

Assumption B.V.M. Catholic School

Parent & Student Handbook  
2017-2018

[www.abvmeducation.org](http://www.abvmeducation.org)



*109 East Pulaski Street  
Pulaski, WI 54162*

*Accredited by  
The Wisconsin Religious &  
Independent School Association*

Dear Assumption B.V.M. Families,

It is my pleasure to welcome you to the 2017-2018 year of learning at Assumption B.V.M. School. The staff joins me in saying we're happy to have you as part of our family. With great pride, we are excited to begin another school year.

Our new school logo, pictured on the front of this handbook and in the front entrance, continues to identify our consistent mission to help our students answer the call to Christian discipleship through a curriculum designed to educate and form them as whole persons. We LEARN, LOVE, and LIVE in Christ.

This handbook has been prepared to help you become acquainted with the policies and procedures of Assumption B.V.M. School. We have tried to make it as complete as possible so that you and your children will know what to expect, as well as the aims and purposes for which these policies have been established.

*Please take the time to review the materials with your children and return the signed verification form found at the back of this book to the school office by the second week of September.* Keep the handbook handy because it will be referred to throughout the year. It can also be found on our school website [www.abvmeducation.org](http://www.abvmeducation.org).

The partnership between the home and the school is paramount to your child's success at Assumption B.V.M. Therefore, you are encouraged to welcome every opportunity for involvement in your child's(ren's) education. Watch our school website for the weekly newsletter, as well as your weekly Brown Envelope, for those opportunities and other important information, and notice the "10 Ways To Get Involved" in this handbook.

We look forward to and appreciate your support and involvement throughout another school year as we walk together in faith. May we all be blessed in our work of Living Christ, Loving Christ, and Serving Christ to our students.

As always, *Thank You* for entrusting us with your precious children.

Deanne Wilinski  
Director of Total Catholic Education

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# **Assumption B.V.M. Catholic School**

## **Mission**

Assumption B.V.M. Catholic School Community is a Christ-Centered learning environment that advances educational excellence and discipleship.

## **Core Values**

### **Catholic School Community**

We are family friendly and child centered.

We participate in Catholic traditions of prayer and worship, living out our faith.

We recognize and affirm each person as a child of God.

We foster partnerships with families and the community.

We build a culture and environment reflective of our Catholic Values.

### **Christ – Centered**

We believe in Jesus, and come to know Him in Scripture.

We know that God is always present.

We embrace prayer as a means to a deeper relationship with Christ.

### **Educational Excellence**

We facilitate a dynamic learning environment where students and staff are challenged to reach their full potential.

We inspire life-long love of learning.

We achieve excellence with honesty, integrity, and a sense of enjoyment and an optimistic attitude.

### **Discipleship**

We love and serve others.

We witness our Catholic, Christian faith through word and action.

We treasure all as a gift from God, and gratefully share God's gifts for the good of all.

## **PHILOSOPHY**

### **WE BELIEVE STUDENTS AT ASSUMPTION OF THE BLESSED VIRGIN MARY SCHOOL:**

- ...are unique and have a right to personal dignity and importance.
- ...develop a sense of Gospel Values.
- ...have faith in God, through prayer, liturgy, and moral growth.
- ...carry out responsible service commitments to family, Church and community.
- ...will achieve a balance in total education - spiritually, morally, intellectually, psychologically, socially, and physically.
- ...are encouraged to develop to their fullest potential.
- ...cooperate with school policies.
- ...desire and need recognition for their efforts, accomplishments and achievements.

### **AS A STAFF, WE BELIEVE IT IS IMPORTANT TO:**

- ...teach as Jesus taught by word and example.
- ...bring prayer, education, and service together, developing the values of the whole child.
- ...have a positive attitude toward and support total Catholic Education.
- ...build positive self-esteem in each other, and in the students.
- ...create a positive climate conducive to learning.
- ...provide a variety of teaching strategies and materials.
- ...encourage students to develop to their fullest potential.
- ...help students develop a sense of purpose in their lives.
- ...take quality time to pray with, to listen to, and to talk with students.
- ...coordinate efforts with parents, school, and community.
- ...evaluate the education programs regularly and continue to make changes that enhance the education process.
- ...maintain the highest professional ethics and sense of loyalty.
- ...develop a love for learning.
- ...create an atmosphere of Christian formation and living.
- ...model a collaborative learning environment for our students.

### **WE BELIEVE FAMILIES:**

- ...are the first and primary educators of their children, in faith, values and learning.
- ...promote the quality education of the school by work and example.
- ...take quality time to pray, to listen to, and to talk with their children.
- ...have a right to cooperation from the school in educating their children.

## **2017-2018 EDUCATION STAFF**

Pastor  
Deacons

Education Administrator  
Administrative Assistants

Admissions & Marketing Coordinator

After School Child Care

Before School Child Care

Pre-School Teacher

Pre-School Teacher Aide

Kindergarten

Playground Supervisor

Support Services Aide

Grade One

Grade Two

Grade Three

Grade Four

Grade Five

Spanish

Library

Art

Music

Physical Education

Technology Coordinator

Literacy & Math Support Teacher

Guidance

School Nurse

Religion Education Coordinator Gr. 1-6

Religion Education Coordinator Gr. 7-12

& Youth Minister

Board of Education President

Maintenance Staff

Cleaning

Food Service

Fr. Patrick Gawrylewski O.F.M.

Dcn. Dennis Majewski,

Dcn. Dave Parker

Mrs. Deanne Wilinski

Mrs. Anne Mead

Mrs. Mary McDermid

Mrs. Judy Clark

Mrs. Anne Mead

Mrs. Judy Terrien & Mrs. Teresa Olson

Mrs. Carrie Jahnke

Mrs. Pamela Grygiel

Mrs. Carrie Jahnke

Mrs. Brooke Gonnering

Mr. Jed Hendzel

Mr. Jed Hendzel

Mrs. Catherine Franke

Mrs. Heather Tetzlaff

Ms. Michelle Stodola

Mrs. Sara Mangold

Mrs. Sara Mangold

Mr. Jay Robaidek

TBD

Mrs. Sharon Holl

Mrs. Karly Pennings

Mrs. Cindy Ludtke

Mr. Andrew Wright

Mr. Josh Rybicki

Ms. Michelle Stodola

Mrs. Ann Bieda

Mrs. Kara Andre

Mrs. Staci Karcz

Mr. Todd Skinkis

Mr. Craig Piczkowski

Mr. Mark Ladowski

Mr. Gerard LaBrosse

Mr. Ted Archambo

Mrs. Carrie Mihalski

Ms. Emily Olson

## **4 Year Old Kindergarten Staff**

4K Teacher

4K Teacher Aide

Assumption B.V.M. Site Director

Ms. Sheila Kabat

Mr. Jed Hendzel

Mrs. Deanne Wilinski

## **ABSENCE**

When students are absent they miss valuable classroom instruction and interaction. Generally accepted excuses for school absence without advance notification include 1) personal illness 2) family illness 3) death in the family.

Please notify the office of an absence or a tardiness by 8:30 a.m. For your child's safety, you will be contacted by school if a call is not received.

Students are considered absent whenever they are away from school during school hours. Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a written notice should be sent to the school in advance by the parent or guardian.

We encourage parent(s) to plan vacations when school is not in session. However, realizing that such is not always possible, we request the following:

If a vacation requires a child's absence from school, the matter should be discussed with the office and the child's teacher at least 7 school days before departure. A pre-excused absence form must be secured from the office and completed. A written note must also be sent to the office. It is not sufficient to just notify the classroom teacher. *Homework is due on the school day the student returns from vacation.*

All attendance is verified in the office. **Arriving after 9:15 a.m. results in 1/2 day morning absence. Leaving school before 1:15 p.m. results in 1/2 day afternoon absence.**

**NOTE:** Parents and students should contact teachers to make a plan to complete missed assignments.

## **ACCREDITATION STATUS**

Assumption B. V. M. is accredited by the Wisconsin Religious & Independent School Association (WRISA).

## **ADMISSION AND REGISTRATION**

According to State Statute 111.321 Assumption School does not discriminate on the basis of sex, race, or national origin in enrollment and participation of students or the employment of personnel. In keeping with the ecumenical spirit of the church, all religious traditions are respected and welcomed.

Families enrolled with Assumption B.V.M. School will be informed of a re-registration process held each year in late January. That week will be advertised in the parish bulletin and weekly school newsletters. At that time, parents will be notified how to complete the on-line registration process. New families can enroll any time during the year by using the on-line registration process. Parishioners and Non-Parishioners are welcome to attend Assumption BVM School and will be admitted according to the enrollment guidelines as follows: All families are expected to follow the tuition payment policies established by the Assumption BVM Board of Education and the Green Bay Diocesan Board of Education found on the online registration form.



