

Assumption BVM Catholic School

Parent & Student Handbook

2023-2024



109 East Pulaski Street
Pulaski, WI 54162
www.abvmeducation.org
920-822-5650



*Accredited by WRISA - Wisconsin Religious &
Independent Schools Accreditation*



*Proud member of Wisconsin School Choice -
"Empowering parents by providing
high quality options in education."*

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Assumption BVM Catholic School

Mission

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

Core Values

Catholic School Community

We are family friendly and child centered.

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

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

We foster partnerships with families and the community.

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

Christ – Centered

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

We know that God is always present.

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

Educational Excellence

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

We inspire life-long love of learning.

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

Discipleship

We love and serve others.

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

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

Philosophy

We believe students at Assumption of the Blessed Virgin Mary School:

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

As a staff, we believe it is important to:

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

We believe families:

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

2023-2024 EDUCATION STAFF

Pastor	Fr. David Kobak, O.F.M.
Deacon	Dcn. Dennis Majewski
Education Administrator	Mrs. Sara Mangold
Administrative Assistant	Mrs. Mary McDermid
Administrative Assistant	TBD
Before School Child Care	Mrs. Amy White
After School Child Care	TBD
3-Year-Old Preschool	Mrs. Laura Benesh
3-Year-Old Preschool Teacher Aide	Mrs. Tiffany Gumina
4K	Mrs. Pam Grygiel
4K Teacher Aide	Mrs. Amy White
Kindergarten & Grade One	Mrs. Brooke Gonnering
Grades Two & Three	Mrs. Carole Clark
Grades Four & Five	Mrs. Karly Pennings
Art	Mrs. Jessica Skinkis
Library	Mrs. Audrey Naliborski
Music	Dr. Jamie Waroff
Physical Education	Mrs. Ashley Kubiak
Religion Teacher	Mrs. Deanne Wilinski
Technology Coordinator	Camera Corner/Connecting Point
LOSEC Coordinator	Mrs. Jessica Maroszek
School Nurse	Mrs. Kara Andre
Religious Education Director	Mrs. Deanne Wilinski
Religious Education & Sacraments Coordinator	Mrs. Staci Karcz
Board of Total Catholic Education President	TBD
Custodian/Maintenance	Mr. Jeremiah Meadows
Cleaner	Mr. Scott Valeria
Food Service	Mrs. Patty Bergner

ABSENCE

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

Please notify the office of an absence or a tardiness by 8:15 am. For your child's safety, you will be contacted by school if a call is not received.

Students are considered absent whenever they are away from school during school hours. Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, a phone call or email should be made to the school office by the parent or guardian.

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

If a child is ill for 5 or more consecutive school days, a **doctor's excuse is required**.

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

If a vacation requires a child's absence from school and is 5 or more consecutive school days, the **office and the child's teacher** must be notified at least 7 school days before departure. A pre-excused absence form can be obtained from the office or the website. (found on the Resources page) Complete the form and return to the school office.

Arrangements should be made with the teacher for all missed class work.

ACCREDITATION STATUS

Assumption BVM is accredited by the Wisconsin Religious & Independent Schools Accreditation (WRISA).

ADMISSION AND REGISTRATION

Admission

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

A child entering Kindergarten must reach the age of 5 by September 1. This is in accord with State of Wisconsin regulations and the Pulaski Community School District. Students in the 3-Year-Old Preschool or 4K program must be their respective ages of 3 or 4 by September 1 of the program year, and potty trained (for 3-Year-Old Preschool).

Registration

Families enrolled with Assumption BVM School will be informed of a re-registration process held each year, beginning on February 1. At that time, parents will be notified how to complete online registration. **New** families can also enroll any time after February 1 using the online registration process. All families are expected to follow their contract for tuition payment policies, as established by the Assumption BVM Board of Total Catholic Education and the Green Bay Diocesan Board of Education.

Wisconsin School Choice Program

Assumption BVM School participates in the Wisconsin Parental Choice Program (WPCP), which means eligible students who reside in Wisconsin can attend Catholic school tuition-free. School Choice program applications are only accepted for a specific period of time, as determined by the Wisconsin Department of Public Instruction. The online application requires verification of income and residency requirements. For more information, go to <https://dpi.wi.gov/sms/choice-programs>.

ALCOHOL/DRUG/SMOKING

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

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

AMENDMENTS TO THE HANDBOOK

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

ARRIVAL/DISMISSAL

Arrival

If you are dropping your child off for school any time **before 7:20 am**, you need to sign him/her in to Before Care. (Please see Extended Care for more information.) This applies to all grades, 3-Year-Old Preschool through Grade 5. **Beginning at 7:20 am**, there will be staff supervision by the gym doors. All students will be released to their classrooms at 7:35 am. Students arriving between 7:35 and 7:45 am go directly to their classrooms. All students need to be in their classroom when the 7:45 am bell rings. Students arriving in the classroom after 7:45 am will be considered tardy.

3-Year-Old Preschool and 4K students: Parents/guardians may bring their child to the classroom.

Dismissal

3-Year-Old Preschool (AM) and 4K (AM & All Day) students: Teachers will release students to their parent/guardian when they see them parked. Parents/guardians are asked to remain outside while waiting for their child.

3-Year-Old Preschool (All Day) students: Parents/Guardians should go to the classroom to pick up their child. When leaving, exit using the door to the far right.

Walking students should wait in the lobby for a staff member to walk them to the crossing guard at the intersection. A crossing guard is on duty until 3:00 pm.

Students being picked up should wait in the lobby area until their parent/guardian has parked.

After Care students should meet in the lobby area at 2:45 pm. The After School Care supervisor will bring them to the after care area.

Bus students should report to the lobby by the gym doors at 2:45 pm. The bus supervisor will advise them when to board the bus.

After School events (example ~ Basketball game): Parents have 2 options: 1) the parent can pick up the student and bring him/her back at the time of the event, or 2) the student can go to After Care until the parent signs him/her out. Students may not loiter in the building unsupervised.

