



**PARENT / STUDENT
HANDBOOK**
2017-2018

Dear Parents and Students,

Welcome to Assumption Catholic School! In choosing Assumption you have demonstrated a commitment to the values and philosophy of a Catholic education. We consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Assumption involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Once you have chosen to enter into a partnership with us we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential.

The Parent/Student Handbook reflects the policies of Assumption Catholic School for the 2016-2017 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Assumption Catholic School during the 2016-2017 school year.

Changes or additions that were not in last year's handbook are in [blue](#).

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together, let us pray that God, who has begun this good work in us, may carry it through to completion. Let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

God bless,

Mrs. Maryann Jimenez
Principal

Mrs. Jennifer Churchill
Assistant Principal

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MISSION STATEMENT

The Assumption Catholic community provides a challenging academic education where faith, children and learning come first.

SCHOOL CONTACT INFORMATION

Mailing Address

Assumption Catholic School
2431 Atlantic Boulevard
Jacksonville, Florida 32207

Telephone: (904) 398-1774

Fax: (904) 398 - 6712

Website: www.assumptionjax.org

School Information System: RenWeb

Pastor

Fr. Fred Parke

Principal

Maryann Jimenez

Assistant Principal

Jennifer Churchill

HOURS OF OPERATION

Early Morning Care K-8 th (no fee)	7:00 am – 7:30 am
School Office (Mon, Tue, Thu, Fri) (Wed)	7:00 am – 3:30 pm 7:00 am – 2:00 pm
Classroom Buildings	7:30 am – 3:00 pm
Class Hours	
K through 4th Grades	7:55 am – 2:40 pm
5 th Grade	7:55 am – 2:50 pm
6 th -8 th Grades (with younger siblings)	7:55 am – 2:55 pm
<i>Every Wednesday Early Dismissal</i> K -4 th Grades	7:55 am – 1:30 pm
<i>Every Wednesday Early Dismissal</i> 5 th – 8 th Grades	7:55 am – 1:35 pm

GENERAL INFORMATION

Assumption Catholic School is located on the campus of Assumption Catholic Church near downtown Jacksonville. Assumption school serves students as young as 6 weeks through 8th grade under the Diocese of St. Augustine. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teachers. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Assumption School, we strive to "teach as Jesus did."

The Diocesan curriculum guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. The students are allowed to grow and learn at their own pace with programs like Accelerated Reader. Students are assessed using a variety of curriculum based measures, STAR reading and math tests, DRA's, teacher observations and through formal ITBS testing each year.

HISTORY

The parish of the Assumption of the Blessed Virgin was established on the south bank of the St. John's River in the autumn of 1913. The first Mass was offered in a rented store.

The original Assumption School was constructed at the corner of Gary and Naldo Streets in 1923. This first school was quite small and accommodated 110 students. Classes were taught by the Sisters of St. Joseph of St. Augustine.

In 1948, while Father James Cloonan was pastor of the parish, land was purchased on Atlantic Boulevard. The existing building on the property, which was formerly the Merrill-Stevens Shipyard Administration Building, was converted into a school. This new Assumption School opened in September 1949 with 317 students. It also operated under new leadership provided by the Sisters of St. Dominic from Adrian, Michigan.

In 1954, the Florida State Road Department acquired the property on Gary Street, and, in 1955, the present Assumption Catholic Church was built on property adjacent to the school. The growth of the parish and school continued, and, in 1958, the convent was constructed making space available for six additional classrooms.

In 1965, under the leadership of Monsignor Harold Jordan, the fifth through eighth grade classrooms were built along with the Parish Hall. These additional buildings allowed the school to convert the old auditorium into a library and media center.

Monsignor Eugene Kohls became the Pastor in 1977. During his time at Assumption, a new Activity Center was built freeing the Parish Hall for school use. A preschool for three and four year olds was implemented, and, in 1996, the original school building was completely renovated and updated.

Father Fred Parke became Pastor of Assumption in 2002. He came to Assumption from St. Elizabeth Ann Seton in Palm Coast. Father Parke began the Heritage and Horizons building campaign shortly after coming to Assumption.

The Florida Catholic Conference first accredited Assumption in 1973 as one of the original schools to receive accreditation. The school has maintained this accreditation status up to the present day.

The Assumption faculty and administration have also changed dramatically since the school started. In the early years of Assumption from 1923-1969, the principal and teachers were primarily nuns. Sister Patricia Eileen Consier was the last principal who was a nun. Since 1977, the principal has been a lay Catholic. Today, the teaching staff and principal are mostly lay Catholics.

In the fall of 2006, Assumption was blessed with four Sisters from the Home of the Mother. Although they are not a “teaching order”, they do add a special dimension to our faith formation and spirituality. They visit the classrooms each week and have added two days of retreat and recollection to our school year. They help ensure Christ is the center of every aspect of education, religious formation, growth, and character development. As part of Assumption’s mission, the school strives to ground students in the principles of the Gospel: peace, brotherhood, love, patience and respect of others. These virtues are practiced and modeled by members of the school community every day.

In conjunction with Assumption Church, Assumption Catholic School is blessed with the new addition of the Early Childhood Learning Center. The center offers full day, half day, and part time programs for infants through preschool. The center originally began as a nursery nearly 20 years ago that served the children of teachers and staff. We are thrilled to share this blessing with the rest of our Christian community and look forward to providing a whole child approach to education with these little ones!

Mrs. Maryann Jimenez began her years in Catholic education by first attending Assumption Catholic School and then San Jose Catholic. She then fulfilled her high school years at Bishop Kenny before heading off to Florida State University. As a summa cum laude graduate of the University of North Florida, Mrs. Jimenez began her teaching career in Duval County Public School. After working for three years at Richard L. Brown Elementary, Mrs. Jimenez began teaching 3rd grade at Assumption in 2010. It was during this time that she began work towards her Master's Degree in Educational Leadership through Saint Leo University graduating in December of 2014. During her degree completion, Mrs. Jimenez began serving as one of Assumption's Assistant Principals in 2013. Mrs. Jimenez became principal of Assumption School in 2015 and continues to lead our school into the future.

Mrs. Jennifer Churchill is a graduate of both Assumption Catholic School and Bishop Kenny High School. She received her Bachelor's degree in Psychology with a minor in Child Development from Florida State University. Shortly after graduating, Mrs. Churchill began teaching in the Diocese of Saint Augustine at Holy Rosary Catholic School. There, she began her career in administration as she earned her Master's Degree in Educational Leadership from Saint Leo University. Mrs. Churchill became assistant principal of Assumption School in 2015.

Assumption is one of the oldest parochial schools in Jacksonville. The Assumption community looks forward to the future knowing that the school has been built on a solid foundation with principles and values that remain unchanged in an ever increasing, changing society.

PHILOSOPHY

The philosophy of education at Assumption Catholic School follows the guidelines of the Education Department of the Diocese of St. Augustine. Our curriculum is designed to provide each child with an opportunity to realize the threefold purpose of Christian education: message, community, and service. In addition to forming students who are creative and adaptable, we work to build in them a real concern for the welfare and dignity of all people.

