



# SCHOOL HANDBOOK



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To Know Jesus, to Love Jesus, to Serve Jesus

Dear Parents,

It is with great pleasure that I welcome you and your child(ren) to the 2019-2020 school year at Assumption BVM School. I ask that you pay particularly close attention to the policies outlined in this Handbook. All of the policies are based on our Mission Statement which will guide us through this year and many years to come.

As an alumna, it is a privilege to serve as the Principal of Assumption BVM School!

Sincerely,

A handwritten signature in black ink that reads "Danielle White". The signature is written in a cursive, flowing style.

Mrs. Danielle White  
Principal

*\*Upon Registration, parents and students agree to all policies and procedures within this Handbook and any and all changes implemented within the school year.*

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**Note: References in this Handbook to “parent(s)” include, in the alternative, a student’s legal guardian(s).**

## OUR MISSION

*Assumption of the Blessed Virgin Mary School exists to foster a community of faith by promoting Jesus' teachings, celebrating individual student strengths, and supporting individual student needs while providing students with the skills necessary to make responsible and respectful choices based on their Catholic faith.*

## **PHILOSOPHY**

Assumption of the Blessed Virgin Mary Parish School is a community of faith where Christ's message is taught, accepted, and shared. This faith community promotes the Church's mission: The Proclamation of the Gospel. This parish school witnesses to the gospel message through the celebration of the Liturgy of the Mass, the sacraments, prayer, instruction, and service.

Assumption BVM School is committed to nurturing the whole student through our focus on the spiritual, intellectual, social, physical, and emotional development of each student. This parish school community strives to identify the learning style of each student to best utilize each student's strengths throughout the educational process. The cooperative atmosphere within this parish school community provides a Catholic environment that promotes respectful interaction.

Assumption BVM Parish follows the policies set forth by the Archdiocesan Office of Catholic Education and the Sisters, Servants of the Immaculate Heart of Mary. The Parent/Student Handbook is the communication tool through which this policy is implemented. Curriculum, which is determined by the Archdiocese, is monitored by the Principal and implemented by the faculty.

Assumption BVM School's faculty members are certified professionals who embody the values of our Catholic faith. They are responsible for imparting these values by their example. As professionals, they maintain their classrooms, choose appropriate instructional materials, and select methods best suited to addressing the learning styles of the students.

Assumption BVM School uses a variety of assessment techniques to evaluate faculty and students. Evaluation enables administration, faculty and students to assess the strengths and weaknesses of the instructional process using Archdiocesan and teacher selected criteria. Traditional formal instruction coupled with informal techniques provides a holistic assessment of performance.

# SCHOOL INFORMATION

## ADMINISTRATION

Father Scott Brockson, Pastor

Mrs. Danielle White, Principal

## CONTACT INFORMATION

School Phone 610-869-9576

School Fax 610-869-4049

CARES 610-869-2995

Rectory 610-869-2722

Website [www.abvmschoolwg.us](http://www.abvmschoolwg.us)

Email [principalabvm@comcast.net](mailto:principalabvm@comcast.net)

# ACADEMIC POLICIES

## PREPARATION FOR CLASS

Students are responsible for completing all class assignments and homework on time. Incomplete assignments will be handled by each teacher. Daily performance of students is assessed by both the teacher and the student. Examination of copybooks and worksheets for accuracy, completion and neatness of work, tests and projects, homework, and class participation are part of the overall report card grade.

## HOMEWORK

Homework refers to an assignment given by a teacher that will positively reinforce a concept presented in class, or preview a concept to be covered in the next class. Homework includes both written and study assignments, and should be completed independently by students. While this does not preclude parental help or interest, assignments should not require undue parental assistance or supervision. The school realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time. The following time per night is the general guideline for each grade:

- Grades 1 and 2: 30 minutes
- Grades 3 and 4: 60 minutes
- Grades 5 and 6: 80 minutes
- Grades 7 and 8: 100 minutes

In the event of illness or suspension, all missed homework and assignments are to be made up. Students have *one* day for each day of absence to make up work. After a student has been absent for two days, parents must call the main office by 8:00 AM and may request that homework be sent home. Homework can be picked up outside the main office between 2:00 PM and 2:30 PM.

Teacher/Parent communication is the key to student success. Parents will be notified by the student's teacher when assignments are incomplete. Each teacher's method of communication will differ. In the event that missed assignments persist and/or cause a student to be in danger of failure, the student may be referred to the Principal.

## PROGRESS REPORTS

The progress report keeps parents informed of students' progress. Students in Pre-K will receive progress reports each trimester. Students in Grades K to 8 can access their progress reports online at *mystudentsprogress.com*. Teachers will update the gradebook website on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

## **REPORT CARDS**

Report cards are issued three times a year to students in Grades Pre-K through 8. Students in K-8 receive a hard copy of their report card in the third trimester. A student's final grade for each class is determined by no less than five (5) assessments during each trimester as suggested by the Archdiocese. The assessments address a variety of learning styles to ensure an accurate reflection of the student's progress.

