Dear Assumption School Families,
Welcome to the 2017-2018 school year. All of us at Assumption School look forward to educating our students with innovative programs where instruction is student-centered and connected to real world experiences. Our mission is to guide students to realize the presence of God in our world, educate and challenge the whole child, provide opportunities for every child to improve the quality of life for self and for others, and develop a learning environment that integrates curriculum and technology.

We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child’s education. As partners, we share the responsibility for our children’s success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child’s learning by ensuring that he/she:

- Attends school daily and arrives on time
- Completes all homework assignments given by teachers
- Reads daily to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Informs you if he/she needs additional support in any area or subject
- Knows what you expect him/her to succeed in school

Please consider volunteering as our students can greatly benefit from your involvement and contributions to the school’s program and its operations. We seek volunteers to help us with the following:

- Home/school activities
- Parent ambassadors
- School-wide events
- Student recognition events

Last, but certainly not least, please attend Mass regularly as a family. Jesus invites all of us to His table. ~ and He extended a special invitation to children by saying, “Let the little children come to me.” Brining children to Mass helps nurture their inner life.

The wonderful Assumption School staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to another great school year!

Sincerely,

Mrs. Kathleen Molner
Principal
The Assumption School in Ansonia, Connecticut views its Catholic mission as:

- guiding students to realize the presence and love of God in their lives and in our world
- educating and challenging the whole child ~ spiritually, academically and socially
- providing an opportunity for every child to improve the quality of life for self and for others
- using a variety of technology tools to pursue quality-learning opportunities.

The Assumption School opened for instruction in September 1910 with an enrollment of 585 students in grades one through six. In 1911, grade seven was opened and by September 1912, Assumption School served 700 students in grades one through eight. The Sisters of Mercy staffed the sixteen-classroom building from its inception until 1984.

During the decades of the 1970's and 1980's, the school population began to decline. Much of the decline resulted from the fact of declining birth rate and the number of families belonging to Assumption Parish. The Home/School Association was instrumental in raising money to keep the doors of Assumption School open. The association continues to work on defraying the cost of maintaining the school.

Today, Assumption School offers an educational program that is accredited by the New England Association of Schools and Colleges. Presently, Assumption School consists of prekindergarten (three and four year old classes), a full-day kindergarten, and grades one through eight.
ACCENT (a before and after school child care program) is available to working parents.

The religious dimension of the school is apparent in such programs and events as daily prayer services, student geared liturgies, service projects, and the Big Brother/Big Sister program. The ever-present pastor promotes strong Christian values.

Many opportunities are provided for children to improve the quality of life for themselves and others. Students live the school motto ~ *Enter to learn; go forth to serve*. The faculty continually seeks ways to improve student learning, instructional methods, and extracurricular activities. The highlight of each school year is the annual school musical. The music director, along with faculty and staff members, produces the musical that includes every student in the school. The following musicals have been performed over the past years ~ *South Pacific, The Music Man, Annie Get Your Gun, Oklahoma, Guys & Dolls, Hello Dolly, George M., My Fair Lady, Crazy for You, The King and I, The Sound of Music, Bye-Bye Birdie, Mame, Fiddler on the Roof, Beauty and the Beast, South Pacific and Music Man*.

Parents play an integral part in providing extracurricular activities, planning fundraising events, and coaching. The school recognizes and appreciates the parents as the primary educators of their children.

Finally, Assumption School is unique in many aspects of the school's existence. The school community emphasizes the identity of the school through Catholic values and ethics. It is lived out through preparation for and receiving of the sacraments, prayer, and reflection. It is family-oriented. The faculty and staff provide a nurturing environment. Students are educated and challenged through innovative teaching techniques and state-of-the-art technology.
Catholic Schools
Education for a Lifetime

Purpose and Vision
FOR
Catholic School Education

_Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds._

_The fundamental purpose of Catholic schools is to:_

- Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;
- Create a Catholic climate that contributes to the formation of students as active participants in the parish community;
- Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the development of the whole person - mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.
Parent/Guardian’s Role in Education

Parents/Guardians are the primary educators of children. Assumption School welcomes parents/guardians and engages in meaningful dialogue with them throughout their child’s school experience. Parents/Guardians are encouraged to take an active role in the life of the school with opportunities ranging from assistance in the day to day work through to representation on committees.

Your choice of Assumption School involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Ideals taught in school are not well rooted in children unless these are nurtured by the example of your personal relationship with God in your family life. Regular Mass attendance, family prayer at meals and family rituals are ways to be an example to your child and support the ideals promoted by the school and the parish.

Parents/Guardians can support the educational purpose and success of Assumption School by

- Reinforcing the school’s mission
- Cooperating with the school’s discipline policy
- Reviewing communications and returning requested information promptly
- Notifying the school office of any changes in contact information
- Notifying the school when a child is absent and following up with a written excuse
- Meeting financial obligations to the school on time
- Keeping teachers informed of any concerns about your child’s progress
- Making sure your child is dressed according to the dress code
Assumption School follows curriculum standards that are published by the Office of Catholic Schools. The religious education in Assumption School conforms to the Religion Curriculum Standards provided by the Office of Catholic Schools. Catholic Social Teaching is integrated into curriculum standards and all teachers help students to recognize and to apply these teachings in their daily activities.

Curriculum ~ Assumption School maintains a balanced curriculum, including religion, language arts (English grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, world languages, and service learning. Technology is integrated into all curricular areas.

Homework ~ Homework is an essential part of a good school program and is assigned on a regular basis at Assumption School. Students in grades one through eight are provided with a Personal Planning Assignment Journal. The goals of the journal are to record homework assignments on a daily basis, assist students in managing their time, improve study habits, and keep parents informed of daily work. Parents are requested to review the homework agenda book on a daily basis. Homework may be picked up in ACCENT after school hours. Check the school's website for most assignments.

Grading ~ The faculty evaluates students for
achievement of learning objectives set within each course. Grades may be based on written tests and quizzes, oral and written projects, class participation, labs, and assignments.

Faculty judgment is a determining factor in final student assessment for a given subject. However, in case of a discrepancy between teacher and student evaluation of performance, the student or parent may approach the faculty member for clarification.

