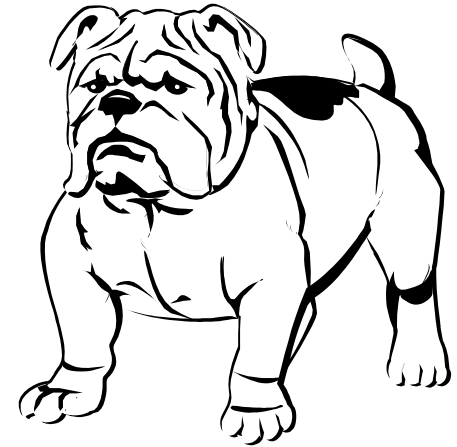


OUR LADY  
OF THE  
ASSUMPTION SCHOOL

WOODS



STUDENT/PARENT HANDBOOK

*REVISED 2008*

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**CONTRACTUAL AGREEMENT**

Date: \_\_\_\_\_

Oldest Child's Homeroom: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

**I/We have thoroughly read the Our Lady of the Assumption Catholic School Student/Parent Handbook and agree to uphold the policies and rules stated within.**

Student(s) Signature(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I **have** been trained in the "Protecting God's Children" program (VIRTUS)
- I **have not** been trained in the Protecting God's Children" program (VIRTUS)

Parent/Guardian(s) Signature:

\_\_\_\_\_  
\_\_\_\_\_

**Please detach and return to your child's Homeroom or Classroom teacher on the first day of school.**

**If there is more than one student in a family, each student must sign this Agreement.**

## **MISSION STATEMENT**

The mission of Our Lady of the Assumption School is To strive to provide a Catholic education of academic excellence that fosters the spiritual, moral, physical and intellectual development of our students. Through the coordinated efforts of the home, school, and parish, students are empowered to reach their full potential as responsible, caring, and contributing citizens of the world community.

**PHILOSOPHY OF OUR LADY OF THE ASSUMPTION  
CATHOLIC SCHOOL**

God created man in His image and likeness to live happily in a world faith, reason, self, family and community and to ultimately attain complete happiness with Him in Heaven.

At Our Lady of the Assumption Catholic School, we encourage our students to develop a loving, positive, committed awareness of the beauty of humanity and God's promise of Redemption for all men. Daily instruction on all grade levels in Catholic Doctrine aims to inform and train students how to become true children of God and heirs of Heaven. Unique experiences are provided wherein children will develop an awareness of God, an identity of self-worth and a concern for the needs of others. A loving community of faith is nurtured in the classroom, fostered by the clergy, principal, and staff and extended to the home and the parish.

We believe that each and every person is specially called by God and possesses a dignity that is to be upheld and cherished. We believe that the Holy Spirit is present in each person and calls each one to full development and love of God and man. Guided by the needs and abilities of our students, the requirements and directives of the Diocesan Schools Office and the State Education Department, a well-structured curriculum in all of the secular subjects is implemented throughout the school. An environment is provided that will stimulate inquiring minds, prompt academic excellence, and promote initiative and leadership. Individual needs are met on a daily basis in order to aid each student to grow into a mature person who thinks, judges, and acts constantly and consistently in accordance with right reason, illumined by the supernatural light of the example and teaching of Christ.

Ongoing communication with God and with each other is an integral part of Catholic Education. Daily communal prayer is encouraged and fostered. Administrators, fac-

\*\*\*\*\*

*Our Lady of the Assumption Catholic School  
does not discriminate on the basis of race,  
color, national and ethnic origin in  
administration of educational policies,  
admission, scholarship, and other  
school-administered programs.*

\*\*\*\*\*

**\*\*LATE PAYMENTS MADE AFTER MAY 15TH AND/OR THE LAST DAY OF SCHOOL MUST BE IN CASH OR CERTIFIED CHECK**

**Eighth Grade students will not take final exams, participate in Graduation exercises, receive a diploma, or be admitted to a Diocesan High School until the delinquency is resolved.**

**IF A SERIOUS FINANCIAL PROBLEM ARISES WHICH PREVENTS YOU FROM MAKING YOUR PAYMENT ON TIME, PLEASE NOTIFY THE BUSINESS OFFICE IMMEDIATELY AT 256-1805.**

\*\*\*\*\*

ulty, priests, and parents work together in harmony to create an atmosphere of warmth and understanding where true learning and affiliation take place.

Fortified by faith, aided by the ability to reason, strengthened by self-worth, family and community, each child bears concern for the urgency of establishing peace — peace within one's self, at home, in school, in the parish, in the local community and in the world. Each child is reminded that peace begins with the individual and then turns outward toward neighbor and world. Global concerns of war and terrorism, poverty and hunger, deprivation and injustice are discussed and studied according to the level of understanding. Prayers are offered daily for a restoration of peace and justice in the world. Sacrifices are encouraged to raise funds for distribution to needy people in deprived areas of the world.