## **CONFERENCES**

Parents are highly encouraged to take advantage of the parent/teacher conferences scheduled in the Fall for Grades Pre-K through 8. When you request additional conferences, please contact the teacher directly stating the nature of the concern. Should a problem arise concerning any student, parents should always contact the teacher first.

Teachers may not be interrupted during the day. Lunches, messages, forgotten books, etc. should be left at the office with the student's name and room number. **Parents may not go to the classroom to talk to a student or to remove a student from class.**

## **ACADEMIC HONORS – GRADES 6 to 8**

- First Honors
  - An average of 93 or above in all number graded subjects with *no grade lower* than 91
  - 3 or 4 in all special graded subjects and 3 or above in effort and behavior.
- Second Honors
  - An average of 88 or above in all number graded subjects with *no grade lower* than 86
  - 3 or 4 in all special graded subjects and 3 or above in effort and behavior.

## **STANDARDIZED TESTING**

The Terra Nova Test is administered in the Spring of each year to students in Grades 3 through 7. The results are sent home to the parents and are utilized by the teachers to direct planning and instruction.

## **RETENTION OR PROMOTION**

Student progress is monitored throughout the school year. In December, parents are informed of the student's academic, social and emotional progress. At any time thereafter, the teacher will contact the parents of a student who continues to experience difficulty to discuss the possibility of retention and support services. By the end of April, the teacher will schedule a follow-up meeting with the parents. If retention is indicated, the parents will receive official notification which must be signed and returned to the Principal. Promotion or retention is at the discretion of the Principal in consultation with the teacher and parents.

## **GRADUATION**

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation. Eligibility for graduation is determined by the Administration and the students' teachers.

Participation in closing exercises is a privilege, not a right. The school has the right to keep any student from participating in closing exercises if, in the view of the school, the student's disciplinary record indicates that the privilege should not be extended to the student or if financial obligations to the school have not been met.

## **STATE FUNDED PROGRAMS**

Chester County Intermediate Unit, a Non-Public Services Division, provides our largest state-funded program, Act 89. CCIU gives students access to remedial reading and math support, guidance and counseling services, and speech and language services.

## **ASSEMBLIES**

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy.

# ADMISSIONS POLICIES

## REGISTRATION GUIDELINES

Assumption BVM School admits and does not discriminate students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to its students.

Assumption BVM School endeavors to accommodate students with special needs, as the School's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

Assumption BVM School follows the local public school district's age requirements for admission. In the case of children coming from different public school districts, School Administration determines the admission date. *For example:* A student who is 6 years old by September 8<sup>th</sup> is eligible for first grade. The age for admission to Kindergarten should be one year less than that of first grade. The following forms must be presented at the time of registration:

- Birth Certificate
- Baptismal Certificate (regardless of home parish)
- A certificate of immunization that must be updated and available for confirmation (See "Medical Records" Section of this Handbook for further information on immunizations)

Based on the principles of due concern for Assumption of the Blessed Virgin Mary parishioners and respect for families with children presently in school (i.e., parishioners or families from other parishes), we must carefully and fairly base future registration on a case-by-case basis. Motivated by the above mentioned principles, the order of acceptance is as follows:

1. Siblings of families in Assumption BVM School
2. Assumption of the Blessed Virgin Mary Parishioners
3. In no particular order as registrations are received: Our Lady of Consolations Parishioners, St. Gabriel of the Sorrowful Mother Parishioners, and St. Patrick's Parishioners
4. Non-Catholics

Registration requests will then be reviewed with the emphasis on keeping children from the same family together in our school.

## **REGISTRATION**

Registration for Pre-Kindergarten students and other new students takes place on the last Sunday in January. Registration information is communicated through the school website and the Parish Bulletin. There is a non-refundable fee due at the time of registration. The Principal and/or the Principal's designee will meet with each family at registration. Families registered in our school are required to register annually. Registration information for the following year is forwarded to each family through a registration packet. All financial obligations must be current before registration can be processed.

## **ADMISSION OF NON-CATHOLICS**

Assumption BVM School serves a variety of purposes, including the academic, social and physical development of the students. Assumption BVM School exists for the purpose of Catholic evangelization and catechesis; that is, the proclamation of the Gospel and formation of the entire school community of faith.

Non-Catholic students may be admitted to our school under the following conditions:

- The permission of the Pastor
- Availability of space without denying the admission of eligible Catholic students
- Students must participate in Religion classes and religious functions that are offered as part of the school program

The parents commit themselves in writing to accept and to promote the philosophy, goals, objectives, regulations of our school and to assume responsibility for all financial obligations.

# CONDUCT POLICIES

## CONSEQUENCES

The learning consequences for infractions or poor choices will vary from grade level to grade level. Students will be made aware of what is expected of them. Students will understand why an action is not appropriate.

