

**ASSUMPTION
OF THE
BLESSED VIRGIN MARY**



School Handbook

MISSION STATEMENT

Assumption of the Blessed Virgin Mary School
is dedicated to providing a quality Catholic education
for students in levels K – 8.

Our goal is to teach, model, and promote Gospel Values
within a God-centered environment.

Our commitment is to living the Good News of Jesus Christ
through Message, Community, Worship, and Service.

TO FOSTER OUR MISSION WE ENCOURAGE AND PROMOTE:

- A God-centered environment in which there is an emphasis on spiritual formation through prayer, sacraments, worship, and Christian service.
- A Christian atmosphere in which moral values are taught and developed through daily practice.
- A continuous growth in the knowledge of the Catholic faith, its traditions, and practices.
- An environment that encourages respect for self and for diversity in people and ideas.
- A global view which guides and encourages participation in the Church's commitment to Social Justice.
- A supportive climate in which students, parents, teachers, and administrators work together to enhance the educational programs and environment.
- An environment that enhances learning through the integration of technology into various curricular areas.





WELCOME TO ASSUMPTION SCHOOL

It is a pleasure to welcome you to Assumption in beautiful Belmont. Thanks for being a significant member of our school community. Our goal is to offer a program which stimulates the spirit as well as the intellect. We trust that this will lead to a life of spirituality, personal satisfaction, and social awareness.

Our school, established in 1958, has a history of outstanding academic and co-curricular accomplishments. The students are taught to recognize their ongoing roles as contemporary Disciples of Christ through their ever-evolving gifts and talents. We encourage this growth in an atmosphere of love, discipline, and respect.

We appreciate the opportunity to serve with you as co-educators and dedicate ourselves to providing meaningful and faith-filled school years for your child(ren).

Joyfully in our Master Educator,

Sister Rosemary Smith, RSM
Principal

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ACCREDITATION

Assumption School is fully accredited by the Michigan Non-public School Accrediting Association (MNSAA) located in Lansing, Michigan. The school has successfully met the MNSAA standards and has been visited by the accrediting teams of professional educators. The accreditation process is repeated every seven years. A report on school improvement is presented to the Diocesan Catholic Schools Office annually.

ADDRESS CHANGES / POINT OF CONTACT

For the safety and well being of your child, it is necessary to notify the school office of a change of address, phone number, or any other essential information necessary for points of contact during the school day. Each parent is requested to **keep current** the information on the emergency card in the school office. This card must include **home, work, cell/pager numbers**, and childcare provider's number. It must also include two other individuals who may be available to assist a child should an emergency arise when parents cannot be contacted.

ADMISSIONS

A family wishing to enroll a child in levels K-8 at Assumption School will meet with the school principal to learn about the school's mission, the curricular and co-curricular opportunities, criteria for admission, and registration procedures. (see also, Registration.)

Assumption does not discriminate on the basis of race, sex, religion, national origin, or disability. If with reasonable accommodation, the school can meet the educational needs of the child.

Ordinarily, to enroll in Kindergarten, a child should be five years old by December 1, or whatever date is specified by the Michigan Department of Education.

APPOINTMENTS / RELEASE OF STUDENTS

If it is necessary for a child to be excused during the school day for an appointment that cannot be scheduled for non-school hours, a written request should be sent to the child's teacher. Once received, the child will be excused when he/she is called for and **signed out** personally by an adult in the **school office**. Please do not instruct your child to meet you at the classroom door, on the playground, or in the driveway. For safety, proper supervision, and legal reasons, all children must be released through the school office. Exceptions are to be made through the school principal.

APPOINTMENTS WITH TEACHERS

Kindly arrange for appointments with faculty members before or after school hours by writing a note to the teacher, sending an e-mail, or leaving word in the teacher's voice mailbox. Contact information is listed in the Family Directory.

ARRIVAL / DEPARTURE (pick up /drop off)

In the morning, automobile riders are to be dropped off either in front of school or at the south entrance. Please pull as far forward as possible and have children exit on the passenger side. **Parking in front of school during arrival and departure times is prohibited.** The circular drive may be used for brief stops at other times during the day.

At dismissal time, students and visitors must cross Belmont Avenue with the official school crossing guard at the crosswalk not in front of the school. Students leaving in automobiles are picked up in the driveway in front of Church or in the small parking lot by the Chapel. Only buses are permitted in the parking area at the south entrance or in the back of the school during dismissal time.

ATHLETICS / SPORTS PROGRAMS

The Assumption Athletic Boosters Club (AABC) is a volunteer organization to support quality athletics through fund raising activities to help the school children grow spiritually, mentally and physically through team work, leadership and fair play.

An extensive sports program is available to students in grades 5-8. Soccer, basketball, football, cheerleading, volleyball, track, cross country, softball, and baseball are offered. Assumption School participates in Diocesan Interscholastic Athletics through the Grand Rapids Area Catholic Elementary Athletic Council (GRACEAC).

A physical examination, completed after May 15 of the previous school year, is required for each student in the sports program before he/she is permitted to practice and/or participate. This physical examination form, completed by a physician, will be retained in the school office.

The eligibility code is given to each student athlete.

ATTENDANCE / ABSENCE

For the purpose of safety, a student's absence must be phoned into the office daily by 9:15 A.M. Voice mail is available for evening or early morning calls. For an extended absence one may send a note rather than call each day.

If a child arrives one or more hours after the first bell, he/she is marked absent for a half-day. If a student arrives less than one hour late, the student is recorded as being tardy. Remember to sign students in and out at the school office.

