

Assumption Catholic School Family Handbook



2023 - 2024

Mrs. Lissette Shumny, Principal
Father Ivan Turyk, School Administrator

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***Assumption Catholic School nurtures, educates and empowers our
diverse student community spiritually, intellectually, and
social-emotionally with Catholic values and Ukrainian Tradition to know,
to love, and to serve God.***

Welcome parents, students and families!

Thank you for taking the time to familiarize yourself with the policies, rules and regulations of Assumption Catholic School. Your children are dear to us and all of our work and efforts are expended on their behalf. In this Family Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

All employees of ACS, volunteers, and parents are required to sign an Agreement Form stating that they have read the Family Handbook and agree to abide by and be legally bound by its provisions. Parents must also agree that their children will abide by the rules, regulations and policies of ACS. This signature form will be given to parents at Back-to-School night and must be signed and returned by **September 10th**.

The Family Handbook is subject to amendment, when deemed necessary, by the Assumption Catholic School administration. If changes are made to the Handbook, families will be notified promptly and the new information will be posted online. The ACS Family Handbook is on the Assumption Catholic School website: assumptioncatholicsschool.net.

Philosophy Statement

We strive to give all students in Pre-K through Grade 8 a firm foundation in the truths of the Catholic faith, with an appreciation for the traditions of our Ukrainian Rite, and with the moral and academic training necessary for "growing daily in wisdom, virtue and understanding."

- We believe that the ultimate goal of Catholic education is salvation in Jesus Christ.
- We believe that all our endeavors are to be directed to the greater glory of God, the honor of the Most Pure Virgin Mary and the spiritual good of our students.
- We believe in promoting faithfulness to the teaching magisterium of the Holy Catholic Church and in helping our students to grow spiritually through prayer and participation in the Sacraments.
- We believe in instilling our children with a deep conviction about the sanctity of every human life from the moment of conception until natural death.
- We believe in open communication, mutual support and cooperation between the family and school.
- We believe in offering a well-rounded curriculum, one that is conducive to the intellectual, physical, aesthetic and social development of each child.
- We believe that the diverse intellectual needs of our students are best met by employing a variety of teaching methods and strategies.
- We believe that within a caring and supportive environment all students can be successful learners.
- We believe that our good example will best guide students to lead lives distinguished by joy, generosity, responsibility, service, compassion and integrity.

School History

Acting on Metropolitan Constantine Bohachevsky's wish to build parochial schools as a mainstay of the Ukrainian Catholic Church in America, plans for the construction of an elementary school were initiated by then pastor of Ukrainian Assumption Church, Monsignor Yaroslav Gabro. Upon his elevation to the episcopacy in 1960, his successor, Father Stephen Sulyk, undertook the completion of this important project.

In September of 1963, Ukrainian Catholic School of the Assumption of the Blessed Virgin Mary School was officially opened. The operation of the school was entrusted to the Missionary Sisters of Mother of God. The school opened with two teachers: Sr. Josepha and Sr. Yosaphata. Sr. Josepha Kruchinsky, MSMG, was principal and taught at the school until 1994. Sr. Yosaphata Litvenczuk, MSMG, became vice principal in 1985, taught until 2004, and served as assistant principal, school secretary and finance manager until 2018 when she was

reassigned to Philadelphia. Under their leadership, the foundation for a quality Catholic education with a focus on the Ukrainian Rite, language, and culture was established and continues to permeate the learning environment at our school. Members of this religious congregation, along with a dedicated lay faculty, continue to staff the school.

The parish plays a vital role in providing a spiritual and economical support system that upholds the existence of the school. Fr. Roman Dubitsky became our pastor in 1981. He replaced Fr. Stephen Sulyk who became the Archbishop of our Ukrainian Church. Reverend Roman Dubitsky retired in 2010 after almost 30 years of dedicated service. Father Ivan Turyk is currently the pastor of Assumption Parish. As school administrator, the pastor directs the school finances and sets policies in accordance with diocesan directives, and the ongoing needs of the school.

In 1994, the school completed its first self-study and was fully accredited by the Middle States Association of Colleges and Schools. That same year, Sr. Vladimyra Leskin, MSMG, succeeded Sr. Josepha, MSMG, as principal. She served in this capacity for seven years, overseeing the renovation of the school basement area into a library/media center and a science laboratory.

In 2001, Mrs. Melanie Lawrence, former teacher and lifelong parishioner, was appointed principal of the school. Through her efforts, a Pre-K program was added to the school in 2003. Each classroom was also equipped with internet connections, as well as computers, televisions, and DVD/VCRs. In 2006, the name of our school was officially shortened to Assumption Catholic School (ACS). The school was re-accredited by the Middle States Association of Colleges and Schools in 2007, and it was at this time that the School Advisory Board was established.

In the fall of 2007, Mr. Michael Szpyhulsky was appointed principal, which coincided with the initiation of our school website. He has worked diligently and used technology funding to update most of the classrooms with interactive Smart boards, document readers, laptop computers, streaming video and new software programs. In 2008, Mr. Szpyhulsky added Spanish classes to the world language curriculum for Grades 6, 7, & 8. In 2009, he implemented the Honeywell Instant Alert System, introduced the PowerSchool on-line grading system, and had new lighting installed throughout the school. Thanks to a benevolent parishioner, new windows were installed in 2010. During the spring of 2012, the computer infrastructure of the school was completely updated to include a new server, filtering appliance, battery-backup and most importantly, wireless connectivity throughout the entire school. Mr. Szpyhulsky was part of the process of ACS receiving their AdvancEd Certification.

In July of 2017, alumnus and teacher, Mrs. Lissette Shumny, was appointed principal of the school. She served as a teacher in several grades for over ten years and was the Supervisor of Language Arts Curriculum. Mrs. Shumny's love of our school, positive outlook, and boundless energy fuels her focus for the future. Mrs. Shumny's goal is very simple - she wants each student to achieve their personal best. First and foremost is to maintain the Catholic school atmosphere vital to success. To that end her focus will be on professional development for teachers and implementing opportunities through which students can thrive. Because of Mrs. Shumny's vigilance, nothing escapes her attention if it can be good for our students. Examples of this are the IXL online math program, homework help, tutoring, enrichment, and especially the 21st century learning community grant. This grant has enabled after school clubs that cover science, language arts, math, technology, sports, and performing groups. For the past two summers there has been a summer program for students also supported by the grant. Mrs. Shumny wants to ensure that the leaders of tomorrow are equipped with the spiritual and academic foundation they need to succeed.

Admission Policy

Students entering kindergarten are assessed in the summer. Admission to kindergarten is contingent upon readiness as evidenced by test results. The Perth Amboy School District requires that children entering Pre-K 4 must be four by October 31, and kindergarteners must be five years of age by October 31. It is a requirement that new students entering Grades 6-8 attend a pre-admission interview with the principal and a faculty member. Assumption Catholic School does not make any distinction based on race, color, sex, age, national origin, or disability (if with reasonable accommodation the child's needs could be met). Registration for new students begins each year during Catholic Schools' Week, which occurs in the latter part of January.

Every child currently attending our school will be re-registered for the following school year by the end of February. A non-refundable registration fee must accompany each registration. ALL new students are on a 60 day probation and can be asked to leave at the discretion of the administration.

For new students the following must be submitted at the time of registration:

1. Birth Certificate
2. Immunization Records
3. Baptismal Certificate (if applicable), older students Communion Certificate (if applicable)
4. Current Physical Examination
5. Academic Records for transfer students
6. Registration Forms
7. Registration Fee

Priority for admission is given in the following order:

1. Students currently enrolled
2. Siblings of current or formerly enrolled students
3. Families who are active members of Ukrainian Assumption Church
4. Catholic Families of other parishes
5. Non-Catholic Families desiring a Catholic education for their children

A child cannot be considered officially registered until all the above requirements have been fulfilled. Students are admitted to Assumption Catholic School with the approval of the administration and faculty. A new parent orientation meeting takes place in mid August every year.

Tuition and Family Service Obligations

Assumption Catholic School tuition is paid directly to FACTS Tuition Company. Payments are usually due on the 15th or 30th of each month. The company keeps records of payment and monthly statements are issued to each family. Parents are expected to make prompt payments, as this is essential for the day-to-day operation of the school. There is an automatic \$50.00 monthly surcharge for delinquent payments. Further information about this program, tuition payment plans, a list of school service obligations, and other fees/assessments are included in the registration packet and on our website. **Failure to meet financial and/or service obligations will result in extra charges or assessments, non-issuance of final grades or report cards, and legal proceedings.**

Parents will receive a 10% discount for paying full tuition by August 30th.

****Return checks fee: Any checks made directly to the school which are returned for non-sufficient funds will be charged \$50.**

Delinquent Tuition:

- A. Unpaid tuition from previous school years prevents re-enrollment at ACS until a meeting is scheduled between parents and school and to ensure all financial obligations are met.
- B. The school reserves the right to cancel the registration of any student whose family fails to meet tuition payments at any point during the school year.
- C. Each Marking Period, access to the PowerSchool program and the release of report cards will be denied to families whose tuition is delinquent.
- D. The school will not release any academic records or transcripts if tuition payments are not up to date. Likewise, no such student will be permitted to participate at graduation.
- E. Students may not be allowed to participate in school-sponsored activities (trips, clubs, sports, etc.) if tuition payments are not up to date.
- F. Prospective applicants owing tuition to a previously attended school will not be accepted.

G. Any students in grades 5 -8 with an outstanding tuition balance will not be allowed to take their final exams and receive an Incomplete on their report cards.

If a Parent/legal guardian decides to withdraw their child from Assumption Catholic School they are responsible for the tuition up to and including that month. For Example: I withdrew my child October 10th - I would have to pay the October tuition. If I withdraw the first day of the month, the refund is up to the Administration's discretion.

with the approval of the administration and faculty. A new parent orientation meeting takes place in mid August every year.

Curriculum

The curriculum follows the New Jersey Core Curriculum Content Standards for elementary schools and includes the following academic subjects: Mathematics, Science (Next Generation Science Standards (NGSS)), Language Arts (phonics, grammar, penmanship, reading, English, spelling, creative writing) and Social Studies. Weekly classes in Physical Education, Art, Music, Ukrainian Culture (grades PK-4), Spanish Language (grades 5-8), Library, and Computer enrich this program of studies. Algebra I class is offered to all eighth graders. An Algebra 1 Honors course is offered through Saint Thomas Aquinas to students who have an A in seventh grade Pre-Algebra, a score in the ninetieth percentile in MAP testing and a teacher recommendation.