- Parent Notification (slip, note)
  - Dress code violations (uniform, hair, etc.)
    - Three (3) demerits constitutes insubordination
  - Behavioral Action
    - Disruptions
    - Inappropriate Language
    - Lack of respect for self, others, materials and/or property
    - Continuously unprepared for class (missing books, pencils, etc...)
    - Chewing gum or eating during class
    - Writing on body parts with markers, pens, etc...
- Detention will be served for 5 consecutive school days during lunch recess. (Grades K to 3 at the discretion of the teacher)
  - Three (3) demerits per trimester
  - Lack of respect for fellow students or faculty/staff
  - Disruption while at Mass
- Referral
  - After 2 detentions, a student is referred to the Instructional Support Team
    - This team is comprised of Teachers, Counselor, Principal, Support Staff and Parents. Students may be asked to participate in the process.
  - If another demerit is received during this 30 day process, the student is referred to the counselor for immediate interventions.
- Suspension
  - If behavior continues after Instructional Support Team interventions have been implemented for more than 30 days and/or parent declines interventions.
  - Serious infractions (outlined on the next page).

## **SERIOUS INFRACTIONS**

It is the intent of the school to provide an educational environment free from all forms of bullying, threats, intimidation, or offensive and inappropriate behavior. Such improper conduct may be in the form of unwanted verbal or physical conduct, verbal, written, electronic, derogatory or discriminatory statements, and behavior not otherwise conducive to the religious and educational mission of the school.

Unacceptable conduct - either by a student or parent - includes, but is not limited to, the following:

- Insubordination
- Defamation of character
- Fighting
- Cheating
- Bomb scares or triggering other false alarms
- Use and/or of possession of drugs or alcohol
- Smoking
- Stealing
- Defacing of school property
- Intimidation, harassment or threats of any kind
- Possession of any weapons or any item which can be used as a weapon

These categories do not cover every possible situation. Demerits, detentions and suspensions are at the discretion of the Principal and teachers and are developmentally appropriate. This policy applies both in and out of the classroom within the school community. A school community constitutes: on school/church premises, at any and all school related or sanctioned events, and when wearing a school uniform.

## **BULLYING, INTIMIDATION, AND HAZING**

A Catholic School environment refuses to accept any such behaviors. Therefore, acts of bullying (including cyber-bullying and the like), intimidation, and hazing are unacceptable behaviors. Actions will be taken to investigate, respond, discipline, and remediate those acts of bullying reported to teachers and/or administration.

## **SUSPENSION**

In many cases, situations arise which require provisions to serve and protect the learning community. Suspensions may be required to support this ideal. The Principal will inform the parents of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible. Suspensions may lead to dismissal.

### Procedure for student suspension:

- Parents of the student will be informed in writing of the suspension as soon as possible.
- Suspensions will be implemented (in school or out of school) at the discretion of the Principal.
- Following suspension, parents will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- When needed, a student will be referred to a counselor. The signed suspension agreement and written report of the suspension will be filed with the student's record.

Suspension records are part of the student's permanent or cumulative record. Suspension records will be made available to authorized school personnel and parents. Students who have been suspended may not participate in any school functions during the time of suspension. Following the suspension, a parent must attend school field trips with his/her child.

## **EXPULSION**

After (2) formal suspensions, a student may be dismissed. Students who are dismissed may apply for readmission after one full year. The school will determine whether re-admittance is appropriate.

In certain instances the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent to be inconsistent with school policy, the good of the school community or Catholic teachings.

Parents of the student will be informed in writing of the dismissal as soon as possible. Students who have been dismissed may not participate in any school functions for the remainder of the school year.

## **HARASSMENT**

The school follows the Archdiocese of Philadelphia Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, request for sexual favors or other verbal, visual or physical conduct of a sexual nature. Sexual Harassment is unacceptable conduct and will not be tolerated. Any student or parent who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the Policy is maintained by the Principal and is available upon request.

## **LOCKERS/DESKS**

All lockers/desks provided by Assumption BVM School, will remain the property of the school. Students will be assigned a locker/desk and it is a student's responsibility to make sure the contents of that locker/desk are orderly. No stickers or permanent attachments can be applied. Any materials found in a student's locker/desk will be considered in the possession of the student who is assigned to that locker/desk. Lockers/Desks will be searched at the discretion of the Principal with just cause. All searches will be conducted by the Principal with the accompaniment of a faculty member. Students may put a key or combination lock on their lockers at the end of the school day. No locks are permitted during school hours. A spare key or the combination must be in the possession of the classroom teacher. Parents assume the cost of a lock that has to be broken in order to access the locker.

# GENERAL PROCEDURES

## ACCIDENT / ILLNESS AT SCHOOL

Accidents or unusual illness occurring at school are reported immediately to the Principal or main office personnel. When a student becomes ill or has an accident, a parent is contacted. If the parents cannot be reached, the emergency contact will be called. Only basic first aid may be administered.

Students with a fever, flu like symptoms, diarrhea, or vomiting will be sent home and must remain home until symptom free for 24 hours.

