backpacks must be used at all times. This is the best way to adequately protect the books.

Any student not using a backpack may not take books out of the building. The child's first and last name should be written on the inside of the backpack.

Lockers

Middle School students (Grades 6-8) will be assigned a locker at the beginning of each school year. Students are responsible for their lockers throughout the year. Writing, pictures, or stickers are not allowed on the inside or outside of the lockers. Food may not be left in the locker overnight. Books should be flat on the shelf. Lockers may not be locked at any time. Valuables should not be left in lockers. Students cannot open another student's locker without the teacher's permission. **Lockers are school property and are subject to search by teachers and the principal at any time.** Students may only go to their lockers at specified times:

- Before school
- At lunch
- At the end of each day

Lost and Found

All children's belongings **must be labeled** with the child's name. When items are lost, this will make it much easier to identify the rightful owners.

A plastic storage box is located in the first floor hallway near the office. It has been designated the "Lost and Found" area. Children should check there for any lost items. If not claimed, from time to time all items in good condition will be donated to those in need.

Personal Belongings

Portable electronic devices, including cell phones, and other valuable belongings are not allowed at school except with permission for a class project. Students who need to bring a cell phone to school on a particular day must leave it with their homeroom teacher for safekeeping during school hours. The school is not responsible if they are broken or lost. Bicycles, skateboards, rollerblades and scooters are also not allowed.

Safe Environment

The Diocese of Worcester has a policy that all employees and volunteers who work with or supervise the children in any of the Catholic schools or parishes must have a C.O.R.I. check, participate in a Safe Environment Workshop, and be familiar with the Diocese's Code of Ministerial Conduct.

Mrs. Valerie Cote Dumphy has participated in the special training to be Assumption School's Safe Environment Coordinator. In this capacity she offers two workshops each school year for new staff and volunteers. Parents are notified of these sessions in the Wednesday envelope.

Transfers

A request for a transfer to another school must be in writing and signed by the parent/guardian. No student record or transfer will be forwarded to the new school until a release of records form has been signed at the office or a signed release of records form is received from the receiving school. According to state law, transcripts are mailed directly to the new school.

Uniforms

The COMPLETE UNIFORM IS WORN TO AND FROM SCHOOL. Students who are out of uniform will receive a Dress Code violation notice.

- Uniforms should not be adorned. Excessive jewelry, hair ornaments, bracelets, pins, etc. are not part of the uniform and should not be worn.
- Make-up and dangling earrings are not part of the uniform and are not to be worn to school. Nail polish, other than natural, is not to be worn.
- In keeping with our educational atmosphere, all students must have a traditional hair cut and natural hair color.
- Boots or platform shoes may not be worn in class at any time.
- In order to minimize loss, *all items must be clearly marked with the student's name.*

REGULATION UNIFORM

ALL STUDENTS MUST WEAR DRESS SHOES WITH THE REGULATION UNIFORM.

Kindergarten

Boys: Navy Pants, Light Blue Polo (long or short sleeve with logo)
Optional: Light Blue Oxford Shirt (long or short sleeve) with Plaid Tie, Navy Fleece Vest or V-Neck Pullover with logo

Girls: Plaid Jumper, with White Peter Pan Collar Blouse (long or short sleeve), Navy tights or Navy knee socks
Optional: Navy Fleece Vest or Cardigan with logo

Girls: Optional Cold Weather Uniform: Columbus Day - Patriot's Day
Navy pants with Light Blue Peter Pan Collar Blouse (long or short sleeve) Optional: Navy Fleece Vest or Cardigan with logo

Grades 1 - 5

Boys: Navy Pants, Light Blue Oxford Shirt (long or short sleeve), Plaid Tie, Belt
REQUIRED: Navy Fleece Vest or V-Neck Pullover with logo

Girls: Plaid Jumper with White Peter Pan collar Blouse (long or short sleeve), Navy Tights or Navy Knee socks
REQUIRED: Navy Fleece Vest or Cardigan with logo

Girls: Optional Cold Weather Uniform: Columbus Day - Patriot's Day
Girls may wear: Navy pants with Light Blue Peter Pan Collar Blouse (long or short sleeve), Belt
REQUIRED: Navy Fleece Vest or Cardigan with logo

Grades 6 - 8

Boys: Navy Pants, White Oxford Shirt (long or short sleeve), Solid Navy Tie, Belt
REQUIRED: Navy Fleece Vest or V-Neck Pullover with logo

Girls: Grey Kilt, White Oxford Blouse, Navy tights or Knee socks
REQUIRED: Navy Fleece Vest or V-Neck Pullover with logo