BELIEFS

- That in partnership with parents, each student's spiritual, intellectual, social, emotional and physical growth develops in an atmosphere that stresses Gospel values.
- That worship, community, service, self-discipline, and academic excellence must be part of the school's program and environment.
- That each child is created in the image and likeness of God and therefore they are entitled to learn in a respectful, safe, nurturing, and faith based environment.
- That we must educate our students to respect the dignity of all people.
- That by our example we must offer models of Christian witness to our students and the entire community.

- That continuous life-long learning is essential to the growth and well-being of the whole community.
- That in order to develop a true Christian community, Catholic values and morals must be encouraged and promoted throughout the school.
- That as a Catholic Parochial School Community, Christ is the center of every aspect of education, religious formation, growth, development, and character formation.
- That we must prepare our students to examine the implications of moral, social justice, and global issues throughout the world.
- That Assumption Catholic School should be grounded in the principles of the Gospel: peace, brotherhood, love, patience, and respect for others.

RIGHT TO AMEND

Assumption Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder or through e-mail communication.

ADMISSIONS

NONDISCRIMANTORY POLICY

Assumption Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

TITLE IX

Assumption Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

ENROLLMENT/ RE-ENROLLMENT

1. Returning students must reserve their spot by paying the re-registration fee each year by the designated deadline.
2. All fees are NON-REFUNDABLE.
3. Families that do not re-register by the deadline are giving up their spot. Assumption will work with all Parish families that need financial assistance.

APPLICATION PROCESS

As openings become available, the following priorities will be used to accept students to Assumption Catholic School:

1. Siblings of Current Assumption Students
2. Members of Assumption Catholic Parish
3. Members of other parishes
4. Non-Catholic students

At the time of registration, all new students seeking admission to Assumption Catholic School are evaluated on the basis of current standardized test scores and report cards. All students will take an assessment prior to admission. Full acceptance will be contingent on a complete review of the student's test scores, report cards, [teacher recommendations](#) and educational plans by the school's administrative team.

Students applying for admission in Grades 1-8 must present a copy of the current report card, standardized test results, and psychoeducational testing if applicable. These will be reviewed to determine whether the program at Assumption Catholic School will meet the educational needs of the student. An interview with the student may be part of the admission process.

Testing in academic areas will be held for new incoming students in Grades K-8 and all McKay Scholarship students or those holding an IEP or 504 Plan.

All new students will be given a trial period in which to demonstrate growth both socially and academically. If during this trial period (90 days) there are any problems, a student may be asked to withdraw his/her attendance at Assumption Catholic School.

Required Documents

- Verification of active parish affiliation/stewardship (Use of weekly envelopes)
- Health Records
- Immunization Records
- Birth Certificate
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Social Security Card (required for all Scholarship and VPK students)
- Record of IEP (if applicable)

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail

addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

STUDENT RECORDS

Assumption Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Assumption School Office for distribution. Completed forms will be sent via the U.S. Mail or fax. Special handling will require that all postal fees be paid by the parents.

All student evaluations completed for various reasons will only be sent directly to the office requiring the evaluation. No copies of the evaluation will be given to parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

WITHDRAWALS

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until all financial accounts have been settled. (See previous section on Student Records for transcript information.)

COMMUNICATION

FORMS OF COMMUNICATION

- Friday Folder – Classroom tests, quizzes and graded work will be sent home in the Friday Folder along with field trip forms, flyers, etc. We will be sending the Friday folder home on Fridays. It will be due back to school on Monday. There is a \$5.00 replacement charge for folders that are lost.
- Tuesday Reminders – This is the school's weekly online publication. It is sent via email and posted to the school website weekly. Tuesday Reminders will be sent out each Tuesday afternoon and will contain a letter from the principal, school wide events, and other important information. Please check your spam folder at the beginning of the school year if you are not receiving this weekly newsletter.

- [Parents Web](#) – Use Parents Web to find information on classroom activities, projects, tests, homework, etc. Also, expect grades to be updated weekly or bi-weekly depending on the grade level/subject area. Feel free to have your child log in to Parents Web to maintain their own organization and practice responsibility.
- [Parent Alert](#) – Text messages will be sent to help remind families of events such as Spirit Day, May Crowning or a noon dismissal as well as cancellations of any after school activities or reminders about early release days.

SCHOOL PHONE USE

The telephone in a teacher’s classroom is for the use of the teacher only. Students may only use the designated main office phone. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

WEATHER EMERGENCIES

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations, a message will be sent to the e-mail account listed on a student’s file via RenWeb, and a text message will be sent to the main cell phone number listed on a student’s file via RenWeb. Assumption Catholic School follows the Duval County Public School emergency closing schedule.

FINANCE POLICIES

TUITION

Kindergarten – 8th Grade

Tuition Charged for “Registered Catholic In-Parish” Rate

Number of Children	Amount
One Child	\$4,675
Two Children	\$7,750
3+ Children	\$10,450

Tuition Charged for “Out of Parish” Rate

Number of Children	Amount
One Child	\$7,325
Two Children	\$11,975
Three Children	\$16,150
Four Children	\$20,375

Assumption Catholic School is responsible for operating expenses. Our school's financial stability depends on the prompt and faithful payment of tuition and other expenses including after care and lunch accounts, from the families of its students. If a family is late making any payment or maintains a negative account, it is their responsibility to contact the Assumption Catholic School Administration to make necessary arrangements to bring their account up-to-date. **If a family fails to make payment of tuition and/or other expenses AND does not contact the school to make arrangements for payment, Assumption Catholic School reserves the right to charge the family's FACTS account for the balance(s) due.** At any time, if an account goes unpaid or is negative, please be aware that access to your child's grades, report cards, teacher webpages, etc. will be suspended. Records will also be held until all accounts are current.

Assumption Catholic School will make every effort to assist families when needed, however, when an account becomes three (3) or more months in arrears, Assumption Catholic School may choose to dis-enroll the student(s). In the event the outstanding balance is not paid in full, the family will be responsible for the balance due and any legal fees that may be incurred seeking restitution.

The Parish funds a scholarship program for members of the parish who are in need of financial assistance. Please call the school office for more information.

SACRAMENTS AND TUITION POLICIES

1. All students and their families who are getting the in-parish rate for school tuition must be Catholic (either the Father or the Mother or both-as well as the student).
2. The above must be registered and attending Mass at Assumption the overwhelming majority of the Sundays of the year and using the envelope system, or by check or the pew envelope EVERY Sunday. It should be noted that envelopes dropped in quantity on a given Sunday are recorded as ONE attendance. **OTHER THAN THE STUDENT OR THE STUDENT'S PARENT WHO CARRIES AN ENVELOPE FOR SOMEONE ELSE RISKS IMMEDIATE WITHDRAWAL FROM THE SCHOOL BY ALL PARTIES INVOLVED. ENVELOPES MUST BE GIVEN IN THE OFFERTORY, NOT MAILED, OR DROPPED OFF BEFORE MASS OR AT THE RECTORY.** Families who donate through Faith Direct must drop a stub from Faith Direct with their name on it, a pew envelope or their regular offertory envelope into collection each Sunday.
3. New families to Assumption may receive the in-parish rate if they have:
 - a. A letter from their pastor and
 - b. A PDF report showing regular attendance and meeting the suggested donation threshold for school families who already have the in-parish rate.
 - c. The family duly registers and becomes active at Assumption parish. Otherwise, a six month trial period of non-parish rates must apply.
4. There is no financial aid for anyone who is not a parish member.

