

Assumption of the Blessed Virgin Mary Elementary School

Welcome

PARENT-STUDENT HANDBOOK



A: 2660 E. Orange Grove Blvd. Pasadena, CA 91107 | **P:** 626.793.2089 | **F:** 626.793.4070

W: www.abvm-school.org | **Gator Club Phone:** 626.793.2089 EXT. 304

ASSUMPTION OF THE BLESSED VIRGIN MARY SCHOOL

PARENT/GUARDIAN-STUDENT HANDBOOK

Welcome to **Assumption of the Blessed Virgin Mary School's Parent-Student Handbook**. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Parent-Student Handbook and signing the Acknowledgment Page, parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent-Student Handbook at any time. Parents/Guardians will be notified of any amendments.

Sections of this Parent/Guardian-Student Handbook are particular to Assumption BVM School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found on the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org>

MISSION:

Preparing students to achieve their greatest potential in a nurturing and Christ-centered community.

SLE PRAYER

Make us attentive this day to God's call and give us the Strength to be Faithful Disciples who

C.A.R.E by being:

**Critical Thinkers
Academic Achievers
Responsible Citizens
Effective Communicators who Serve Others**

Chapter-1

INTRODUCTION TO THE HANDBOOK

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Mission Statement

*Preparing students to achieve their greatest potential
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Section-2-01

Mission Statement and Philosophy

2.01 Mission Statement and Philosophy

Mission Statement

Preparing students to achieve their greatest potential in a nurturing and Christ-centered community.

VISION

In partnership with parents and the parish community, Assumption of the Blessed Virgin Mary School provides quality Catholic education that lays the foundation for a life-long commitment of service and participation and an academically enriched experience that prepares students for the challenges of the future.

Philosophy

We Believe:

Catholic schools exist to integrate faith, life, and culture.

Parents are the first, most important educators, and that their beliefs, values and actions are the primary influence on children's lives.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

2.02 Integral Student Outcomes/ Student Expectations

The Assumption BVM School faculty and staff continually strive to live the values and core beliefs expressed in our vision, mission, and school-wide learning expectations (SLE prayer) by being faithful disciples who CARE. We are aligned to the broader Los Angeles Archdiocese vision of ongoing growth in the areas of Faith, Academic Excellence, and Stewardship. We follow the example of Jesus to live our Catholic faith with vibrancy and love.

We are committed to academic excellence and every student's optimal growth in faith and academics. We provide a supportive and safe environment that cultivates curiosity and a life-long love of learning. Assumption BVM School strives to make each student's educational experience unique to their needs. Through a rigorous academic program, paired with service learning and faith-based education, our students graduate well prepared to face their collegiate years.

Academics are focused on mastery of grade level standards and beyond. As per the Archdiocese expectations, we utilize California State Standards for core subjects and Archdiocese religion standards. We differentiate instruction through the use of a wide range of instructional strategies and assessments that foster critical, creative, and complex thinking and problem solving. There is an emphasis on increased use of academic vocabulary, informational text, and primary sources of research information. They create a higher demand for "scaffolding" and developing complex critical thinking skills in students. Beyond what students learn, they are expected to demonstrate what they will **DO** with what they are learning.

Students graduate from Assumption BVM School well prepared for future higher level educational opportunities, with a belief in the value of hard work, perseverance, and moral integrity.

Curriculum

Curriculum for all core classes is derived from the California Standards and the Archdiocese (religion). Curriculum is periodically checked for alignment vertically and horizontally across the grades and school.

Basic subjects at Assumption include:

English/Language Arts (reading, writing, spelling, grammar, handwriting, vocabulary)

Section-2-03

History of the School

2.03 History of the School

Assumption of the Blessed Virgin Mary Parish was established in 1950 with Reverend Timothy Crean as the first pastor. The first unit of Assumption of the Blessed Virgin Mary School was completed in 1952 with the establishment of grades 1-4 and an enrollment of 168 students. By 1955, there were grades 1-8 with a total of 441 students. Facilities would be enhanced with the creation of a permanent church, cafeteria, convent, and rectory. In the early 60's the school reached its highest enrollment with 600 students. A full-day kindergarten was added in 1990.

Assumption BVM School was blessed with the presence of the Sisters of the Holy Child Jesus for twenty-four years. When they withdrew in 1976, principals were drawn from the existing faculty to carry on the mission and legacy of the Sisters.

Reverend Monsignor August Moretti, came to Assumption Parish in 1984, valuing it as an integral part of the parish community. Mgr. Moretti served as pastor for 20 years. On February 2, 1999, Monsignor Crean, pastor emeritus died in Ireland. Father Gerard O'Brien came to ABVM as pastoral administrator in July 2004 and two years later was appointed pastor in 2006.

Father Michael Ume joined ABVM in August 2018. We keep ourselves under the protection of Our Lady of the Assumption, so beautifully portrayed in the mosaic by Isabel Pizcek on our school wall.

Section-2-04

Accreditation

Assumption School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

In July of 2018, Assumption School received a full 6 year accreditation from the Western Association of Schools and Colleges (WASC) and the Western Catholic Schools Association. This is the best accreditation possible. It is wonderful to be publicly validated once again for the work that we, in the parish and school community, know is of the highest value to our students.

Section-2-06

School Personnel Lists

Please see our website for current Personnel lists.

Section-2-07

School Schedule and Calendar

2.7 SCHOOL SCHEDULE AND CALENDAR

Check our website for our most up to date calendar!

Section-2-08

School Map

2.8 SCHOOL MAP/MASCOT/ETC

School Map



School Mascot



Section-2-09

School website and social media

2.9 SCHOOL WEBSITE/SOCIAL MEDIA

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of the student from the school.



[Assumption BVM School](#)



[@abvmpasadena](#)



[Assumption of the Blessed Virgin Mary School](#)



[ABVMpasadenaAlumni](#)

Section-2-14

Dress/Uniform Code

2.14 DRESS/UNIFORM CODE

UNIFORMS

Students are expected to be neatly dressed in school uniforms unless express permission is given for free dress. Uniforms should always be neat, clean, and fit properly.

If you are uncertain about any aspect of the dress code, please check with the school before you make a decision about purchases or haircuts. A student may have to be on home study until his/her haircut or uniform meets school requirements.

Issues relating to dress or appearance of a student that are not specifically mentioned in this handbook and are inconsistent with the school's regulations may be deemed unacceptable at the discretion of the staff or administration.

Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the Principal will make the final decision.

If a student comes to school out of uniform or if the uniform is deemed inappropriate, the office may supply a "loaner" uniform for the child to change into. However, the student will receive a Dress Code Violation with a discipline consequence. *There may be uniform items for purchase in the office (limited supply & limited items).*

The Assumption uniform can be purchased at Dennis Uniform. Here is the link to their website: [Dennis Uniform](#)

The following are general uniform guidelines

The following are general uniform guidelines:

All Sweaters, Sweatshirts, Jackets, uniforms must be purchased through Dennis Uniform Company. There may be items for purchase from the school, but only school-approved items are allowed to be worn on campus on appropriate days.

Socks: Solid White or Navy crew cut or knee socks. No black socks, no "tennis" socks, no show socks, or socks that go below the ankle.

Shoes: All shoes must be low cut, no high tops. Shoes must lace up or be fastened with Velcro-type straps. Shoes with lights, colored stripes, oversized soles, and other fads do not meet the dress code requirements.

Canvas tennis shoes: white; navy; or black (classic style).

Leather sport shoes: white; navy; or black.

Section-2-15

Relationship of School to Parish

Assumption School is the largest ministry of the Assumption Parish. We work closely with Fr. Mike to make sure that the school is successful in the life and mission of the Church.

