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## Principal's Welcome

Dear Assumption School Families,

I would like to welcome you all to the 2024-2025 school year at Assumption School! I hope you all had a great summer and were able to rest and recharge. As I proudly begin my first year as Principal, I am excited about all the opportunities that are before us, and I am truly thankful for the Assumption School families. Each year is a privileged time to grow together as a school community, and it is such a joy to be a part of it each day. Throughout our proud 113-year history, Assumption School has been a place where students can grow academically, emotionally, and spiritually. Learning is a life-long process for students, teachers, and parents alike. As Assumption's "Lead Learner," I will continue to strive to celebrate our history while continuing to foster a growth mindset.

As we begin the year, I wish to remind everyone that while our amazing teachers work tirelessly to create an exceptional learning environment, there is no replacement for the parent's role in the lives of their children. You will always be their first and most influential teachers, in which we can grow together. We have a wonderful Home and School Association (HSA) that can use all your unique talents, so please get involved!

Whether you have only recently enrolled or have been a part of the Assumption family for many years, I encourage you all to review this manual at length. Finally, please note the important forms to be submitted. Please do not hesitate to let us know if we can be of any assistance. We are here to help you and, most importantly, help your child/children succeed! Thank you for allowing us to partner with you in preparing your children for whatever the Lord leads them to in life.

May God bless us all during this coming year!

Rachel Sosnovich

Principal

## **School Mission**

The Assumption School in Ansonia, Connecticut views its Catholic mission as:

- Guiding students to realize the presence and love of God in their lives and in our world.
- Educating and challenging the whole child: spiritually, academically, and socially.
- Providing an opportunity for every child to improve the quality of life for self and for others.
- Using a variety of technology tools to pursue quality-learning opportunities.

# History of Assumption School

Assumption School opened for instruction in September 1910 with an enrollment of 585 students in grades one through six. In 1911, grade seven was opened and by September 1912, Assumption School served 700 students in grades one through eight. The Sisters of Mercy staffed the sixteen-classroom building from its inception until 1984. During the decades of the 1970's and 1980's, the school population began to decline. Much of the decline resulted from the fact of declining birth rate and the number of families belonging to Assumption Parish. The Home/School Association was instrumental in raising money to keep the doors of Assumption School open. The association continues to work on defraying the cost of maintaining the school.

Today, Assumption School offers an educational program that is accredited by the New England Association of Schools and Colleges. Presently, Assumption School consists of prekindergarten (three and four-year-old classes), a full-day kindergarten, and grades one through eight. ACCENT (a before and after school childcare program) is available to working parents.

The religious dimension of the school is apparent in such programs and events as daily prayer services, student geared liturgies, service projects, and the Big Brother/Big Sister program. The ever-present pastor promotes strong Christian values.

Many opportunities are provided for children to improve the quality of life for themselves and others. Students live the school motto: Enter to learn; go forth to serve. The faculty continually seeks ways to improve student learning, instructional methods, and extracurricular activities.

Parents play an integral part in providing extracurricular activities, planning fundraising events, and coaching. The school recognizes and appreciates the parents as the primary educators of their children. Finally, Assumption School is unique in many aspects of the school's existence. The school community emphasizes the identity of the school through Catholic values and ethics. It is lived out through preparation for and receiving of the sacraments, prayer, and reflection. It is family oriented. The faculty and staff provide a nurturing environment. Students are educated and challenged through innovative teaching techniques and state-of-the-art technology.

Catholic Schools: Education for a Lifetime

Purpose and Vision for Catholic School Education

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups, and socio-economic backgrounds.

## **The fundamental purpose of Catholic schools is to:**

- Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;
- Create a Catholic climate that contributes to the formation of students as active participants in the parish community;

- Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the development of the whole person – mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

## **Parent/Guardian's Role in Education**

Parents/Guardians are the primary educators of children. Assumption School welcomes parents/guardians and engages in meaningful dialogue with them throughout their child's school experience. Parents/Guardians are encouraged to take an active role in the life of the school with opportunities ranging from assistance in the day-to-day work through to representation on committees.

Your choice of Assumption School involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Ideals taught in school are not well rooted in children unless these are nurtured by the example of your personal relationship with God in your family life. Regular Mass attendance, family prayer at meals and family rituals are ways to be an example to your child and support the ideals promoted by the school and the parish.

Parents/Guardians can support the educational purpose and success of Assumption School by:

- Reinforcing the school's mission
- Cooperating with the school's discipline policy
- Reviewing communications and returning requested information promptly Notifying the school office of any changes in contact information
- Notifying the school when a child is absent and following up with a written excuse or email
- Meeting financial obligations to the school on time
- Keeping teachers informed of any concerns about your child's progress
- Making sure your child is dressed according to the dress code
- Actively participating in the Home/School Association meetings, activities and fundraising efforts
- Supplying your child with all the materials needed to learn.

## **Academic Information**

Assumption School follows curriculum standards that are published by the OEEC. The religious education in Assumption School conforms to the Religion Curriculum Standards provided by the OEEC. Catholic Social Teaching is integrated into curriculum standards and all teachers help students to recognize and to apply these teachings in their daily activities.

### **Curriculum**

Assumption School maintains a balanced curriculum, including religion, language arts (English Grammar, Phonics, Writing, Reading, Vocabulary, Spelling, Oral Language, and Handwriting), Science, Mathematics, Geography, Social Studies, Health/Wellness, Physical Education, the Arts, World Languages, and Service learning. Technology is integrated into all curricular areas.

## **Homework**

Homework is an essential part of a good school program and is assigned on a regular basis at Assumption School. Students in grades one through eight are provided with a Personal Planning Assignment Journal. The goals of the journal are to record homework assignments on a daily basis, assist students in managing their time, improve study habits, and keep parents informed of daily work. Parents are requested to review the homework agenda book on a daily basis, as well as any teacher platforms (Google Classroom). Homework may be picked up in ACCENT after school hours. Check the classroom teacher's platform for more assignments.

## **Grading**

The faculty evaluates students for achievement of learning objectives set within each course. Grades may be based on written tests and quizzes, oral and written projects, class participation, labs, and assignments.

Faculty judgment is a determining factor in final student assessment for a given subject. However, in case of a discrepancy between teacher and student evaluation of performance, the student or parent may approach the faculty member for clarification.

In Kindergarten through Grade Eight, parents/guardians are provided a trimester report card. Progress reports are distributed in the middle of each marking period. Parents/Guardians of prekindergarten students are provided Archdiocesan Progress Reports two times a year during the second and third marking periods. Parents/guardians of students in grades four through eight are able to view their child/children's progress online, through FACTS.

## **The grading systems are as follows:**

### **Primary Report Card (Grades 1-3)**

Outcome based grades reflect the philosophy of assessment and grading appropriate for this early developmental level:

Measurement Codes:

5 - Consistently exceeded grade level expectations.

4 - Consistently achieved grade level expectations.

3 - Approaching mastery of grade level expectations.

2 - Approaching proficiency toward grade level expectations.

1 - Difficulty meeting grade level expectations.

