Assumption Academy

2026-2027

Parent – Student Handbook



http://www.assumptionacademy.org

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Assumption Academy
Parent-Student Handbook

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Pastor's Message

Dear members of Assumption Academy,

It is a pleasure as the new pastor of Assumption to welcome you to the school year!
To all the families, parents and students, welcome to the new school year and thank you for entrusting these years to us.
To all faculty and staff, welcome to the new school year as well and working with those entrusted to our care.

This handbook is a guideline for Catholic education that we are looking to build and help foster through the church and in the Academy. A handbook provides and speaks in certain ways to the basic foundations that we need to lay for our growth. Jesus reminds His Apostles that "if you love me you will keep my commandments." If we do so He will then send the Holy Spirit to provide us with the grace necessary to live this out. The school year that is about to begin brings several new faces in familiar roles. With the good foundation laid by those who have been here, we look to build on this in the stability found not just in fulfilling roles but the people that make up who we are as Assumption.

Hopefully, the foundation laid here allows all involved to have a blessed and fruitful school year and grow in God's grace and love.

God bless,
Fr. Finbar Ramsak O.S.B.
Pastor
Assumption Parish

Principal's Message

Dear Parents and Guardians,

Welcome to a new school year at Assumption Academy. It is both an honor and a blessing to join this wonderful community as your new principal. I am excited to begin this journey with you as we work together to provide an exceptional Catholic education rooted in faith, academic excellence, and service.

At Assumption Academy, we are committed to nurturing the whole child: mind, body, and spirit. Guided by the teachings of Jesus Christ and inspired by our Catholic faith, we strive to create a safe, caring, and respectful environment where every student is known, valued, and encouraged to reach their God-given potential. Our dedicated faculty and staff work each day to foster a love of learning while helping students grow in character, leadership, and discipleship.

This handbook serves as a guide to the expectations, policies, and procedures that support a positive and productive learning environment. We encourage you to review it carefully and discuss its contents with your child. A strong partnership between home and school is essential to a child's success, and we are grateful for the trust you place in us as co-educators in your child's faith and academic journey.

At Assumption Academy, we believe that a consistent approach to discipline and uniform compliance fosters a safe, respectful, and faith-filled learning environment. Rooted in our Catholic values, students are expected to demonstrate respect, responsibility, and integrity in both their behavior and appearance. Wearing the school uniform with pride promotes unity, minimizes distractions, and reflects our shared commitment to excellence. When concerns arise, we partner with families to guide students with compassion, accountability, and the goal of helping each child grow in character, self-discipline, and their relationship with Christ.

Cooperation between families and the school is vital in promoting the best interests of every student. We ask for your support of the policies outlined in this handbook, recognizing that they are intended to create a safe, respectful, and faith-filled community for all. Through open communication, mutual respect, and shared commitment, we can work together to ensure that each child receives the guidance, encouragement, and opportunities they need to flourish.

Thank you for entrusting your children to our care. Together, as partners in education and faith, we will continue to build a community where students grow academically, spiritually, and socially while developing a lifelong relationship with Christ.

Should you have any questions regarding your child or the information contained in this handbook, please do not hesitate to contact your child's teacher or the school office. We are here to support you and your family.

Thank you for your partnership and trust. May this school year be filled with faith, growth, joy, and abundant blessings for your family.

In Christ,

Tom Krebs
Principal
Assumption Academy

Mission

Guided by our Heavenly Mother Mary, the Assumption Academy family prepares future leaders through faith formation, academic growth, and service to others.

Belief Statement

We believe:

- each person deserves to be loved, respected, and valued as a child of God
- in providing each child the opportunity for growth according to his/her need, ability, and potential
- in instilling a value of service to people in our parish, community, and the world at large
- in educating the entire child: spiritually, morally, intellectually, socially, emotionally, and physically
- in guiding our students to be active Catholic parishioners and active members of the parish community
- in promoting respect for oneself, respect for others, and responsibility for one's actions
- in fostering an appreciation of God's creation through the study of all disciplines, using innovative, contemporary methods
- that we are partners with families, and value working together, as a team
- that every child is a gift from God

Philosophy and Objectives

To encourage the development of an individual who is intellectually, morally, emotionally, aesthetically, and socially competent, the teachers strive to inspire and encourage students to:

- o Build a faith community by learning Catholic doctrine and truth in order to grow and develop in their relationship with God.
- o Develop an appreciation of the worth and dignity of every person.
- o Integrate religious values with all other knowledge.
- o Participate actively in creating an atmosphere of love within their families, their school and their parish.
- o Learn ways of giving service to others and to take an active part in service projects involving the family, the school, the parish and the community.
- o Gain basic knowledge, understanding, and skills in reading, writing, mathematics, social studies, science, health and computer; achieving academic excellence according to their ability.
- o Appreciate the fine arts as a fundamental part of life.
- o Learn habits of good mental and physical health.
- o Develop a sound body through a series of physical activities.
- o Apply the knowledge gained to make sound judgments based on Christian principles.
- o Foster an attitude of self-discipline providing an atmosphere for a challenging academic program.
- o Develop desirable attitudes and behavior in interpersonal relationships.
- o Accept responsibility for one's own actions.

Parent Expectations

To establish an atmosphere for educational success and Christian growth, the following responsibilities are essential:

- o As primary educators, parents are the first role models in areas of faith and morals. Every child should attend Sunday Liturgy each weekend. Children of other faiths should attend their Faith Service.

- o Make prayer a daily habit of your family's lifestyle.

- o Stimulate productive accomplishments by providing a safe and comfortable work environment.

- o Guide your child from the earliest years to develop socially and acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions.

- o Encourage in your child a desire to learn and a respect for self and others.

- o Teach your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others.

- o Know and understand the rules your child is expected to observe at school and be aware of the consequences for violations of these rules.

- o Be sure your child attends school daily and is on time.

- o Make certain that your child is clean and dressed appropriately.

- o Be supportive of our staff and adhere to the policy and regulations as stated in this handbook.

General Information

Admission

Assumption Academy located at 9183 Broadview Road in Broadview Heights, Ohio 44147 has adopted the following racial/national origin nondiscriminatory policies.

Assumption Academy recruits and admits students of any race, color or ethnic/national origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

Assumption Academy will not discriminate on the basis of race, color, or ethnic/national origin in the hiring of its certified or non-certified personnel.

Parishioner Admission Policy:

The Diocesan School Board's definition of a parishioner is: "One who is registered, attends, and contributes to the parish to which one belongs." Therefore, the following conditions must be met before any child will be accepted:

1. Families registered in Assumption Parish are given priority for new student's admission.
2. The family must support the church to the best of its ability.
3. There must be evidence of the practice of the Catholic faith.

Non-Catholic Admission Policy:

The very nature and purpose of Assumption Academy requires all students to participate in Religion classes and activities. Catholics are expected to be active participants. Non-Catholics participate by their very presence. Regardless of their professed faith, non-Catholic students are required to complete the assignments and will receive a grade in Religion.

Registration:

Registration for students attending Assumption Academy the following school year takes place in January. All new students are accepted on a probationary basis for the first interim period, or longer if necessary, to assess whether or not the school program will best support the student's learning and development.

Students are accepted on a yearly basis and must apply for re-admission each year. Acceptance for admission/readmission will be based on academic progress, appropriate conduct, and fulfillment of all financial obligations. The school has the final authority for acceptance for admission/readmission.

Children entering kindergarten must be five-years-old by August 1st. A conference with the principal and a meeting with the pastor is also required for registration in kindergarten.

Children will be considered who have completed DIAL 4 screening. Kindergarten screening assists in understanding the child's developmental readiness for kindergarten.

Children entering grade one must be six years of age by August 1st and/or provide evidence of successfully completing a year of Kindergarten in an accredited school.

Grades 2-8 Transfer students are required to present their recent report card and all standardized test scores.

All new students must present a copy of their birth certificate, baptismal certificate, and a record of all required immunizations. All new families must interview with the Principal and the Pastor before acceptance is considered to Assumption Academy.

The application process offers no guarantee of acceptance.

School Day & Arrival/Dismissal Procedures

The school day begins at 8:00 a.m. and ends at 2:25 p.m. Students may enter the building between 7:40 a.m. and 7:59 a.m. For the safety of our students and staff, all doors remain locked until 7:40 a.m. Students entering the building prior to 7:40 a.m. are required to be enrolled in the Before Care Program. All children must enter the doors by the Fellowship Room and wait under supervision for the 7:40 a.m. bell to ring. Students arriving after the 8:00 a.m. bell will be marked tardy. Three tardies in a quarter will be an automatic detention.

Cars may not park in the fire lane. The turn-around lane may only be used for morning drop-off of children. Children should exit the car by the door near the curb for safety. Cars should not pass another car in the turn-around. Wait for the car ahead of your car to move on before moving. Car drivers must drive slowly and cautiously in our parking lot, for the safety and protection of our children. Upon dismissal from school, car riders should wait until all buses have left the schoolyard. Car riders are then dismissed to their cars. Drivers should wait until all children have boarded their cars before departing from the parking lot. If there is a change in a child's regular means of transportation for dismissal, please put it in writing to the teacher and office. Please call the school office by 12:00 noon with changes in transportation. Please refrain from calling at the last minute with a change in transportation unless it cannot be helped. It is our intention to keep our students safe.

Before Care and After Care (Extended Care) Programs:

Supervised care is provided before and after school, when classes are in session only.

- Before Care: 6:45 – 7:40 a.m.
- After Care: 2:25 – 5:30 p.m.

Extended Care includes recreational and study times, as well as a snack, depending on the time frame of care. Families need to register for this program. Information may be obtained

by calling the school office. Families enrolled in the Extended Care Program must abide by the Extended Care Handbook.

Dismissal Procedures: <u>Students are dismissed at 2:25 p.m.</u>

Bus Dismissal:

1. WALK directly to the bus.
2. Follow the directions of the dismissal supervisor.
3. Safely enter and exit the bus.
4. Follow the bus rules of the public-school district that provides transportation.
5. A student may not ride another bus other than the one assigned.
6. Buses will not transport any student living outside their respective school districts.

Rider Dismissal:

1. Walk out of the building.
2. Follow the directions of the dismissal supervisor.
3. Students may not go home with another parent or adult without written permission from the child's parent and approval of the administrator.

Walker Dismissal:

1. Walk along the designated sidewalk and crosswalk locations.
2. Students walking to areas other than the designated address need to have written permission from the parents to engage in this activity. The permission must state the following, "I, _____ give permission to my child to walk home from Assumption Academy. I will not hold the school liable for any actions that happen to my child while walking home." This permission can be given for a particular day, month or school year.