Religious Education

At Assumption Catholic School, religious education is offered daily at each grade level. It is directed toward the person in view of his/her eternal salvation, the good of society and his/her duties in life. The beauty of the Catholic Faith is woven into all subjects so that it becomes a way of life and not just a separate subject. By doing so, the child comes to realize that the principal activity of learning is knowledge of God. Children are introduced to both the Eastern and Western Catholic traditions through religious instruction and participation in various liturgical celebrations.

Students are required to participate in daily prayer, weekly Divine Liturgy, and monthly reception of the Sacrament of Penance. These weekly Masses do not substitute for Sunday Mass obligation. Parents are reminded of the need to assure regular weekend Mass attendance at their home parish. All are encouraged to take advantage of the many opportunities provided during the school year to practice charitable works, and to share their time and talents with others.

Every student, regardless of creed, is expected to participate in religion classes, prayers, retreats, conferences, and liturgical services scheduled throughout the year. Families must understand that Assumption Catholic School exists to educate students in the framework of Catholic truths and values. Grades sixth through eighth are required to perform a certain amount of community service hours, which is part of their Religion grade. Community service refers to action taken to meet the needs of others and to better the community as a whole. Students and parents are notified of teacher requirements at Back-to-School Night.

Grading and PowerSchool

Scholastic achievement for all subjects in Grades K to 8 is reported to parents. These subjects include Religion, Language Arts, Math, Science, Social Studies, Art, Computer, Music, Physical Education and World Language. ALL subjects are used to calculate grade averages for the Honor Roll. The first and third marking period report card is distributed to parents during a scheduled afternoon or evening conference with the teacher. The second and fourth marking period report card is sent home with the student. The Pre-K class has a separate grading system for academic growth and development.

PowerSchool is an on-line grade book where you can monitor your child's academic and attendance record throughout the marking period. Parents log onto their PowerSchool account to follow their child's/children's on-going performance in each subject. New parents will receive their passwords at the beginning of the school year. In order for returning students to receive log-in information, parents must send an email or note to the principal and it will be sent home within 48 hours.

PRE-KINDERGARTEN REPORT CARDS

Report cards are issued to pre-kindergarten students three times each year: mid-year and end of the year. The code for a Pre-Kindergarten report card is:

S= Satisfactorily achieved I=Improvement Shown N=Needs Improvement

KINDERGARTEN REPORT CARDS

Report cards are issued to kindergarten students three times each year: second marking period, third marking period, fourth marking period. The code for a kindergarten report card is:

C = Consistently Observed S = Sometimes Observed

X = Practice & support needed N/A = Not assessed during this marking period

GRADES 1-2 REPORT CARDS

O = OUTSTANDING VG = VERY GOOD G = GOOD

S = SATISFACTORY I = IMPROVEMENT NEEDED U = UNSATISFACTORY

GRADES 3-8 REPORT CARDS

A+ = 97-100 A = 93-96 B+ = 89-92 B = 85-88

C+ = 80-84 C = 75-79 D = 70-74 F = 0-69

All teachers will record grades for classes 1-8 using PowerSchool. Semesters and final grades are averaged electronically.

Exception:

If a student is performing unsatisfactorily, the teacher will contact the student's parents. In grades 1-8 all student's progress reports, in all subjects, are available each quarter via PowerSchool. (It is the parent's responsibility to know grades and teacher's comments can be reviewed through PowerSchool.) Grades can be reviewed daily by following the application procedures of PowerSchool. Please note that all late assignments will have a ten point daily deduction. After three days the assignment is a zero and will not be given any credit. At Back to School Night, teachers will inform parents of the process that will involve papers, tests and communication methods.

Occasionally, an acceptable academic performance for the beginning part of the marking period is followed by a poor performance for the latter. Under these circumstances a student may fail a subject for a marking period even though the midpoint of a marking period indicated satisfactory performance.

Promotion and Retention

Promotion to the next grade at Assumption Catholic School is not to be taken for granted. In considering a child for promotion, the teacher evaluates the child's academic achievement demonstrated by the mastery of the required skills in those subject areas appropriate to the given grade. Achievement is viewed in relation to the child's overall development, ability, and personal growth. If a student does not demonstrate adequate academic achievement, as determined by the teacher and principal, a conference with parents will be scheduled as soon as it is apparent that there is a possibility of retention. Attendance can impact a student's promotion (see attendance policy). A plan for remediation may be implemented and goals set in order to establish criteria for the student's promotion. The Principal is ultimately responsible for the grade placement of students in the school and will make final decisions.

Standardized Testing

MAP testing is the current Diocese of Metuchen standardized achievement test. It is administered to children in grades 1-8 three times a year. Grades 5-8 take midterm exams and end of year final exams in all major subjects (5th grade only in Language Arts and Math). Specific details are given to the parents at "Back-to-School" night.

Graduation

Eighth graders at ACS must complete all coursework, including service time, to be eligible to be promoted. Students graduate at a Divine Liturgy in June. A \$125 graduation fee is assessed and sent home in April.

Graduates are well celebrated at ACS. Prior to graduation day, there is a 7th grade hosted party and an FSA sponsored trip. After liturgy, the FSA prepares a breakfast at which several awards are presented. Participation in party, trip, and breakfast is a privilege and dependent upon a student's cooperative behavior all year long.

Please Note: Every High School has application deadline dates that are dictated by the high school, NOT ACS. In order to ensure timely delivery we need to know where your child is going by mid to late October.

Honor Roll

Academic Honors are recognized for students in grades 3-8. All subject averages are used to determine student honor roll status.

First Honors: An average from 93-100, with no grade below a 92

Second Honors: An average from 85-92, with no grade below a 85

Honorable Mention: Exemplary effort and attitude, nothing lower than a 77

Academic Competitions

Each year, ACS is invited to several High School Academic Competitions. All students are selected using highest grade point averages, leadership skills, public speaking skills and behavior. Competition organizers will discuss the criteria with students.

Homework

Students are expected to complete homework assignments, whether written, electronically, reading, studying, or otherwise, in a timely manner. Assignments, especially studying, are to be faithfully undertaken with a serious approach. Each student will purchase a \$7 assignment "Planner" book, through ACS, and use it daily. They are not permitted to return to the classroom after dismissal to retrieve forgotten books or materials unless they and a supervising parent have checked into the office for permission.

Homework is posted on REMIND daily as a backup for parents to double check the assignments written in the students planner.

Consequences and notification of incomplete homework varies with grade levels. These age appropriate procedures are explained in individual classrooms during Back to School Night. Posting homework, projects and test schedules, should assist parents to become more directly involved in their child's education. It will foster communication between home and school and Classroom Teachers will explain to parents how to use REMIND. Homework is neither a reward nor a punishment. It is a supplement and reinforcement to help develop certain skills. Parents can help their children by arranging for a definite supervised homework study period. **Parents should monitor proper hours for sleep and supervision of TV/Netflix programs, Social Media and any other "screen time" activities.**

A few suggestions in this area:

- Homework should be without distraction.
- Do not do homework for your child, though you are encouraged to point out principles involved, give illustrations, etc.
- Do not confuse the student with methods not used in the school.
- Encourage your child to complete work neatly and carefully, then check the results; a teacher will not accept work that is done carelessly.
- Teachers will post homework assignments for student reference.
- Homework help is provided from 2:30 - 3:15. Parents are encouraged to sign completed assignments. The teacher may require this.

A guideline for homework: Kindergarten = 10 minutes, Grade 1 = 20 minutes, Grade 2 = 30, Grade 3 = 40 minutes, Grade 4 = 50 minutes, Grade 5 = 60 minutes, Grade 6 = 70 minutes Grades 7 = 80 minutes, Grade 8 = 90 minutes

Please note these guidelines are affected by each student’s personal work style. Excessive time spent on homework indicates a child’s work style problem that should be brought to the teacher’s attention. Students are responsible for knowing their individual teachers’ policies regarding homework. When a student is absent, in grades K-3, it is a parent’s responsibility to consult with a teacher regarding make-ups when the student returns to school. In grades 4-8 it is the student’s responsibility to consult with the teacher. Adequate time will be given to make-up missed assignments.

Discipline Policy

It is recognized that parents send their children to ACS because of our high goals, standards, philosophy, and mission. One of the aims of a Catholic school education is to help students adopt and nurture virtues and traits that will mold them into responsible and contributing members of their school, family, church, and society. One of the most important things we try to instill in each student is a respect for the dignity of all members of the school community.

The faculty and administration of Assumption Catholic School expect each student to comply with the following Code of Conduct

- 1.) To practice Christian courtesy and charity toward all
- 2.) To cooperate fully with those entrusted with authority
- 3.) To be diligent in pursuing their studies
- 4.) To be accountable for their actions
- 5.) To abide by all established classroom and school rules

Parents have the primary obligation of correcting and disciplining their children at home. The school’s function is to be an institution of learning, not disciplining. However, when students fail to respect the rights of others, or go against the rules and regulations of the school, it becomes imperative to discipline them to teach them the injustice of their actions. While all students are expected to abide by the discipline code, consequences will be determined on an individual basis, with fairness and Christian compassion. The following behaviors are deemed unacceptable:

- bias
- talking back
- lying
- profanity
- pushing
- violence
- slander
- hazing
- forgery
- stealing
- fighting
- littering
- gossiping
- vandalism
- cheating/plagiarism
- retaliation
- pornography
- being defiant
- disorderly conduct
- name-calling
- making threats
- gum chewing
- cyber-bullying
- disrespect of property
- disrupting the class
- disturbing others
- racism
- talking out of turn
- violence
- using God’s name in vain
- gestures
- shoving
- harassment, intimidation and bullying
- getting out of seat repeatedly
- **illegal substances: Vapes, drugs and alcohol - mandatory drug test to return to school.**
- disrespectful or inappropriate language
- disobeying authority

- inappropriate body contact, facial expressions and noises
- inappropriate use of technology i.e. sexting, social media, internet
- possession of non-school related items; i.e., iPods, electronic toys, weapons, phones

Any student who engages in conduct, whether in or out of school, that interrupts the educational setting, is unbecoming of a student from a Catholic school, and/or is detrimental to the reputation of the school, may be subject to disciplinary measures.

Possible consequences for unacceptable behavior:

Verbal Warning	Parent/Faculty Conference	
Loss of privileges	Out-of-school suspension	
Lunch detention	Behavior Contract/Counseling	**Some infractions more serious than others therefore may need more serious action
Written Warning	Disciplinary probation	
.Before school detention	Provisionary status in school	
In-school suspension	Expulsion from school	

School authorities shall follow the procedures outlined in the Memorandum of Agreement which has been entered into by the Diocese of Metuchen, the school, and local law enforcement agencies. The behaviors cited above are a mere summary of the behaviors cited in the Memorandum of Agreement and are not intended in any way to supplement, revise or supersede the specific language of that document.