5. Attendance is monitored and evaluated quarterly, but adjustments in tuition will be made for the next six months. Those who fall behind in attendance at Mass during the spring, for example will lose their in-parish rate for the following August-December period. Persons who are ill for any long period should arrange for a priest to visit the home to bring Communion.

FACTS© TUITION MANAGEMENT SERVICE OVERVIEW

1. There is an annual non-refundable \$36 administrative fee for enrollment in the FACTS® program per family, unless paying in full through FACTS® where the fee will be waived. This fee will be added to your tuition collected by FACTS®. Please do not make this payment to the school.
2. Families may choose to pay tuition over 12 months, 10 months, a one-time payment, or two payment deductions via FACTS®.
3. Your enrollment form to FACTS® must be returned with your registration.

WITHDRAWAL POLICY (during the school year or after re-registration)

1. Families must notify the school in writing if a student is withdrawn from the school.
2. Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
3. Registered students who withdraw between the first day of school and December 18th are responsible for 3/4 of the full tuition amount.
4. Registered students who withdraw after December 18th are responsible for the full tuition amount.
5. The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED CHECKS RECEIVED BY THE SCHOOL AT ANY TIME.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE
SCHOOL BUSINESS MANAGER, MRS. HINSCHBERGER at 398-1963

ATTENDANCE

ABSENCES

A minimum attendance requirement of 37 days per grading period should be maintained to qualify a student for a passing grade for that quarter. This includes excused or unexcused absences.

Parents will be notified upon the fourth absence of the student within a quarter. After the sixth day of absence, official written notification will be sent to the parents requesting their cooperation in preventing further absences.

Under conditions that warrant special consideration, the administration will make the final decision after meeting with the parents and teachers.

Students must be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained for one year.

Missed assignments are the student's responsibility. Students will receive missed assignments from their teacher when they return to school. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Students who are absent have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

Teachers are not required to give make-up tests or assignments for absences prior to the date of the absence.

ABSENCES DURING THE SCHOOL DAY

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child in the front office. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day.

ARRIVAL

The school doors are opened for students at 7:00 AM. All students in grades K - 8 should be dropped off behind Jordan Hall near the Family Center/Gym UNLESS it is raining, at which time

the doors to Jordan Hall will be opened and the cars will be stopped along the covered walkway. Parents may also walk their children in to school by using one of the two designated crosswalks. Please follow all directions of car line attendants as cars have the right of way.

Front Parking Lot

Only those families visiting the front office should park in this small parking lot.

TARDINESS

Students are required to be in the classroom by 7:55 A.M. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade. After a student has reached six tardies, the parents will be asked to come in and meet with the teacher to discuss any issues or concerns that may arise from the tardies. After ten tardies, families will be required to pay \$5 per child for each additional tardy in a quarter.

DISMISSAL

All cars must display the car tag with their family's name in the front windshield of the car. Car tags are distributed to students from the school office on the first day of school. Students in yellow carline will be dismissed at 2:40. Students in green carline will be dismissed at 2:50. Students in blue carline will be dismissed at 2:55. Please enter yellow and green carline by turning right into the drive directly in front of the church. Please enter blue carline by turning right into the parking lot behind the church. On Wednesday yellow/green carline dismisses at 1:30 and blue carline dismisses at 1:35.

Students walking home or being picked up in any area other than what is designated to their grade level must have a note on file in the office. [Students may not walk to Bishop Kenny unless accompanied by a parent/guardian or a sibling that is 16 years or older. The Bishop Kenny sibling must walk to Assumption to pick up his/her younger sibling.](#)

- Parents are asked to pay close attention during the drop-off and pick up process. NO CELL PHONES may be used in car line.
- Please follow the traffic directions from the school employees on duty. Cars have the right of way to help with traffic flow.
- Homeroom teachers should be advised in writing if a child is to go home in a different car or by a different means on a given day.
- Students arriving after 7:55 are considered tardy and must check in at the main office.
- Students not picked up by 3:10 will be sent to after school care. Parents will be charged accordingly.

RETURNING TO SCHOOL AFTER DISMISSAL OR STAYING ON CAMPUS

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher. Students who choose to return to school after dismissal without a teacher or are found on campus after school unsupervised face a minimum of detention.

HEALTH and SAFETY

ACCIDENT INSURANCE/ PRODECURES FOR SUBMITTING CLAIMS

If your child is injured during school hours, an accident report will be filled out by the teacher who was supervising your child at the time. A “Notification of Injury” will be filled out and signed by both the teacher and parent along with the accident report.

CHILD ABUSE LAWS

Assumption Catholic School abides by the Child Abuse laws of the State of Florida. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

CRISIS PLAN

Assumption Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency an e-mail [and/or text](#) will be sent to parents to notify them of the events.

CAMPUS SECURITY

Assumption Catholic School is completely gated with buzzer and video access only to enter the school. The entrances are via the front office, a side gate, and a back gate. The only way to enter any of these locations is to be buzzed in by the front office. [Visitors may only enter the campus through the FRONT OFFICE where they must sign in and get a visitor/volunteer sticker.](#)

EMERGENCY DRILLS

State Law requires that fire drills be held monthly. The procedures are:

1. Rise in silence when the alarm sounds;
2. Teacher closes windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;

2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

PARENTS AND VISITORS ON CAMPUS

At Assumption Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

If parents decide to park and walk students onto campus they must use the designated crosswalks and allow cars to have the “right of way”. Parents should also be mindful that important morning procedures between the students and teacher occur before 7:55. Parents walking their child to the classroom should quickly drop the child off. This is not an appropriate time to conference with a teacher. All parents must be off campus property once the school bell rings at 7:55.

School visitors (volunteers, parents, etc.) must come through the front office, sign in, write the purpose of the visit to campus in the “Visitor Log”, receive a badge, and sign out from the front office upon the closing of the visit. Parents may only come onto campus during the school day to attend lunch with their child during the regularly scheduled lunchtime or to attend a pre-scheduled volunteer opportunity, event, or parent/teacher conference.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

AFTER SCHOOL CARE

Assumption School offers an After School Care Program beginning at 3:15 (2:00 on Wednesdays) and ending at 6:00. Charges are per hour (or any part of an hour) as follows:

- \$5.00 for the first child
- \$3.00 for each additional child

A fee of \$2.00 per minute is charged for students remaining in the program after 6:00 PM. Students who are not picked up by 6:00 PM will receive:

1. A phone call reminding you to pick up your students on time
2. Repeated failure to pick up your child from After Care on time will result in your child not being allowed to attend the After School Care program.

Charges are posted and payments may be made online at assumptionschool.icareparentportal.com. Payments can also be made by check, payable to Assumption Aftercare, in the Aftercare office or main school office.

Charges are posted every Monday for the PREVIOUS week. Payments may be made daily, weekly, bi-weekly, or monthly. Balances should not reach a 30 day past due limit. Balances that are 31 days past due will receive notification and must be paid by Friday after the notification. If the balance is not paid, a late fee of \$30 will be assessed AND aftercare will no longer be available to the student(s) until the balance is paid in full.