Our Lady of the Assumption Catholic School endeavors to create an atmosphere in which the Gospel Message and the academic and cultural programs are integrated to form the whole child, spiritually, intellectually, emotionally, socially, and physically.

**ATTENDANCE**

The formal school day begins at 8:40 a.m. in all grades and ends at 3:00 p.m. It is imperative that all students report to school on time. ***Lateness to class disrupts learning.*** Tardy students will report to the office with their parents to sign in. Repeated tardiness will result in administrative intervention.

Regular attendance and punctuality are very important and have a great bearing on your child's progress in school. Students ***are not*** to be dropped off at school before 8:20 a.m. unless they are in the Before School Program beginning at 7:30 a.m. Students should be in their homerooms by 8:40 a.m., the latest.

## Absences

All absences must be reported on the first day of an absence via a telephone call to the school office between 9:00 and 10:00 a.m. State Law requires that every student furnish a written explanation for each absence. This written note is to be handed in to the homeroom or classroom teacher when the student returns to school. ***The student will not be permitted to attend classes unless a written note is furnished.***

If a student is absent for more than one day, parents should call the school office between 9:00 and 10:00 a.m. to ask for homework assignments. The assignment sheet and any needed texts should be picked up at 3:00 p.m. either by a parent or by a student who can bring the assignment sheet home to the absent student.

Any student who is absent for a total of 20 school days will be thoroughly evaluated by the administration as to the possible retention or dismissal from the school.

***Daily attendance at school is an essential factor in the learning process.*** Frequent absences hinder the student's full involvement in this process and jeopardize his/her academic achievement.

1. Any student absent for five (5) days or more **must have a doctor's note to return to school.**
2. If a student is absent from school, **under no circumstances, will he/she be allowed to participate in any sports or extra-curricular activities on the day of absence.**

## Appointments

Requests for early dismissal for doctor or dentist appointments are *strongly discouraged*. If it becomes necessary, a written note is to be given to the office the day of the appointment. It is highly recommended that appointments be made after school hours and during vacations. Students may not leave the campus without a written note. **Parents must sign students out in the main office for early dismissal.**

## TUITION PAYMENT POLICY

### **TUITION MUST BE PAID WHEN DUE.**

**STUDENTS WILL BE DISMISSED FROM SCHOOL IF TUITION IS NOT CURRENT AND WILL BE ABLE TO RETURN ONLY WHEN PAYMENT IS MADE.**

**\*NOTE\***

**TUITION PAYMENTS WILL NOT BE ACCEPTED AT THE SCHOOL OFFICE.**

- In order for the student/students to enter school the first day, a family's tuition account must be current through August.
- In order to receive the report card for the first marking period, a family's tuition account must be current through October.
- In order to receive the report card for the second marking period, a family's tuition account must be current through January.
- No mid-term exams will be taken if tuition payments are not current.
- In order to receive the report card for the third marking period, a family's tuition account must be current through March.
- If a family's tuition account becomes overdue at any time, the student/students may be required to withdraw from school until the delinquency is resolved.
- If a family's tuition account is not paid in full by May 15th, no final exams will be taken, no Report cards will be distributed, no student will be readmitted for the following year, no transcripts or school records will be forwarded.

## Gym Uniform

- **HEATHER GRAY BULLDOG TEE-SHIRT AND/OR ASSUMPTION BASKETBALL TEES**
- **NAVY BLUE ASSUMPTIONS SWEAT-PANTS**
- **GRAY ASSUMPTION SWEATSHIRT**
- **NAVY BLUE ASSUMPTION SHORTS (in the warmer weather)**

### **\*\*NOTES\*\***

1. **TEE-SHIRTS, SWEATPANTS, SWEATSHIRTS, AND SHORTS SHOULD FIT PROPERLY.**
2. **LARGER SIZED BAGGY CLOTHING IS NOT ACCEPTABLE.**
3. **SHIRTS ARE TO BE TUCKED INTO THE GYM PANTS OR SHORTS AND NOT BLOUSED AT THE WAISTLINE.**

**Only School and Gym uniforms purchased at the Dennis Uniform Company are permitted.**

## SCHOOL HOURS

The school opens at 8:20 a.m. daily. No student should report prior to that time unless special permission is given. Students are to report directly to their respective homerooms upon arrival to the school. A child entering the school after 8:40 a.m. will be marked absent unless a parent signs them in at the office. Dismissal will begin at 3:00 p.m. On half-days, dismissal will begin at 11:50 a.m. (Holy Days—11:30 a.m.) The homeroom teacher must be informed the first day of school regarding the mode of transportation your child will use during the school year.