Students are dismissed during school hours only for emergencies and only to the custody of the parent/guardian (unless a note indicating otherwise is received). Please try to arrange doctor and dentist appointments outside of school time.

BACKGROUND CHECKS (Diocese of Grand Rapids Requirements)

"All employees and volunteers with regular contact with children or minors are required to have a criminal background check. Regular contact is interpreted to mean any association, relationship, connection or communication likely to occur as a result of position duties and responsibilities and/or proximity. Regular contact includes even infrequent or intermittent contacts. All employees and volunteers must receive, read, understand and accept the Standards of Ministerial Behavior and then sign a form to indicate support and endorsement of the Diocesan Pledge and Belief with respect to relationships with minors, as well as certification of receipt and approval of the Standards."

BAND / INSTRUMENTAL PROGRAM

Students in grades 5-8 are encouraged to participate in the school band program. West Catholic High School provides a band instructor who comes to Assumption School during the day. A nominal fee is charged by the Catholic Secondary Schools for this elective program. Financial assistance is available to qualifying families.

BICYCLES

Bikes are parked and locked in the rack near the fifth grade classroom. The owner may not lend his/her bike to another student. Students who cross Belmont Road must use the school crosswalk.

BIRTHDAY

In celebration of the gift of life a student may dress up or dress down on his/her birthday. A child who was born during the summer months, may celebrate his/her half birthday. Students may bring a treat to share with their classmates. Please confirm this with the classroom teacher and verify if any child has a food allergy (peanuts, chocolate, etc.).

BIRTHDAY BOOK CLUB

A Birthday Book Club was initiated, organized, and administered by a parent volunteer. A student or family may donate a book to the library in honor of a student's birthday or any other special occasion. A child may take a book home from the birthday book shelf in the school library. If the parent approves of the student's choice, payment for the book is sent to school. The donor's name and birth date are placed in the front of the book.

BOARD OF EDUCATION

The Assumption Parish Board of Education is an advisory board for the School, Preschool, Religious Education, and Youth Ministry programs. Membership and meetings are open to registered members of the parish and/or parents who have their children enrolled in a formal education program within the parish. The date and time of the Board meetings are published in the parish bulletin and also placed on the parish monthly calendar.

To address the Board a person is required to contact the Board President, the Director of Religious Education, or the School Principal at least six working days prior to the scheduled meeting so that the topic may be placed on the agenda. The Board President may impose time limitations on any presentation to the Board.

BOOKS (TEXTBOOKS)

In order that textbooks and library books (all books) be preserved, students must carry them to and from school in a waterproof carrying case/bag. Textbooks must be handled with care and be free from inserted papers and pencils. If a student loses or damages a textbook, he/she must replace the book or pay a damage fee.

BUSING INFORMATION AND RULES

If students receive busing service from the Rockford Public School District, they are required to follow the rules provided by the District.

Those who ride Rockford buses are expected to follow their rules:

- Students must promptly obey drivers who are in full charge of buses and students while in transit.
- Students must be at the bus stop five (5) minutes before the designated pick-up time because of traffic and clock differences.
- Buses will not wait. Students must remain five feet back from the roadway while waiting for the bus.
- A student must take regularly scheduled transportation from school unless a note from his/her parent is received. If the change means taking another bus home, the **student must present the note for the principal's signature by noon**, and then present this signed note to the bus driver. Students and parents should not make these arrangements by phone unless an extraordinary emergency comes up after the child has left for school.
- Students must wait until the bus comes to a complete stop before attempting to board or leave the bus. While the bus is moving, it is necessary for students to remain seated.
- When crossing a street after leaving a bus, students will cross in front of the bus after first looking in both directions, being certain that he/she can see the eyes of the bus driver and the bus driver signals to the student that it is clear to cross the road.
- Students must remain seated and keep hands and head inside of the bus at all times. Throwing objects of any kind in or out of the bus is not permitted. Also, because of the danger of choking, as well as other concerns, chewing gum, eating or drinking are not permitted on the bus.
- Any property destruction or damage to a bus should be reported to the driver immediately. Parents are responsible for any damage to a school bus that is caused by deliberate destruction of his/her child. The amount to be paid will be decided by the Rockford Transportation Department.
- Disruptive behavior, fighting, using inappropriate language/gestures will not be tolerated. Students who break these rules or who make themselves a general nuisance to other bus riders and/or the driver will be suspended from using the bus for a period of time.
- For safety purposes, students may not bring large items, glass, live animals, balloons or other such objects on the bus.

CALENDAR

The school calendar is sent to each home early in the school year. It is kept current on the Assumption Parish Website (School). This calendar is closely coordinated with that of the Rockford Public School District since this system provides the majority of Assumption's bus transportation. Weekly calendar updates and changes are published in the school newsletter, the *Assumption Eagle* and on the website.

COMMUNICABLE ILLNESS

Contagious illnesses such as measles, pink eye, strep throat, impetigo, chicken pox, head lice, etc., must be reported by the parent to the school office as soon as it is known. This reporting enables the school to notify other parents in a given class that their child has been exposed to a specific illness. Schools report the number of specific cases to the Kent County Health Department.

COMMUNICATION / SCHOOL NEWSLETTER

Parents are strongly encouraged to attend Home and School meetings and read the weekly newsletter, the *Assumption Eagle*, which is ordinarily sent home with the **youngest** child on Wednesdays. Other sources of information are the parish bulletin and teacher newsletters.