- *Physical violence or the threat of physical violence
- *Bringing weapons to school
- *Bringing drugs or vapes to school
- *Threatening another person with weapons, drugs, vapes and/or violence
- *On-going bullying and/or even one instance of bullying that present an imminent danger to others
- *Bringing to school toys or other objects that can be dangerous or used as weapons or any inappropriate items

If a student engages in any of the aforementioned acts, the Memorandum of Agreement that the principal or his/her designee;

- a. call the local police department immediately upon being informed of the violation of this policy,
- b. call the parents to inform them of what has transpired,
- c. call the appropriate administrator at the Catholic Schools Office, and
- d. suspend the student during the course of the police investigation. During the course of the suspension, the principal is required to collaborate with the Catholic Schools Office.

Policy of the Catholic Schools Office requires the school inform the parents/guardians that the parents/guardians must a. arrange to have the child interviewed by a Certified Psychologist, and b. present a letter signed by the Psychologist to the school principal to consider for reinstatement to school.

Due to the provisions of the Memorandum of Agreement, Assumption Catholic School must implement the disciplinary actions outlined above when behavioral infractions occur. Parents will assist their children by helping them to realize the consequences of misbehavior in our ever changing society.

The pastor is the final recourse in all disciplinary situations and may waive and all regulations for just cause at his discretion.

Bullying Policy

At ACS parents and teachers work together to share our Catholic faith with our children by helping them to realize that God loves them. Our God is a God of love, and there is no place at ACS for harassing, intimidating

or bullying behavior. Each student, teacher, and administrator at ACS is unique, gifted, valued, and has the right to feel safe and accepted, and is an important part of our school community. There are generally four types of bullying behaviors. These behaviors and some examples are identified below:

- Verbal** - Includes taunting, name-calling, malicious teasing or making threats (U.S. Department of Justice, 2001);
- Psychological** - Includes spreading rumors, purposefully excluding people from activities, breaking up friendships (U.S. Department of Justice, 2001);
- Physical** - Includes hitting, punching, shoving, spitting or taking personal belongings (U.S. Department of Justice, 2001); and
- Cyberbullying** - Includes using the Internet, mobile phones or other digital technologies to harm others. (DuPage County Anti-Bullying Model Policy and Best Practices, 2011).

Harassment, Intimidation, and Bullying Policy

Conflict vs. Bullying

Conflict is different than bullying. Not all disagreements and fights are bullying. Conflict is a normal part of human interaction and arises frequently in our day to day lives. Part of learning to be independent and grown up is learning how to deal with and respond appropriately to conflict at home, at school, and in your community. Recognizing the difference between conflict and bullying will help students, parents and teachers know how to respond.

Conflict is:

- A disagreement; an argument
- All parties have equal power to solve the problem
- All parties have an equal interest in the outcome and are equally involved
- All parties are of relatively equal size, age or status
- A conflict can be resolved by talking or working things out together or with help from an adult.

Bullying is:

- Not a disagreement, the behavior is one-sided
- A repeated form of mistreatment where the victim cannot defend him/herself
- An imbalance of power - usually one person is either bigger or older than the other or has a higher social standing (is more popular) and uses this against the other person
- Usually involves repeated acts of harassment, harm or humiliation
- Causes a change in the school climate for the student who is the victim

Differences in Addressing Conflict and Bullying: Conflict is an important part of growing up but bullying is not. Conflict teaches children how to give and take, how to come to an agreement and how to solve problems. When it comes to conflict, children need to learn conflict resolution and resiliency skills. These skills promote listening and working together to come to an agreement or plan to move forward.

Bullying is different. It is about the bully making a choice to intentionally hurt another person with the goal of exercising power over them. When bullying occurs, the bully is fully responsible for the situation. And the bully bears all the responsibility for change. Bullies usually do not negotiate with others. They want power and they blame others for their actions. Even if an adult can get them to apologize, bullies will often retaliate when no one else is around. As a result, it is crucial to recognize the difference between conflict and bullying.

The most common form of student incidents is identified as teasing: which is intended to provoke or make fun of someone in a playful way. Teasing can turn into verbal bullying or taunting. This behavior is intended to distract, disturb, offend, sadden, anger, bother, irritate, or annoy the recipient. Because it is hurtful, it is different from joking and is generally accompanied by some degree of social rejection. This behavior will be addressed under the same guidelines as bullying.

The School prohibits any act of harassment, intimidation, or bullying of a student or staff member. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like any other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe environment.

Harassment, intimidation, or bullying means any gesture, written, verbal, or physical act, or any electronic communication that:

- Can be reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory disability; or
- Takes place on school property, at any school sponsored function, social media or on a school bus that substantially disrupts or interferes with the orderly operation of the school or rights of other students; and
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging a student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning a student or group of students; or creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

REPORTING

All acts of harassment, intimidation, or bullying shall be reported verbally or in writing first to the classroom teacher as soon as possible. The teacher will then report the incident to the Principal or designee as soon as is practicable from when the school employee, vendor, student or volunteer witnessed or received reliable information regarding any such incident. Students may also use Stop!t, a mobile application provided by to anonymously report such acts. The school principal or designee shall immediately initiate an investigation. If the reporting took place verbally or in writing the school principal or designee will create a Stop!t incident.

A school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school's policy, is immune from a cause of action for damages arising from the reporting of the incident or any failure to remedy the reported incident.

The school's employees, students or volunteers are prohibited from engaging in reprisal, retaliation or false accusation against a victim, witness, and one with reliable information or any other person who has reliable information about an act of harassment, intimidation or bullying or who reports an act of harassment, intimidation or bullying. The consequences and appropriate remedial action for a person who engages in reprisal, retaliation or false accusation shall be determined by the principal after consideration of the nature, severity and circumstances of the act.

INVESTIGATION

The Principal or designee will interview the students who made the accusation and the student who is accused of committing the act(s) as soon as the report is received. Additionally, the Principal will interview any adult who was or may have been present when the act(s) took place. The Principal, as part of the interviews, will inquire as to the names of any witnesses to act(s) and interview them. If there is any documentary evidence (i.e. text messages, social media, photos) the Principal will request copies. The Principal will keep written notes of the interviews.

Confidentiality for all students involved will be maintained to the extent possible. The students involved or staff involved will be instructed not to discuss the incident in order to preserve the integrity of the investigation. The parents, police and any other appropriate agency shall be informed by the Administration if the accusation meets the criteria for reporting to law enforcement and deemed exclusive of pastoral discretion.

Parents shall be notified verbally and in writing within 48 hours of the start of an investigation. The investigation shall be completed as soon as possible, but no later than 10 school days from the date of the report of the incident of harassment, intimidation or bullying. Upon completion of the investigation, the principal will determine consequences of the incident report. All statements and evidence of the investigation will be updated and/or attached to the StopIt incident report.

The parents will be advised verbally and in writing of the completion of the investigation and the conclusion reached. No parent will be advised as to the discipline of any child other than their own. The Principal's decision is binding.

STUDENT SUPPORT

The administration and faculty will provide ongoing support for students who are subject to harassment, intimidation, and bullying, including some or all of the following:

1. The student(s) will meet with the School Counselor and/or Principal to discuss the incident and explore any feelings or concerns;
2. The School Counselor and/or Principal will assist the student in returning to the classroom;
3. Grade and homeroom teachers will be asked to closely monitor the student and provide support as needed;
4. The school environment will be altered as needed, such as changing seats or assigning cafeteria seats;
5. The School Counselor and/or Principal will provide social skills, including empowerment skills and responding in the moment;
6. The student will be provided with assistance in reading or interpreting social signals, building self-esteem or identifying friends and classmates who can offer support;
7. The administration may increase positive contact with adults in the school who can provide future support;
8. The administration may encourage positive peer relationships and support; and
9. The Counselor and/or Principal will be available to speak with and provide support to the students, parents and family. If necessary, encouraging professional help from community mental health providers will be recommended.
10. Parental involvement.
11. Counseling/conflict resolution.

NOTIFICATIONS

If the Principal, or his or her designee, determines that Harassment, Intimidation, Bullying or Retaliation has occurred, he/she shall:

- notify the local law enforcement agency if called for by the Memorandum of Agreement with Law Enforcement;
- notify the parents or guardians of the Aggressor; and
- notify the parents or guardians of the Target.

The specific disciplinary consequences imposed on the Aggressor will not be disclosed to the parents or guardians of the Target.

DISCIPLINARY ACTION

Once the investigation is complete, the Principal, or his or her designee, shall determine the consequences for the Aggressor(s) on a case-by-case, age appropriate basis. Harassment, intimidation or bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the Target and other students. While conduct that rises to the level of a violation of this policy will generally warrant disciplinary action against the students responsible, whether to impose disciplinary sanctions and what sanctions to impose in a particular case are matters within the professional discretion of the Principal, or his or her designee. It is the goal of the school to have students achieve redemption, learn, and stop the conduct. If the Principal, or his/her designee, deems that expulsion is the appropriate consequence, the Principal must first contact the Office of Schools.

Disciplinary action for children in preschool and kindergarten, first and second grade will generally be handled by the child's teacher working with the student, the student's family and the Principal (as needed). These children are very young and are learning social skills. Only in exceptionally severe circumstances will conduct of a young student be referred to law enforcement.

CONSEQUENCES

The following list of consequences and remedial actions is provided as a guide and by no means limits the school from implementing other additional consequences and remedial actions consistent with the requirements of this Policy.

Student Consequences may be one or more of the following:

- Loss of a privilege;
 - Completion of letter of acknowledgement of action, with apology to the Target (after reviewed by the Principal and not in a case of sexual harassment or intimidation);
 - Detention;
 - Reparation to Target in the form of payment for, or repair of damage to possessions;
 - Reassignment of seats in class, cafeteria or bus, or removal from the bus or extended care;
 - In-school suspension;
 - Out-of-school suspension;
 - Extended suspension;
 - Expulsion.

Remedial Actions:

- Parent/Student Conference;
- Counseling with licensed counselor or psychologist at the parents' expense;
- Education about the effects of Harassment, Intimidation or Bullying;
- Behavioral agreement;
- Cooperation with a behavioral management program developed in consultation with a mental health professional and the Principal.

Cheating and Plagiarism

Cheating - To cheat is to give or receive assistance with an assignment, or during an exam, which is not authorized by the teacher. Examples include, but are not limited to:

- Referring to class materials during a test without the teacher's permission
- Copying from another student's paper or allowing another student to copy from your paper
- Attempting to secure or securing a copy of a test before the test date
- Working together on an assignment without the teacher's approval

- Submitting for a grade an assignment that was completed by another person or giving an assignment to another student so that he or she can submit it as his or her own work
- Discussing answers during a test

Plagiarism - To plagiarize is to copy someone else's writing or ideas and presenting them as your own. Types of plagiarism include:

- Copying word for word without giving credit to the author
- Paraphrasing without giving credit to the author
- Using language that is almost identical to the language of another author

The student will receive a zero for the assignment. Additionally, violations may disqualify the student from that marking period's honor roll, if applicable, or from receiving academic achievement awards.

