

Assumption Academy
Parent-Student Handbook



**Assumption
Academy**

Updated 8/7/2026

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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:

- Build a faith community by learning Catholic doctrine and truth in order to grow and develop in their relationship with God.
- Develop an appreciation of the worth and dignity of every person.
- Integrate religious values with all other knowledge.
- Participate actively in creating an atmosphere of love within their families, their school, and their parish.
- Learn ways of giving service to others and take an active part in service projects involving the family, the school, the parish, and the community.
- Gain basic knowledge, understanding, and skills in reading, writing, mathematics, social studies, science, health, and computer; achieving academic excellence according to their ability.

- Appreciate the fine arts as a fundamental part of life.
- Learn habits of good mental and physical health.
- Develop a sound body through a series of physical activities.
- Apply the knowledge gained to make sound judgments based on Christian principles.
- Foster an attitude of self-discipline, providing an atmosphere for a challenging academic program.
- Develop desirable attitudes and behavior in interpersonal relationships.
- Accept responsibility for one's own actions.

Parent Expectations

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

- 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.
- Make prayer a daily habit of your family's lifestyle.
- Stimulate productive accomplishments by providing a safe and comfortable work environment.
- Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions.
- Encourage in your child a desire to learn and a respect for self and others.
- Teach your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others.
- Know and understand the rules your child is expected to observe at school and be aware of the consequences for violations of these rules.
- Be sure your child attends school daily and is on time.
- Make certain that your child is clean and dressed appropriately.
- Be supportive of our staff and adhere to the policies 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. The school will not discriminate on the basis of race, color, or national and ethnic origin in the 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." The following conditions must be met before any child will be accepted:

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

Non-Catholic Admission Policy

The 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 professed faith, non-Catholic students are required to complete assignments and will receive a grade in Religion.

Registration

- Registration for 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 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 is based on academic progress, appropriate conduct, and fulfillment of financial obligations. The school has final authority over admission/readmission decisions.
- Kindergarten: Children must be five years old by August 1st. A conference with the principal and a meeting with the pastor is required. Children must complete DIAL 4 screening to assist in understanding developmental readiness.
- Grade 1: Children must be six years old by August 1st and/or provide evidence of successfully completing a year of Kindergarten at an accredited school.
- Grades 2–8: Transfer students must present their most recent report card and all standardized test scores.
- All new students must present a copy of their birth certificate, baptismal certificate, and record of all required immunizations.

- All new families must interview with the Principal and Pastor before acceptance is considered.

School Day & Arrival/Dismissal Procedures

The school day runs from 8:00 a.m. to 2:25 p.m.

Time	Detail
7:40–7:59 a.m.	Students may enter the building
Before 7:40 a.m.	Doors remain locked; students must be enrolled in Before Care
8:00 a.m.	School begins; late arrivals marked tardy
2:25 p.m.	Dismissal

All children must enter through the doors by the Fellowship Room and wait under supervision for the 7:40 a.m. bell. Three tardies in a quarter result in an automatic detention.

Drop-off and Pickup

- Cars may not park in the fire lane.
- The turn-around lane is for morning drop-off only.
- Children should exit the car on the curb side for safety.
- Cars should not pass one another in the turn-around; wait for the car ahead to move.
- Drivers must proceed slowly and cautiously in the parking lot.
- At dismissal, car riders wait until all buses have left before being dismissed to their cars.
- Drivers should wait until all children have boarded before leaving the lot.
- Any change to a child's regular transportation must be submitted in writing to the teacher and office, or called in to the office by 12:00 noon. Last-minute calls should be avoided unless unavoidable.

Before Care and After Care (Extended Care)

Program	Hours
Before Care	6:45–7:40 a.m.
After Care	2:25–6:00 p.m.

Extended Care includes recreational and study time, plus a snack depending on the time frame. Families must register for this program and abide by the Extended Care Handbook.

Dismissal Procedures

Bus Dismissal:

1. Walk directly to the bus.
2. Follow directions of the dismissal supervisor.
3. Safely enter and exit the bus.
4. Follow the bus rules of the public-school district providing transportation.
5. Students may not ride a bus other than their assigned one.
6. Buses will not transport students 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 administrator approval.

Walker Dismissal:

1. Walk along designated sidewalk and crosswalk locations.
2. Students walking to a location other than the designated address need written parental permission stating: "I, [name], 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 may apply to a single day, month, or the full school year.

The school's responsibility for students does not extend beyond 2:25 p.m. unless registered in Extended Care. If a child must remain at school later, notify the office; the child should wait on the bench by the office. Office staff must be notified when parents arrive.

No child may leave school property during the day without written parental consent and the principal's knowledge. A parent/guardian must enter the building, sign the child out, and escort the child to the vehicle.

Bus Transportation Rules

City school Transportation Departments maintain their buses and establish rider conduct codes. Contact your local school district's transportation department with questions.

Disruptive Behavior Procedure

1. A citation is issued by the bus driver.
2. After 3 citations, the child may be suspended from riding privileges for 5 school days.
3. Further disruption results in loss of bus privileges for an indefinite period.

Students may not transfer buses or disembark at different stops unless going home to an empty house, and this cannot be a regular practice. A note to the principal and bus driver stating the reason is required. Going to someone's house to play or work on a project is not a sufficient reason.

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

Getting On and Off the Bus

- Students must be ready and waiting when the bus arrives.
- Riders must stay off the road while waiting and conduct themselves safely and politely.
- Riders must wait until the bus fully stops before boarding.
- Crowding and pushing must be avoided.

Rules on the Bus

- Talk quietly at all times; no talking at intersections or railroad crossings.
- Never tamper with the bus or its equipment.
- Damage (cut cushions, broken windows, etc.) must be paid for by the student/parents. Throwing objects in or out of the bus is prohibited.
- Keep arms inside the bus when windows are open.
- Keep books, packages, coats, and other objects out of the aisles.
- Eating is not permitted on the bus.
- The driver is responsible for student conduct and discipline on the bus and may issue citations.
- Serious misbehavior warranting exclusion from the bus is decided by the principal, who informs the parents.
- Smoking, vandalism, or major safety hazards receive no warning — the principal may suspend privileges immediately with written notice to parents.