The school's responsibility for students does not extend beyond 2:25 p.m., unless students are registered in the Extended Care Program. Other than unforeseen circumstances, students should be picked up at 2:25 p.m. The school office should be notified if, on occasion, students must remain at school later. These students must wait on the bench by the office for proper supervision. Office staff must be notified when parents arrive for pick up.

No child may leave school property during the school day without written consent of parents and knowledge of the principal. A parent/guardian must come into the building and sign their child out and then escort their child to the vehicle.

<u>Bus Transportation Rules</u>

The city school Transportation Departments maintain their buses and establish the code of conduct for the riders.

A safe and efficient school bus program calls for teamwork by pupils, parents, bus drivers, teachers, and principal. Without teamwork, a school risks what it cannot risk... the injury of a student.

To provide the kind of transportation system we all want, these transportation departments have developed a set of rules and regulations. These regulations cannot be abused. We must conform to the regulations established. If there are any questions concerning transportation, please call the transportation department of your local school district.

The following procedure is used for disruptive behavior while riding the bus:

- o A citation will be issued by the bus driver.
- o After 3 citations, the child may be suspended of riding privileges for 5 school days.
- o Consequences for further disruption will be the loss of bus privileges for an indefinite period of time.

Students may not transfer buses or get off at different stops, unless they will be going home to an empty house. In such cases, which would not be on a regular basis, a note must be written to the principal and the bus driver, stating the reason. Going to someone's house to play or work on a project is not a sufficient reason.

Any behavior that distracts the school bus driver is a serious hazard to the safe operation of the bus and jeopardizes the safety of all passengers.

The following directives are to be observed:

Getting On and Off the Bus:

- o To help maintain morning schedules, all students must be ready and waiting when the bus arrives.
- o Riders must stay off the road at all times while waiting for the bus. Riders must conduct themselves in a safe and polite manner while waiting.
- o Riders must wait until the bus comes to a complete stop before attempting to board.
- o Crowding and pushing is dangerous and must be avoided when getting on and off the bus.

Rules on the Bus:

- o Loud talking and laughing or unnecessary confusion can divert the driver's attention and may result in a serious accident. Riders must talk quietly at all times when riding the bus. There is to be no talking at intersections and railroad crossings.
- o Bus riders must never tamper with the bus, outside or inside, or with any of its equipment.
- o Any damage done by students riding the school bus, such as a cut cushion, broken window, etc., will have to be paid for by the student or parents. Throwing anything in the bus or out of an open window is prohibited.
- o Riders must always keep arms inside the bus when the windows are open.
- o Books, packages, coats, and all other objects must be kept out of the aisles.
- o Eating is not permitted on the bus at any time.
- o The driver shall be responsible for the orderly conduct of the students. While on the bus the students are under the authority of, and directly responsible to, the driver.

- o The driver shall be responsible for the discipline of the children on the school bus. In the event of misbehavior, the driver may issue a citation.
- o If the misbehavior is of such seriousness as to warrant the child's being excluded from the bus, the decision will rest with the principal who will inform the parents.
- o Any violation of the above rules and regulations may result in the suspension of transportation privileges.
- o If an offense is smoking or vandalism, or constitutes a major safety hazard, no warning will be given, and the principal may suspend privileges with written notification to parents.

If there are any questions concerning transportation, please contact the transportation department of your local school district.

Attendance

Children between the ages of 6 and 18 are required by law to attend school punctually and regularly. Regular attendance in school is compulsory according to state law Ohio Code 3321.01 and 3321.03. Irregular attendance will be investigated and reported to the proper authorities.

Parents and students must accept full responsibility for regular attendance. Parents must be aware of their serious obligation to have their children attend school daily unless there is a legitimate reason for excused absence. These are:

- o Death in the family.
- o Serious illness in the family that makes it necessary for an older child to stay home and take care of younger children.
- o Personal illness.
- o Urgent medical or dental assistance (ordinarily dental and medical appointments should be made outside school hours).
- o Quarantine of the home.
- o Any circumstance which, in the judgment of the principal, constitutes a good and sufficient cause for absence from school.
- o Emergency weather conditions or transportation difficulties.

Absentees miss valuable class instruction, discussion, and the continuity of work. Regular attendance is important not only for success in school, but also because it builds habits and attitudes of responsible behavior important for life. Students are responsible for making up all work missed because of absence. Teachers will be glad to give help, but it is the duty of the student to seek it and be willing to put extra time into study.

Attendance Procedures

1. Parents are asked to report all absences to the school office, as soon as possible, but

not later than 8:30 a.m. the day of the absence.

2. When creating an exception for the current day (i.e. late arrival or early dismissal of a student), please note the cut-off time is 1:25 PM.
3. Please inform the office of any communicable diseases so that these can be listed on our health records.
4. Students are required to bring a written excuse signed by a parent or guardian stating the reason for the absence or tardiness.
5. Please be aware that if a parent does not report the child's absence the school has the responsibility to notify the parents of the student's absence. Parents may be called at their place of employment if necessary. We are bound to do so by state attendance mandates and our desire to provide for the safety and best interest of the children.
6. Students that are tardy must report to the office and receive a tardy slip before entering the classroom. Students are marked tardy after the 8:00 a.m. bell. **Parents are required to enter the school building and sign their child in when they arrive after the 8:00 bell.** Tardiness is damaging to academic achievement and to the development of personal responsibility. Tardiness is defined as arrival after 8:00 a.m. regardless of circumstance. These will accumulate and may result in disciplinary procedures. Jr. high students (grades 7 and 8) will also be marked tardy if they are not seated in their homerooms after the 8:00 bell rings. During each quarter a maximum of three times being tardy will be permitted without any disciplinary action. On the third occasion of being tardy, a letter will be sent home with the child. This letter must be signed by the parent and returned to school. A recess detention may be issued on the fourth time a child is tardy. After school detentions will be issued on the fifth and each subsequent time a child is tardy. Parents are encouraged to meet with an administrator to discuss problems with tardiness.
7. A student who leaves school and is absent for more than two hours will also receive a ½ day absence. A student arriving at school after 1:00 p.m. and who was not present in the morning will be marked absent for the entire day.

The principal reserves the right to make decisions concerning absences and tardiness.

<u>Unexcused Absences</u>

Students that are not present at school for reasons other than those stated on the previous page will receive an unexcused absence.

Parents may choose to not send their child on a particular field trip after having discussed their reasons with the child's teacher and/or the principal. The school will respect the parent's decision on this matter. However, the child must be present at school and he/she will be assigned an appropriate certified teacher and/or administrator who will supervise the student during the time of the field trip.

Attendance at After School Activities:

A student may not participate in a school-sponsored activity (i.e. drama production, concert, social, dance) unless he/she has been in school at least one half-day (8:00 a.m. - 11:00

a.m./11:00 a.m. - 2:10 p.m.). Exceptions can be made if:

- He/she has a prearranged doctor/dentist appointment and has followed procedures for being excused from school.
- There has been a death in the family.
- An emergency occurs at home and the parents have contacted the principal. All exceptions must include permission from the principal to be present and/or participate.

After-School/ Co-Curricular Events:

Participation in Assumption Academy after-school and co-curricular events, including dances, socials, and music programs, among others are offered for the benefit of our students. Students must be present in school at least one-half the scheduled day (8:00 a.m. -11:00 a.m./11:00 a.m. - 2:25 p.m.) in order to participate in a co-curricular event. It is our belief that students are expected to behave respectfully and properly in the regular classroom setting and in the overall school environment. Therefore, administration reserves the right to prohibit students from attending after-school/co-curricular events. Students in attendance at any Assumption Academy after-school or co-curricular events who do not follow the code of conduct may be removed, receive disciplinary action and may not be permitted to attend other after-school/co-curricular events. Parents will be called to pick up their child. Any student who is suspended from school or is serving a detention is not permitted to participate in or attend any after school or co-curricular events during the day of the detention and/or suspension.

Vacation Policy

Classroom learning experiences are irretrievable and cannot be repeated. Vacations during the school year count as unexcused absences.

Should a vacation become necessary, it is the responsibility of the parent to notify the school office and the classroom teacher **two weeks** in advance of the family vacation.
Since it is difficult to predict the amount of schoolwork that will be accomplished during the child's absence, all assignments will be given to the student upon returning to class. No homework/class work will be given to the student to be completed during the vacation.
Students will have the opportunity to make all schoolwork up in a maximum of ***three school days*** *(this includes students on an IEP or Accommodation Plan).* It is also the responsibility of the student to complete all missing tests during this time period ACCORDING TO THE SCHEDULED TIMES WHICH ARE SUGGESTED BY THE TEACHER(S). Any missing work, including tests, not completed during this time period will receive the grade of 60%.

Academics

Curriculum

The curriculum of Assumption Academy is continuously studied by the teachers and administrative staff to keep subject matter current and to provide the best educational materials, equipment, and methods available. Through the curriculum, we meet the challenge to build and maintain a quality education.

Through their daily curriculum, our students grow spiritually, intellectually, socially, emotionally, morally, and physically. The curriculum includes all school activities and a broad range of subjects in addition to field trips and outside speakers.

Religion:

Students receive religious instruction and/or participate in religious activities daily. The basic text used is the Christ Our Life series by Loyola Press.

Students celebrate Mass as a student body each Friday at 8:15am. Parents are invited and encouraged to attend these liturgies. In addition to attending Mass, the children are given opportunities for the reception of the Sacrament of Reconciliation, to pray together in their classrooms and to participate in other celebrations such as Eucharistic Devotions, Stations of the Cross, and May Crowning as a part of their religious education. Students who have been selected for practicing the Virtue of the Month will be recognized during monthly prayer services at the end of the month. The Pastor visits classrooms weekly.

Religious education at school is supplemental to the faith witness and example given by the parents at home. Attendance at Sunday Mass with families and reception of the sacraments are expected.

Parent meetings for parents of second graders are provided by the DRE (Director of Religious Education) before the reception of the sacraments of Reconciliation and First Communion. At least one parent is required to attend. Parents and eighth grade students who will be confirmed must attend the Confirmation Meeting.

Reading:

Reading is at the foundation of our curriculum because a student that can read and comprehend can learn effectively and efficiently. Our reading program begins in kindergarten with readiness skills, alphabet and word recognition, and beginning sounds. Throughout grades K-2 there is an emphasis on phonics, vocabulary, memory and pattern words, and comprehension. Grades 3-8 continues to develop and refine basic skills and emphasize critical reading, reading to learn, analysis, evaluation of various genres and study skills. Students in grades 2-8 use trade books in addition to our school's reading series. Students in grades 6-8 who meet specific objective criteria are enrolled in an advanced literature course where higher level thinking skills and more challenging genres are employed. Our library program and classroom reading incentives help to motivate recreational

reading.