There are times when family situations are troubling to a child. If you feel that your child's academic performance or behavior may be affected in a given situation, please notify the school so that the principal and teacher may be alerted, thus enabling them to support your child.

COMPLAINTS

Occasions may arise when differences of opinion regarding school issues occur among or between students, parents, and/or school personnel. Complaints should be handled first at the level of origin. In some cases this would involve the students working out their differences or a parent contacting a respective teacher. If this contact has been made and has proven unsatisfactory, the student, parent, or teacher may then bring the issue to the principal. If it is not resolved satisfactorily it may be taken to the Pastor/Parish Board of Education.

CONFERENCES

Two regularly scheduled parent-teacher conferences are held during the school year. It is important that at least one parent arrange to keep this appointment. Parents, students, or teachers may request additional conferences with teachers or the administrator at mutually acceptable times.

CONFIDENTIALITY

Teachers and the principal will make it clear to confiding individuals that they will keep their confidences **unless concerns of health, life, or safety are involved**. The individual's parent/guardian will be notified if any of these concerns surface.

CURRICULUM

Curricular offerings include the following: religion, language arts, mathematics, science, computer, social studies/history, physical education, music, and art. Co-curricular programs such as band, world language (Spanish), survival swim, drug education programs, Junior Achievement, Steps to Respect etc. are offered at specific grade levels. An extensive school sports program is available for students in grades 5-8.

DAMAGE OR VANDALISM

Each person must respect the school, the building, grounds, facilities, furnishings, and textbooks provided for our use. The student or his/her parent or guardian must pay for any defacement, breakage, or damage done through carelessness or inappropriate behavior.

DELIVERIES

In order to avoid disturbing the learning environment, and for reasons of student security, items that need to be delivered to a student during the school day are taken to the school office. From there, they will be delivered to the intended individual unless otherwise directed.

DIRECTORY

A "Release of Information" form is sent home with each family in the beginning of the school year. This form must be completed and returned to the school within 15 days of issue. The information that the parent/guardian approves will be printed in the Assumption School Family Directory that is published in early October. Each family receives a copy of the directory. This information is exclusively for the use of Assumption School families, and may not be given, distributed, or sold for any other purpose.

DISCIPLINE / CODE OF CONDUCT

High standards of socially responsible and Christian behavior are expected from each child. Students are to be respectful to parents, staff members, classmates, volunteers and visitors.

Each teacher is responsible for the discipline of his/her own class. For the protection and safety of each person, the following are prohibited:

- disrespectful or inappropriate language or gestures
- rough play/fighting with other students on the premises
- throwing/kicking snow or mud
- running in halls or in the classrooms, standing on chairs, sitting on tables, bookcases, cabinets, etc.
- use of and/or possession of weapons (toy or real), matches, tobacco, fireworks, explosives, drugs, alcohol, or other similar items
- motorized vehicles, radios, video games, cassettes, headsets, CD's, MP3 players, hardballs, footballs, skateboards, shoe skates etc.

The teacher or supervisor is expected to take action to attain improvement in a student's behavior. Often inappropriate behavior results in a verbal reminder or noon hour detention(s). If a student fails to act in a socially responsible and Christian manner, a parent may be notified by means of a conduct report. Parents must sign the discipline form, and the child must return it on the next school day to the person who issued it. For more serious infractions, a before or after school detention may be issued. In such cases, a parent will be notified at least one day prior to the day on which these detentions will be served to allow for alternate transportation plans.

Sometimes when incidents occur that involve more than one student and that require disciplinary action, the penalties may vary from student to student. Individual extenuating circumstances that are confidential may affect penalties/behaviors.

DISMISSAL PROCEDURES

After an extensive study of dismissal procedures at Assumption School by the Automobile Association of America and the Kent County Sheriff's Department, we have applied their recommendations in a detailed plan to safeguard our students during dismissal times. Parents and students are asked to comply with the following safety rules:

Before school: Please refrain from parking in front of school during drop off and pick up times. When dropping off children in the morning in front of school, please remain in your vehicle and go with the flow of traffic. Children are not picked up in front of school at dismissal time.

After school: Students who are picked up in private vehicles must go to the crosswalk and cross Belmont Road with the trained crossing guard. Students then proceed to the front of the Church to board private vehicles. Please do not cross in front of school at dismissal time. Only buses (not autos) should be picking up students by the Rectory, except for the Kindergarten A.M. dismissal. When school is in session for only a half day, check the weekly newsletter for specific dismissal times.

DRESS CODE / WEARING APPAREL

The purpose of uniforms is to provide an environment with as few distractions as possible, thus giving more attention to academics. Uniforms also provide monetary savings to parents who are already paying extra in exercising their choice of a God-centered education.

Students in grades 1-8 wear uniforms. Annually, parents receive detailed information on the uniform dress code. Copies are available at any time in the school office or on the school website.

As a special warm weather privilege, solid navy blue or white walking shorts, or the equivalent, may be worn from the first day of school until September 30 and from May 1 until the end of the school year. Cutoffs, short shorts, short skirts, low cut pants, spandex, halter tops, tight knit clothing, etc., may not be worn. Certainly, if the weather is cool, we expect students to exercise prudence by wearing the regular uniform. Shoes must have low heels. When rain or snow is expected, students must have appropriate outerwear and footwear.

We ask that parents be the lead agents in seeing that their child's uniform is neat, clean, and in compliance with the dress code. Hats are not part of the school attire. Hair should be neatly groomed and of a natural color. For boys, hair must be cut above the eyebrows and shirt collar. The faculty should not need to spend valuable learning time enforcing the dress code.