Topic-2-16-3

Additional School governance information

Not Applicable

Topic-2-16-4

School Boards

2.16.4 CONSULTATIVE SCHOOL BOARDS

The purpose of the Consultative School Board is to promote broader participation in the operations of the school, to invite administrative and financial counsel in formulating school policies, and to assist in devising and maintaining plans designed to assure the school's success. The consultative school board may be engaged in such matters as planning, policy development, financing, development, technology, public relations, buildings and grounds, alumni relations, marketing and evaluation of the board's goals, and activities of the board.

The Consultative School Board works with other established groups in the school and parish community, including the Parent Teacher Organization (PTO), the Parish Council, and the Parish Finance Council.

The Consultative School Board serves to assist the pastor and principal. All actions of the board shall be seen as counsel to the pastor and principal, who shall act in good faith and without prejudice in accepting such counsel, provided that no board recommended action conflicts with applicable Church laws, archdiocesan policies and practices, or civil law governing school administration.

Topic-2-16-5

Parent or Parent-Teacher Organizations

2.16.5 PARENT OR PARENT TEACHER ORGANIZATIONS

Parent-Teacher Organizations

The Parent Teacher Organization (PTO) promotes parent/guardian support for the school program/s, increases mutual understanding between the school and parents/guardians, builds a sense of school community, and assists in the financial support of the school.

Promote open communication among the parents, teachers and administration.

Membership: The membership of the Parent-Teacher Organization shall include the pastor of the parish or his designee, principal, parents/guardians of currently enrolled students, and staffulty representative. The pastor and principal shall have the right to approve officers and other members of the executive committee during the nomination process. The pastor or his designee and the principal shall be ex-officio members of the executive committee of the organization.

Provide support for the principal in his/her role as the administrator of the school program.

Topic-3-1-3

Additional Practices

3.1.3 ADDITIONAL PRACTICES (MASS, PRAYER, OTHER LITURGIES)

CLASS RETREATS - Yearly: Each class participates in a Religious Retreat throughout the school year

LIVING ROSARY - In honor of Mary, students form a living Rosary, as the 6th graders act out the mysteries while the student body prays the Rosary. Parents and parishioners are welcome.

LIVING STATIONS OF THE CROSS – Lent: Stations of the Cross are performed outside by different grades each year during Lent. All families are invited.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

First Reconciliation & First Communion:

All baptized Catholic students are required to have 2 years of formation before receiving their First Reconciliation and their First Communion. Assumption school offers this formation during grades 1 and 2. If your child is not baptized and would like to be, please contact the parish to make arrangements.

Confirmation:

Assumption's Religious Education Office offers a robust confirmation program for our 9th and 10th graders. Contact the Parish to inquire.

Section-3-4

Campus Ministry

Not Applicable

Section-3-5

Christian Service Program

3.5 CHRISTIAN SERVICE PROGRAM

"The experience of Christian community leads naturally to service" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 28).

Through the Christian service program, students at all class levels give service beyond the school setting in ways that further their faith, engender hope, and witness love. Christian service programs should foster an understanding of the essential connection between the Eucharist and Christian service.

Catholic educators work to form young people who will lead happy and meaningful Christian lives of faith and service. Catholic schools provide students with the tools—intellectual growth, doctrine, piety, an understanding of the roots of societal problems, and the practice of the virtues—to become productive and transformative members of society.

A eucharistic spirituality that propels students into Christian service will help them not only to meet any crisis of values and meaning in their lives but also to be transformative agents in the world. The Eucharist is lived daily as the faithful take Christ to others.

Religious formation and Christian service programs should inspire young people to have a vision of their mission in society and the Church. These programs should inspire young people to aspire to fulfill the vocation and mission to which God calls them. It is not good enough for them to think that they will just

try to be good. Christ asks them to be the salt and light of the earth. Religious formation and Christian service programs should transmit this vision to them.

JUNIOR HIGH “FAITH IN ACTION” CHRISTIAN SERVICE PROGRAM

All junior high students will be required to complete hours of Community Service. The service hours are mandatory and counted as part of their religion grade. All service hours need to be completed by the end of the school year. The hours are to be divided up between community and school. Paid services or household chores do not count for service. Students must complete their Service Hour Reflection Log in order for their hours to count. The following hours are required for Grades 6-8:

Sixth Grade:10 hours

Seventh Grade:15 hours

Eighth Grade:20 hours

Section-3-6

Retreats

3.6 RETREATS

The retreat experience is intended as an effective means of evangelization and spiritual development of both faculty and students. The principal, elementary school religion coordinator, or high school campus ministry team, as applicable, determines the type and number of retreat experiences that best meet the needs of the particular school community.

At least one full-day [retreat for the faculty](#) is scheduled each year in a location conducive to prayer and reflection. Annual retreats for eighth graders are encouraged; all high school students are expected to participate in an annual retreat. Elementary schools may provide a variety of retreat experiences for all students.

Resources

Topic-4-03-4

Inoculation requirements of the CA Department of Health

4.3.4 INOCULATION REQUIREMENTS

All Students must be current on their vaccines in order to attend school. Assumption BVM School follows the inoculation requirements of the California Department of Health detailed here: [California Inoculation Requirements](#)

Topic-4-04-1

Absence

4.4.1 ABSENCES

Attendance

Please call the school office by 8:15AM the day your child is absent. This is for your child's protection. When a student has been absent, a written excuse giving the reason for the absence and signed by the parent or guardian is required for re-admission to class. This is a state law and must be strictly followed.

Students will not be admitted back into class without a signed absence note. The excuses are kept on file for the duration of the year.

All absences, excused and unexcused, are recorded on each student's personal record. Absences from school will be excused for illness or injury of a student. An absence will also be excused for serious illness or death of a family member. Absences for medical appointments will also be excused with a note from a physician. All other absences will be considered unexcused. Any illness that results in an absence of 4 or more consecutive days will require a note from a physician in order to excuse absences after the 3rd consecutive day a student is absent from school.

In the event that the school office is not informed by a parent/guardian of a reason for absence by 2:30 pm of the day of the absence, it will be recorded as unexcused. Acceptable forms of notification include a written signed note, phone call, or email.

If a student has 5 or more absences in a year beyond those for appointments or illnesses that have been excused with a note from a physician, a meeting will be scheduled with the administration to address the pattern of absences. A plan and contract will be created to ensure that acceptable attendance is achieved for the remainder of the school year. If the plan and contract are not adhered to, additional consequences will be put in place, such as loss of tuition assistance, not being invited to register for the following year, or other consequences at the discretion of the school administration.

Make-Up work

When calling to report a student's absence, parents may request make-up work to be sent home, if the student will be absent more than one day. Do not ask a teacher for homework the first day of illness. If they are truly ill, they should take that day to rest and recover.

The request for work must be made when the absence is called into the office. The teacher will send the work to the school office to be picked up at dismissal. Students are expected to make up the work missed during their absence. They will have as many days to complete the missed work as they were absent.

Topic-4-04-2

Absences with Acceptable Excuse

4.4.2 ABSENCES WITH ACCEPTABLE EXCUSE

When a student is absent, the student must submit a written excuse signed by a parent/guardian.

Excused absences include illness, medical or dental appointments, funeral services for family members, quarantine directed by city or county officials, or emergencies or special circumstances as determined by the school.

Excessive absences of 10 or more may result in the loss of academic credit.

If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence.

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Students who are chronically absent (10 or more days) may risk an incomplete in a given subject, a requirement to take summer school, and/or being placed on probationary status. If unusual circumstances make extended or frequent absences necessary, please contact the Principal to discuss the matter. It is left to the discretion of the teacher whether to prepare advance assignments or allow students to make up for missed work.