Math:

The math curriculum applies the Ohio math teaching standards from grades K-8. The math series in grades 3-8 provides adequate practice and review to ensure mastery of skills and concepts. The standards are introduced with concrete methods and then transitioned to abstract thinking. The students learn mathematical operations with whole numbers, decimal numbers, and fractions. The students also learn problem-solving strategies. Enrichment opportunities are provided to the students through IXL, BrainPop, and STREAM/PLTW.

Social Studies:

A unified approach to social studies is taught utilizing technology at all grade levels. Concepts from each of the six disciplines (history, sociology, geography, philosophy, economics and political science) are introduced and integrated at appropriate grade levels. Lessons incorporate various disciplines and cross-curricular activities, maximizing critical thinking and problem-solving skills.

Language Arts:

Emphasis is placed upon communication skills. Grammar and composition are blended so that students can practice using grammar skills and concepts in their writing. Students will learn to speak in front of an audience, listen actively, write clearly and concisely, and spell correctly. English class is another way to emphasize thinking and reading skills. Legible handwriting is also practiced in grades K-4 and reinforced in written work for grades 5-8. Cursive handwriting is introduced in second grade.

Science:

"Hands on and Minds on" characterizes our science program in grades K-8. Students answer “why " questions by investigating lab experiments and STREAM/PLTW activities. Our science program focuses on the scientific method and student involvement at each grade level. Lab kits are utilized in which the children can either observe or perform experiments related to the content under study.

Our seventh grade students host a local science fair every year. Projects are designed and explained by the students and judged by teachers from other schools as well as industry leaders. Those students who meet certain criteria (earning superior) go on to regional competitions and are often recognized for their hard work. Some students may have the opportunity to compete at the state level!

Health and Safety:

Students are encouraged to know and understand the human body. The health program emphasizes social and emotional behavior, physical hygiene, dental health, nutrition, disease prevention, saying "no" to drugs, and general safety. Students learn safe habits and are encouraged to practice them at all times.

Music:

Children are given a basic understanding of music and are encouraged to participate in and to enjoy musical activities. Instructional lessons correspond with the National Arts Curriculum and Diocese of Cleveland Curriculum. Instrumental band is offered to students in grades 4-8. Students practice individual talents, grow as an ensemble, and showcase performances at Christmas and Spring concerts.

Physical Education:

An organized, skill oriented physical education program is conducted in grades K-8. Physical fitness, team participation, good sportsmanship and the importance of physical activity for a sound mind and body are emphasized.

Art:

The art program stresses creativity and appreciation. The children are encouraged to express their personal feelings in their artwork and to recognize and appreciate good art. Artwork by each student is displayed at an annual art show. During the year students also have opportunities to submit artwork to various competitions.

Technology/Computer Program:

The computer program is fully integrated into our curriculum. Project Based Learning is created collaboratively with the grade level teacher and also ties into grade level curriculum. Students are taught to use the computer as a learning tool. Students are introduced to Microsoft Office in first grade, and are completely proficient in Office by the end of 8th grade. Students are also taught to use Open Office through the use of Google Docs, which also aids them as a collaboration tool. Students are taught keyboarding skills starting in 3rd grade, which is when they develop the hand dexterity to type on a keyboard. They are introduced to important key locations in earlier grades. Students in grades 3-8 are taught research skills, develop problem-solving skills and experience real world simulations. With a fast-moving world of technology, our students learn beyond the basics. By the end of 8th grade students will have experience in computer programming and coding as well.

Project Lead the Way

Project Lead The Way (PLTW) is a nationally recognized STEM program that provides students with engaging, hands-on learning experiences in engineering, technology, and problem-solving. Through real-world projects and collaborative activities, students develop critical thinking, creativity, communication, and teamwork skills while exploring concepts in design, innovation, and engineering. At Assumption Academy, PLTW complements our academic curriculum by encouraging students to become confident learners, thoughtful problem-solvers, and future leaders in an ever-changing world.

Please refer to our school's Acceptable Use Policy, which is found in the Appendix.

Homework

Homework is an extension of school learning as it provides opportunities to recall, apply and review knowledge and skills as well as research new topics. It allows students to work independently, develop self-confidence, responsibility, self-discipline, and improve organization, study habits, and time management. Homework is a way to help students develop work habits that will assist them throughout the years spent in school.

Homework is a part of the regular routine, assigned throughout the week, but rarely on weekends. It is expected that students do more than just written assignments and that a consistent program of study and review, including outside reading, become a daily habit. A conscientious student will independently review or broaden his/her perspective concerning daily work each night, to strengthen each day's foundation, assuring a solid beginning to the next day's work.

Homework is given to encourage and extend learning and should not be viewed as a punishment. The time spent doing homework depends on the type of assignment and the age, grade level and ability of the child. No definite time limit can be determined for all. Each teacher will inform parents at the beginning of the school year as to the procedures for homework assignments and the approximate time that should be spent daily. Longer assignments are given for students in grades 4-8. These provide an opportunity to guide the students in the appropriate use of time to avoid last minute cramming.

Students will be given time to make up assignments missed during absence. In the event of an extended absence, please arrange to have your child's work picked up from the teacher. A note to the teacher requesting assignments because of illness is required. Homework assignments missed due to a family vacation during the school year will be made up upon the student's return to school.

Recess and after school detentions may be given to students who have missing or incomplete homework assignments. Individual teachers will determine the appropriate consequence for missing and incomplete homework assignments. If a student receives three after-school detentions for missing or incomplete homework assignments, he/she will be placed on a homework contract. The student, teacher, parent, and/or principal will form the details of each contract.

Parents can help their child develop routines that will assist in successfully completing homework assignments. The following are offered for this purpose:

- Ask your child if he or she has homework. Students are strongly encouraged to use school-provided assignment notebooks in grades 2-8. By asking your child, you are helping them to remember their work. It also reinforces the fact that homework is important.
- Utilize ProgressBook daily to view your child’s assignments and/or progress on completed assignments, as well as to stay informed with course information.

- o Become involved in your child's work. Ask to be shown the work when completed. Learning about your child's work helps the child understand that you are interested in his/her progress. This also keeps you informed about your child's progress and the program of study in the classroom.
- o Remember that homework is your child's work. Your concern should be focused on whether your child did the work. If your child has trouble with an assignment, provide assistance to the best of your ability and write the teacher a note about the problem. The teacher can then clarify or provide remedial assistance in school.
- o Help your child set a regular homework time each day and remain with that commitment. Provide your child with a quiet place to work where he or she is not disturbed.

Please contact your child's teacher with regards to homework problems, especially if your child is spending a great deal of his/her time completing the work.

Special Services

Learning disabilities tutoring is provided through federal and state funding for those students who have been identified by Brecksville/Broadview Hts. City Schools. We are proud to be a Jon Peterson Scholarship Provider. The scholarship funds are used exclusively to provide support services to students. Students can receive services under the Jon Peterson Scholarship once accepted to the school. Services Provided include; education services, intervention services, school nurse services, school psychological services, speech and language services, and aide services. Quarterly IEP progress reports will be provided for all students on the Jon Peterson Scholarship. Students receiving services through equitable funding or auxiliary services cannot receive the same services through JPSN.

Testing Program

Grades	Tests Given
K- 8	Diocesan Required Assessments (MAP)
2-8	ARK Religion Test
K-8	Individual psychological testing is available with parent consent.

The testing program strives to improve the quality of learning and instruction. Tests can also provide information for curriculum development, analyze pupil progress and document the level of total school achievement.

Learning Commons

All students have regular access to the learning commons and are free to draw from our collection of books.

Charges for a lost or damaged book will equal the purchase price of the book. Book

borrowing privileges are forfeited until a lost or damaged book has been returned or paid. Report cards will not be issued until all fines are paid. Students are not fined if they are absent on the day or days their book is due, please notify the learning commons staff when absent. However, students must return books the first day they return.

Awards

Students receive special recognition at school through a variety of awards programs based on GPA and contingent upon appropriate conduct. The Honor Roll promotes and recognizes academic excellence. Students in grades 4-8 are eligible for Honor Roll. A Student receiving a 3.7 and above in all of the major subject areas and the special subjects will receive the Principal's Honor Roll. Students with a 3.4-3.699 in all major subjects and special subjects combined will receive an Honor Roll Award. Finally, a child having received 3.0-3.399 in all major subjects and the special subjects combined will receive a Merit Roll Award. Students possessing various aspects of good citizenship and work habits are eligible for the Viking Award. Teachers and parents are requested to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Athletic accomplishments for teams are also recognized in our morning announcements.

Grading Scale

The following Diocesan grading scale/GPA will be used for report cards and interim reports:

A+ 98-100	4.33
A 95-97	4.0
A- 93-94	3.7
B+ 90-92	3.33
B 87-89	3.0
B- 85-86	2.7
C+ 82-84	2.33
C 79-81	2.0
C- 77-78	1.7
D+ 75-76	1.33
D 72-74	1.0
D- 70-71	0.7
F Below 70	0.0

Students in Grades 4-8 will receive letter grades in all classes including special classes (physical education, computer, music, art, and Spanish).
Students in Grades K-3 will receive Standards Based Grading. K-3 teachers will provide more detailed information.

Specials classes in grades 1-4 (computer, physical education, music, art, Spanish) use the following grades:

O = Outstanding
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Retention

The final decision to retain a child will be made by the principal after consultation with the teacher and parents of the child. A child should be retained only if it is presumed he/she will profit from it.

Retention may be considered for the following reasons:

- o Failure in 3 or more major subjects. The major subjects are language arts, mathematics, social studies and science. (Failure in an individual subject is defined as receiving a grade of F for more than two quarters). Daily work should consistently show failing marks.
- o Failure to master fundamental skills of reading in the primary grades.
- o Retention for other good and sufficient reasons, such as immaturity.

Withdrawal

The following steps are necessary to withdraw from Assumption Academy.

1. Meet with the administrative assistant and complete a withdrawal form.
2. That form is signed by both principal, and parent(s)/guardian(s).
3. A request for release of records form is provided to the family.
4. Withdrawal is effective as of date on completed withdrawal form.
5. A withdrawal from school warrants the termination of services.
6. All other fees or canceled services are the responsibility of parent(s)/guardian(s)

Communications Between Home and School

Communication between home and school plays a vital role in the effectiveness of the educational process. Both home and school gain advantages when there is a meaningful exchange of information. The following are examples of home and school communications:

Report Cards

Report cards are issued four times per year.

Student records are confidential. In order to protect the privacy of our students a request of release of student records must be made in writing.

ProgressBook

Assumption Academy uses ProgressBook as our electronic grade book. Parents will be given a password that will allow them access to their child's grades. Parents will also be given a password for each of their children; these passwords can be shared with the children. Parents are encouraged to check this site frequently for grades, homework assignments, and other information that is sent by the child's teachers.