In grades one through eight, parents/guardians are provided a trimester report card. Progress reports are distributed in the middle of each marking period. Parents/Guardians of kindergarten students are provided Archdiocesan Progress Reports three times a year. Parents/Guardians of prekindergarten students are provided Archdiocesan Progress Reports two times a year during the second and third marking periods. Parents/guardians of students in grades four through eight are able to view their child/children’s progress online.

The grading systems are as follows:

**Primary Report Card (Grades 1-3)**

Outcome based grades reflect the philosophy of assessment and grading appropriate for this early developmental level:

- **E** ~ Exceeds Grade-level Expectations
- **G** ~ Grade-level Expectations
- **M** ~ Meets Minimum Grade-level Expectations
- **N** ~ Needs Improvement

**Report Card (Grades 4-8)**

The report card uses a five-point scale (A, B, C, D, and F) grading system. Letter grades are awarded to document student progress made toward learning objectives.

A+ = 100-98  A = 97-94  A- = 93-90  
B+ = 89-87  B = 86-83  B- = 82-80  
C+ = 79-77  C = 76-73  C- = 72-70
D = 69-65          F = Below 65

The Honor Roll is a special recognition for academic achievement for students in grades four through eight. In order to be eligible for academic honors, the following criteria must be met:

FIRST HONORS ~ Each numerical subject area average is 90-100. Each weekly subject area average is S (Satisfactory for this child).
SECOND HONORS ~ Each numerical subject area average is 80-100. Each weekly subject area average is S (Satisfactory for this child).

Behavior is a consideration in determining honor roll status.

Placement/Promotion/Retention ~ The principal makes the final decision regarding placement or continuation of students. The principal will seek available assistance from state or local government agencies, if appropriate for the student.

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are indifference or lack of effort on the part of a capable student; physical or social immaturity; and/or frequent or long absences. Retention is usually considered as a more positive alternative during the primary grades. Students in the middle grades in danger of not successfully completing academic requirements may be required to complete a summer program prescribed by the principal and teachers.

Academic Probation ~ Students will be placed on academic probation for failure at the end of a marking period.

- Students will not be eligible for any extra curricular activities.
- Parents will confer with teacher weekly regarding grades/progress.
- Intervention accommodations may be implemented.
- Parents/teacher/administration will meet at Progress Report time to evaluate progress.
**Acceptable Telecommunication**

Parents/guardians and students are required to review and sign the Acceptable Telecommunication Agreement found at the end of the handbook and return it to the homeroom teacher.

**Accreditation**

Assumption School is fully accredited by the New England Association of Schools and Colleges.

**Admission Information**

In Assumption School, there is no discrimination on the basis of race, sex, national origin, age (in accordance with the law), and handicapping condition (if, with reasonable accommodation on the part of the school, the handicapped person could be accommodated).

Pre-kindergarten students must be 3 years old on or before December 31 of the school year in which they are enrolling for the 3 year old program; students must be 4 years old on or before December 31 of the school year in which they are enrolling for the 4 year old program; and kindergarten students must be 5 years old on or before December 31 of the school year in which they are enrolling. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate and a Baptismal certificate, if applicable. Immunization records must be complete and a copy must be made available to the school.

Parents/Guardians of students who are transferring from other schools should arrange to provide copies of their academic records to insure their admission to the proper classes. An interview with the
principal and parent/guardian is requested before a child is accepted. A classroom visit is highly recommended.

Screening procedures may be requested by a parent or principal before admission to school to ensure proper placement. Assumption School uses the RTI tiers to assist in placement. It may be necessary to accept a child on a probationary basis.

Each year registration is held for all students returning to Assumption School, as well as new students. A registration fee shall be paid by each family at the time of registration. THIS FEE IS NOT REFUNDABLE.

All outstanding financial obligations and Home/School assessments must be met before registration can be accepted.

**Appeal Process**

Parents/Guardians may appeal to the school Pastor a Principal's decision regarding dismissal of their son or daughter. After hearing the appeal, the Pastor of the school shall inform the Principal of his decision and, if necessary assist in the development of an alternative plan of action. The pastor shall make the final decision.

**Arrival and Dismissal**

Parents dropping off or picking up students at school must use the school yard entrance between the school and the church. Children arriving prior to 8:50 must report to ACCENT. Only those children who have made arrangements with their teachers will be allowed in the halls or classrooms prior to 8:50. **Please do not drop off students in front of the school as this interferes with bus arrivals and pick ups.**

**Asbestos**

Assumption School complies with state and federal requirements pertaining to asbestos in our school, including all inspections, reporting
obligations, operation and maintenance procedures, and in the planning for and implementation of necessary repair, restoration or abatement of asbestos in our school.

**Attendance**

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 and is regarded as a very serious problem. Excessive absences, twenty or more, may be reported to the Department of Children and Families. Students who have accumulated more than 20 absences within one academic year may be considered for grade retention or a summer school program. *It is the responsibility of the student to complete work sent home and upon returning to school, to ask teacher(s) about any additional work missed. The student is required to meet with the teacher(s) concerning a reasonable time frame for make-up work.*

Parents/Guardians are required to call the school by 9:00 AM when a student must be absent from school. A note from the doctor is required when a student has three consecutive absences from school.

Daily arrangements must be made to pick up student’s work in the office at 3:00 PM. If a parent/guardian must pick up work before 3:00 PM, the books will be sent to the office and the student must call another student for the assignments or check the website. Arrangements may also be made to pick up work in ACCENT until 5:00 PM. Please call the school office to make these arrangements.

The school calendar provides for extended weekends throughout the school year; parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. *If it is absolutely necessary to take a family vacation during school time, students are required to take home all their
books. No assignments will be given in advance. Arrangements must be made for specific assignments to be delivered to the student’s home upon return from vacation. Again, it is the student’s responsibility to meet with teacher(s) concerning a reasonable time frame for make-up work.