Email aftercare@assumptionjax.org with any questions.

SPORTS TEAM SUPERVISION AFTER SCHOOL

Students who play school sports must be picked up from practice at the time practice ends. If the student cannot be picked up, he/she must go to after school care or be supervised by an adult. If a teacher or staff member will be supervising your child, this must be worked out in advance.

ACADEMICS

CURRICULUM

The Diocesan curriculum guidelines are followed for the teaching of all subject areas. Assumption Catholic School offers students opportunities for growth in the following major subjects:

Religion

Curriculum includes the teaching of Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist. Liturgical services are held on Tuesday mornings at 9:30 am every week. Students have two Religious retreat days each year in observance of Advent and Lent. Students visit the Adoration Chapel on a regular basis with their teacher or a Sister from the Servant Sisters of the Home of the Mother.

Fine Arts

Curriculum includes the teaching of Music, Visual, and Performing Arts.

Handwriting

Students in Grades K - 4 have specific handwriting instruction. Students begin learning cursive halfway through 2nd grade.

Language Arts

Curriculum includes the teaching of Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature. Students individualize their reading by utilizing the Accelerated Reading program. Students and teachers work together to create specific goals for the number of points/books a student needs to read each quarter at a certain reading level.

Mathematics

Curriculum includes the teaching of Mathematics Skills, Pre-Algebra, and Algebra I. Classrooms utilize math centers alongside direct instruction where students use manipulatives, cooperative learning, and small group instruction to master and achieve rigor in mathematics.

Media Technology

By integrating Media Research and Technology with the student's fundamental classes, we will create an environment for the students that foster the development of lifelong research, technology and learning skills. Whether the class is Language Arts, Reading, Science, Social Studies, or Art, the collaboration of applied research and technology should be woven in to all these areas so that our students will become expert learners and will succeed in the rapidly changing world of technology. The students will learn to take full advantage of the vast array of research and multimedia resources, and technology options available.

Physical Education

Physical fitness programs appropriate for each grade.

Science

Curriculum includes the teaching of General Sciences and Laboratory Experiences. Sixth grade receives instruction in Earth Science, seventh grade is Life Science, and eighth grade is Physical Science.

Social Studies

Curriculum includes the teaching of American and World History, Geography, Economics, Florida History, Jacksonville History and Current Events.

Spanish

Curriculum includes the teaching of vocabulary, common expressions, grammar, conversation, and culture.

ACCREDITATION

Assumption Catholic School is accredited through the Florida Catholic Conference.

GUIDANCE

A certified guidance counselor serves the needs of students and parents through class and individual consultation.

SACRAMENTAL YEARS

Second grade and eighth grade are normally sacramental years for First Communion and Confirmation. By signing this document you agree and understand the following:

1. A non-Catholic child of non-Catholic parents is not eligible to receive these sacraments under any conditions.
2. For Catholic children it is understood that all sponsor certificate and baptismal documents **MUST** be in the hands of the parish by January 1st or it is understood that the child will **NOT** be receiving the sacrament that year.
3. A previous year of preparation is required either at Assumption or another parish to be eligible to receive sacraments during the students' sacramental year.

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Assumption Catholic School. All sacramental preparations require attendance at weekend retreats and parent meetings. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments.

SERVICE PROJECTS

The students of Assumption Catholic School are taught and challenged to become involved in various service projects that will teach them the value of giving back. Students will work to raise money for less fortunate schools, Dreams Come True local chapters, Senior Luncheon and other projects. Eighth graders will also be required to complete a detailed service project as part of their Confirmation preparation (all students must complete this project whether or not they will be Confirmed). Details of this project will be given to students during the first quarter. The project is monitored by the Sisters of the Home of the Mother.

ENRICHMENT PROGRAM (2nd to 5th Grade)

The Assumption Catholic School Enrichment Program is a program devised for the high achieving, responsible student who wishes to gain freedom to explore content and develop themselves intellectually and socially. In order to participate, a student must meet very rigid criteria and is responsible for maintaining high academic classroom performance in all subject areas.

Selection for the Enrichment Program are based in the following criteria:

- Tested Gifted eligible (must still meet the remaining criteria)
- Score in the top percentile on the ITBS or other comparable assessment
- Score in the top percentile on the STAR Reading and STAR Math assessments
- Teacher recommendation based on performance both academically and behaviorally

Selection into this program is not based solely on any one criteria and is not guaranteed because of previous acceptance or involvement in the program. If at any time, the student does not meet this criteria during the school year, he/she will not be able to participate in the enrichment program for the remainder of the school year.

HOMEWORK

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Students are responsible for recording homework assignments, projects and test dates in their planner. Students are expected to complete the assignments neatly and correctly and bring them to class on the day they are due. Students who choose not to complete the assignment or fail to bring it to class will receive a zero.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday in grades K-5. Homework will not be assigned to students on Friday evening for grades K-5. No tests or quizzes will be given on Mondays or the first day of school of the week in grades K-5. No projects will be due on Monday or the first day of school of the week in grades K-5.

Zeros (0) mean the student was present but did not turn in the work. A zero may not be made up.

Homework Policy due to Illness

When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. The Parent Portal will have all major assignments listed.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days will be given three school days to complete the missed work.

Homework Policy due to Vacations/Planned Absences

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. Missed assignments are the student’s responsibility.

Teachers are not required to give make-up tests or assignments for absences prior to vacations. There will be no exceptions to this policy. Please do not ask the teacher to make an exception in advance of an absence.

GRADING

Grades K-1		Grade 2		Grades 3-8
<u>Achievement Grades</u>	<u>Subcategory</u>	<u>Achievement Grades</u>	<u>Subcategory</u>	A = 90 – 100 %
S= Satisfactory	+ = Strength	S+	+ = Strength	B = 80 – 89 %
	√ = Weakness	S = Satisfactory	√ = Weakness	C = 70 – 79 %
N= Needs Improvement		S-		D = 60– 69 %
U= Unsatisfactory		N= Needs Improvement		F = 0 – 59 %
		U= Unsatisfactory		

REPORT CARDS AND PROGRESS REPORTS

Report Cards are important tools for communication. Report Cards will be sent four (4) times during the academic school year or every nine (9) weeks. [Half way through each nine-week grading period, parents will receive an email reminder to check Parents Web to view their child’s current grades as a “Progress Report”.](#)

No student will be given a Report Card if tuition, lunch accounts, library fines, or After School Care Program fees are in arrears.

HONOR ROLL AND SPECIAL RECOGNITIONS

Honor roll is distributed to students in grades 4-8. High Honors is awarded when a student achieves all A’s in a quarter in all subject areas and earns 2’s or higher under the skill

categories. Conduct must be acceptable and in line with school rules and expectations. Honors is awarded when a student achieves all A's and B's in all subject areas and earns 2's or higher under the skill categories in a quarter. Each quarter there is a scheduled awards ceremony, usually following the school Mass.

8th Grade Awards

Christian Service Award

Granted to a boy and girl who accumulated the most service hours during their 8th grade year

Outstanding Achievement Award

The teacher of each subject area awards two students who have shined in his/her class throughout the school year. The students selected excel on tests, projects, homework, classwork, and display enthusiasm for the subject area.