Throughout the year there will be special days designated as uniform free days. These will be specified as dress-up, dress-down/jean days.

The principal or teacher reserves the right to determine if this privilege is being used responsibly. If not, it will be rescinded from those who violate the guidelines.

ELECTRONIC DEVICES AND OTHER ANCILLARY ITEMS

Only electronic items/devices provided by ABVM School may be used during school hours. Cell phones, iPods and other MP3 players or the equivalent, will not be permitted. We are unable to monitor that which may come through headphones etc. Therefore, these items may not be in school unless requested by the teacher for curricular uses. In case of emergency, students may use the school phones.

Cell phones, beepers, computer games, cassette tapes/compact disc players, MP3 players, tape recorders, radios, skateboards, trading cards, baseball bats, toys, laser pointers and other electronic devices are generally unnecessary to the instructional program. If inappropriate items are brought to school, they will be confiscated.

ELIGIBILITY

Assumption School values its well-rounded curriculum and feels that academics are complemented by school-sponsored programs/activities. A student's academic progress takes priority over participation in school-sponsored programs/activities. Only students who meet or exceed the academic and behavioral requirements will be eligible to participate in school-sponsored programs/activities. The rules/regulations concerning this policy will be distributed to students in grades 5-8.

E-MAIL ADDRESSES

Kindergarten	kindergarten@assumptionbvm.com	Grade 6	6thgrade@assumptionbvm.com
Grade 1	1stgrade@assumptionbvm.com	Grade 7	7thgrade@assumptionbvm.com
Grade 2	2ndgrade@assumptionbvm.com	Grade 8	8thgrade@assumptionbvm.com
Grade 3	3rdgrade@assumptionbvm.com	Secretary	schoolsecretary@assumptionbvm.com
Grade 4	4thgrade@assumptionbvm.com	Principal	schoolprincipal@assumptionbvm.com
Grade 5	5thgrade@assumptionbvm.com	Parish Website	www.assumptionbvm.com

EMERGENCIES / CRISIS PLANS

The school has detailed intervention plans for certain situations. Because of the nature of these plans, they are not published in this manual. In the event that the crisis requires evacuation of the building, students will be taken to Assumption Church, the Church Activity Center, or Belmont Elementary School. Television stations WOOD (8) and WZZM (13) usually broadcast our emergency information. (Also, you may check their websites)

ENDOWMENT FUND

The Assumption Parish Educational Endowment Fund (AEEF) assists in enabling families with insufficient funds to provide a Catholic education for their children. Applications are available from the School Office. Donations and/or memorial contributions are much appreciated throughout the year. Parishioners also support this fund by using the Assumption *Scrip* program. (see also Scrip)

EXPULSION

Expulsion is defined as the permanent dismissal of a student from the school. It is enacted as a last resort, after other means of correction have failed and/or circumstances of crime, scandal, immorality, or disruption necessitate this extreme disciplinary action. (See also Suspension)

FIELD TRIPS

Field trips must have an educational purpose and serve to broaden interest and knowledge in specific curricular areas. All trips must be pre-approved by the Principal. Field trips are privileges, and if the student fails to meet academic or behavioral standards, she/he may be denied participation in them by a parent, teacher, or the principal.

Before a student is permitted to go on a field trip, written parental consent on the approved form is required. A student may not participate unless the teacher has this form before the trip. If there is an ongoing class or activity (ex. survival swim) off campus, one form signed by the parent at the beginning of the activity will suffice.

When private vehicles are used to transport students on a field trip, a volunteer driver form must be on file in the school office. The vehicle used must meet the insurance limits set by the Diocese of Grand Rapids. Sufficient seat belts must be available and used. Shoulder seat belt straps must be placed in front of a student.

FIRE, TORNADO AND LOCK DOWN PROCEDURES

When the fire alarm sounds, all persons in the school exit quietly, quickly and according to a predetermined plan or alternate plan. Michigan State Law is followed with respect to the number of fire, tornado and lock down drills per year. Emergency evacuation routes and procedures are posted in each room.

FOOD

Food, including candy, is to be eaten in the lunchroom. With teacher approval food (no gum permitted) may be eaten in the classroom. Because of the danger of choking, students may not eat on the playground or on the bus. Students with after-school activities may wish to bring a snack to eat at a time/place approved by the teacher or coach. There will be no chewing gum on the grounds at any time. We ask that the parents abide by this rule also. This includes the school, classrooms, bus, gym, Family Life Center, and above all, the Church. We ask that the coaches enforce this rule during team sports both in our facility and in other facilities that host our games. When sending a birthday treat, try to send something that is "neat" to eat. Nutritious treats are strongly encouraged. Also, it is good to check with the teacher to see if any child has an allergy to a specific food (such as peanuts, chocolate, etc.)

FUND RAISERS

Annually, a major fundraiser is coordinated through the Home and School Association to provide for school needs. Occasionally the school or eighth grade class may sponsor a special project for a specific charity or purpose.

HARASSMENT/SEXUAL ABUSE OF MINORS

All persons have a right to be treated with human dignity. Demeaning behavior is strictly forbidden. Harassment is a type of unacceptable behavior that can be racial, cultural, sexual, etc. Such behavior is unwarranted, and creates a hostile, intimidating and/or offensive school environment. Some specific examples of behaviors that could constitute harassment are derogatory jokes, racial/ethnic slurs, sexual advances, inappropriate physical contact, sexually oriented drawings, photos, gestures, etc. Violation of the Harassment Policy may result in suspension and/or expulsion. All allegations of harassment will be taken seriously and promptly investigated. The staff will rely on students and/or parents to make them aware of any problems of harassment/abuse as they arise so that appropriate action can be taken.