Topic-4-04-3

Extended Absences

4.4.3 EXTENDED ABSENCES

Extended Absences

Please notify the principal and/or teacher in writing, in advance, if a student will be absent for an extended period of time. Students who are absent for 5 or more days in a trimester may not receive report card grades, depending on the student and situation. Family holidays should not be scheduled for school days.

Students who are chronically absent may risk an incomplete in a given subject, a requirement to take summer school, and/or being placed on probationary status. If unusual circumstances make extended or frequent absences necessary, please contact the Principal to discuss the matter. It is left to the discretion of the teacher whether to prepare advance assignments or allow students to make up missed work, but most teachers will not give work in advance. Instead, work will have to be made up when the student returns to campus.

Topic-4-04-4

Leaving School Early

4.4.4 LEAVING SCHOOL EARLY

Early Release

If you need to pick up your child before dismissal, you must send a note to the teacher in the morning. Come to the school office and sign him/her out. The teacher will be notified to send the student to the office. No child will be released directly from the classroom. No parents will be allowed to walk directly to the classroom to collect their child.

No student will be released during school hours to anyone not on the emergency card, unless a release is verified in writing from a parent/guardian. The staff may ask for identification if the person is not known by the staff.

Topic-4-04-5

Tardiness

4.4.5 TARDINESS

Assumption BVM School begins at 7:55AM sharp. Students should plan to be at their classrooms by 7:45AM. A student who is late to school after 7:55AM will be considered tardy. If a student is tardy more than three times in a trimester, the student will be placed on probationary status.

7:45AM. Anyone arriving after 7:55 AM is asked to get a late slip from the office. Parents must sign in their child at the front office, if arriving later than 8:30 AM.

It is imperative that all students arrive to class on time. Students arriving late cause a disruption to the learning of all other students in the class. Additionally, tardy students miss valuable instructional time. Students who do not enter their classroom by 7:55 AM are considered tardy. Tardiness is unexcused with the exceptions being medical appointments or extenuating circumstances that are excused at the discretion of the school administration. A student must have a note from a doctor in order for his/her tardiness to be excused for a medical appointment.

If a student has been tardy 3 times, excused or unexcused, within a trimester, a message will be sent home reminding the parents/guardians of the importance of being on time for school and classes.

If a student has been tardy 5 times, excused or unexcused, within a trimester, a meeting will be scheduled with the administration to create a plan and contract to address the tardiness and prevent any further tardiness.

If a student continues to be tardy after the plan and contract have been implemented, additional consequences will be put in place, such as reduction in behavior grade, loss of tuition assistance, not being invited to register for the following year, or other consequences at the discretion of the school administration.

Topic-4-04-6

Truancy

4.4.6 TRUANCY

A student is considered **truant** when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school shall report the student to the local public school district's attendance office or the public school district's superintendent.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal should notify the local **Child Welfare and Attendance** authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or the public school district's superintendent. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parents/guardians or designated emergency contacts within 4 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, **Child Protective Services**, or all of those agencies.

Topic-4-05-1

Parent Teacher Conferences

4.5.1 PARENT TEACHER CONFERENCES

PARENT / TEACHER MEETINGS

When an individual student or classroom concern arises, parents are advised to check with the homeroom teacher first. The teacher is the closest to the situation. Parents can make an appointment or time to talk with the teacher to discuss a specific situation or need. If an immediate situation arises, please contact the school office to confirm teacher and administrator availability.

Parents should not initiate unscheduled conferences with a teacher, especially when they are going to the classroom in the morning or leaving at the end of the day.

Types of meetings may include:

- STEP meetings for individual students pre-arranged by the teacher and Reading Specialist
- Parent/Teacher Conferences held annually in the fall and winter.
- Informal meetings to discuss a specific student situation
- Meetings that are called by the Assistant Principal and/or Principal to discuss a disciplinary issue

Topic-4-05-2

Parent Messages and Phone Calls

4.5.2 PARENT MESSAGES AND PHONE CALLS

COMMUNICATION PROTOCOLS

Every attempt will be made to respond to inquiries within 24 hours or sooner. However, please be aware that the faculty's first responsibility/priority during school hours is to supervise and care for your children. Therefore, if you need an immediate or same day response, contact the receptionist in the Main Office to assist you.

Our entire school team is focused on children first! To help your child have the best school year possible, please inform us about important matters in the following protocol manner:

Contact the teacher via email, sealed note, or in person (by appointment) when:

Something is going on in the child's home life which would affect his/her school performance.

The child is complaining of an ongoing problem at school.

Topic-4-05-3

Parent to School Communication

4.5.3 PARENT TO SCHOOL COMMUNICATION

Code of Christian Conduct Covering Students and Parents/Guardians

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook. **These Christian principles include but are not limited to:**

Section-4-07

Safety and Security Procedures

4.7 SAFETY AND SECURITY PROCEDURES

EMERGENCY PROCEDURES

Assumption School periodically conducts fire and earthquake/emergency drills. These drills are part of an overall emergency plan which includes regular inspection by the Pasadena Fire Department, information updates, and in-service for faculty and staff regarding emergency procedures.

In the event of a severe earthquake or other emergency, students would remain in a safe area of the school until picked up by a parent or person authorized on the earthquake form.

If a severe earthquake occurs after dismissal from school, students should not be brought to school the following morning. The buildings need to be deemed safe for occupancy, which could take some time. Please contact the school or use the local media regarding school openings.

EMERGENCY DRILL SCHEDULE

Fire, earthquake, and lock down drills take place on a regular basis during the school year. The students practice evacuating the classroom, as well as other areas of the facilities.

EMERGENCY SUPPLIES

EMERGENCY SUPPLIES

Emergency supplies are stored in each classroom, the office, and in a special shed on the playground, and include sufficient water and emergency food supplies for the student body.

DISMISSAL OF STUDENTS IN EMERGENCIES

Students will not be released to anyone other than the persons designated on the Earthquake Emergency Card (unless someone arrives bringing a note from the parent). If this is the case, the school will keep the note on file. It is important to keep these cards up to date.

EMERGENCY CARDS

The emergency card must be on file before your child begins the school year.

In case of emergency, the card is shown to the paramedics or emergency room staff to authorize treatment and to let them know if your child has any unique medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date. Parents are required to list any medication the child takes on a regular basis.

Section-4-08

Arrival/Dismissal Procedures

4.8 ARRIVAL/DISMISSAL PROCEDURES

Vehicles & Parking

Drop-Off: Car Line

- Please do not use your cell phone.
- Pull forward in the car line so that you don't delay other cars.
- Do not drop off your child in the church parking lot or on the street.
- Children must exit the car on the side of the vehicle closest to the main building (north side)
- Only those students who are signed in to Gator (before 7:30 am) may be dropped off at Gator.

Drive slowly through the car line. Watch for pedestrians.

Drop-Off: Walking to Campus

- Park either on Orange Grove Blvd. or Sierra Madre Blvd., and walk your child onto the campus through the front door to the Front Office. Students must be left at the Front Office to walk to their classrooms on their own.

Pick-up: Car Line

- Please do not ask your child to meet you in the church parking lot, or on the street.
- Nobody may exit through Msgr. Crean Hall or through Msgr. Moretti Auditorium.
- Only those students signed in to Gator may be picked up through Gator. Students who participate in after-school sports activities may not be picked up through Gator or on the street.

Pick up: Walking from campus

- Park on Orange Grove Blvd. or Sierra Madre Blvd. and wait for your child to be released through the gate on Orange Grove.
- No entry is permitted through any of the gates for walking parents.

CAR LINE PROCEDURES

BEFORE SCHOOL PROCEDURE

7:45AM to 7:55AM is the normal arrival time for students. The gates are locked at 8:00AM and opened at dismissal. Enter by the front door or from behind Msgr. Crean Hall when the gates are locked. Bring late arriving students to the office for a tardy slip.