Girls: Optional Cold Weather: Columbus Day – Patriot’s Day
Girls may wear: Navy Pants with White Oxford Blouse, Belt
REQUIRED: Navy Fleece Vest or V-Neck Pullover with logo

ALL STUDENTS

OPTIONAL WARM WEATHER UNIFORM

First Day until Columbus Day and Patriot’s Day until End of Year

Boys K-5: Navy Shorts, Light Blue Polo (short sleeve with logo), white crew socks, and sneakers

Boys 1 -5: Belt

Girls K-5: Navy Skort, Light Blue Polo (short sleeve with logo), white ankle/crew socks or navy knee socks and sneakers

Boys 6-8: Navy Shorts, White Polo (short sleeve with logo), white crew socks, sneakers, and a belt

Girls 6-8: Navy skort, White Polo (short sleeve with logo), navy knee socks and sneakers

GYM UNIFORM

Prekindergarten-8

Grey sweatshirt with logo grey sweatpants with logo, grey tee shirt with logo, royal blue mesh shorts with logo, white crew socks, and sneakers

Preschool students have the option of wearing a gym uniform to school at any time

The official uniform company for Assumption School is:

ALLEN’S UNIFORMS
452 West Boylston Street
Worcester, MA 01606
508.853.1993
www.allensuniforms.com

DRESS CODE FOR FREE DRESS DAYS

The following guidelines have been established to help parents and students select appropriate attire for free dress days. Closed-back shoes or sneakers must be worn at all times. No halter, tube, or open back tops, short shorts or short skirts, midriff shirts, tank tops or mutilated clothes are allowed. T-shirts with inappropriate/offensive language or artwork are also not acceptable. Pants must be the correct size and be worn properly.

Any infraction of this dress code policy will result in the loss of Free Dress Day privileges for the remainder of the school year.

Visitors

- All doors are locked during the school day. Visitors must use the front entrance and ring the doorbell.
- Any parent or other person visiting the school is expected to report to the school office located on the first floor, sign the Visitor’s Log Book by the door, and wear the appropriate badge.
- NO ONE has permission to go directly to a classroom.
- If a parent needs to talk with a teacher, they must send a note to the teacher requesting that a meeting be scheduled.

Volunteers

Assumption School considers its parent volunteers as a very special resource. Parents are encouraged to help in classrooms and extracurricular activities. Parents should indicate on the service assessment form or call the school if they have time or skills they can share to make our school a better place for the children to learn and to grow. The preschool has an “open door” policy and parents are welcome to visit the class any time and to participate in any of the daily activities.

- **All visitors must report to the main office. Visitors must sign in before visiting and must sign out when leaving.**
- **In order to work in any capacity with school-aged children, the Diocese of Worcester requires: a CORI investigation, a Code of Conduct Contract, and completion of a Safe Environment Workshop.**

PLEASE REMEMBER...

No situation is perfect. Problems can be expected. Should one be encountered, it should be discussed with the teacher or principal as soon as possible. Doing this prevents uneasiness and tensions from building up. A well-balanced child can only develop with the full cooperation of parents and teachers. School personnel are ready and willing, at all times, to be of service to the students entrusted to their care.

If there are any unusual circumstances which arise such as times of loss or transition, the principal and/or teachers should be notified as it may reflect on the behavior or health of the child. Every effort will be made to be sensitive to the situation.

Assumption School is not responsible for lost or damaged property.

*As it is impossible for any set of guidelines to make specific reference to all issues, the **Administration reserves the right to interpret guidelines/rules and to extend their application in a manner consistent with their intent.***

The protection and safety of the students, faculty, staff, and the maintenance of good order are essential. The Administration and those designated by them reserve the right to take such actions as may be necessary to accomplish these ends.

RULES AND REGULATIONS IN THIS GUIDEBOOK MAY BE AMENDED AT ANYTIME AT THE DISCRETION OF THE PRINCIPAL.

Upon completion, please cut along the dotted line and return this form to Assumption School.



ASSUMPTION SCHOOL

HAVING READ THE ENTIRE *Parent / Student Guidebook*, WE ARE FULLY AWARE OF ALL RULES, REGULATIONS, AND POLICIES OF ASSUMPTION SCHOOL. WE AGREE TO ABIDE BY THESE RULES, REGULATIONS, AND POLICIES, AS WELL AS THE RAMIFICATIONS IF SUCH RULES, REGULATIONS, AND POLICIES ARE VIOLATED.

Parent Signature: _____

Student(s) Signature(s): _____

Date: _____