**Please bring all NEW students' Baptismal Certificates to be recorded, copied, and filed.**

A child entering Kindergarten must reach the age of 5 by September 1. This is in accord with State of Wisconsin regulations and the Pulaski Community School District. Students in the three year old or four and five year old program must be their respective ages of 3 and 4 by September 1 of the program year and potty trained.

### **ALCOHOL/DRUG/SMOKING**

(D/B Code 5070/4190 Alcohol/Drugs Education)

The possession, sale, or use of alcohol, drugs or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies. Use on school grounds or at any school functions will result in parents being contacted immediately and possible suspension. Counseling will be recommended and in some cases mandatory counseling will need to take place if a student is to stay at Assumption BVM. School. Every effort will be made to work cooperatively with families in crisis.

### **AMENDMENTS TO THE HANDBOOK**

The School administrator retains the right to amend the handbook for just cause. Parents, guardians, students, and staff members will be given prompt notification if changes are made.

### **ARRIVAL/DISMISSAL**

Students who walk or ride in a family vehicle should not arrive at school before 7:35 A.M. and should leave for home promptly at 2:45 P.M. If students arrive before 7:35A.M., they need to report to the hallway outside the gym doors. Students arriving between 7:35-7:45 A.M. go directly to their classrooms and need to be in their classroom when the 7:45 A.M. bell rings. Students arriving in the classroom after 7:45 A.M. will be considered tardy. We are concerned for student safety and these are the times teachers will be available for supervision.

Students may not stay after school within the building waiting for after school events. A crossing guard is on duty only until 3:00. For safety reasons students must board the assigned bus and will not be allowed to change dismissal routine without written permission. **Changes of dismissal routing should be called to the school office before 2:30P.M. Assumption School cannot guarantee routing changes called by phone after 2:30P.M.** All preschoolers must be brought to their classroom and picked up in their classroom. On funeral days, part day pre-schoolers will be brought to the parking lot by the teachers.

For safety reasons, early dismissal must be requested in writing and signed by the office. The parent or designated adult must pick up the child in the office and sign them out. The student should be signed in upon their return. Any student whose normal pick up person is changing MUST have a note signed by a parent. We cannot release a student to a different bus or car without written parental permission.

## **ASBESTOS MANAGEMENT PLAN**

Inspection of asbestos has been completed at Assumption BVM School. A comprehensive ongoing operation and maintenance program is in effect and has eliminated any potential health hazards. In combination with this, a six month reinspection by a custodial staff member with proper training is performed. A copy of the Asbestos Management Plan is available for inspection in the school office. Please give us a twenty-four hour notice if you are interested in reviewing the plan. Copies are available at \$.25 per page upon five days written request.

## **ASSEMBLIES**

Assemblies are planned periodically for special events on the school calendar. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and money in preparation for an assembly program. Special attention to proper behavior and good manners is expected of all students.

## **ATHLETIC FORMS**

Athletic forms will be sent home to participating students as needed. Students must have parent permission to participate in athletics. Students are required to display good sportsmanship, cooperation, and promptness to be in good standing for athletics. Students participating in athletics must be in attendance the entire school day of an athletic event. This includes both game and practice days. Special circumstances such as medical appointments or family funerals must be reviewed with the principal prior to the absence.

## **ATTENDANCE**

(Administrator Code 4030 Attendance; State Statute 118.16 School attendance enforcement.)

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student socially and academically and is regarded as a very serious problem. Parents will be called for a conference to discuss persistent absenteeism and make a plan for their child's attendance.  
If a child is ill for more than 5 consecutive days, a doctor's excuse is required.

## **AWARDS**

Guidelines:

1. All student awards are rooted in the Mission Statement and Core Values of Assumption BVM School. They are created and revised by the staff of Assumption BVM School as Words of the Month.
2. Teachers within ABVM School designate who receives an award.
3. Each award has specific criteria which guides the teachers in choosing the appropriate award for each child.
4. The criteria have been developed by the school staff and will be reviewed periodically.
5. A student may achieve more than one award.
6. Every student in the school is eligible for every award.
7. Students will select one award at a time to work toward. They will keep a journal of their progress.

**Students in Grades K-5 are eligible to receive the following awards for the 2017-2018 school year:** *Evangelize, Vocation, Missionary, Witness, Charity, Virtue, Justice, Obedience, Trustworthiness*

**Other awards students may achieve are:**

- ⇒ *Academic Excellence Award:* (Grade 5) Excellence in any one or all subjects: Math, Science, Writing, Language Arts, Spelling, Religion, and Social Studies. (teacher chosen).
- ⇒ *Academic Achievement Award:* (Grade 5) Significantly raising the grades in one or more subjects, and/or demonstrating consistent improvement.
- ⇒ *Faithful Attendance Award:* Present all days, except for one. Students taking vacations during school are not eligible for this award.
- ⇒ *Perfect Attendance Award:* Present for all scheduled school days.
- ⇒ *Music Award:* Leadership in school and liturgical music

### **BOARD OF TOTAL CATHOLIC EDUCATION**

The Board of Total Catholic Education meets on Tuesday of the second full week of each month at 7:00 p.m. in the St. Clare Room. All Assumption BVM parishioners are welcome to attend these meetings during open forum. Teachers from Religion Education and School are invited to attend at least one board meeting per year. The Parish Board is a policy making body responsible for the operation and evaluation of the education programs in the parish. The Board is accountable to the Ordinary of the Diocese of Green Bay and the Diocesan Board of Total Catholic Education.

This year's Board members include the following:

Board President:	Craig Piczkowski
Board Member:	Beth Wielgus
Board Member:	Deacon Dave Parker
Board Member:	Jeff Miller
Board Member:	Annette Van De Yacht
Board Member:	Jennifer Balthazor
Board Member:	Tricia Kelnhofer
Board Member:	Lisa Karcz
Board Member:	TBD

### **BICYCLES**

Anyone choosing to ride their bike to school can park them by the front doors. The school will not be responsible for damaged or stolen bikes. Students will not be allowed to ride bikes on the school grounds during the school day.

## **BOOKS**

Books are included in the tuition fee. All hardcover books are to be covered at all times. Students who lose or damage books will need to pay the replacement cost. The fine will equal the replacement cost of the item.

## **BROWN ENVELOPE**

SEE COMMUNICATIONS

## **BUILDING SECURITY**

All outside school doors are locked from 8:30AM, to 2:30PM. Visitors need to use the intercom system in the front entrance. Office personnel will let you in. Two security cameras also allow the office to see everyone entering and exiting the building.

## **BUS**

Students riding the bus are to obey the drivers at all times. Misconduct on the bus is considered serious. If improper behavior persists, parents will be notified and students' bus privileges will be restricted. The safety of all needs to be considered.

The Pulaski Community School District does bus scheduling. If there is any problem concerning time, please call the Transportation Office at 920-822-6040. `

Following is a list of rules when riding the bus for daily transportation or when riding for a field trip.

1. Use only the bus and bus stop assigned.
2. Behave appropriately at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to bus driver when the bus is in motion unless it is necessary.
6. Keep head and arms inside the bus at all times.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

Students and parents are encouraged to immediately notify the principal and/or the school district or bus company of any safety hazards observed during bus operations.

Students who are bus riders are supervised by a teacher or staff member as they come into school in the morning and until the last bus has left Assumption BVM School.

## **CAFETERIA/PLAYGROUND SUPERVISION**

To ensure the safety and well being of the children during the lunch time play A.B.V.M. School has hired two paid employees to monitor the grounds. Parents are needed to help supervise on a volunteer basis. Please call school office if you can help.

**CALENDAR**- Please refer to the Assumption BVM School and Activity Calendar at the end of this handbook, or it can be found on our website—[www.abvmeducation.org](http://www.abvmeducation.org).

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. Please tune in to local radio or T.V. and follow the Pulaski Public School listing. Parents may also sign up for school cancellation messages/text directly to their email or phone using the Pulaski School District Communication System. \*In the event of a late-in, due **to inclement weather or other emergency** the morning session of Part Day Pre-School would be cancelled. In the event of an early out, the afternoon session of Part Day Pre-School would be cancelled.

Every practical means is used to notify parents of an impending cancellation, including radio, TV, and phone. In the unusual circumstance where school must be canceled during the school day, staff will determine that all students have satisfactory transportation and supervision at their home before releasing them from school. ABVM will close in emergencies when the public schools close in emergencies.

## **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address and working telephone number recorded in the school office. Please notify the school office immediately if you have a change of address. We must also have two alternative numbers to call when parents cannot be reached at the regular number.