Most Consistent Effort

Two students earn the honor of receiving this award based on a unanimous decision by the teachers. The students are required to be dependable, independent, and take pride in all they do on a daily basis.

Christian Citizenship Award

Granted to two students who display Christ-like qualities in all they do. The teachers choose unanimously and look for two students who demonstrate respect for the church, teachers and staff, themselves, and other students.

Assumption Council of Catholic Women Achievement Award

A scholarship presented to one 8th grade girl who attended ACS from grades 1 to 8 and has maintained at least a B average and is service-oriented.

Harriet Barrett Award

Scholarship awarded to one boy or girl who maintains consistent effort in their studies and is a strong model of Christian service to others.

The Bishop John Snyder Peace in Christ Award

Presented to one student who possesses the qualities exhibited by Bishop Snyder. The student must be in good academic standing, reflect humility, perform community service, show compassion for others, be active in his/her church, and be a peacemaker.

Top Ten Students

The top ten students are recognized, including Salutatorian and Valedictorian, at graduation. Students' GPAs are calculated for their 8th grade year only. GPAs are NOT weighted based on class levels.

K-7th Grade Awards

Assumption Knight Award

Student exemplifies the spirit of the mission of Assumption Catholic School.

Grades 1 - Grade 2: One boy and one girl in each homeroom.

Grades 3 - 7: One student per homeroom.

Criteria:

- | | |
|-------------------------------------|--|
| +Spirit of reverence | +Integrity |
| +Academic effort | +Evidence of service (willingness to help) |
| +Appropriate conduct | +Exhibits leadership |
| +Academic achievement (A's and B's) | +Goes above and beyond the norm |
| +Respect for others | |

Our Lady Award for Excellence in Religion

Grades 2 – 7 (one per homeroom)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in the Catholic faith
- +Goes above and beyond the norm

St. Vincent de Paul Service Award

Grades 6 – 7 (one per homeroom)

Criteria:

- +Commitment to service outside of school above and beyond the classroom

St. Thomas Aquinas Award for Excellence in Math

Grades 2 - 7 (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Paul Award for Excellence in Reading

Grades 2 - 7: (one per homeroom)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Reading
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

National Junior Honor Society (NJHS) Requirements

In order to be eligible, a student must have an average of 85% or higher in all classes for each quarter. Students may not have received any type of behavior consequence including but not limited to a detention, classroom or administrative notices, or negative behavior comment on a report card.

Students who meet the minimum grade and behavior requirements will be notified of their eligibility by a phone call or email from the school. Those students may then submit a detailed essay including one paragraph on each of the four areas required by NJHS (Academics, Service, Leadership, and Citizenship). Paragraphs should include explicit details and evidence to support the fact that the student excels in these areas.

All essays received will be evaluated using a rubric by a panel of teachers and at least one administrator. A maximum of the top 15% of the class size will be inducted into NJHS. More details may be found on our school website. Information and the evaluation rubric will be provided to families in advance. Letters will be mailed home regarding the status of acceptance.

ACADEMIC PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on an improvement plan. Each week the student's academic progress will be assessed and reviewed. Students whose average is below 70 will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of C (70% or higher).

PROMOTION AND RETENTION POLICIES

Advancement to the next grade in Assumption Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade (See “Summer Tutoring” below).

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Assumption Catholic School.

TESTING

The Iowa Test of Basic Skills is given in grades 2 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8 every other year.

Periodic classroom tests and quizzes are used to assess subject mastery. The purpose of these assessments is to provide a measure of progress toward objectives and positive feedback and to allow the teacher to gauge the success of instructional goals. Upcoming assessments will be posted on the teacher’s webpage at least three days in advance. Tests and quizzes will not be given to students on the first day of school for the week.

Final exams are mandatory in grades 5-8 as part of the final grade for promotion and to assess the cumulative knowledge of subject matter taught during the academic year. Students will be dismissed early on mid-term and final exam days. If exams are not taken, a grade of zero must be factored in to the final average.

To preserve the integrity of the final exams, they are only given at the scheduled time to the entire class. If a student cannot take the exam as scheduled, a separate exam must be constructed which covers the same skills and concepts. Additional teacher time is required to construct and administer the additional final exam. The charge for this is \$25 per exam.

Please contact the teacher well in advance if a separate final exam will be necessary for your child. Send the fee to the school office prior to the exam.

FIELD TRIPS

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trip’s compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.

- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal and/or email permission cannot be accepted. Permission slips are due in the office twenty-four hours prior to any trip. A telephone call will not be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Students who are participating in the field trip must ride the bus to the field trip with their class. Students not on the bus will be counted absent for the day.
- All monies collected for the field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones only. Participation by unofficial chaperones jeopardizes the protection of our students and all other “official” adults on the trip.
- Parents who chaperone a field trip may not bring siblings or other relatives on the field trip.
- All chaperones must be 18 years of age or older, have been fingerprinted through the Diocese of St. Augustine, and must have taken the Protecting God’s Children class. All proper documentation must be on file at the school before the day of the field trip.

ATHLETIC PROGRAM

Students in grades 5-8 are eligible to try out for school sports. For students playing for the school teams, a “C” average must be maintained as well as good conduct. A Diocesan sports physical form must be completed for all students in order for them to participate in an after-school sports program or team at Assumption. The physical must be completed within the calendar year of June 1st to May 31st of the current school year. The student may not try out or attend any practice or game without the sports physical on file.

Sports teams at Assumption include Cheerleading, Basketball, Soccer, Volleyball, Softball, and Cross County.

EXTRACURRICULAR ACTIVITIES

Assumption Catholic School offers the following after school activities:

- National Junior Honor Society
- Rosary Club
- Meetings with the Sisters of the Home of the Mother
- Boy Scouts and Girl Scouts
- Girls on the Run
- Little Flower Girls
- Art Club
- Glee Club
- School Musical
- Cross Country
- Girls and Boys JV & Varsity Basketball
- JV & Varsity Soccer
- Girls and Boys Softball
- Golf
- Assumption Soccer & Basketball Leagues
- Altar Serving

UNIFORM POLICY

UNIFORM POLICY

Uniform components (pants, skorts, skirts, dresses, blouses, shirts, ties, PE uniforms, outerwear and sweaters) may be purchased through Poindexter's Uniform Company or our Used Uniform Closet.

All students must be in uniform every day. There will be non-uniform days which will be announced during the course of the school year (a dress code for such days is included in this handbook under "Non-Uniform Day Guidelines"). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal and approved. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. There is a special uniform for Physical Education classes, which may be purchased through our PE Department or the Used Uniform Closet for students in grades 4-8.

Assumption Catholic [school](#)/team sweatshirts, which can be worn for P.E. and in the classroom, are ordered through the school only. [School](#)/Team sweatshirts may not be worn in Church.

UNIFORM GUIDELINES

Accessories

No cosmetics, lipstick, colored lip gloss, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses. No body piercing except pierced ears. Girls may wear one pair of stud earrings not larger than a dime. No cartilage piercing. Boys may not wear earrings of any type.

Jewelry should be limited to one watch **OR one simple religious bracelet**, one ring, and one simple religious necklace. Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year. **Smartwatches (ie. Apple watches, Android watches, etc) are prohibited from school. Personal fitness monitors are allowed as long as they are not a distraction to the student or the classroom.**

Appearance

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus.