I - Incomplete work.

\*Indicates improvement is needed for that skill.

O = Outstanding

S = Satisfactory

U = Unsatisfactory

### **Report Card (Grades 4-8)**

The report card uses a five-point scale (A, B, C, D, and F) grading system. Letter grades are awarded to document student progress made toward learning objectives.

### **Measurement Codes:**

A+ = 100-98

A = 97-94

A- = 93-90

B+ = 89-87

B = 86-83

B- = 82-80

C+ = 79-77

C = 76-73

C- = 72-70

D = 69-65

F = Below 65

The Honor Roll is a special recognition for academic achievement for students in grades four through eight. In order to be eligible for academic honors, the following criteria must be met for the first two trimesters and the third trimester progress report:

### **FIRST HONORS**

- Each numerical subject area average is 90-100.
- Each weekly subject area average is either O (Outstanding for this child) or S (Satisfactory for this child).

### **SECOND HONORS**

- Each numerical subject area average is 80-100.
- Each weekly subject area average is O (Outstanding for this child) or S (Satisfactory for this child).

## **PLACEMENT/PROMOTION/RETENTION**

The child study team makes the final decision regarding placement or continuation of students. The team will seek available assistance from state or local government agencies, if appropriate for the student.

Promotions and Retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are indifference or lack of effort on the part of a capable student; physical or social immaturity; and/or frequent or long absences. Retention is usually considered as a more positive alternative during the primary grades. Students in the middle grades in danger of not successfully completing academic requirements may be required to complete a summer program prescribed by the principal and teachers.

### **Academic Probation**

Students will be placed on academic probation for failure at the end of a marking period.

- Students will not be eligible for any extracurricular activities.
- Parents will confer with the teacher weekly regarding grades/progress.
- Intervention accommodations may be implemented.
- Parents/teacher/administration will meet at Progress Report time to evaluate progress.

## **Acceptable Telecommunication**

Parents/guardians and students are required to review and sign the Acceptable Telecommunication Agreement found at the end of the handbook and return it to the homeroom teacher.



# Accreditation

Assumption School is fully accredited by the New England Association of Schools and Colleges.

# Admission Information

In Assumption School, there is no discrimination on the basis of race, sex, national origin, age (in accordance with the law), and handicapping condition (if, with reasonable accommodation on the part of the school, the handicapped person could be accommodated). Pre-kindergarten students must be 3 years old on or before December 31 of the school year in which they are enrolling for the 3 year old program; students must be 4 years old on or before December 31 of the school year in which they are enrolling for the 4 year old program; and kindergarten students must be 5 years old on or before September 1 of the school year in which they are enrolling. All children must be toilet trained in order to be admitted into the school. A physical examination is required when a student enters school for the first time. Ages must be verified by a birth certificate and a Baptismal certificate, if applicable. Immunization records must be complete and a copy must be made available to the school.

Parents/Guardians of students who are transferring from other schools should arrange to provide copies of their academic records to insure their admission to the proper classes. An interview with the principal and parent/ guardian is requested before a child is accepted. A classroom visit is highly recommended. Everyone who enrolls is admitted on one trimester probation. If you don't hear from the school after one trimester, you will be considered fully enrolled in Assumption School.

Screening procedures may be requested by a parent or principal before admission to school to ensure proper placement. Assumption School uses the RTI tiers to assist in placement. It may be necessary to accept a child on a probationary basis. Students with special needs will be given the same consideration as all applicants, however prior to admitting a student with diagnosed special needs, the school shall make a determination as to whether or not it believes it can provide an appropriate education for that child. Each child is considered on an individual basis.

Each year registration is held for all students returning to Assumption School, as well as new students. A registration fee shall be paid by each family at the time of registration. **THIS FEE IS NOT REFUNDABLE.** All outstanding financial obligations and Home/School assessments must be met before registration can be accepted.

# Appeal Process

Parents/Guardians may appeal to the school Pastor and Principal's decision regarding dismissal of their son or daughter. After hearing the appeal, the Pastor of the school shall inform the Principal of his decision and, if necessary, assist in the development of an alternative plan of action. The pastor shall make the final decision.

# Arrival and Dismissal

Parents dropping off and/or picking up their children for/from school are expected to exercise situational awareness and courtesy at all times so as to avoid traffic build-up and any unsafe circumstances in the parking lot and/or on North Cliff Street.

The following is a short and general reference guide for locations and times. All families are expected to follow and abide by the complete arrival and drop-off directives contained in the comprehensive guide. A PDF version of the guide may be found in the Family Portal of our school website, or a printed/emailed version will be provided anytime by request.

## Drop-Off:

Pre-Kindergarten - **FRONT ENTRANCE (8:40am – 8:55am)**

Kindergarten through 8th Grade: **NORTHERN REAR ENTRANCE (8:40am – 8:55am)**

## Pick-Up:

Pre-Kindergarten (half day): **FRONT DOOR (1:00pm)**

Pre-Kindergarten (full day), Kindergarten 1st and 2nd : **NORTHERN REAR DOOR (2:50pm)**

3rd and 4th Grades: **NORTHERN MIDDLE DOUBLE DOOR (3:05pm)**

5th and 6th Grades: **SOUTHERN MIDDLE DOUBLE DOOR (3:10pm)**

7th and 8th Grades: **NORTHERN REAR DOOR (3:15pm)**

# Asbestos

Assumption School complies with state and federal requirements pertaining to asbestos in our school, including all inspections, reporting obligations, operation and maintenance procedures, and in the planning for and implementation of necessary repair, restoration or abatement of asbestos in our school.

# Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a

genuine hardship for a student and is regarded as a very serious problem. Excessive absences, twenty or more, may be reported to the Department of Children and Families. Students who have accumulated more than 20 absences within one academic year may be considered for grade retention or a summer school program.

It is the responsibility of the student to complete work sent home and upon returning to school, to ask teacher(s) about any additional work missed. The student is required to meet with the teacher(s) concerning a reasonable time frame for make-up work.

Parents/Guardians are required to call the school by 9:00 AM when a student must be absent from school. A note from the doctor is required when a student has three consecutive absences from school. Daily arrangements must be made to pick up student's work in the office at 3:00 PM. If a parent/guardian must pick up work before 3:00 PM, the books will be sent to the office and the student must call another student for the assignments or check the website. Arrangements may also be made to pick up work in ACCENT until 5:00 PM. Please call the school office to make these arrangements.

The school calendar provides for extended weekends throughout the school year; parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. If it is absolutely necessary to take a family vacation during school time, students are encouraged to take home all their books. No assignments will be given in advance. Arrangements must be made for specific assignments to be delivered to the student's home upon return from vacation. Again, it is the student's responsibility to meet with teacher(s) concerning a reasonable time frame for make-up work.

## Awards

Students in grades 5 through 7 who attain honor roll status for the first 2.5 marking periods are invited to an Honors celebration in May. The required conditions for First and Second Honors may be found in the Academic Information section under the Honor Roll subheading.

In addition to academic honors, the Principal Award may be presented to students who show outstanding effort in academic or nonacademic situations.