Attendance

Children between ages 6 and 18 are required by law to attend school punctually and regularly (Ohio Code 3321.01 and 3321.03). Irregular attendance will be investigated and reported to the proper authorities.

Excused Absence Reasons

- Death in the family
- Serious illness in the family requiring an older child to stay home to care for younger children
- Personal illness

- Urgent medical or dental assistance (appointments should ordinarily be scheduled outside school hours)
- Quarantine of the home
- Any circumstance the principal judges to constitute good and sufficient cause
- Emergency weather conditions or transportation difficulties

Students are responsible for making up all missed work.

Attendance Procedures

- Report absences to the school office as soon as possible, no later than 8:30 a.m. the day of the absence.
- Exceptions for the current day (late arrival/early dismissal) have a cutoff of 1:25 p.m.
- Inform the office of any communicable diseases for health records.
- Students must bring a written excuse signed by a parent/guardian stating the reason for absence or tardiness.
- If a parent does not report an absence, the school will notify parents (including at their workplace if necessary), as required by state attendance mandates.
- Tardy students must report to the office for a tardy slip before entering the classroom. Tardiness is defined as arrival after 8:00 a.m., regardless of circumstance. Parents must enter the building and sign in their child if arriving after the 8:00 bell. Jr. high students (grades 7–8) are also marked tardy if not seated in homeroom by the 8:00 bell.

Tardy Consequences:

Occurrence	Consequence
1st–3rd	No disciplinary action
3rd	Letter sent home must be signed and returned
4th	Recess detention may be issued
5th and beyond	After-school detention

- A student absent for more than two hours after leaving school receives a ½ day absence. A student arriving after 1:00 p.m., having not been present in the morning, is marked absent for the entire day.

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

Unexcused Absences

Absences for reasons other than those listed above are unexcused.

Parents may opt their child out of a particular field trip after discussing with the teacher/principal. The child must still attend school and will be supervised by a certified teacher or administrator during the trip.

Attendance at After-School/Co-Curricular Activities

Students must be in school at least one half-day (8:00–11:00 a.m. or 11:00 a.m.–2:25 p.m.) to participate in school-sponsored activities (drama, concerts, socials, dances, etc.). Exceptions require principal permission and apply to:

- A prearranged doctor/dentist appointment with proper excusal procedures followed
- A death in the family
- A home emergency, with parents having contacted the principal

Administration reserves the right to prohibit attendance based on classroom/behavioral conduct. Students who violate the code of conduct at events may be removed, disciplined, and barred from future events; parents will be called for pickup. Students serving a detention or suspension may not participate in or attend events on that day.

Vacation Policy

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

- Parents must notify the school office and classroom teacher two weeks in advance of a family vacation.
- No homework/classwork will be sent with the student for completion during the vacation; all assignments will be given upon return.
- Students have a maximum of three school days to make up all schoolwork upon return (this includes students on an IEP or Accommodation Plan).
- Missing work/tests not completed within this window receive a grade of 60%.

Academics

Curriculum

The curriculum is continuously reviewed by teachers and administrative staff to keep subject matter current and provide the best educational materials, equipment, and methods.

Religion

Students receive daily religious instruction using the Christ Our Life series by Loyola Press.

- Student body Mass is celebrated each Friday at 8:15 a.m.; parents are invited.
- Opportunities include Reconciliation, classroom prayer, Eucharistic Devotions, Stations of the Cross, and May Crowning.
- Students recognized for the Virtue of the Month are honored at monthly prayer services.
- The Pastor visits classrooms weekly.
- Attendance at Sunday Mass and reception of sacraments is expected as reinforcement of home faith formation.
- Second-grade parents must attend a DRE meeting before Reconciliation and First Communion (at least one parent required). Parents and 8th-grade Confirmation candidates must attend the Confirmation Meeting.

Reading

Begins in kindergarten with readiness skills, phonics, and word recognition. Grades K–2 emphasize phonics, vocabulary, and comprehension; grades 3–8 develop critical reading, analysis, and study skills. Grades 2–8 use trade books alongside the reading series. Grades 6–8 students meeting specific criteria may enroll in an advanced literature course.

Math

Applies Ohio math standards, K–8, transitioning from concrete to abstract thinking. Covers whole numbers, decimals, fractions, and problem-solving strategies. Enrichment through IXL, BrainPop, and STREAM/PLTW.

Social Studies

A unified, technology-integrated approach covering history, sociology, geography, philosophy, economics, and political science, with cross-curricular activities emphasizing critical thinking.

Language Arts

Emphasizes communication skills — grammar, composition, speaking, active listening, writing, and spelling. Legible handwriting is practiced in grades K–4 and reinforced in grades 5–8. Cursive is introduced in second grade.

Science

A "Hands on and Minds on" program, K–8, focused on the scientific method and lab experiments/STREAM-PLTW activities. Seventh graders host an annual local science fair; top projects (earning "superior") advance to regional and sometimes state competitions.

Health and Safety

Covers social/emotional behavior, hygiene, dental health, nutrition, disease prevention, drug refusal, and general safety.

Music

Aligned with the National Arts Curriculum and Diocese of Cleveland Curriculum. Instrumental band offered grades 4–8, with Christmas and Spring concerts.

Physical Education

A skill-oriented program, K–8, emphasizing fitness, teamwork, and sportsmanship.

Art

Stresses creativity and appreciation, with an annual student art show and competition opportunities.

Technology/Computer Program

Fully integrated into the curriculum via Project-Based Learning. Students are introduced to Microsoft Office in first grade and proficient by 8th grade; Google Docs is used for collaboration. Keyboarding is taught starting in 3rd grade. Grades 3–8 develop research and problem-solving skills; by 8th grade, students gain experience in programming and coding.

Project Lead the Way (PLTW)

A nationally recognized STEM program offering hands-on learning in engineering, technology, and problem-solving, encouraging students to become confident, thoughtful, and collaborative learners.

See the Appendix for the school's Acceptable Use Policy.

Homework

Homework extends school learning — recalling, applying, and reviewing knowledge, and researching new topics. It builds independence, self-confidence, responsibility, self-discipline, and time management.