Change of Pick Up Plan: In the event there is a change of pick up plan, please call or email the school office **by 2:00 pm**. Due to increased activity in the office near the end of the day, Assumption BVM School cannot guarantee pick up changes communicated after 2:00 pm. Please notify the office

if the normal pick up person is changing. We cannot release a student to a different person without parent notification.

For safety reasons, if a student needs to leave school before regular dismissal time, the parent/guardian should notify the office **and** the teacher. The parent or designated person must pick up the student in the office and sign them out.

ASBESTOS MANAGEMENT PLAN

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

ASSEMBLIES

Assemblies are planned periodically throughout the school year. Some typical assembly themes include athletics, cultural and community presentations, and professional speakers. Special attention to proper behavior and good manners is expected of all students and will be discussed by teachers prior to the event. Newsletters will include information about upcoming assemblies, and parents & guests are welcome to attend.

ATHLETICS

Assumption BVM School offers basketball for grades 4-6 boys and girls from November through February. Students are required to display good sportsmanship, cooperation, and promptness to be in good standing for athletics. Students participating in athletics must be in attendance the entire school day of an athletic event. This includes both game and practice days. Special circumstances can be reviewed with the principal prior to the absence.

Forms: Athletic forms will be sent home to participating students as needed. This includes a Student Physical Examination Form which needs to be completed by the student's pediatrician. This form is good for 2 years. Students must have parent permission to participate in athletics.

Fees: There is a \$20 fee per player per sport. This is to offset the cost of the referees.

ATTENDANCE

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

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

Attendance will be taken and recorded by staff before 8:15 am. Parents will be called if they have not notified the office.

Students who are learning virtually will need to connect with the teacher before 8:30 am to record attendance via online platform, such as Google Meets. At least one assignment or activity must be submitted during the day via online platform, such as Seesaw. If this criteria is not met, the student will be considered absent.

BAPTISMAL RECORD

New students entering Kindergarten through grade 3 should bring a Baptismal Certificate to the school office to be copied and recorded.

BLUE ENVELOPE/ FAMILY ENVELOPE

See COMMUNICATION

BOARD OF TOTAL CATHOLIC EDUCATION

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

Board President:	TBD
Board Member:	Becky Schneider
Board Member:	Mike Kordiyak
Board Member:	Sandy Tilton
Board Member:	Erin Harrig
Board Member:	Kara Andre
Board Member:	Kelly Whitcomb
Board Member:	TBD

BOOKS

Books are included in the tuition fee. Students who lose or damage books will need to pay the replacement cost.

BUILDING SECURITY

All outside school doors are locked from 8:00 am to 2:30 pm. Visitors need to use the intercom system in the front entrance. Office personnel will give visitors access. Security cameras allow the office staff to view several locations in and around the school.

CAFETERIA/PLAYGROUND SUPERVISION

To ensure the safety and well-being of the children during lunch/recess, Assumption BVM School has two supervisors to monitor the cafeteria and the playground. Parents are welcome to help supervise to fulfill Service Hours.

CALENDAR- There are 3 calendars on the website, www.abvmeducation.org.

- 1) The Assumption BVM School Activities Calendar contains a list of school events. On the Home page, scroll down past "Welcome to Assumption BVM School" and click on the "Assumption BVM Activities Calendar" button. It is also under the Resources tab, Forms & Links in the third column.
- 2) The Pulaski School District Calendar, which Assumption BVM School follows. On the Home page, scroll down past "Welcome to Assumption BVM School" and click on the "PCSD Yearly Calendar" button. It is also under the Resources tab, Forms & Links in the third column.
- 3) The Assumption BVM Home & School Google Calendar contains meetings, school Masses, athletic programs, special events, etc. Some events are added to the calendar as they are scheduled. (**Example:** 4th & 5th grade Basketball.) On the Home page, scroll down past "Welcome to Assumption BVM School" and click on the "Google Calendar" button. It is also under Events & News, Google Calendar.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. Please tune in to local radio or TV and follow the Pulaski Community School District listing. Parents may also sign up for school cancellation messages/texts directly to their email or phone using the Pulaski School District Communication System.

In the event of a late-in (2 hour delay), due **to inclement weather or other emergency**, 3-Year-Old Preschool and 4K AM would be cancelled. Before School Care would be available from 7:30 am until the start of the school day.

Every practical means is used to notify parents of an impending cancellation, including radio, TV, Facebook, email, and/or phone. In the unusual circumstance where school must be canceled during the school day, the staff will follow the primary means of transportation home for each student. Parents are encouraged to verify mode of transportation if there is not a consistent method of pick up. Call or email the office if the primary means of pick up will be different.

CHILD ABUSE LAWS

[Wisconsin Statutes S.48.981 (2) (3) (4)]

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

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

COMMUNICATION (FAMILY ENVELOPE)

Family Envelope

Each ***Wednesday*** (*Thursday for 3-Year-Old Preschool*), the oldest child in the family will receive a Family Envelope with all communication from the week. Your child will bring the family envelope home that evening. Please remove & read all materials. Sign and return all necessary forms. Return the family envelope no later than the following Tuesday.

Monthly School Newsletter

A monthly school newsletter, which contains items of interest to parents and students, is included in the Family Envelope. It will contain everything happening during that month, as well as a few events from the first part of the upcoming month. We will also use email communications for reminders throughout each month.

School newsletters can be viewed on our website www.abvmeducation.org. On the Home page, scroll down to just below "Welcome to Assumption BVM School". Click on "Current Newsletter" to view that month's newsletter. To view archived newsletters, hover over the Resources tab and select School Newsletters. You will see a list of all school newsletters in descending date order. Click on any date to view the newsletter.

CONFERENCES

Your child's progress in school is of utmost concern to all of us. Parents are encouraged to keep close contact with the teachers and principal. Parent/Teacher/Student Conferences are specifically scheduled twice annually (refer to calendar). However, a parent or teacher may request a conference at any time.

Note: The 3-Year-Old Preschool teacher assigns conference times independent from the regular conference schedule.