Awards

Students in grades 4 through 7 who attain honor roll status for the first 2.5 marking periods are invited to the annual Honors Banquet in May. In addition to academic honors, the Principal Award is presented to students who show outstanding effort in academic or non-academic situations. Students in grades 6 and 7 who meet the academic, service and leadership requirements will be inducted into the Assumption School Chapter of the National Junior Honor Society at the Honors Banquet. High achieving students in grade 8 will be eligible for the valedictorian and salutatorian awards at graduation. Academic achievement and exhibition of Christian behavior including but not limited to integrity, trustworthiness, responsibility, leadership, and service will be the determining factors when the valedictorian and salutatorian are selected.

Graduation Awards are as follows:

Dalton Family Humanitarian Award ~ the student who shows great concern for others.
Reverend W. Mahoney Award ~ the highest academic female and male students.
Joseph Doyle Award ~ the student who demonstrates good citizenship.
Janice Lungarini Memorial Award ~ the student who has made great strides in academics.
Former Pastor’s Award ~ the student who exemplifies the goals and ideals of Assumption School.
Bernice and Dorothy Shortell Memorial Award ~ the student who demonstrates perseverance in studies.
Tara Foley Memorial Award ~ the student who shows concern for others, has school spirit, and displays Christian values.

Ann Marie Glenn Memorial Award ~ the student who has a sense of community, civic pride and is charitable.

K of C Assumption Council Award ~ a hard-working, respectful and concerned student.

William Rowley Memorial Award ~ the student who excels in history and is civic minded.

Gail Miller Memorial Award ~ the student who has a love for learning.

Enter to Learn, Go Forth to Serve Award ~ a student who displays the ideals of Assumption School.

Math, Science and Language Arts Awards ~ the student who has earned the highest average in these respective subjects.

Sports Awards ~ to the highest achieving male and female basketball players and cheerleader.

Presidential Academic Honors ~ students meeting the academic and leadership requirements.

Honorable Joseph Flynn and Family Award ~ students showing leadership qualities and good character.

Gail Miller Memorial Award ~ student who shows extraordinary service to the school newspaper.

Go Forth to Serve Award ~ student who shows extraordinary service to Assumption School.

**Bus Conduct and Policies**

The City of Ansonia provides busing for those students in kindergarten through grade 8 who live at least one mile from school and reside in Ansonia. The bus personnel establishes the bus stops and
time schedule. These are always subject to change. No bus transportation is provided to students across city lines.

Permission for changes or exceptions to the bus schedule must be submitted to the principal. Students and parents are encouraged to notify the school immediately of any safety hazards which they have observed during bus operation.

The following rules have been established in order to insure the safety of all students who ride buses:

- Use only the bus and bus stop assigned. Any changes must be written by parent and approved by the teacher or principal.
- Orderly behavior is required at the bus stop.
- Fill up the front of the bus, remain seated, and face the front when the bus is in motion.
- Talk quietly and make no unnecessary noise.
- Do not distract the bus driver.
- Keep head and arms inside of the bus.
- Do not litter the inside of the bus or throw anything out the window.
- Do not eat, drink or chew gum on the bus.

All bus students must follow the rules stated above and those rules established by the city or bus company. Bus drivers or the principal may ask for the suspension of a student from the bus for misconduct. The parents and students will comply with the request. Transportation must be provided by the parents/guardians for the duration of the suspension.

**Cell Phones**

**Cell phone use is not allowed in the school.** If a student brings a cell phone to school it must be silenced and placed in a basket on the
teacher’s desk at the beginning of each day. The cell phone is to be used in case of emergencies and only with a teacher’s permission. **If a student does not follow the cell phone policy, the phone will be confiscated and only a parent/guardian may get the cell phone back from the principal. If a second infraction occurs, the phone will be confiscated and returned in June.**

**Cheating**

Any form of cheating, this includes plagiarism, will not be tolerated. If a student is suspected of or caught cheating he/she will face a failing grade, detention, or suspension. Punishment will be determined by the teacher and principal. A meeting with the parent/guardian, teacher and/or principal may be necessary.

**Child Abuse Laws**

Assumption School abides by the Child Abuse Laws of the State of Connecticut. This law mandates that all cases of suspected child abuse and/or neglect be reported to the Department of Children and Families.

**Conduct**

Assumption School has long recognized the student and his/her growth as its primary concern. In meeting this obligation, Assumption School seeks to provide for all students an environment that is conducive to academic endeavor, social growth and individual self-discipline. Formal disciplinary measures will be taken whenever student conduct interferes with the school’s responsibility of protecting the health and safety of all school and community members.
Since the goal of discipline is self-responsibility, it is necessary that a code of discipline be established. In light of this philosophy, Assumption School is committed to helping, working with, and caring about each student as an individual person and providing a wholesome Christian environment which exposes its students to Catholic principles, values, and attitudes. Thus, Assumption School is committed to maintaining a school environment in which all students will model positive influence on their peers.

**DISCIPLINARY CONSEQUENCES**

Assumption School disciplinary consequences may include, but are not limited to the following:

**One on One Conference** ~ a one-on-one conference may be held with the student and the teacher and/or principal.

**Parent Contact** ~ the teacher or principal will contact the parents/guardians concerning the problem and solution. A behavior plan may be developed, if necessary.

**Suspension** ~ students who are given an in-school suspension will be required to report to school each day and work with the principal. Students who are given an out of school suspension will remain in the care of parents/guardians for the assigned number of days and are expected to make up all work in a timely manner.

**Expulsion** ~ expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Assumption School.

**BEHAVIORS REQUIRING DISCIPLINARY ACTION**

The following behaviors are considered grave misdemeanors and are subject to strict review and definite action. Any of these infractions, depending on the gravity and/or repeated occurrences may result in
disciplinary actions. The disciplinary action will follow consultation by the
priest-director, principal, faculty member, and parents/guardians.

➢ USE OF “CONTROLLED SUBSTANCES” ~ the term “controlled
substances” refers to depressants, alcohol, stimulants, narcotics,
hallucinogens, and inhalants. Involvement with a substance of this
nature means possessing, giving, selling, using, or being under the
influence of any of the above. Assumption School believes that
any form of student possession or involvement with any controlled
substance at school or at a school sponsored event is a serious
matter which makes the student liable to expulsion from the school.

➢ POSSESSION IN SCHOOL OR ON SCHOOL GROUNDS OF ANY
KIND OF WEAPON ~ a weapon is any instrument used in fighting,
for example a pistol, knife, blackjack, etc. A police report will be
filed.