***SPECIAL NOTE:*** For important arrival and dismissal procedures, see **TRANSPORTATION**.

### **\*\*NOTE\*\***

**Any student not picked up by 3:15 pm will be sent to the after-school program and a fee will apply.**

## Before and After-School Programs

The **Before-School Program** is in effect every day from 7:30 a.m. to 8:20 a.m.

The **After-School Program** is in effect every ***full day*** of the school year until 5:30 p.m. ***There is no after-school program on early dismissal days.***

Cost and specific details about these programs will be provided under separate cover.

## School Closings/Delays

Assumption will follow the Fairfield Public School System whenever weather conditions force the cancellation of school or an early dismissal.

1. On days of “Delayed Openings,” students may not report to school before 10:20am. Classes will begin at 10:40 a.m.

2. "Early Dismissal" usually occurs at 11:50 a.m., but unusual conditions could dictate a different schedule
3. It is the responsibility of parents/guardian to listen to the local radio stations for specific information. Announcements will be made on local radio stations WICC (600 AM) and WEZN (99.9 FM)
4. **There is no after-school program on early dismissal days**

### TRANSPORTATION

Whenever there is a change in the mode of transportation, a written note must be presented to the homeroom teacher during the morning homeroom period. For your child's safety, we must know who is picking up your child. If your child will be taking the bus as an alternate form of transportation, a note must be provided to the bus driver.

### Bus Service

This is a special service the Town of Fairfield provides for students who live in Fairfield over one (1) mile from the school and one that should be appreciated by those who ride the buses.

Students must bear in mind that conduct on the bus should bring credit to themselves and the school. Students owe it to themselves and each other *to behave in such a way that no one's safety will be jeopardized*. If such infractions are brought to the attention of the school, those who fail to act responsibly will be subject to disciplinary action by the principal and suspension from the bus service. *Misbehavior on the school bus will not be tolerated.*

### SUMMER UNIFORM

**Students in grades Pre-K -8 may wear the summer uniform at the beginning of the school year until mid October and again from the beginning of May until the end of the school year.**

#### BOYS - Grades Pre-K-8:

- Navy uniform walking shorts
- White uniform sport shirt with school emblem
- White socks and sneakers

#### GIRLS - Grades Pre-K -8:

- Navy uniform skirt
- White uniform sport shirt with school emblem
- White socks and sneakers

### WINTER UNIFORM

**ALL STUDENTS, BOYS AND GIRLS, MAY WEAR NAVY CORDUROY PANTS IN THE WINTER**

#### SHOES

All students are to wear either black or brown shoes. Loafers, Docksidors, suede bucks, saddle shoes, and other shoes similar to those found in the Neil Roberts Catalog are the **ONLY** shoes permitted. All shoes should have non-scuff soles.

**Workboots are not permitted.**

**ANY SOLE OR HEEL LARGER THAN ONE INCH IS STRICTLY PROHIBITED!!**

### GIRLS - Grades 1-5:

- **PLAID UNIFORM JUMPER**
- **WHITE BLOUSE WITH PETER PAN COLLAR.**
  - SHORT SLEEVE FOR FALL AND SPRING
  - LONG SLEEVE BLOUSE OR WHITE TURTLE-NECK WITH SWEATER FOR THE WINTER MONTHS.
- **UNIFORM NAVY CARDIGAN,**
- **WHITE ANKLE SOCKS (MUST BE AT LEAST 3 INCHES ABOVE THE SHOE TOP) WILL BE WORN DURING THE FALL AND SPRING**
- **NAVY KNEE SOCKS OR NAVY TIGHTS WILL BE WORN IN THE WINTER**

### GIRLS - Grades 6-8:

- **CHOICE OF PLAID UNIFORM SKIRT OR SKORT**
- **WHITE OXFORD SHIRT**
  - SHORT SLEEVE FOR FALL AND SPRING WITH WESKIT
  - LONG SLEEVE BLOUSE OR WHITE TURTLE-NECK WITH SWEATER OR WESKIT FOR THE WINTER MONTHS
- **NAVY WESKIT**
- **WHITE ANKLE SOCKS MAY BE WORN DURING THE FALL AND SPRING.**
- **NAVY KNEE SOCKS OR NAVY TIGHTS WILL BE WORN DURING THE WINTER**

**\*\*NOTES\*\***

**ALL SKIRT HEMS INCLUDING SKORTS ARE NOT TO BE MORE THAN TWO INCHES ABOVE THE KNEE.**  
**(This will be strictly enforced.)**

**ALL SHIRTS AND/OR BLOUSES MUST BE TUCKED INTO THE WAISTBAND AND NOT BLOUSED OUT AT THE WAISTLINE.**

### Cars

The safety of our children comes before all. Therefore, it is the responsibility of each parent/guardian to take utmost care when dropping off or picking up children from the school grounds. Driving slowly keeps everyone safe; speeders create danger.