- Assigned throughout the week, rarely on weekends.
- No fixed time limit exists across all grades; teachers inform parents at the start of the year about procedures and approximate daily time expectations.
- Longer assignments are given in grades 4–8 to build time-management skills.
- Missed assignments due to absence will be made up with time provided; a note requesting assignments is required for illness. Vacation-related homework is made up upon return.

Consequences for missing/incomplete homework:

- Recess or after-school detentions at the teacher's discretion.
- Three after-school detentions for missing/incomplete homework results in a homework contract, developed by the student, teacher, parent, and/or principal.

Tips for Parents:

- Ask your child about homework daily; encourage use of school-provided assignment notebooks (grades 2–8).

- Check ProgressBook daily for assignments and progress.
- Stay involved — review completed work with your child.
- Remember homework is the child's work; assist but don't complete it, and note any recurring issues for the teacher.
- Set a consistent homework time and quiet workspace.

Contact your child's teacher with homework concerns, especially if assignments are consuming excessive time.

Special Services

Learning disabilities tutoring is provided through federal and state funding for students identified by Brecksville/Broadview Hts. City Schools. Assumption Academy is a Jon Peterson Scholarship provider, offering education services, intervention services, school nurse services, school psychological services, speech and language services, and aide services. Quarterly IEP progress reports are provided for scholarship students. Students receiving equitable/auxiliary funding services cannot duplicate the same services through JPSN.

Testing Program

Grades	Test
K–8	Diocesan Required Assessments (MAP)
2–8	ARK Religion Test
K–8	Individual psychological testing (with parent consent)

The program supports curriculum development, tracks pupil progress, and documents school achievement.

Learning Commons

All students have regular access to the collection of books.

- Lost/damaged book charges equal the purchase price.
- Borrowing privileges are forfeited until fines are paid; report cards are withheld until fines are cleared.
- No fine for books due during an absence — notify staff — but books must be returned on the first day back.

Awards

Honor Roll (grades 4–8, based on GPA and conduct):

Award	GPA Range
Principal's Honor Roll	3.7 and above
Honor Roll	3.4–3.699
Merit Roll	3.0–3.399

- Viking Award: recognizes good citizenship and work habits.
- Athletic accomplishments are recognized during morning announcements.

Grading Scale

Letter	Percentage	GPA
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

- Grades 4–8 receive letter grades in all classes, including specials (PE, computer, music, art, Spanish).
- Grades K–3 receive Standards-Based Grading (teachers provide details).

- Specials in grades 1–4 use: O (Outstanding), S (Satisfactory), N (Needs Improvement), U (Unsatisfactory).

Retention

The principal makes the final retention decision after consulting the teacher and parents. Retention is considered when a child is presumed to benefit from it, for reasons such as:

- Failure in 3 or more major subjects (language arts, math, social studies, science) defined as an F for more than two quarters, with consistently failing daily work.
- Failure to master fundamental primary-grade reading skills.
- Other good and sufficient reasons, such as immaturity.

Withdrawal

1. Meet with the administrative assistant and complete a withdrawal form.
2. The form is signed by the principal and parent(s)/guardian(s).
3. A request for release of records form is provided.
4. Withdrawal is effective as of the date on the completed form.
5. Withdrawal terminates all services.
6. All other fees or canceled services remain the parent's/guardian's responsibility.

Communications Between Home and School

Report Cards

Issued four times per year. Student records are confidential; release requests must be made in writing.

ProgressBook

The school's electronic grade book. Parents receive a password for each child (which may be shared with the child) to check grades, homework, and teacher communications.

Interim Progress Reports

Issued when:

- A student has a D+ average or below in any subject, or
- Poor behavior or work habits are noted.

Parent-Teacher Conferences

Formal conferences are held in fall and spring, or at either party's request. Contact the office or teacher at least two days in advance for appointments. Conferences are never held during regular class time.

Parents should consult the teacher before contacting the principal about academic or behavioral matters — Parent CORPS, Pastoral Council, etc. are not proper channels for such issues.

Intervention Assistance Team (IAT)

Composed of administrators, teachers, support staff, and parents, the IAT develops intervention strategies for students facing academic, social, or behavioral concerns. Referrals may come from the teacher, parent, or principal. (Not part of the Jon Peterson Scholarship.)

Visits to Schools During Class Time

To protect instructional time, teachers may not leave classrooms unsupervised. No one may go directly to a classroom without principal permission. Items/messages for a child should go to the school secretary. All visitors must enter through the front office, sign in, and receive a visitor pass.

Field Trip Permission Forms

A signed permission slip must be on file before a field trip; no exceptions. Students may not join a class late without written parental note and administrative/teacher approval. Parents may not withdraw siblings to join a field trip. A fee may be charged to cover transportation/facility costs.

High School Shadowing

- Permitted: one day in 7th grade, one day in the first semester of 8th grade — without being marked absent.
- Written notice required at least 3 days prior.
- Unauthorized shadowing results in an Unexcused Absence and zeros for all assignments that day.
- Proof of the experience may be requested.
- Not permitted for non-Junior High students without principal approval.

8th Grade High School Privilege

In February, once accepted into high school, an 8th grader who memorizes and recites their high school alma mater to Mr. Krebs earns the privilege of wearing their high school top or hoodie on Thursdays for the rest of the school year.

Transferring to Another School

A release of information form must be signed to forward records. No academic records are forwarded until all financial obligations are settled.

Tuition and Instructional Fees (2026–2027)

Program	Schedule	Hours	Tuition	Registration Fee
3-Year-Old (P3)	Tue/Thu	8:30–11:00 a.m.	\$1,800/year	\$150 (non-refundable)

Program	Schedule	Hours	Tuition	Registration Fee
4-Year-Old (P4)	Mon/Wed/Fri	8:30–11:00 a.m.	\$2,200/year	\$150 (non-refundable)
Pre-K (PK)	Mon–Fri	8:00–11:30 a.m.	\$2,500/year	\$150 (non-refundable)
K–Grade 8	Mon–Fri	Full day	\$6,600/year	\$150 per student (not covered by scholarship)

Child must turn 3 (P3), 4 (P4) by August 1st, or 5 (PK) by December 31st.