## ABSENCES

- A student who has been absent from school, even for one day, is required to present a written note to the student's homeroom teacher.
- A doctor's certificate may be required for absence of an extended nature (i.e., 3 days).
- If a student is absent, a parent is required to call the school at 610-869-9576 by 8:00 AM to report the absence.
- If a student's name appears on the attendance report from the homeroom teacher, and the student's parent has not phoned the school to let us know, parents should expect a call from the school to verify the absence or check on the student's whereabouts. Our students' safety and welfare is of great importance to us.
- Any student who stays home without the knowledge of the student's parent is liable to suspension. Any student who leaves school without permission is liable to suspension.
- In order to arrange for assignments of students who are absent **after two days** due to illness, please call the school by 8:00 AM. This work may be picked up by the parent at the school office no earlier than 2:00 PM or sent home with a sibling. It is the responsibility of the student to obtain/complete work and tests that have been missed due to illness.

## ARRIVAL

Students must come directly into school between 7:25 AM and 7:45 AM. Parents are not to leave their child at school before 7:25 AM. The first bell rings at 7:45 AM and the late bell at 7:50 AM. Students not in their classrooms by 7:50 AM will receive a late slip. Late slips do affect perfect attendance.

## ATTENDANCE

Regular school attendance impacts positively on a student's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania. Perfect attendance is based on daily attendance with no lateness or early dismissal.

## **BUS**

Some local public school districts provide bus transportation for students who live greater than one (1) mile from school. Students who ride the bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in being denied the privilege of riding the bus. Students must ride the same bus both morning and afternoon as assigned to them by the school district. No student may cross from one school district into another.

The telephone numbers for the various transportation offices are:

- Avon Grove 610-869-2441
- Kennett 610-444-6619
- Octorara 610-593-8321
- Oxford 610-932-6609

## **BUS PASS (FOR ANOTHER BUS WITHIN THE SAME DISTRICT)**

A written note from a parent with the appropriate bus information and date the bus pass is to be issued must be sent to the school office before 8:30 AM. Phone calls or faxes will not be accepted in place of the written note unless it is an EMERGENCY. Only the Principal or, in the Principal's absence, the teacher in charge, can authorize a change in this policy. No bus pass will be given the first two weeks of school.

## **CARES (CHILDREN ARE RECEIVING EXTENDED SERVICES)**

### **– Service based on enrollment**

After school child care is available for parents who need this service. Afternoon services are available from dismissal until 6:00 PM. A fee per child per day is charged. Students must be registered at Assumption BVM School to attend CARES.

## **CHANGE OF ADDRESS**

Every change of address, phone number or family name must be reported to the Principal as soon as possible. Up-to-date records are needed in case of an emergency.

## **CLASS TRIPS**

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each student. There will be no overnight field trips or activities that the school deems to be high risk. Each student's parents must provide written permission for each trip in order for the student to participate. The student permission form will be sent home with the student prior to the field trip. The original permission slip must be returned to school prior to the field trip. Both parents must sign the permission form. A class trip is a privilege, which can be taken away if a teacher deems it appropriate. Participation in the field trip is also dependent upon all Activities Fees being paid in full. If a parent does not wish a student to attend the trip for any reason, the parent should notify the school. The student must attend school on the day of the trip or be marked absent. Students must travel to and from the field trip on the transportation provided by the school.

## **COMMUNICATION**

Effective communication is the single most important factor that assures a positive relationship between home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include the school's website (<http://www.abvmschoolwg.us>), teachers' websites, this Handbook, the ABVM Weekly via e-mail, parent/teacher conferences, Home and School Association meetings, progress reports and report cards. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should be instructed not to deliver items directly to the office.

## **DAILY SCHEDULE**

Morning Session Begins	7:50 AM
Lunch - All Grades	11:30 AM - 12:10 PM
Afternoon Session Ends	2:00 PM

## **DISMISSAL**

Students are dismissed from their classrooms. The first bell rings at 2:00 PM to dismiss the Kennett, Oxford, Unionville, and Octorara students. At 2:05 PM, the second bell rings to dismiss the Avon Grove Students. Car riders are also dismissed at 2:05 PM.

## DRESS CODE

Neatness and cleanliness in personal attire are part of a student's education and the responsibility of the parents. When students look and feel good about themselves, they act and work accordingly. Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the school. Students are expected to wear their complete school uniform each day. A written excuse must accompany any deviation of the dress code. Students (4-8) who do not have permission to be out of uniform will receive a parent notification. Three notifications within one trimester will result in a demerit. Students (Pre-K-3) will receive a calendar mark. Cool weather uniforms are to be worn the first school day in November. See next page for more detailed descriptions of uniforms.