- **PLEASE NOTE THAT THE FIRST LANE HAS BEEN DESIGNATED FOR HANDICAPPED PARKING.**

### Arrival Procedure

- ALL cars will enter the church driveway and form a single line (orange cones will be in place) to the front of the school building where they will be directed to line up horizontally to drop off the students. We ask that cars move up to the flag pole.
- Cars are to exit *immediately* to allow a continuous flow of traffic. There will be designated parking for those parents who need to walk their children to the front door of the school. Parents are to say goodbyes at the front door. **Parents are not allowed to escort their children to their classrooms.** It is imperative for the safety of all the students that parents strictly adhere to this procedure.

### Bicycles

Students who ride bicycles to school are advised to wear helmets for their personal safety. It is mandatory that the bicycle rack at the back entrance of the school be used; please provide your own bicycle lock.

### Dismissal (Pickup) Procedure

**For the safety of our students and teachers, it is imperative that you adhere to the following procedures:**

- **ALL** cars will enter the church driveway and park directly in front of the school building in rows behind the orange cones, which will be in place.
- Cars should pull up as closely as possible to the vehicle immediately to its front to allow room for all cars.

- **DO NOT** park in the lane which runs along the parish hall building—this is a FIRE LANE and must be kept clear!
- Cars are to wait for the signal from the patrol student(s) and teacher on duty before leaving the parking lot and are to **use the driveway between the church building and the rectory ONLY.**
- Form two lanes, one to exit right and the other to exit left. **DO NOT PARK IN THIS DRIVEWAY.**
- **ALL** buses will approach the front of the school building to pick up students.
- **PLEASE DO NOT PARK ON WESTBROOK PLACE.**
- **Any parents who are not parked in the Assumption School parking lot must meet their children at the front entrance of the school. Your child is not to walk to your car unattended.**

**\*\*NOTE\*\* Violations of this dismissal procedure will be reported to the Fairfield Police Department**

### **HEALTH**

#### **School Nurse**

A certified, registered nurse is available five days a week to administer to the physical needs of the children.

#### **Health Regulations**

If your child becomes ill or is injured, every effort is made to notify you immediately or the person designated on your child's Emergency Card. It is the responsibility of the parent to see that a sick child is picked up at school after notification.

No child will be sent home from school unless accompanied by his or her parent or a person authorized by the parent. Parents of children having physical disabilities are asked to notify their child's teacher in writing.

- **Boys' hair should not reach the collar of the shirt**
- **All blouses, shirts and gym tees are to be tucked into the waistband of pants or skirts, and are NOT to be bloused out at the waistline**

### **SCHOOL UNIFORM**

**Pre-K—K– the designated uniforms are required based on grade lev**

#### **BOYS - Grades 1-5:**

- **NAVY UNIFORM PANTS**
- **WHITE OXFORD SHIRT**
  - SHORT SLEEVE FOR FALL AND SPRING
  - LONG SLEEVE SHIRT OR WHITE TURTLE-NECK WITH SWEATER FOR THE WINTER MONTHS.
- **CHOICE OF UNIFORM NAVY V-NECK PULLOVER SWEATER OR UNIFORM SWEATER VEST**
- **PLAID UNIFORM TIE**
- **BLACK BELT**

#### **BOYS - Grades 6 - 8:**

- **NAVY UNIFORM PANTS**
- **WHITE OXFORD SHIRT**
  - SHORT SLEEVE FOR FALL AND SPRING
  - LONG SLEEVE SHIRT OR WHITE TURTLE-NECK WITH SWEATER FOR THE WINTER MONTHS
- **CHOICE OF UNIFORM NAVY V-NECK PULLOVER SWEATER OR UNIFORM SWEATER VEST**
- **STRIPED UNIFORM TIE**
- **BLACK BELT**

## **LOST & FOUND**

All articles lost should be reported and all items found should be brought to the Lost and Found Area in the School Book Store. All articles not claimed within one (1) month will be donated to the poor.

- \* **We strongly advise you to mark or label your child's clothing and equipment.**

## **SCHOOL BOOK STORE**

Available in the School Book Store are stationery supplies and novelty items. The store will be open for the convenience of students every morning from **8:20 to 8:35 a.m.**

## **VISITORS/VOLUNTEERS**

All visitors to the school (*including parents/volunteers*) are requested to report to the school office upon arrival, sign in, and receive a "visitor" or "volunteer" badge.

Upon completion of your visit, please return the badge to the office and sign out.

**Visitors are not permitted to go to a classroom or any place in the school without permission from the office to do so.**

- \* **Non-age schoolchildren are not permitted in the building during school hours.**

## **UNIFORMS**

Excuses for not being in uniform will not be tolerated. Parents are asked to please be sure students are in complete uniform before leaving for school in the morning. Uniforms must be clean and free of tears or holes. Students will not be permitted in class unless wearing the proper uniform, with hair well-brushed and well-groomed.