Reporting sexual abuse of minors

The Roman Catholic Diocese of Grand Rapids has a policy regarding reporting and dealing with sexual abuse of minors. Any person having reasonable cause to suspect sexual abuse of a minor by a member of the clergy (bishop, priest or deacon or by any person acting under the authority or apparent authority of the Church) is urged to contact the Vicar General of the Diocese in person, by mail or by phone.

HEALTH SERVICES AND COMMUNICABLE DISEASES

The Kent County Health Department offers the services of a public health nurse who serves as a health consultant to school personnel, students, parents, and community agencies. If the budget of the Health Department provides, the following services will be provided to the students of Assumption School: vision, hearing, and scoliosis screening.

Students in grades 1-5 may participate in a dental fluoride program. Information is sent home and approval must be given by the parent/guardian for a child to participate.

Michigan law requires that “All children enrolling in any school for the first time shall submit a statement signed by a physician that they have been immunized or protected against diphtheria, tetanus, pertussis, measles, rubella, polio, hepatitis B, varicella (chicken pox) and mumps; a statement signed by a parent/guardian to the effect that the child has not been immunized because of religious convictions or other objections to immunizations...” Vision and hearing tests are also required.

HOME AND SCHOOL ASSOCIATION

Assumption School has a parent organization known as the Home and School Association. The goal of this association is to promote a spirit of unity among the parents, teachers, and staff of the school. They also generate funds for special needs, projects, or activities for Assumption school students and faculty. All parent(s) and or guardian(s) who have children in the school are members. The Association sponsors at least four meetings/activities per year.

HOMEWORK

Homework is that activity which is assigned and is to be done at home to reinforce or extend learning. It is also work that has not been completed during the allotted time in school. Homework may include reinforcement or extension of the daily lesson, special reports, studying for tests, or projects that require added effort and time. Students will use their assignment notebooks daily. At some grade levels the homework hot line is also available. To avoid interruptions to teachers during class time, homework is not usually sent home for absences of one-day duration.

HOMEWORK POLICY FOR ABSENCES

- In the event of an extended absence because of a vacation, or an extended illness, a student should plan on getting the assignments upon his/her return. A student may anticipate and work ahead in subjects with predictable assignments. Also, for middle school students, assignments may be obtained from the homework hotline on the day of his/her absence or by phoning a friend.
- A student who is absent will have as many days as they have missed to make up assigned work.
- Upon the student’s return to school from an absence, he/she should check with the classroom teacher for work that has been missed. These assignments should be written down and turned in within the same number of days that were missed.
- For middle school students, homework assignments are placed on the homework hotline daily. Middle school students should call the homework hotline for work that was assigned on the day of his/her absence. If the student has textbooks at home, he/she may work on those subjects.
- A student may call a classmate the day of his/her absence to get assignments for which the student has textbooks at home. (These assignments should be double-checked with the classroom teacher upon the student’s return.)
- We do not send textbooks home with siblings, but parents may pick up books and assignments for extended absences due to illness.

Upon returning from a vacation or an extended absence due to illness, a student should plan to meet with his/her classroom teacher to obtain missed assignments.

ILLNESS OR INJURY

If a child becomes ill, the parent/guardian or the person designated on the school emergency card/form will be notified so that arrangements for picking up the child may be made. No student will be sent home without first notifying a parent or his/her designee. Please make certain that we know where you can be reached **during the day** in the event of an emergency. Ordinarily, the procedure you have written will be followed unless there is an extreme emergency and we are unable to make the designated contacts.

INSURANCE

Students who participate in the school athletic program must be covered through family insurance.

The Diocese of Grand Rapids, through the Michigan Catholic Conference (MCC), provides coverage for students with school related injuries **over and above what your local insurance company provides**. An accident report must be filed with MCC immediately following an injury that requires a physician’s services.

INTERNET USAGE:

Assumption School has an Internet Usage Policy that regulates student use of the Internet. For the protection of our students, use of the Internet occurs only under the supervision of a teacher or supervisor.

Some unacceptable behaviors include the following:

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene language
- Harassing, insulting, or threatening others
- Damaging computer systems or networks
- Violating copyright laws
- Submitting documents from the Internet as a student's personal work
- Using another person's sign-on and/or password
- Trespassing in another person's folder, work, or files

Students who do not comply with these rules will forfeit their privileges on the Internet.

All students will be given a copy of the Internet Policy at the beginning of the year. Only those students, who have the acceptable use contract for technology signed and returned to the teacher, will be permitted to access the Internet.

LITURGICAL CELEBRATIONS (MASS)

Students in grades 1-8 have the privilege of planning and participating in a special weekly school Liturgy, usually a Friday or a Holy Day. Students are encouraged to participate fully in the prayers of the Mass, singing, and in special service roles such as altar servers, choir, or readers. Parents/parishioners are invited to participate with the students at these Masses.

LOCKERS

Each middle school student is assigned an individual locker. Middle school students should lock their lockers after school or before leaving the building. A student shall not divulge his/her combination to another, nor shall any student enter the locker of another student. No markings or decorations are permitted on the outside of the locker. Storage of any contraband substance, food, pop cans, or anything that could draw insects or rodents is forbidden. The school reserves the right to inspect and search lockers.