### COOL WEATHER UNIFORM

- **GIRLS:**

**Pre-K to Fifth**

Plain Jumper (to top of knee)  
Light Blue Peter Pan Blouse  
Navy Blue Knee Socks or  
Tights

No fad hair coloring or cuts  
No nail polish or make-up

**Sixth to Eighth**

Plaid Skirt or Skort (to top of knee)  
Light Blue Oxford Blouse  
Navy Blue Monogrammed Vest  
Navy Blue Monogrammed V-neck  
Sweater

Navy Blue Knee Socks or Tights  
No fad haircuts or coloring (this includes  
dyeing that is not a natural hair color)  
No nail polish or make-up

***\*No jewelry except one pair, single post earrings in the lower ear lobe (no cartilage piercings), a crucifix or a religious medal and a watch (Watches that have the ability to do anything else but present the time of day and date must have the other features disabled during the school day)***

***\* Hair accessories that cause a distraction to the learning environment or pose a safety concern will need to be removed.***

- **BOYS:**

**Pre-K to Fifth**

Navy Blue dress trousers  
 Belt  
 Light Blue dress shirt  
 Navy blue tie  
 Or

**Pre-K to Third only**

Golf shirt (long/short sleeve)  
 Navy Blue socks above the ankle  
 No fade cuts or coloring

\*\* Hair must be above the collar and above the ears and eyes

\*\* ***No jewelry except a crucifix or a religious medal and a watch***

**Sixth to Eighth**

Navy Blue dress trousers  
 Belt  
 Light Blue dress shirt  
 Navy blue tie  
 Monogrammed V-Neck sweater or vest

Navy Blue socks above the ankle  
 No fade cuts or coloring

**ALL STUDENTS Pre-K to 5<sup>th</sup>** are required to wear **single colored** dress shoe style: Buc(tan), or dark brown tied shoes with a non-marking sole  
**6<sup>th</sup>-8<sup>th</sup> Grade Students may wear SINGLE COLORED BROWN tied Sperry Shoes** or the above styles.

**WARM WEATHER UNIFORM (Optional)**

**Ends on October 31<sup>st</sup> and begins again on April 1st**

**GIRLS**

Pre-k -5 - Navy blue uniform shorts or skort  
 (6-8<sup>th</sup> – plaid skirt or skort)  
 Light blue monogrammed golf shirt  
 Navy blue socks above the ankle

**BOYS**

Navy blue uniform shorts (from Flynn O'Hara)  
 Light blue monogrammed golf shirt  
 Navy blue socks above the ankle

**GYM UNIFORM**

*For Boys and Girls*

*\*\* Students may wear their gym uniforms on gym day only. \*\* Spirit-Wear is not the gym uniform*

- Monogrammed t-shirt with mesh blue shorts (shorts may not have any monogramming)
- Monogrammed sweatshirt and plain blue sweatpants must be worn in cool weather
- White socks above the ankle
- Sneakers

## **No Uniform Today (N.U.T.) PASSES**

Students who receive a N.U.T. pass may dress out of uniform on the day the pass is handed to the teacher. Neatness, cleanliness, and modesty in personal attire are part of a student's education and the responsibility of the parents. When students look and feel good about them, they act and work accordingly. Personal appearance that constitutes a distraction is not permitted. Students may not wear pants with holes in them or shirts or pants with writing on them. Shorts must be at least mid-thigh in length. No skinny jeans, yoga pants, jeggings, leggings, compression pants, spandex and volleyball shorts are permitted for students in grades 6<sup>th</sup> -8<sup>th</sup>. Shirt necklines and lengths must not be revealing. No flip-flops, open toe, spaghetti straps or backless shoes are permitted. Final approval is at the discretion of the school.

## **SPIRIT DAYS**

Throughout the school year days are identified as "Spiritwear Days". Students are allowed to wear their ABVM Spiritwear (no CYO uniforms). Jeans and or shorts are appropriate to wear on spirit days. Please see above for the guidelines on jeans and shorts. Students who do not have ABVM Spiritwear may come dressed in their Physical Education uniform.

## **EARLY DISMISSAL (INDIVIDUAL STUDENTS)**

Early dismissals by nature are disruptive to your child's school day and the learning process for all in the classroom. We highly discourage early dismissals. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent must report to the office first and then sign the "SIGN OUT BOOK." The student will meet the parent at the office. ***Parents are not to go to the student's classroom.***

## **EARLY DISMISSAL (GENERAL)**

All general early dismissals are planned dismissals at 11:00AM and will be listed on the monthly calendar. *There will be no lunch when there is an early dismissal.*

## **ELECTRONIC DEVICES**

Electronic devices (such as, but not limited to: internet capable watches, iPads, Kindles, phones...) which are parent approved are permitted in school provided they remain turned off and in the student's backpack during school hours. Exceptions may be permitted at the discretion of the school. All electronic devices are the sole responsibility of the student who brings them to school. Assumption BVM School will not assume responsibility for lost, stolen, damaged, or parent unauthorized items.

## **EMERGENCY CLOSING**

In the event of an emergency closing, a message will be placed on the school answering machine, the school website, and every family will receive a text message.