Students in grades 6 and 7 who meet the academic, service and leadership requirements will be inducted into the Assumption School Chapter of the National Junior Honor Society at the Honors Banquet.

While Assumption School does not formally recognize a class valedictorian and/or salutatorian, graduating eighth graders are eligible for the following awards to be given during their graduation ceremony:

***Dalton Family Humanitarian Award:*** the student who shows great concern for others.

***Reverend W. Mahoney Award:*** the highest academic female and male students.

***Joseph Doyle Award:*** the student who demonstrates good citizenship.

***Honorable Joseph Flynn & Family Award:*** the student who shows leadership qualities and good character.

***Former Pastor's Award:*** the student who exemplifies the goals and ideals of Assumption School.

***Janice Lungarini Memorial Award:*** the student who has made great strides in academics.

***Bernice and Dorothy Shortell Memorial Award:*** the student who demonstrates perseverance in studies.

**Tara Foley Memorial Award:** *the student who shows concern for others, has school spirit, and displays Christian values.*

**K of C Assumption Council Award:** *a hard-working, respectful and concerned student.*

**Ann Marie Glenn Memorial Award:** *the student who has a sense of community, civic pride and is charitable.*

**William Rowley Memorial Award:** *the student who excels in history and is civic minded.*

**Gail Miller Memorial Award:** *the student who has a love for learning or provides extraordinary service to the school newspaper.*

**Enter to Learn, Go Forth to Serve Award:** *a student who displays the ideals of Assumption School.*

**William A. Schuchmann Memorial Award:** *a student who is friendly, passionate and hard-working.*

**Laura DiStasi Memorial Award:** *students who exemplify a kind-hearted spirit of Assumption School.*

## Bus Conduct and Policies

The City of Ansonia provides busing for those students in kindergarten through grade 8 who live at least one mile from school and reside in Ansonia. The bus personnel establish the bus stops and time schedule. These are always subject to change. No bus transportation is provided to students across city lines.

Permission for changes or exceptions to the bus schedule must be submitted to the principal. Students and parents are encouraged to notify the school immediately of any safety hazards which they have observed during bus operation.

The following rules have been established in order to ensure the safety of all students who ride buses:

- Use only the bus and bus stop assigned. Any changes must be written by parents and approved by the teacher or principal.
- Orderly behavior is required at the bus stop.
- Fill up the front of the bus, remain seated, and face the front when the bus is in motion.
- Talk quietly and make no unnecessary noise.
- Do not distract the bus driver.
- Keep head and arms inside of the bus.
- Do not litter the inside of the bus or throw anything out the window.
- Do not eat, drink or chew gum on the bus.

All bus students must follow the rules stated above and those rules established by the city or bus company. Bus drivers or the principal may ask for the suspension of a student from the bus for misconduct. The parents and students will comply with the request. Transportation must be provided by the parents/guardians for the duration of the suspension.

## Cell Phone/Electronic Devices

Cell phones, Apple watches or electronic communication use is not allowed in the school. If a student brings a cell phone/electronic device to school it must be silenced and placed in a basket on the teacher's desk at the beginning of each day. The cell phone/electronic device is to be used in case of emergencies and only with a teacher's permission. If a student does not follow the cell phone/electronic device policy, the

phone/device will be confiscated and only a parent/guardian may get the cell phone/device back from the Principal. If a second infraction occurs, the phone/device will not be allowed back in the school. Electronic games only may be used in **ACCENT** or indoor recess.

Upon reasonable suspicion of inappropriate activity that may subject a student to any level of discipline, or in the interests of safety of students and staff, the Principal and/or his or her designee, may search students desks, coat rooms, personal belongings, and anything brought onto school property including, but not limited to handbags, backpacks, clothing, cell phones or other electronic devices and the content within such devices such as emails, photos, messages, or other information. The school administration may seize any such items and retain them until the end of the school day or longer. The school administration will have the prerogative to turn over any such items to the police if the evidence of illegal activity. The local police, using drug detecting dogs, may be invited into the school on a random basis to search coatrooms as a proactive, preventative measure.

## **Cheating**

Any form of cheating, this includes plagiarism, will not be tolerated. If a student is suspected of or caught cheating he/she will face a failing grade or suspension. Punishment will be determined by the teacher and principal. A meeting with the parent/guardian, teacher and/or principal may be necessary.

## **Child Abuse Laws**

Assumption School abides by the Child Abuse Laws of the State of Connecticut. This law mandates that all cases of suspected child abuse and/or neglect be reported to the Department of Children and Families.

## **Conduct**

Assumption School has long recognized the student and his/her growth as its primary concern. In meeting this obligation, Assumption School seeks to provide for all students an environment that is conducive to academic endeavor, social growth, and individual self-discipline. Formal disciplinary measures will be taken whenever student conduct interferes with the school's responsibility of protecting the health and safety of all school and community members.

Since the goal of discipline is self-responsibility, it is necessary that a code of discipline be established. In light of this philosophy, Assumption School is committed to helping, working with, and caring about each student as an individual person and providing a wholesome Christian environment which exposes its students to Catholic principles, values, and attitudes. Thus, Assumption School is committed to maintaining a school environment in which all students will model positive influence on their peers.

## **DISCIPLINARY CONSEQUENCES**

Assumption School disciplinary consequences may include but are not limited to the following:

One on One Conference: a one-on-one conference may be held with the student and the teacher and/or principal.

Parent Contact: the teacher or principal will contact the parents/guardians concerning the problem and solution. A behavior plan may be developed, if necessary.

Suspension: students who are given an in-school suspension will be required to report to school each day and work with the principal. Students who are given an out of school suspension will remain in the care of parents/ guardians for the assigned number of days and are expected to make up all work in a timely manner.

Expulsion: expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Assumption School.

## BEHAVIORS REQUIRING DISCIPLINARY ACTION

The following behaviors are considered grave misdemeanors and are subject to strict review and definite action. Any of these infractions, depending on the gravity and/or repeated occurrences may result in disciplinary actions. The disciplinary action will follow consultation by the priest-director, principal, faculty member, and parents/guardians.