Optional Afternoon Enrichment (AM P4 & Pre-K, 3–5 days/week, 11:30 a.m.–2:00 p.m.):

- P4: \$1,500/year
- PK: \$2,500/year

Tuition may be paid annually or monthly (10-month spread) through Blackboard Tuition Management. The EdChoice Scholarship Program provides state-funded scholarships for students attending or assigned to EdChoice-designated public school buildings, applicable toward tuition at qualifying private schools.

Hot Lunch and Milk Programs

Hot Lunch: Available for purchase, meeting health standards. Orders and payment (check/cash) are submitted monthly via order forms, one per child, in a marked envelope. No change is given.

Federal Milk Program: Reduces milk cost. Payment submitted in an envelope labeled with children's names, grades, and milk type. Milk received at school may not go home.

Lost and Found

Clothing is placed in the office lost and found; unclaimed usable items are donated at the end of each quarter. Money, jewelry, and valuables are turned in and claimed with identification.

Birthday Celebrations

- Students may dress down (within out-of-uniform guidelines) on their birthday; summer birthdays may celebrate a half-birthday.
- Invitations may not be exchanged at school.
- Treats must be store-bought and sent home with students, if possible.

School Snacks

Grades K–5 are advised to bring fruits or vegetables (e.g., raw produce, applesauce pouches) rather than candy or chips for daily snack breaks.

Students Using School Telephones

Office phones are for business use; students may use them only in emergencies, not for personal arrangements.

Safety and Medical Issues

Illness

Ill children should stay home. A sick child at school may not leave without parent/emergency contact notification and pickup arrangements; those picking up must sign the child out. Students are monitored in the clinic until pickup.

Return to school criteria: fever-free for 24 hours without fever-reducing medication, and no vomiting/diarrhea within the last 24 hours. Parents are encouraged to check temperature before sending a child to school.

Emergency Procedures

School closes when Brecksville-Broadview Heights District cancels classes. Check radio, TV, email, or devices — do not call the school or rectory. Assumption-specific closures are announced via media, ProgressBook, social media, and OneCall Now mass notification.

Safety Drills

Regular fire drills are held with class-specific escape plans. Tornado drills occur March through June. Rapid dismissal drills occur throughout the year. Lockdown drills are unannounced and coordinated with Broadview Heights Police and Fire Departments.

First Aid

A nurse/health aide is on staff daily. Parents are notified by phone or in writing for any head-area injury, however minor. If unreachable, the designated emergency contact is notified.

Child Abuse Protocol

All staff are mandated reporters under Ohio Law (ORC 2151.421). Categories of abuse: physical, sexual, neglect, failure to thrive, and emotional.

Procedure when abuse is suspected:

1. Consult the Principal/Administrators/Psychologist/Counselor to assess validity.
2. Document injuries and incidents.
3. Notify County Children's Services (Cuyahoga County Hotline: 216-696-KIDS).

Reports include the child's name/address/age, parent/caretaker information, suspected abuser, reason for suspicion, and other relevant details.

Medication at School

1. No drug (prescription or OTC) may be administered without a physician's order and parental permission.
2. All medication is stored in a locked clinic cabinet.
3. Written physician and parent requests, including medication name, dosage, timing, duration, and side effects, are required (forms available in the office).
4. Medication must be in its original container with a label showing the student's name, medication, dosage, route, and time.
5. Medication and forms must be delivered by a parent/guardian.
6. New forms are required each school year and with any medication change.
7. The school nurse monitors, documents, and educates staff on medication administration.
8. Accurate records are kept in the student's health file.
9. Students may self-administer and carry inhalers, with written instructions on file with the teacher, administration, and nurse.

Allergy Policy

- Parents complete an Allergy Action Plan during registration.
- Stock Epinephrine may be administered for undiagnosed severe allergic reactions.
- Students with a documented Epinephrine-requiring allergy must provide Epinephrine and an antihistamine per a signed Allergy Action Plan; these are stored in the clinic and monitored yearly for expiration.
- If Epinephrine is administered, 911 is called first, then parents.
- Students may self-carry an auto-injector with a completed physician self-carry form.

Articles Not Permitted in School

- Gum
- Glass containers
- Skateboards or rollerblades
- Portable electronic devices (iPads, iWatches, Gameboys, Fitbits, etc.)
- Flower/balloon deliveries to students
- Cell phones in classrooms
- Perfume, cologne, body sprays
- Food delivery orders (DoorDash, GrubHub, etc.)

The Principal has discretion to add additional restricted articles.

Parent Organizations

Parent CORPS (Committee of Responsible Parent Support)

Provides program and financial assistance to the school and fosters community connection. Activities may include classroom holiday parties, Junior High dances, and more.

Volunteers

Provides opportunities for parents and parish adults to serve the school community.

- All volunteers must complete a two-hour VIRTUS class and 24 online instructional readings/assignments.
- Volunteers working more than 4 hours/month must submit fingerprints for BCI and FBI background checks.

Classroom Parties

- Room parents coordinate volunteers for each class; limited to 3 parents per party.
- Volunteers must check in at the Front Office and may not enter the classroom until 15 minutes before the party starts.

Code of Christian Conduct

Assumption Academy is committed to helping each student develop their full potential, cultivating Christian virtues of honesty, integrity, truthfulness, justice, and charity, along with responsibility and respect for authority and others. School rules safeguard the safety and rights of all students and foster positive behavior while outlining consequences for negative behavior. Enforcement rests with administrators, shared with teachers, aides, lunchroom staff, and bus drivers.

Objectives

- Develop Christian/Catholic attitudes of respect toward self, others, and property.
- Accept responsibility for actions.
- Develop cooperative attitudes.
- Understand personal and others' safety.
- Understand and apply school rules.