Walkers/Bikers

Students who walk or bike to school enter through the front door to the Front Office. No student may wait on any sidewalks within sight of the school.

Morning Car Line & Supervision (7:45AM-7:55AM)

- Drive through Orange Grove Blvd. church driveway to the school gate
- Proceed slowly through the schoolyard to the Msgr. Crean Hall breezeway where adults will be waiting.
- After dropping off your child(ren) proceed slowly to the Sierra Madre gate and out the driveway.

Morning Extended Care (7:00AM-7:45AM)

- Park in the church parking lot
- Sign your children into Morning/AM Gator Club in Msgr. Crean Hall.
- Then proceed slowly and exit church parking lot

Parents Walk In

Parents who park and walk their child in should go to the front door to the Front Office on Orange Grove Blvd. release or collect their children who will be waiting there. No parents are to enter the campus without a visitor pass.

No student may wait on the street or nearby corners. This is a matter of safety and good citizenship.

After School Procedure

Enter by the church driveway on Orange Grove Blvd., staying in the right lane. Do not block the church exit lane or the rectory garage. Please stay alert, drive slowly, and follow the directions of the school staff. Stay in your car and don't pull out of the line. To ensure the safety of the children and staff.

- Pick up for Grades K-4 wait on the right at the lunch benches.
- Grades 5-8 wait on the left.
- Older siblings will wait with their younger siblings

Once the children are safely in place, the barricades are removed and the line proceeds. Once your children are in the car, drive slowly through the yard and out the Sierra Madre Blvd. gate. The remaining students will be taken to the Gator Club. Please note that the teachers legally cannot strap or fasten car seats or seat belts for the children. If needed, you may pull up to the very front of the carline to exit your car and fasten your child's seat belt.

Dismissal in Hot or Rainy Weather

In bad weather, Gator kids will be dismissed to Gator before the gates are opened. The remaining children and teachers will stand on the breezeway outside of their classroom. Parents will enter the school yard and follow the barricades. The carline is adjusted to pass in front of the classrooms on these days. Parents will pull up to their child's room and students will enter the car there. Older siblings must head down to the younger sibling's classroom for pick up. When this procedure is necessary, everyone must exercise care in parking and driving. Students who are not picked up by the end of the carline will

be taken to Gator Club.

NOTE: NO pets are allowed on campus!

Section-4-09

Automobiles/Parking Lot

4.9 AUTOMOBILE AND PARKING LOT

Fire Lanes

All driveways out of the school yard and the area behind Msgr. Crean Hall are fire lanes. Parking is not allowed, except during pick up behind Msgr. Crean Hall. Use the marked spaces behind the church if you are leaving your car to attend to school business.

Street Parking

Double parking on the street is illegal and unsafe. If parents choose not to use the car line, they must park legally and escort their children through the front door to the Front Office. Parking is available on Orange Grove Blvd. and behind the church.

No Parking:

- in the fire lane behind Msgr. Crean Hall (except during pickup)
- behind the Rectory garage
- in the driveways on Orange Grove Blvd. or Sierra Madre Blvd.
- on the school yard from 7:00AM to 6:00PM when children are present
- double parking outside the church/school grounds

Topic-4-11-04

School Procedures for Immunization and Screenings

4.11.4 SCHOOL PROCEDURES FOR IMMUNIZATIONS

Assumption BVM School follows the immunization requirements of the California Department of Health detailed here: [California Inoculation Requirements](#)

Topic-4-11-09

Allergies

4.11.9 ALLERGIES

Any allergies must be communicated with the teacher and the office.

Topic-4-11-12

Accident Procedures

4.11.12 ACCIDENT PROCEDURES

If an accident occurs and a student is injured, the school will determine if they need immediate medical attention. This will depend on how serious the injury is or it appears to be: Is it life threatening (very serious) or non-life threatening (less serious or minor)?

When the Injury is Serious or Life Threatening

The school will Call 911, as well as the injured person's emergency contact.

Note: All teachers and office staff are trained in emergency [first aid procedures](#).

When the Injury is Not Life Threatening

The school will administer minor first aid and then make the person comfortable.

Section-4-12

Privacy and Access to Records

4.12 PRIVACY AND ACCESS TO RECORDS

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, all other employees, and volunteers.

Every member of the school community must respect the privacy of all students, families, employees, school administrators, and the pastor.

Section-4-14

International Students

4.14 INTERNATIONAL STUDENTS

The [Archdiocese of Los Angeles](#) welcomes international students to Catholic elementary schools and high schools. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 form.

Schools shall not be involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required. The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families, or guardians. Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to [attend safe environment training](#) are nevertheless encouraged to do so.

For more information on international students see: [International Students](#)

Topic-5-01-1

Religion Curriculum

5.1.1 RELIGION CURRICULUM

Canonical Authority of the Diocesan Bishop

In accordance with canon law, the archbishop exercises full authority over the religious instruction and formation programs in all Catholic schools of his archdiocese, including both schools of the archdiocese and schools in the archdiocese that are owned and operated by religious orders, institutes, or governing boards. The authority of the bishop extends to but is not limited to the content of the religion curriculum, the hiring of teachers of religion, the visitation of schools, and the use of the title "Catholic school." The archbishop may exercise this authority in person or through designated delegates such as the superintendent(s) from the [Department of Catholic Schools](#).

Textbooks, Teaching Materials, Resources, and Content of Instruction Textbooks, other teaching materials, and resources are chosen on the basis of sound doctrine, attention to both cognitive and affective domains, continuity with the program of instruction, and adequacy in meeting the needs and capabilities of the students in the particular school. All religion textbooks are to have the approval of the United States Conference of Catholic Bishops Subcommittee on the Catechism. Other materials and resources used by teachers are to meet the same standards as textbooks with regard to sound doctrine and appropriateness for students. The content of instruction must conform to the authentic teaching of the Church as summarized in the [Catechism of the Catholic Church](#) and must clearly distinguish defined doctrine from personal opinion and theological interpretation. It will stress the relevance of religious truths and principles to the personal lives and daily concerns of the students. The United States Conference of Catholic Bishops' [Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age](#) guides the written course outlines that must be developed and followed for each high school course. Course outlines are to be framework-based and not textbook-based. Please see the [foundational catechetical documents](#). Western Catholic Educational Association Catholic Identity Standards All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the [Western Catholic Educational Association](#) ([Improving Student Learning](#), 2012 ed., p. 41; [Ensuring Educational Excellence](#), 2014 ed., p. 10 [click on 1-WCEA E3 2014 Protocol.pdf]):

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

5.1.2 HONORS

Honors Awards

Honors are announced to recognize student achievement and distinction in various areas. At the end of each trimester, an assembly is held to recognize student honors.

Grades K-3rd Honors

Honors in grades K-3rd are based on students' academic and behavioral performance. Students are awarded in the following categories:

Academic Excellence

Academic Achievement

Outstanding Progress

Grades 4th through 8th Honors

Honors in grades 4th-8th are based on students' academic performance. Students are awarded in the following categories:

1st Honors ≡ 3.7 or higher GPA average

2nd Honors ≡ 3.3 GPA minimum average

Honorable Mention ≡ 3.0 GPA minimum average

Topic-5-01-3

Homework

5.1.3 HOMEWORK

Homework

Homework should be viewed as a learning support that provides reinforcement, extension, and practice of skills previously taught in class. It also allows the student the opportunity to work independently at his/her own pace.

Homework is generally assigned Monday through Thursday. In the primary grades, a homework sheet is sent home each week or daily. In other grades, students use planners or their iPads to copy homework assignments. The teacher may also use online access to homework depending on the grade level and teacher preference.

Ordinarily, new homework is not assigned on the weekend, but it may be assigned in junior high. Exceptions would include students who are making up work due to absences, students who are determined to need extra practice, or students who are in an accelerated class and going at an advanced pace. These policies are explained more fully at Back to School Nights in August/September of each year.