## **CHILD ABUSE LAWS**

Since parish, school and religious education personnel are in a unique position to observe and identify potential cases of abused and/or neglected children, responsible action by school employees and religious education personnel and catechists can be achieved through recognition and understanding of the problem, knowing the reporting procedures and acting accordingly as specified by state law.

Administrators are required to follow the requirements of civil law and the guidelines as set by the Department of total Catholic Education. Such guidelines should make staff personnel aware that by state statute they are immune from civil and/or criminal liability when reporting suspected child abuse cases. Failure to report may result in legal action which may include a fine, imprisonment or both.

\*Legal Ref.: Wisconsin Statutes S.48.981 (2) (3) (4)

## **COMMUNICATION** (BROWN ENVELOPE)

A newsletter containing items of interest to parents and students will be distributed electronically weekly via our school website [www.abvmeducation.org](http://www.abvmeducation.org). Each **Wednesday**, the oldest child in the family will receive an envelope with all communication from the week. Your child is required to bring the envelope home that evening. Please sign and return all necessary forms. It is very important for you to date, sign and return your envelope on the next school day so we know that each family received the information. Your help in making this system work is greatly appreciated. You may also choose to receive a hard copy of the weekly newsletter by informing the school office.

## **CONFERENCES**

Your child's progress in school is of utmost concern to all of us. Parents are encouraged to keep close contact with the teachers and principal. Parent/Teacher/Child Conferences are specifically scheduled twice annually (refer to calendar). However, a parent or teacher may request a conference at any time. The teacher determines pre-school conferences. Here are some suggestions for a meaningful conference:

- Write down questions that you have so that you don't forget them.
- If there are special situations or problems at home that may be bothering your child, inform the teacher
- If you suspect that some physical problem may be bothering your child, be sure to inform the teacher.
- Teachers will keep what you say confidential; therefore, please be open
- Sometimes it helps to have the child included in the conference. Check with the teacher first.
- If you still have more to talk about, set another appointment before you leave.
- If you would like all teachers working with your child present, please suggest that ahead of time.
- If you and the teacher cannot resolve a problem, talk with the principal.

## **COUNSELING**

Assumption B.V.M. school has a counselor on an as-needed basis. Upon written referral by parents/teachers, students may have access to counseling. This counseling is aimed at providing support for students and families experiencing difficulties in their lives that affect their ability to be successful at school. Such situations may include such things as illness, divorce, or separation in a family, or death, to name the most common. Note that this counseling is not intended to provide ongoing, in-depth support. Should other counseling be warranted, families will be referred to other professionals.

## **CURRICULUM**

Assumption B.V.M. follows the Faith-Integrated Diocesan Curriculum School Curriculum which are available in the office.

As part of the school day, students are involved in the following curricular areas:

Religion

Reading and Language Arts

Math

Science

Social Studies

Health

Music, Art, and Physical Education

Liturgy Preparation

Technology

Protecting God's Children (Safe Environment Education)

Subject areas often overlap and are integrated to make for a smooth flowing day.

### **CHILD CUSTODY**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. The court ordered custodial parent is the only parent who can visit the school and discuss any aspect of a child's school life with school personnel unless an official court order states differently or the custodial parent advises the school staff differently. Child custody situations should not disrupt a child's school environment.

Both parents have access to academic records and school-related information unless an official court order states differently.

### **DETENTION**

When, for reasons of discipline or incomplete work, a teacher deems it necessary to detain a student after school, a day's notice will be given to the student and the parent. In this way, parents who transport their child(ren) from school will not be detained without prior notice. It is then a parental responsibility to see to it that the child reports for detention on the assigned day. Transportation home is also the parents' responsibility. If illness prevents this, detention will automatically be made up the first day back to school following the illness.

## **DISCIPLINE POLICY OF ABVM EDUCATION DEPARTMENT**

Christian behavior is expected from all students. We are committed to providing a caring, friendly, safe environment for all our students so they can learn in an environment built upon the dignity of each person. Assumption BVM School has adopted the **Positive Behavior Intervention System (**PBIS**) as our code of discipline guide. PBIS is a framework for guiding academic and behavioral practices and outcomes for all students. PBIS focuses on teaching and encouraging positive behavior to address school-wide and classroom management, as well as creating safe, engaging environments. We believe all students have the following rights and responsibilities:**

## **STUDENT RIGHTS & RESPONSIBILITIES**

### **My Rights**

I have the right to be happy and treated with compassion in school.

This means no one will laugh at me, tease me, or hurt my feelings.

I have the right to be myself in this school. This means no one will treat me unfairly because of weight, gender, appearance, height, ancestry, disability, etc.

I have the right to be safe in this school. This means no one will hit me, kick me, push me, pinch me, threaten me, hurt me, etc.

I have the right to expect my property to be safe in this school.

I have the right to hear and be heard in this school. This means no one will yell, scream, shout, make loud noises or otherwise disturb me.

I have the right to show pride in my appearance.

### **My Responsibilities**

I have the responsibility to treat others with compassion. This means I will not laugh at others, tease others, or hurt others' feelings.

I have the responsibility to respect others as individuals and not treat others unfairly because of weight, gender, appearance, height, ancestry, disability, etc.

I have the responsibility to make the school safe by not hitting, kicking, pushing, pinching, threatening or hurting anyone.

I have the responsibility not to steal or destroy the property of others.

I have the responsibility to help maintain a calm and quiet school. This means I will not yell, scream, shout, make loud noises, or otherwise disturb others.

I have the responsibility to dress appropriately, following the dress code.



## **ANTI-BULLYING PROCEDURES FOR ASSUMPTION B.V.M. STUDENTS**

Assumption B.V.M. School builds a safe, caring, Christ-like, supportive environment that focuses on the prevention of bullying. Therefore, we do not tolerate bullying or harassment in any form. If bullying does occur, all students should be able to tell anyone and know that all incidents will be dealt with promptly and effectively. SEE CHART BELOW.

BULLYING IS: ***REPEATED*** AND UNJUSTIFIABLE BEHAVIOR INTENDED TO CAUSE FEAR, DISTRESS AND/OR HARM by a more powerful individual or group against a less powerful individual or group, unable to effectively resist.

<b>TYPE OF BULLYING</b>	<b>DESCRIPTION</b>	<b>PROCEDURES &amp; CONSEQUENCES FOR ALL FORMS OF BULLYING</b>
PHYSICAL	Hitting, pushing, slapping, punching, spitting, kicking, tripping, scratching, throwing things	<b><u>First Offense</u></b> <ul style="list-style-type: none"> <li>◆ Verbal warning &amp; discussion with teacher</li> </ul>
VERBAL	Teasing, name calling, hurting someone's feelings, spreading rumors, trying to get other students not to like or play with someone	<ul style="list-style-type: none"> <li>◆ Verbal recommendations &amp; apology</li> <li>◆ Complete Bullying Behavior Report Form &amp; submit to the principal</li> </ul> <b><u>Second Offense</u></b> <ul style="list-style-type: none"> <li>◆ Same as first offense</li> </ul>
NON-VERBAL	Deliberately excluding someone from a group threatening gestures or body language	<ul style="list-style-type: none"> <li>◆ Loss of a privilege</li> </ul> <b><u>Third Offense</u></b> <ul style="list-style-type: none"> <li>◆ Same as second offense</li> <li>◆ Principal contacts parent(s) of person bullying &amp; person targeted</li> </ul>
HARASSMENT	Any unwanted, unwelcome behavior which makes a person feel humiliated or offended	<ul style="list-style-type: none"> <li>◆ Student bullying performs a school or parish community service</li> <li>◆ Other consequences as deemed necessary by the principal</li> </ul>

**K-5 CONSEQUENCES FOR FAILURE TO  
ADHERE TO STUDENT RESPONSIBILITIES**

- |    |                 |  |
|----|-----------------|--|
| 1. | 1st infraction: | Verbal warning   |
| 2. | 2nd infraction: | Time Out   |
| 3. | 3rd infraction  | Parent notified and written apology from student   |
| 4. | 4th infraction: | Student completes Discipline Referral Form and loses a privilege (determined by the teacher or administrator). |
| 5. | 5th infraction  | Detention after school and conference with student, teacher, principal and parents.                            |

The school reserves the right to move to a higher level consequence for repeated offenses or when actions warrant.

**K-5 Discipline Referral Form**

Student \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

1. \*What rule did I break?
  
2. \*What should I have done?
  