The Assumption Academy Viking Code

We follow the virtues instilled by Jesus's Golden Rule, believing everyone has the right to learn and work in a safe, comfortable environment:

- Treat teachers, staff, and visitors as we want to be treated.
- Respect fellow students, their person, and possessions.
- Be accepting of others' responses and ideas with an open mind.
- Respect books and school property.
- Be honest, truthful, and supportive of one another.
- Follow schoolwide rules and classroom regulations.
- Demonstrate good sportsmanship.
- Participate fully and be attentive during liturgy, classes, assemblies, and gatherings.
- Work toward self-improvement in academics, activities, and personal goals.

Behaviors Not Tolerated

- Abusive language, put-downs, ridicule, teasing, bullying, or threats
- Obscene language, gestures, or pictures
- Talking back
- Name calling
- Negative comments/actions affecting classroom climate
- Vandalism or destruction of property
- Stealing
- Cheating on schoolwork/tests

The Code applies during the school day, school activities, and travel to/from school, and is flexible based on student age. Violations may result in detentions, parental contacts, conferences, removal from class, suspension, or expulsion.

General Discipline Plan

Established to help students grow academically and in faith, within an acceptable behavioral climate. Disciplinary actions may include:

- Teacher-student conference
- Time-out in classroom or office
- Individual classroom consequences
- Lunchtime detention
- Communication with parent (email, phone, conference)
- After-school detention

- Referral to Principal
- Referral to Teacher Assistance Team
- Loss of classroom privilege (e.g., field trip)
- Individual Behavior Plan
- Saturday detention (alternative to suspension)
- In-school suspension
- Out-of-school suspension
- Expulsion

Classroom Discipline

Each teacher develops and communicates a classroom discipline plan to students and parents at the start of the year.

Schoolwide Policies: Truancy

Truancy includes:

- Leaving school without permission
- Being absent without a parent's knowledge
- Being absent from class without permission
- Failing to report to a designated pass location
- Excessive unexcused tardiness (not in homeroom at the first morning bell; three tardies/quarter = automatic detention)

Possible consequences:

- Teacher-student conference
- Parent/guardian notification
- Student-Principal conference
- Student-parent-Principal conference
- After-school detention
- Suspension
- Referral to court authorities and/or Department of Child and Family Services

Disciplinary Procedures

1. Lunchtime/Recess Detention

Eating lunch outside the cafeteria under supervision, with reflective work on the incident; may involve loss of recess.

2. After-School Detention (2:25–3:15 p.m.)

Issued the day of the offense; generally held Thursday afternoons. Forms must be signed by parents and returned the next day.

Offenses include:

- Gum chewing
- Improper conduct in church
- Disruptive hallway behavior
- Unacceptable field trip behavior
- Inappropriate recess behavior
- Disregard for rules/procedures
- Eating outside the lunchroom without permission
- Junior high tardiness to individual classes
- Possession of unauthorized electronic devices (iPad, gaming systems, iWatch, Fitbit, cell phone)

Cell phone policy: Use during school, or ringing during school hours, results in detention and confiscation until a parent retrieves it. Once in staff possession, the student may face discipline for phone content even if used off-campus/off-hours. Misuse of authorized devices (iPod, iPad, Chromebook) also results in detention.

Escalation:

- 3rd detention: conference with teacher, principal, pastor, student, and parent; behavioral contract may be initiated.
- 4th detention: may warrant in-school suspension, depending on severity, frequency, and age.
- Students under a behavioral contract are evaluated quarterly by the principal, head of school, and/or pastor regarding future placement.

3. Saturday Detention (9 a.m.–Noon)

An alternative to suspension involving reflection and a response packet. Forms must be signed by parents.

4. In-School Suspension

Removal from classes/activities for a minimum of one day; no school activities (sports, music, clubs) allowed that day. Includes assigned lessons/homework and a behavioral contract that parents must agree to follow.

5. Out-of-School Suspension

Denial of attendance/participation. Make-up work graded at teacher discretion.

Grounds for suspension (in-school or out-of-school) include:

- Tobacco/alcohol possession, usage, transmission, or sale
- Profanity or obscene language/gestures directed at staff/students
- Insubordination
- Theft of property
- Falsifying records/signatures
- False fire alarm or 911 call
- Bringing weapons, fireworks, smoke/stink bombs, lighters, or matches
- Fighting
- Misconduct after an in-school suspension
- Bullying

6. Emergency Removal

If a student poses a clear and present danger or is inherently disruptive, the student is denied attendance/participation.

7. Expulsion

A serious matter, decided by the principal, head of school, and/or pastor. Parents are notified, and a conference may be held.

Grounds for expulsion include:

- Disruptive/immoral behavior presenting danger or continual disruption
- Possessing/handling/selling fireworks, explosives, weapons, drugs, or paraphernalia
- Assault, battery, or sexual harassment of staff/students
- Damage to school or private property (full restitution required)
- Failure to comply with a behavioral contract
- Repeated rule violations after disciplinary attempts

See Appendix for policies on youth gangs, weapons, sexual harassment, sexual violence, harassment, and student threats.

Specific Procedures

Suspension:

1. Parents are notified of the suspension and reasons; the student remains at school until the close of that day's classes.
2. In-school suspension work is graded and averaged.
3. Out-of-school suspension make-up work is graded at teacher discretion.

Removal (by Principal):

1. Student is placed in the principal's/assistant principal's office.
2. Parents are notified of the action and reasons.
3. The student may explain their actions.
4. Disciplinary action is determined case-by-case.

No corporal punishment will ever be administered.

Withdrawal: Parents complete a withdrawal form signed by the Principal; student services are expected to transfer to the next school.

Lunch Time Behavior

Send lunch with your child in the morning; avoid bringing lunch during the school day. Lunches should be in a marked bag/box with name and room number.

Lunchroom Rules:

1. Quiet talking only — no shouting or screaming.
2. Remain seated; no wandering.
3. No throwing food or objects.
4. All school rules (including no gum) apply.
5. Remain seated until dismissed by the supervisor.
6. Keep tables, floor, and eating areas clean.
7. Dispose of wrappings/waste properly.
8. Recycle plastics.
9. Exit quietly in single-line formation.

Consequences: table/floor cleaning duty, loss of recess, after-school detention, removal from lunchroom, parent conference.