➢ BULLYING AND CYBER BULLYING ~ bullying refers to the
intentional infliction of, or attempt to inflict injury or humiliation on
another. Students making such verbal or written threats (seriously
or in jest or online) face detention, suspension, or expulsion.

➢ FIGHTING ~ fighting refers to willfully striking or assaulting a
student or any member of the staff.

➢ DELIBERATE REFUSAL TO OBEY AUTHORITY ~ this refers to a
refusal to obey a member of the school faculty or staff when a
reasonable request is made.

➢ THREATENING, INTIMIDATING AND/OR BLACKMAILING ~ this
refers to stating what will be done to any member of the school
staff or other students to hurt or punish them. A police report
may be filed.

➢ DISHONEST BEHAVIOR ~ this refers to any act of cheating,
stealing, forgery or lying.

➢ POSSESSION OF IMMORAL OR PORNOGRAPHIC MATERIAL.

➢ USE OF OBSCENE LANGUAGE ~ written or spoken.
 INSUBORDINATION/DISRESPECT ~ this refers to any form shown to a staff member or fellow student.
 VANDALISM ~ this refers to destruction of school property or a fellow student’s property. Students will be held financially responsible for any act of vandalism.
 POSSESSION OF CIGARETTES ~ smoking on school grounds, at school functions, or as a school representative is prohibited.
 WILLFUL AND CONTINUED DISRUPTIVE BEHAVIOR ~ this refers to improper behavior in the classroom, hallways, lavatories, lunchroom, or in the school yard.
 TRUANCY ~ truancy implies absenteeism without just cause and notification to the school; or leaving the school property without the permission of the principal or faculty member.
 NON-CONFORMITY TO DRESS CODE ~ this refers to consistent non-conformity to school rules regarding proper dress, appropriate grooming or incomplete uniform. **Inappropriate dress may result in removal from class until proper clothing is provided.**
 CHEWING GUM ~ **GUM** chewing is not allowed in the school.
 LOITERING ~ this is not permitted in the halls or on the school grounds before or after school.
 ANY INFRACTION OF OTHER RULES SET DOWN BY THE FACULTY OR ADMINISTRATION.
 NO BEEPERS, I PODS, OR OTHER ELECTRONIC DEVICES (Unless approved by the principal).
 NO HATS WORN IN THE BUILDING.
 NO INAPPROPRIATE DISPLAYS OF AFFECTION.

**Communication**

Teachers can do a much better job with students if they can share their understanding of the student directly with the parents/guardians.
Communication is very important. It is not necessary to wait for the regular parent/teacher conference time in November, if a parent/guardian has a special concern. Parent conferences are encouraged and can be arranged anytime during the school year with advance notice. Teachers will be available a half hour before or after school. Please call the school office at least 24 hours in advance to make an appointment. There will be no conferences held during school hours.

**Emergency Drills**

Fire drills are conducted once each month. Detailed escape plans are posted inside the door of each classroom. During fire drills, each class has an escape route to an outside area, a safe distance from the building. Children are required to move to these designated areas in a safe, quiet, and orderly manner.

Assumption School has a Crisis Plan in place in case of any type of emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the case of a real emergency, the principal will contact parents through **SCHOOL MESSENGER**, the automated phone contact to all families, with explanations of what is taking place.

**Extracurricular Activities**

**Assumption Cager News** ~ The Assumption Cager News is Assumption School’s monthly newspaper. The newspaper staff meets once a week with faculty advisors to plan and write the articles for each edition. Students from grades four through eight are eligible to join the staff as long as they are committed to meeting their responsibilities on the staff for at least one school year. Assumption School families are encouraged to subscribe to the Assumption Cager News.
Assumption Child Care Encouraging New Trends (ACCENT) ~

ACCENT is a before and after school child care program for elementary school students staffed with Assumption School personnel. Child care is available from 6:30-9:00 AM and from 3:00-6:00 PM on a daily basis at reasonable rates. Activities include games and arts & crafts. Parents interested in enrolling their child(ren) must obtain an application from the school office. Rates are paid on a weekly basis.

Athletics ~ the basketball program consists of four teams. The girls' junior varsity team consist of girls from grades 5 & 6 and the girls' varsity team consists of girls from grades 7 & 8. The boys' junior varsity team consists of boys from grades 5 & 6 and the boys' varsity team consists of boys from grades 7 & 8. Teams may be combined for lack of number of players. Students are chosen by the faculty and coaches on the basis of academic standing, ability, attitude, and availability for practice.

Cheerleading consists of a squad of girls who through their enthusiasm, academic standing, and ability, inspire school spirit. The squad is composed of girls from grades 5-8.

Please see separate sports handbook for detailed description of the program.

Big Brother/Big Sister Program ~ At the start of the school year fifth, sixth, seventh, and eighth grade students “adopt” students in pre-kindergarten, kindergarten and grade one. The older students assist the younger students in liturgical celebrations and plan activities for them throughout the school year.

Peer Tutoring ~ Students in grades 5-8 volunteer to tutor students in Assumption School. Students work together before school begins. Teachers select qualified students as tutors. A student will be assigned a peer tutor providing he/she shows effort in class and continues to experience difficulty in a subject area.

Reading Buddies ~ Students in upper grades pair up with students from lower grades to read to each other on a weekly basis.
**Student Council** ~ The purpose of the Assumption School Student Council is to promote leadership, to render service, to achieve better understanding of the aims and philosophy of the school and to form a bond of communication between faculty and students. Students in approved grades submit their names to the faculty advisors. National Junior Honor Society students automatically become members of the Student Council.