Cell Phones/Electronic Devices

Cell phones and other electronic devices, such as iPods, PDAs and video games, are **NOT** permitted in school by students, or used by them on the school grounds, or at any school-related function.

Parents of a student who walks home, takes the bus, or takes a taxi may fill out a request form and await approval from administration. The request forms are provided by the school office. All cell phones must be turned off and handed over to the office for the duration of the day. The school reserves the right to confiscate any unauthorized electronic device from a student as a non-school related item. Strict disciplinary action will then result, in accordance with the severity of the violation, including retrieval of the electronic device from the principal's office by the parent.

Ethical Use of Technology Policy

General Statement:

Assumption Catholic School will provide computer equipment, services and internet access for its students and staff. The sole purpose of providing these resources is to enhance teaching and learning at Assumption Catholic School. Access to the internet will allow students and staff to explore databases, libraries, internet sites and academic career and learning management services. Thus, Assumption Catholic School as an educational institution will have the resources to exchange information with other individuals and institutions throughout the world.

Assumption Catholic School supports and encourages pupil and staff access to the worldwide web and its boundless reservoir of information and resources. Since some sectors of the Web are considered inappropriate for student consumption, the administration reserves the right to limit the use of technology for educational purposes only. To ensure legitimate application, Administration will monitor computer and internet activity. Access to technology resources will not be available as a carte blanche right. Students and staff must accept the use of these resources as a privilege. The user is expected to possess both the requisite skills necessary to utilize these resources properly as well as the judgment to use them appropriately. The administration has the right to monitor and audit all communication on the network.

Any user of our technology resources agrees to abide by Assumption Catholic School. Technology Policy and in addition agrees to indemnify Assumption Catholic School for any losses, costs or damages, including attorney's fees, incurred by Assumption Catholic School relating to or arising out of any breach of this section. Use of technology resources will be permitted for all students, teachers and staff members with enabled user accounts. By logging onto the Assumption Catholic School network, all users agree to the Assumption Catholic

School Technology Policy. Any user who does not consent to Assumption Catholic School's Technology Policy is prohibited from using Assumption Catholic School's technology resources.

Equipment

The user will recognize the value of the hardware, software, and all computer-related materials and will not misuse or abuse any of these items. No user will alter, install, modify, upgrade, repair or remove any school hardware, including but not limited to computers, interface cards, monitors, printers, scanners, modems, switches, routers, wiring or cabling, mouse or other accessories. Users who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.

Software

Commercial software is copyrighted; each user must abide by the licensing agreement published with the software. The user will not violate any copyright laws regarding print, electronic or visual information. The user will not read, change, create, delete, copy, or modify any parts of the resident software or the operating system.

Internet Access

The user may use the network resources for educational or administrative purposes only. Information collected from the Internet must be properly referenced by the student. Commercial uses are strictly prohibited.

Technology Policy

The user will not upload, download, or bring into the school material deemed inappropriate. This would include but not be limited to any material that contains profanity, vulgarity, obscene, or violent content. Materials that are racist, abusive, degrading, demonic or promote intolerance, prejudice, harassment, or insult any individual, ethnic, or religious group are unacceptable. Transmission of material, information or software in violation of any church, school, local, state or federal law is prohibited. The user will not meet in person any individual whom he/she made contact with through the school technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval of the school administration.

In addition to filtering sites based on specific criteria, a Website Evaluation committee determines if a site is appropriate for access from school. Any member of the ACS community may request, through the librarian who is the committee chair, evaluation of a website. The committee reviews the site based on the "Ethical Use of Technology Policy" and in keeping with the Mission Statement and Philosophy of the school. The site may be made available or blocked.

Sexting

- Sexting is the production, possession or dissemination of sexual materials, including sexually suggestive text messages, nude/semi-nude photographs, or videos of themselves or others via cellular telephone or the internet by students on school property or at any school sponsored function. Sexting does not fuel committed, eternal love as God desires for us. It stands in opposition to God's plan for us, and for that reason it is wrong.
- Pornography consists in removing real or simulated sexual acts from the intimacy of the partners, in order to display them deliberately to third parties. It offends against chastity because it perverts the conjugal act, the intimate giving of spouses to each other. It does grave injury to the dignity of its participants (actors, vendors, the public), since each one becomes an object of base pleasure and illicit profit for others. It immerses all who are involved in the illusion of a fantasy world. It is a grave offense. (CCC 2354)
- Creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law when they take an explicit photo or video of themselves or a friend; share an explicit image or video of a child, even if it is shared between children of the same age; or, possess, download or store an explicit image or video of a child, even if the child gave his/her permission for it to be created. Images covered under the law include, but are not limited to, naked pictures, photos of intimate body parts, including topless photos of girls, any sexual act and any sexually suggestive image, which includes photos of a person in undergarments/underwear. If it is found that a child under the age

of 18 is in possession of any of these, has been sending them, or taking these types of photos, the police can record it as a crime and the offender may be prosecuted.

In complying with the Policy, the following procedures must be observed:

- All reported incidents of sexting shall be dealt with immediately.
- The school will take immediate measures to protect the victim and others involved in the incident.
- Report to the Diocese of Metuchen Diocesan Response Officer.
- Report immediately to the Office of Schools, either the Superintendent or Assistant Superintendent
- Report immediately to the local Police Department.
- Secure all cell phones, computers or other electronic devices that may contain or have disseminated sexual materials, including sexually suggestive text messages and nude or semi-nude photographs. Cell phones should be placed in airplane mode to preserve the evidence.
- Secure all potential witnesses.
- Contact the parents of all students involved in the reported incident.
- Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may face some or all of the listed consequences:
 1. Temporary removal from the classroom;
 2. In-school or out-of-school suspension;
 3. Parent conference; Deprivation of privileges;
 4. Suspension from sports participation; Removal from After-School programs;
 5. Counseling; Therapy;
 6. Expulsion

Search and Seizure policy

In order to protect the safety, health, property, values, and welfare of the members of the school community, the school reserves the right to call for a search of the student's locker, book bag, desk, automobile, any other object on the school property or the person. Such searches will be with reasonable cause, in the sole opinion of the school administrator, that contraband, illegal substances, or inappropriate objects are concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the students to whom the desk or locker is assigned, may be searched by school administrators at any time, for any reason or for no reason at all.

Uniform Requirements for Grades Pre-K through Eight

All uniform items must be purchased from Flynn & O'Hara (except Pre-K), located at: 2145 Route 35 Holmdel, NJ 07733 (732) 888-3885, or Online at www.flynnohara.com.

GIRLS and BOYS: PRE-KINDERGARTEN

- 1.) blue-shirt with school logo,
- 2.) gray sweatshirt with school logo
- 3.) gray sweatpants with school logo; or royal blue gym shorts with school logo, which may be only worn during September, October, April, May, and June
- 4.) fastened low-top sneakers (any color) with socks

GIRLS: KINDERGARTEN through GRADE FOUR

- 1.) plaid school jumper (knee length)
- 2.) white short or long sleeved rounded collar blouse; or a white short or long sleeved knit shirt with school logo; or solid white turtleneck
- 3.) navy crew cut cardigan sweater with school logo
- 4.) navy or gray knee-hi socks; or navy or gray leotards
- 5.) flat black shoes, low-cut style with a maximum heel height of one inch, with tie, Velcro, or across-the-foot buckle closures, "Vans" Style shoes acceptable

GIRLS: GRADES FIVE through GRADE EIGHT

- 1.) plaid kick-pleat skirt (knee length)
- 2.) white short/long sleeved oxford style blouse; or white short/long sleeved knit shirt with school logo
- 3.) navy pullover V-neck sweater or vest with school logo
- 4.) navy or gray knee-hi socks; or navy or gray leotards
- 5.) flat black shoes, low-cut style with a maximum heel height of one inch, with tie, Velcro, or across-the-foot buckle closures, "Vans" Style shoe is acceptable.

BOYS: KINDERGARTEN through GRADE 8

- 1.) navy twill uniform pants worn with a black, brown or navy belt (K&1 no belt)
- 2.) white short or long sleeved knit shirt with school logo; or a white short or long sleeved dress shirt worn with a navy tie
- 3.) navy/white trim V-neck pullover sweater or vest with school logo
- 4.) navy or black crew socks - NO WHITE SOCKS
- 5.) flat black shoes, low-cut style with a maximum heel height of one inch, with tie, Velcro, or across-the-foot buckle closures, "Vans" Style shoe is acceptable.

OPTIONAL SCHOOL UNIFORM

This uniform may be worn during September, October, April, May, and June:

- 1.) navy walking shorts with a belt
- 2.) white-knit short sleeved shirt with school logo
- 3.) white OR black low-cut sneakers
- 4.) white/navy crew socks

GYM DAY UNIFORM

- 1.) blue-shirt with school logo,
- 2.) gray sweatshirt with school logo
- 3.) gray sweatpants with school logo; or royal blue gym shorts with school logo, which may be only worn during September, October, April, May, and June
- 4.) fastened low-top sneakers (any color) with visible ankle socks
- 5.) no jewelry is permitted on gym day for health and safety reasons. Those who choose to wear jewelry on gym day will not be allowed to participate.

Identifications: Each article of clothing, all outerwear, school supplies, book bags, and accessories must be permanently marked with the student's full name and grade level. In case of loss, only those items, which are properly labeled, can be returned to their rightful owners.

Uniform Exchange-Purchase Program: The school accepts donations of previously worn uniform-related clothing and gym outfits that are in decent condition. These items are available for purchase or in exchange for an article of clothing that your child has outgrown. Please contact the school office for more details or to arrange for an appointment to see what clothing is available

General Dress Code Guidelines/Violations

Students are to maintain a neat and well-groomed appearance. Those who are not in compliance with the dress code will be subject to disciplinary action.

Clothing:

It must be cleaned, pressed, and properly sized and fitted, with no rips or stains. It should at all times reflect Catholic rules of modesty. School shirts are to be tucked in neatly. Baseball style caps are not permitted in the building.

Hair:

Natural Hair Only. Extreme hair styles such as spikes, Mohawks, shaved heads/scalp designs, overgrown "shaggy" tops, overuse of gel in hairdos, long or straggly hair (i.e. covering the eyebrows), coloring or highlighting, excessive hair ornaments, extensions, hairpieces, or male facial hair, are never permitted.