- **USE OF “CONTROLLED SUBSTANCES”** ~ the term “controlled substances” refers to depressants, alcohol, stimulants, narcotics, hallucinogens, and inhalants. Involvement with a substance of this nature means possessing, giving, selling, using, or being under the influence of any of the above. Assumption School believes that any form of student possession or involvement with any controlled substance at school or at a school sponsored event is a serious matter which makes the student liable to expulsion from the school.
- **POSSESSION IN SCHOOL OR ON SCHOOL GROUNDS OF ANY KIND OF WEAPON** ~ a weapon is any instrument used in fighting, for example a pistol, knife, blackjack, etc. A police report will be filed.
- **BULLYING AND CYBER BULLYING** ~ bullying refers to the intentional infliction of, or attempt to inflict injury or humiliation on another. Students making such verbal or written threats (seriously or in jest or online) face detention, suspension, or expulsion.
- **FIGHTING** ~ fighting refers to willfully striking or assaulting a student or any member of the staff.
- **DELIBERATE REFUSAL TO OBEY AUTHORITY** ~ this refers to a refusal to obey a member of the school faculty or staff when a reasonable request is made.
- **THREATENING, INTIMIDATING AND/OR BLACKMAILING** ~ this refers to stating what will be done to any member of the school staff or other students to hurt or punish them. A police report may be filed.
- **DISHONEST BEHAVIOR** ~ this refers to any act of cheating, stealing, forgery or lying.
- **POSSESSION OF IMMORAL OR PORNOGRAPHIC MATERIAL.**
- **USE OF OBSCENE LANGUAGE** ~ written or spoken.
- **INSUBORDINATION/DISRESPECT** ~ this refers to any form shown to a staff member or fellow student.
- **VANDALISM** ~ this refers to destruction of school property or a fellow student’s property. Students will be held financially responsible for any act of vandalism.
- **POSSESSION OF CIGARETTES/ E-CIGARETTES** ~ smoking on school grounds, at school functions, or as a school representative is prohibited.
- **WILLFUL AND CONTINUED DISRUPTIVE BEHAVIOR** ~ this refers to improper behavior in the classroom, hallways, lavatories, lunchroom, or in the school yard.
- **TRUANCY** ~ truancy implies absenteeism without just cause and notification to the school; or leaving the school property without the permission of the principal or faculty member.
- **NON-CONFORMITY TO DRESS CODE** ~ this refers to consistent nonconformity to school rules regarding proper dress and hair, appropriate grooming, or incomplete uniform. Inappropriate dress may result in removal from class until proper clothing is provided.
- **CHEWING GUM** ~ GUM chewing is not allowed in the school.
- **LOITERING** ~ this is not permitted in the halls or on the school grounds before or after school.
- **ANY INFRACTION OF OTHER RULES SET DOWN BY THE FACULTY OR ADMINISTRATION.**
- **NO HATS WORN IN THE BUILDING.**
- **NO INAPPROPRIATE DISPLAYS OF AFFECTION.**

# Communication

Teachers can do a much better job with students if they can share their understanding of the student directly with the parents/guardians. Communication is very important. It is not necessary to wait for the regular parent/teacher conference time in November, if a parent/guardian has a special concern. Parent conferences are encouraged and can be arranged anytime during the school year with advance notice. Teachers will be available a half hour before or after school. Please email the school office at least 24 hours in advance to make an appointment. There will be no conferences held during school hours.

## Emergency Contact Forms

Emergency forms must be renewed each year. The Parent/Guardian is responsible for informing the school if there are any changes to emergency contact information. Only those indicated on the emergency sheet can pick up a child from school. An exception may be made only if a note is presented and signed by the custodial parent.

## Emergency Drills

Fire drills and lock down drills are conducted on a regular basis. Detailed escape plans are posted inside the door of each classroom. During fire drills, each class has an escape route to an outside area, a safe distance from the building. Children are required to move to these designated areas in a safe, quiet, and orderly manner.

Assumption School has a Crisis Plan in place in case of any type of emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the case of a real emergency, the principal will contact parents through FACTS, the automated phone contact to all families, with explanations of what is taking place.

## Extracurricular Activities

Assumption School continuously seeks to gauge the interests and opportunities for formative experiences beyond the classroom. Please note that the following list is always subject to evolve:

**Assumption Cager Chronicles:** The Assumption Cager News is Assumption School's monthly newspaper. The newspaper staff meets weekly to plan and write the articles for each edition. Students from grades four through eight are eligible to join the staff as long as they are committed to meeting their responsibilities on the staff for at least one school year. Assumption School families are encouraged to subscribe to the Assumption Cager News.

**Assumption Child Care Encouraging New Trends (ACCENT):** ACCENT is a before and after school childcare program for elementary school students staffed with Assumption School personnel. Childcare is available from 7:00-9:00 AM and from 3:00-5:30 PM on a daily basis at reasonable rates. Parents interested in enrolling their child(ren) must obtain an application from the school. Rates are paid on a weekly basis.

**Athletics:** the basketball program consists of four teams. The Girls' Junior varsity team consists of girls from grades 5 & 6 and the Girls' varsity team consists of girls from grades 7 & 8. The Boys' Junior varsity team consists of boys from grades 5 & 6 and the Boys' varsity team consists of boys from grades 7 & 8. Teams may be combined for lack of number of players. Students are chosen by the faculty and coaches on the basis of academic standing, ability, attitude, and availability for practice.

If there is enough interest, **Cheerleading** consists of a squad of students who through their enthusiasm, academic standing, and ability, inspire school spirit.

Students only have the right to try out and be fairly evaluated. Students only have the right to attend the school. Everything else is a privilege. The coach makes the decision if the student can play in a game . . . not the doctor's note. Doctor's note can attest if the student is healthy to play, but it is the coach's decision whether or not to play the student.

Please see separate sports handbook for detailed description of the program.

**Big Brother/Big Sister Program:** At the start of the school year fifth, sixth, seventh, and eighth grade students "adopt" students in prekindergarten, kindergarten and grade one. The older students assist the younger students in liturgical celebrations and plan activities for them throughout the school year.

**Peer Tutoring:** Students in grades 5-8 volunteer to tutor students in Assumption School. Students work together before school begins. Teachers select qualified students as tutors. A student will be assigned a peer tutor providing he/she shows effort in class and continues to experience difficulty in a subject area.

**Reading Buddies:** Students in upper grades pair up with students from lower grades to read to each other on a weekly basis.

**Student Council:** The purpose of the Assumption School Student Council is to promote leadership, to render service, to achieve better understanding of the aims and philosophy of the school and to form a bond of communication between faculty and students. Students in approved grades submit their names to the faculty advisors. National Junior Honor Society students automatically become members of the Student Council.

**Yearbook Committee:** Eighth grade students meet with advisors to create a yearbook for the graduating class.

## Field Trips

Field trips are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and are considered part of the curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date and will be required to sign the field trip permission form. No students will be allowed to attend a field trip without the permission form signed by a parent/guardian. Money may be requested from each student to help defray transportation and admissions. Fees collected in advance are non-refundable.