## **EMERGENCY CONTACT FORMS**

The school requires the parents of each student to complete an emergency contact form provided by the school. It is important that the information on this be accurate and up to date so that the school can contact parents in the event of an emergency. In the event that a 911 emergency is necessary, the parents will assume the responsibility of the 911 emergency call at no expense to the school.

## **EMERGENCY DRILLS**

Emergency safety drills are conducted throughout the school year. The students are instructed on the proper response to emergency alerts. Failure to cooperate is considered a serious infraction.

## **GENERAL SUPERVISION OF SCHOOL GROUNDS**

The school grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There will be general supervision in connection with school sponsored activities, such as extracurricular events. Parents are responsible for ensuring that they and their children are not on the premises during other times. The school has no responsibility for students or parents on the premises during unsupervised times.

## **LATENESS**

Lateness is not beneficial for the student or the class in which they enter. A student who arrives late for school must:

- Report to the school office for a late slip
- Present a note from the student's parent explaining the reason for the lateness
- Show the late slip to the teacher in the class and give the slip to the homeroom teacher

Students who arrive late three times in one trimester will receive a demerit. Two demerits will result in a recess detention issued by the school. Consistent unexcused lateness will be considered parental neglect, which will be reported to Child Line for further investigation. Lateness impacts perfect attendance and honor roll.

## **LEGAL CUSTODY**

Parents are asked to inform school personnel when legal custody of a student(s) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights, but not legal custody) have no such educational rights and may not participate in these matters.

## **LIBRARY**

The school library is staffed by a librarian and is available to the students during their library period. Books may be taken out once a week. A fine will be charged for overdue books. Damage or loss of books will result in the parent being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.

## **LUNCH AND SNACKS**

There are two lunches during the school day.

- Grades 1, 2, 3, 4                      Recess 11:30-11:50              Lunch 11:50-12:10
- Grades Pre-K, K, 5, 6, 7, 8              Lunch 11:30-11:50              Recess 11:50-12:10

All students stay for lunch during the school year. The 40 minute lunch period is divided into 20 minutes for lunch and 20 minutes for activity. Please include a paper towel in students' lunchboxes to place under their lunch. Also include at least two napkins in the lunch box. This is most appreciated as a means of helping with clean-up at the end of each lunch period. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and dismiss orderly. Respect and courtesy are to be shown to parents who supervise and assist during lunch time.

Hot Lunch service is provided by Nutritional Development Services (NDS). Hot Lunch may be ordered by the month through [mystudentsprogress.com](http://mystudentsprogress.com) and milk may be purchased a la carte. Packed lunches may NOT include soda or stimulant drinks.

As part of our school "Wellness Program" we must be vigilant about the foods brought into school. Morning snacks and packed lunches should be nutritionally sound and students may carry water bottles throughout the day. New this year, we are limiting birthday treats to nonedible items for classmates only. Birthdays will be celebrated by the school by announcing the child's name over the PA system and with a N.U.T. Pass from the front office. This change will not only limit the time a child spends out of the classroom delivering treats, but also ensures that the entire school population can share in celebrating a peer's special day. Nonedible birthday treats are at the discretion of the parents and not expected by the school.

## **MEDICATIONS**

Prescription medicines must be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the prescription medication must be given during the school day, a parent must come to school to dispense the medication.

Students are not permitted to carry a prescription bottle back and forth from home to school. Students may have in their possession, if necessary and with the knowledge of the Office, an inhaler or an epi-pen. Parental approval must be obtained before any over-the-counter medication is administered at school and must be logged in the Nurse's Office Visit record. No medications may be placed in lunch boxes or school bags for students to self-administer (including cough drops). All doctor prescribed medications must be given to the SCHOOL OFFICE.

## **MEDICAL RECORDS**

The Commonwealth of Pennsylvania has mandated that all children entering Kindergarten or First Grade present documented proof that the following immunizations have been received:  
4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after 4<sup>th</sup> birthday)  
4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)

2 doses of measles, mumps and rubella

3 doses of hepatitis B

2 doses of varicella or evidence of immunity

**7<sup>th</sup> Grade through 12<sup>th</sup> Grade Additional immunization requirements for attendance:**

2 doses meningococcal conjugate vaccine

1<sup>st</sup> dose is given 11-15 years of age; a second dose is required at 16 years of age or entry into 12<sup>th</sup> grade.

If the dose was given at 16 years of age or older, only one dose is required.

1 dose of tetanus, diphtheria, acellular pertussis

## **NURSE**

A nurse is on staff daily from 9:30 to 12:30. Care given in the school is limited to first aid in accidents or illnesses until the parents can be reached to take the student home, to the doctor or to the hospital. In an emergency, the school will arrange to have the student transported to the hospital at the expense of the parents. The district nurse is responsible for checking the height, weight, hearing and vision of every student and parents receive a copy of these results. The district nurse maintains all health records. All students are screened yearly under the State mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis. If your child has a specific medical condition, please notify the homeroom teacher and the nurse of the condition. Medic-Alert bracelets are strongly recommended for any student with a medical condition. Emergency cards are kept on file for each student. Please be sure that we have an up to date emergency number on file.