## **Administration of Medications to Students while in School**

Whenever possible, medication should be administered to children before and/or after school. In the event that it is deemed (by a physician) essential that medication be administered while a student is in school, the parent must furnish written authorization by a physician for such administration. Proper authorization forms may be obtained from the school nurse.

**MEDICATIONS CANNOT BE ADMINISTERED UPON PARENT REQUEST WITHOUT MEDICATION AUTHORIZATION FROM A PHYSICIAN.**

Medications must be in pharmacy-prepared containers which are properly labeled with name of child, drug, strength, dosage, frequency, physician's name and date of original prescription.

**CHILDREN MAY NOT CARRY MEDICATION TO SCHOOL.**

**Parents must deliver medication to the school nurse.**

## **Health Examinations**

The Fairfield Board of Education requires that all students registering for kindergarten and all new students (any grade) must have a completed health assessment before initial entrance into school. **No student can be admitted to school without the proper health assessment forms.** The Board also requires that all students in grades 3 & 6 have a complete health assessment. Forms will be sent out in the beginning of the year which will alert you to the fact that your child is due. We appreciate your cooperation in returning them promptly. We expect that you will consult the family physician who knows your child best. It is important that parents participate in health assessments of their children.

Physicals can be provided in the school in special circumstances. If you wish to take advantage of this, please call the school nurse.

## Immunizations

State law requires that any child entering school be adequately immunized against Diphtheria, Pertussis, Tetanus, Polio, Measles, Rubella and Mumps. **No student can be permitted to enter school who is not properly immunized.** The School Medical Advisor and American Academy of Pediatrics also recommend a D.T. Booster every 10 years.

- **Measles, Mumps and Rubella immunizations are valid only if done on or after the child's first birthday.**

**The policy regarding allergies is provided to all parents at the beginning of the school year.**

## LUNCH

The school offers a hot lunch program 5 days a week. A menu is sent home each month. Students not participating in the hot lunch program must bring a nutritious lunch to school. Milk will be available to those who wish to purchase it.

The cafeteria is a place for eating and socializing. Proper behavior is expected while in the cafeteria. A repetition of improper behavior will result in parental intervention.

## STUDENT CONDUCT/DISCIPLINE

Our Lady of the Assumption School strictly adheres to the diocesan code of conduct for students.

Each student is expected to show good manners, consideration for others, and to follow all rules. The formation of a Christian character is a vital concern of the school, and we will exact from each student, Christian behavior at all times.

When a child is having difficulty in school or is continually disturbing the class, a conference with the parents and teacher should be held in order to bring about serious reflection and understanding on the part of the child. Most problems can be solved in this manner. At times, a conference with the parents, teacher(s) and principal is necessary in

## CALENDAR

A calendar citing the important events (holidays, half-days, celebrations, etc.) will be distributed to all families at the beginning of each school year.

## NOTICES TO PARENTS

Notices are our main link of communication between school and home. An envelope containing all notices for the week will be sent home **each Thursday** via the youngest child in each family, and this envelope is to be signed and returned, along with any notices/forms which need to be completed the very next day (***Friday*** of each week). Special care should be taken to make certain that all school correspondence is received at home and that signed envelopes/forms are returned to school on time. Parents are strongly encouraged to read all communications sent home.

## MESSAGES

Students **will not be called** to the telephone during class time. All messages will be given to students after the p.m. announcements.

## LOCKERS

Lockers are assigned to students in Grades 6-8 at the beginning of the school year. Each student is responsible for the condition and contents of his/her locker. There are designated times throughout the school day for students to access their lockers.

**Lockers are school property and may be inspected by the school when deemed necessary. *Students will be fined for damaged lockers.***

**\*\*NOTE\*\***

**NOTHING IS TO BE TAPED OR GLUED INTO THE LOCKER.**

Yearbook (Grade 8)  
 Girls' and Boys' Scouting  
 Student Council (Grades 5-8)  
 National Junior Honor Society (Grades 6-8)  
 Spring Musical Production (Grades 5-8)  
 Jazz and Ballet (Pre-K –8)  
 String Instrument Program (Pre-K—8)

**HOME-SCHOOL ASSOCIATION**

The Home-School Association of Our Lady of the Assumption Catholic School exists to support the school administration in its aim to spread the Christian message and to achieve educational excellence. It is comprised of parents and legal guardians of children attending the school, faculty, and administration of Assumption Catholic School, and meetings are held throughout the year. One of the main objectives of the Association is to raise monies for school through various fundraisers throughout the year. Each family in our school has the obligation to assist in this goal. The Association is headed by elected parent Board members, the principal, the assistant principal, and a faculty representative.