Nails:

For all grades PK-8: Nails must be kept clean and short; no colored polish, tips, or artificial nails. (Clear polish is acceptable)

Perfume, Cologne, and Cosmetics:

These are not to be worn to school or to any school-related activity, without special permission.

Jewelry:

No jewelry is to be worn on gym day or on Ukrainian dance day by the dancers. On all other school days, the jewelry rule is “Simply One” which means, one chain (only Christian religious medals allowed), one watch, one bracelet, one ring, all simple in style. Only girls may wear earrings, one stud per ear. (Hoops never allowed)

No Uniform Day Guidelines

Casual Dress Attire:

Jeans, t-shirts, sweatshirts, sport shirts and sneakers are acceptable. Refer to the General Dress Code Guidelines. No sleeveless styles allowed.

Dress-Up Attire:

Girls are expected to wear a modest dress, a skirt and blouse, or a pant- suit. Boys are expected to wear dress pants with a belt, and a dress shirt.

The following are NEVER allowed to be worn during the school day or at any school related function:

- *untied shoes or sneakers* boots with a heel or higher than the shin/calf
- *flip flop style sandals*open-toe high heel or slip on shoes
- *sheer, clingy or tight fitting tops or bottoms* styles that show midriffs or undergarments
- *sleeveless or thin-strapped shirts or dresses or those with low-cut necklines or backs,
- * shorts and skirts that are an inch or more above the knee

Any other inappropriate clothing or personal items, particularly those with words, characters or images, etc. that may suggest or infer ANYTHING that does not meet Christian-Catholic values and morals are forbidden. This includes wearing clothing and/or other items with a personality’s name or likeness on it who has been arrested, convicted, or even associated with illegal, immoral or objectionable activity. Temporary and permanent tattoos or body piercings are never allowed.

Students who do not adhere to these guidelines may be denied the privilege to participate in the next no uniform day. In addition, parents may be asked to bring in a proper set of clothing for their child or the student will be given clothing from the uniform exchange to wear for the remainder of the day.

Family and School Communication

It is mandatory for every family to register on REMIND for schools in order to receive important communications from ACS. Parents NEED to register using several means of communication in order to be reached at any time of day. REMIND offers notifications via phone call, text, and email.

Each September, a “Back-to-School” night is scheduled for each grade level. It is crucial that parents attend the mandatory “Back-to-School” night in order to become acquainted with their child’s teacher, and their academic and behavioral expectations for the coming year. Recognizing the concern and dedication of your child’s teachers should move you to work closely with them to further your child’s academic growth.

A solid home and school partnership is vital. All concerns should first be directed to the attention of the classroom teacher. Only after these attempts fail to resolve issues should the administration be contacted.

ACS will communicate bi-weekly, or as needed, with all parents via a Principal’s newsletter and our school website. All correspondence will be sent home with the oldest or only child of each family on each Friday of

the school year. The monthly menu and calendar of events will also be sent home and available on-line at the ACS website and REMIND. Parents are expected to review the contents.

When money of any kind is sent to the school, it must be enclosed in a separate envelope and properly identified with the student's name/grade, the amount enclosed, and purpose of payment on the face of the envelope. Each monetary payment should be in its own individual envelope. All checks, unless indicated otherwise, should be made payable to: Assumption Catholic School (ACS).

A yearly school calendar is distributed to each family. This calendar notes vacation days, early dismissals, teacher professional days, Family & School Association meetings and other regularly scheduled activities for the coming school year. In addition to the yearly calendar, a monthly calendar and monthly lunch menu are sent home in the school communication folder at the beginning of each month; these may also be viewed on-line at the school website.

School Public Relations

The Principal is the primary spokesperson for the school community and is the most visible public relations representative and, as such, will manage all communication that promotes the school's name and image to the public.

- In compliance with the Family Education and Privacy Act (FERPA) all school personnel, including principals, teachers, coaches, and volunteers, shall not make formal or informal comments regarding the personal details of any student's life to anyone other than the student or parent.

ADDRESSING DISPUTES WITH THE SCHOOL

The School and parents should strive to communicate with one another in an open and collaborative manner. It is the goal of the School to address parent concerns regarding their child's experience in the school. In turn, there may be times the School must raise issues pertaining to a student that are related to disciplinary, educational or social issues.

Recognizing that students are best served when families and the School can find mutually agreeable solutions to resolve differences or problems, it may sometimes not be possible to find a solution or compromise to accommodate the needs of the School and the student or their family. It is agreed by the School and the family that it is not an effective manner of communication to bring third parties into the conversation as it impedes collaboration and creates an adversarial relationship.

It is the policy of the School and the Diocese of Metuchen that in the event a family engages an attorney, the student cannot remain in the School as it represents a complete and irrevocable breakdown of the relationship between the School, the student and the family. Accordingly, the student must immediately withdraw from the School. The student is not eligible to be re enrolled at a later time.

Family and School Association (FSA)

The Family & School Association is an integral component of the school. The officers of the Association, under the direction of the principal and pastor, hold regularly scheduled meetings for all families to discuss school fund-raising activities, needs and events. All families of Assumption Catholic School are expected to attend these meetings in order to keep abreast of the latest FSA information. The FSA Board members may express parent questions and concerns to the principal, but have no bearing on school policy or the governance of Assumption Catholic School. Those parents who attend every meeting will have their name entered in a tuition raffle at the end of the school year. The dates for FSA meetings are published in the school calendar at the beginning of each school year.

The purpose of the Family & School Association is to contribute to the financial support of the school. Since its inception in 1963, the FSA has been of great assistance to the school through various fund-raising projects. With your help, much can be accomplished for the spiritual, physical and cultural growth of our children. FSA members and school personnel are not allowed, without prior permission from the administration, to represent

the school, request donations, make purchases for the school, or use the school logo on personal websites or social media.

Photo Release Information

Assumption Catholic School uses media, website, social media and yearbook to promote its name and image. Parents are asked to notify us immediately if they wish their child/children's image NOT be used by ACS.

Daily School Schedule

School doors officially open at 8:15 a.m. Children may begin gathering outside on the school playground at 8:00 a.m. Any child arriving at school prior to this time will be sent to the Before Care Program. Before and After Care information and forms are sent home at the beginning of each school year.

- 7:05-8:05 Extended Care: Before-Care
- 8:05 Teachers in Auditorium/playground where weather permits
- 8:05-8:14 Doors Open - Students assemble in auditorium/on playground where weather permits
- 8:15 Tardy Bell- Prayers & Pledge of Allegiance
- 8:25 Classes Begin
- 9:30-10:30 Staggered snack times grades pk-8
- 11:30 First Lunch period (K, 1, 2, 3, 4)
- 12:15 Second Lunch Period (5-8, PK)
- 2:45 PK dismissal
- 2:55 K-4 dismissal
- 3:00 5-8 dismissal
- 3:15 - 5:30 Extended Care: After-Care (PK-2)
- 3:15 - 5:30 21st Century Community Learning Clubs (Gr. 3-8)

It is against the law to leave children unsupervised. Students should not be dropped off at school prior to 8 a.m. Also, after dismissal time, any child who has not been picked up by 3:10 p.m. will be sent to the After Care Program/Clubs and charged accordingly. Likewise, those students who participate in after school activities are to be picked up promptly, or they too will be placed in After-Care. Note: On shortened school days, early dismissal is at 12:30

Extended Care

In an effort to respond to the needs of parents and students, the school offers two extended-day programs: the Before School Program and the After School Program. Before School Program is available to all parents from 7:05 a.m. to 8:05 a.m. It will not be held on delayed opening days.

The After School Program serves school families with children in Pre K through Grade 2 from 3:15 p.m. until 5:30 p.m. AFTER SCHOOL PROGRAM does not operate on emergency closing days. A \$4 an hour fee (discount for multiple children in one family) per hour is charged for the use of both programs. Late fees are incurred when payments are past due or when children are picked up past 5:30p.m. All children must be signed out by an individual specifically named on the Emergency Form. Children will not be released to anyone not authorized in writing by parents. If a parent/guardian needs to reach either extended day program, they can call 732-826-8721.

21CCLC Program:

ACS has been part of a five year grant with the Academy for Urban Leadership Charter School here in Perth Amboy. This grant has allowed our students in grades three through eight to participate in activities that expand their academic life. Each cycle allows a student two choices of clubs each day except Fridays when only one club is offered. Choices include offerings such as culinary, painting, basketball, dance, STEM and many other activities. Calendars are given to third through eighth graders before each new cycle. All school rules and behavior expectations must be followed.

Parking

Parents must observe all traffic regulations in the school zone. Please do not double-park, block the school bus zones or driveways, or park in the handicap spaces without a handicap tag/plate. Cooperation is imperative in this matter to ensure the safety of students.

Pets:

During pick up and drop off time please be aware that NO Pets are allowed on the property due to allergies and safety concerns.

Visitors

All visitors and non-school personnel are required to enter the building on Meredith Street and go directly to the office. There is absolutely no admittance through the kitchen doors. Visitors will sign in and state their purpose. If a visitor is allowed in the building they will have a visible sticker labeled Visitor and have their name on it. Once the school day has begun, no one, without the express permission of the administration, is allowed to enter the classrooms. This is to ensure the safety of our students and faculty, and to prevent any unnecessary learning disruptions. Parents who need to drop off any item for their child must leave it at the school office. School personnel will then deliver items to the classroom.

The Diocese encourages parents to be active participants in their child's education. At the same time, the school must avoid disruption to the educational process and protect the safety and welfare of the students. Principals shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the principals shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the students. School personnel shall see to assure the parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home and school. Visitors wishing to conference with teachers and or administrators during the course of the school day are encouraged to make arrangements in advance.

The building principal has the authority to exclude from the school premise any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities shall be called if necessary.

Attendance and Tardiness Policy

Regular attendance and punctuality is expected of all students. The tardy bell rings at 8:15 a.m. at which time the playground entrance is closed. Any child arriving after this time must report to the school office to obtain a late slip. Chronic tardiness may merit disciplinary action, i.e. lunch/recess detention and a phone call home.

When your child is absent, please call the school office by 8:15 a.m. to leave a message (732-826-8721) reporting the absence. As per state law, upon return of the child to school, he or she must have a written excuse from the parent stating the date and reason for absence. An absence of three consecutive days or longer due to illness requires a doctor's note. Family vacations during the school year are strongly discouraged.

New Jersey statute requires schools to be open for educational purposes for 180 days between July 1 and June 30. A ninety percent (90%) attendance rate is also required by the New Jersey Quality Single Accountability Continuum. Therefore a pupil must be in attendance for 162 or more school days in order to be considered to have successfully completed the attendance requirements of the instructional program of the grade/course to which he/she is assigned. According to NJ State Law, absences can NOT exceed **18 days**.