## **PHYSICAL EDUCATION**

Physical Education classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to the student or another student or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the Principal. For information regarding the gym uniform, please see Gym Uniforms, under “Dress Code.”

## **RELEASE OF A STUDENT**

A student will not be released to a parent who does not have physical custody, without the *written consent* of the custodial parent. To determine the custodial parent, all separated or divorced parents of students enrolled in the school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. The Court Order/Custodial Agreement is placed in a confidential file.

## **SAFETY REGULATIONS**

The following regulations have been established to ensure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time (*forgotten supplies or homework*), unless a member of the school staff gives explicit permission to do so. Students are not permitted to enter a classroom if a teacher is not present. No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recesses. Once the building is occupied by other Parish organizations, access to the classrooms will be denied.
- All visitors must report to the office, sign in, and wear an identification badge. When leaving, all visitors must sign out at the office and return the identification badge.
- Students and visitors must use the buzzer system to enter the school. The Front Office is responsible for admitting all persons into the building. Students are not permitted to open a door for anyone.

## **SMOKING**

The school premises are a smoke free environment. Violations will result in suspension from school and school related activities until a conference can be arranged between the parents and the Principal.

## **STATIONERY**

Students will receive a list of supplies for their specific grade. Some stationery supplies must be purchased at school.

## **STUDENT RECORDS**

Unless a court order or custody agreement specifies otherwise, each parent with legal custody is entitled to access all school records of the student. Without a subpoena or court order, a student's school records may be disclosed only upon written consent of the parent with legal custody.

## **SUPPLIES AND MATERIALS**

All students must carry their books to and from school in a suitable book bag. All books must be covered. All covers must be neat and clean. Books, copybooks and materials are to be properly identified with a student's name. Nothing else may be written in or on the book or the cover. All lost or damaged books must be paid for in full by the student and parents. A charge will be made at the rate at which the books were purchased by the school. Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school building and the adjoining property. Any malicious damage will require compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

## **TELEPHONE / SCHOOL OFFICE**

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the Principal. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a student phone home during or after school for any reason. If a student is detained for any reason without prior notification, permission will be granted to use the phone. An urgent message for a student will be relayed to the student from the school office. During class time, neither students nor teachers may be called to the phone. Messages can be given to the School Office and will be relayed to the appropriate teacher. Students may not use the phones in any other part of the school without the permission of the Principal.

## **TRANSFER OF STUDENTS**

If a student is transferring to another school, parents are requested to meet with the Principal for an "Exit Interview" and to sign a permission form for the release of records. Records are not forwarded to another school until this form has been signed by the parent and, at the discretion of the school, the parents have made suitable arrangements to pay any amounts due to the school or parish. School records will be forwarded to the student's new school upon request from that school.

## **TRANSPORTATION**

In the beginning of the school year, parents are asked how their child(ren) will arrive and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Emergency transportation changes made over the phone also require an email to the secretary.

## **TUITION**

Tuition is determined in January for the following school year. The school may also impose fees for other items, such as extracurricular activities, field trips, books and registration. This information is communicated to the parents through the ABVM Weekly via e-mail. As a matter of fairness to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school. Reports Cards will be held at the end of the year and graduating students will not be permitted to walk in the graduation ceremony or participate in the graduation celebration until the family's tuition is paid in full. See the Tuition Policy that accompanies the Registration form. It can also be found on our website under Admissions.

## **VACATION POLICY**

Vacations are strongly discouraged during the school year. Please contact the Principal directly if there is a need for a student to be away on vacation during the academic year. The repeated taking of vacations during school time may be grounds for dismissal. In the event that a student does go away, all work and tests must be made up when the student returns to school. No work will be given before the vacation.

## **VISITORS**

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office. Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 7:30 AM and 2:15 PM, unless the Principal gives permission for such a visit. All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

# COMPUTER POLICIES

## ACCEPTABLE USE POLICY, PURPOSE AND GOALS

Computers are a valuable tool for education. One of Assumption BVM School's purposes is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these properly and in accordance with the Policy set forth below:

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology.
- To encourage critical thinking and problem solving skills that will be needed in this electronic and global society.

## RESPONSIBILITIES OF USER

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The school will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

## GENERAL REQUIREMENTS FOR USE OF THE INTERNET

- All users are required to take simple Internet training from the computer coordinator or the coordinator's designee.
- All users and their parents must sign a student access contract governing use of computer resources. The contract is provided by the school and set forth below.
- Only students issued passes or permission and who have completed training may use the school's computers to access the Internet.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to support it. Use will be limited, if necessary.
- Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must ensure that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users is forbidden.
- E-mail accounts through the school may be restricted and/or monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.

- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the expressed, prior written consent of the school.
- The system operator has the right to monitor all computer activity without prior notice to the user.
- The school may impose additional rules and restrictions at any time.