LOST AND FOUND

Lost and found items may be claimed from a box located in the maintenance closet near the office at any time. If an item is missing, please check this box first and then ask the office staff. Please label book bags, jackets, sweaters, gloves, lunch carriers, etc. If not claimed, they will be given to a charitable group or an individual.

LUNCH HOUR/MILK PROGRAM

Milk is available for students in grades K-8. An order form is sent home every two months and must be returned with payment by the date specified.

MEDICAL PROBLEMS

It is the responsibility of the parent/guardian to inform the teacher(s) and principal if a student is subject to seizures, is allergic to bees, or any other physical problem that requires special attention and/or medication while the child is at school. The medical procedure to be followed by school personnel should be put in writing and signed by the parents.

MEDICATION

Medication includes both prescription and non-prescription, and includes those taken by mouth, inhaler, injection, applied as drops to the eye or nose, or applied to the skin. The following rules apply:

- The student's parent(s)/guardian(s) must provide the school with a written permission and request to administer medication.
- Written instructions that include the student's name, name of the medication, dosage, time to be administered, and duration of administration must accompany the medication and be kept in the school office.
- The parent/guardian should bring the medication to school.
- All medications should be kept in a labeled container prepared by the pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration.
- The person administering the medication must complete the Medication Administration Log for each dosage of medication provided to a student. The person giving the medication must record the date given and initial the form.
- The medication log must be kept on file until one year after the student graduates from the school.
- Medication must be stored in a location with limited access that is kept locked.
- If a student in Kindergarten through fourth grade needs cough drops, he/she will bring them to the teacher and will request them as needed during the school day. Students in grades five through eight will carry their own and take as needed.
- A student may possess and use a metered dose inhaler or a dry powder inhaler at school to alleviate asthmatic symptoms.

NON-DISCRIMINATION

Assumption School is an equal opportunity provider and employer. The school does not discriminate against employees and/or students on the basis of race, color, gender, national origin, age, or disability.

NOON HOUR: LUNCH, RECESS, AND PLAYGROUND

Ordinarily, students eat lunch in the assembly room/gym. After lunch, students are dismissed and will go to the designated recreational area for recess that is supervised by adults. The recess period is given to provide a change of pace, exercise, and release of tension. All children are expected to go outside unless he/she is detained by a staff member or the weather is inclement. An exception to recess may occur for those students in an elective co-curricular class.

At the end of recess, students will return promptly to their classrooms as directed by the noon hour supervisor. If a student is not there by the start of the afternoon session, he/she is marked tardy.

- Students may not leave the grounds during the noon hour without a written request from a parent/guardian. This request is signed by the homeroom teacher and given to the principal.
- Students will take what they need from the classrooms before the noon period, since the classroom doors are locked.
- Running in the building, fighting, kicking, taking clothing from other students, taunting, throwing snow, sand, stones, etc. and other similar actions will not be tolerated.
- On rainy or extremely cold days, especially when the wind-chill index is low, students will remain in their respective classrooms where they will participate in indoor games, conversation, study, or other appropriate activities.

PARTIES/PARTY INVITATIONS

Individual teachers and the room parent representative will coordinate the classroom parties for Halloween and St. Valentine's Day. The lead room parent may invite parents to send a party item or a contribution to help defray the cost of the parties. The homeroom teacher coordinates other special occasion parties. Students may bring "neat to eat" treats on their birthdays. Also, it is good to check with the teacher to see if any child has an allergy to a specific food (ex. peanuts, chocolate, etc.) The Health Department recommends that these be individually wrapped. Please do not bring drinks that stain the carpeting such as grape juice or red pop.

Please refrain from sending invitations for birthday parties to school for distribution unless each child in the class will receive one. Otherwise, invitations should be mailed directly to the child's home.

PHYSICAL EXAMINATIONS

Kindergarten students are issued health forms at the time of registration. These are to be completed by your physician and returned by the first day of school.

A physical examination is required each year (**after May 15**) for all students in grades 5-8 who will be participating in the school sports program. Physical forms are available in the school office. A student may neither practice nor play in a school sport without a current physical exam form signed by a doctor and a parent on a permission form that must be on file in the Assumption School Office.

PICTURES (SCHOOL)

School pictures are taken in the early fall. A make-up day is scheduled for students who were absent or for those in need of a retake. Parents may purchase pictures; however, there is no obligation to do so. Preschoolers are also welcome to be photographed one half hour before school begins.

REGISTRATION

Registration for the next school year takes place in the spring. The annual completion of the registration form and payment of the family registration fee is necessary to secure the enrollment of the student for the approaching year. After the first year in attendance at Assumption, this fee is credited to the family tuition account.

REPORT CARDS / PROGRESS REPORTS

The student progress reports will be issued either quarterly or each trimester. The report card envelope is to be signed and returned to the homeroom teacher. The envelope may be kept after the last report is received.

Any request for a grade review/change must be made in writing to the teacher within one week of the receipt of the grade. The teacher will then respond to you concerning this request within a week. Mid-term progress reports will be issued to middle school students.

RESPONSIBILITY

Our goal is to develop a healthy sense of responsibility through good organizational skills. The parents and the school faculty will assist each other in developing student responsibility. If a student is assigned to serve Mass, do homework, return permission forms or library books on a specific date, a parent should assist her/his child in techniques for remembering these obligations and responsibilities.

SCHOOL HOURS

Because of our dependence upon public school busing, information regarding arrival and departure times will be published on the website.