Safety Rules and Playground Conduct

Fair play — waiting turns, avoiding roughness, respecting others' rights — is emphasized. Students must follow homeroom teacher/recess monitor directives and confine themselves to defined boundaries.

Playground Rules

1. Play in designated areas only.
2. No food on the playground at lunchtime.
3. No throwing stones, snowballs, or hard objects — only playground balls permitted.
4. No chasing balls across playground boundaries.
5. Use equipment appropriately.
6. No jumping guardrails or climbing poles.
7. Ropes for jump roping only.
8. Hula hoops used correctly.
9. No keep-away or very rough games.
10. No pulling/tugging on a child or their clothing.
11. No radios, electronic games, or cell phones.
12. No re-entering the building except for school activities or emergencies.

Consequences: recess detention (loss of privileges for a day), after-school detention, week-long loss of privileges plus parent conference, in-school suspension, out-of-school suspension.

Damage to Textbooks

Students are responsible for loaned textbooks; writing in, mishandling, or destroying books is not permitted. Fines apply for lost/damaged/defaced books, based on the extent of damage. Failure to pay results in withholding report cards, transcripts, and diplomas.

Student Lockers and Backpacks

Lockers and desks are school property and may be searched by administration. Backpacks are for transporting materials and must remain in lockers during the school day.

Cheating/Plagiarism Policy

Cheating includes talking during a test/quiz, looking at others' work, copying, using cheat sheets, or giving answers.

Plagiarism includes:

1. Presenting someone else's words or ideas as your own.

2. Copying a piece of writing and presenting it as your own, including use of AI to write an assignment.

Consequences (K–8):

- Redo the assignment under teacher supervision, at a scheduled time.
- A detention may be issued (more serious action possible depending on circumstances).

A.I. Policy

Assumption Academy helps students use Artificial Intelligence (AI) tools responsibly, ethically, and in accordance with Catholic values. AI should support learning, not replace it.

Students must submit original work reflecting their own understanding and effort. If AI is used in an assignment, students must follow teacher guidelines on disclosure and citation; failure to do so may violate the academic integrity policy.

- **Teacher Authority:** Teachers determine whether AI may be used for specific assignments/assessments; students must follow all instructions.
- **Digital Citizenship:** AI use must be responsible, respectful, safe, and aligned with school values — honesty, respect, and responsible technology stewardship.
- **Consequences:** Misuse may result in academic consequences, disciplinary action, or loss of technology privileges.

Dress Code

The uniform provides a neat, orderly appearance and avoids competition in dress. Assumption Academy reserves the right to decide acceptability of uniforms, hairstyles, etc. By registering their child, parents agree to comply with this policy.

Uniforms are supplied through Schoolbelles (school code: s0014); non-logo pieces may be purchased elsewhere (e.g., Old Navy).

Girls' Uniform (K–8)

Item	Requirement
Slacks	Navy or khaki
Skorts	Solid navy, Schoolbelles style only, properly fitted
Jumper (K–3)	V-neck pleated multi-plaid
Skirt (Grades 4–6)	Pleated, kilt, or split multi-plaid; no shorter than fingertip length
Skirt (Grades 7–8)	Blue/black plaid 2-kick pleat; no shorter than fingertip length

Item	Requirement
Blouse	White short/long sleeve with Peter Pan or Oxford collar, or navy/light blue/white knit polo. No ruffles, bows, or lace. Only solid white undershirts.
Sweaters	V-neck or crew neck cardigan/pullover in navy or white; no hoodies. Assumption crewneck sweatshirt permitted over blouse/polo.
Socks	Solid navy or white knee/crew socks (small insignia OK); no low-cut/golf socks; must cover ankle bone. White knit or opaque tights allowed.
Tights (under uniform)	Navy, white, or black hosiery with feet — not leggings/yoga/skinny pants. Legging-type pants permitted only for travel to/from school and recess.
Shoes	Black/brown/tan oxfords, loafers, or saddle shoes; solid white tennis shoes (no colored logos/stitching/laces); laces tied and matching; heel height max 1.5 in. No platforms, sandals, crocs, flip-flops, backless/open-toe shoes.
Hair	Clean, neat, not obstructing vision. No fad styles, dyeing, shaving, heavy product, extensions, or decorated braids. Simple headbands/clips allowed.
Cosmetics	No makeup, nail polish (including clear), fake nails, or nail art. No perfume/cologne/body spray.
Jewelry	One non-beeping wristwatch (no smartwatches); one religious necklace; one pair of earrings/small hoops (<1") on lower lobe only; no double piercings, tattoos, piercings, or fad jewelry.
Other	No fashion layering; undershirts solid white; underwear not visible; no hats/caps indoors.

Boys' Uniform (K–8)

Item	Requirement
Slacks	Navy or khaki dress pants (polyester blend, twill, or corduroy dress slacks). No jeans, cargo, or jean-style corduroy.
Belts	Navy, black, or brown (except kindergarten)
Shirts	Solid white, light blue, or navy knit polo; sleeves not rolled. Only solid white undershirts.
Sweaters	Navy or white, same styles as girls; no hoodies. Assumption crewneck sweatshirt permitted over polo.
Socks	Solid navy, white, tan, or black (small insignia OK); no low-cut/golf socks; must cover ankle bone.

Item	Requirement
Shoes	Solid dark brown/black leather oxfords or loafers; solid black tennis/athletic shoes (no colored logos/stitching/laces); laces tied and matching; heel height max 1 in. No crocs, sandals, boots, flip-flops, backless/open-toe shoes.
Hair	Clean, neat, conventional style. Above shirt collar, eyebrows, earlobes; not long enough to tuck behind ears. Sideburns no longer than mid-earlobe. No fad styles, dyeing, shaving, or heavy product. Clean-shaven — no facial hair.
Jewelry	One non-beeping wristwatch (no smartwatches); one religious necklace; no earrings (including posts/band-aids); no tattoos, piercings, or fad jewelry.
Other	No hats/caps indoors.

Physical Education Uniform (K–8)

Purchased through Gearin' Up (Assumption-monogrammed). Worn all day on scheduled gym days.