Time allotments for homework vary greatly depending on each student. The following are only approximate guidelines depending on students' effort, time management, skills, and academic motivation.

TK and Kinder

Activity based. Practice of sight words and game based learning is required plus reading to your child every night for 20 minutes or more is essential.

1st and 2nd grades:

20 – 45 minutes plus pleasure reading each night for 20 minutes or more

Grade 3

45 – 60 minutes plus half an hour of pleasure reading

Grade 4

50 – 75 minutes plus pleasure reading a minimum of half an hour

Grade 5

60 – 75 minutes plus pleasure reading for a minimum of half an hour

Grade 6

75 – 90 minutes plus pleasure reading

Grade 7 and 8

90 – 120 minutes plus pleasure reading

Incomplete Home/Classwork Policy

In some instances, an incomplete may be given at the discretion of the teacher. If the student does not turn in the completed work or make arrangements with the teacher to do so within a reasonably set, agreed upon timeline, the grade may be entered as a zero and no longer made up. In the junior high grades, missing work will not be given any credit. A teacher *may allow* a student to turn work in late for 50% credit, but it is at the teacher's discretion.

Topic-5-01-4

Graduation Requirements

5.1.4 GRADUATION REQUIREMENTS

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. Along with the graduation gowns, appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest and follow free dress guidelines. A student must be in good academic and conduct standing in order to participate in all graduation activities.

Participation in the graduation exercises is a **privilege** which a student earns as a result of: passing all of the required classes for graduation

satisfying all financial obligations, including tuition, fees, service hours, and fundraising

Topic-5-02-1

Assessments

5.2.1 ASSESSMENTS

Regular and continuous assessment is a critical factor in charting student progress and guiding the effectiveness of our instruction. Assumption BVM School utilizes both informal and formal assessments. Included below are some of those:

Informal/Classroom Based daily assessments are done through “exit tickets,” journals, verbal feedback, anecdotal/running records, homework, presentations, written work/essays, and simple quizzes and unit tests. Depending on the grade level, some technology may also be used for this purpose. Additionally, parents are encouraged to review graded assessments and class work that is sent home in the weekly student folders. Doing so will enable parents to be continually aware of their child’s progress.

Formal assessments are done through progress reports, trimester report cards and standardized testing.

Topic-5-02-2

Grading Scale

5.2.2 GRADING SCALE

Grades TK and K are assessed on a Standards Based Report Card

Grade TK

M Mastery

NM Non-Mastery

X Expected development

T Needs more time to develop

/ Not assessed at this time

Topic-5-02-3

Elementary School Grade Reporting

5.2.3 ELEMENTARY GRADING REPORT

To effectively partner with parents/guardians and meet local reporting needs, the archdiocesan report card is the official vehicle to report student academic progress as well as work habits and behavior to

parents/guardians.

The purpose of report cards is to effectively communicate student progress in achieving learning goals. The marks for content area subjects should reflect student mastery of grade-level standards. Work habits, including [homework](#) completion and [behavior](#), should be recorded separately in their respective sections.

Topic-5-02-4

High School Grade Reporting

5.2.4 HIGH SCHOOL GRADE REPORT

Not Applicable

Topic-5-02-5

Make-Up Work/Absences

5.2.5 MAKE-UP WORK/ABSENCES

When calling to report a student's absence, parents may request make-up work to be sent home, if the student will be absent more than one day. Do not ask a teacher for homework the first day of illness. If they are truly ill, they should take that day to rest and recover.

The request for work must be made when the absence is called into the office. The teacher will send the work to the school office to be picked up at dismissal. Students are expected to make up the work missed during their absence. They will have as many days to complete the missed work as they were absent.

Topic-5-02-6

Course Deficiency/Failure

5.2.6 COURSE DEFICIENCY/FAILURE

A student must receive a "C" or equivalent in order to pass a course at Assumption of the BVM School. If a student receives a "D" in any academic subject, they must attend a summer school course before they can be readmitted to their class in the Fall. If a student receives an "F" in any academic course, they will need to repeat the grade. If a student must repeat a grade, they cannot do it at the same school.

Topic-5-02-7

Conduct/Citizenship Grades

5.2.7 CONDUCT/CITIZENSHIP GRADES

All students receive letter designations for character and work habits. These include: "O" (outstanding), "G" (good), "S" (satisfactory), "NI" (needs improvement), and "U" (unsatisfactory).

If conduct and/or work habits grades are "NI" or "U", students may be placed on probation.

Section-5-03

Standardized Testing

5.3 STANDARDIZED TESTING

Enterprise Assessments

As of the fall of 2015, the Archdiocese has changed its standardized testing to a criteria based performance test called the STAR Enterprise.

There are 3 tests given:

- 1) Early Literacy (TK and K),
- 2) Mathematics (1st - 8th)
- 3) Reading (2nd - 8th)

This assessment will be given 3 or 4 times per year and is done by students entirely online through their iPad. The tests are differentiated to student learning – meaning that students are given different levels of questions based upon whether they answer correctly or not. The test automatically adjusts to the student level of learning.

Developmental Reading Assessment 2

This 1:1 (one student to teacher) assessment is a comprehensive assessment that measures student reading engagement, fluency, vocabulary and decoding, comprehension, and at level 28 and above, writing skills. All students in kindergarten through 3rd grade are given this assessment in the fall and spring of each year.

Year-end targets are as follows:

- Kindergarten ≡ Level 4 or higher (independent)
- 1st grade ≡ Level 18 or higher (independent)
- 2nd grade ≡ Level * 28 or higher (independent)
- 3rd grade ≡ Level 34 or higher (independent)

*Level 28 independent requires students to be able to write cohesive summaries and marks a big jump from level 24 due to this new writing expectation.

Students that are being served by the reading specialist, and/or whose reading progress is being more closely monitored, will be tested 3 times per year. Students at other grade levels are tested at the teacher's discretion if a concern is presented and/or the student is new to the school. Parents have access to these scores at any time and they are reported on the kindergarten and 1st grade report cards.

Assessment of Religious Knowledge (ARK) for grades K through 8

This assessment measures student knowledge of Catholic faith as well as gives an indication of their actual practice of the faith

Section-5-04

Recess and Lunch/Nutrition

5.4 RECESS AND LUNCH

Lunches

Lunches brought to school by parents must be placed in the office. No lunches may be brought as special treats for a group of students without prior permission. Fast food is discouraged. Much of it is not healthy and it creates a distraction among students. If parents bring fast food to the school office the child will be requested to eat it in an area by the office. We have a no soda policy. You may not send soda to school with your child.

HOT LUNCH PROGRAM

Assumption BVM School's Hot Lunch Program is provided by KnK Lunch. Lunch, when ordered, is available Monday through Friday. Parents/Guardians must set up an order directly with [KnK Lunch](#). All lunch ordering and payment is done through Venmo, Zelle, Apply Pay, Cash or Check directly to KnK Lunch.

Birthdays

Do not bring surprise food treats to your child's classroom for the children to share unless pre-arranged with the teacher. This includes birthdays. If you have arranged with the teacher a small snack to celebrate a birthday, you may drop it off in the office prior to recess. The teacher will hand them out. Party bags, presents, etc. are inappropriate. More elaborate celebrations should take place outside of school. Flowers, balloons, etc. for students may not be delivered at school.

Section-5-05

Supplies and Textbooks

5.5 SUPPLIES AND TEXTBOOKS

All textbooks are property of Assumption BVM School. If a student destroys a textbook (whether accidentally or on purpose), the parents will be charged for replacing the book.

Students are expected to keep all of their books and supplies in good order.

Parents will be given a supply list the summer before a new school year. Parents are expected to bring the supplies to school by the first day of academic instruction.