Here are some suggestions for a meaningful conference:

- Write down questions you have so you don't forget them.
- If there are special situations or problems at home that may be bothering your child, inform the teacher.
- If you suspect that some physical problem may be bothering your child, be sure to inform the teacher.
- Teachers will keep what you say confidential; therefore, please be open.
- Sometimes having the child included in the conference is beneficial. The teacher will determine if your child needs to be present.
- If you still have more to talk about, set another appointment before you leave.
- Please remember that Specials teachers are available during conferences.
- If you and the teacher cannot resolve a problem, talk with the principal.

CONTACT INFORMATION

It is very important that every family maintain an up-to-date address, telephone number, and email address on file in the school office. Please notify the school office immediately if you have a change of address, phone number or email address. We must also have two alternate phone numbers to call when parents cannot be reached at the primary phone number.

COUNSELING

Counseling can be requested on an as-needed basis by a student and parent. Families will be referred to other professionals. This counseling is aimed at providing support for students and families experiencing difficulties in their lives that affect their ability to be successful at school. Such situations may include things like illness, divorce, separation in a family, or death, to name the most common.

CURRICULUM

Assumption BVM School follows the Faith-Integrated Diocesan School Curriculum which is available online at <https://www.gbdioc.org/office-of-catholic-schools/>.

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

- Religion
- Literacy (Reading, Writing, Spelling, Grammar, and Handwriting)
- Math
- Science
- Social Studies
- Health
- Music, Art, and Physical Education
- Liturgy Preparation
- Technology
- Protecting God's Children (Safe Environment Education)

CUSTODIAL & NON-CUSTODIAL PARENTS

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

DETENTION

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

DISCIPLINE POLICY OF ASSUMPTION BVM EDUCATION DEPARTMENT

STUDENT DISCIPLINE

Assumption BVM School disciplinary measures are based on principles of responsibility, respect, and safety. Christian behavior is expected from all students. It is the responsibility of staff, students, and parents to provide a safe and caring environment built upon the dignity of each person and to encourage respect for self, others, and surroundings. Assumption BVM School has adopted the Positive Behavior Intervention System (PBIS) as our code of discipline guide. Expectations and consequences should be consistent throughout the school, should consider the student's developmental level and seriousness of the infraction, and should emphasize a positive (instructive vs. punitive) approach.

CONDUCT IN SCHOOL

Any conduct of students that endangers the property, health, safety or comfort of others; impedes the opportunity for oneself or others to learn; is unlawful; is disrespectful; or violates school rules will not be tolerated. A general list of student behavior expectations is as follows:

1. No gum in school.
2. Food or drink only in the cafeteria.
3. Walk in school.
4. Keep your hands to yourself. Please keep your hands off other people and their possessions. This includes actions such as pushing, fighting, unacceptable displays of affection, etc.
5. No hats may be worn during the school day.
6. Use appropriate bathroom behavior.
7. Respect school property, yourself, and others.
8. Keep noise to a minimum.

Examples of specific unacceptable conduct are:

- A. Endangering property, health, safety or comfort of others:
 1. Fighting
 2. Physical harassment*
 3. Verbal harassment*
 4. Running*
 5. Possession of weapons, smoke bombs, squirt guns, pepper mace, explosives*
 6. Vandalism*
 7. Throwing or propelling inappropriate objects*
 8. Warning of heavy metal cleats or roller skate wheels on the bottom of boots or shoes*
 9. No baseballs/softballs (hardballs) are not to be brought to school*
 10. Written or verbal threats of violence against others*
 11. Possession and use of laser pointers/devices*
- B. Impeding the opportunities for oneself/others to learn:
 1. Loud talking
 2. Class disruption
 3. Failure to "try"

C. Participating in unlawful acts:

1. Possession or use of drugs, alcohol, etc.*
2. Stealing
3. Extortion
4. Possession or use of tobacco products*
5. Threatening violent behavior against others*

D. Disrespecting others:

1. Disrespectful language, attitude, behavior
2. Swearing
3. Inappropriate written material (including threats)

E. Violating School Rules:

1. Tardiness
2. Truancy
3. Loitering
4. Staying after school without permission and adult supervision

Behavioral violations that endanger the health and safety of students and staff members are considered a serious form of violence. The listed infractions with an asterisk(*) fall in this category. These infractions will be dealt with by assigning severe consequences and providing the student with intensive educational counseling services to change such behavior. Consequences for these behaviors may include out of school suspension and a recommendation for expulsion. This list is not all-inclusive. Teachers and principals will make the final decision.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Below are listed several possible consequences for inappropriate behavior. The selection of which consequence to apply to which situation is left to the discretion of the teacher and/or administrator who must be able to justify their selection.

1. Teacher reprimand
2. Denial of student privilege(s)
3. Teacher imposed detention/time out
4. Direct parent contact by teacher
5. Principal reprimand
6. Direct parent contact by principal structure
7. Payment for damaged property/restitution
8. After school detention
9. In school suspension/time out from class
10. Out of school suspension
11. Alternative instruction outside the regular school time
12. Expulsion from school (only with principal permission)

ANTI-BULLYING PROCEDURES FOR ASSUMPTION BVM STUDENTS

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

BULLYING IS: *repeated* and unjustifiable behavior intended to cause fear, distress and/or harm by a more powerful individual or group against a less powerful individual or group, unable to effectively resist.

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

K-6 Discipline Referral Form

Student _____ Grade _____ Date _____

1. *What rule did I break?

2. *What should I have done?

3. What will I do next time?

Child's Signature _____

Parent's Signature _____

Teacher or Administrator Signature _____

DRESS CODE

Philosophy:

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

Criteria:

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

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

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

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

Winter: All students in Preschool through Grade 5 are required to have snow pants, boots, mittens, a hat, and a warm jacket, and will be required to wear them at all recesses.

Special Notes:

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

Dress Code Violations

Administration will interpret these guidelines and determine the appropriateness of questionable clothing. If a student is in violation of ABVM Dress Code, parents will be called for a change of clothes, or the student will wear what is available from the office.

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

DUPLICATE CORRESPONDENCE

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

EMERGENCY EVACUATION

In case the school must be evacuated due to an emergency, students will be walked to a safe site as directed and parents will be notified.