3. What will I do next time?

Child's Signature \_\_\_\_\_

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

Teacher or Administrator Signature \_\_\_\_\_

**GENERAL RULES**  
**TOTAL - RELIGION EDUCATION – SCHOOL**

1. Students writing on furniture, walls or in any way vandalizing any school property will be held responsible for the restoration of the item or financing the cost of replacement.
2. Matches, weapons, toys designed like weapons or any other items that could endanger the safety of others are not permitted on the school premises.
3. Work from absentee days must be made up. It is the responsibility of students, parents and teachers to see that this is completed.
4. Students attending extracurricular activities are NOT permitted to remain in the school building more than fifteen minutes prior to a scheduled event. This **includes fans for sports** activities. Supervision of students before, during, and after these activities lies with the parents of these students.
5. Assumption B.V.M. Parish and School building and grounds are private property. Supervision is provided during normal school and religion education hours. Students should not be present at unauthorized times.
6. Regular attendance is essential to a student's success in school and religion education. Subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.
7. Classroom visits are welcome, but please contact the office first to set up a convenient time. Please report to the office and get a visitor badge before going to the classroom.
8. Students are not allowed to leave the campus during scheduled education sessions for any reason without the written consent of their parent and without being signed out by an adult.
9. Students in religion education and school are expected to respect each others' property and encouraged not to bring anything of value to school. The Total Education Program is not responsible for personal items.
10. Education programs, promotions, and retentions are based on each student's academic, social, and emotional growth through involvement and consultation with parents and staff.
11. A student may be dismissed from the education program due to serious misconduct at the discretion of the staff, following consultation with parent(s).

## **DRESS CODE**

### **Philosophy:**

“The values of an institution are reflected in the appearance of those who are a part of that institution. As we are Catholic Christians and people who are striving to live the Gospel of Christ, it seems appropriate to establish guidelines concerning the dress of all those who are a part of ABVM School so that our values may be apparent to all who encounter us.”

### **Criteria:**

Students often conduct themselves in a way similar to the manner in which they dress. Student dress should not affect the health or safety of students or disrupt the learning process within the classroom or school. Within these criteria the following will be considered:

- **Shirts:** All shirts should have sleeves. Clothing must cover entire midriff area. **School Spirit Shirts are required to be worn on Mass Days and Field Trip Days.** *Watch newsletters for specifics.*
- **Pants:** Size should be appropriate for student (i.e. proper fit in waist and in length.) Undergarments should not be visible.
- **Shorts:** May be worn in September, May, and June except on Mass days. (Students can change into shorts at a time deemed appropriate by the classroom teacher.) The Education Director may allow shorts outside of these months as weather permits. Shorts should be appropriate length and should fit comfortably. No shorts made of spandex, Lycra, or bike shorts. (When arms hang at your side, bottom edge of shorts, or skirt should at least touch the tip of your longest finger).
- **Socks:** Must be worn at all times.
- **Shoes:** Tennis shoes, sandals **with backs**, flats and dress shoes are appropriate. Shoes with eyelets must be tied. No work boots/hiking boots allowed. No clogs or flip flops.
- **Hair:** Each student is expected to maintain clean, well-groomed hair that does not obstruct their vision in any way. Extreme styles are not acceptable.
- **Accessories:** Jewelry/hair decorations are to be kept simple. No dangling earrings. Button or post earrings, no larger than a quarter may be worn. Necklaces and bracelets may not be noisy. Teachers reserve the right to remove any accessories that distract from learning.

**Mass Day Attire:** **School spirit shirts** are required to be worn on Mass Days.

**Sweatpants and windpants are not allowed.** Girls are not allowed to wear skorts. Mass days are typically Thursdays, except for Holy Days etc. Watch newsletters for updates.

**Winter:** All students in PRE-Kindergarten through Fifth Grade are required to have snow pants, boots, mittens, a cap, and a warm jacket and will be required to wear at all recesses.

### **Special Notes:**

1. Any clothing with pictures and/or writing which refers to sexual, racial or otherwise offensive statements is considered inappropriate.
2. Any clothing with pictures and/or writing which enhances the image or promotes the use or consumption of alcohol tobacco, and/or other drugs is considered inappropriate.
3. Any clothing with gang symbols, colors, emblems, or insignias or other gang identification or reference is considered inappropriate.
4. Wearing of caps and hats in the classroom and church is *not allowed.*

**Dress Code Violations - Enforcement Policy:**

Administration will interpret these guidelines and determine the appropriateness of questionable clothing. Parents will be called for a change of clothes if student is in violation of ABVM Dress Code.

\*\*This dress code applies to ALL school days, including Promotion Day, unless otherwise communicated in the Brown Envelope.

**DUPLICATE CORRESPONDENCE**

If you have more than one address that student correspondence should be sent, please pick up a form in the Education Office that should be completed and returned. The most common reasons for needing such correspondence are separation or divorce of parents. In order to maintain proper confidentiality of student records, it is required that the parent/guardian with custody rights of the student approve any requests for duplicate correspondence. Parents, please remember that this form must be completed at the start of every school year, as situations change.

**EMERGENCY EVACUATION**

In case the school must be evacuated due to an emergency, students will be walked to the lower level of First Merit Bank.

**EMERGENCY SCHOOL CLOSING**

Our school operates on the same bus system as the Pulaski Community School System regarding bad weather closing. The local radio stations will carry announcements regarding bad weather closings. The Pulaski Schools Superintendent or his/her designee informs the radio stations in the event of this. If you have questions concerning weather closings for school, please call **822-6700 on days when both systems are in session.**

**ENROLLMENT POLICY**

Enrollment for ABVM School will begin on the fourth Monday in January for the following school year. The registration fee must accompany the registration and will be accepted as follows:

- 1) For a period of two weeks after the first registration day, only registrations of current ABVM Students will be accepted.
- \*2) At two weeks and one day, ABVM will also accept registrations for those who are siblings or stepsiblings of current ABVM students.
- \*3) At four weeks, ABVM will accept registrations for children of ABVM Parishioners and the public.

\* Denotes enrollment procedure if any classrooms have waiting lists.

## **EXTENDED CARE**

Assumption B.V.M. offers care in our school building.

If you need before and after school care on days school is in session, pick up a form to sign up your child. Before school care is from 6:30A.M. until 7:45A.M., and the after school program runs from 2:45P.M. until 6:00P.M. The current fee is \$5.50 per hour. You may also download Extended Care forms on our school website at [www.abvmeducation.org](http://www.abvmeducation.org). The Assumption BVM School Extended Day cell phone number is 920-615-7547.

## **FIELD TRIPS**

Field trips broaden the educational experience of the students. Through field trips, students experience learning unavailable to them within their classroom, yet highly support the curriculum. Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities must have the approval of the administration before any preparations are made.

At Assumption School, teachers are encouraged to participate in a minimum of one field trip experience per year.

Guidelines for field trips are as follows:

1. Teachers are to submit to the principal a field trip request detailing educational purposes of the trip.
2. Expenses are to be paid by the students (included in tuition).
3. Parents are to be informed by letter or Field Trip form as to the purpose of the trip, type of transportation, date, approximate time of departure and return, cost and suggestions for dress, if needed.
4. No student may participate in a field trip without a signed permission slip.
5. Transportation arrangements must be made through the school office. Bus transportation is required for all field trips not within walking distance of school. (Game sporting events may require parent transportation.)
6. The teacher is to arrange for an adequate number of adult chaperones. There should be at least one chaperone for every ten students grades 3-5 and more in the younger grades. Adults should be briefed as to responsibilities and expectations. If there are not enough chaperones, the trip will be cancelled.
- 6a. All chaperones must complete all required Protecting God's Children background procedures.
7. If necessary, the teacher is to arrange with the administration for the supervision and work for students who do not accompany the class.
8. A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release Assumption B.V.M. School/Parish from any and all liability that may arise as a result of this alternate means of transportation. Before leaving on the trip, the Field Trip Transportation Release Form must be completed. You can get this form in the school office.

9. The teacher is to inform the office when the class is leaving for the field trip, and when the class has returned.
10. Students who do not take part in a field trip are required to be in school.  
**Special Note** ~ A student may be denied participation in a field trip if he/she does not meet behavioral requirements of the staff.

### **FIFTH GRADE END OF YEAR CELEBRATION**

The fifth grade end of the year celebration includes:

- \*\*Fifth grade party in the gymnasium after school hours (on a date to be announced)
- \*\*Awards Ceremony (on the last day of school)
- \*\*A Parent Social on the last day of school following the awards ceremony.

### **FINANCIAL ASSISTANCE**

Please contact the Education Administrator. All applications and interviews are in the strictest of confidence. Financial assistance is available and requires the previous year's tax forms. Applications for the Catholic Knights Scholarships are also available in the school office. Families of all religious faiths are welcome to apply.