Belts

Must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts must be plain navy, brown, or black.

Brownie/Scout Uniforms

Students may wear the scout uniforms on meeting days.

Hair

Should be kept neat with bangs above the eyebrows. Boy's hair should be above the shirt collar and trimmed around the ears. **Extreme hair coloring and bleaching is not permitted. No Mohawks or designs may be cut into the hair. No beads or full head scarves should be worn in the hair.** All hair accessories should be navy, black, brown, white, or gray. Headbands or hair ties that are distracting and/or colorful should not be worn.

Shoes

Dress shoes should be one solid color - dark navy, black, or brown. Oxford style, saddle shoes, loafers, top-siders are acceptable. The sole of the top-sider may be beige/tan. No sandals, no open-back shoes, no boots or hi-top shoes, no ballet slippers/flats, and no shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. Shoes with laces must be tied at all times. Laces should be the same color as the shoes. Students in grades K-6 may wear **plain navy blue, gray**, black or white tennis shoes with matching laces.

Skirts

Should be no shorter than three inches above the knee.

Socks

Socks should be navy blue, black or white with no designs or writing. **No designs or logos.** No fluorescent or mismatched socks may be worn. **Socks must cover the ankle.**

Tops & Bottoms

Girls' Uniforms	Boys' Uniforms
<ul style="list-style-type: none">• K – 5th Grade: Skort/Skirt only (pants during winter months only)• 6th – 8th Grade: Skirt only (pants during winter months only)• K - 6th Grade: Light Blue or Dark Navy Polo• 7th - 8th Grade: White or Light Blue Button Down Oxford	<ul style="list-style-type: none">• K - 4th Grade: Dark Navy Pants or Shorts• 5th - 8th Grade: Dark Navy Pants Only• K - 6th Grade: Gray or White Polo Shirts• 7th - 8th Grade: White or Light Blue Button Down Oxford• 7th - 8th Grade: Tie

WINTER MONTHS

During the months of January and February girls may wear plain black, navy blue, white, or gray tights or leggings. Leggings must be down to the ankle. Girls may wear the blue pants found at the uniform store during winter months. Pajama style pants may not be worn at any time.

NON-UNIFORM DAYS GUIDELINES

Students may wear:

- jeans
- tennis shoes
- shorts may be worn in grades K-4th only and must be no shorter than three inches above the knee
- skirts (no shorter than two inches above the knee)
- skorts (grades PK- 4th only)
- sweatshirts
- jogging suits

- nail polish
- jewelry
- dresses (no more than two inches above the knee)
- slacks

Students may not wear:

- flip-flop sandals or open back shoes
- tank tops or low cut blouses
- shirts bearing midriff
- T-shirts with inappropriate writing or **inappropriate logos**
- tennis shoes that convert to roller skates
- pajama pants
- make-up
- clothing that is extremely tight
- hats

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE ADMINISTRATION.

CONDUCT

ACADEMIC HONESTY

Personal pride and integrity are essential to Assumption Catholic School’s dedication to academic excellence. Academic dishonesty involves giving or receiving any unauthorized assistance on homework, tests, quizzes, and/or projects. Cheating violates God’s seventh Commandment, and will result in a grade reduction, notification to parents/guardians, and disciplinary action. A student athlete or participant in any extracurricular activity who is involved in cheating will also be unable to participate in sports or activities for the remainder of the quarter. Upon signing this handbook you acknowledge your consent to this policy.

BULLYING

Assumption Catholic School strives to provide a safe environment for all individuals. Verbal or written threats or derogatory statements made against the physical or emotional well-being of any individual are taken very seriously. Any form of cyber-bullying that affects the school life of a student or staff member will be addressed by the administration and handled on a case by case basis. Administration will make efforts to mediate between students and will contact all parents of those students involved. In accordance with federal laws, students who are proven to be engaging in certain acts associated with bullying may be suspended or expelled from the

school or district and could potentially face civil fines and criminal penalties depending on the specific violation. Any unauthorized recording (audio or camera) of a staff member by a student, (on or off campus), may result in immediate suspension/expulsion.

HARRASSMENT

Harassment of any type is not tolerated. Administration investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

SCHOOL PROPERTY

The parent of a child who destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover. No writing in hardback or non-consumable textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

WEAPONS POLICY

No weapons of any sort (knives, guns, any sharp object) are permitted on campus at any time. If a student is caught with any type of weapon, he/she may face suspension/expulsion. This includes being caught with a weapon off campus.

CELL PHONES AND ELECTRONIC DEVICES

Cell Phones

Only students in grades 6 - 8 may bring a cell phone to school after signing the "Cell Phone and Tablet Policy". Cell phones must be turned in to the homeroom teacher during morning procedures. The students must initial a log each day the cell phone is brought to school, which shows that it was turned in to the teacher. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. Anyone caught taking pictures on campus at any time (including before or after school) will have the phone confiscated and the pictures deleted before having the phone returned to the student's parent.

The first time a cell phone is found with a student it will be brought to the principal's office and the parent will have to pick up the cell phone after school. The student will also be required to turn in the cell phone to the principal for the remainder of the year if he/she will be bringing it to school. If a cell phone is found on a student the second time, he/she will no longer be able to bring the cell phone to school.

Students involved in possession or transmission of inappropriate photos or verbage on their cell phones or other electronic devices face suspension and/or expulsion.

Smartwatches

Smartwatches (ie. Apple watches, Android watches, etc) are prohibited from school. Personal fitness monitors are allowed as long as they are not a distraction to the student or the classroom.

Social Media

Engagement in social media such as, but not limited to Instagram®, Twitter®, Snapchat®, Facebook®, ooVoo® etc. may result in disciplinary actions if the content of the student's page includes inappropriate content or defamatory comments regarding the school, the faculty, other students or the parish. Parents who post negative or derogatory comments about the school, staff or parish may be asked to withdraw their children as well.

Texting

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.

OFF-CAMPUS CONDUCT

The administration of Assumption Catholic School reserves the right to discipline its students for proven off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Off campus behavior includes, but is not limited to cyber-bullying, sexting, theft, drinking, smoking or use of drugs.

DISCIPLINE

It is necessary for a child to learn self-discipline in order to learn responsibility and to make academic progress. The behavior of the student should reflect the Christian values being taught at home and school. The school's discipline code is based on choices and consequences. Each student is responsible for the behavioral choices made and must deal with the consequences of their actions. Cooperation and support between the home and school environment is essential for the code of conduct to become the fiber of our school environment.

It is important to be aware that the discipline policies followed during the school day are also implemented the entire time the student is on campus. This includes after school care, sporting events, festivals, participation in clubs, field trips, etc.

DISCIPLINARY PROCEDURES (GRADES K-2)

The Assumption philosophy of discipline for students in Kindergarten to 2nd grade is rooted in positive reinforcement and Gospel values. We believe in and focus on expectations that lead to self-regulation and self-discipline. We believe students should repent for wrong-doings on their own as we emphasize, “Do unto others, as you would have them do unto you.” We focus on prevention, rather than reaction, through our religious education and health studies, and always try to correct behavior, rather than to punish punitively.