Interim Progress Reports

Students will receive a progress report for the following reasons:

- The student has a deficiency in a subject or subjects (the student is achieving a D+ average or below in any subject area).
- Poor behavior or work habits.

Parent-Teacher Conferences

When parents and teachers work together, it creates an atmosphere that is most beneficial to the child and the learning situation. Formal parent teacher conferences are scheduled in the fall and then again in the spring at the request of either the parent or the teacher. These conferences are held so that the parent and the teacher can plan how to maximize the student's performance. You are encouraged to ask the teacher for a conference to discuss any issue pertaining to the welfare or progress of your child. Please contact the school office or teacher at least two days in advance to make appointments. At no time will conferences at any length be held during regular school time when teachers are responsible for students in the classroom.

At the conference, parents meet with the homeroom teacher and may request any additional conferences with auxiliary service teachers. Parents should always consult the teacher before contacting the principal in all matters pertaining to the student's academic or behavioral problems. Organizations such as Parents Corps, Pastoral Council, etc. are not considered proper channels.

Intervention Assistance Team (IAT)

An Intervention Assistance Team (IAT) that consists of administrators, teachers, support staff and parents. The team provides intervention strategies, short-term consultation, resources and continuous support for students experiencing academic, social, or behavioral concerns.
The goal is to develop the best possible plan to assist the referred student to achieve academically or behaviorally. The focus is always on what can be done to assist the student to be more successful. The classroom teacher, parent or principal may refer students to the IAT. These services are not part of the Jon Peterson Special Needs Scholarship.

Visits to Schools During Class Time

We make every attempt not to interrupt the instructional process. Research has proven that the one critical factor that can increase student achievement is time on task. Teachers are not permitted to leave classrooms unsupervised when classes are in session either to answer phone calls or to confer with parents in the hallway. Accordingly, no one is permitted to go directly to a classroom without the permission of the principal.

If it is necessary to bring something to your child during the school day, it should be taken to the school secretary. The secretary or the principal will take the article or message to your child. We appreciate your support in attempting to alleviate distractions to the learning environment.

For the protection of the students and security in the school, it is required that any person entering the building during the school day comes directly to the main office through the front doors. All visitors are required to sign in and receive a special pass.

Field Trip Permission Forms

Each time your child leaves the building for a field trip, a written permission slip signed by the parent must be on file in the office. No child will be allowed to attend any field trip unless a signed permission slip is on file before the class leaves for the trip.

Teachers, with the approval of the principal, arrange field trips. All school regulations are in effect during field trips. No student is permitted to join his/her class at a different time unless a written note from a parent or guardian is received and permission is granted from the homeroom teacher and administration. Parents are not permitted to withdraw other students (such as siblings) from classes to accompany a class on a field trip. Parents are encouraged to attend field trips with their children, as space provides. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. A fee may be requested from each student to cover transportation or facility use costs.

High School Shadowing

Students in upper grades are permitted to shadow at area high schools for a period of one day in 7th grade and TWO days during the first semester of 8th grade without being marked absent. Written notice must be given to the office at least three days prior to the date requested for the shadowing experience. Students also should check with their teachers concerning the feasibility of shadowing dates. The office will provide the student with a written permission slip that may be requested by the high school. Any student that shadows at a high school without prior permission from the office will receive an Unexcused Absence for the day and a zero for all assignments. Students may be requested to provide proof of the shadowing experience upon their return to school. Students in grades other than Junior High are NOT

permitted to participate in any shadowing experiences offered by the area high schools without the approval of the principal.

8th Grade High School Privilege

In February each school year, once an 8th grade student has been accepted into high school they can earn a special privilege. If the 8th grade student memorizes and can recite their high school alma mater to Mr. Krebs, then he/she can wear their high school tops or hoodie on Thursdays for the remainder of the school year.

Transferring to Another School

If you are transferring your child to another school, you must sign a release of information form so that your child's records can be sent to his/her new school. No academic records will be forwarded to the new school until all financial obligations have been settled.

Tuition and Instructional Fees

Tuition for the 2026-2027 academic year is as follows:

3 Year Old Program (P3): 2 days/week (Tuesday and Thursday)
8:30 AM – 11:00 AM
*Child MUST turn three by August 1st
Tuition: $1,800/year
Non-refundable registration fee of $150

4 Year Old Program (P4): 3 days/week (Monday, Wednesday, and Friday)
8:30 AM – 11:00 AM
*Child MUST turn four by August 1st
Tuition: $2,200/year
Non-refundable registration fee of $150

Pre-K Program (PK): 5 days/week (Monday – Friday)
8:00 AM – 11:30 AM
*Child MUST turn five by December 31st
Tuition: $2,500/year
Non-refundable registration fee of $150

Optional Afternoon Enrichment for AM P4 & Pre-K: 3-5 days/week (Monday - Friday)
11:30 AM -2:00 PM
P4 Tuition: $1,500/year
PK Tuition: $2,500/year

Kindergarten – Grade 8
Tuition $6,600
Non-refundable Registration Fee: $150 per student (not covered by scholarship)

Tuition may be paid annually, or monthly (spread through 10 months) through Blackboard *Tuition Management*. The EdChoice Scholarship Program provides state-funded scholarships to students who attend, or are assigned to, EdChoice designated public school buildings. The scholarship must be used for tuition to attend private schools that meet requirements for program participation.

Hot Lunch and Milk Programs

A hot lunch is available to purchase that meets all health standards. Money will be collected monthly. Order forms will be provided for the placement of each child's order. (Each child's order must be on a separate order form). Place the check or cash and the order form in an appropriately marked envelope. No change will be made once the order is placed. You will be notified as to the date and the amount due.

Assumption Academy also participates in the Federal Milk Program. This keeps our milk cost to you as low as possible. You will be notified as to the date and the amount due. Please put the money (cash or check) for the family in an envelope. Indicate on it the children's names, grades, and type of milk desired. Milk received at school may not go home.

Lost and Found

All clothing found in school, regardless of value, is placed in the lost and found located in the school office. Any usable articles of clothing not claimed at the end of each quarter will be donated to the poor. Money, jewelry, and other articles of value are turned into the office. Students or parents may claim them after proper identification.

Birthday Celebrations

Students may dress down and out of uniform (following the acceptable out of uniform guidelines) on their birthday. Students with a summer birthday may celebrate their half-birthday. In consideration of all students, birthday party invitations must not be exchanged at school. Any treats must be store bought and given to students to take home at the end of the day if possible.

School Snacks

In efforts to promote a healthy lifestyle, students in grades K-5 who partake in a daily snack break are advised to bring in either fruits or vegetables in lieu of candy, potato chips, or other empty calorie foods. (Examples include: raw fruits and vegetables, applesauce pouches.)

Students Using School Telephones

The office telephones are business phones and are not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another child's home after school).

Safety and Medical Issues

Illness

Children who are ill should remain home. If a child becomes ill at school, he/she may not leave without the parents or those designated on the emergency form being notified and arrangements made for getting the child home. Those picking the child up must sign the child out in the office. Children will be monitored in the clinic by the nurse, health aide or school secretary until a parent/parent's representative (as stated on the health form on file in the school's clinic) can pick up the ill child.

After being ill, students may return to school if they are fever-free without any fever reducing medication for 24 hours. They also should not have any vomiting or diarrhea within the last 24 hours before returning to school. In fairness to ALL children and staff members, do not send your child to school if they are still sick.

Parents are encouraged to take the temperature of your student prior to sending to school.

Emergency Procedures

During the winter months, school is canceled when the Brecksville-Broadview Heights District cancels classes. Parents are to listen to the radio, watch TV or check email or electronic devices for school closings. Do not call the school or rectory. If there is another emergency specific to Assumption Academy, then the school will notify the media that the school is closed. Closings will also be posted on the main page of ProgressBook and via social media. Mass notification through OneCallNow will also go into effect.

Safety Drills

The safety of your child is our top priority. The school holds regular fire drills. Each class has an escape plan to an outside area that is a safe distance from the school building. Tornado drills are held March through June. During tornado drills, each classroom goes to a safe, designated area within the building. Rapid dismissal drills occur throughout the school year. Lock down procedures are also implemented at various times during the school year. Lock down drills will not be announced prior to the drill. We will coordinate drills with Broadview Heights Police and Fire Departments.

First Aid

If an accident occurs, first aid will be administered (a nurse/health aide is on staff each school day) and parents will be notified. Notification by phone or in writing will be made if the head area is involved in any injury, however minor.

If a parent cannot be reached, the emergency party will be contacted. This person's name should be designated on the emergency form signed during the first week of school. Please instruct this person what to do in your absence, especially if both parents work. Please inform the office if any change occurs in regard to emergency information.

Child Abuse Protocol

All school employees are mandated reporters under Ohio Law (OR 2151.421) and shall report all known or suspected child abuse or neglect by contacting the County Department of Children and Family Services or a municipal officer. All Assumption Academy staff members receive in-service training on the subject of recognizing and preventing child abuse and are prepared to implement the policy.

There are five categories of child abuse:

1. Physical
2. Sexual
3. Neglect
4. Failure to Thrive
5. Emotional

In the event that a staff member suspects child abuse, the following procedure is pursued:

1. Consult with the Principal and/or School Administrators, Psychologist, Counselor to determine whether suspicions are valid

2. Document injuries and incidents

3. Notify County Children's Services. In Cuyahoga County, report suspected child abuse or neglect by calling the 24-hour Hotline at 216-696-KIDS.

The report will include the name and address of the child, age of the child, name and address of the parent or caretaker, name of the suspected abuser, why abuse is suspected, and any other helpful information.

Medication at School

When it becomes necessary for school personnel to administer prescribed or over- the-counter medication, the following guidelines are to be in force:

1. All school personnel must be informed that the administration of any drug (prescription or over the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. A locked cabinet is provided in the clinic for storage of all medication sent to school.
3. Written request must be obtained from the physician and the parent/legal guardian before any medication may be administered by school personnel. The request must include instructions with the name of the medication, dosage, time and duration of the medication and the possible side effects. Required forms are available in the school office. No medication will be administered without written permission from both the physician and the parent. This includes all over-the- counter products such as Tylenol, Advil, Dimetapp, etc.
4. Medication must be in the original container and have an affixed label including the student's name, name of the medication, dosage, route of administration, and the time of administration.
5. The medication and signed permission forms must be brought to the school by the parent/guardian.
6. New request forms must be submitted each school year and as needed for changes in medication ordered. (These forms can also be found on our website).
7. The school nurse is responsible for the monitoring and documentation of medication by school personnel. The school nurse is responsible for providing education including specific instructions pertinent to the medication.
8. Accurate records of the medication given are kept in the student's health record.
9. Students are permitted to self –administer inhalers in school and have them in their possession at all times. Written instructions regarding the use of the inhaler must be given to the teacher, administration, and school nurse. Permission must also be given to the school nurse.