### **FORMS THAT MUST BE ON FILE IN THE OFFICE**

Please complete the following forms and return to the school office at the start of the school year:

1. Emergency Information Form (received in 1<sup>st</sup> Brown Envelope)
2. Baptismal Certificate – **New students only** (for Reconciliation and 1<sup>st</sup> Communion documentation)
3. Medication Consent Form (if child is using medication)
4. Safe Environment Social Communications Policy  
(**New** this year, in 1<sup>st</sup> Brown Envelope)
5. Parental Insurance Waiver
6. Climbing Wall Liability Waiver
7. News/Media Release Form
8. Network Access Acceptable Use Form (Grades K-5)
9. Walking Field Trip Consent Form
10. Handbook Verification Form

### **FUND-RAISING (Refer to *Third Source Funding*)**

Fund-raising shall be limited to activities approved by the Board of Education.

## **GRIEVANCE PROCESS FOR PARENTS**

When parents have a grievance to register, the following procedure shall be followed:

1. Parents confer first with the person the grievance is against (teacher, staff member, or education director.)
2. Parents confer with education director if grievance conference with a teacher or staff member is not satisfactory.
3. If a grievance is not resolved after conferring with the education director, an appeal may be made to the Assumption BVM Total Board of Education.

The process to be followed is making an appeal to the Assumption BVM Total Board of Education is:

1. The appeal must be presented in written form with a signature, and it must identify the person against whom the grievance is filed. Specific details of the grievance must be listed.
2. A copy of the appeal must be given to the person against whom the grievance is being filed.
3. The written request for a review by the Board must be made no more than five days after conferring with the education director.

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## **HARASSMENT**

D/B Code 4116.1



## **HEALTHY TREATS FOR KIDS**

### Preferred Treats

Fruit Kabobs  
Fruit Pizza  
Crackers – less than 30% fat  
Popcorn  
Cereal Mixes – low sugar  
Whole Grain cereals  
100% Fruit Juice  
Fruit Juice Popsicle  
Apple Slices & Caramel Dip  
Apples, Applesauce  
Carrot Sticks & Dip  
Celery & Peanut Butter  
Watermelon, melons  
Low-fat Muffins  
Low-fat Bagels  
Strawberries, Berries  
Grapes  
Smoothie  
Frozen Yogurt  
Soft Pretzels  
Dehydrated Fruits  
Raisins  
Bananas  
Oranges  
Cherries  
Jicama  
Kiwi  
Kohlrabi  
Papaya  
Peaches  
Pears  
Peppers  
Cherry Tomatoes  
Pineapple  
Plums  
Coconut  
Salsa

### Occasional Treats

Cheese  
Ice Cream, Ice Milk, Sherbet  
Corn Chips  
Tortilla Chips  
Cream Cheese Spreads  
Granola Bars  
Grain Fruit Bars  
Cereal Bars  
Oatmeal Cookies  
Unfrosted Baked Goods  
Vitamin Fortified Beverages  
Pickles, Olives, Dill Beans

### **NOTES**

1. Include any foods that are less than 30% fat, and sugar is not the first or second ingredient on the list.
2. Include any foods considered good for you – but moderation, as they may contain more sugar, fat, or salt than preferred treats.
3. The rule of thumb for portion sizes is: your child's stomach is the size of their clenched fist. Try to make your treats no larger than that.

## **HOME AND SCHOOL ASSOCIATION**

All parents/guardians are members of the Home-School Association: They are encouraged to become active participants in this important organization.

The purpose of the Home and School Association is to support the mission and goals of Assumption B.V.M. School. This is accomplished by fostering open communications between the home and school, and by providing opportunities for community building through the coordination of fundraising events and activities. The Home and School Association meets monthly. All families are encouraged to support the efforts of the HSA.

Each year the Home and School sponsors several fund-raising projects. These funds allow the Home and School Association to support many important activities at the school and a vital piece of the budget.

Home and School has a yearly budget taken from funds raised by the organization. This budget is administered by the school Administrator and the Home and School President. Its' purpose is to benefit the students and create funds for teacher appreciation week and a few social events during the year.

Home and School Fund-Raisers include:

\$CRIP, Alumni Booyah, Magazine Sales, Spring Rummage Sale, and Fresh Fruit Sales.

### **Family Activity Hours**

The Family Activity Hours Program provides opportunities for families to work together and share their talents to build a strong community spirit at Assumption of the Blessed Virgin Mary School. The purpose of the activity hours program is to encourage participation of all families in the school community. All families are required to fulfill and serve for a minimum of five (5) hours during the school year. These hours are administered by the Home and School Association and may be satisfied in a variety of ways.

Examples of creditable services include helping with: Fall Festival/Spaghetti Dinner, Concessions for basketball games, attending Home & School meetings, Secret Santa Shop, Rummage Sale, and School Walk-A-Thon, just to name a few. (See the Home and School Tab on the school's website for the annual calendar of school events for more information.)

Events for which activity hours are ***not*** awarded include items that are part of the school's Service Hours and third source funding: working at the Polka Days Stand, the Produce Stand, or the Classic Dinner & Auction.

## HOMEWORK

Every child is expected to complete homework as assigned. Assignments not completed during the school day must be finished at home. New assignments for over a weekend are not to be a regular practice. However, long-term assignments which are due after a weekend and were neglected prior to this time are the responsibility of each student. Homework is an important extension of the teaching/learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Parents can assist their children by providing time, a quiet place, and checking that assignments are completed. Assigned homework during vacation is due the first day the child returns from vacation.

The suggested time guidelines for daily homework are:

Grades K-1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes

We welcome parent support. In the case of some students, the educational programming may be changed to accommodate individual needs.

## HOURS OF OPERATION

<b>Office Hours:</b>	<b>7:20 a.m. - 3:15 p.m.</b>
<b>School Hours (K-5)</b>	<b>7:45 a.m. - 2:45 p.m.</b>
<b>Part Day Preschool</b>	<b>7:45 a.m. - 11:00 a.m.</b>
<b>All Day Preschool</b>	<b>7:45 a.m. - 2:45 p.m.</b>

## ILLNESS/MEDICATION/INJURY

Every child attending Assumption B.V.M. School is required to have emergency information on file in the office.

Students who are too ill to remain **in the classroom** will be sent home after families are notified. For your child's well being, we ask that there **be full recovery** (fever broke at least 24 hours) from any illness before sending him/her back to school. **Students should be kept home when they are too sick to participate in school activities (eg. Recess, Physical Education).** There are however, some medical exceptions that require a child to stay indoors at times. In this event, the classroom teacher will make arrangements for supervision.

**Cough Drops** and lozenges are NOT PERMITTED in the school due to choking risk associated with these. As a healthy and safe alternative, fluids intake should be increased.

A written notice from your child's doctor is required if your child is not able to participate in regular physical activity. If emergency medical treatment is necessary and parent or guardian cannot be reached, the school will call 911. Parents will be asked to pay fees acquired.

## **IMMUNIZATIONS**

Wisconsin law dictates the procedures for the immunization of children. This is a rather strict set of rules; thus, it may appear that we press you for compliance. Part of the responsibility for administering the law is placed on the school systems. This makes it necessary for us to be persistent in carrying out these responsibilities. Please keep your child's immunizations up-to-date and provide the school nurse with the necessary information.

## **ITEMS NOT ALLOWED AT SCHOOL**

Students are ***not allowed*** to bring items to school such as bats, balls, skateboards, roller blades, or roller heelys, toys, or stuffed animals. **Do not bring sports equipment, unless requested by a teacher. Only playground equipment provided by the school will be allowed on the playground.** Electronic games, CD players, Cell Phones, iPads, iPods, iPhones, Blackberry Smartphones, and other communication devices are **prohibited** at school.

\*\*\*If a student needs to have a cell phone or iPod after school, the student must turn them in at the office or with their teacher when they arrive at school. The student may pick up the item when they leave school. Office personnel are not responsible for any stolen or damaged equipment. Suggestion: Do NOT bring to school!

## **LIBRARY**

The media center is available on a regularly scheduled basis. It contains many materials to aid in student learning. Also, many fiction and nonfiction books are available for reading enjoyment. Books are also shelved according to a child's guided reading level. Students are financially responsible for fines, lost or damaged books or materials.

## **LOCKERS/DESKS**

Students are expected to keep their lockers and desks orderly. Students are considered co-tenants of their locker and desk; therefore, the school reserves the right to search this property if an occasion to do so becomes necessary.

## **LOST OR STOLEN ITEMS**

The school is not accountable for items lost or stolen. Children are therefore encouraged not to bring anything of value to school or items which they would not like to have broken, since the latter may happen by accident. Clothing items should be labeled with the child's name. Items found will be placed in the lost-and-found box.