**Field Trips**

Field trips are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and are considered part of the curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date and will be required to sign the field trip permission form. No students will be allowed to attend a field trip without the permission form signed by a parent/guardian. Money may be requested from each student to help defray transportation and admissions. **Fees collected in advance are non-refundable.**

**Financial Obligations**

Tuition rates and fees will be set prior to the school year. Assumption School’s financial policies are as follows:
- Tuition obligations must be paid on time and in full.
- There are three options for paying tuition: (1) one annual payment (2% off if payment is received by August 24, 2017) (2) two semi-annual payments due August 24, 2017 and February 15, 2018 or (3) ten equal payments of due August 1, 2017 through May 1, 2018 through the F.A.C.T.S. Plan via automatic withdrawal. All families must enroll every year before July 26th. Tuition payments through this program are made automatically from either your
checking or savings account. Please contact the school office at the time of registration to make the necessary arrangements. If you cancel the F.A.C.T.S. program or you renege on a payment, your total outstanding tuition is payable in full within 7 days, or your child(ren) will be asked to withdraw from the school at the end of the marking period.

- To qualify for the Catholic Rate, the child(ren) along with parents/guardians must attend Mass weekly and use the church envelopes. Eligibility for the Catholic Rate will be determined at the time of registration. The weekly contribution envelopes are checked on a monthly basis. (Forms available in office)
- A Catholic non-parishioner must obtain a letter from the pastor of the parish to which the person paying the tuition belongs indicating that he (the pastor) will pay the assessment. (Forms available in office)
- To qualify for the non-Catholic rate you are a non-Catholic or a Catholic not meeting the aforementioned requirements.
- Parishioners of the Assumption Parish who do not attend weekly Mass and do not use the church envelopes and non-parishioners who do not obtain a note from their pastor will be assessed the non-Catholic rate.
- If tuition is not paid in full or arrangements not made for F.A.C.T.S. program by July 31st, your child’s seat will not be held.
- The Student Fee is due upon registration. This fee reserves your child’s place at Assumption School and is non-refundable.
- Financial assistance is available through a formal application process. Applications may be requested at the time of registration and must be completed by May 30. The applications will be processed by FACTS Management, the pastor, and principal. Families receiving aid will be notified and amounts will be applied toward the tuition bill. Each case will be reviewed and accommodations will be made for families with legitimate economic
hardship. To be eligible for tuition assistance, the Home/School Assessment for the current school year must be met in full. Please note: **continued financial aid must be obtained on a yearly basis through the application process.**

- Refunds will be calculated on a ten month calendar period. A student enrolled for one day of a calendar month will be responsible for one full monthly payment.
- There will be a $25.00 fee for all checks returned “Insufficient Funds”.
- If during school year, you encounter financial hardship and are unable to maintain current to date payment status a meeting/hearing with the school board must be arranged.

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**Food Allergy Policy**

Food allergies are on the rise and can cause a severe, systemic, potentially fatal allergic reaction called anaphylaxis in allergic individuals. Eight of the most common food allergens are milk, soy, wheat, fish, shellfish, egg, peanut and tree nut.

Peanut and tree nut allergies account for most fatal and near-fatal anaphylactic reactions. Allergic individuals can experience anaphylaxis if they touch, inhale or ingest even the slightest trace or residue of the allergen.

To help make school a fun and safe place for our increasing number of peanut and tree nut allergic students, we’re attempting to become a peanut and tree-nut free school. In addition to cleaning hands and mouths before entering school, here’s how you can help:

- Send lunches with items that contain NO peanuts, tree nuts, peanut butter, or nut butter.
- Read labels to insure items, such as snacks and craft materials, contain no peanuts or tree nuts, no traces or peanuts or tree nuts,
and are not manufactured in a facility or on equipment that processes peanuts or tree nuts.

- Use the suggested list mailed to all families during the summer for sending in treats for holiday parties and/or birthday parties that will be shared with classmates.
- The school will continue to provide Food Allergy Tables in the lunch room and require that all foods be consumed in the lunch room.

**Food Services**

Lunch periods are from 12:00 Noon to 1:10 PM on full day sessions. On early dismissal days, lunch periods are from 11:00 AM to 12:00 Noon.

Hot lunches are served on a daily basis and provided by Ansonia Food Services. Students must prepay orders the week before lunches are served. No refunds will be made if a child is absent.

Milk may be purchased on a weekly basis. Students may choose white or chocolate milk.

Soup, salad, snacks, juice and water are sold at lunch time.

**Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

**Harassment**
Harassment of any type is not tolerated. The principal investigates all complaints of harassment and meets with students and parents of reported incidents. Students involved in harassing behavior face detention, suspension, and/or expulsion.

**Health**

A school nurse is on duty on a part time basis. The regular health program includes scoliosis screening, eye and ear testing. In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. The nurse will dismiss children with fevers, rashes, etc.

PLEASE NOTE: AN EMERGENCY TELEPHONE NUMBER WHERE PARENTS CAN BE REACHED AND THE NAME AND TELEPHONE NUMBER OF THE STUDENT'S DOCTOR MUST BE ON FILE IN THE SCHOOL OFFICE.

The nurse will not diagnose any illness. The school nurse prepares a Medical Alert List for faculty and staff on behalf of the students.

State Law requires that every child who is admitted to a public or private school must have evidence of successful vaccinations. The school nurse must check to be sure every child is properly vaccinated before entering school.

**Medications:** If a student must bring medication to school, the following requirements must be met:

- All medications shall be delivered by the parent or other responsible adult and shall be received by the nurse assigned to the school, or by the nurse designee.
An “Authorization for the Administration of Medicine by School Personnel” form MUST be completed and signed by a licensed dentist or doctor and parent. Forms may be obtained in the school office.

The prescription must carry a prescription label with the child’s name, drug identity, dosage instructions, doctor’s name and prescription date.

Refrigeration is available.

Medication will be given by the school nurse or school personnel.

These above procedures mentioned above also apply to over the counter drugs.

The City of Ansonia provides a speech therapist and school psychologist when needed. Referrals can be made by teachers and/or parents/guardians.

Home/School Association

The Assumption Home/School Association is an organization consisting of all parents/guardians of children attending the school. It is the aim of this association to complement and support the administration and faculty in achieving its goals and objectives. This is accomplished through fund raising efforts and sponsoring activities which promote community spirit.

The association meets three times during the school year to outline the calendar of events and discuss plans for fund raising. It is imperative that parents/guardians attend these meetings to review the calendar events and keep abreast of school policy. Active involvement on the part of all parents/guardians is expected!