Allergy Policy

During the annual registration process, parents are asked to complete an Allergy Action Plan regarding the appropriate course of action for any exposure to allergens specific to their child. Students who experience a severe allergic reaction for an undiagnosed allergy can be administered stock Epinephrine during school hours.

Students with a documented allergy requiring Epinephrine must provide Epinephrine and an Antihistamine as determined by the Allergy Action Plan that is signed by the medical practitioner. This will be locked in the clinic and monitored yearly for expiration dates. Parents will be notified by the clinic to replace any that are soon to expire.

In the event an Epinephrine injection is administered, 9-1-1 will be called, followed by the parents. Students with severe allergic tendencies may carry an Epinephrine auto-injector, provided physician’s orders for a self-carry form are completed.

Articles Not Permitted in School

- o No gum should be brought to school or chewed during school hours
- o No glass containers
- o No skateboards or rollerblades
- o No portable electronic devices (iPads, iWatches, Gameboys, Fitbits, etc.)
- o No deliveries of flowers or balloons to students
- o No cell phones are permitted in classrooms.
- o No perfume, cologne, body sprays
- o Students are not permitted to order Door Dash, Grub Hub, or any food delivery

****The Principal has discretion to add any additional articles.**

Parent Organizations

Parent CORPS (Committee of Responsible Parent Support)

The main purpose of the Parents Corps is to provide program and financial assistance to the school. It is also an enjoyable means of getting to know and work with other Assumption Academy families. Some of the activities which the Parents CORPS sponsors are (or may be): Classroom holiday parties, Junior High dances, etc.

Volunteers

The Volunteer Program provides opportunities for parents and adult members of the parish community to serve the students in our school. Volunteers are needed in various capacities within the school. Volunteering helps to build a stronger link between the home, school, and parish community.

Assumption Academy requires all volunteers to complete a two-hour VIRTUS class and complete 24 online instructional readings and assignments. Volunteers are also required to have their fingerprints submitted to a background check by the State Bureau of Criminal Investigations (BCI) and the Federal Bureau of Investigations (FBI). This is required of all volunteers who work in the school more than four hours each month.

Classroom Parties

Room parents will plan and coordinate a volunteer from the class. Classroom parties are limited to 3 parents. Volunteers must check in at the Front Office and may not go back to the classroom until 15 minutes before the party starts.

Code of Christian Conduct

Assumption Academy is committed to providing learning opportunities that enable each student to develop his/her potentials to their fullest. The administration, faculty, and staff of Assumption Academy strive to cultivate in our students the Christian virtues of honesty, integrity, truthfulness, justice, and charity, as well as to help them to acquire a sense of responsibility, respect for authority, and a respect for each other. This requires self-discipline plus the help and cooperation of students, parents and teachers.

Viewed in the context of these values, school rules are meant to safeguard the safety and rights of all students. They are meant to foster a positive reinforcement of appropriate behavior, while at the same time outlining the consequences of negative behavior. Ultimately, the enforcement of this Code of Conduct resides in the duties of the administrators (i.e. principal, head of school) as the recognized leaders of the school. However, these duties are also shared with other school staff (i.e. teachers, teacher aides, lunchroom personnel, and bus drivers) so that an atmosphere of Christian love and Gospel value permeates our school as a Catholic education institution.

One of the primary objectives of our school is to help students achieve self-respect and self-discipline. This objective will be reached by providing learning experiences that enable students to:

- o Develop Christian/Catholic attitudes of respect toward themselves and others and their property.
- o Accept responsibility for their actions.
- o Develop a cooperative attitude in working with others.
- o Understand the need for personal safety and the safety of others.
- o Understand and apply school rules.

Helping students achieve self-respect and self-discipline is more than a set of rules. It depends on a cooperative interaction among students, parents, and school personnel.
We, therefore, declare the following Assumption Academy Viking Code: We follow the virtues instilled by Jesus's Golden Rule. We believe that everyone has the right to learn and work in a safe and comfortable environment. A positive attitude and respectful behavior is expected from everyone.

- o Teachers, substitute teachers, teacher assistants, student teachers, members of administrative and custodial staff and visitors present in the school are to be treated as we want to be treated.
- o Respect fellow students, their person, and their possessions.
- o Be accepting of others' responses and ideas with an open mind.
- o Respect books and all other school property.
- o Be honest, truthful, and supportive of one another.
- o Follow school wide rules and classroom regulations.
- o Demonstrate good sportsmanship at all times.
- o Participate fully and be attentive during liturgy, classes, assemblies, and all school

gatherings.
- o Work at all times toward self-improvement in academics, activities, and personal goals.

Assumption Academy is a family-oriented community. Our behavior demonstrates our belief in each person's worth as a human being. Abuse to others in language (both written and oral), in pictures, or in physical actions is not permitted. Behaviors that will not be tolerated in classrooms or in the halls include:

- o Abusive language, put-downs, and ridicule that negatively affect a person's self-esteem (including teasing, bullying and threats).
- o Obscene language, gestures or pictures.
- o Talking back.
- o Name calling.
- o Negative comments and actions that affect the climate of the classroom.
- o Vandalism, destruction or defacing the school building, school materials or personal property. Violations are subject to consequences of the School Discipline Code.
- o Stealing.
- o Cheating on schoolwork and tests as determined by the teacher.

The Code of Conduct is designed to foster self-respect and self-discipline, as well as to promote learning, to maintain order and to ensure the equitable handling of disciplinary situations. The Code applies to all students. It identifies acceptable behavior, unacceptable behavior, and the consequences of unacceptable behavior, during the school day, at school activities and during travel to and from school.

Since proper discipline plays an important role in creating and maintaining a positive learning climate, the Code is flexible based on the age of the student. Each teacher maintains a discipline plan and log that outlines proper Christian conduct that is reviewed by school administration.

Violation of any one or more of the rules of conduct will result in discipline including, but not limited to, such actions as: assignment of detentions, parental contacts, conferences, removal from class, suspension and expulsion.

General Discipline Plan

The Assumption Academy Discipline Plan is established to assist students to be the best they can be academically and to help each student grow in faith and in the knowledge of God. These educational purposes are accomplished best in a climate of student behavior which is acceptable and conducive to the teaching/learning process. Student behavior which stops the teacher from teaching, prevents other students from learning and violates the best interest of any individual in the school will not be tolerated.

Disciplinary action for violating school-wide or classroom rules may include but are not limited to the following:

- o Teacher-student conference
- o Time-out in the classroom or office
- o Individual classroom consequences
- o Lunchtime detention
- o Communication with parent via email, telephone, or conference
- o After school detention
- o Referral to Principal
- o Referral to Teacher Assistance Team
- o Loss of a classroom privilege such as a field trip
- o Individual Behavior Plan
- o Saturday detention (alternative to suspension)
- o In-school suspension
- o Out of school suspension
- o Expulsion

Classroom Discipline

Each teacher develops a classroom discipline plan that communicates to students and parents the behavior expected in the class. This plan will be made available to students and parents at the start of each school year.

Schoolwide Policies

Truancy:

Truancy includes the following:

- o Leaving school without permission.
- o Being absent from school without a parent's knowledge.
- o Being absent from class without permission.
- o Obtaining a pass to go to a designated area and failing to go directly there or to report there at all.
- o Excessive unexcused tardiness to homeroom or to classes. Morning tardiness is defined as a child not being in their homeroom upon the first morning bell. Three tardies in a quarter are an automatic detention.

Truancies may result in but are not limited to the following consequences:

- o Teacher-student conference
- o Notification to parent/guardian
- o Student-Principal conference
- o Student-parent-Principal conference
- o After-school detention
- o Suspension

- Referral to proper court authorities and/or Department of Child and Family Services

Disciplinary Procedures

Definitions:

1. **Lunchtime/recess detention** - Lunchtime detention is defined as eating lunch out of the cafeteria, under supervision. Students will complete work analyzing the reason for receiving a detention and setting down strategies for improvement. Student may miss the lunch recess.

2. **After School Detention** - Defined as being retained for disciplinary reasons from 2:25 to 3:15 p.m. Detentions will be issued on the day of the offense. Detention forms are signed by the parent and returned to the teacher the following day. With few exceptions, detentions are held on Thursday afternoons. This procedure assures the school that the parent is aware of the detention and the necessity to provide transportation home. Detentions may be issued for the following offenses outside the normal classroom discipline plans:
    - Gum chewing
    - Improper conduct in Church
    - Disruptive hallway behavior
    - Unacceptable field trip behavior
    - Inappropriate recess behavior
    - Disregard for classroom or school rules and procedures
    - Eating outside the lunchroom without permission
    - Being tardy (by junior high students) for individual classes
    - Having an iPad, Hand-held gaming system, iWatch, Fitbit, cell phone, or other electronic device unless authorized by school personnel. If a student is found using a cell phone (or if the cell phone rings during the school day), a detention will be issued and the cell phone will be confiscated until a parent comes to school to retrieve it. Once a cell phone is in the possession of a school authority (principal, teacher, teacher aide, secretary), the student may receive a discipline consequence for all information contained on the cell phone even if the cell phone was used off school grounds and outside school hours. Should a student use an authorized iPod, iPad, or Chromebook improperly during the school day, school/staff will also issue a detention.

Should a child receive three after school detentions, a conference may be held with the teacher, principal, pastor, student and parent and a behavioral contract may be initiated. Reception of a fourth detention may warrant an in-school suspension depending on the severity of the offense, the number of times the offense has been committed, the factors precipitating the behavior and the age of the child.

Anyone who is given a school initiated behavioral contract will be evaluated by the principal, head of school and/or pastor at the end of each quarter to determine the student's future placement at our school.

3. Saturday Detention – Requires a student's presence on a Saturday morning from 9am-Noon. Students will reflect on the behavior and complete a response packet to create positive alternatives to the behavior. Detention forms are signed by the parent and returned to the teacher the following day. This procedure assures the school that the parent is aware of the detention and the necessity to provide transportation to/from school for the detention. Saturday detentions are an alternative to suspension, but may be issued depending on the severity of the offense, the number of times the offense has been committed, the factors precipitating the behavior and the age of the child.

4. In-School Suspension-Removal of a student from classes or activities. During the in-school suspension, the student will remain in an appropriate independent learning environment. No school activity, including sports, music, clubs or others will be allowed on the day of in-school suspension.

During in-school suspension, students will be isolated from their class for a minimum of one day, but will complete assigned lessons and homework for that day. Students will also complete a behavioral contract which documents needed improvement and expectations for behavior change. Parents must agree to follow the behavioral contract.