## **LUNCH**

Kindergarten through grade five lunch is served at 11:45 or 11:30 in winter. Students are encouraged to take advantage of this service. The cost is \$3.00 per day. Please pre-pay by check on a weekly or monthly basis. Place the money in a separate envelope labeled with your child's name and grade. Children who eat cold lunch may purchase milk at school. Milk is \$.45 per carton for students. In an effort to promote our Wellness Policy, we ask you not to send pop/soda to school. Parents/guardians are invited to have lunch with their children whenever they are able. The cost for adults is \$3.40. We would also appreciate a call in the early morning if adults are coming for lunch as this will keep the count accurate and allow for enough food to be prepared.

Every month you can download your child's lunch menu off our school website. Scroll down on the Home page and select the Lunch Menu button to view and print. Post the menu at home for your personal record. Feel free to review daily lunch menu items with your child before they come to school. Each day your child will have the opportunity to order the main entrée, a salad, or a cheese sandwich.

### **School Procedure:**

Lunch payments are posted to each student's accounts on Mondays.

Menu choices are noted in each student's account.

As the days pass, the student files are updated with credits and charges.

The account balance will tell you how you did with the previous menu in estimating the final cost.

Menus will come home the last week of the current menu calendar. The account balances will come home the week after the menu calendar is finished.

#### **Lunch money should be paid in advance.**

Please maintain a minimum of \$20.00 positive balance so we have the money to purchase the food for that week. **Parents also have the option to pay for lunch fees via the ACH (Automatic Clearing House) format.** End of the year Report Cards will not be handed out to any family with an outstanding Lunch balance.

## **MASS SCHEDULE**

As liturgy is central to our faith, our students and faculty participate once per week.

All grades K-5 will participate in weekly liturgy. Most Masses are on Thursdays at 8:15 a.m. If changes in this schedule occur, it will be noted for you in the brown envelope which will be sent home weekly. Family members are invited and encouraged to participate in the scheduled liturgy with their children.

## **MEDICATION**

No medications shall be given to a student by any school personnel unless written instructions for dispensing the medication are on file. Before medication(s) will be administered by the school or an agent thereof, parents must complete a Parent/Guardian Medication Request Form and a Physician Request for Medication Administration Form. Upon completion, they need to be returned to the school office. The forms must also be completed for the administration of **non-prescription** (over-the-counter) medications.

**Prescription Medications** – We must have two forms filled out completely:

- A. Physicians Request for Medication Administration Form
- B. Parent/Guardian Medication Request Form. The medication must be brought to school by the parent or guardian. It must be in the original container.

**Over-the-Counter Medications** – These are best given at home by a parent/guardian. If you feel your child must have an over-the-counter medication at school, it will be given after you have done the following:

- A. Fill out a Parent/Guardian Medication Request Form completely
- B. Send the medication in the **original** container with the child's name on the outside of the container.

**Cough Drops** – Follow the rules for over-the-counter medications. As a healthy and safe alternative, fluid intake should be increased.

## **MUSIC CLASS**

Students in all grades PreK-5 will participate in regularly scheduled music classes.

## **NOON HOUR**

Please dress children appropriately for outdoor weather. No one is permitted to stay indoors, except for those with a doctor's note.

## **PARENT/GUARDIANS ENTERING SCHOOL**

Any parent/guardian entering the school building during school hours is asked to use the intercom system and sign in the Visit/Volunteer Book. Plan to wear a Visitor Badge while in the school building. This is to ensure your safety and the safety of your children.

If anyone other than a parent is to meet the child at school, please inform the school office in writing.

## **PARENTS RESPONSIBILITIES**

- To teach children socially acceptable standards of behavior
- To teach children to be responsible for their actions.
- To support the school in sustaining a welcoming, caring, and safe environment.

## **PARENTS RIGHTS**

- To be given a copy of the Discipline Policy and this Parent Student Handbook
- To contact teachers or Administration with questions regarding the policy.
- To expect that their child will be taught in a safe and respectful classroom.

## **PARKING**

Please try to avoid parking in the handicap sections of the church lot.

## **PETS**

Pets of any kind are not allowed at school. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc...). Under no circumstances is a potentially dangerous pet to be brought to school.

## **PHYSICAL EDUCATION**

For physical education classes, all students should have:

- \*T-shirt or sweatshirt
- \*Tennis shoes (non-marking) must be worn for class.
- \* No open back or sling back tennis shoes allowed. No zipper closure shoes
- \* Students may bring roll-on deodorant.
- \*No sprays, body splash or perfumes.
- \* Grade 4 and 5 should bring a T-Shirt to change into for class.

## **PICTURES**

Individual student pictures will be taken for school files sometime in the Fall. No student is under obligation to purchase these pictures. We will inform you of picture day in our "weekly" newsletter. An optional spring portrait program may be provided.

## **PLAYGROUND RULES**

1. Students are not to push, hit, kick, trip, tackle, or fight. Any kind of aggressive behavior is strictly forbidden.
2. Only nerf footballs, playground balls, whiffle balls, plastic bats, school basketballs and official jump ropes may be used on the playground.
3. Students may play in the snow **only** if they are wearing snow pants or a snowmobile suit and boots. For safety reasons, students will **not** always be allowed to play on the snow hills in the playground area, depending on the amount of adult playground supervision.
4. Snow is not to be thrown, nor are gravel, rocks, or sand. No students will be permitted to slide on icy patches on the blacktop.
5. Students playing on the playground equipment may only go down the slides in a seated position with their feet first, (not their stomachs) and they may not crawl or walk up the slide. Students may not crawl on top of the slides or the horizontal ladders (monkey bars). They may not hang by legs, or sit on the top bar.
6. No food is permitted on the playground.
7. Grades K-5 will always have outdoor recess unless weather does not permit.
8. All behavior will be considerate of the other children playing on the playground. Students are to be respectful at all times and are to cooperate with the supervisors.
9. Students are asked to try to keep all playing equipment (balls etc.) on the playground. If balls are kicked on the roof, or, go over the fence; they will remain there for the rest of the recess time.
10. When the bell rings to end recess, all play ceases. Students are to walk to their assigned areas and line up to enter the building.
11. Winter attire, Preschool-Grade 5: Coat, snow pants, boots, hat, and mittens at all times after the first snow.
12. Boots are not to be worn in the classroom during the winter months. An extra pair of shoes may be kept in school to change into daily.

## **POLICIES**

A listing of educational program policies that are approved by the Assumption B.V.M. Board of Total Catholic Education can be viewed at anytime. Policies are kept in our school office.



## **PROMOTION AND RETENTION**

Students will be promoted to the next grade level upon satisfactory completion of all requirements of the previous grade level. Special students will be promoted according to an Individualized Educational Plan. Students may be retained within the same grade level upon unsatisfactory completion of all requirements of the current grade level. It is understood that possible retention will be discussed by teachers and parents. A final decision on retention needs to be made by parents, teacher(s) and the Administrator several weeks prior to the end of the fourth quarter.

## **“PROTECTING GOD’S CHILDREN”**

Assumption B.V.M. School and Parish is in compliance with the U.S. Bishop’s Charter for the protection of all children, youth, and vulnerable adults. All employees and volunteers complete an intense application process, background check and awareness session. Assumption B.V.M. takes seriously its’ responsibility to assure and insure that our children and youth are in a secure and safe environment. Students in Pre-School through Grade 5 are presented three Safe Environment Lessons annually.

## **REPORT CARDS**

Progress Reports are issued at the end of each academic quarter.

Kindergarten children receive a written progress report at the end of the second, third and fourth quarters.

Parent-Teacher-Student Conferences are held at least once during the year.

\* End of the year report cards **will not be distributed** until all outstanding fees and tuition are paid, and all library materials are returned.

The Progress Reports will use the following grade system:

### **Grades K-5 Progress Report Marking Codes for Living the Mission**

- 3= Consistently meets expectations
- 2= Moving toward expectations
- 1= Seldom meets expectations

### **Grades K- 5 Progress Report Marking Codes for Academics**

- 3= Meeting grade-level standard; producing quality work
- 2= Progressing toward the standard; producing grade-level work with teacher assistance
- 1= Beginning to develop the standard; not yet able to produce grade-level work

\* Some individual educational programs may differ from student to student. This IEP will be documented in student files, when needed.

\* If you feel your child has a special educational need, please contact the teacher to set up a meeting time.

We must work together to create individual education programs that allow each child to find success in school.

A student with special educational needs will receive grades according to their Individualized Educational Accommodation Plan goals. This Educational Plan will remain in the school office.