The Home/School Association Board is open to all interested parents/guardians and meets in the interim months to plan the Home/School Association events. Dates for these meetings will be announced in Mrs. Molner’s Weekly Memos.
Each family will receive a *Fair Share Home/School Agreement* to read over and sign at the beginning of the school year. The terms in the agreement will be explained to all families at the first Home/School meeting.

As each family financially supports and volunteers for fundraisers, the designated amount is deducted from each family’s assessment. *Families will be billed for the balance of the amount not earned during the school year.* A record of sales and hours volunteered will be kept for each family. (Parents must also track their participation.) Sign-up sheets will be available at each fundraiser.

**Home/School Communication**

In order to insure that all communication from school reaches home in a timely manner, Assumption School uses a Parent/School Communication folder. Parents are requested to check this folder on a daily basis.

*SCHOOL MESSENGER* is the Assumption School official automated phone and email system used to contact Assumption families for emergency communications or school-wide reminders. Please notify the office if there is a change in phone numbers or emails.

**Library**

The library is open on a regularly scheduled basis and is supervised by the librarian and librarian volunteers. Students are allowed to use the library during library hours. Students must obtain a pass from the classroom teacher when it is not their scheduled time. Students use the library to check out books, return books, and do reference work on special projects. Each student may check out books for a period of one week. Students who lose or damage a book must pay for the replacement.
The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value.

**Lost and Found**

All clothing and personal belongings found on the campus are placed on the lost and found rack outside the lunchroom. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. Items left over 30 days will be donated to a clothing bin.

**Non-Custodial Parent**

When parents of a student are estranged, separated, or divorced, Assumption personnel will uphold the parents' rights to view the child’s school records, receive school progress reports, and participate in parent teacher conferences. The only exception to this is when a court order, provided by the custodial parent, restricts any of the above listed rights for the non-custodial parent. A non-custodial parent may request information about his/her child from the principal, unless there is a court ordered restriction.

**Off-Campus Conduct**

The administration of Assumption School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber bullying.

**Office Records**
Each child is required to have on file in the school office the following information: Parent/guardian Name(s); Address; Home, Cell & Work Phone Numbers; E-mail Addresses; Emergency Contacts; Physician’s Name and Phone Number; and Medical Alert Information. Parents/guardians are requested to notify the school office in writing of any changes immediately.

**Photo/Video Release**

Parents/guardians are required to review and sign the Photo/Video Release form found at the end of this handbook. This release allows the school to include images of students on our web page and/or Facebook page, as well as providing images to local news media.

**Playground Rules**

Students are to remain on the blacktop play area during outdoor recess. Tackle football is not permitted. Other dangerous activities such as skateboarding, rock throwing, snowball throwing, etc. are not permitted. Misuse or destruction of playground equipment will not be tolerated. No fighting or use of foul language is permitted. Equipment brought from home must be approved by the principal or the teacher on duty. Playscape rules are posted and must be followed.

Supervised play times are the lunch recess and gym periods. The playground is not supervised after school and students are expected to leave for home immediately following dismissal.

**Returning to School after Dismissal**

Students are not permitted to return to the school building after 3:30 PM unless reporting for an after school activity.
**Uniform Guidelines**

Students are expected to look well-groomed at all times. Hair should be neat. Boys’ hair should be above and not touch the shirt collar and trimmed around the ears. Extreme hair coloring and bleaching is not permitted. Any unnatural changes to a student’s appearance must be approved by the principal. No face make-up, artificial nails or nail polish is acceptable. Girls may wear post earrings only, no dangling earrings are allowed. Hoop earrings may be no larger than a dime. Boys are allowed to wear one earring. No detractable jewelry or accessories are acceptable.

<table>
<thead>
<tr>
<th>No extreme haircuts/hair coloring/bleaching</th>
<th>Plaid skort (4-8) Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>No artificial nails/nail polish</td>
<td>Navy Skort or Shorts (April ~ Oct.)</td>
</tr>
<tr>
<td>No dangling earrings/large hoops</td>
<td>Navy Uniform Slacks (Nov. ~ Mar.) Girls</td>
</tr>
<tr>
<td>Plaid jumper (K-3)</td>
<td>White (Dress Uniform) or Navy Over Blouse (Girls)*</td>
</tr>
<tr>
<td>Navy skort or shorts (April ~ Oct.)</td>
<td>Green Polo (Boys 4-8) or Green Performance Polo*</td>
</tr>
<tr>
<td>Plaid skort (4-8)</td>
<td>Navy Walking Shorts (Apr. ~ Oct.) Boys</td>
</tr>
<tr>
<td>Navy uniform slacks (Nov. ~ Mar.) Girls</td>
<td>Navy Uniform Sweaters or Sweatshirts</td>
</tr>
<tr>
<td>Yellow Polo (K-3) Girls* &amp; White Blouse Peter Pan Collar (Dress Uniform)</td>
<td>Dress Uniform Boys ~ White Oxford Shirt and School Plaid Tie</td>
</tr>
<tr>
<td>Navy Uniform Pants (K-8) Boys</td>
<td>Gym</td>
</tr>
<tr>
<td>Green Polo (K-3) Boys*</td>
<td>White or grey uniform tees, or Assumption School tees</td>
</tr>
<tr>
<td>*All polo shirts must have school logo.</td>
<td>Navy mesh shorts with school logo or Navy jersey shorts with school logo</td>
</tr>
</tbody>
</table>

**Shoes / Hosiery**

Purchase only approved shoes in black, brown, navy blue or white. No neon colors will be allowed. Uniform Navy sweatshirt with school logo

Navy sweatpants with school logo
socks must be worn with any type of shoe. Refer to information sent home regarding specific shoes allowed.

| Navy or white crew socks, knee socks, tights, or UNIFORM leggings--to the ankle—navy, white or grey—during the winter months. | **Dress Down Don’ts**
| | Good Rule: If you think you shouldn’t wear it, you shouldn’t. |

### Dress Down Do’s

| Tight fitted clothing |
| Jeans ~ No Holes |
| Flip-flops or sandals |
| Shorts to the knee |
| Tank tops or low cut blouses/tops |
| Sweatshirts ~ No Hoods |
| Tee shirts w/ inappropriate writing |
| Jogging suits |
| Hooded sweatshirts |
| Dresses to the knee |
| Spaghetti strap tops or dresses |

### Prek 3 & Prek 4 Uniforms

White or grey uniform tee shirts or Assumption School Walkathon tee shirts
Navy mesh shorts with school logo or navy jersey shorts with school logo
Navy sweatshirt with school logo
Navy open bottom sweatpants or regular navy sweatpants with school logo

Students must wear properly fitted sneakers to ensure safety.

