

Assumption

BVM

School



2016-2017

Handbook

Revised August 2016

HISTORY OF ASSUMPTION BVM	7
MISSION	7
BELIEF STATEMENTS	7
GOVERNING BODY	8
Board of Pastors	8
Advisory Board	8
ACADEMIC POLICIES	9
Admission Policy	9
Attendance	9
Curriculum	10
Failure Warnings	11
Field Trips	11
Fieldtrip Chaperones—Responsibilities	12
Homework	13
Journal Writing	14
Report Cards	14
Retention	14
Retention Procedures	15
Honors	15
ADMISSION POLICY	16
Admissions	16
Registration	16
Kindergarten	16

ADMINISTRATIVE POLICIES	16
Appointments: Doctor, Dental, Early Dismissal	16
Asbestos	17
Buckley Amendment	17
Bullying	18
Anti-Hazing Policy	18
Calendar/Menu	19
Communication—Parent/Teacher Phone Calls	20
Communication Folder	20
Conference—Teacher/Parent	20
Emergency Closings	21
Emergency Forms	21
Fundraising	22
Illness, Injury or Emergency	23
Medications	24
Monies	24
Parking	24
Reimbursements	24
Re-Registration	25
School Problems	25
Snack Time	25
Stationery Supplies	26
Student Records	26

ACKNOWLEDGEMENT

Both parents/guardians and students should carefully read this handbook and must agree in writing to be governed by the rules and regulations detailed within. Both parents/guardians and students should also understand that the school, through the Principal, reserves the right to amend this handbook at any time for just cause, and that parents/guardians will be given prompt notification if changes are made.

I have read and agree to be governed by the handbook of Assumption BVM Catholic School 2016-2017.

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Volunteer Guidelines

Both parents should carefully read and must agree in writing to be governed by the Mandate of the Diocese of Allentown and the state of Pennsylvania with regards to any person who will have direct contact with any child.

Therefore, I (we), will have the following forms on file at Assumption BVM School in order to volunteer for any and all events where children will be.

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Student Use of the Phone	26
Student Vacation Policy	27
Technology	27
Time Schedule	28
Transfer	28
Tuition	28
Tuition Payments	29
Tuition Collection Policy	30
Use of School Name and Logo	32
Weather/Fire Drills	32
Video	32
DISCIPLINE CODE	32
Discipline	32
Suspensions	35
Internet Policy	36
Plagiarism	36
Play Yard Behavior	36
Social Networking	36
Transportation	36
Uniform Dress Code	38
Dress Down Days	42
Graduation Attire	43
Fad Haircuts/Hairstyles	43

Cell Phone Policy	44
Unnecessary Items	44
Weapons/Drug Policy	44
School Search	46
RELIGIOUS POLICIES	46
Religious Formation	46
Non-Catholic Students	47
Sacrament Preparation	47
SERVICES	48
Home and School Association	48
Inclusive Education Council	48
Library	48
Lunch	49
Parent Volunteers	50
Pictures	50
School Activities	50
School Nurse	52
Student Insurance	52
Use of School Grounds	53
After School Care	53
ACT95/190 Acknowledgement	55
Handbook Acknowledgement	57
Volunteer Guidelines	57

ACT 95/190 ACKNOWLEDGEMENT

Dear Parents:

State Law (Act 195) authorizes the loan of textbooks by the Secretary of Education to children enrolled in nonpublic schools. Act 90 authorizes the loan of instructional materials. Our school is now in the process of requesting the specific textbooks and materials to be loaned to your child(ren). The law requires, however, that a parent of each child attending the nonpublic school individually request a loan of textbooks and instructional materials. Please sign and date the form at the bottom of this page.

Thank you for your continued assistance and cooperation.

Sincerely,

Mrs. Teresa Keating

Principal

CERTIFICATE OF INDIVIDUAL REQUEST FOR
LOAN OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I hereby request the loan of textbooks and instructional materials in accordance with Pennsylvania Act 195 and Act 90 for my child (ren) attending Assumption BVM Catholic School.

Date: _____ Signature: _____

Student Name(s):

HISTORY OF ASSUMPTION BVM SCHOOL

Assumption BVM Catholic School, located in Pottsville, Pennsylvania, is a consolidated school, which serves the children of St. Patrick, St. John the Baptist, St. Clare of Assisi, St. Stephen, Holy Cross, St. Michael the Archangel, St. Matthew the Evangelist, and Most Blessed Trinity Parishes.