EMERGENCY SCHOOL CLOSING

Our school operates on the same bus system as the Pulaski Community School System regarding bad weather closing. The local radio stations will carry announcements regarding bad weather closings. The Pulaski Schools Superintendent or his/her designee informs the radio stations in the event of this. If you have questions concerning weather closings for school, please contact the school office.

ENROLLMENT POLICY

Enrollment for Assumption BVM School will begin on February 1 for the following school year. The registration fee must accompany the registration and will be accepted as follows:

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

* Denotes enrollment procedure if any classrooms have waiting lists.

EXTENDED CARE

Before Care ~ This program is available on an as needed basis. If you would like to use Before Care, please contact the school office **at least 24 hours prior** to the date(s) you need.

Wrap Around Care ~ 11:00 am-2:45 pm

After Care ~ 2:45-6:00 pm

Assumption BVM offers care in our school building. If you need extended care on days when school is in session, pick up a form from our brochure rack in the front hall to sign up your child. You can also find the Extended Care forms on our website at www.abvmeducation.org. From the Home page, click on the Resources tab, and the forms are in the first column. The current fee for Before and/or After Care is \$6 per hour.

Depending on the time dropped off or picked up, this amount is **not** prorated. If you need to contact the After Care Supervisor for any reason, please call or text Mrs. Mangold at 317-727-5513.

Before Care ~ This program is available on an as needed basis. Please contact the school office **at least 24 hours prior** to the date(s) you need. If you are dropping off your child for school any time **before 7:20 am**, you need to sign him/her in to Before Care. This applies to all grades, 3-Year-Old Preschool through Grade 6. **Beginning at 7:20 am**, there will be staff supervision by the gym doors. All students will be released to their classrooms at 7:35 am.

Note: In the event of a 2-hour delay due to inclement weather, Before School Care would be available from 7:30 am until the start of the school day.

Wrap Around Care ~ This program is open to 3-Year-Old Preschool and 4K students **only**. It begins at 11:00 am and goes as long as the parent/guardian needs it, or until 2:45 pm. The current fee for Hourly Wrap Around Care is \$7 per hour. School Lunch will be available for the student, or the parent/guardian can provide a bag lunch. When the parent/guardian arrives at school, he/she must sign out the student before leaving. Wrap Around Care can be used on an as needed basis.

After Care ~ This program opens at 2:45 pm and goes until 6:00 pm. If a child is not picked up by 6:00 pm, the parents will be charged \$1.00 per minute. When the parent/guardian comes to pick up the child, he/she must be signed out before leaving.

Inclement Weather ~ In the event of a late in day, Before Care opens at 7:30 am. In the event of an early release day, After Care still goes until 6:00 pm.

FIELD TRIPS

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

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

Guidelines for field trips are as follows:

1. Teachers are to submit to the principal a field trip request detailing educational purposes of the trip.
2. Expenses are to be paid by the students (included in tuition).
3. Parents are to be informed by letter or Field Trip form as to the purpose of the trip, type of transportation, date, approximate time of departure and return, cost and suggestions for dress, if needed.
4. No student may participate in a field trip without a signed permission slip.
5. Transportation arrangements must be made through the school office. Bus transportation is required for all field trips not within walking distance of school. (Game sporting events may require parent transportation.)

6. The teacher is to arrange for an adequate number of adult chaperones. There should be at least one chaperone for every ten students grades 3-5 and more in the younger grades. Adults should be briefed as to responsibilities and expectations and must have completed all Protecting God's Children requirements. If there are not enough chaperones, the trip will be cancelled.
7. If necessary, the teacher is to arrange with the administration for the supervision and work for students who do not accompany the class.
8. A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release Assumption BVM School/Parish from any and all liability that may arise as a result of this alternate means of transportation. Before leaving on the trip, the Field Trip Transportation Release Form must be completed. You can get this form in the school office.
9. The teacher is to inform the office when the class is leaving for the field trip, and when the class has returned.
10. Students who do not take part in a field trip are required to be in school.
Note ~ A student may be denied participation in a field trip if he/she does not meet behavioral requirements of the staff.

FIFTH GRADE RECOGNITION AWARDS

- ❖ *Academic Excellence Award*: Excellence in any one or all subjects: Math, Science, Writing, Language Arts, Spelling, Religion, and Social Studies. (teacher chosen).
- ❖ *Academic Achievement Award*: Significantly raising the grades in one or more subjects, and/or demonstrating consistent improvement.
- ❖ *American Citizenship Award*: Possesses the qualities and characteristics of model citizenship, as demonstrated by their words and actions.
- ❖ *Art Award*: Stands out in the areas of creativity, diligence and artistic ability. An award for improvement is also given.
- ❖ *Music Award*: Leadership in school and liturgical music.
- ❖ *Physical Education Award*: Outstanding Physical Education Student

FIFTH GRADE END OF YEAR CELEBRATION

The fifth grade end of the year celebration includes:

- * Fifth grade party, if planned by parents.
- * Awards Ceremony (on the last day of school).
- * A Parent Social on the last day of school following the awards ceremony.

FINANCIAL ASSISTANCE

Financial assistance is available for families of all religious faiths. If assistance is needed, please contact the Education Administrator. The Tuition Assistance Application is on the website under the Resources tab. All applications and interviews are in the strictest of confidence.

FORMS THAT MUST BE ON FILE IN THE OFFICE

Please complete the following forms and return to the school office at the start of the school year. Numbers 4-10 are found at the back of this handbook. They are also on the website www.abvmeducation.org under the Resources tab, Forms & Links in the middle column.

1. Family Emergency Information Form
2. Baptismal Certificate – **New students only, grades K-3** (for Reconciliation and 1st Communion)
3. Parent/Guardian Medication Request Form (if child is using medication)
4. Office of Safe Environment Digital Communication Policy
5. Parental Insurance Waiver
6. Climbing Wall Liability Waiver (Grades 4K-6)
7. News/Media Release Form
8. Network Access Acceptable Use Form
9. Walking Field Trip Consent Form
10. Handbook Verification Form

FUNDRAISING

Fundraising shall be limited to activities approved by the Board of Total Catholic Education.