# Financial Obligations

Tuition rates and fees will be set prior to the school year. Assumption School's financial policies are as follows:

- Tuition obligations must be paid on time and in full.
- There are three options for paying tuition:
  - (1) one annual payment (2% off if payment is received by August 15, 2022)
  - (2) two semiannual payments due August 15, 2022 and February 15, 2023
  - (3) ten equal payments beginning due August 1, 2022 through May 1, 2023 through the F.A.C.T.S. Plan via automatic withdrawal. All families must enroll every year before July 15th. Tuition payments through this program are made automatically from either your checking or savings account. Please contact the school office at the time of registration to make the necessary arrangements. If you cancel the F.A.C.T.S. program or you renege on a payment, your total outstanding tuition is payable in full within 7 days, or your child(ren) will be asked to withdraw from the school at the end of the marking period.
- To qualify for the Assumption Parishioner Rate, the child(ren) along with parents/guardians must attend Mass weekly and use the church envelopes. The eligibility for the Parishioner Rate (Forms available in office) is determined by the pastor.
- A Catholic parishioner must obtain a letter from the pastor of the parish, other than Assumption Parish, to which the person paying the tuition belongs indicating that he (the pastor) will pay the assessment. (Forms available in office)
- If there is a change in parishioner status during the school year, the parent/guardian will be responsible for the Non-parishioner rate.
- To qualify for the non-Catholic rate you are a non-Catholic or a Catholic not meeting the aforementioned requirements.
- Parishioners of the Assumption Parish who do not attend weekly Mass and do not use the church envelopes and non-parishioners who do not obtain a note from their pastor will be assessed the non-Catholic rate.
- If tuition is not paid in full or arrangements not made for F.A.C.T.S. program by July 31, your child's seat will not be held.
- The Student Fee is due upon registration. This fee reserves your child's place at Assumption School and is non-refundable.
- Financial assistance is available through a formal application process. Applications must be completed by May 30. The applications will be processed by FACTS Management, the pastor, and principal. Families receiving aid will be notified and amounts will be applied toward the tuition bill. Each case will be reviewed, and accommodations will be made for families with legitimate economic hardship. To be eligible for tuition assistance, the Home/School Assessment for the current school year must be met in full.
- Please note: continued financial aid must be obtained on a yearly basis through the application process.
- Refunds will be calculated on a ten-month calendar period. A student enrolled for one day of a calendar month will be responsible for one full monthly payment.
- There will be a \$25.00 fee for all checks returned "Insufficient Funds".
- If during the school year, you encounter financial hardship and are unable to maintain current to date payment status a meeting/hearing with the school board must be arranged.

# Food Allergy Policy

Food allergies are on the rise and can cause a severe, systemic, potentially fatal allergic reaction called anaphylaxis in allergic individuals. Eight of the most common food allergens are milk, soy, wheat, fish, shellfish, egg, peanut and tree nut.

Peanut and tree nut allergies account for most fatal and near-fatal anaphylactic reactions. Allergic individuals can experience anaphylaxis if they touch, inhale, or ingest even the slightest trace or residue of the

allergen.

To help make school a fun and safe place for our increasing number of peanut and tree nut allergic students, we're attempting to become a peanut and tree-nut free school. In addition to cleaning hands and mouths before entering school, here's how you can help:

- Send lunches with items that contain NO peanuts, tree nuts, peanut butter, or nut butter.
- Read labels to insure items, such as snacks and craft materials, contain no peanuts or tree nuts, no traces or peanuts or tree nuts, and are not manufactured in a facility or on equipment that processes peanuts or tree nuts.
- Use the suggested list mailed to all families during the summer for sending in treats for holiday parties and/or birthday parties that will be shared with classmates.
- The school will continue to provide Food Allergy Tables in the lunchroom and require that all foods be consumed in the lunchroom.

## Food Services

Lunch periods are from 12:00 PM to 1:10 PM on full day sessions. On early dismissal days, lunch periods are from 11:00 AM to 12:00 Noon.

Hot lunches are served on a daily basis and provided by Ansonia Food Services. Milk may be purchased on a weekly basis. Students may choose white or chocolate milk.

## Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

## Harassment

Harassment of any type is not tolerated. The principal investigates all complaints of harassment and meets with students and parents of reported incidents. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## Health

A school nurse is provided to Assumption School by the town of Ansonia on a full time basis. The regular health program includes scoliosis screening, eye and ear testing. In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school 22 staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. The nurse will dismiss children with fevers, rashes, etc.

**PLEASE NOTE: AN EMERGENCY TELEPHONE NUMBER WHERE PARENTS CAN BE REACHED AND THE NAME AND TELEPHONE NUMBER OF THE STUDENT'S DOCTOR MUST BE ON FILE IN THE SCHOOL OFFICE.**

The nurse will not diagnose any illness. The school nurse prepares a Medical Alert List for faculty and staff on behalf of the students.

State Law requires that every child who is admitted to a public or private school must have evidence of successful vaccinations. The school nurse must check to be sure every child is properly vaccinated before entering school.

Medications:

If a student must bring medication to school, the following requirements must be met:

- All medications shall be delivered by the parent or other responsible adult and shall be received by the nurse assigned to the school, or by the nurse designee.
- An "Authorization for the Administration of Medicine by School Personnel" form MUST be completed and signed by a licensed dentist or doctor and parent. Forms may be obtained in the school office.
- The prescription must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name and prescription date.
- Refrigeration is available.
- Medication will be given by the school nurse or school personnel.

These above procedures mentioned above also apply to over-the-counter drugs.

The City of Ansonia provides a speech therapist and school psychologist when needed. Referrals can be made by teachers and/or parents/guardians.

## **Home and School Association (HSA)**

The Assumption Home/School Association is an organization consisting of all parents/guardians of children attending the school. It is the aim of this association to complement and support the administration and faculty in achieving its goals and objectives. This is accomplished through fund raising efforts and sponsoring activities which promote community spirit.

The association meets during the school year to outline the calendar of events and discuss plans for fundraising. It is imperative that parents/guardians attend these meetings to review the calendar events and keep abreast of school policy. Active involvement on the part of all parents/guardians is expected!

The Home/School Association Board is open to all interested parents/guardians and meets in the interim months to plan the Home/School Association events. Dates for these meetings will be announced via email.

Each family will receive a Fair Share Home/School Agreement to read over and sign at the beginning of the school year. The terms in the agreement will be explained to all families at the first Home/School meeting. As each family financially supports and volunteers for fundraisers, the designated amount is deducted from each family's assessment. Families will be billed for the balance of the amount not earned during the school year. A record of sales and hours volunteered will be kept for each family. (Parents must also track their

participation.) Sign-up sheets will be available at each fundraiser. Grade 8 parents are required to fulfill their obligations before May 1, 2023.

## **Home/School Communication**

In order to ensure that all communication from school reaches home in a timely manner, Assumption School uses a Parent/School Communication folder. Parents are requested to check this folder on a daily basis.

FACTS is the Assumption School official automated phone and email system used to contact Assumption families for emergency communications or school-wide reminders. Please notify the office if there is a change in phone numbers or emails.

## **Library**

The library is open on a regularly scheduled basis and is supervised by the librarian. Students are allowed to use the library during library hours. Students must obtain a pass from the classroom teacher when it is not their scheduled time. Students use the library to check out books, return books, and do reference work on special projects. Each student may check out books for a period of one week. Students who lose or damage a book must pay for the replacement.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value.

## **Lost and Found**

All clothing and personal belongings found on the campus are placed on the lost and found rack outside the lunchroom. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. Items left over 30 days will be donated to a clothing bin.

## **Non-Custodial Parent**

When parents of a student are estranged, separated, or divorced, Assumption personnel will uphold the parents' rights to view the child's school records, receive school progress reports, and participate in parent teacher conferences. The only exception to this is when a court order, provided by the custodial parent, restricts any of the above listed rights for the non-custodial parent. A non-custodial parent may request information about his/her child from the principal, unless there is a court ordered restriction.