Section-5-06

Honors and Awards

5.6 HONORS AND AWARDS [E.G. VALEDICTORIAN]

Honors are announced to recognize student achievement and distinction in various areas. At the end of the school year, an assembly is held to recognize student honors.

Grades 4 through 8 Honors

1st Honors \equiv 3.7 or higher GPA average

2nd Honors \equiv 3.3 GPA minimum average

Honorable Mention \equiv 3.0 GPA minimum average

Valedictorian and Salutatorian

Assumption BVM School's Graduating Class Valedictorian/s and Salutatorian/s represent the top academic performers of the graduating class.

Valedictorian and Salutatorian status is awarded to the top student/s in the 8th grade class based on total weighted GPA in grades 6-8

Valedictorian and Salutatorian Evaluation Criteria:

All core courses (ELA, Math, Science, Social Studies, and Religion) will be included in the calculation of the total weighted GPA

Students must be enrolled by the first trimester of 7th grade year to be considered for Valedictorian

Section-5-08

Academic Probation, Retention/Transfer

5.8 ACADEMIC PROBATION, RETENTION/TRANSFER

Academic Probation

A student may be placed on academic probation if he/she receives any letter grade below a C or S per grade reporting period. At the teacher and principal's discretion, a student may also be placed on academic probation for the following reasons:
continued low test scores.

continued missing/incomplete assignments.

Topic-5-09-2

Additional Counseling Information

5.9.2 ADDITIONAL COUNSELING INFORMATION

Assumption BVM School enlists the help of the counselors at Outreach Concern. They offer limited on-campus counseling to students whose parents sign a release form. Contact the main office for a copy of the form.

Section-5-11

Summer School

5.11 SUMMER SCHOOL

Summer School is generally provided for 5 to 6 weeks in the summer and taught by our Assumption BVM School teachers. The goal of Summer School is primarily to provide interesting academics and activities in a familiar surrounding as well as support previous year learning. It is also designed for students to accomplish their next year summer reading and assignments and avoid “summer slide” that often occurs when students do not practice reading over the summer months.

Classes are provided in math, reading and writing along with a special kindergarten class. The schedule can vary but is typically from 8:00 a.m. to 12:00 noon on Mondays through Thursdays. Check the Summer School brochure details provided each year in early spring.

Summer School remains under the direction of the principal or an administrator appointed by the principal.

Courses taken to make up academic failures should be so indicated on the transcript: F grades must not

be deleted from the transcript (the title, date, and academic grade of the make-up course should be clearly indicated on the transcript and the grade point average [GPA] should be adjusted to reflect the make-up grade). *Taking courses for this purpose will be at the discretion and approval of the principal, school administrator, and summer school principal.*

Section-6-01

Before & After School Policies and Programs

6.1 BEFORE AND AFTER SCHOOL POLICIES AND PROGRAMS

“GATOR” EXTENDED SCHOOL DAY CARE PROGRAM

Extended Care (Gator Club) is provided for students who do not have an adult to care for them before and/or after school. All students of Assumption BVM School are eligible for Extended Care.

The program is an integral part of the school and shares its philosophy and goals. The overall well-being of each child is nourished in a Christian atmosphere. A safe and caring environment is provided to promote a sound social, emotional, and academic center for the growth and development of the whole child.

The students in Extended Care chose the name “Gator Club” because the school mascot is the alligator and our sports teams are known as the “Assumption Gators.” Gator Club is situated in Crean Hall and the playground.

The Extended Care Program includes:

Time set aside for homework with staff available for individual help

Art & crafts and cooking activities

Section-6-02

School Field Trips and Excursions

6.2 SCHOOL FIELD TRIPS AND EXCURSIONS

The BVM School plans trips and activities routinely for its students. All excursions, whether day or overnight, must comply with the following requirements:

The excursion must be approved in advance by the person in charge or, if co-sponsored or sponsored by an outside entity, by the regional bishop's office or the [Department of Catholic Schools](#), as applicable.

Traditional field trips for elementary school and high school classes must have specific educational goals for students.

Section-6-04

Student Government

6.4 STUDENT GOVERNMENT

Student government can be an effective means of developing leadership, a sense of responsibility, and good citizenship among students.

The goals of student government are to:

- Represent the student body and provide leadership and governing opportunities
- Encourage all students to become active members of the entire school community
- Enable students to plan and sponsor events and activities

Topic-6-04-1

Election rules

6.4.1 ELECTION RULES

STUDENT COUNCIL ROLES

The Student Council at Assumption BVM School consists of qualified 7th and 8th graders. In the Spring, eligible 6th and 7th graders may choose to run. They must have above average academic, behavior, and work habit grades, as well as leadership skills. They must receive a release from their homeroom teacher, and complete an interview with the student council advisor and/or principal in order to run for office.

They create campaign posters, and a campaign speech. The student body in grades 3rd-7th, as well as the faculty, vote for the officers. There are generally 2-3 positions on each council that are not voted in, but nominated by the student council moderator and the junior high team of teachers.

Each position is held for one year. The positions generally are:
President

Vice-President

Topic-6-04-2

Authority

6.4.2 AUTHORITY

The Student Council, composed of students from grades seven and eight, promotes extended opportunities for leadership, service to others, and good citizenship. Students seeking a council position must complete an application and submit a resume of leadership experiences. Applicants are then reviewed by the principal, the Student Council moderator(s), and the middle school teachers. Others may be asked to offer further insight to student leadership expectations.

Council members are appointed to an office, for which they have indicated an interest, based on leadership potential, commitment to service, a strong overall academic record, and responsible school citizenship. If a student chooses to accept an appointment, he/she agrees to meet all their responsibilities as a council member, maintain above average grades, and conduct themselves as model school citizens.

If these criteria are not met, a student may be asked to leave the council or be put on probation. Students serve on the council for one school year. Students wishing to be re-appointed to the council must begin the selection process again. The application and selection process for the next school year begins in the Spring.

Student government can be an effective means of developing leadership, a sense of responsibility, and good citizenship among students.

The goals of student government are to:

- Represent the student body and provide leadership and governing opportunities
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- Enable students to plan and sponsor events and activities

Section-6-05

Clubs/Organizations/Honor Societies

6.5 CLUBS/ORGANIZATIONS/HONOR SOCIETIES

Students must maintain a grade of “C” or higher in all academic classes, as well as an “S” or higher in behavior and work habits in order to participate in all non-academic activities and clubs the school offers. This includes but is not limited to: field trips, carnivals, sports, special assemblies, student council, choir, etc...

ALTAR SERVERS PROGRAM

Training is provided annually by the Parish for interested students in 6th through 8th grades. Duties include the serving of daily and Sunday Mass, and other special occasions. Participation in the program requires parental support for getting to the assigned Masses.

CHOIR

Students in 1st through 8th grades are eligible to join the choir. The choir sings at Mass at weekly school Mass, Christmas and Spring Programs, and at various other functions. Practice is usually held after Monday school dismissal.

JUNIOR HIGH ACADEMIC DECATHLON

Assumption BVM School participates in the Archdiocesan Junior High Academic Decathlon. This is a competition for students in grades 6th-8th. They compete against over 100 schools from within the Archdiocese of Los Angeles. There are two events. Two are collaborative team efforts – a logic quiz with 20 rigorous thinking problems, and a super-quiz with 50 multiple choice questions on five broad academic themes. The remaining eight events test individual knowledge of Religion, English, Literature, Science, Math, Current Events, Art and Music. Awards are given for individual and team performance, and the winning team from each geographic diocese competes in a state championship.

ODYSSEY OF THE MIND

This international academic extracurricular competition asks students to work in collaborative teams to solve complex problems of all types. Coached by parents outside of school hours, Assumption BVM School students have done well in this competition traditionally and often compete at the Regional, State, and Worlds level.