Requests for early dismissals during the regular school day are also discouraged. If a valid reason exists for an early departure, a written request must be sent with the child the morning of the early departure day. This note must state the reason, the exact time of pick-up, and the name of the person who will sign the child out from the school office.

Emergency School Closings, Delayed Openings and Early Dismissal

The school administration is authorized to close the school for a day, delay its opening, or declare an early dismissal, because of hazardous weather or other extraordinary circumstances which might endanger the health or safety of pupils and school employees. Notification of an emergency school closing or delayed opening due to inclement weather or other unforeseen conditions will be announced in the following manner:

1. REMIND will notify each registered family.
2. Log onto www.assumptioncatholicsschool.net
3. Call 732-826-8721 for an update on our voicemail.

Note: In the case of inclement weather it is your obligation to check one of the above listings before dropping your child off at school.

The Assumption Catholic School delayed opening time is 10:00 a.m.

Please Note: 4 Emergency Days are incorporated into the calendar. Additional Emergency days will be made up starting with the Friday of Easter Break week, two days will be made up using Thursday and Friday, three days will be made up adding Wednesday. Additional days will be made up using the school's discretion.

Emergency Early Dismissals

In the case of an emergency closing occurring at some point while school is in session, the following procedures will be adhered to:

1. REMIND will notify each registered family. Our website and voicemail will also provide information.
2. In the event the parents or the parent's emergency contact cannot be reached, the child will not be dismissed until contact has been made.
3. Notification of an early dismissal may also be found at the websites listed previously under Emergency School closings.
4. News Channel 12

Transportation

If you live in a school district that offers busing to their students, and is within twenty miles of Assumption Catholic School, you may be entitled to busing or to a substantial transportation reimbursement. The state of New Jersey mandates that the home school district must provide the same transportation services to non-public school students to public school students. The school office provides a B6T form to be filled out and returned to ACS. It is then forwarded to the transportation department of the home district for determination of eligibility. PLEASE NOTE: Students who reside in a district which provides transportation for public school students will be eligible for either busing or aid in lieu of transportation (Currently \$1000).

Parents who allow their children to walk home from school must provide a written statement that includes the address their child will be walking to and the name of the responsible adult caretaker who will ensure they have arrived safely each day. It is imperative that the school office be notified if the child is absent.

If your child will be involved in a car pool or other type of transportation with another family from our school, both parties giving permission for this arrangement must submit a written statement.

Student Emergency Forms

School emergency forms are distributed to every family (given to the oldest child) the first week of school. These forms must be completed and returned within 5 days of the first day of school. It is imperative for a school to have this information. If the student does not bring in the form the parent will be contacted and the student will not be allowed to return to class until this form is submitted. Only those persons listed on the emergency contact form will be allowed to pick up the child from school. All other persons need written authorization from the parents or guardians and must present a photo ID for the student to be released to them.

It is extremely important that written notification of changes in home, work, or cell phone number, as well as any other changes to emergency contact information that may occur be forwarded to the school office immediately.

Student Custody and Guardianship

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order that outlines the non-custodial parents' rights of access to the child, restraining orders, etc. The custodial parent must provide an updated court order at the beginning of each school year. The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Health Services

Nursing services are provided by The Educational Services Commission of New Jersey (with parent permission) on a part-time basis. The school nurse is usually present at ACS two days a week from 9:00 a.m. to 1:00 p.m. Students may receive emergency nursing services for any illness or injury that occurs during the school day. Grades K, 1, 2, 3, 4, 6, and 8 annually receive the following nursing services: hearing and vision screening, height and weight assessment. Those in Grades 5 & 7 have a scoliosis screening and are tested for vision. All new students in K-8 are screened unless records indicate that it was done at their previous school. Pre-K students are excluded from receiving nursing services. When the nurse is not on duty, students who are in need of health services will be sent to the school office.

Parents will be notified if the gravity of the illness or injury warrants further medical attention or if the child is not well enough to stay in school. Accident reports are filled out whenever a student is seriously hurt. Parents will always be notified of any injury involving the head. A head injury fact sheet will be sent home. The illness or injury emergency procedure is as follows:

1. School contacts the parent.
2. If a parent cannot be reached, the school will then contact the designated persons listed on the student's emergency form.
3. If necessary, Emergency Medical Services will be contacted to transport the child to the local hospital.
4. A faculty member will remain with the child until a parent arrives.

Under NJ State Law, any students exhibiting the following conditions will not be allowed at school until the condition has remedied itself: temperature of 100 degrees or greater, vomiting, diarrhea, pink eye, rashes, or an earache. Those with rashes or contagious diseases need a doctor's note to return to school. A child must be fever free or have no vomiting for 24 hours before returning to school.

Janet's Law

In accordance with N.J.S.A 18A:40 all elementary and secondary schools will have automated external defibrillators (AED) on site for youth athletic events and will establish plans relating to sudden cardiac events.

In complying with this Policy, the following Procedures will be observed:

- At least, five school employees will be AED trained and available at events, even after school hours.
- the appropriate number of AEDs will be in proximity of the fields being used for athletic events.
- An emergency action plan will be created and reviewed annually, using the brochure *Sudden Cardiac Death in Young Athletes*. (See Appendix A.7 - Sudden Cardiac Death Brochure).

Medication Policy

Any student who is required to take medication during the regular school hours must comply with the following school regulations:

1. All medicine, including over the counter medications, must be turned into the office at the start of the school day.
2. All medicine MUST be in its original packaging/bottles.

3. Any student who is required to take prescribed medication during school hours must have a statement written on a prescription pad from the family physician that identifies the type, dosage, time interval, purpose and side effects of the medication. Written permission by the parent must also accompany the medication.
4. Non-prescription drugs will not be administered unless written permission is received from your physician that identifies the type, dosage, time interval, purpose and side effects of the medication. Written permission by the parent must also accompany the medication. This includes such preparations as cough drops, lozenges, cold tablets, cough medications and aspirin. These medications may never be self-administered, carried on one's person, or left in the student's backpack.
5. Prescription medication must be given to the school office in the prescription container, which is properly labeled by the pharmacist or physician. This includes student EPI-pens as well.
6. Under certain circumstances (i.e., a life-threatening illness or condition), students will be permitted to self-administer medication. The parent must first meet with the nurse and school administration to discuss in detail the need for the medication. Both the parent and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form.

Health Records and Immunization Requirements

State law requires a physical and dental examination for all new students. These need to be updated every three years thereafter. State law also mandates that students who choose to participate in extracurricular sports that are inter-scholastic must have a yearly physical to obtain medical clearance from their doctor. Parents must also sign a sports related Concussion and Head Injury Fact Acknowledgement Form. Without a properly signed medical clearance form they will not be allowed to participate.

No child will be admitted to school without proper proof that the child has been immunized. State law requires the following immunizations for enrollment to school and the student will be excluded if these immunizations are not met:

DTP-Diphtheria, Tetanus, Pertussis vaccine

- 1.) minimum of four doses, with one dose being after the fourth birthday

Polio virus vaccine

- 1.) minimum of three doses, with one dose after the fourth birthday (usually four doses)

MMR-Measles, Mumps, Rubella vaccine

- 1.) two doses of MMR- the first is given after the 1st birthday, the second after the 4th birthday

Hib-Haemophilus influenza type B vaccine

- 1.) at least one dose, but usually a series of three shots, prior to entering Pre-K

Hep B-Hepatitis B vaccine

- 1.) three doses are required to enter Kindergarten and for students entering 6th grade

Varicella vaccine

- 1.) one dose after 1st Birthday
- 2.) proof (a note from a medical doctor) that the child has already had the disease

In addition, the following are required for Pre-K:

- 1.) One dose PCV on or after 1st Birthday
- 2.) Flu vaccine - given between September 1st and Dec. 31st of the school year

Lastly, the following are required for Grade 6 students, born on or after January 1, 1997:

- 1.) Tdap Booster - One dose after age 11
 - 2.) Meningitis vaccine - One dose
- Chicken Pox immunization is required for admittance to a Catholic school in the Diocese of Metuchen. [NJAC 8:57-4.4(b) allows religious and affiliated schools to grant or withhold enrollment to non-immunized students without challenge by a secular health authority.]
 - A student shall not be required to have any immunizations which are medically contraindicated.
 - A written statement must be provided by the child's physician (M.D. or D.O.), who is duly registered and licensed to practice medicine in the United States. The statement must declare that the required vaccine is injurious to the child's health or poses a significant risk to the health and well-being of the child.

- The exemption statement is valid for only one academic year from the date signed by the physician; it must be submitted to the principal prior to the child attending school. It will be reviewed annually.
- Catholic Schools will grant religious exemptions from immunization if the parents state that it is a matter of conscience for them. [See Appendix A.17)
 - Requests for religious exemptions which are not based on religious beliefs and practices shall be denied. The New Jersey legislation and regulations have never recognized nor permitted philosophical or moral objections as reasons for securing a religious exemption. Except for medical and religious exemptions, all children are expected to comply with the school immunization regulations.
 - A parent/guardian may request a religious exemption to the New Jersey mandatory immunization regulations by submitting a written statement to the school which explains how the administration of immunizing agents conflicts with the student's exercise of religious tenets and practices. The pastor will make the final determination on the validity of the request.
 - The request for a religious exemption from immunization will be honored as long as the language mentions the specific religious belief (normally the conscience of the parent) in the letter.
 - Non-immunized students may be excluded from the school, for their own protection, if there is an epidemic situation. The exclusion will be based on the judgment of the principal.
 - Non-immunized students may be excluded from the school if there are concerns about the safety of the pregnancy of a teacher or health issues of staff members.

Suspected Child Abuse or Neglect

New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Child Protection and Permanency.