Teachers in grades K-2 determine their own classroom rules and consequences appropriate to their grade level. These rules are based on the Mission and Beliefs of Assumption Catholic School. Consequences might include, but are not limited to: time out, loss of privileges, note/phone calls home, parent conferences, and/or meeting with administration. Rules are posted in each classroom and are positive in nature. The rules are conveyed to students and parents. A teacher in K-2 grade may choose to use the online discipline notification system to document and communicate behavior with parents and administrators.

Excessive inappropriate behavior will not be tolerated. Incidents involving repeated disrespect, defiance, student/student or student/teacher injury or destruction of school property (which requires repayment by parent) will result in immediate suspension/expulsion.

DISCIPLINARY PROCEDURES (GRADES 3-8)

Classroom Behavior Notices

Classroom Behavior Notices are given for academic or minor behaviors and restart every quarter. They are issued and controlled by the teachers. [Parents will receive Classroom Behavior Notices via email.](#) Three [Behavior](#) Notices will result in an [Administrative](#) Behavior Notice. Offenses listed below are some examples that could warrant the use of a Classroom Behavior Notice:

- Needs to be prepared for class (supplies, text, etc.)
- Needs to be more attentive in class
- Needs to put forth more effort
- Needs to follow directions
- Needs to complete classwork or homework
- Needs to complete make up work after absence
- Nonconformity to the Dress Code (first offense)
- Class disruptions
- Eating in unauthorized places or at unauthorized times (includes chewing gum)

- Property destruction (**requires repayment for damages**)
- Inappropriate displays of affection
- Violation of classroom rules
- Inappropriate behavior anywhere on campus (i.e. classrooms, Church, bathrooms, locker rooms, hallways, lunchroom, carline, gym, playground)
- Creating and leaving excessive mess in the lunchroom

Administrative Behavior Notices

Administrative Behavior Notices are given for repeated minor and major behavior reasons and do not restart every quarter. [Parents will receive Administrative Behavior Notices via email.](#) [A minimum of automatic detention \(possible suspension\) will be given for an Administrative Behavior Notice.](#) Administrative Notices could be for, but not limited to, the following behavioral offenses (student to student or student to teacher):

- Repeated offenses
- Three Behavior Notices in a quarter
- Excessive nonconformity to Dress Code (**student has been warned more than once**)
- Threat/Harassment/Intimidation/Bullying
- Defiance/Disrespect of authority
- Cheating/Plagiarism/Academic dishonesty
- Irreverence at Church, liturgies, or prayer services
- Fighting/physical confrontations/physical harm
- Stealing
- Profanity or obscene gestures
- Leaving classroom/school grounds, during the school day, without teachers' or administrators' permission
- Possession of unauthorized items at school (i.e. unapproved electronic devices, games, cell phones, etc.) This does not include authorized electronic readers – see acceptable use policy.

Possible Consequences for Behavior Notices

- Verbal reprimand
- Removal from classroom
- Phone call to parent/guardian
- Conference with parents

- Loss of privileges such as field trips, SGA membership, NJHS membership, athletic participation, etc.
- Removal of the student from school for the remainder of the school day
- Detention*
- Out-of-School Suspension*
- Behavior Contracts
- Disciplinary Review Board Meeting*
- Disciplinary Probation*
- Expulsion*

*See detailed information below

DETENTION

Detention will be assigned immediately for the 3rd Behavior Notice in a quarter and each time the student receives an additional Notice in the remainder of the quarter.

An assigned staff person will monitor Detention during the lunch periods. This detention will consist of a silent lunch. Students are responsible for finding a school employee in the cafeteria to report for detention. The person on duty will not look for the student. It is the student's responsibility to attend detention.

Students who receive 3 detentions in a nine-week period will be ineligible for honor roll. A third detention will warrant a meeting with the Guidance Counselor. Conduct grades impact extra-curricular activities.

SUSPENSION

Suspension is the temporary removal of a student from his/her regular academic program. The time of suspension **must be served out-of-school** and is at the discretion of the administration. Suspension from school is a severe disciplinary procedure and could be imposed for serious misconduct or repeated minor misconduct. This misconduct could include, **but is not limited to**, willful harm (verbal or physical) to another person, damage to the school or other property, possession of a weapon, alcohol, or drugs, and repeated disregard for school rules and regulations. **Any behavioral issues after the 1st suspension will result in a 2nd suspension.**

1st Suspension

Student will be suspended (see guidelines below) and will be ineligible for Honor Roll for the quarter in which the suspension is received. The student will not be allowed to participate in sports and extra-curricular activities for a period of up to 45 school days following the suspension. **Students in Grades 6-8** will also be required to complete 5 **additional** hours of service to the community. This work should be planned out in advance with the input of the administration, teachers, and parents and must be completed within two weeks of the suspension. Administration may consider additional consequences depending on the level of the offense. All field trip privileges and extra-curricular activities are revoked for 45 school days after the 1st suspension. If field trip privileges are suspended, the student may not come to school the day of the field trip.

2nd Suspension

Student will be suspended (see guidelines below) and will have to meet with the Disciplinary Review Board. (Members include: Principal, a teacher selected by Administration, a teacher selected by parent/guardian of student, and the School Counselor may be included.) This meeting will be held to help determine the cause underlying the behavior and to implement strategies for behavior change in order to increase the level of successful learning. It is proven that irresponsible behavior can decrease the student's range of future opportunities. This Disciplinary Review Board is convened to develop a student's acceptance for their own behavior and the chance for home and school to work together in helping students to make the right choices in the context of behavior management.

The student will be ineligible for Honor Roll for the quarter in which the suspension is received. The student will also be ineligible to participate in sports or extra-curricular activities for a period of up to 45 school days following the suspension. **Students in Grades 6-8** will be required to complete 10 **additional** hours of service to the community. Administration will contact the parent to plan out the service hours as they must be completed within one month of the 2nd suspension. **Field trip privileges are revoked for the remainder of the year.** If field trip privileges are revoked, the student may not come to school the day of the field trip. **The Disciplinary Review Board will review any subsequent suspension during the school year, as any suspension after the second suspension may result in expulsion from school.**

Suspension Guidelines

- All class assignments, quizzes, and tests will be made up by the student.

- At the end of the day, the student is responsible to find out what homework has been assigned.
- Any student suspended will not be allowed to attend school events (i.e. dances, games, retreat days) on any day suspended.
- **Any 8th grader suspended during the fourth quarter will not be allowed to participate in the class trip and the money collected for the trip in the 8th grade fees will not be refunded.**

Disciplinary Probation

Based upon the student's past discipline record and recommendations made by the Disciplinary Review Board, a student may be placed on Disciplinary Probation for a period of time to be determined by the Pastor and the Principal. Further disciplinary issues may require expulsion from the school.

Expulsion

The selling or possession of weapons, narcotic drugs or alcohol whether on or off campus or during any school sponsored activity, such as field trips, athletic events, etc. will result in immediate expulsion of the offending student(s).

Any threats or violence directed toward students, faculty, staff, or administration, whether on or off campus or during any school sponsored activity, such as field trips, athletic events, etc. will be taken seriously and could result in expulsion of the offending student(s). Any unauthorized recording of school staff (on or off campus) may result in immediate expulsion.