Approved combinations:

- Sport gray T-shirt + navy shorts
- Sport gray T-shirt + navy sweatpants
- Navy or sport gray sweatshirt + shorts
- Navy or sport gray sweatshirt + sweatpants

Sweatshirts/sweatpants may be worn over T-shirts/shorts, but no additional fashion layering.

- Shoes: Any color tennis shoes with non-marring soles; no light-up or wheeled shoes.
- Socks: White, navy, or black cotton crew socks (small insignia OK).

Summer Uniform Guidelines (May 1–September 30, or at principal's discretion)

- Navy blue pleated walking shorts with light blue or white polo, per Schoolbelles style; no decorative/cargo pockets, side zippers, or jean-like styles. No shorter than fingertip length.
- Water bottles: Plastic, spill-proof, water only, labeled with student name. No Stanley-style or open-straw bottles.

Out of Uniform Day

- No backless, halter, sleeveless, or spaghetti-strap tops
- No low-cut tops or exposed midriffs
- No skin-tight clothing; skirts/dresses no shorter than fingertip length

- Skinny jeans/leggings/yoga pants/tights must be paired with a long tunic/shirt/skirt for coverage; no rips/holes in jeans
- No shorts
- No athletic slides, flip-flops, crocs, clogs, or backless shoes
- Appropriate language/decoration on shirts
- No hats indoors

Students dressed inappropriately will be asked to call home for a change of clothes or given a spare uniform.

Dress-Up Days (Pictures, Dances, May Crowning, etc.)

Same out-of-uniform restrictions apply, plus:

- No jeans or shorts of any kind
- Open-toed dress shoes allowed, but a second comfortable pair is advised for recess
- Girls: skirts, dresses, blouses, or dress pants of modest, appropriate length
- Boys: dress shirts, ties, vests, and dress slacks

Accessory Day

For holidays/sporting events, students may wear color- or team-themed accessories: solid-colored socks/sweaters, hair accessories, neckties, or shirts over the uniform polo (preferably solid unless a team is featured).

Field Days

Gym uniform (shirt and shorts) may be worn for end-of-year field days.

Field Trips

Uniforms must be worn unless otherwise approved by administration.

Spirit wear: Must display the current Assumption Academy logo. Former partnership spirit wear may be worn only until November 1, 2026; after that date it is considered out of uniform.

Dress code violations accumulate throughout the year. Three violations = one conduct referral.

Extra-Curricular Activities

Clubs & Committees

Club	Grades
Board Game Club	K–2

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

Sports

CYO sports program for boys and girls, grades 1–8.

Fine Arts

Program	Grades
Music (weekly curriculum)	All
Orchestra	4–8
Beginning Band	4
Advanced Band	5–8
Choir	3–8
Altar Server	3–8

Other Organizations

- Cub Scout Pack 810
- Girl Scouts

- Student Council

Liturgical Program

- Student Mass each Friday at 8:15 a.m.; parents invited.
- Mass attendance on holy days and special feasts.
- Weekly Stations of the Cross during Lent.
- Individual and communal Confession opportunities throughout the year.
- Other liturgical celebrations correlated with religion classes.
- Sacramental preparation via the DRE: Grade 2 (Reconciliation, First Communion) 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. Changes will be published in the school/parish newsletter or on ProgressBook.

Appendix

AIDS Policy

Children with AIDS enrolled or seeking enrollment (grades K–8) may attend school/religious education in a regular classroom setting, provided:

1. A physician documents that the child's health allows participation in regular activities.
2. The child behaves in a manner that would not risk disease spread.
3. The child has no open sores, skin eruptions, or conditions preventing control of bodily secretions.
4. Periodic physician evaluations certify continued participation.

Parents/guardians must report any AIDS, ARC, or HIV diagnosis to administration. Confidentiality is maintained — only staff necessary for the child's proper care are informed. The principal, after consulting proper authorities, may limit the child's participation based on condition and expected interactions.

Family/Custodial Matters

- Two-parent families: Assumed to share the same address and communicate; school notices go home with the child.
- Separation/pending divorce: Information is sent home with the child to the current caregiving parent, assumed to be shared between parents. Parents should inform the principal/teacher so appropriate support can be provided.

- Divorce decree with clear custody: The custodial parent must submit a copy of the decree (case number, custody pages, judge's signature) to the principal. Unless restricted by the decree, the non-custodial parent retains equal access to school information and the right to attend school activities, including sports and programs.
- Joint custody: One copy of communications is sent home, assumed shared between parents.
- Conferences: A joint conference is the general procedure if both parents wish to attend. Alternate arrangements (subject to principal approval) may be made when a joint conference isn't feasible.

Visitation should generally begin at a parent's home, not at school, respecting routines that support the child's security and school responsibilities.

Tobacco, Alcohol and Drugs

Manufacturing, distributing, dispensing, possessing, using, or being under the influence of alcohol, controlled substances, or related paraphernalia in the school setting (buildings, premises, transportation, or school-sponsored off-site activities) is forbidden.

- Violations may result in suspension or expulsion.
- Penalties may be held in abeyance if the student/family demonstrates willingness to pursue counseling/assistance.
- Legal violations are reported to the Brecksville-Broadview Police Department.
- No adult may use alcohol or illegal substances in front of students at any school event.

Policy on Youth Gangs

Gangs and gang-related activity are prohibited. A gang is defined as any non-school-sponsored group, typically secret/exclusive, engaging in unlawful or anti-social behavior threatening others' welfare. Prohibited gang activity includes recruitment, distinctive grooming/clothing/tattoos denoting membership, hand signals, weapon/drug possession, and related criminal behavior.

Possible consequences:

- Immediate parent/guardian contact and intervention
- Behavior contract
- Referral to counseling
- Referral to Department of Human Services or child welfare agencies
- Referral to outside treatment agencies
- Police/Juvenile Court notification for violence or illegal activity
- Suspension/expulsion
- Financial liability for vandalism

Prevention measures include strict enforcement of dress code and discipline policies, locker/desk search rights, event supervision procedures, and parent cooperation in not permitting unsupervised gatherings. Educational programs (QUEST, C.A.R.E., guidance, CYO/youth ministry) support positive self-esteem and decision-making.