SCOUTS

The Daisy, Cub Scout, Boy Scout and Girl Scout Programs are active and sponsored by Assumption BVM School Parish

STUDENT COUNCIL

The Student Council, composed of students from grades seven and eight, promotes extended opportunities for leadership, service to others, and good citizenship. Students seeking a council position complete an application and submit a resume of leadership experiences. Applicants are then interviewed by a committee consisting of at least the principal and the Student Council moderator(s). Others may be asked to join the interview committee to offer further insight to student leadership expectations.

Council members are appointed to an office, for which they have indicated an interest, based on leadership potential, commitment to service, a strong overall academic record and responsible school citizenship. If a student chooses to accept an appointment, he/she agrees to meet all their responsibilities as a council member, maintain above average grades and conduct themselves as model school citizens.

If these criteria are not met, a student may be asked to leave the council. Students serve on the council for one school year. Students wishing to be re-appointed to the council must begin the selection process

again. The application and selection process for the next school year begins in April.

ATHLETICS (See Athletics Tab)

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The program is an integral part of the school and shares its philosophy and goals. The overall well-being of each child is nourished in a Christian atmosphere. A safe and caring environment is provided to promote a sound social, emotional, and academic center for the growth and development of the whole child.

The students in Extended Care chose the name “Gator Club” because the school mascot is the alligator and our sports teams are known as the “Assumption Gators.” Gator Club is situated in Crean Hall and the playground, as well as a few of the primary classrooms.

Topic-6-06-1

Formal Dances (Homecoming, Winter Formal, Prom)

Not Applicable

Topic-6-06-2

Graduation Celebration/Grad Night

6.6.2 GRADUATION CELEBRATION

Graduating students celebrations include:
End of the Year Awards Ceremony

Baccalaureate Luncheon

Section-6-07

Student Publications

6.7 STUDENT PUBLICATIONS

Student publications are an important component of the instructional program and contribute directly to each school's goals.

The principal is the publisher and has the legal responsibility for all student publications, including the

newspaper, yearbook, and website. All school publications must observe [copyright laws](#).

The principal may appoint a moderator who exercises control over submitted material. Before the material is printed and distributed, the moderator must review all material and submit a copy of the publication to the principal for approval.

Additionally, the principal (or the moderator, if one has been designated), shall:

- Establish a clear understanding of the purpose of the publication and the limitations on the editor's authority
- Confirm that topics are in good taste
- Assure that [material complies with Catholic teaching](#)
- Encourage students to treat others respectfully and avoid personally attacking people
- Require that students check facts carefully before publishing a story

Obtain the requires signature on the Parent/Guardian Release for Student or Minor (Noncommercial) ([English version](#) and [Spanish version](#)).

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

[Parent/Guardian Release for Student or Minor](#)

Section-6-09

Class Rings (High Schools only)

Not Applicable

Section-6-10

Student Identification Cards

6.10 STUDENT IDENTIFICATION CARDS

Students receive an Assumption ID card yearly. These are required to be shown when participating at the local Catholic Junior High School Dances.

Section-6-11

Yearbook

6.11 YEARBOOK

Assumption BVM School students receive an annual yearbook, put together by the school's yearbook

committee. Yearbooks are usually allowed to be signed by peers during the last week of school as long as the messages are appropriate to our school.

Topic-6-12-01

School Athletic Handbook [if applicable]

6.12.1 SCHOOL ATHLETIC HANDBOOK

MISSION

The Assumption BVM School After-School Sports Program enables our students to develop self respect, physical fitness, and the ability to play and work with others as a team in a Christian environment.

PHILOSOPHY

We believe that:

The after school sports program possesses “a unique potential for reaching the hearts, minds, and souls of student athletes because athletic performance engages the entire person by unifying mind, body, and soul toward a single goal.”

“Team sports go a step further by requiring unselfish play and trust in others to achieve success. These spiritual elements of competition are clearly consistent with the Gospel message and provide rich opportunities for teaching young people about life in the church.”

Topic-6-12-02

Sports by Season Pep Squads, Cheer

6.12.2 SPORTS BY SEASON

Note: if there is not enough interest in a particular sport to field a team, then the sport will not be offered.

Golf - Boys and Girls - Yearlong

Flag Football - Fall

Girls Volleyball - Fall

Boys Basketball - Winter

Girls Basketball - Winter

Boys Volleyball - Spring

Track and Field - Boys and Girls- Spring

Soccer and Softball have been offered in the past but are reliant on enough participants and coaches.

Topic-6-12-03

Selection Process/Requirements for Participation

6.12.3 SELECTION PROCESS/REQUIREMENTS FOR PARTICIPATION

Students must:

Uphold the values, philosophy and reputation of Assumption School.

Have satisfactory academic, behavior, and work habits/grades. (A student may be removed from a team if they have not met this criteria). Students must maintain a "C" or above in all core academic subjects to be eligible for sports.

Topic-6-12-04

Athletic Medical Clearance

6.12.4 ATHLETIC MEDICAL CLEARANCE

All students must have medical clearance to play sports. It is the parents responsibility to notify the coach and school when a medical issue is present.

Topic-6-12-05

Injuries and accidents

6.12.5 INJURIES AND ACCIDENTS

Coaches have an emergency kit with them at all practices and games and are certified by the CVO

Coaches have an emergency kit with them at all practices and games and are certified by the CTO.

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

6.12.6 ATHLETIC FEES, EQUIPMENT AND UNIFORMS

Sports Fees and Uniform Deposits are charged for each sport the child participates in.

Topic-6-12-07

Discipline Policies and Procedures in Athletics

6.12.7 DISCIPLINE POLICIES AND PROCEDURES IN ATHLETICS

Students must:

Uphold the values, philosophy and reputation of Assumption School.

Have satisfactory academic, behavior, and work habits/grades. (A student may be removed from a team if they have not met this criteria). Students must maintain a "C" or above in all core academic subjects to be eligible for sports.

Topic-6-12-08

Varsity Jackets and Sweaters

Not Applicable

Topic-6-12-09

Sportsmanship Code for Spectators

6.12.9 SPORTSMANSHIP CODE FOR SPECTATORS

STUDENT SPECTATORS

Students staying to watch a home game must:

- Have a walking pass issued from the office in order to stay for games without an adult chaperone (or without being checked into Gator).

- Attend the game and go home when the game is over. Stay at Gator Club until the game begins.

Students may not:

- Telephone for permission to stay or to arrange for rides after the games.
- Leave campus and then return for a game unless chaperoned by an adult.

Students will be sent to Extended Care and charged the Drop-in Fee if:

- They aren't picked up immediately when the game is over.

GRIEVANCES

- Parents may not criticize, upbraid, insult, or undermine the authority of the coach.
- Parents may not criticize, insult, or question a referee during a game. Any complaints should be made to the coach or Athletic Director after the game.
- If a parent or player has a complaint or concern regarding a coach, he/she should state it in writing and give it to the Sports Coordinator or the PTO representative of the Sports Booster Club.

In any serious matter, the grievance statement should be given directly to the principal.

Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

6.12.10 COACH/TRAINER CERTIFICATION [PLAY LIKE A CHAMPION]

Individuals who act as coaches in the [Catholic Youth Organization](#) or as part-time coaches in CIF-sanctioned school programs (but have no other assignment in the archdiocese) are required to participate in the [Play Like a Champion Today](#) program. All coaches MUST ALSO ATTEND the 3 hour [VIRTUS® Protecting God's Children for Adults](#) program.