GRADING

Students are evaluated on curriculum standards. Progress reports are completed and provided to parents quarterly. If there is a concern with your child's academic progress, please remain in contact with your child's teacher for any questions you may have.

GRIEVANCE PROCESS FOR PARENTS

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

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

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

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

HOMEWORK

Homework is an important extension of the teaching/learning that takes place in school. Assignments not completed during the school day must be finished at home. Homework can also consist of practice and drill that reinforces learning, as well as opportunities for independent study, research, and creativity. This practice accommodates the individual needs of each student. Parents can assist their children by providing time, a quiet place, and checking that assignments are finished.

The suggested time guidelines for daily homework are:

Grades K-1 10 minutes
Grade 2 20 minutes

Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes
Grade 6	60 minutes

Reading is such an integral part of students' academic growth. A separate time should be designated each evening for independent or family reading time.

HOURS OF OPERATION

Office Hours:	7:00 am - 3:15 pm
School Hours (K-6)	7:45 am - 2:45 pm

3-Year-Old Preschool & 4K	7:45 am - 11:00 am
All Day Preschool & 4K	7:45 am - 2:45 pm

ILLNESS/MEDICATION/INJURY

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

Students who are too ill to remain **in the classroom** will be sent home after families are notified. For your child's well-being, we ask that there be **full recovery** (fever free for at least 24 hours without medication) from any illness before sending him/her back to school. Students should be kept home when they are **too sick to participate** in school activities (e.g. Recess, Physical Education). There are, however, some medical exceptions that require a child to stay indoors at times. In this event, the classroom teacher will make arrangements for supervision.

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

IMMUNIZATIONS

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

ITEMS NOT ALLOWED AT SCHOOL

Students are not allowed to bring items to school such as bats, skateboards, roller blades, or roller heels, toys, or stuffed animals. Do not bring sports equipment, unless requested by a teacher.

Electronic games, CD players, Cell Phones, iPad, iPod, iPhone, Smartphones, and other communication devices are **prohibited** during school hours. If a student needs to have a cell phone or iPod after school or for health reasons, teachers should be notified. School personnel are not responsible for any stolen or damaged equipment.

LIBRARY

The library is available for students to check out books on a weekly basis. They can keep them for 2 weeks. Our library contains many materials to aid in student learning, and fiction & nonfiction books for reading enjoyment. Families are financially responsible for fines, lost or damaged books or materials.

LOCKERS/DESKS

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

LOST OR STOLEN ITEMS

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

LUNCH

For All Day 3-Year-Old Preschool & 4K, Kindergarten and grade 1, lunch is served at 11:25 am. For grades 2-6, lunch is served at 11:45 am. Students are encouraged to take advantage of this service. The cost of school lunch is \$4.00. Milk is free for the 2023-24 school year due to a donation. In an effort to promote our Wellness Policy, we ask you not to send pop/soda to school. If you or another guest would like to join your student for lunch, we would appreciate a call by 9:30 am, as this will keep the count accurate and allow for enough food to be prepared. Adult lunch is \$5.00.

Every month, your child will receive a lunch menu. You can also view it on our website www.abvmeducation.org. On the Home page, scroll down to just below “Welcome To Assumption BVM School” and click on the Lunch Menu button. Review daily lunch menu items before your child comes to school.

Lunchroom Behavior Rules

1. Eat only your food.
2. Stay in seat.
3. Use talking voice.
4. Clean up after yourself.
5. Walk.
6. Raise hand to let an adult know if you need help.

Lunchroom Procedures

1. Wash hands before getting lunch.
2. Wait in line for school lunch and/or milk.
3. Go to seat with lunch.
4. When finished eating, dispose of food and garbage, and return tray & silverware.
5. Wash hands and return to seat.
6. Wait at seat until dismissed.

MASS SCHEDULE

As liturgy is central to our faith, our students and faculty participate once per week. All grades K-6 will participate in weekly liturgy. 4K students attend Mass as their schedule and readiness allow. Most Masses are on Thursdays at 8:15 am. Any changes to this schedule will be noted in the school newsletter, which is included in the blue family envelope. Family members are invited and encouraged to participate in the scheduled liturgy with their children.

MEDICATION

No medications shall be given to a student by any school personnel unless written instructions for dispensing the medication are on file. Before medication(s) will be administered by the school or an agent thereof, parents must complete the required forms. Upon completion, they need to be returned to the school office. This includes administration of **non-prescription** (over the counter) medications.

Prescription Medications – There are two forms which must be filled out completely:

1. Parent/Guardian Medication Request Form. The medication must be brought to school by the parent or guardian. It must be in the **original** container.
2. Physicians Request for Medication Administration. This form needs to be completed by the doctor's office.

Over-the-Counter Medications – These are best given at home by a parent/guardian. If you feel your child must have an over-the-counter medication at school, the following form must be filled out completely:

1. Parent/Guardian Medication Request Form. Send the medication in the **original** container with the child's name on the outside of the container.

These forms can be found on the website www.abvmeducation.org. On the Home page, click on the second tab, Resources. The Parent/Guardian Medication Request Form is in the middle column. (2 pages) They are also on the Information Table in the front hall.

Cough Drops – Follow the rules for over-the-counter medications. As a healthy and safe alternative, fluid intake should be increased. Please notify your child's teacher if your child will be using cough drops.

PARENT/GUARDIAN ENTERING SCHOOL

Any parent/guardian entering the school building during school hours is asked to use the front school entrance intercom system and sign in the Visit/Volunteer Book. Plan to wear a Visitor Badge while in the school building. This is to ensure your safety and the safety of the students. If anyone other than a parent is to meet the child at school, please inform the school office.

PARENT INVOLVEMENT

From the Board of Total Catholic Education, 3 committees have been formed in which all parents are invited to participate.

- Fundraising
- Advancement
- Wellness

Other parent involvement would be via events/activities listed on the Service Hour Opportunities Sheet.