SCHOLARSHIP

In honor of Sister Linda Hill, MC, the first graduate of Assumption School to become a Consolata Missionary Sister, a scholarship of \$500.00 is presented annually at the Awards Assembly in May. This scholarship (tuition credit) is presented to a seventh grader who will be attending eighth grade at Assumption BVM School. This award which is based on both academics and citizenship is determined by the teachers of the Middle School.

SCRIP PROGRAM

SCRIP looks the same as gift certificates/gift cards you might purchase directly from the store and you use them the same as cash. Assumption offers SCRIP as a tuition reduction program. Each family selects how they want to allocate their portion of the credits with at least 50% going to the Assumption Educational Endowment Fund. You may request a SCRIP registration form from the School Office or the SCRIP Room in the back of Church.

SECURITY

All visitors, parents, delivery persons, etc. who enter the building must report first to the school office by way of the front door.

If there are any court-ordered restrictions with respect to custodial/non-custodial parent(s)/guardian(s), it is the responsibility of the custodial parent/guardian to see that the principal has a copy of the official document referring to the release of the child(ren). This document must be signed and dated. The principal will make the respective teacher(s) aware of such information.

SMOKE-FREE ENVIRONMENT

As an educational institution, we are called to promote, preserve, and protect the health of those who frequent our facility. In recognition that smoking is harmful to both smokers and to those who breathe second-hand smoke, the policy of the school prohibits smoking in the building, as well as in all areas of the school/church campus.

SPECIAL EDUCATION SERVICES

Assumption School is serviced by the Rockford Public School System with specialists trained to test and implement programs to meet special learning needs. Available to the students are the services of a school diagnostician, speech therapist, teacher consultant, homebound teacher, school social worker, occupational and physical therapist. We also have the consultant services of a nurse through the Kent County Health Department. (See: Health Services)

SPIRITUAL DEVELOPMENT / CHRISTIAN SERVICE

Prayer is an integral part of the school day. Time for formal and/or spontaneous prayer is provided each day. The Pastor celebrates an all-school Liturgy/Mass weekly with the students. Students take an active role in the school Mass, thus providing training for participation in liturgical leadership roles. The Sacrament of Reconciliation is available periodically during the school year.

Students prepare to receive the Sacraments of Penance/Reconciliation, Eucharist, and Confirmation at the designated level for each Sacrament.

To assist students in developing a sense of Christian service and global awareness, we encourage participation in various endeavors that serve the needy in both local and global communities.

STUDENT COUNCIL

In grades five through eight a boy and a girl are elected annually to represent their class on the Student Council. The council meets quarterly with the principal to discuss student and/or social concerns and to work on projects that involve student initiatives or leadership opportunities.

STUDENT RECORDS

A Cumulative Record is maintained for each student. Parents have the right to inspect their child's records. The principal should be contacted concerning an appointment for this purpose. If a student transfers to another educational setting, records will be sent if a written request from the school is received and the tuition account is paid in full.

SUPPLIES

A detailed list of school supplies needed by each student for the school year is distributed to parents with the last newsletter of the school year. This list may also be obtained during the year in the office or online.

SUSPENSION

Suspension is defined as time outside of the classroom. This includes inside school suspension or outside of school suspension. A suspension may be given at the discretion of a teacher upon consultation with the school principal.

Ordinarily the principal will exercise the right of expulsion after a child has first been suspended. A conference with the student(s), parent(s), teacher, and principal will be held before an expulsion.

TARDINESS

In order to achieve an uninterrupted learning environment in the class, students are expected to come to school on time. When a student is consistently tardy, parental contact will be made to discuss ways to alleviate the tardiness problem.

Students arriving late must report to the secretary's office for a "pass" to be admitted to the classroom. This also enables the secretary to remove a student from the list of absentees.

TELEPHONE/CELL PHONE

Teachers and/or students receive telephone calls only for very important messages or emergencies. In case of sickness or upon teacher request, a student may use the office phone. If a parent wishes to contact a teacher, she/he should call before classes begin or after classes are dismissed, or leave a message on the teacher's voice mail.

If a student brings a cell phone to school, it must be kept in his/her locker (middle school) during the school day. Students in grades 1-5 may keep them in their backpacks in the hall. Cell phones must be silenced while in school. There is to be no cell phone usage during school and lunch hours. Cell phones will be confiscated if used inappropriately.

THREATS

A threat is defined as any physical, verbal or written action that intends to do serious harm to individuals or property. The school administrator will suspend a student who threatens to do harm to any student, staff member, administrator, or parish property immediately. The administrator will implement appropriate discipline that may lead to suspension or expulsion.

TORNADO WATCH/WARNINGS (See also Emergencies)

In the event of a tornado watch and/or tornado warning, all children will remain in school **until regular dismissal time**. Parents may pick up their own children at any time. Parents may not pick up children other than their own without written permission.

In case of imminent danger and in accordance with our emergency procedure plan we will take cover. Your child could possibly be detained beyond the regular dismissal time. The appropriate information will be shared with local radio and television stations. We need the phone line to communicate with the other school district, civil defense, and emergency personnel, so kindly stay tuned to Channels 8 (WOOD) or 13 (WZZM).

TUITION/FEES

School tuition and student fee (books, workbooks, art, science, technology supplies, etc.) are set annually by the Parish Board of Education/Education Commission. The tuition contract is sent home each spring with other registration information.

If a family who has prepaid tuition withdraws, the pro-rated tuition is refunded. If at the end of May, the tuition contract has not been met, official documents such as report cards, diploma, and school records are withheld until payment has been received. Students may not be registered for the next school year unless arrangements have been made in writing to the principal for past due tuition.