5. Suspension Out of School - Denying a student permission to attend school and participate in school activities. Make up work will be given and graded at the discretion of the teacher(s). Grounds for suspension (in-school or out of school) may include, but not limited to:

- o Tobacco or alcohol possession, usage, transmission, or sale on school grounds, at school related activities or on public school buses. Please see Appendix for the full policy.
- o Profanity or obscene language, written, oral or pictorial directed to school personnel/students. This includes obscene gestures or signs.
- o Insubordination in refusing to comply with the directions of school personnel or school volunteers.
- o Theft of school property, personal property of another student or school personnel.
- o Falsifying by using (in writing) the name of another, or changing records of school data, including report cards.
- o False fire alarm or false 911 call.
- o Bringing any weapons, fireworks, smoke bombs, stink bombs, lighters or matches to school.
- o Fighting.
- o Misconduct after an in-school suspension.
- o Bullying of another student or adult.

6. Emergency Removal - If a student's presence poses a clear and present danger, or if the student is inherently disruptive to person, property, or the educational process, the student will be denied permission to attend school and participate in any school activity.

7. Expulsion - Expulsion of a student from school is a serious matter. In some cases the principal, head of school and/or pastor may deem an action by a student so severe that it would

result in immediate expulsion from school. This decision is the right and responsibility of the principal, head of school and/or pastor. If expulsion is contemplated, notification will be provided to the parent(s). A conference may be held with the student, parent, pastor and/or principal.

Expulsions include but are not limited to the following cases:

- o Disruptive or immoral behavior that presents a clear and present danger to oneself or others or is continually disruptive to the learning environment.
- o Possessing, handling, transmitting, selling fireworks, explosive devices, weapons, drugs or drug paraphernalia. (See Appendix for the full policy).
- o Assault and battery or sexual harassment to any school personnel or student while on school property, including buses, or any school sponsored activity.
- o Damage to school or private property on school premises. Any damage to private property of any school/parish personnel. Total retribution is required for any repairs or replacement costs.
- o Failure to comply with behavioral contract.
- o Repeated violation of school or classroom rules after disciplinary actions have been attempted.

Please see the Appendix for the school policy regarding:

- o Youth gangs
- o Weapons
- o Sexual harassment
- o Sexual violence
- o Harassment
- o Student threats

Specific Procedures:

Suspension (In-school and out of school)

1. Parents or guardians will be notified of the suspension and the reasons for suspension. The student will remain at school until the close of regular classes that day.
2. All work done by the student during an in-school suspension will be graded and averaged.
3. Make up work after an out of school suspension will be graded at the teacher's discretion.

Removal – by Principal

1. The student is removed from the classroom or activity and placed in the principal or assistant principal's office.
2. Parent(s) or guardian(s) will be notified of the action and reason(s).
3. The student can explain his/her actions in regard to the disciplinary removal.
4. Disciplinary action will be made based on the facts of each individual case.

Other Disciplinary Actions:
No corporal punishment will ever be administered as a disciplinary action.

Withdrawal- Parents must complete the Withdrawal form provided by the office and obtain the signature of Principal. The expectation is that any services for students will be transferred to the next school.

Lunch Time Behavior

Please send a lunch with your child in the morning. Refrain from bringing your child lunch during the school day. Lunches should be brought in a brown bag or lunch boxes and should be marked plainly with a name and a room number.

Lunchtime is part of the educational program and provides an opportunity for all to show good health habits in eating. Table etiquette is a true test of children's manners and an indication of refinement taught at home. Students are expected to conduct themselves as ladies and gentlemen during their lunch period. Besides the school rules and regulations, there are lunchroom rules by which all students are expected to abide:

1. No shouting or screaming, quiet talking only.
2. No wandering around the room. Students should be seated.
3. No throwing of food or other objects.
4. All school rules, including no gum chewing, apply during lunch and recess.
5. Students remain seated until they are dismissed by the supervisor/monitor.
6. Keep tables, floor and eating area clean.
7. Place lunch wrappings and waste in the waste container.
8. Recycle plastics
9. Exit the cafeteria quietly in single line formation.

Consequences for breaking the above rules include but are not limited to:

- o Clean tables and sweep the floors in the cafeteria
- o Loss of recess
- o After school detention
- o Removal from lunchroom
- o Parent conference

Safety Rules and Guidelines for Playground Conduct

Safety practices are of the utmost importance on the playground. Fair play embodies the essentials of safety and should be encouraged at all times. Waiting for turns, avoiding roughness, and considering the rights of others are all aspects of fair play.

Because of the large play area, students have ample room for a variety of play activities. They are expected to follow the specific directives of their homeroom teacher/recess monitors. The play area boundaries are defined, and students are expected to confine

themselves to the specified areas only.

Playground Rules

All students are expected to respect the playground monitors and all other students.

1. Play in designated areas only.
2. Food is not to be taken from the classrooms onto the playground at lunchtime.
3. Throwing of any objects, such as stones, snowballs, or hard objects is prohibited. Only playground balls may be used on our playground.
4. Children may not chase a ball when it has crossed playground boundaries.
5. Use the playground equipment in an appropriate manner.
6. Children may not jump guardrails or climb poles.
7. Ropes may only be used for jump roping.
8. Hula hoops must be used correctly/for their proper use.
9. Keep-away and other very rough games are not permitted.
10. Pulling or tugging on a child or a child's clothing is not permissible.
11. Radios, electronic games, and cell phones are not allowed.
12. Re-entrance to the building is not permitted, except for school activities or emergencies.

Consequences for Violating Playground Rules include but are not limited to:

o Recess detention- loss of playground privileges for one day
o After school detention determined by administrators
o Loss of playground privileges for one week plus parent conference
o In-school suspension
o Out-of-school suspension

Damage to Textbooks

Students are responsible for all textbooks loaned to them. Writing in, mishandling, or destruction of textbooks is not permitted. Students are obligated to pay a fine for lost, damaged, or defaced books. Failure to meet this financial obligation will result in withholding of report cards, transcripts, and diplomas. The amount of the fine will depend upon the book and the amount of damage (including but not limited to: broken spine, ripped pages, and writing in the book).

Student Lockers and Backpacks

All lockers and desks are the property of Assumption Academy and may be searched by the school administration. Bookbags are for the transportation of school materials between home and school, and shall remain in student lockers the entire school day.

Cheating/Plagiarism Policy

Cheating is defined as talking during a test or quiz, looking at others work, copying from another student, using cheat sheets, or giving another student answers during a test, quiz or

assignment.

Plagiarism is defined as:

1. Taking someone's words or ideas as if they were your own.
2. A piece of writing that has been copied from someone else and is presented as being your own work. Use of AI to write an assignment.

If cheating/plagiarism occurs the following actions may take place in K - 8:

- Students will have the opportunity to redo an assignment under teacher supervision, during an agreed upon time that works with the teacher's schedule.
- A detention may be issued. (Although in some circumstances, more serious disciplinary action will be taken).

A.I. Policy

As technology continues to evolve, Assumption Academy is committed to helping students use Artificial Intelligence (AI) tools responsibly, ethically, and in a manner consistent with our Catholic values. AI can be a valuable educational resource when used appropriately; however, it should support learning, not replace it.

Students are expected to submit original work that reflects their own understanding and effort. If AI is used as part of an assignment, students must follow teacher guidelines regarding disclosure and citation. Failure to do so may be considered a violation of the school's academic integrity policy.

- Teacher Authority

Teachers have the discretion to determine whether AI tools may be used for specific assignments and assessments. Students must follow all teacher instructions regarding the use or prohibition of AI.

- Digital Citizenship

Students are expected to use AI tools responsibly, respectfully, and safely. Any use of AI must align with the values of Assumption Academy, including honesty, respect for others, and responsible stewardship of technology.

- Consequences

Misuse of AI may result in academic consequences, disciplinary action, or loss of technology privileges, as determined by the teacher and administration.

By fostering ethical and responsible use of AI, Assumption Academy seeks to prepare students to navigate emerging technologies while maintaining academic integrity and living out our Catholic mission and values.

Dress Code

Children attending Assumption Academy are expected to come to school well-groomed and properly dressed. The school uniform provides a neat and orderly appearance for the school setting. The uniform avoids competition in dress. We believe there is a direct relationship between being well-groomed and properly dressed and having productive work habits for school. The uniform and grooming regulations listed below are to be adhered to by all students:

Assumption Academy reserves the right to decide what is or is not acceptable with regard to uniforms, hairstyles, etc. Parents, by registering their child/children, agree to comply with the dress code as presented in this policy. There are options for parents to choose from within these uniform guidelines.

We utilize Schoolbelles as our uniform supplier, but non logo pieces can be found elsewhere (Old Navy, etc.) When visiting schoolbelles.com enter the Assumption school code "**s0014**"

Required Uniform- Girls:

Girls in K-8:

Slacks: Navy or khaki
Skorts: Solid navy blue skorts are permitted all year. Skorts must be Schoolbelles style. Tennis style skirts are not permitted. Skorts must be worn at the waist and properly fitted for size and length. If administration deems skorts are inappropriate in length, parents will be required to make adjustments to the existing skort, use the Uniform Exchange, or purchase a new skort.

Girls in Grades K – 3:

Jumper: V-neck pleated multi-plaid jumper

Girls in Grades 4-6:

Skirt: Pleated, kilt or split (similar to a skort) multi plaid. Girls uniform skirts must be no shorter than **fingertip length.**

Girls in Grades 7 – 8:

Skirt: Blue/Black plaid 2-kick pleat skirt. Girls uniform skirts must be no shorter than **fingertip length.**

Girls in K-8:

Blouse:
o White short or long sleeve blouse with Peter Pan or Oxford collar
o Navy, light blue, or white knit polo (banded optional)
o Ruffles, bows, or lace on blouses are not permitted
***Only solid white t-shirts may be worn under blouses. Underwear may not be seen.**

Sweaters:
o V-neck button-down vest or pullover, V-neck cardigan or pullover or crew neck cardigan or pullover
o Permitted colors: Navy blue, white
o <u>Hoodies or hooded sweaters are not permitted</u>.
o Assumption Academy crewneck sweatshirt may be worn over blouses and polos.

Socks:
o Solid colored navy or white knee or crew socks, small insignia on sock is OK. Low cut or golf style socks are not permitted. Socks must cover the ankle bone.
o White knit or opaque tights

Girl's Tights: (under the school uniform)
o Navy blue, white, or black tights are permitted under the school uniform
o Tights are to be a type of hosiery with feet. These are NOT to be legging pants, yoga pants, or skinny-legged pants.
o Girls are permitted to wear any type of pants with/under the uniform, (legging pants, sweat pants, straight-legged pants, skinny pants), to and from school and/or for recess ONLY. These types of pants are not permitted at any other time throughout the school day.