PARENT RESPONSIBILITIES

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

PARENT RIGHTS

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

PARKING

Unless medically necessary, please try to avoid parking in the handicap sections of the church lot.

PETS

Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Please contact the teacher at least 24 hours prior to bringing any pet to school. Under no circumstances is a potentially dangerous pet to be brought to school.

PHYSICAL EDUCATION

For physical education classes, all students should have:

- ✓ T-shirt or sweatshirt
- ✓ Tennis shoes (non-marking) must be worn for class.
- ✓ No open back or sling back tennis shoes or those with zipper closures are allowed.
- ✓ Students may bring roll-on deodorant.
- ✓ No sprays, body splash or perfumes.
- ✓ Grades 4-6 may bring a T-Shirt to change into for class.

PICTURES

Individual student pictures will be taken for school files sometime in the Fall. No family is under obligation to purchase these pictures. We will inform you of picture day in our school newsletter.

PLAYGROUND ~ GENERAL SAFETY RULES

1. Obey directions given by all playground supervisors.
2. Stay within playground boundaries and away from off-limit areas. Play games only in approved and designated areas.
3. Use school equipment; do not bring toys and equipment from home.
4. Be sure anything dangling from clothing is tucked into shirt or pants.
5. Leave pens and pencils in the classroom.
6. Leave dirt, sawdust, wood chips, stones, snow, etc. on the ground.
7. Stay away from structures such as fences, trees, or other things not intended as playground equipment.
8. Respect other people's space. Keep your hands and feet to yourself.
9. Be courteous and a good sport.
10. Speak respectfully to each other.
11. Stop playing immediately and line up when the whistle is blown.
12. Report any problems between students to a teacher or supervisor.

POLICIES

Assumption BVM Catholic School follows all Diocese of Green Bay Office of Catholic Schools Policies. They are located on the school website under Resources, Forms & Links in the right column. A list of policies specific to Assumption BVM, approved by the Assumption BVM Board of Total Catholic Education, can be viewed at any time. Policies are kept in our school office.

PROGRESS REPORTS

Progress Reports are issued at the end of each academic quarter. The Progress Reports will use the following grade system:

Grades K-6 Progress Report Marking Codes for Living the Mission

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

Grades K- 6 Progress Report Marking Codes for Academics

S= Secure; meeting grade-level standard; producing quality work
P= Progressing toward the standard; producing grade-level work with teacher assistance
N= Not yet able to produce grade-level work; beginning to develop the standard

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

Note: End of the year progress reports **will not be distributed** until all outstanding fees and tuition are paid, and all library materials are returned.

PROMOTION AND RETENTION

Students will be promoted to the next grade level upon satisfactory completion of all requirements of the previous grade level. Students with a Service Plan will be promoted according to their documented plan. Students may be retained within the same grade level upon unsatisfactory completion of all requirements of the current grade level. It is understood that teachers and parents will discuss possible retention. A final decision on retention needs to be made by parents, teacher(s) and the school administrator several weeks prior to the end of the fourth quarter.

“PROTECTING GOD’S CHILDREN”

Assumption BVM School and Parish are in compliance with the U.S. Bishop’s Charter for the protection of all children, youth, and vulnerable adults. All employees and volunteers complete an application process, background check and awareness session. Assumption BVM is committed to ensuring that our children and youth are in a secure and safe environment. Students in 3-Year-Old Preschool through Grade 6 are presented three Safe Environment Lessons annually.

RECESS

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

SCHOOL ACTIVITIES

Basketball – Boys and Girls

Student Council

Service programs at all grade levels

A Variety of Extra-Curriculars available during the second semester ~ for students in grades K-6

SCHOOL SPIRIT

Mascot: Team named Knights

School Colors are: Blue and White

\$CRIP COMMITMENT (3-Year-Old Preschool students are exempt.)

There is a \$150 per child requirement (grades 4K-6) for \$CRIP Commitment. It can be earned in one of two ways, or a combination of both:

- ◆ Parents and grandparents can purchase \$CRIP, and 50% of the sales profit purchased from May 1, 2023 through April 30, 2024 will be applied.
- ◆ Families can also pay the \$150 per child with cash or check.

SERVICE

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

SERVICE HOUR REQUIREMENTS *(Verbiage taken from the Registration Letter.)*

Each family with a **3-Year-Old Preschool student** is required to work 5 hours using any of the events listed on the Service Hour Opportunities Sheet. \$40 per hour will be charged for any of the 5 hours not met. Pay out total is \$200.

Each family with a **student(s) in grades 4K-6** is required to work 20 hours using any of the events listed on the Service Hour Opportunities Sheet. \$40 per hour will be charged for any of the 20 hours not met. Pay out total is \$800.

Note: Any family with a student in 3-Year-Old Preschool **~and~** any of the grades 4K-6 would be required to work 20 hours.

- Anyone 21 years of age and older can do Service Hours. The person must be Virtus Trained and have done all 3 parts of the Virtus requirement.
- Non-Assumption BVM School children **cannot** accompany any volunteer working Service Hours for a school family.

The Service Hour Opportunities Sheet can be found on the school website under Resources, Forms & Links in the left column.

SERVICE PLANS & SUPPORTIVE CONSULTANT PROCESS

Parents and teachers should work together to help students find success in school. Our goal is to meet each student at their current academic level and help them grow in learning. If a student is having difficulty finding academic success, teachers and the school administrator will use resources in and out of school to accommodate the student. Our staff uses a Supportive Consultant Process to analyze data and develop interventions based on the results. These interventions are discussed with parents on a regular basis. If further action is needed, the Pulaski Community School District may create a Service Plan, in collaboration with the classroom teacher and school administrator. If you feel your child has a special educational need, please contact the teacher to set up a meeting.

SPECIAL SERVICES

Speech

Educational Service Plans

Testing

STANDARDIZED TESTING

Assumption BVM School provides Measures of Academic Progress (MAP) testing. Students in grades Kindergarten through 6 are tested in the fall, winter, and spring. Results of these tests are used by the school in determining student achievement and setting individual student academic goals. Individual student results are shared in parent teacher conferences.