# Off-Campus Conduct

The administration of Assumption School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes but is not limited to cyber bullying.

## Office Records

Each child is required to have on file in the school office the following information: Parent/guardian Name(s); Address; Home, Cell & Work Phone Numbers; E-mail Addresses; Emergency Contacts; Physician's Name and Phone Number; and Medical Alert Information. Parents/guardians are requested to notify the school office in writing of any changes immediately.

## Photo/Video Release

Parents/guardians are required to review and sign the Photo/Video Release form found at the end of this handbook. This release allows the school to include images of students on our web page and/ or Facebook page, as well as providing images to local news media.

## Playground Rules

Students are to remain on the blacktop play area during outdoor recess. Tackle football is not permitted. Other dangerous activities such as skateboarding, rock throwing, snowball throwing, etc. are not permitted. Misuse or destruction of playground equipment will not be tolerated. No fighting or use of foul language is permitted. Equipment brought from home must be approved by the principal or the teacher on duty. Playscape rules are posted and must be followed.

Supervised play times are the lunch recess and gym periods. The playground is not supervised after school and students are expected to leave for home immediately following dismissal.

## Returning to School after Dismissal

Students are not permitted to return to the school building after 3:30 PM unless reporting for an after-school activity.

## Social Media

Whether occurring within or outside of school, when a student's use of electronic/digital communication jeopardizes the safe environment of the school, or is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or depictions through emails, blogs, text messages, or website postings, whether they occur through the school's devices or connectivity resources or through private

communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

## Uniform Guidelines

### Philosophy

The dress code at Assumption School is based upon our belief that learning is a serious enterprise. Our dress code is an important part of the school's tradition. The dress code is not based upon fad or current modern fashion. All students are obliged to dress for school in accordance with the dress code, following both the letter and spirit of the dress code.

As a catholic educational system, Assumption School reserves the right to determine a norm of appearance for students..

It is the responsibility of the parents to assure students are dressed according to this dress code before leaving for school. Assumption School reserves the right to make the final interpretation or changes in the dress code. If a parent questions if something is appropriate then please do not send your child into school dressed in questionable attire.

### Assumption School Grades K - 8 Uniform Overview

Assumption School students in grades K - 8 are required to wear a school uniform. The school uniform helps students share a feeling of commonness and belonging. Moreover, the uniform brings the students to the same platform, inculcating a feeling of equality amongst those wearing the uniform. We find that many students feel a sense of pride when they wear their Assumption School uniform.

At Assumption School, uniform requirements differ for students enrolled in the elementary grades (K-5th grade) and the middle school grades (6th, 7th and 8th grade). The administration has chosen a modest uniform, which our students find comfortable and up-to-date, and parents find generally fashionable and easy to care for.

The administration reserves the right to be the final judge of what is acceptable in matters of student dress and grooming.

New uniforms items may be purchased from Blakes Uniform in store or online and have the proper logo for Assumption School.

"Previously owned" uniform items are shared in our uniform closet. We encourage our families to utilize this resource throughout the School Year.

## Uniforms

Please see the accompanying charts for grade specific uniform requirements at the end of the handbook.

**Spirit Wear:** Any Assumption School spirit wear may be worn on gym days or dress down days. It is not part of the regular or dress uniform. We encourage you to wear your Assumption School spiritwear in our community where you are ambassadors for our school and our values!

**Shoes:** Please see the accompanying chart for appropriate footwear. No other footwear is acceptable on uniform or gym days.

**Jewelry:** Small earrings, watches, religious necklaces, and jewelry for medical reasons will be allowed. Earrings should not extend beyond the ear lobe. Gaudy and distracting jewelry is not acceptable for school wear. No body piercing is allowed (other than ears).

**Hair:** Hair must be clean and well groomed at all times. Hair length for boys must not be over the collar. Facial hair is not permitted.

**Tattoos:** Tattoos (this includes washable tattoos) are not permitted

**Makeup:** The wearing of makeup is not allowed. Light colored nail polish is acceptable. No artificial fingernails will be allowed.

**Club/ Sports Uniforms:** When permitted by the School administration, Assumption School teams may be permitted to wear their club or sport uniform to school. For any basketball jersey worn (or any sleeveless sports shirt) a white undershirt is expected to be worn underneath the sports jersey during school hours and outside of any athletic event.

#### **Consequences for uniform violations:**

##### **1st violation:**

A letter will be sent home explaining the violation which will be returned, signed and kept in the main office so to track repeated violations.

##### **2nd violation:**

Parents will be called and replacement items will be delivered to school. Students will not be permitted to remain in the classroom while they await replacement items to be delivered to school.

##### **3rd violation:**

Loss of at least two (2) dress down/ out of uniform day privilege but this can be extended as determined by the school administration.

Continued violation

Continued violations of the dress code are subject to the review and discipline of the School administration.

#### **Class trips**

Unless specifically authorized by the School administration, students are expected to wear their uniform on all class trips where they represent the Assumption School.

#### **Out of Uniform / Dress Down Day Dress Code**

Dress Down Days will be held every Thursday, unless otherwise stated by Mrs. Sosnovich.

On designated “Dress Down Days” each child can **donate \$.50** to the “sponsoring class” to permit them to wear non uniform attire to school.

On dress-down days, students may come to school in clothes of their choice, as long as those clothes reflect the worth of and respect for each person in the light of Christian principles. Parents, please help us by making sure your children's clothing is clean, in good condition, and in compliance with our guidelines. Whether in uniform or dressed down, the dress of our students should reflect the worth of and respect for each person in the light of Christian principles. Therefore, we expect each student to dress neatly and in good taste. In addition, please observe the following:

- Closed toe shoes must be worn, in good condition, laces must be tied; sandals with straps are permitted but we request that they be safe for recess play.
- Hats may not be worn in the building.
- Shorts must be mid-thigh or longer.
- Offensive pictures, design, logos and/or words on clothing are not permitted.
- Military boots are not permitted. No oversized or tight fitting clothing may be worn.
- Pants may not drag on the ground or have holes/tears.
- Pants/shorts must be worn at the waist, not on or below the hips.
- Shorts must have an inseam reaching the mid thigh and may only be worn between April 15 and October 31.
- The lower portion of the skirts may be no more than 2 inches above the knee. No cut-off shorts/skirts are permitted.
- Skorts must be of a modest length.
- No thin strap tank top or short length shirts (eg. crop-tops) may be worn. No bare midriffs are permitted.
- No shirts showing violence or inappropriate sayings/pictures can be worn.
- Leggings / bike shorts are permitted to be worn under a dress, a skirt, with shorts, or while wearing a long (falls well below the hips) shirt or sweatshirt. No tight-fitting stretch pants or form-fitting bottoms are permitted.
- Flip-flops are not permitted.

## Sacramental Program

For students who are baptized in the Catholic tradition, Assumption School includes preparation for First Holy Communion and First Reconciliation in Grade 2. Parents are required to be active partners in the preparation of their children for these sacraments. Please note that Confirmation preparation is not offered in light of the Archdiocese of Hartford’s high school age requirements.