## **STUDENT RULES**

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language, nor harass or annoy other users, through means of the Internet.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal. The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.

## **CONSEQUENCES**

Violations of any of these rules may result in any or all of the following at the discretion of the school:

- Loss of Internet Access Privileges
- Disciplinary and or legal action by the school, law enforcement or other involved parties.

## **STUDENT ACCESS CONTRACT**

Use of Assumption BVM School's computer resources requires that the student and the student's parents sign the following Student Access Contract:

### **STUDENT ACCESS CONTRACT**

*I understand that when I am using the Internet or any other computer/telecommunication device, I must adhere to all the rules of courtesy, etiquette and laws regarding the copying or use of information as prescribed by either Federal, State, or local laws, the Archdiocese of Philadelphia or the school. I have read Assumption BVM School's Acceptable Use Policy and discussed it with my parent/guardian. I understand and agree that the school may monitor my use of computer resources, including without limitation e-mail and Internet Activity and that my violation of School policy is grounds for punishment.*

### **PARENTS**

You must review the school's Acceptable Use Policy with your child(ren).

*I hereby release Assumption of the Blessed Virgin Mary School, Parish and the Archdiocese of Philadelphia, its personnel and all other institutions with which they may be affiliated, from any and all claims and damages of any nature arising from my child's use of or inability to use the computer resources of the school, including but not limited to claims that may arise from the unauthorized use of such resources to purchase products or services. I have reviewed the Acceptable Use Policy with my Child. I will instruct my child regarding compliance with the Policy as well as any additional restrictions that I may impose. As the parent or guardian of this student, I have read the Acceptable Use Policy. I hereby give permission for my child to use the school's computer resources and Internet access. I understand that my child has agreed not to access inappropriate material on the Internet. I also understand and agree that the school may monitor my child's use of computer resources, including without limitation e-mail and Internet, and that violation of school policy is grounds for punishment.*

# COMMUNITY INVOLVEMENT

## INVOLVEMENT OF STUDENTS

Through the “Encounter the Living Christ” volunteer program, students in first through eighth grades are required to complete 20 hours of service by May 11<sup>th</sup>. We are all Stewards of Christ and through this program students are encouraged to share their time and talent. Students not meeting the requirements of this program will participate in a school organized volunteer event during Field Day.

## INVOLVEMENT OF PARENTS

Parents must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues and is essential to any well-ordered society. Active cooperation of parents is expected and required as follows:

- Sending their child to school physically fit, clean and properly dressed and fed.
- Assisting their child’s spiritual, academic, and moral development through careful attention to the child’s report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline.
- Discovering their child’s special interests and talents so that they may be developed to their fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law.
- Taking an active role in the Home and School Association.

## VOLUNTEERS

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students’ families, which helps in building a strong learning community.

Parents are urged to take an active part in their child’s education by volunteering whenever and wherever possible. A volunteer form link will be available in the ABVM Weekly at the beginning of the year for those parents or family members who would like to share their time and talents with us. Every student is expected to show courtesy and respect to all volunteers.

**Out of respect for our students and teachers, volunteers with young children are reminded to adhere to an atmosphere of ‘quiet respect’ for the learning rights of others.**

## **CRITERIA FOR VOLUNTEERING**

The Archdiocesan Standards of Ministerial Behavior and Boundaries for Priests, Deacons, Religious, Pastoral Ministers, Administrators, Staff and Volunteers explicitly state that all Church Personnel who have regular contact with children in the course of their work (defined as contact with children at least one time per week on a routine and repeated basis) are required to have clearances. Please see the school website for the required clearances.

Anyone who does not comply with these directives will not be permitted to work within our school.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association of Assumption BVM School has set as its objective the advancement of Catholic education and the welfare of all the school's students. It strives to enhance the parents' and teachers' role in education by increasing their mutual understanding of the students and by providing opportunities for parents and teachers to work together for the good of the students.

The Home and School Association promotes parent/school activities to increase members' interest in education and civic affairs. It also conducts fundraising activities. The Association has always and will continue to play an important role in raising funds to support and provide school programs, equipment, renovations, and educational material.

## **MEMORANDUM OF UNDERSTANDING**

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to and education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. Attending a Catholic school is a privilege, not a right.
2. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
3. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
6. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.



**To Know Jesus, to Love Jesus, to Serve Jesus**

All students and parents are responsible for the contents of the Assumption BVM Student Handbook.

Every effort is made to include in the Student Handbook all policies and procedures pertaining to the 2019-2020 school year. Final interpretation of the policies outlined in the Student Handbook is the responsibility of the Principal.

Any changes that may be made during the school year will be communicated to students at school and parents via the weekly communication memo. Once communicated, any changes made during the year will be immediately considered a part of the Student Handbook.

As a parent (guardian), I acknowledge the receipt of the School Handbook and my child and I recognize that we are responsible for awareness and acceptance of its content.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Child/ren's Name(s) \_\_\_\_\_

- Please return this form on the first day of school