Phone Number: 1-877 NJ ABUSE 1-877-652-2873

Safety Drills

Assumption Catholic School complies with state mandated scheduling of Emergency Preparedness Drills. Each month Assumption Catholic School will conduct one fire drill and one other Emergency Preparedness Drill including but not limited to: Shelter In Place, Evacuation, Lockdown, Tornado, or Hurricane. Additional policies, procedures in effect include controlled entry into the school and wearing of ID badges by everyone including visitors

Fire Procedure

- Alarm is sounded; fire and police respond
- In an orderly manner, teachers and students leave the building and assemble 300 feet from the school
- Teachers bring class lists
- Students assemble with their teachers
- Teachers take attendance
- Any missing student is reported to the Principal via walkie talkie
- Once back in the classrooms, teachers again take attendance
- Any missing student is reported to the Principal
- If it is not possible to return to the building per the police and/or fire authorities, all will be directed to follow the procedures for assembling at an evacuation area where transportation will be arranged

Evacuation Procedure

- EVACUATION TO A SAFE LOCATION:(example: bomb threat)
- As announcement/alarm is sounded, fire and police respond
 - Teachers bring class lists

- In an orderly manner, teachers and students leave the building and assemble at one of two safe locations that will be announced at the time of the evacuation.
 - Primary- Ukrainian Assumption Church • Secondary- Academy of Urban Leadership
- Students assemble with their teachers at the evacuation area
- Teachers take attendance
- Any missing students are reported to the Principal
- Classes being held outside the school building, teachers will be directed to a safe location by Principal
- If a parent or designated emergency contact person arrives at an evacuation site to pick up his/her children, a teacher or Principal must be notified before the child is allowed to leave the area
- If teachers and students return to the classroom, teachers again take attendance
- Any missing students are reported to the Principal

Lockdown Procedure

(example: intruder with weapon)

- Announcement of LOCKDOWN is made by the Principal or Law Enforcement
- After announcement of LOCKDOWN, classroom doors are immediately locked
- Everyone remains in his/her classroom
- Teachers close windows, assemble in an area of the room away from windows and doors
- Students who are in the stairs, bathrooms, hallways remain where they are until directed by Police
- Students in other places such as the cafeteria, library, nurse's office, main office take shelter under tables/desks and remain where they are until directed to a safe location by Police
- For classes that are being held outside the building, teachers are directed to a safe location by a Principal
- All doors remain locked until the Police determine the next step. The next step may be evacuation to a safe location or an "all clear".

Shelter in Place Procedure (crisis as determined by Homeland Security)

- In a SHELTER IN PLACE situation, no one will be allowed to leave the building. Students and staff will report to assigned areas secured and not opened until an all-clear signal is given
- The building will remain closed until the ALERT is over
- An emergency box will be available at each location
- Teachers are to close windows, shut off computers, fans, lights and all other electrical equipment in the classroom. Close doors when leaving a room.
- Once everyone is settled in their designated area, each teacher is responsible to take attendance
- Everyone needs to be ALERT and open to decisions made at a moment's notice
- When the alert is over, students will be retained or dismissed as directed by authorities
- Areas of containment are Gym, Auditorium/Cafeteria and basement

**The school Principal will put out a school wide REMIND that a drill took place.

False Bomb Threats

Making a false bomb threat to a school or parish is a violation of federal law and diocesan policy. The principal will report this to the police or prosecutor, as stipulated in the Memorandum of Agreement.

Promise to Protect; Pledge to Heal

The following notice has been mandated to be published in our school policy book by the Diocese of Metuchen and is intended for anyone who has been abused or victimized by someone representing the Catholic Church. Please believe in the possibility for hope, help and healing. We encourage you to come forward and speak out. Every diocese in the United States now has a victim assistance coordinator who is available to obtain support for your needs, to help you make a formal complaint of abuse to the diocese and to arrange a personal meeting with the bishop or his representative, if you desire. The victim assistance coordinator for the Diocese of Metuchen (Office of Child and Youth Protection) is Lori Albanese.

Telephone: 732-562-2413, or, Email: youth.protection@diometuchen.org

Hygienic Environment

Schools shall maintain a hygienic environment accordance with the Occupational Health and Safety Administration (OSHA) requirements pertaining to:

- a) infectious waste and potentially dangerous materials
- b) integrated pest management

In complying with this Policy, the following Procedures will be observed:

- Adequate janitorial services will be available to keep the entire building clean at all times and to address emergencies.
- Lavatories and drinking fountains should be adequately supplied, conveniently available and carefully cleaned.
- Food preparation areas and equipment should meet all requirements of the local health inspector.
- Schools shall adhere to the stipulations of the Right to Know Act, and the advisement of chemicals present.
- Schools will comply with the requirements and procedures for infectious waste and potentially dangerous materials.
- Schools will maintain current copies of all hygienic plans, including but not limited to Asbestos Plan, Pest Management Plan, and Blood-Borne Pathogens Plan.
- The principal will annually distribute to teachers and parents the “New Jersey Work and Community Right to Know Act”, the “Guidelines for Communicable Disease Control in Catholic Schools”, and the “Procedures for Integrated Pest Management Policy”.

Asbestos Management Plan

The school's Asbestos Management Plan is on file in the school office as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

Food Services Program

Families have the option of either purchasing lunch or having their children bring lunch from home. Menus and prices will be sent home each month and will also be available on the school website. Hot lunches are available at Assumption Catholic School on every full day of school AND must be paid in advance. On early dismissal days children who attend the After Care program must bring their own lunch and snacks.

Lunch money should be sealed in an envelope with the child's name, grade, amount enclosed, and purpose written on it. The food program is not in the position to extend credit to students, although parents may pay for their child's lunch a monthly basis. A child without a lunch will be given a cold lunch from the cafeteria, the cost of which will be due the following day.

No fast food lunches may be brought in by parents, i.e., McDonalds, Wendy's, Subway, Pizza Hut. We are NOT a peanut free school, and therefore due to possible allergic reactions, children are forbidden to share, sell, trade, or give away their food or drink to any other student. They are also not allowed to lend or borrow money from other students in order to purchase any food or drink item. **Note: Students should never carry large amounts of cash to school.**

Birthday Celebrations

Birthdays are a special time for children. You may send a simple treat (i.e. munchkins, cupcakes, cookies, or goodie bags) with your child for their birthday to be shared with their classmates during snack time. These treats must be nut-free or they will not be distributed. Please be sure to coordinate this with your child's teacher. **No birthday parties, of any kind, are allowed during the school day. We must all do our best to adhere to this policy.**

Gifts, Cards, and Invitations: Home birthday parties or any other party invitations are not allowed to be exchanged or distributed at school unless **EVERY** child in the class is included. The same holds true for cards and gifts. This will eliminate misunderstandings and hurt feelings that may occur due to exclusion.

Extracurricular Activities

Assumption Catholic School offers a wide range of extracurricular activities for student participation such as community service projects, bowling club (separate fee), student council, Ukrainian dance, altar boys, Sodality of the Blessed Virgin Mary, performing arts club and senior drama, show choir, chimes, track & field (separate fee), math club, science clubs. Information regarding the various extracurricular activities and permission forms are sent home to all eligible students in September. We offer an ACS aftercare for grades PK to 2 at a fee of \$4 and hour and a 21CCLC After School Program for students in grades 3-8. Students are encouraged to participate, but participation is a privilege that may be withheld as part of a disciplinary action.

Participation in extracurricular activities is governed by all school rules. Those who choose to participate in interscholastic sports must have a current medical release form signed by their physician.

All students participating in after school activities should be picked up no later than 15 minutes after the activity ends. The school cannot be responsible for any student left for a great length of time. Please make the necessary arrangements to have your child picked up at the correct time. The school building closes at 6:00 p.m. Students are expected to go home or aftercare at dismissal if they are not involved in extracurricular activities.

Use of School Logo

The design of the school logo must remain intact. No alterations, additions or deletions to any part of the logo are permitted. Any individual, organization or company wishing to use the logo for any purpose must obtain permission to do so from the principal and pastor.

Exceptional Educational Needs

Assumption Catholic School seeks to meet the needs of all their students. Parents of students who enter ACS with an Individual Educational Plan (IEP) will meet with the teacher and principal to determine the accommodations needed.

When a teacher determines a serious academic need, for a student not previously classified, a meeting with the student's parents will be requested. At that meeting, the teacher may suggest more in depth testing, either privately or through the Educational Services Commission of New Jersey (the ESCNJ). Every effort will be made to meet the needs of the child at ACS.

In some cases, the teacher and administration may feel the child is in need of services ACS cannot provide and would be best served by another educational setting.

Junior Honor Society

The ACS Junior Honor Society was introduced in the 2017-2018 school year. General information about the Junior Honor Society will be shared with students in September. Interested students must take the initiative and request an application from the moderator.

First Penance and Holy Communion

Children are prepared to receive the Sacraments of Penance and Holy Eucharist during second grade. Reception of these Sacraments is scheduled at Ukrainian Assumption Church on the first Sunday in May for those students who are members of the parish. Catholic students, who are not members of our parish, generally receive these Sacraments at the parish to which they belong. They are most welcome to make their First Penance and Holy Communion with their classmates at ACS, but they must first obtain written permission from the Pastor of their own church. This letter must be received by the first week in February. Any student who receives First Holy Communion in their parish, prior to ACS's Communion Day, can join their classmates on ACS's Communion Day.

Required attire for boys is a suit, white dress shirt, white tie, and black shoes. Required attire for girls is a modest, simple knee-length white dress with sleeves, white socks and white shoes. The girls' Holy Communion veils and the boys' white ties are ordered by the school to ensure uniformity. A fee is due in the early spring,

which covers the following expenses: girls' Holy Communion flowers, boys' boutonnieres, flowers for church decoration, individual Divine Liturgy prayer books, rosaries, and other Holy Communion remembrances. More detailed information is routinely sent home in the spring.

Field Trips:

The classroom teachers schedule field trips to nearby points of interest. These trips are designed to supplement different aspects of the grade level curriculum. Permission slips are sent home to inform the parent of the date, trip itinerary, chaperones, and the cost to each participant. These slips must be signed by the parent and returned in a timely manner, along with the cash fee required of each participant. The school administration reserves the right to deny the **privilege** of a field trip to a student, or to request parental supervision of the student while on the trip, if circumstances necessitate this action. A chaperone's help is greatly needed and appreciated. Only confirmed chaperones will be allowed to accompany students during a field trip.

AMENDMENTS TO THE SCHOOL HANDBOOK The school administration reserves the right in writing to amend this parent/student handbook. Parents/guardians will be notified if changes are made.

At Assumption Catholic School teachers, faculty and administration take pride in their commitment and dedication to each student both academically and spiritually.

In the event that a virtual learning platform is required again below is our protocol:

Virtual Learning Plan

OVERVIEW

What is Virtual Learning?

Virtual learning, also referred to as digital learning or e-learning, is using technology for teaching and learning outside of the traditional classroom setting. It enables learning to take place anytime and anywhere, and does not require the instructor and the student(s) to be together. Virtual learning can be self-directed or guided by a facilitator and can take many different forms. These experiences may include:

- Video lessons and podcasts, self-generated by the teacher or generally available through resources such as Khan Academy, YouTube, and TED Talks
 - Assignments utilizing online textbook access or open education resources, like CK-12
 - Discussion boards and other interactive forums
 - Other activities available through third-party web applications such as Quizlet and Edpuzzle
 - Remote conferencing via video/audio through services such as Google Meet.

When will students participate in Virtual Learning Days?

Students will participate in Virtual Learning Days when it is deemed necessary by school administration. For the most part, this will be during extended school closures due to such matters as inclement weather and emergency situations.