*Warm Weather Uniforms may be worn in April, May, June, August, September & October.*

Good Rule: If you think you shouldn’t wear it, you shouldn’t.

*NO EXCEPTIONS PLEASE!* Parents are requested to check for uniform compliance before child leaves for school.
Failure to adhere to this dress code could result in an undesirable comment on the report card/permanent record.

Sacramental Program

The sacramental program at Assumption School includes preparation for the sacraments of Reconciliation and Eucharist in grade 2. Graduates are required to complete the two year preparation for Confirmation beginning in 9th grade. Parents are required to be active partners in the preparation of their children for these sacraments. Only students who are baptized in the Catholic tradition receive these sacraments.

School Board

Assumption School has a committee-driven school board. This board has been established in accordance with the guidelines issued by the Office of Catholic Schools.

School Calendar

Parents/guardians are given a yearly calendar for the up-coming year in June. A monthly calendar is also distributed with up-to-date information and activities. The yearly and monthly calendars are also available on Assumption School’s website.

Please check with your child on a daily basis for important notices with information not included on the calendar.

School Hours
ACCENT, the before and after school program, is offered from 6:30 AM to 9:00 AM and from 3:00 PM to 6:00 PM. Prek-3 is offered from 9:00 AM to 1:00 PM Monday through Friday and extended hours are available. Prek-4 programs are either 9:00 AM to 1:00 PM or 9:00 AM to 3:00 PM. Parents make a choice for the school year as to which Prek-4 program their child will attend. Kindergarten through grade 8 runs from 9:00 AM to 3:15 PM.

Students arriving before 8:50 AM must report to the ACCENT program. Teacher supervision begins in the school basement at 8:50 AM. No students are allowed in the halls and classrooms prior to 8:50, unless prior arrangements have been made with a teacher. Peer Tutors and students reporting to meetings must sign the book in the school office before going to classrooms.

**School Office Hours**

The school office is open on all school days from 8:00 AM to 3:00 PM.

**School Property**

The destruction of school property or a fellow student’s property is not allowed. Students will be held financially responsible for any act of vandalism. This includes school furniture, equipment, textbooks, or anyone’s personal property.

**School Records**

Assumption School will maintain records on all students. Information included in these records may not be released without written
parental consent. Records of students transferring to other schools will only be sent through the mail. No records will be given to parents/guardians to transport to the new school.

**School Safety**

The Principal and the faculty oversee the supervision of students on the school premises.

**Service Projects**

Assumption School’s motto is ENTER TO LEARN ~ GO FORTH TO SERVE. Individual classes and the Student Council sponsor several service projects throughout the school year. Students are provided with many opportunities to make a difference in the school community, the parish community, and local organizations.

**Social Networking**

Engagement in social networking, online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student’s blogs or postings includes defamatory comments regarding the school, a person’s dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

**Staffing**

Assumption School employs a sufficient number of qualified teachers to maintain the required teacher/student ratio.

**Student Parent Directory**

Assumption School does not publish names, addresses, phone numbers, or e-mail addresses without written parental permission. The names and addresses of students/families will never be released to
salespersons, commercial organizations, or to any unauthorized person or agency. The names and addresses of sixth, seventh, and eighth grade students shall be forwarded to Archdiocesan high schools for the purpose of student recruitment.

**Technology Concerns**

While social networking sites can increase a person’s circle of friends, they can increase exposure to people with less than friendly intentions. Parents/guardians should explain to their children that they should post only information that they are comfortable with others seeing. If the content of a student’s or parent’s communication includes defamatory comments regarding the school, the faculty, other students or the parish ~ this behavior may result in disciplinary actions by the administration.

If a student is involved in the possession or transmission of inappropriate photos on his/her cell phone or other electronic device (sexting), he/she faces suspension and/or expulsion.

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

Virtual Reality Sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.
The office telephone is a business phone and is not to be used by students, except in an emergency. Students need the permission of the principal or teacher in order to use the phone.

**Testing**

Assumption School follows the Archdiocesan policy for standardized testing. The IOWA Tests of Basic Skills are administered in the spring of each school year to grades 3 through 7. At this same time, the Cognitive Abilities Tests are administered to grades 5 and 7.

**Transfer of Students**

Notice of withdrawal of a student should be made by the parents/guardians in writing to the principal in advance of the withdrawal date. This enables the teacher(s) and the office staff time to prepare necessary information and settle accounts.

**Visitors**

All visitors are required to report to the school office upon entering the building. **Please do not enter the school unannounced.** Parents should not escort children to the classrooms before school begins. Students must report to the basement upon arrival to school and line up with their class. **Please do not use the front door entrance before school begins.**

**Volunteers**
All volunteers who have contact with students will be asked to complete a Diocesan mandated criminal background check and Virtus training. These volunteers include but are not limited to lunch moms, library aides, room mothers, chaperones (if chaperoning students other than your child) and coaches. Volunteers are asked to contact the principal for more information.

**Weather Emergencies**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Assumption School will close whenever Ansonia Public Schools are closed due to inclement weather. Announcements will be made on the following radio and television stations: KC101, WICC, WELI and local TV stations. The principal will also contact through *SCHOOL MESSENGER*, an automated phone broadcast to all Assumption School families.

**Right to Amend**

Assumption School reserves the right to amend this handbook. Notice of amendments will be sent to parents via mail and/or a notice in the Parent/Communication folders.
*Family Signature Page*

We have read the 2016/2017 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____________________________(Please Print)

__________ Date _________________________(Parent Signature)

__________ Date _________________________(Parent Signature)

__________ Date _________________________(Student Signature)

__________ Date _________________________(Student Signature)

__________ Date _________________________(Student Signature)

__________ Date _________________________(Student Signature)

Parents and students must both sign.