The ACRE Standardized Religion Test is also administered in grade 5.

STUDENT PHONE CALLS

All messages for students must go through the office. Parents should make every effort to tell their child/ren any messages regarding that day prior to the start of the school day. Unless a special circumstance arises, such as basketball practice being cancelled, students are discouraged from calling parents.

STUDENT RECORDS

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

SUPPLIES

Go to the website, www.abvmeducation.org, and click on the Resources tab, Forms & Links. The **School Supply List** for all grades is in the first column.

SUSPENSION/EXPULSION

SUSPENSION DEFINED

Green Bay Diocesan Board of Total Catholic Education Policy Manual Reference: Code #5141

Suspension is a short-term dismissal of a student from the school or the classroom.

1. In response to an action of a very serious nature
-Or-
2. After other remedial measures have been employed without success

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct.

The following directives shall be observed:

1. The school administrator must be consulted for all student suspensions.
2. A student shall not be suspended for more than five school days.
3. Suspension for a one-time incident will be made under the school administrator's discretion depending on the severity of the incident.
4. The student and parent(s) or guardian(s) shall be informed of the reasons and decision for the suspension before the student is removed from the school.
5. A conference shall be held with the parent(s) or guardian(s) of the student.
6. A written record including date of the suspension, reasons, and notes relating to the conference with the parent(s) or guardian(s) shall be kept in a file separate and apart from the student's permanent record. A copy shall be provided to the parent(s) or guardian(s).
7. As a remedial measure, the student may be provided with some additional assignments to be done during the days of suspension.
8. Tests, quizzes and all homework will be required to be made up as determined by school personnel.
9. An appeal may be made. The appeal must be made in writing by 8:00am the next school day.

EXPULSION DEFINED

Green Bay Diocesan Board of Total Catholic Education Policy Manual Reference: Code #5090

Expulsion is the long-term dismissal of a student from school and is an extreme measure to be taken only as a last resort.

1. After all other efforts or motivation and counseling have failed
-Or-
2. Where circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons

Expulsion for a one-time incident will be made under the school administrator's discretion, in consultation with the pastor/parish director.

The following directives shall be observed:

1. A record shall be kept of previous measure of remediation, counseling, probation, conferences, and/or suspension. This documentation should include written communication between the school and the family. In the case of serious circumstances as described in "b" above, the student shall be immediately suspended until the process described in numbers 2-8 can be completed.

2. Parents MUST be informed by WRITTEN notice that expulsion is contemplated.
3. A conference shall be held with parents, student, school administrator, pastor/parish director and teacher(s) at which time the grounds for dismissal will be presented and discussed.
4. The school administrator should determine expulsion, in consultation with the pastor/parish director. The decision may be appealed in writing to the pastor/parish director or principal by 8:00am of the next school day.
5. Once the decision has been made to expel a student, WRITTEN notification of the decision must be sent to the parents.
6. The school administrator shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentations shall be maintained in a file separate and apart from the student's permanent record.
7. The student's permanent record shall indicate that the reason for transfer was expulsion.
8. Expulsion must be reported to the local public school district administrators.

TARDINESS

Students must report to school by 7:45 am or they are considered tardy. Children will not be marked tardy due to a late bus. Students will be considered tardy up to 9:15 am. If students arrive after 9:15 am, they will be counted absent for the morning. If a student arrives tardy, they are to report to the office for a tardy slip. All tardiness is recorded on the child's permanent record. Parents are encouraged to bring their students to school on time.

TEACHER RIGHTS AND RESPONSIBILITIES

Teacher Rights

To be treated with respect by parents.

To be able to teach without disruption from students.

Teacher Responsibilities

To communicate classroom and students expectations/consequences to parents and students.

To demonstrate respect and care for students.

To contact parents when students fail to meet expectations.

To adhere to the Discipline Policy.

TECHNOLOGY COMMITTEE

Assumption BVM School has a technology committee whose goal is to continually improve and upgrade the technology used by staff and students.

TRANSFERS

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

When students transfer to Assumption BVM School, the office will request records from the prior school.

TRANSPORTATION

BICYCLES

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

BUS

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

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

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

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

Students and parents are encouraged to immediately notify the school administrator and/or the school district or bus company of any safety hazards observed during bus operations. Students who are bus riders are supervised by a teacher or staff member as they come into school in the morning and until the last bus has left Assumption BVM School.

WALKING HOME

Students who are walking should wait in the lobby for a staff member to walk them to the crossing guard at the intersection. A crossing guard is on duty until 3:00 pm.

PICK UP

Students should wait in the lobby until their designated ride home has parked. They should be cautious when going to the vehicle in the parking lot.

TUITION

Tuition and family requirements are listed on your contract and in the Registration Letter for the school year. Go to the website www.abvmeducation.org and click on the Resources tab, Forms & Links. The Registration Letter is in the first column.

For grades K-6, tuition is inclusive of miscellaneous fees such as field trips, classroom materials, and special events. At the end of the school year, tuition must be **paid in full** before students can receive their progress reports.

TUITION POLICY FOR PAYMENT

The success of Assumption BVM Grade School relies upon the commitment of families to:

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

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

delinquent, it is a serious matter.

If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and payments commitment, it is the responsibility of the family to contact the administration as soon as possible. Typically, this occurs when there is a family emergency such as illness or unemployment. For the purpose of this policy, payments shall include, but are not limited to Extended Care Fees, Preschool & 4K Fees, and Lunch Fees.