For any students who may not be baptized or are older in age and wishing to receive their initiatory sacraments (Baptism, First Communion, or First Reconciliation), special arrangements may be made in conjunction with Parish clergy and staff. For such arrangements parents should express interest in order to check availability at the time in question.

## School Board

Assumption School has a committee-driven school board. This board has been established in accordance with the guidelines issued by the Office of Catholic Schools.

Four sub-committees seek to provide a place for intentional conversation surrounding the areas of Student Life, Parent/Teacher Partnership, Enrollment and Development, and Finances. These subcommittees provide important feedback and advice for the Pastor and Principal and are each under the facilitation of a sitting School Board member.



# School Calendar

Parents/guardians are given a yearly calendar for the up-coming year in June. A monthly calendar is also distributed with up-to-date information and activities.

The yearly and monthly calendars are also available on Assumption School's website. Please check with your child on a daily basis for important notices with information not included on the calendar.

# School Hours

ACCENT, the before and after school program, is offered from 7:00 AM to 9:00 AM and from 3:00 PM to 5:30 PM.

Prek-3 is offered from 9:00 AM to 1:00 PM Monday through Friday and extended hours are available.

Prek-4 programs are either 9:00 AM to 1:00 PM or 9:00 AM to 3:00 PM. Parents make a choice for the school year as to which Prek-4 program their child will attend.

Kindergarten through grade 8 runs from 9:00 AM to 3:15 PM.

Students arriving before 8:50 AM must report to the ACCENT program. Teacher supervision begins in the school basement at 8:50 AM. No students are allowed in the halls and classrooms prior to 8:50, unless prior arrangements have been made with a teacher. Peer Tutors and students reporting to meetings must sign the book in the school office before going to classrooms.

# School Office Hours

The school office is open on all school days from 8:00 AM to 3:00 PM.

# School Property

The destruction of school property or a fellow student's property is not allowed. Students will be held financially responsible for any act of vandalism. This includes school furniture, equipment, textbooks, or anyone's personal property.

# School Records

Assumption School will maintain records on all students. Information included in these records may not be released without written parental consent. Records of students transferring to other schools will only be sent through the mail. No records will be given to parents/guardians to transport to the new school.

# School Safety

The principal and the faculty oversee the supervision of students on the school premises.

# Service Projects

Assumption School's motto is ENTER TO LEARN, GO FORTH TO SERVE. Individual classes and the Student Council sponsor several service projects throughout the school year. Students are provided with many opportunities to make a difference in the school community, the parish community, and local organizations.

# Social Networking

Engagement in social networking, online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

# Staffing

Assumption School employs a sufficient number of qualified teachers to maintain the required teacher/student ratio.

# Student Parent Directory

Assumption School does not publish names, addresses, phone numbers, or e-mail addresses without written parental permission. The names and addresses of students/families will never be released to salespersons, commercial organizations, or to any unauthorized person or agency. The names and addresses of sixth, seventh, and eighth grade students shall be forwarded to Archdiocesan high schools for the purpose of student recruitment.

# Technology Concerns

While social networking sites can increase a person's circle of friends, they can increase exposure to people with less than friendly intentions. Parents/ guardians should explain to their children that they should post only information that they are comfortable with others seeing. If the content of a student's or parent's communication includes defamatory comments regarding the school, the faculty, other students or the parish, this behavior may result in disciplinary actions by the administration.

If a student is involved in the possession or transmission of inappropriate photos on his/her cell phone or other electronic device (sexting), he/she faces suspension and/or expulsion.

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

Virtual Reality Sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

## **Telephone**

The office telephone is a business phone and is not to be used by students, except in an emergency. Students need the permission of the principal or teacher in order to use the phone.

## **Testing**

Assumption School follows the standardized testing policies set forth by the Archdiocese of Hartford.

Beginning with the 2022-2023 school year, Catholic Schools in the Archdiocese will shift from the annual IOWAs / CogATS assessments in the Fall to the NWEA Map Growth assessment. This assessment will be administered to students in grades 3-7 three times each year. This computer-based assessment will provide teachers with formative data to better serve students' unique growth needs.

## **Transfer of Students**

Notice of withdrawal of a student should be made by the parents/guardians in writing to the principal in advance of the withdrawal date. This enables the teacher(s) and the office staff time to prepare necessary information and settle accounts.

## **Visitors**

All visitors are required to report to the school office upon entering the building and sign in and receive a badge. Please do not enter the school unannounced. Parents should not escort children to the classrooms before school begins. Please make an appointment in advance in order to meet with a faculty member. Deliveries for birthday and classroom parties are to be made in the main office.

## **Vaccinations**

All schools are required to follow State law about immunization requirements for students. "All students must have required immunizations prior to being allowed to attend school unless exempted by law."

## **Volunteers**

All volunteers who have contact with students will be asked to complete a Diocesan mandated criminal background check and Virtus training. These volunteers include but are not limited to lunch moms, library aides, room mothers, chaperones (if chaperoning students other than your child) and coaches. Volunteers are asked to contact the principal for more information. All volunteers and visitors are required to use the front door entrance and report to the main office for a badge.

## **Weather Emergencies**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Assumption School will close whenever Ansonia Public Schools are closed due to inclement weather. Announcements will be made on the following radio and television stations: KC101, WICC, WELI and local TV stations. The principal will also contact through FACTS, an automated phone broadcast to all Assumption School families.

### **Right to Amend:**

Assumption School reserves the right to amend this handbook. Notice of amendments will be sent to parents via email and hard copy.

We have read the 2024/2025 Parent/Student Handbook and agree to follow the school policies and procedures as stated. When enrolling your child in Assumption School, you are agreeing to abide and be governed by the Assumption School Parent/Student Handbook.

Family Name \_\_\_\_\_ (Please Print)

\_\_\_\_\_ Date \_\_\_\_\_ (Parent Signature)

\_\_\_\_\_ Date \_\_\_\_\_ (Parent Signature)

\_\_\_\_\_ Date \_\_\_\_\_ (Student Signature)

\_\_\_\_\_ Date \_\_\_\_\_ (Student Signature)

\_\_\_\_\_ Date \_\_\_\_\_ (Student Signature)

\_\_\_\_\_ Date \_\_\_\_\_ (Student Signature)

Parents and students must both sign. SIGNED FORM DUE TO Assumption School by Monday, November 11, 2024

## Website and Other Publications

### Photo Permission Guidelines

Dear Parent or Guardian,

Assumption School hosts a website at: [www.assumptionansononia.com](http://www.assumptionansononia.com) and is on Facebook at: [www.facebook.com/assumptionschoolansononia](https://www.facebook.com/assumptionschoolansononia). Occasionally, we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student's work. We may also use these photos in brochures, posters, and various other means of publication.

If students' pictures or works are used:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

Before posting pictures of students or samples of student work, we require that the parent(s)/ guardian(s) sign the permission form below. We will keep this signed form on file for this school year.

Photo Permission Form

\_\_\_\_\_ I grant Assumption School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Assumption School website, or in other print or electronic media.

Please check the blanks below to indicate which permission(s) you grant and then sign and date as indicated.