**FIELD TRIPS AND OUTINGS**

Educational and cultural field trips are encouraged throughout the year. Before arrangements for a field trip are made, the principal is consulted. A signed official permission slip is necessary before any child may participate in a class trip. No verbal permission will be permitted. An adequate number of responsible adult chaperones must accompany the students. There should be at least one adult for every five students. You may not chaperone a trip if you have not been through the training sessions of "Protecting God's children."

**CLASSROOM PARTIES**

Holiday parties will be decided by the faculty. Room mothers will be notified.

★ **PLEASE DO NOT SEND PARTY INVITATIONS TO SCHOOL**

order to bring about an effective solution of the child's problem. Parents have a right to know the facts concerning any disciplinary or academic problem involving their child.

Incorporation of the philosophy of our school should be followed in the total school program. Quality education in a Christian atmosphere also encompasses the discipline of our students.

We strive to foster quality education while building Christian character and values. In order to achieve these goals, discipline must be positive. Consequences resulting from infractions of school rules must be *constructive* and provide *a profitable learning experience* for the student.

**The Following Applies to Students in Grades 5-8:**

Infractions of school regulations are a disservice to the school.

**The student discipline policies are as follows:**

1. Any disservice issued must be signed by a parent and returned the following day. Failure to do so will result in the issuing of an additional disservice.
2. Three disservices will constitute a total disservice to the school.
3. For every total disservice, a service to the school must be rendered by the student after school under teacher supervision.
4. The accumulation of two total disservices will immediately warrant parental and administrative intervention.
5. A one-month probationary period will follow if further disservices are received after parental and administrative intervention.
6. An in school suspension will follow if the student's behavior has not improved after the probationary period.

**A student who does not hand in homework on time will receive a homework notice. The assignment will receive a zero but must be completed and returned with the homework notice the next day. Three homework notices are equal to one disservice.**

**\*\*NOTE\*\***

**Though the student receives a grade of zero, the assignment must be completed so that the he/she will not fall behind.**

**THE FOLLOWING ARE DISSERVICES TO THE SCHOOL:**

1. Running in hallways
2. Gum chewing in school, in the parish hall, on the playground, on the school buses, or on class trips.
3. Eating candy or food in any place other than areas designated
4. Unprepared for class (without required materials, books, etc.)
5. Improper wearing of the uniform, including, but not limited to:
  - The use of make-up, nail polish, fake nails.
  - Dangling earrings and hoops larger than a quarter, or other inappropriate jewelry. Heavy gold and/or silver chains are not permitted.
  - Wearing more than one pair of earrings at a time
  - Boys' trousers are to fit properly and not be worn below their waistlines.
  - Girls' skirts are not to be rolled up.
  - Shirts are to be tucked into skirts and pants and not bloused out at the waistline.
  - Boys are not permitted to wear earrings in school or at school functions.
  - Extreme hair trends (color and/or styles) are not permitted
6. Lateness for class
7. Improper behavior in school, church, and/or at school functions
8. Vulgar, uncalled for language
9. Talking during a fire drill.

**LIBRARY**

Students in grades K through 8 will have a library period each week. They are allowed to take one book for the week. It is expected that the books will be returned the following week. Students will be charged \$.10 a day for overdue books. Students in grades 6, 7 and 8 will use the library for reference and research. It is expected that each student in Assumption School is an active member of the Public Library System.

The library is a place for quiet reading and research. **Courtesy toward others is very important.** Loud and excessive talking, unruly and discourteous behavior and improper handling of books will result in denial of access to the library facilities for a period of time suitable to the offense. Repeated or serious offenses will be referred to the principal for review.

**WORSHIP**

During the school year, the students are given the opportunity to participate in monthly liturgies. Each student is expected to participate fully. Wherever the liturgy is celebrated, an atmosphere of reverence is to be maintained; therefore, each student is to keep silent on the way to the liturgy, while waiting for the service to begin, and during the entire liturgy until he/she is formally dismissed after prayers.

**EXTRA-CURRICULAR ACTIVITIES**

Altar Servers (Grades 4-8)

Girls' Varsity Basketball (Grades 7 & 8)

Boys' Varsity Basketball (Grades 7 & 8)

Girls' Junior Varsity Basketball (Grades 5 & 6)

Boys' Junior Varsity Basketball (Grades 5 & 6)

Girls' Softball (Grades 7 & 8)

Bowling (Grades 3-8)

Band (Grades 3-8)

**\* AS PER DIOCESAN POLICY, A STUDENT WHO FAILS TWO (2) MAJOR SUBJECTS WILL BE RETAINED.**

### **Standardized Testing**

The Iowa Tests of Basic Skills will be administered each year in the spring to students in grades 3 through 7. The Cognitive Abilities Test will be administered each year in the spring to students in grades 1, 3, 5 and 7.

If parents have any questions or comments regarding the standardized testing program, they should call the principal.