TUITION ASSISTANCE

Tuition assistance is available for those who qualify and apply. The Diocese of Grand Rapids uses the Private School Aid Service (PSAS) Program to determine who receives the Bishop's grants. Our ABVM Education Endowment Fund will match any PSAS grant up to \$500. Also, check with the principal for information on other grants available.

UNIFORMS (See Dress Code)

VANDALISM (See Damage)

VIOLENCE – THREATENED AND ACTED

All threats of violence will be taken seriously and investigated promptly. Age-appropriate corrective disciplinary action will be applied. If the presence of a student in the school poses a safety threat for others, the parent will be contacted and the student will be removed immediately from the school setting.

VIRTUS/PROTECTING GOD’S CHILDREN (PGC) TRAINING

The goal of “*Virtus*” is to protect children by creating a safe environment. This training is required for pastors, principals, teachers, catechists, coaches, youth leaders, aides, secretaries, maintenance staff, noon hour supervisors and others who have regular contact with the students. Topics include danger and warning signs of abuse; case histories; ways to prevent abuse and how to report suspected abuse. (See also Background Checks) The Diocese requires that two “Touching Safety” lessons be taught each year.

VISITORS

Parents and visitors are welcome at Assumption School. **For the safety of students** and staff, all visitors must enter by the front door and register in the school office before proceeding to any other location in the building or on the campus.

VOLUNTEERS

Numerous opportunities exist for volunteer services by parents, relatives, parishioners, graduates, and other benefactors in the community. Our volunteers provide invaluable assistance and improve the quality of the educational experience for our students. At the beginning of each school year, and when new families register during the year, an extensive list of volunteer opportunities is provided. Volunteers are selected from among those who have offered their services. If additional opportunities arise during the year, teachers or the Administrator will send out an appeal for assistance as needed.

WEAPONS POLICY

If a student is found to be in possession of a weapon such as firearms, explosive devices, knives, any object that is implied by the user to be a real weapon or any item that can be used to threaten or injure as determined by the administration, that student will be indefinitely suspended and be subject to expulsion pursuant to PA966 of 1995. This policy covers both the vicinity of the school as well as any school-sponsored activity.

WEATHER RELATED EMERGENCIES/SCHOOL DELAYS

If weather conditions are such that there is a question as to whether Assumption School is closed in the morning, please call the school’s special announcement line. To reach this line: call the school at 361-5483. Wait until you hear the third prompt: *press 3 for the school, and then press 4 for special announcements. TV Stations 8 (WOOD) and 13 (WZZM) both carry the listing of school closings. If there is a two-hour delay, Preschool and Kindergarten classes will be cancelled. Closings are also posted on these stations websites.

Addendum:

The school Principal retains the right to amend this handbook. Any changes will be noted in the Wednesday newsletter and changed in the on-line edition at www.assumptionbvm.com.

Each family is given a copy of the School Handbook. Kindly have your child(ren) read it and/or go through it with them. Please retain this copy until the next edition is published.

We appreciate your cooperation in following the policies and procedures contained here in.

ABVM LOGO

Assumption's school logo was created by **Gabrielle Doman**, a seventh grader. She designed a beautiful Celtic Cross with ABVM streaming vertically down the center.



Amanda Selliman designed the other award winning logo. Her horizontal design consists of the ABVM within wings. Both the students and teachers voted these two distinguished designs from among seventy-six entries submitted by the Junior High Students in April of 2006.



ABVM MASCOT

The EAGLE is one of the largest birds, and a strong flyer. The grandeur of the eagle has inspired persons since the Old Stone Age, when drawings of eagles first appeared in European caves.

The EAGLE symbolizes POWER, COURAGE, FREEDOM, AND IMMORTALITY. It has long been used as the national military emblem, as well as a symbol in religion.

In 1782 the United States adopted as the central motif of the seal of the US a spread-winged EAGLE brandishing the arrows of war and the olive branch of peace to represent the strength and liberty of the nation.



In Hebrew and Christian religions the EAGLE represents the flight of the soul to heaven. The MAJESTIC BALD EAGLE, soaring on wings that span seven feet, is a glorious sight.

STUDENTS SELECT THE MASCOT

In 1988, the Student Council sponsored a contest to name the school **mascot**. Over 67 names were suggested. In a school-wide vote of the top two entries, the **Eagles** won over the Jaguars. Three students, **Karen Hall (Gr 1)**, **Christina Novakoski (Gr 5)** and **Brian Galdis (Gr 5)**, won the contest since they had recommended the name: **ASSUMPTION EAGLES**.

In 1990, a parent and cheerleading coach, **Mrs. Jane Fix**, designed the official school **emblem**, the **AMERICAN EAGLE**.

ABVM MOTTO

The school **motto** was created by Assumption's JH teacher, **Mrs. Hazel Bolin** in 1989.

We are proud to have this as our motto, as we strive for excellence in every aspect of our spiritual formation and education here at Assumption

***“ASSUMPTION EAGLES
SOAR TOWARD EXCELLENCE”***

SCHOOL DIRECTORY

To access a staff member's Message or Homework Box
dial 361-5483 and press the desired number listed below.

Grade	Voice Mail #	Homework Box #
8	408	308
7	407	307
6	406	306
5	405	305
4	404	304
3	403	303
2	402	302
1	401	301
K	400	300
Principal	251	
Secretary	250	

SPECIAL ANNOUNCEMENT

In the event of an **emergency**

or for

special announcements

please call 361-5483,

dial 3, and then dial 4.