Assumption Academy Weapons Policy

Use, transmission, possession, sale, or discharge of weapons or explosive devices is expressly prohibited in school, on school grounds, or at school-sponsored activities — applying to all students, participants, teachers, administrators, and personnel.

Includes any deadly weapon as defined under Ohio law, firearms (loaded or unloaded, any caliber/type), and air/gas-propelled projectile devices.

Violations may result in police notification, immediate suspension, and possible expulsion. If dismissal isn't warranted, a probation contract (counseling, community programs, extracurricular suspension, etc.) may be required.

Sexual Harassment and Sexual Violence Policy

Sexual Harassment

Includes, but is not limited to: verbal sexual abuse, disseminating/possessing obscene or sexually explicit material, obscene graffiti, unwanted sexual communication, spreading sexual rumors, obscene clothing/items, inappropriate touching, and obscene gestures.

Reporting: Report to teacher and principal. Both offender's and victim's parents are informed. Confidentiality is maintained; retaliation is prevented.

Possible disciplinary actions:

- Verbal warning/reprimand and apology
- Parent/student/principal conference
- Written warning with parent notification, filed in student record
- Detention or removal from activities
- Behavior/probation contracts, possibly requiring professional intervention
- Suspension
- Expulsion

Sexual Violence

Criminal sexual harassment must be reported by the principal/pastor/school authority under state law. The Department of Children Services and police are contacted immediately for any suspected sexual abuse/violence involving a minor, including offenses such as Gross Sexual Imposition, Sexual Battery, Rape, Importuning, Voyeurism, Public Indecency, or Felonious Sexual Penetration under Ohio law.

Sexual Harassment Investigation Procedure

The principal discusses allegations with the complainant, investigates promptly and impartially, and allows both parties to present evidence/witnesses. Confidentiality is maintained. Retaliation is prohibited and disciplined. If the investigator is the alleged harasser/witness, an alternate is designated. Crimes are reported to police immediately. Both parties receive notice of the investigation's outcome.

Procedure to File a Sexual Harassment Complaint

1. File with the principal or designated impartial administrator (in writing if made by an employee).
2. The principal/designee investigates immediately and documents allegations.
3. Investigation gathers witness names, dates, times, and specific charges.
4. Confidentiality is stressed.
5. No reprisals are tolerated.
6. The principal determines disciplinary action and notifies parties per FERPA.

Student Threats, Policies and Procedures

1. All threats to harm self or others are taken seriously immediately.
2. Report to the principal immediately.
3. Notify police immediately.
4. Keep the student under supervision in the principal's office until police arrive.
5. Notify the threatening student's parent/guardian immediately.
6. Notify parents/guardians of any named potential victims immediately.
7. Suspend the student pending a comprehensive mental health evaluation/risk assessment by a psychiatrist/psychologist (Ph.D.), per ORC 2305.51.

The principal provides the evaluator with all relevant facts (behavior, threat details, writings/drawings, disciplinary history). A written report and treatment plan must address whether the student poses a danger, with a follow-up assessment within 30 days determining readmission eligibility.

Counseling is made available to affected students with parental permission. Mental health documentation is kept in a separate, confidential file (accessible only to the principal/pastor) for one year beyond the student's departure before destruction.

Threat policy is handled differently for primary grades. The pastor may amend this policy as needed.

Acceptable Use Policy

Each year, students receive a copy of the Acceptable Use Policy and must sign an agreement to comply with technology use rules.

Anti-Harassment, Intimidation, and Bullying Policy

Assumption Academy upholds the sanctity of human life and dignity, and all community members have a right to a safe, healthy environment.

Definition: Intentional written, verbal, graphic, or physical acts (including electronic/cyber acts) by a student or group, occurring more than once, that cause mental/physical harm and create an intimidating, threatening, or abusive environment.

Examples include:

1. Physical violence/attacks
2. Threats, taunts, intimidation
3. Extortion, damage, or theft of property
4. Exclusion or rumor-spreading
5. Cyberbullying (harmful posts, threatening messages, embarrassing photos, online rumor campaigns, false reporting to service providers)

Procedure for the Alleged Victim

1. Communicate that the behavior must stop, if comfortable (with staff assistance if needed).
2. If harassment continues, tell a teacher/counselor/principal and document: what/when/where happened, who was involved, exact words/actions, witnesses, the student's response, and feelings.

Complaint Procedure

- Report incidents immediately to the principal or designee; staff must intervene immediately upon witnessing bullying.
- Reporters acting in good faith are immune from civil liability.
- Parents/guardians of involved students are notified, with access to written reports per Ohio Revised Code 3319.321 and FERPA.
- The principal may appoint an investigator; complainants complete an Anti-Harassment/Bullying Complaint Form; witnesses may complete a Witness Disclosure Form.
- Information is kept confidential; retaliation is prohibited and subject to discipline up to expulsion.

Investigation Procedure

The investigator interviews the complainant and alleged harasser (who may submit a written response), interviews witnesses as needed, and reports written findings/conclusions to the principal.

Resolution of the Complaint

The principal may investigate further, interview parties, and determine appropriate remedial/disciplinary action. A written closing report is filed, and all parties are notified of the conclusion. The principal maintains a log for Ohio Department of Education reporting.

Key points: Evidence is confidential; complaints are always investigated; no retaliation is tolerated; retaliators face discipline up to expulsion. If the investigator is a witness, an alternate is appointed.

Safety and Violence

- Parents/guardians must sign children in/out in the main office for mid-day drop-off/pickup; children are never released to unauthorized persons.
- Emergency contacts are recorded in each child's registration.
- All visitors enter/exit through the main office.
- Staff trained in first aid administer care for accidents/injuries; all staff receive biannual CPR and Heimlich Maneuver training.
- Brecksville-Broadview Heights Fire Department provides emergency transportation when needed.
- Nursing staff complete incident reports for injuries/accidents (copy to parent, copy retained by the Diocese).
- Fire emergency/weather alert evacuation plans are posted in each classroom; practice evacuations occur at Ohio Department of Education-required intervals.
- Each classroom maintains a comprehensive emergency plan accessible electronically, with two designated evacuation routes per teacher.