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

- ◆ When an account becomes 5 calendar days past due under the arrangements established by the tuition contract, the family should receive verbal or written notification that their account is past due. It is the responsibility of the family to contact the administration within 2 business days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.
- ◆ *For 3-Year-Old Preschool/4K Only* – when an account becomes past due and there have not been arrangements made with the administration, students will not be permitted to attend the current Preschool/4K year, or to pre-register for the following year until the balance is paid in full.
- ◆ Assumption BVM Catholic School reserves the right to withhold progress reports whose parents have an outstanding debt and have made no effort to reconcile the account.
- ◆ In connection with tuition & payment commitment delinquencies, Assumption BVM School Board of Total Catholic Education may pursue legal action against parents/guardians for failure to honor their tuition & payment commitment. Such legal actions may include but are not limited to promissory notes, collection agents, and/or small claim court. Such remedies will only be sought in an amount equal to the fair market value of the educational goods and services provided, as established annually by the Board of Total Catholic Education or the parent/guardian's unpaid tuition & payment commitment, whichever is less. The administration shall implement all alternative arrangements for payment of delinquent tuition & payment commitments in accordance with the provisions of this paragraph. If a parent/guardian refuses to act in good faith, the administration may refuse to accept the children as students in the system.

11/2007

VIDEOS/MOVIES

Videos or movies may be used in the classrooms to enhance instruction. All movies will have a G rating, or PG, if appropriate. Common Sense Media will be consulted on occasion.

VISITORS

For the safety of our students and staff, all visitors must enter the main office door upon arrival, sign in, and receive a visitor's badge. All visitors must sign out and exit through the main doors. When parents visit with younger siblings, it is the parent responsibility to watch them and keep them safe.

VOLUNTEERS

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

WELLNESS POLICY

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

The main goal of the Wellness Policy is to teach and model healthy eating habits & exercise behaviors at school. This includes eliminating soda, candy, and high fat foods, increasing exercise time during the school day, and teaching healthy lifestyles. Parents are asked to support this goal by sending healthy snacks when providing classroom treats. A list of Healthy treat ideas is provided in the Appendix.

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

To see the Wellness Policy, please refer to the website www.abvmeducation.org. Click on the Organizations tab, Wellness Committee.

APPENDIX

WAYS TO GET INVOLVED IN YOUR CHILD'S EDUCATION

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

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

HEALTHY TREATS FOR KIDS

Here is a suggested list for daily snack and class treats.

Preferred Treats

Fruit Kabobs
Fruit Pizza
Crackers – less than 30% fat
Popcorn
Cereal Mixes – low sugar
Whole Grain cereals
100% Fruit Juice
Fruit Juice Popsicle
Apple Slices & Caramel Dip
Apples, Applesauce
Carrot Sticks & Dip
Celery & Peanut Butter
Watermelon, melons
Low-fat Muffins
Low-fat Bagels
Strawberries, Berries
Grapes
Smoothie
Frozen Yogurt
Soft Pretzels

Dehydrated Fruits

Raisins
Bananas
Oranges
Cherries
Jicama
Kiwi
Kohlrabi
Papaya
Peaches
Pears
Peppers
Cherry Tomatoes
Pineapple
Plums
Coconut
Salsa

Occasional Treats

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

NOTES

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

PARENTAL INSURANCE WAIVER

Dear Parent,

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

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

Please sign and return the waiver below if you already have adequate insurance and return it to the school office.

Thank you!

.....

PARENTAL INSURANCE WAIVER

Student's Name: _____

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

Parent Signature: _____

Date: _____

CLIMBING WALL LIABILITY WAIVER

PARENT/GUARDIAN CONSENT FORM

Child(ren)'s Name(s): _____

Birth Date: _____ Sex: _____

Parent/Guardian's Name: _____

Home Address: _____

Home Phone: _____ Alternate Phone: _____

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

_____ to participate in climbing wall activities.
Child(ren)'s Name(s)

These activities will take place under the guidance and direction of a qualified instructor from Assumption BVM School & Parish. As a parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above-named minor participant.

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

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

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

Signature: _____

Date: _____

NEWS/MEDIA RELEASE FORM
Assumption BVM School/Religious Education
“Together in Faith for Children”

During the 2023-2024 year, Assumption BVM School may reproduce or participate in videotape, motion picture, audio recording, web posting or still photograph productions that involve student activities. Such productions may be used for educational, promotional, or exhibition purposes by Assumption BVM School/Parish and may be copied, copyrighted, edited, and distributed by Assumption BVM School/Parish.

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

You have the right to **ACCEPT OR OBJECT** to the use of your child’s name, picture or voice in these productions and may do so by completing the form below and returning it to the Education Office at the beginning of the school year. This form is valid for the 2023-2024 school year. If you have any questions, please contact the office at 920-822-5650.

I _____ the undersigned, do hereby **Allow** Assumption BVM
(Parent/Guardian Signature)

School/Parish to use the (check all that apply) _____ First Name _____ Last Name
 _____ Picture
 _____ Voice
 _____ Other likenesses

of my child(ren) for news releases, media, and promotional activities.

I _____ the undersigned, do hereby **Not Allow** Assumption BVM School/Parish to use the name, picture, voice, or any other likeness of my child for news releases, media, and promotional activities.

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

Student Name	Grade

Signature: Parent/Guardian _____ Date: _____

FOR SCHOOL FAMILIES ONLY:

_____ Yes, our family information **may** be published in the 2023-2024 Family Directory.

_____ No, our family information **may not** be published in the 2023-2024 Family Directory.

NETWORK ACCESS ACCEPTABLE USE FORM

Assumption BVM School/Religious Education

(Ref. Policy 5025)

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

User

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

User (Student) Name (please print): _____

User (Student) Signature: _____

Date: _____

Parent/Guardian

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

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

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____

*Please return to the school/catechetical office by the **first week of September**.
Network access will not be given until this form is signed.*

Walking Field Trip Consent Form

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

Student(s) _____ Grade(s) _____

Teacher(s) _____

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

Parent/guardian ~ please sign the consent form. Signature indicates that parents/guardians have health/accident insurance and that parents assume full responsibility for any expenses incurred.

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

_____ Yes, _____ has my permission to go
Name of child/ren
on walking field trips.

Parent/Guardian: _____

Date: _____

HANDBOOK VERIFICATION FORM

You can find the Parent & Student Handbook on the website www.abvmeducation.org under the Resources tab, Forms & Links in the first column.

Please review the handbook, then complete and return this form, along with the other forms that need to be on file in the school office, by the **first week of September**.

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

Student signature(s):

Parent/Guardian Signature: _____

Date: _____