How will students and parents be notified if a Virtual Learning Day will be used in the event of an emergency school closing?

Students and parents will be notified of Virtual Learning Days via Remind, Google Classroom for specific Meets codes, and student email.

How will attendance be taken on Virtual Learning Days?

In the event of an absence, a student is still responsible for completing the day's assignments.

What are the expected methods of communication between teachers and students on Virtual Learning Days?

Teachers and students are to follow the school's policy regarding communication which is as follows: *The school-sanctioned email address is the only authorized means of private communication between a student and a teacher.* Teachers and students may communicate in public forums such as discussion boards/blogs and G Suite for Education.

What are the recommended methods of communication between/among students if a collaborative assignment is given?

If a collaborative activity is assigned, students are encouraged to communicate with one another via G Suite for Education.

What is the value of Virtual Learning Days?

In experience of learning that is more self-directed with flexibility regarding the time and pace of study and assignment completion, will give our students another opportunity to hone their organization and time management skills.

Additionally, tools such as discussion boards for interaction and communication within a group, with individuals at various locations, are being used more frequently in education at all levels. Virtual Learning Days that incorporate this method of communication will also provide students the opportunity to fine tune their expertise to provide meaningful contributions in this type of forum.

THE VIRTUAL LEARNING EXPERIENCE ---

What will a Virtual Learning Day look like for students?

Combination of Virtual and assignments

PreK and K (2 hour instruction) 1 hour two times a day with teacher

Grades 1 and 2: 3 hours instruction

Grades 3 through 8: 4-5 hours instruction

Each teacher will post their class schedule on Remind and via email. Teachers will provide parents and students with Google Meet codes and schedules for each class. Lessons will be approximately 30 minutes in length for each major subject for each day, and students will be given time to complete any work assigned. Each lesson will be accompanied with some form of formative assessment, which the teacher may count as a grade. Upon returning to school, teachers may also assess students on material learned during the Virtual Learning Days.

Students are expected to log in every Virtual Learning Day. If students are unable to login, an email must be sent to the student's teacher regarding their absence.

What will assessments/assignments be like on Virtual Learning Days?

Assessments/assignments may take many forms such as electronic tests, quizzes, surveys and polls, essays, Flipgrid, Edpuzzle, *meaningful contributions* to discussion boards, and WikiProjects, to name a few. Each teacher will provide information regarding the grading for each assessment. For example, will the assignment count as classwork, a quiz, or a test. When appropriate, teachers will provide a rubric to accompany a specific assignment.

Teachers will also provide a due date for each assignment. Many assignments will be due on the same day it is assigned. Some assignments will have a special identified due date. *It is the responsibility of each student to meet coursework deadlines as established by the teacher.*

When will Virtual Learning Day assignments be communicated?

Google Classroom will list due dates for all assignments.

How often does a student need to log in on Virtual Learning Days?

Students are expected to log in every Virtual Learning Day. This action is necessary for students to connect with his/her teacher each day. Teachers will be communicating with students in many ways, not just sharing assignments. Students are responsible for receiving that communication from their teacher. [

What if a student has questions or needs assistance during a Virtual Learning Day?

If a student has a question regarding a virtual lesson or assignment, the student/parent should contact the teacher via email. Teachers will check their emails daily. The principal can also be contacted at lshumny@assumptioncatholicschool.net.

Will accommodations be made for students with learning needs and/or an ISP?

In order for teachers to continue their work in helping a student meet their academic goals for the year, teachers will make appropriate modifications to virtual lessons for specific students as needed

TECH SUPPORT

What if a student has a problem with their Chromebook, or technology in general during Virtual Learning Days?

If a student is having a problem they will contact Mrs. Shumny via email at lshumny@assumptioncatholicschool.net or via cell phone (732) 343-0750. *If a student is unable to access the*

Internet due to lack of connectivity, electrical failure or other extenuating circumstances, they will contact Mrs. Shumny via email at lshumny@assumptioncatholicschool.net or via cell phone (732) 343-0750.

What if a student is having difficulty accessing their online textbook(s)?

If a student is having difficulty accessing their online textbook(s), contact the teacher first to verify that he/she is using the proper information regarding website address, username, and password.

WORTHY OF NOTE

Do Virtual Learning Days count as school days?

Yes. So long as Virtual Learning Days are conducted in accordance with Diocesan standards, Virtual Learning Days count toward the total number of school days and do not need to be “made up” throughout the year or at the end of the school year.

How does the Student/Parent Handbook apply to Virtual Learning Days?

The Student/Parent Handbook applies to all school days, including Virtual Learning Days. There is one policy exception on a Virtual Learning Day. Students do not need to be in school uniform when working from home or a remote location! Please be reminded that all other policies apply including: Academic Integrity Policy, Mutual Respect Policy, Ethical Use of Electronic/Computer Use Policy (Chromebook Policy), and Law Enforcement Reporting Policy.

Middle School Behavior Expectations

As noted in the ACS Family Handbook, it is our goal to instill in each student a respect for the dignity of all members of our school community. This is especially important at the middle school level. The following Code of Conduct is expected of each and every middle school student:

1. To practice Christian courtesy and charity towards all
2. To cooperate fully with those entrusted with authority
3. To be diligent in perusal of studies
4. To be accountable for actions
5. To abide by established school and classroom rules

The following actions are considered unacceptable behaviors:

Calling out in class - gum chewing - disrupting class - leaving seat repeatedly - not following directions of, or disobeying an adult in authority - inappropriate language - excessive noises - lying - purposely not completing classwork - body contact, including pushing, shoving, punching, and especially inappropriate touching of any kind - name calling - partaking in the spread of gossip - inappropriate gestures - poor sportsmanship - possession of cell phone during the school day - littering - possession of non - school related items such as electronic toys - use of cell phone during class More serious behaviors include, but are not limited to:

Bullying (see bullying policy) - racism - bias - harassment - intimidation - retaliation - hazing - violence of any kind - stealing - forgery - possession of illegal material such as a weapon or substances such as drugs of any kind or alcohol - pornography - vandalism, including graffiti - inappropriate use of technology (see technology policy) - cheating - plagiarism - misuse of cell phone

Possible consequences for unacceptable behaviors includes, but are not limited to: A verbal warning, Morning detention, Out of school suspension, Lunch detention, Parent conference, Disciplinary probation, Written warning, Behavior contract, Provisionary status Loss of privileges In - school suspension Expulsion

If necessary, the principal will call the Perth Amboy Police Department as soon as knowledge is given of certain behaviors and parents will be called immediately.

Classwork Expectations

1. All work will be completed to the best of the student's ability and handed in on time.
2. Work missed due to absence will be given 1 day of grace per day of absence. It is the teacher's prerogative to determine which classwork must be completed.
3. Students are expected to be an equal partner in assignments that require working with 1 or more other students. Group work can include a single assignment or any long term project.
4. Cheating or plagiarism in any work will not be tolerated. A zero will result for the assignment for the student or anyone else that may have given answers to the student.
5. Students are expected to treat each other's materials with respect.

6. All projects must be handed in on the due date. No exceptions. Since it is a long term assignment, a short absence will not be accepted as a reason for late work. Timely communication is necessary when a student feels their work might be late for a valid reason,

7. Keeping in mind that middle school is meant to prepare the student for high school, each student is expected to be prepared for all classes with the proper tools as indicated by the individual teacher. Failure to be prepared can result in loss of credit, lunch detention, or other actions depending on the reason for not being prepared.

Distance Learning Expectations

1. All students will be signed on and ready to go at the given time of each teacher's class meeting.
2. Since a student would normally be in school during meeting time, it is expected that each student will be in a place where full attention can be given to school work. Leaving the room for anything but the bathroom is unacceptable.
3. All students will be visible to the teacher for the length of the class meeting.
4. Students will be in a mute position unless directed by the teacher.
5. If a student should get knocked off the meeting, it is expected that they return as soon as possible with the adult that is in the house to attest that he/she had internet trouble. Any student that does not have an adult to explain the reason for leaving the class, will receive a zero for the day. An email can be sent from the parent if the incident happens within the last 3 minutes of class.
6. If a student is absent, an email must be sent to the homeroom teacher on the day(s) of the absence(s).
7. Classwork is expected to be complete and handed in through Google Classroom when directed by the teacher.
8. When a time is given for handing in work, a 10 point penalty will be given to work after the first 5 minutes late. After 5 minute the grade will continue to drop in 5 minute increments.

Distance Learning as an Option During In - Person Instruction

1. Each student is expected to be signed into their homeroom class by 8:30.m After 8:30 the student will be marked late. After 8:40 the student will be marked absent.
2. Each student must be in school uniform.
3. Students are expected to participate in class and do the same work that the in - person class is completing.
4. Each student should be seen by the teacher at all times. No using emojis or other symbols to block his/her face. If the student fails to follow this direction it will be assumed that some sort of cheating is taking place and a possible zero will be assigned as a grade.
5. A child must respond with his/her voice when a question is asked by the teacher. Typing an answer is not acceptable.
6. Classwork must be handed in at the same time as their classmates.

7. Students should be at a table or desk in a quiet place in the home.
8. Students may leave their computer with the permission of the teacher.
9. Students are not permitted to leave for the day before 3:00, the official end to the ACS Middle School day.
10. As with in-school, any parent/guardian that will be taking their child away from classes early, must inform the teacher preferably 24 hours before or call school by 9:00 the day of the early departure.

It is the desire of the ACS Middle School Team to have at home students to feel as much a part of the class as possible. We ask that parents/guardians support our efforts to give the whole class the best experience possible under today's circumstances.

I have read and discussed the behavior and academic expectations provided by the ACS Middle School Team with my child. He/she understands that it is their responsibility to follow these expectations. He/she also understands that consequences will result if they purposely ignore these expectations.



Ukrainian Catholic Church of the Assumption

Assumption Catholic School
Meredith and Jacques Streets
Perth Amboy, NJ 08861
Phone - 732-826-8721
Fax - 732-826-5013

Phone: 732-826-8721

ACS Family Handbook Agreement Form

I have read the Assumption Catholic School Family Handbook and agree to abide by all its provisions. I also agree that my child/children who is/are enrolled at Assumption Catholic School must abide by all its rules, regulations, and policies.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Acceptable Use of Technology Agreement

I have read and understand the Acceptable Use of Technology procedure as outlined in the Assumption Catholic School Family Handbook and agree to abide by all its provisions. I also agree that my child/children who is/are enrolled at Assumption Catholic School must abide by all its rules, regulations, and policies.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Name of student: _____ Grade: _____

Name of student: _____ Grade: _____

Name of student: _____ Grade: _____

Name of student: _____ Grade: _____