Shoes:
o Suitable for school – low cut, solid black, brown, or tan in the style of oxfords, loafers, or saddle shoes in black/white, with non-marring soles.
o **Solid white tennis shoes are permitted**. NO COLORED LOGOS, STITCHING, LABELS, OR SHOELACES (Please do not black in logos already on shoes).
o Shoes with laces must be tied at all times and laces must be the same color as the shoe.
o Measurement at the heel of the shoes, including the sole and the heel together may not exceed one-and-one-half inches.

o Platforms, sandals, crocs and flip-flops are not permissible. No backless or open toe shoes.

Hair:

o Hair must be clean and neatly styled and not restrict vision (over eyes).
o Unusual, drastic, or fad haircuts/styles, dyed/colored, or highlighted/low lighted hair to any extent is not permitted.
o No part of the head may be shaved. Sculptured, heavily moussed, or heavily gelled hair is not permitted.
o Hairpieces, extensions or fake ponytails are not permitted. Braided hair with beads, feathers, tinsel, or other materials is not permitted.
o A simple, functional headband or Schoolbelles plaid headband may be worn. Simple hair clips are acceptable.

Cosmetics:

o Makeup of any kind is not permitted.
o Fingernail polish (including tinted and clear), fake nails, nail art, or airbrushed nails are not permitted.
o Nail polish and fake nails must be removed before coming to school.
o Due to health reasons, perfumed body sprays, perfumes, or colognes are not permitted.

Jewelry: Only the following may be worn:

o One non-beeping wristwatch is acceptable. (No I-watches or Fitbits or any smart watch permitted)
o Necklaces are limited to one religious type only (cross or medal).
o One pair of earrings or hoop earrings smaller than 1" can be worn only on the lower earlobe. Double pierced or multiple pierced earrings are not permitted.
o Body tattoos, piercings, or body jewelry of any kind are not permitted. Temporary tattoos must be removed for school days.
o Jewelry such as: pocket chains, dog collars, chokers, hemp necklaces, ankle bracelets, or fad jewelry are not permitted.

Other:

o No fashion layering of clothing. All undershirts must be solid white. Underwear must not be seen.
o Hats/caps may not be worn in school.

Required Uniform – Boys:

Boys Grades K-8:

Slacks:
o Navy or khaki dress pants: polyester blend, twill or corduroy.
o Jeans or denim material, Bugle Boy, or cargo pants are not permitted. Corduroy pants must be dress slacks. Jean-type corduroys are not permissible.

Belts:
o Navy, black, or brown belts must be worn with pants, with the exception of kindergarten students.

Shirts:
o Solid white, light blue, or navy knit polo with long or short sleeves. Sleeves may not be rolled.
o Only solid white t-shirts may be worn under school shirts.

Sweaters:
o Solid colored navy or white sweaters (same option styles as girls).
o Hoodies or hooded sweaters are not permitted.
o Assumption Academy crewneck sweatshirt may be worn over polos.

Socks:
o Solid colored navy, white, tan or black socks. A small insignia on a sock is OK.
o Low cut or golf style socks are not permitted. Socks must cover the ankle bone.

Shoes:
o Leather dress shoes in solid dark brown or solid black in the style of oxfords or loafers with non-marring soles.
o **Solid black tennis/athletic shoes.** NO COLORED LOGOS, STITCHING, LABELS, OR SHOELACES (Please do not black in logos already on shoes).
o Shoes with laces must be tied at all times and laces must be the same color as the shoe, no mismatched colors.
o Measurement at the heel of the shoes, including the sole and the heel together, may not exceed one inch.
o Crocs, sandals, construction style boot/shoe, and flip-flops are not acceptable. No backless or open toe shoes.

Hair:
o Hair is to be clean, neat and worn in a conventional, conservative style at all times.
o Length is to be ABOVE the shirt collar, eyebrows, earlobes, and cannot be long enough to push behind the ear.
o Sideburns are to be no longer than the middle of the earlobe. Unusual, drastic, or

fad haircuts/styles, dyed/colored, or highlighted/low lighted hair to any extent is not permitted.
- o No part of the head may be shaved. Sculptured, heavily moussed, or gelled hair is not permitted.
- o Boys must be clean-shaven; no mustaches or beard growth permitted.

Jewelry: Only the following may be worn:
- o One non-beeping wristwatch is acceptable. (No iWatches, smart watches or Fitbits permitted)
- o Necklaces are limited to one religious type only (cross or medallion).
- o Earrings are not permitted. This includes posts and band- aids.
- o Body tattoos, piercings, or body jewelry of any kind is not permitted. Temporary tattoos must be removed for school.
- o Jewelry such as: pocket chains, dog collars, chokers, hemp necklaces, ankle bracelets, or fad jewelry are not permitted.

Other:
- o Hats/caps may not be worn in school.

Physical Education Uniform:

Grades K – 8: Students are required to wear the Assumption Academy school gym uniform from Gearin' Up on gym days. Visit the Gearin' Up website for the official school physical education uniform at: https://assumption2020.itemorder.com/sale **Students are to wear their Physical Education uniform all day on their scheduled gym day.**

1. Gearin Up shorts are navy with the monogrammed Assumption Academy name.

2. Gearin Up navy blue school monogrammed long fleece sweatpants. 3.

Gearin Up sport gray school monogrammed t-shirt.

4. Sweatshirts are navy blue or sport gray with a monogrammed Assumption Academy name.

Students must wear any of the following combinations of the Physical Education uniform:

- o Sport gray T-shirt and Navy Shorts
- o Sport gray T-shirt and Navy Sweatpants
- o Navy blue or Sport gray Sweatshirt and Shorts
- o Navy blue or Sport gray Sweatshirt and Sweatpants

Students may wear the Assumption Academy Physical Education sweatshirts/sweatpants over T-shirts/shorts. No fashion layering of Physical Education uniforms.

Shoes: Any color tennis shoes with non-marring soles are to be worn with the Physical Education uniform. "Light-up" shoes, or those with wheels are not permitted.

Socks: White, navy, or black cotton crew socks. Small insignia on sock is OK

Summer Uniform Guidelines

Students may choose to wear the summer uniform from May 1 – September 30 (or at the principal's discretion).

Plastic water bottles are permitted year round- bottles must contain only **water** and be labeled with a student name. Spill proof water bottles only. **Stanley style or open straw styles are not permitted.**

Girls and Boys Summer Shorts Dress Code

Navy blue pleated walking shorts and light blue or white polo may be worn as an outfit in August, September, May, and June. Shorts must be in the style shown on the Schoolbelles website. Shorts with decorative pockets, cargo pockets, or side zippers are not permitted. Jean-like styles are not permitted. If a child grows during the summer, shorts need to be adjusted accordingly. If administration deems shorts are inappropriate in length, parents will be required to make adjustments to the existing shorts, use the Uniform Exchange or purchase new shorts. Shorts need to be no shorter than fingertip length for both boys and girls.

Out of Uniform Day

Occasionally there will be days where students are permitted to be out of uniform. On these days the following rules must be followed:

- o Backless, halter, sleeveless, or spaghetti strap tops may not be worn
- o Tops that are low cut at the neck or expose bare midriffs when sitting, stretching, bending, etc. may not be worn
- o Modesty is emphasized –skin tight material, dresses, and skirts are not permitted
- o Skirts or dresses cannot be any shorter than fingertip length
- o Skinny jeans, leggings, yoga pants, or tights should be worn with a long (tunic) sweater, shirt, or skirt to provide adequate coverage. No holes/rips/tears in jeans are permitted.
- o No shorts are to be worn
- o Athletic slides, flip flops, Crocs, clogs or backless shoes are **not permitted** at any time.
- o The language/decoration on the shirts should be appropriate for Assumption Academy
- o Hats may not be worn in the building

Students who are not dressed appropriately will be asked to call home to ask for a change of clothes or will be provided a spare uniform to wear for the day.

Dress Up Days (Picture Day, etc.)

When a dress up day (business formal attire) occurs at school for pictures, dances, May Crowning, or the like, the above out of uniform restrictions apply, along with the

following:

- o No jeans or shorts of any kind are to be worn
- o Open-toed dress shoes may be worn, but it is highly advised a second pair of comfortable shoes be brought for recess
- o Girls typically wear skirts, dresses, blouses, dress pants, etc. of appropriate and modest length (no shorter than fingertip)
- o Boys typically wear dress shirts, ties, vests, and dress slacks of appropriate nature

Accessory Day

Sometimes in the celebration of a holiday, sporting event, or other special occasion, students are invited to wear accessories of a certain color or team with their uniform. This may include:

- o Socks, sweaters (solid colored), hair accessories, neck ties
- o Shirts worn over the uniform polo (preferably solid colored unless a team is featured)

Field Days

At the end of the school year students participate in grade level field days. Students may wear their gym uniform (shirts and shorts) to participate in these events.

Field Trips

It is expected that students wear their uniforms when on field trips, unless otherwise approved by the administration.

***Please note: Any shirt, hat, sweatshirt, spirit wear, etc. must have the current Assumption Academy logo. Partnership spirit wear may be worn only until November 1, 2026. After that date students may no longer wear those garments that include the former partnership. They will be considered out of uniform from that date forward.**

If a student does not follow the dress code, a dress code violation will be issued to the student. Dress code violations will accumulate throughout the school year.

3 dress code violations= 1 conduct referral

Extra-Curricular Activities

Assumption Academy is committed to educating the whole child by offering a rigorous academic program, as well as athletics and extracurricular activities.

Clubs & Committees
- o Board Game Club: Grades K-2
- o Board Game Club: Grades 3-5
- o Broadcast Club: Grades 7-8
- o Chess Club: Grades 3-8
- o Children's Liturgical Committee: Grades 3-8
- o Creative Writing: Grades 6-8
- o Drama Club: Grades K-8
- o Eco Club: Grades 2-8
- o Math Hoops: Grades 5-8
- o MLB STEM: Grades 5-8
- o Sew Faithful: Grades 4-8

Sports: Assumption Academy offers a variety of sports through the CYO sports program. This is for boys and girls in grades 1-8.
Fine Arts: Music class is offered weekly as part of our curriculum
Orchestra: Grades 4-8
Beginning Band: Grade 4
Advanced Band: Grades 5-8
Choir: Grades 3-8
Altar Server: Grades 3-8
Cub Scout: Pack 810
Girl Scouts
Student Council

Liturgical Program

Students celebrate Mass as a student body each Friday of the month at 8:15 a.m. Parents are invited and encouraged to attend these liturgies. Students also attend Mass on holy days and other special feasts. Students will attend Stations of the Cross once a week during the Lenten season. Individual and communal opportunities for confession are provided throughout the year. Other liturgical celebrations, including prayer services, are correlated with religion classes.

Sacramental preparation programs and reception of sacraments are provided by the DRE (Director of Religious Education). These programs are for Grade 2 – Reconciliation and Holy Eucharist, and Grade 8 – Confirmation.