### **PRE-K PROGRAM**

The Pre-K program is offered to children who will be three years old prior to October 31st. The children will enjoy a nurturing learning experience which emphasizes strong social skills, personal confidence and respect for others. The curriculum covers religion, arts and crafts, story time, music and basic academic readiness. Pre-K 3 and 4 students will be wearing a modified school uniform.

### **KINDERGARTEN**

We have a full-day consisting of a strong academic curriculum and religious learning experience. Kindergartners are required to wear school uniforms.

### **PHYSICAL EDUCATION**

Gym classes are scheduled for students in grades Pre-K-8 twice each week. All students are to wear the required gym uniform and sneakers to school for gym classes. Students not in proper gym attire will not be permitted to participate in class and will receive a failing grade for that class. **There are optional gym uniforms available for Pre-K students.**

If your child is not participating in gym activities for the day, the excuse must be in writing and must be submitted to the instructor prior to class. All excuses must be signed by parent, guardian, doctor, or nurse.

### **ZERO TOLERANCE /TOTAL DISSERVICE POLICY**

Assumption Catholic School offers a varied extra-curricular program to its students and strongly encourages students to participate in it. Nonetheless, the school views student participation in extra-curricular activities as a privilege, which the student must maintain, through satisfactory academic achievement and proper behavior

A student who receives a **total disservice** will be immediately suspended from participation in extracurricular activities for the following two (2) weeks and must serve his/her service to the school.

- At the end of two (2) weeks, the student's behavior will be evaluated by his/her teachers.
- If his/her behavior is satisfactory, the student will be re-admitted to the activity. If not, suspension will continue for another week.
- At the end of that time, a final evaluation will be made. Improvement will result in re-admission to the activity.
- If behavior is not satisfactory, the student will forfeit participation in the activity.

An unsatisfactory evaluation will cause the student to be removed permanently from the activity until the next marking period.

**Students in Grades 1-4** will be subject to disciplinary action accordingly.

**HOWEVER, THE RULES AND REGULATIONS ARE THE SAME FOR ALL STUDENTS.**

**The following constitute a one day in school suspension at the discretion of the principal:**

1. Endangering the safety of other students (pushing, shoving, punching, and/or fighting.) or **BULLYING**
2. Unkindness toward another student (Name calling, threatening, verbal, written, and/ or sexual harassment.)  
**\*\*NOTE\*\* HARASSMENT IS SERIOUS AND WILL BE DEALT WITH BY LOCAL AUTHORITIES.**
3. Disrespectfulness to a teacher or any staff member
4. Disrupting or disturbing class time
5. Lying
6. Smoking
7. Forging a parent's signature
8. Truancy (Absent from school without permission)
9. Vandalism (defacing school property or a student's property)
10. Stealing
11. Cheating on any assignment, test, quiz, project, including plagiarism.
12. Use or possession of drugs or alcohol
13. Possession of any type of weapon

**At no time will the school tolerate the above infractions. Parents will be notified immediately after a student receives an in school suspension for any of these infractions.**

**It is a privilege and honor for any member of a team or activity to represent Our Lady of the Assumption School; therefore, if a student is suspended, he/she will forfeit the opportunity to participate in any school activity for three (3) weeks. The Principal may, at her discretion, review and amend the suspension of activities based upon a student's overall behavior and academic performance.**

### **ACADEMIC PROBATION**

A student forfeits his/her right to participate in extracurricular activities in the following ways:

1. A student who has one "F" on his/her Report Card will be suspended from participation for two (2) weeks.

### **Academic Recognition**

After the completion of each semester, Honor Students will be recognized for their academic achievement.

### **Progress Reports**

Mid-Marking Period Progress Reports are sent to parents four (4) times during the school year. The Progress Report lists grades for each assignment also indicating work that was not completed. The report also includes the student's current average. If the student is failing or in danger of failing, it is necessary for the parent(s) to monitor the student's progress.

### **Parent/Teacher Conferences**

Parents may request a conference with teachers whenever they see a need. A note sent in the morning with your child requesting a conference is a simple way to make the appointment. Another way is to call the school office and leave a message for the teacher. These appointments are to be held at a convenient time for both parent and teacher.

**\*\*NOTE\*\***

**PARENTS ARE NOT TO COME IN TO SEE A TEACHER DURING THE SCHOOL DAY UNLESS SCHEDULED FOR AN APPOINTMENT.**

In September, there is an open house in the school after the first Home-School meeting. In November there are formal, scheduled Parent-Teacher Conferences, and also in April for only those parents who need to be seen.

### **Academic Failure**

Any student who fails two major subjects for the year **MUST** attend an authorized summer school and pass the courses in order to return to the school for the next school year. In lieu of an authorized summer school, professional tutoring is permitted. However, a written evaluation of the student's progress must be submitted to the school by the tutor after the completion of the course(s).