\_\_\_\_\_ Assumption School has permission to post samples of my son/daughter's school work in its media.

\_\_\_\_\_ Assumption School has permission to post a picture of my son/daughter in its media.

\_\_\_\_\_ I do not grant Assumption School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Assumption School website, Facebook or in other print or electronic media.

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Print Name of Student \_\_\_\_\_

Print Name of Parent(s)/Guardian(s) \_\_\_\_\_

Signature of Parent(s)/or Guardian(s) \_\_\_\_\_

Date \_\_\_\_\_

NOTE: This agreement will be in effect as of the date signed and may be revoked at any time by contacting your son's or daughter's school principal.

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Assumption School

## Responsible Use Agreement for Electronic Information Resources

Prekindergarten through Grade 8

I, \_\_\_\_\_, as a user of the Assumption School's electronic information resources and computer networks, accept and agree to abide by the Electronic Information Resources Policy of the Hartford Archdiocese Office of Catholic Schools and with the following pre-conditions of my use:

1. I will use electronic information resources only for educational and research purposes— only as those purposes are consistent with the educational objectives of the Office of Catholic Schools;
2. I will use electronic information resources in a responsible, ethical, and legal manner at all times;
3. I will use electronic information resources only with the permission of a staff member;
4. I will be considerate of other electronic information users and their privacy, and I will use polite and appropriate language at all times while accessing and using these resources;
5. I will not give out any personal information about myself or anyone else while using these resources, other than my first name and school e-mail address;
6. I will make responsible decisions while accessing and using these resources;
7. I will not knowingly degrade or disrupt electronic information resources, services, or equipment, and I understand that such activity may be considered to be a crime and includes for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services, or violating copyright laws;
8. I will immediately report any problems or breaches of these responsibilities, or any inappropriate messages received, to my teacher or the school personnel who are supervising my use of these resources;
9. I will act responsibly at all times and will avoid all other activities that are considered to be inappropriate in the non-electronic school environment;
10. If I do not follow these rules, I know that I may lose my privilege to use the computers at school, that I may be disciplined for not following the rules, and that I may have to pay for any damage I cause by my misuse of these resources;
11. I am aware that the inappropriate use of these resources can be a violation of local, state, and federal laws and that I may be prosecuted for violating those laws.

My parents/guardians and my teacher told me about the rules I should follow when I am using the computer at my school. I understand and I will follow them.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## Parental Consent

I give Assumption School my permission to allow my child to access and use electronic information resources for educational and research purposes.

I have read this Responsible Use Agreement and have explained and discussed its importance with my child. I understand that prior to my child's use of these resources, he/she will be instructed by school staff in the use of these resources and will also be instructed to follow the policy.

I understand, and I explained to my child, that he/she may lose his/her privilege to use these resources at school and may face disciplinary action if he/she does not follow this Agreement. I understand that I may be held liable for costs incurred by my child's deliberate misuse of electronic information resources or of the school's electronic equipment or software programs.

I understand that the school will employ filtering programs, access controls, and active supervision by staff to protect students from any misuses and abuses as a result of their use of the school's electronic information services. I also understand that these controls, filters, and monitors are not foolproof and that my child may access material which I might consider controversial and offensive. I understand that the school has no control over the content of information available on the Internet. I will not hold the school or Office of Catholic Schools liable for materials my child obtains from these electronic information resources.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Assumption School

### Personal Electronic Device Policy

❖ Electronic Devices as mentioned below include, but are not limited to:

o Electronic Tablets (i.e., iPads, Kindles (all editions), Nook (all editions), e-readers, smartphones, etc.)

o Laptops

Students who own an electronic device (as specified above) may use them in school under the following guidelines:

- The student assumes full responsibility for their personal electronic device. Assumption School is not responsible for any damage or loss due to theft or abuse. The student is responsible for all damage and loss caused by neglect or abuse either by themselves or others.
- The electronic device must be in “airplane mode” (all wireless/internet capability is disabled) during school hours. Wireless access will not be made available.
- The electronic device must be muted during school hours, so as not to distract others.
- The student will not loan out their device to other individuals.
- The student will never leave their device unattended. They will know where their device is at all times. The teacher or staff member cannot assume responsibility for a student’s personal device.
- Electronic devices must come to school charged. Students will not be allowed to charge their devices in school.
- The student will not attempt to disassemble or make any repairs to their electronic device while in school.
- The electronic device must be protected with a case.
- The student will only use their electronic device in ways that are appropriate, meet Assumption School standards and are educational.
- Students are not allowed to take pictures with their device, unless authorized by a teacher.
- There is no messaging, face time use or recording of teachers or classmates.
- Students will ask their teacher before using their electronic device.
- The electronic device is subject to inspection at any time without notice.
- The use of the electronic device during a quiz or test is at the discretion of the teacher.

- If the device supports apps, the apps can only be used with the teacher's permission. All apps and books downloaded at home must be age appropriate and following in the moral code of Assumption School. This includes videos.
- Students will follow the policies outlined in the Responsible Use Agreement for Electronic Information Resources.
- The use of personal electronic devices in Assumption School is a privilege that is at the discretion of the Assumption School staff. This privilege may be revoked at any time on an individual basis.

[Page 1 of 2]

I agree to the stipulations set forth in the above document including the Responsible Use Agreement for Electronic Information Resources.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[[Page 2 of 2]

Dress Code Policy

Parent attestation:

We \_\_\_\_\_, \_\_\_\_\_ parents / guardians of  
\_\_\_\_\_

have read and reviewed this dress code policy with my/our child(ren) and will abide by the Assumption School's belief that learning is a serious enterprise.

We understand that the dress code is an important part of the school's tradition and is not based upon fad or current modern fashion.

We understand students are obliged to dress for school in accordance with the dress code, following both the letter and spirit of the dress code and that any violation is subject to the discipline policy outlined by the Assumption School.

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NameName

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SignatureSignature

Student attestation:

I am a student at the Assumption School and enrolled in \_\_\_\_\_ grade.

Along with my parents I have read and reviewed this dress code policy.

I understand that I am expected to abide by the Assumption School's belief that learning is a serious enterprise.

I understand that the dress code is an important part of the school's tradition and is not based upon fad or current modern fashion.

I understand that I am obliged to dress for school in accordance with the dress code, following both the letter and spirit of the dress code and that any violation is subject to the discipline policy outlined by the Assumption School.

---

NameName

[Please use the back side for additional students in your family]

Student attestation:

I am a student at the Assumption School and enrolled in \_\_\_\_\_ grade.

Along with my parents I have read and reviewed this dress code policy.

I understand that I am expected to abide by the Assumption School's belief that learning is a serious enterprise.

I understand that the dress code is an important part of the school's tradition and is not based upon fad or current modern fashion.

I understand that I am obliged to dress for school in accordance with the dress code, following both the letter and spirit of the dress code and that any violation is subject to the discipline policy outlined by the Assumption School.

---

NameName

Student attestation:

I am a student at the Assumption School and enrolled in \_\_\_\_\_ grade.

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NameName