Amendments to the Parent/Student Handbook

The principal has the right to amend or add to this handbook as situations warrant it. Any changes will be published in the school or parish newsletter or on ProgressBook.

Appendix

AIDS Policy

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grades K through 8 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities.

2. The child behaves acceptably; in a manner that would not cause spread of the disease or in any way put others at risk.

3. The child does not have open sores, skin eruptions, or any other condition, which prevents his/her control of bodily secretions.

4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (acquired immune deficiency syndrome; ARC (AIDS related complex) or other illness caused by HIV (human immune deficiency virus, the virus that causes AIDS, also known as HTLV Ill or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

Family/Custodial Matters

Schools across the country are finding an increasing number of families experiencing transitions in parental-custodial relationships. For this reason it is necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. Our school personnel cannot proceed on hearsay, rumors or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records and school information, the non-custodial parent has a right to the same access to school information as the custodial parent. We will, unless instructed by a Court Order, release such information upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non- custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of "joint custody" (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled jointly if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.
If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

Tobacco, Alcohol and Drugs

As educators in the Church we, in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the community as well as the individual welfare of our students and educators, and that a safe environment for learning must be provided. Alcohol and other drug-related activity endangers the ability to learn and teach; disrupts classrooms; threatens safety; contributes to a climate of fear and disregard for authority, and may put nonusers at risk of being involved (inadvertently) in illegal acts. Prevention programs have been and will continue to be implemented at all grade levels.

It is forbidden for any student to manufacture, distribute, dispense, possess, use or be under the influence of, in the school setting, any alcoholic substance, any intoxicating, visual or mental altering chemical or substance, or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined by Federal or Ohio law or rule. School setting includes any school building or any school premises; any vehicle used to transport students to and from school, and school activities off school property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school.

Students who violate this policy will be subject to disciplinary procedures, which may result in suspension or expulsion from school. While each student is expected to comply with the school's standards for performance, school authorities may hold penalties in abeyance if students and their parents/legal guardians demonstrate willingness to seek appropriate counseling and/or assistance. Where violations of the law are involved, the local Brecksville-Broadview Police Department will be notified.

No alcoholic beverage or illegal drug type substance will be used by any adult in the presence of our students or at any school or school organization sponsored event when students are present. Assumption Academy will promote, enhance, and maintain a drug-free environment through prevention programs and enforcement of the drug and alcohol policy.

Students who violate this policy will be subject to disciplinary procedures which may result in suspension or expulsion from school. While each student is expected to comply with the

school's standards for performance, school authorities may hold penalties in abeyance if students and their parents demonstrate willingness to seek appropriate assistance, and if acceptable progress and satisfactory performance is observed. Where violations of the law are involved, law enforcement agencies will be notified.

Policy on Youth Gangs

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hairstyle and/or wearing of clothing, jewelry, head coverings, or accessories, which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assaulting, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

Consequences:

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

- o Parents/guardians will be contacted immediately and appropriate intervention initiated.
- o A behavior contract will be prepared stating the conditions for the student remaining in the school.
- o Students may be referred to counseling (personal and/or family).
- o Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
- o Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
- o Police, Juvenile Court and/or other appropriate authorities will be notified of violence and/or illegal activities.
- o Students may be suspended and/or expelled as already outlined in the school discipline policies.
- o Parents/students will be held liable and financially responsible for all forms of vandalism.

Jurisdiction:

Realizing that gang activity is a community concern, communication will be maintained with

the police department and public-school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/parish property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

Related Policies:

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

- o Dress code and uniform policy as defined in the School Handbook.
- o Discipline policies and consequences as defined in the School Handbook.
- o The right of school authorities to search lockers, student desks and, upon request, personal property if suspicion of gang involvement exists.
- o Policies and procedures relative to scheduling, supervision and attendance at school/parish sponsored events held during the school day, in the evening or on weekends, whether held on parish property or at other public facilities.
- o Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on parish property or at other public facilities.
- o Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

Prevention:

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided as judged appropriate by the pastor and/or principal. These may include but are not limited to QUEST, C.A.R.E, guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO and parish-based youth ministry activities, etc.

Assumption Academy Weapons Policy

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, Assumption Academy school policy expressly prohibits the use, transmission, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators and other personnel in the school or parish.

This policy includes, but is not limited to, any weapon, object used as a weapon, dangerous or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (O.R.C.A). Firearms include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities and any other conditions deemed appropriate by the administration of the school or parish program.

Assumption Academy Sexual Harassment and Sexual Violence Policy

Assumption Academy is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Assumption Academy expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment

For the purposes of this policy, sexual harassment includes, but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing an unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T- shirt, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. Those will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual and the circumstances in which the harassment occurred. Possible disciplinary actions may include the following:

- Verbal warning/reprimand and apology to the victim

- o A parent/student/principal conference
- o Written warning/reprimand and parent notification, entered in the student's file
- o Detention or removal from selected school activities and/or extracurricular activities
- o Behavior/probation contracts, possibly requiring professional intervention
- o Suspension
- o Expulsion

Sexual Violence

Some acts of sexual harassment are also criminal in nature. If an incident of sexual violence occurs, the principal, pastor or any other school authority is required under state law to report the incident. The Department of Children Services and the police will be contacted immediately if there is any "knowledge or suspicion" that sexual abuse or violence has occurred involving a child less than eighteen years of age.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C.2907.05), Sexual Battery (O.R.C. 2907.03), Rape (O.R.C. 2907.02), Importuning (O.R.C. 2907.07), Voyeurism (O. R. C. 2907.08), Public Indecency (O.R.C. 2907.09), or Felonious Sexual Penetration (O.R.C. 2907.12) as examples. In each one of the above examples, The Department of Human Services and the police will be contacted immediately.

Sexual Harassment Investigation Procedure

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All complaints are to be taken seriously. It is the responsibility of the principal to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action.

Parties shall be given an opportunity to present witness or other evidence during the investigation. Information regarding an investigation of sexual harassment shall be confidential to the extent possible and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a harassment charge or because they have opposed language or conduct that violates this policy. Retaliation will result in discipline. If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the local police department shall immediately be notified by the designated administrator. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s).

Appropriate disciplinary action shall be taken when harassment has occurred, and

appropriate efforts shall be taken to prevent reoccurrence of the harassment.

Procedures to File a Sexual Harassment Complaint

Students or employees who believe they have experienced sexual harassment shall report such matter to the principal, who shall be the investigator for sexual harassment complaints.

1. A complaint of sexual harassment is to be made to the principal or other designated impartial administrator. The complaint shall be as specific as possible regarding details. If an employee makes the complaint, it shall be in writing.

2. The principal or other impartial designee shall immediately investigate the complaint and shall make written notations of the specific allegations.

3. Information to be acquired during the investigation of the complaint shall include names of witnesses, date(s), times, and the specific charge of sexual harassment.

4. The need for confidentiality shall be stressed.

5. No reprisals will be tolerated against complainant(s), witness(es), or individual(s) involved in the investigation.

6. The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the mandates of the Family Educational Rights and Privacy Act.

Student Threats, Policies and Procedures

1. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.

2. Whoever hears the threat should report it immediately to the principal.

3. Police should be notified immediately.

4. The student should be kept in the principal's office under supervision until the police arrive.

5. The parent/guardian of the student who has made the threat shall be notified immediately.

6. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.

7. The student should be suspended and not be considered for readmission to school

until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (PhD) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school.

The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, determine if the student should be readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/ disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

*Threat policy will be handled differently in the primary grades.
*The pastor reserves the right to amend this policy as he deems necessary.

Acceptable Use Policy

Each year, students are given a copy of the Assumption Academy Acceptable Use Policy. Students and parents are required to review the policy and sign an agreement stating that they will comply with the rules concerning use of technology.

Anti-Harassment, Intimidation, and Bullying Policy

Assumption Academy teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation, or bullying behavior by any student/school personnel in Assumption Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts (i.e. Internet, cell phone, personal digital assistant (PDA)), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. Assumption Academy will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer not on school property.

Definition:

"Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the

behavior both:

- o Causes mental or physical harm to the other; and
- o Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other. Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include: 1. Physical violence and/or attacks;
  2. Threats, taunts and intimidation through words and/or gestures;
  3. Extortion, damage or stealing of money and/or possessions;
  4. Exclusion from the peer group or spreading rumors; and
  5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:

o Posting slurs on websites where students congregate or on web logs (personal online journals or diaries)
o Sending abusive or threatening instant messages
o Using camera phones to take embarrassing photographs of students and posting them online
o Using web sites to circulate gossip and rumors to other students, excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim:

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
   - o Tell a teacher, counselor or principal
   - o Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
     - o What, when and where it happened
     - o Who was involved
     - o Exactly what was said or what the harasser did
     - o Witnesses to the harassment
     - o What the student said or did, either at the time or later
     - o How the student felt
     - o How the harasser responded.

Complaint Procedure:

Assumption Academy expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures

specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal/ upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The principal may appoint an investigator. The complainant completes an *Anti Harassment/Bullying Complaint Form.* Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an *Anti-Harassment/Bullying Witness Disclosure Form*. Information received during the investigation is kept confidential to the extent possible.

Assumption Academy prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure:

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint:

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include

discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Points to Remember in the Investigation:

- o Evidence uncovered in the investigation is confidential.
- o Complaints must be taken seriously and investigated.
- o No retaliation will be taken against individuals involved in the investigation process.
- o Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts:

If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

Safety and Violence

Assumption Academy makes every effort to maintain a safe and secure environment for our students and staff members. The administration and other staff members carefully monitor the arrival and departure of students. If a child is to be dropped off or picked up during the school day, parents/guardians must sign him/her out in the main office where they will wait until the child comes down. A child is never released to an unauthorized person. Names of individuals to call in an emergency are recorded in each child's registration and are available to staff members. All visitors to Assumption Academy must enter and exit through the main office.

When an accident or injury occurs, a staff member trained in first aid procedures will administer first aid and determine what additional action needs to be taken. All staff members are trained bi-annually in CPR and Heimlich Maneuvers. In the event that a child needs emergency transportation, Brecksville-Broadview Heights Fire Department is prepared to provide emergency transportation. Our nursing staff will complete an incident report when an injury, accident, or other incident occurs. A copy is given to the parent to sign and another is kept on file with the Diocese.

A plan is posted in each classroom explaining action and evacuation routes to be taken in a fire emergency or weather alert. Practice evacuations are conducted at regular intervals as required by the Ohio Department of Education.

Each classroom has a comprehensive emergency plan in an electronic binder at their fingertips through their cellular devices. Instructions for the staff are included for serious

incidents, injuries, safety, and weather-related events. Two evacuation routes have been designated for each teacher.