## REPORT CARDS

Report cards will be distributed in November, January, April and June to students in grades K through 8, and Pre-K will receive an evaluation at the end of the year.

The grading system for the elementary schools in the Diocese of Bridgeport is as follows:

### Grades 1-8

<b>A</b>	94-100 Outstanding
<b>A-</b>	90-93
<b>B+</b>	87-89
<b>B</b>	84-86 Above Average
<b>B-</b>	80-83
<b>C+</b>	77-79
<b>C</b>	74-76 Average
<b>C-</b>	70-73
<b>D</b>	65-69 below average, but passing
<b>F</b>	Below 65 - Failure
<b>S</b>	Satisfactory, all factors considered
<b>U</b>	Unsatisfactory, all factors considered

### Kindergarten

<b>S</b>	Satisfactory
<b>I</b>	Improvement Needed

### Honor Roll Policy

A student will be placed on the Honor Roll if he/she meets the following requirements:

- **High Honors** - A or A- *in all subjects*
- **Honors** - any combination of A, A-, B+, B, B- *in all subjects*

**A STUDENT MUST MAINTAIN A ONE (1) OR (2) IN BOTH CONDUCT AND EFFORT TO BE ELIGIBLE FOR HONORS.**

**A student who fails any given subject will forfeit participation in extra-curricular activities.**

- At the end of that time, the student's academic progress will be evaluated by his/her teachers.
- If the student has obtained and maintained passing grades in all subjects, he/she will be re-admitted to the activity.
- If not, the suspension from activities will continue for another two (2) weeks. At that time, another evaluation will take place.
- A satisfactory evaluation will result in re-admission to the activity.
- An unsatisfactory evaluation will cause the student to be removed *permanently* from the activity until the next marking period

### PLAYGROUND AREA REGULATIONS

There will be a special monitor for the playground area at each recess.

1. **SLIDES** — Always feet first in a sitting position; never head first; make sure bottom of slide is clear before descending.
2. **COASTER** — First, second and third graders **may not** use coaster. Grades 4-8: one student at a time and no pushing anyone on the coaster.
3. **BALANCE WALK** — is to be used for that purpose only.
4. There should be no tag games or chasing around the playground areas.
5. **No picking up and no kicking of wood chips.**
6. **No student 13 years or older may be on the playground.**

**\*\*NO STUDENT OR SIBLING IS ALLOWED ON THE PLAYGROUND AT DISMISSAL\*\***

## ACADEMICS

### Books

All textbooks are provided by the school. It is expected that each child will take special care of his/her books. Textbooks must be covered at all times. Book covers should be labeled plainly. Torn or marked book covers should be replaced. If any book is torn or defaced, payment must be made for the replacement. Every child must carry books in a book bag or a backpack. Backpacks for Junior High students must fit into lockers (Lockers measure 12" wide and 15" deep). Backpacks will not be permitted to remain in the hallway since this is a fire hazard.

### Homework

Skill-building requires home study. It is school policy to foster the attainment of organized study habits on the elementary level that will be of great help to the students throughout their educational careers.

**In Grades 1-2**, homework should be thought of as reinforcement work or a chance to complete a project. Homework on a regular basis begins in the third grade with about one-half hour each night in addition to reading.

**In Grades 4-6**, students will have an average of 1 1/2 hours of work to do each night in addition to reading.

**In Grades 7-8**, students will have an average of two hours of work to do each night in addition to reading.

Your assistance will be most beneficial to your child if you keep the following points in mind:

1. Make home conditions as conducive to study as possible. For best results, a child should work in a very quiet atmosphere.
2. Establish a set time and place for homework.
3. Encourage concentration on what is being done. It is not the amount of time but how the time is spent that counts.
4. Do not confuse your child with methods different from those used in school.

5. Encourage your child to complete the work in one sitting and to check it thoroughly to make sure it is finished.
6. See that home assignments are brought home each day.

### Homework Responsibilities After Absences

The following is our policy regarding homework assignments when a child is absent from school:

- Upon returning to school after one day's absence, the child is required to make up the work by the following day.
- If a child is absent for more than one day, he/she will have one week to complete the work missed.
- For students in grades 5 through 8, it is the student's responsibility to ask the teacher about assignments, tests, quizzes, projects, and notes missed while he/she was absent.

**\*\*NOTE\*\***

**If a student neglects to make up missed assignments, including projects, or to schedule make-up tests/quizzes, he/she will receive a zero for that assignment, test, quiz, or project. A homework notice will be issued and the work must be done and handed in with the signed disservice by the following day.**

### Vacations

Vacations, other than those designated on the calendar, are STRONGLY discouraged.

**\*\*NOTE\*\***

**Teachers do not assume the responsibility for assigning work ahead of time for vacation days not designated on the school calendar**

**It is the student's responsibility to make up the work missed upon his/her return to school.**