## **EXTRA-CURRICULAR ACTIVITIES**

BASKETBALL - BOYS AND GIRLS

CHRISTMAS PROGRAM

STUDENT COUNCIL

GIRL SCOUTS

SERVICE PROGRAMS AT ALL GRADE LEVELS

SPRING MUSIC PROGRAM

A VARIETY OF EXTRA-CURRICULARS ARE AVAILABLE 2<sup>ND</sup> SEMESTER

BELLIN RUN TRAINING

GUITAR or PIANO LESSONS

## **SCHOOL SPIRIT**

Mascot: Team named Knights

School Colors are: Blue and White

## **SERVICE**

All students of Assumption BVM School complete age appropriate service projects to be determined by the classroom teacher and administrator.

## **SERVICE HOUR REQUIREMENTS**

### **SERVICE HOUR REQUIREMENT (6 HOURS)**

In addition, the Board of Total Education requires each family (Preschool-Grade 5) to work a minimum of SIX SERVICE HOURS at the Polka Days Food Stand/Carnival, the Parish Produce Wagon, or the Classic Dinner & Auction. A \$150 fee per family will be assessed if this requirement is not met. There will be no partial credit given for anything less than 6 hours worked. Only the parents, grandparents or a guardian can work to satisfy this requirement. Other relatives and school aged children cannot work to satisfy the six hour requirement.

## **SPECIAL SERVICES**

Speech

Individualized Educational Accommodation Plans

Testing

## **STANDARDIZED TESTING**

Assumption BVM School, in collaboration with Pulaski Schools, provide Measures of Academic Progress (MAP) testing. Students in grades 3, 4, and 5 are tested in the fall, winter, and spring. Results of these tests are used by the school in determining student achievement, and setting individual student academic goals. Individual student results are used in parent conferences.

Specialized testing is available through the district for students with special needs. The ACRE Standardized Religion Test is also administered in grade 5.

## **STUDENT PHONE CALLS**

Only extremely important messages may be delivered to a pupil during school hours. Permission to go to a friend's house, go to a game, get a haircut, etc. does not constitute an emergency. Such permission should be given BEFORE the student leaves for school in the morning. Students are to make every effort to remember their school supplies and confirm after school activities before coming to school each day. It is difficult for the office to determine which calls are really necessary.

## **STUDENT RECORDS**

Student Records are kept in the school office. These records include academic, health and attendance information. Parents who wish to view their child's record may do so by giving the School Administrator a 48-hour written notice.

## **SUPPLIES**

Go to the website, [www.abvmeducation.org](http://www.abvmeducation.org), and select the second navigation button, Resources. The School Supply List is found in the first column.

## **SUSPENSIONS/EXPULSION**

### **(Administrators Code 4030 Attendance; D/B Code 5114 Suspension and/or Expulsion)**

There are two general situations which may lead to suspension or expulsion; both must be verified by evidence:

1. When the moral or physical well-being of the student body or staff is endangered.
2. When there is prolonged and open disregard for school authority.

Suspension is of a temporary nature and should be used only until the reason for the suspension is removed. Expulsion is permanent and must be reported to the local Public School District Administrator.

## **SUPPORTIVE CONSULTANT PROGRAM**

ABVM School Staff collaborates to discuss individual student achievement. Our goal is to meet each student at their current academic level and help them grow in learning. Our staff analyzes data and develops interventions based on student data. These interventions are discussed with parents on a regular basis.

## **TARDINESS**

Students must report to school by 7:45 a.m. or they are considered tardy. Children will not be marked tardy due to a late bus. Students will be considered tardy up to 9:15 a.m. If students arrive after 9:15 a.m., they will be counted absent for the morning. If a student arrives tardy, they are to report to the office for a tardy slip. All tardiness is recorded on a child's permanent record. Parent encouragement of prompt school is greatly appreciated.

## **TEACHER RIGHTS AND RESPONSIBILITIES**

### **Teacher Rights**

- To be treated with respect by parents and students
- To be able to teach without disruption from students

### **Teacher Responsibilities**

To communicate classroom expectations/consequences to parents and students

To demonstrate respect and care for students.

To contact parents when students fail to meet expectations.

To adhere to the Discipline Policy

## **TECHNOLOGY COMMITTEE**

Assumption BVM School has a productive technology department whose goal is to continually improve and upgrade the technology at Assumption BVM School.

## **THIRD SOURCE FUNDING (FUND-RAISING)**

To help offset the cost of education, parents are asked to participate in Third Source Funding Events. Your participation in the Third Source Funding effort is absolutely necessary for a balanced budget. A family with one child is asked to bring in at least \$450 for the school year, and those with more than one child in school should bring in \$650. All preschool families are required to bring in \$175 for the school year.

You may earn your Third Source Funding in the following ways:

1. Purchase SCRIP. (Credit percents are listed next to each individual scrip choice on the order form).
2. Watch Brown Envelope for ongoing Fundraiser information when 3<sup>rd</sup> Source Funding may apply.
3. Earn \$8 per hour credit for helping with the following events:
  - \*Alumni sponsored events - Booyah Preparation and Sales
  - \*Polka Days (after achieving the initial 6-hours service requirement)
  - \*Produce Wagon/Field (after achieving the initial 6-hour service requirement)

Other family members ages 18 or older and grandparents can work these events and receive \$8 credit per hour toward your Third Source Funding Account.

**\*NOT ALL FUNDRAISERS QUALIFY FOR 3RD SOURCE FUNDING.**

Please call our school office at 822-5650 if you have questions concerning Scrip or Third Source Funding.

## **TRANSFERS**

When transferring to another school, records will be issued upon receipt of a written request from the new school.

## TUITION

The tuition for 2017-2018:

- Grades K-5 \$2,600 (Assumption Parishioners)
- Grades K-5 \$3,380 (Non-registered Assumption BVM Parishioner)
- All Day Pre-School \$5,777 (includes lunch and snack)
- 3 Year Old Pre-School: 2 Day Program \$1,233 (includes snack)
- 4 Year Old Pre-School: 3 Day Program \$2,004 (includes snack)

For grades Pre-School through fifth, the \$50 registration fee is due upon registering. The \$50.00 registration fee paid for pre-school through grade five is non-refundable if your child leaves the program. At the end of the school year, tuition must be **paid in full** before students can receive their report cards.

Grades K-5 - the tuition is inclusive of miscellaneous fees such as field trips and assignment notebooks.

## **POLICY FOR DELINQUENT TUITION AND PAYMENTS FOR ASSUMPTION B.V.M. SCHOOL**

The success of the Assumption B.V.M. Grade School relies upon the commitment of families to:

- ◆ Make Catholic education a financial priority
- ◆ Be involved in their student(s) education, and
- ◆ Make their tuition and other payments on a timely basis

The school relies upon the tuition and other payment(s) for a substantial portion of the budget to operate an excellent spiritual and educational program. Therefore, when tuition and payments become delinquent, it is a serious matter.

If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and payments commitment, it is the responsibility of the family to contact the administration as soon as possible. Typically, this occurs when there is a family emergency such as illness or unemployment. For the purpose of this policy, payments shall include, but are not limited to Extended Care Fees, Preschool Fees, and Lunch Fees.

When payments are not made in the manner described by the parent/guardian's tuition contract, the following steps will take place:

- ◆ When an account becomes 5 calendar days past due under the arrangements established by the tuition contract, the family should receive verbal or written notification that their account is past due. It is the responsibility of the family to contact the administration within 2 business days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.
- ◆ *FOR PRESCHOOL ONLY* - when an account becomes past due and there have not been arrangements made with the administration, students will not be permitted to attend the current Preschool year, or to pre-register for the following year until the balance is paid in full.
- ◆ Assumption B.V.M. Catholic School reserves the right to withhold report cards whose parents have an outstanding debt and have made no effort to reconcile the account.

- ◆ In connection with tuition & payment commitment delinquencies, Assumption B.V.M. Catholic School Board of Education may pursue legal action against parents/guardians for failure to honor their tuition & payment commitment. Such legal action may include but are not limited to promissory notes, collection agents, and/or small claim court. Such remedies will only be sought in an amount equal to the fair market value of the educational goods and services provided, as established annually by the Board of Education or the parent/guardian's unpaid tuition & payment commitment, whichever is less. The administration shall implement all alternative arrangements for payment of delinquent tuition & payment commitments in accordance with the provisions of this paragraph. If a parent/guardian refuses to act in good faith, the administration may refuse to accept the children as students in the system

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### **VIDEOS/MOVIES**

Videos or movies may be used in the classrooms to enhance instruction. All movies will have a G rating or parents will be issued a permission slip if an occasional PG movie is considered.

### **VISITORS**

For the safety of the children, all visitors must report to the school office upon arrival and sign in, and receive a visitor's badge. Thank you for helping us protect our students and staff. When parents visit with younger siblings, it is the parent responsibility to watch them and keep them safe.