Any explicit sexual activity, either alone or with another student whether on campus or during all school sponsored activities, such as field trips, athletic events, festivals, etc. will result in immediate expulsion of the offending student(s).

****Assumption Catholic School will NOT share the consequences or decisions carried forth with any persons other than the child's parent(s).****

STUDENT ITEMS

LIBRARY BOOKS

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition each week when the student visits the library.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books will not receive progress reports or quarterly report cards until their account is cleared.

MATERIALS AND TEXTBOOKS

Materials and textbooks that are property of Assumption Catholic School must be treated with respect. Damaged or lost books must be replaced with cost of book plus shipping.

LOCKERS

Students in grades 5 – 8 are assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Students in Grades 5 – 8 are issued a school-owned combination lock to use to protect their personal items during the evening and on the weekends. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of Assumption Catholic School. Students will be responsible for replacement of any lost lock. A lock that is not locked on a student's locker during the school day will be taken from the locker. The student must report to the homeroom teacher to retrieve his/her lock at the end of the day. A \$5.00 fine is charged after the second infraction. Replacement locks cost \$25.00.

LOST AND FOUND

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found space in the Family Center/Gym. Items placed in Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

BIRTHDAY OBSERVANCES, GIFTS, and PARTY INVITATIONS

Birthday treats may be brought to school for students in Grades K through Grade 8. Students are invited to come to the Main Office for a birthday pencil. Invitations may only be distributed if all students in a class are invited to attend. Gift may not be distributed at school. Birthday treats may be brought in after consulting the classroom teacher (especially for allergies) and must be individually portioned.

LUNCH PROGRAM

Assumption Catholic School offers a hot lunch program daily. Meals are prepared in Jordan Hall or through the services of outside vendors. The cost of each meal will be deducted from the student's "My School Bucks" online account. Notice will be sent to parents when additional funds are needed on the account. Parents may also send a check to the school to be put on the child's account. No cash will be accepted in the lunch line.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents may not bring lunches or drinks from carry-out restaurants when having lunch with their child.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

PARENT INVOLVEMENT

HOME AND SCHOOL ASSOCIATION (HSA)

Parental support and participation is a key component to any school's success. While Assumption Catholic School has some of the best educators in Jacksonville, it is the combined efforts of teachers and parents/guardians that afford our students the quality education they deserve!

We have a lot to be proud of! Our students work hard to excel, and we know that parents are behind the scene pushing and encouraging.

Roll up your sleeves again this year and contribute your expertise and interests with the school and HSA. For a complete list of volunteer opportunities please visit our school website, assumptionjax.org click on the HSA tab. Bi-weekly emails will also be sent from HSA listing the most current volunteer needs. Make this year another phenomenal success for the students at Assumption Catholic School by donating your time!

SERVICE HOUR REQUIREMENTS

Like most diocesan schools across the nation, each family is required to complete 20 hours of verified service to Assumption Catholic School related activities between May 1, 2017 and April 30, 2018.

Parents may opt to pay a \$500 fee to waive the service-hour commitment. For this option, please submit payment to the "***Fund-the-Need***" link on the ACS website or on the link below. Monies collected here will go directly to a specific need predetermined by the HSA board and administration to benefit both the school and students. Please click on the link below to support the ***Fund-the-Need*** option and complete this form.

<https://form.jotform.com/61869171918165>

Families that do not fulfill the 20-hour requirement must pay a fee of \$25 per hour for the remaining balance of hours. Any family that has not completed their 20 hours prior to April 30, will be emailed on, Tuesday, May 1, 2018. This email will include a detailed report of all unserved hours as well as an invoice. Payment must be made within two (2) weeks and no later than, Friday, May 18, 2018. On, Monday, May 21, 2018 a second email will be sent informing families that their facts accounts will be charged on Monday, May 28, 2018 for all unserved service.

SPECIFICS

- **Field trips:** Chaperoning a field trip may count as a maximum of eight (8) volunteer hours and may only count as service once per year. Regardless if the trip is longer than 8 hours or if multiple trips are attended.
- **Church Service Benefiting ACS Children Directly:** Service opportunities include the church gift shop, church nursery, Parents in Prayer, All Pro Dads, Senior Luncheon, and Children's Liturgy
- **Other Church Service Volunteer Opportunities include but not limited to** alter rosary society. Alter Rosary Society will have a maximum of 4 hours to be used toward volunteer hours. The remaining 16 hours must be for the direct benefit of Assumption Catholic School, its students and/or teachers.
- **Food Donations:** A maximum of 1 hour may be submitted for providing cake, other sweets, casseroles, etc. For example, one (1) cake equals one (1) hour. Two (2) cakes may count as two (2) service hours, etc.

ADDITIONAL INFORMATION

- Submit volunteer hours exclusively online. All families are required to sign up for "***Track it Forward***" at www.trackitforward.com. Complete sign on directions are available on our school website.

- Volunteer hours must be submitted **within one month of service** in order to be credited for them. For example, you will not be able to submit hours in February for service completed in October.
- Every \$25 spent will equal one volunteer hour.
- For reimbursement or for service hours to be credited for items purchased for the benefit of ACS, you will need to submit your receipt to Becky Helms, HSA Treasurer, in the HSA mailbox in the front office.
- All individuals who volunteer in the school must complete the Diocesan mandated background check, and attend a Protecting God's Children class.
- The main responsibility of a volunteer is to assist the administration or teachers. For this reason, siblings are not allowed to accompany parent volunteers to school to serve lunches, to assist with class parties, or to help in the classroom.

**Should you have any questions, please feel free to email,
Grace Lipari, HSA President at hsa@assumptionjax.org**

PARENTS AS PARTNERS

As partners in the educational process at Assumption Catholic School, we ask parents:

1. To set rules, times, and limits so that your child:
 - Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the school dress code
 - Completes assignments on time
 - Has lunch money or nutritional snack/lunch every day.
 - Gets to bed early on school nights
2. To actively participate in school activities such as Parent-Teacher Conferences
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
4. To notify the school with a written note when the student has been absent or tardy
5. To notify the school office of any changes of address or important phone numbers
6. To meet all financial obligations to the school
7. To inform the school of any special situation regarding the student's well-being, safety, and health
8. To complete and return to school any requested information promptly
9. To read school notes and newsletters and to show interest in the student's total education
10. To support the religious and educational goals of the school
11. To attend Mass and teach the Catholic faith by word and example
12. To support and cooperate with the discipline policy of the school
13. To treat teachers, staff, and other families with respect and courtesy in discussing student problems.

PRINCIPAL AND PASTOR RIGHT TO FINAL SAY

The Principal and Pastor reserve the right to make final decisions or changes to all information stated in the handbook. [Failure to sign and acknowledge receipt of this handbook does not absolve families from the obligation to comply with all rules set out in the handbook and codes of conduct.](#)

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Assumption Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent

with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter(s) _____ to be photographed or videotaped at Assumption Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Assumption Catholic School.

Signed: _____

Date: _____

Return by Monday, August 14, 2017

Family Signature Page

I have read the 2017/2018 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent signature

Date

Parent signature

Date

Student signature

Date

****Parents and students must both sign.***

SIGNED FORM DUE TO Mrs. Jimenez by AUGUST 14, 2017