SIGNED FORM DUE TO Assumption School by September 15, 2017.
Website and Other Publications

Photo Permission Guidelines

Dear Parent or Guardian,

Assumption School hosts a Website at: https://assumption.eduk12.net on Facebook at: http://www.facebook.com/assumptionschoolansonia Occasionally, we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student’s work. We may also use these photos in brochures, posters, and various other means of publication.

If students’ pictures or works are used:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

Before posting pictures of students or samples of student work, we require that the parent(s)/guardian(s) sign the permission form below. We will keep this signed form on file for this school year.

Photo Permission Form

_____ I grant Assumption School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Assumption School website, or in other print or electronic media.

Please check the blanks below to indicate which permission(s) you grant and then sign and date as indicated.

_____ Assumption School has permission to post samples of my son/daughter’s schoolwork in its media.

_____ Assumption School has permission to post a picture of my son/daughter in its media.

_____ I do not grant Assumption School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Assumption School website, Facebook or in other print or electronic media.

Print Name of Student ____________________________

Print Name of Parent(s)/Guardian(s) ____________________________

Signature of Parent(s)/or Guardian(s) ____________________________ Date __________

NOTE: This agreement will be in effect as of the date signed and may be revoked at any time by contacting your son’s or daughter’s school principal.
Assumption School
Responsible Use Agreement for Electronic Information Resources
Prekindergarten through Grade 8

I, ____________________________, as a use of the Assumption School’s electronic information resources and computer networks, accept and agree to abide by the Electronic Information Resources Policy of the Hartford Archdiocese Office of Catholic Schools and with the following pre-conditions of my use:

1. I will use electronic information resources only for educational and research purposes—only as those purposes are consistent with the educational objectives of the Office of Catholic Schools;
2. I will use electronic information resources in a responsible, ethical, and legal manner at all times;
3. I will use electronic information resources only with the permission of a staff member;
4. I will be considerate of other electronic information users and their privacy, and I will use polite and appropriate language at all times while accessing and using these resources;
5. I will not give out any personal information about myself or anyone else while using these resources, other than my first name and school e-mail address;
6. I will make responsible decisions while accessing and using these resources;
7. I will not knowingly degrade or disrupt electronic information resources, services, or equipment, and I understand that such activity may be considered to be a crime and includes for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services, or violating copyright laws;
8. I will immediately report any problems or breaches of these responsibilities, or any inappropriate messages received, to my teacher or the school personnel who are supervising my use of these resources;
9. I will act responsibly at all times and will avoid all other activities that are considered to be inappropriate in the non-electronic school environment;
10. If I do not follow these rules, I know that I may lose my privilege to use the computers at school, that I may be disciplined for not following the rules, and that I may have to pay for any damage I cause by my misuse of these resources;
11. I am aware that the inappropriate use of these resources can be a violation of local, state, and federal laws and that I may be prosecuted for violating those laws.

My parents/guardians and my teacher told me about the rules I should follow when I am using the computer at my school. I understand and I will follow them.

Student Signature ___________________________   Date _______________

Parental Consent

I give Assumption School my permission to allow my child to access and use electronic information resources for educational and research purposes.

I have read this Responsible Use Agreement and have explained and discussed its importance with my child. I understand that prior to my child’s use of these resources, he/she will be instructed by school staff in the use of these resources and will also be instructed to follow the policy.

I understand, and I explained to my child, that he/she may lose his/her privilege to use these resources at school and my face disciplinary action if he/she does not follow this Agreement. I understand that I may be held liable for costs incurred by my child’s deliberate misuse of electronic information resources or of the school’s electronic equipment or software programs.

I understand that the school will employ filtering programs, access controls, and active supervision by staff to protect students from any misuses and abuses as a result of their use of the school’s electronic information services. I also understand that these controls, filters, and monitors are not foolproof and that my child may access material which I might consider controversial and offensive. I understand that the school has no control over the content of information available on the Internet. I will not hold the school of Office of Catholic Schools liable for materials my child obtains form these electronic information resources.

Signed _____________________________   Date _____________
Assumption School
Personal Electronic Device Policy

- Electronic Devices as mentioned below include, but are not limited to:
  - Electronic Tablets (i.e., iPads, Kindles (all editions), Nook (all editions), ereaders, smartphones, etc.)
  - Laptops

Students who own an electronic device (as specified above) may use them in school under the following guidelines:

- The student assumes full responsibility for their personal electronic device. Assumption School is not responsible for any damage or loss due to theft or abuse. The student is responsible for all damage and loss caused by neglect or abuse either by themselves or others.
- The electronic device must be in “airplane mode” (all wireless/internet capability is disabled) during school hours. Wireless access will not be made available.
- The electronic device must be muted during school hours, so as not to distract others.
- The student will not loan out their device to other individuals.
- The student will never leave their device unattended. They will know where their device is at all times. The teacher or staff member cannot assume responsibility for a student’s personal device.
- Electronic devices must come to school charged. Students will not be allowed to charge their devices in school.
- The student will not attempt to disassemble or make any repairs to their electronic device while in school.
- The electronic device must be protected with a case.
- The student will only use their electronic device in ways that are appropriate, meet Assumption School standards and are educational.
- Students are not allowed to take pictures with their device, unless authorized by a teacher.
- There is no messaging, face time use or recording of teachers or classmates.
- Students will ask their teacher before using their electronic device.
- The electronic device is subject to inspection at any time without notice.
- The use of the electronic device during a quiz or test is at the discretion of the teacher.
- If the device supports apps, the apps can only be used with the teacher’s permission. All apps and books downloaded at home must be age appropriate and following in the moral code of Assumption School. This includes videos.
- Students will follow the policies outlined in the Responsible Use Agreement for Electronic Information Resources.
- The use of personal electronic devices in Assumption School is a privilege that is at the discretion of the Assumption School staff. This privilege may be revoked at any time on an individual basis.
I agree to the stipulations set forth in the above document including the Responsible Use Agreement for Electronic Information Resources.

Student Name (Please Print): __________________________________________________________

Student Signature: ____________________________ Date: ________________

Parent Name (Please Print): _________________________________________________________

Parent Signature: ____________________________ Date: ________________