### **VOLUNTEERS**

We welcome volunteers to participate in a wide variety of school functions. Please call the school office at 822-5650 if you are interested in becoming a volunteer. Everyone who volunteers is required to have completed the "Protecting God's Children" process before volunteering.

### **WALKING HOME**

1. If the children are to walk home they should not stop in the office to chat. They need to go directly home.
2. Children are walked to the corner by a school staff member. Crossing guards will escort children through the intersection.
3. When waiting for a parent, the children are to wait inside of the front doors-not outside or running up and down the halls.
4. Students must not hold the doors open - there is a real danger of catching fingers with those heavy doors.
5. Children are not to run outside through all the cars that are picking up others. Very dangerous!
6. All materials must be in book bags.
7. All students staying late to take piano or guitar must wait in the area where their lesson will take place.

# **WAYS TO GET INVOLVED**

## **IN YOUR CHILD'S EDUCATION**

1. Talk with your child every day about his or her school experiences, successes and worries.
2. Read the school handbook and all notices that the school sends home.
3. Meet your child's teacher and attend parent-teacher conferences when they are offered.
4. Consult your child's teacher or school staff whenever you have concerns.
5. Attend open houses, school events, programs for parents, and school-board meetings.
6. Stay aware of your child's academic progress. Praise all earnest efforts and accomplishments.
7. Review homework assignments each day and help your child organize time and work.
8. Provide learning experiences. Visit museums, watch educational TV shows, and have books and other learning materials available at home.
9. Join the school's parent-teacher organization and participate in its activities.
10. Volunteer at school. From classroom assistance to field trips, school fairs, and fundraisers, there are many opportunities to offer your services.

Remember- Your attention and involvement show your child that school is important.

## **WELLNESS POLICY**

Our US Government officials are concerned about the wellness of our children across the nation. The incidences of obesity and the malnutrition of our youth is at a staggering level. As a result, all schools are asked to implement a wellness policy in their schools to help educate the students and the public on nutrition and exercise.

Our Assumption B.V.M. Wellness Policy continues to be implemented each school year. The main goal is to teach and model healthy food & exercise behaviors at school. This includes eliminating soda, candy, and high fat foods at school, increasing exercise time during the school day, and teaching healthy lifestyles.

Assumption BVM School offers an independent Lunch Program. Teachers will teach the food plate model to all students. Physical Education will remain at 120 minutes of class per week.

Parents are asked to support this goal by sending healthy snacks when providing classroom treats. Healthy treat ideas are provided in this handbook.

\* Please refer to our Wellness Policy link, found under Resources on the school website [www.abvmeducation.org](http://www.abvmeducation.org), for more information.



# PARENTAL INSURANCE WAIVER

Dear Parent,

We wish to emphasize that Assumption B.V.M. School does not provide any type of health or accident insurance for injuries incurred by your child at school.

Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate.

Please sign and return the waiver below if you already have adequate insurance and return it in your brown envelope.

Thank you!



# PARENTAL INSURANCE WAIVER

Student's Name \_\_\_\_\_

We have adequate insurance to protect our son/daughter in case of an accident.

Parent  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**CLIMBING WALL LIABILITY WAIVER**  
**PARENTAL / GUARDIAN CONSENT FORM**

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

Birth Date: \_\_\_\_\_ Sex: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

I, \_\_\_\_\_ grant permission for my child(ren), \_\_\_\_\_  
Parent or Guardian's Name Child(ren)'s Name(s)

to participate in climbing wall activities. These activities will take place under the guidance and direction of a qualified instructor from Assumption BVM School & Parish.

As a parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor participant.

I would like my child(ren) to participate in climbing wall activities. As a parent and/or legal guardian, I agree to defend and fully indemnify Assumption BVM School & Parish against any claim which results from the intentional or negligent actions taken by my child(ren) during climbing wall activities.

I further agree to fully indemnify and hold harmless Assumption BVM School & Parish against any claim or cause of action whatsoever brought by my child(ren) or his/her parent/legal guardian against Assumption BVM School & Parish, its employees or volunteers, or the negligence of individuals or companies not a party to this agreement.

I certify that I understand this agreement and the risks and hazards associated with the climbing wall activity that my child(ren) will be participating in, as described above. I further understand that I had the opportunity to fully discuss this agreement with a representative of Assumption BVM School & Parish to clarify any concerns or questions about the activity or this agreement that I may have had.

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

**Assumption B.V.M. School/Religious Education**  
**NEWS/MEDIA RELEASE FORM**  
“Together in Faith for Children”

During the 2017-2018 year, Assumption BVM School may reproduce or participate in videotape, motion picture, audio recording, web posting or still photograph productions that involve student activities. Such productions may be used for educational, promotional, or exhibition purposes by Assumption BVM School/Parish and may be copied, copyrighted, edited, and distributed by Assumption BVM School/Parish.

News media, including representatives of television, radio, newspapers, and magazines, also may be permitted on school/parish property, and may take notes, still photos, sound recordings and/or moving pictures that may include your child. These items may appear or be used in news or featured stories by print, television, website posting or radio media.

You have the right to ACCEPT OR OBJECT to the use of your child’s name, picture or voice in these productions and may do so by completing the form below and returning it to the Education Office within 10 days. If you have any questions, please contact the office at 822-5650.

I \_\_\_\_\_ the undersigned, do hereby request that Assumption BVM School/Parish **MAY** use the (check that apply)

- \_\_\_\_\_ Name \_\_\_\_ First \_\_\_\_ Last
- \_\_\_\_\_ Picture
- \_\_\_\_\_ Voice
- \_\_\_\_\_ Other likenesses

of my child(ren) for news releases, media, and promotional activities. This is valid for the 2017-2018 school year.

I \_\_\_\_\_ the undersigned, do hereby request that Assumption B.V.M. School/Parish **MAY NOT** use the name, voice, picture, or any likeness of my child on any press or media releases.

Please list all children in your household who attend Assumption BVM School.

Student Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____

Signature: Parent(s) Guardian \_\_\_\_\_ Date \_\_\_\_\_

**FOR SCHOOL FAMILIES ONLY:** \_\_\_\_\_ **Do not publish our family information in the 2017-18 School Directory**  
\_\_\_\_\_ **Yes, I would like our family information in the 2017-18 School Directory**

**Assumption B.V.M. School/Religious Education**  
**NETWORK ACCESS ACCEPTABLE USE FORM**  
(Ref. Policy 5025)

Adapted from NCEA'S From the Chalkboard 10 to the Chat room 2001

User

I understand and will abide by the Acceptable Use Policy, along with the Rules and Code of Ethics. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action initiated.

User Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

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

Parent/Guardian

As the parent of this student, I have read the Acceptable Use Policy and the Rules and Code of Ethics. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school/catechetical program to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. I also hereby indemnify and hold harmless the Diocese of Green Bay and Assumption B.V.M. School/Religious Education from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

I am the primary authority responsible for imparting the standards of ethical and legal conduct that my child should follow. Further, I accept full responsibility for supervision, if and when my child's use of school's/catechetical program's technology resources are not in a school/catechetical program setting. I hereby give permission for my child to use the school's/catechetical program's technology resources and certify that I have reviewed this information with my child.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

*Please return to the school/catechetical office by the second week of September.*

*Network access will not be given until this form is signed.*

## Walking Field Trip Consent Form

This form will be used for all field trips within walking distance of the school. We will utilize this one form for the entire year. We will send an additional field trip form home if we are taking a bus to a destination.

Student \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

The child and the parent will be informed prior to the field trip of where the class is going, what is needed, and the departure and return arrival times.

Parent and/or guardian, please sign the consent forms. Signature indicates that parent/or guardian have health/accident insurance and that parents assume full responsibility for any expenses incurred.

I request that Assumption BVM School allow my child to participate in the field trips. I give permission for my child to participate in the field trips. I hereby release and save harmless Assumption BVM School from any and all Liability and from any and all injury occurring as a result of the field trips. I also release the employees and volunteer chaperones.

\_\_\_\_\_ Yes, \_\_\_\_\_ has my permission to go on walking field trips.

Parent/Guardian \_\_\_\_\_

**HANDBOOK VERIFICATION FORM**

You can find the Parent Student Handbook on the school website [www.abvmeducation.org](http://www.abvmeducation.org) under the Resources navigation link.

Please read, complete, and return this form, along with the other forms that need to be on file in the school office **by the second week of September**. They can be found at the end of the handbook, starting with the Parental Insurance Waiver.

**We have read and agree to be governed by this handbook.**

**Student signature(s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Signature(s)**  
\_\_\_\_\_  
\_\_\_\_\_

**Date** \_\_\_\_\_