Topic-6-12-11

CYO/CIF

6.12.11 CYO (Catholic Youth Organization of Los Angeles)

Assumption BVM School Sports are part of the Catholic Youth Organization (CYO)

Section-7-1

Tuition and General Fees

7.1 TUITION AND GENERAL FEES

Please note that Tuition and Fees are updated yearly. - [LINK](#)

Section-7-2

Tuition Collection

7.2 TUITION COLLECTION

Parent Financial Expectations

All parents who have children in Assumption BVM School are expected to pay tuition promptly in accordance with the status assigned at the beginning of each semester. The financial support of parish and school programs for the education and formation of children and youth is the responsibility of the entire Catholic community. However, the primary financial responsibility for the education and formation of the individual child resides with the family, through the payment of tuition and fees.

Late Payment Fee

All Assumption BVM School payments for tuition, daycare, and any other applicable fees are subject to a late fee up to \$30.00 if not paid on the due date.

Additionally a 1.5% fee will be assessed to all balances owed after 30 days. There is a three day grace period from the due date noted on the payment, given that it is received in the school office during normal business hours.

Collection Process

The Business Office will contact parents when tuition is in arrears by one month.

After six weeks, the principal will contact all families that have failed to meet the initial request for payment. The parents will be informed of the actions to be taken by the school if payment is not made.

Year-End Balances

After the last day of school, any monies still owed will be billed in a final Year End billing. At which time a 10% surcharge may be applied to all outstanding balances.

All balances owed to Assumption BVM School during the school year must be paid in full by the last day of school. Any plans and evaluating further enrollment to the school. To ensure continued enrollment for the next school year all balances must be paid by this date.

Tuition and Fee Refunds

All Tuition and Fees are nonrefundable. Each family is expected to follow all obligations to pay charges for the full academic year. At no time will any tuition or fees be refunded or prorated upon an early withdrawal for any reason.

NSF/ Returned Check Fee

All Non-Sufficient Fund or Returned Checks are subject to a \$25.00 Returned Check Fee. Other late fees may apply.

Tuition Collection, Payment Plans, Automatic Deductions

Tuition can be paid in various installments beginning in July and going through the month of May. The company responsible for collecting these payments is FACTS, a tuition management company. Through this company many payment options are available including Automatic Deductions from a checking account, payments by check or even credit card.

Credit Card Payments (surcharge fee)

~~From your payment (surcharge fee)~~
Any and all school-related payments using a Credit Card will incur a 3% (*subject to change*) surcharge to cover processing fees.

Section-7-3

Tuition Assistance

7.3 TUITION ASSISTANCE/FINANCIAL AID

Assumption of the Blessed Virgin Mary School Aid

Within the parameters of the annual budget, Assumption BVM School provides tuition assistance to the students whose families demonstrate financial need and follows the same requirements as the Catholic Education Foundation (CEF) when determining eligibility. Normally, this is based on the same guidelines as the “Free Lunch Program”.

Parents are required to fill out a formal application and answer financial questions through the FACTS Grant & Aid Management Website. The school begins accepting applications at Open House and continues to do so until March 31st.

Once awards are given there is an academic and student behavioral expectations for students on tuition assistance.

There are no additional service hours required for tuition assistance.

Catholic Education Foundation Scholarships (CEF)

Assumption BVM School seeks to provide a quality Catholic education to any family, regardless of income or faith-background. The Catholic Education Foundation (CEF) provides tuition assistance to the most financially deserving students at Archdiocesan schools. Its purpose is to make Catholic education accessible to students in need because it lays the foundation for academic achievement and develops values for family, community, and service.

All Assumption BVM School students are eligible for the need-based Tuition Award Program (TAP) offered by the Catholic Education Foundation. Each eligible student who applies and **meets their requirements** is invited to apply for a \$1,000 scholarship award. Please check the school website for income guidelines and application.

Section-7-4

Parent Service and Fundraising Requirements

PARENTS REQUIREMENTS & COMMITMENTS

To create a thriving Catholic school educational environment requires the genuine, active partnership among parents, school and church. In our commitment to make Catholic education both accessible and exceptional we need the support of your time, faith, and financial support. The cost of each child’s education is not covered by tuition. It is only through fundraising, fees, donations and volunteer time that we make it happen.

Through different fundraising efforts and our Faith in the Future Annual Fund, the school strives to make the tuition and fees affordable to all our families. An assigned amount is set for both fundraising and service hours to be met by each family.

affordable to all our families. An assigned amount is set for both fundraising and service hours to be met by each family.

The following are four major areas of commitment that are required of each family to remain in good standing with the school.

VIRTUS TRAINING & FINGERPRINTING

All parents and volunteers in the school are required to attend a 2-3 hour training course regarding information on safeguarding our children. Certification for completion of this training **MUST** be presented to the Main Office. A copy of this certification will be held on record in our office and recorded with the Archdiocese. Fingerprinting will also be required. Please consult the office training dates and more specifics of how to complete this process.

YEARLY FUNDRAISING OBLIGATIONS

Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

All tuition and fees can be found in section 7-1.

There are times when the school may ask for additional fees that are not listed.

Topic-8-1-01

Discipline and Procedures

DISCIPLINE POLICY

SCHOOL WIDE BEHAVIOR EXPECTATIONS

Assumption students are taught to live out the values expressed in our mission, vision, and school-wide learning prayer by being Faithful Disciples who CARE. We follow the example of Jesus and live out the Catholic faith by being:

Critical Thinkers:

Who.....

- Consider the ideas and opinions of others.
- Solve conflicts in constructive ways, integrating the values of our faith.
- Reflect upon, and learn from experience about success and set-backs.
-

Academic Achievers:

Who.....

- Study, do their best, and complete work on time.
- Produce high quality work and strive for excellence.
- Use a variety of thinking strategies to learn.
- Persevere through obstacles.
-

Responsible Citizens:

Who.....

- Show respect and promote the dignity of all people.
- Respect other people's personal space (No pushing, crowding, hitting, or grabbing).
- Take the initiative to help others without being asked.
- Seek justice, appreciate diversity, and are locally and globally aware.
- Respect their environment, the earth, and the property of others.
- Use technology and research in ethical and effective ways.
- Demonstrate honesty (no cheating or lying).
- Respect punctuality and the time of others.

Effective Communicators:

Who....

- Welcome and include all students, especially those who are new to Assumption. □
- Report inappropriate words or actions to an adult.
- Use respectful language. (No swearing, insults, bragging, or put-downs).
- Call others by proper name only; refrain from inappropriate or derogatory names.
- Listen carefully.
- Speak, read and write effectively and fluently.

If a student's conduct is not compatible with the school's discipline policy, the school administration reserves the right to make the final decision regarding discipline. Students should expect that their parents will be informed of any infraction of a serious nature.

Individualized Discipline

Within reason of maintaining a safe school, not all children have the same needs or circumstances. Students will be treated with respect and concern for their well-being. Discipline is individualized and appropriate for a student's growth and development, keeping in mind the good of the whole student body as well. The disciplining of one student may differ from that of another who might have committed a similar infraction. We strive for equity

in order to ensure the success of all students. **Equity (fairness) does not always mean equal.**

Classroom and Playground Expectations:

Assumption School students:

Come to school ready to learn.

Do their homework.

Topic-8-1-07

Academic Dishonesty Policy

Assumption Students are expected to:

- Produce high quality work and strive for excellence.
- Use a variety of thinking strategies to learn.
- Persevere through obstacles.
- Produce honest and original work

- Produce honest and original work.

Study, do their best, and complete work on time.

Any student that does not abide by the above guidelines is subject to immediate disciplinary action. Plagiarism and cheating will not be tolerated. There will be no "warning", and these actions will result in: automatic zero on the assignment/assessment, as well as a 5 point demerit.

- possible suspension
- possible loss of priviledges
- possible assignment of extra work

Stealing, Cheating, and Plagiarizing are serious offenses that may harm future enrollment of the child.