During the 2010-11 school year, negotiations began to merge All Saints and St. Stephen Schools. Assumption BVM School, housed in the former All Saints Catholic School building, became a reality in the summer of 2011. Miss Kimberly Fetter, M.S., served as principal until 2014. Mrs. Teresa Keating, M.Ed. Was appointed principal in 2014.

MISSION

Assumption BVM School is a caring community of faith rooted in the tradition and teachings of the Roman Catholic Church focused on academic excellence. Our mission is to promote the academic, physical, moral, social, and spiritual development of our students so that they may serve God by serving others. We encourage and assist our students in developing their unique God-given talents and intellect in order that they may grow in faith, virtue, vision and purpose.

BELIEF STATEMENTS

We believe that:

- The primary responsibility of Assumption BVM School is in the transmission of the Catholic faith and values as an integral part of the Catholic Church.
- Each child's unique God-given gifts should be developed and celebrated.

- Every child is unique and has the opportunity to be guided and educated according to their individual needs in a faith-centered atmosphere.
- Catholic education is fostered by the faith-filled example of our faculty, staff, students, parents, parishes, and surrounding community.
- Our faculty instills a love for life-long learning through ongoing personal and professional development experiences.
- The students at Assumption BVM School should take ownership of their educational and moral responsibilities.
- All children have a right to learn in a safe and loving environment.
- As stewards of the Church, the entire school community shares in the responsibility of maintaining the financial viability of Assumption BVM School.

GOVERNING BODY

Board of Pastors

The governing body of Assumption BVM School is the Board of Pastors representing the feeder parishes of St. Patrick, St. John the Baptist, St. Clare of Assisi, St. Stephen, Holy Cross, St. Michael the Archangel, St. Matthew the Evangelist, and Most Blessed Trinity Parishes. Fr. Dave Loeper was elected Chairperson of the Governing Board.

Advisory Board

The Assumption BVM Advisory Board will be assembled as the new governance model for the Diocese of Allentown is implemented. It will consist of representa-

School grounds are supervised from 7:40 AM to 3:10 PM by school personnel on days when school is in session. Athletic practices and other activities, such as parish-sponsored programs are the responsibility of the heads of these organizations. No student will be allowed on school grounds unsupervised.

After School Care

After School Care is available from 3:00 PM until 5:00 PM on full school days. The cost is \$5.00 per hour per child per day. The parent/guardian will be billed weekly by the school office. If you are running late, you may pick up your child in After School Care. No student will be permitted on school grounds after dismissal unsupervised or in any other area than After School Care. Any student found on school grounds will be sent to After School Care. Students must be signed out of After School Care by a parent/guardian. If a student is to be signed out by another responsible adult, a note must be sent to the office that morning. After School Care privileges may be suspended if payment is delinquent or if the parent or guardian is chronically late for pick-up. After School Care ends at 5:00 PM. If this time limit is not respected, parents/guardians will be charged double per child.

Please notify the office no later than Monday morning if you expect to use After School Care during the week so arrangements can be made to provide for supervision.

The school nurse is on duty at Assumption BVM one day a week. Her responsibilities include:

- Vision screening for grades K through 8
- Hearing screenings for grades K through 5 and for any student with hearing difficulty
- Scheduling school physical and dental exams and assisting at them
- Evaluating questionable contagious diseases and conditions
- Caring for injuries occurring in school and illness developing during school hours
- Scoliosis screenings in grade 7
- Establishing and maintaining all state-mandated records, including a complete immunization record on all students in grades kindergarten through eight.

Student Insurance

All students who are enrolled at Assumption BVM School are covered by the Student/Athletic Accident Program, which is sponsored by the Diocese of Allentown. This insurance covers injuries which occur during the day when school is in session. It also applies to injuries incurred while attending or participating in school sponsored and supervised activities on or off the school premises. The cost of the program is covered by the school. Claim forms, as well as description of the coverage, may be obtained at the school office.

Use of School Grounds

tives from the feeder parishes. Members are appointed to the Advisory Board by their pastor. An Assumption BVM faculty member is also a member of the Advisory Board. The Board will meet on a regular basis with the Board of Pastors and Principal.

ACADEMIC POLICIES

Admission Policy

No child shall be denied admission to a Catholic School serving in the geographical area in which the child resides on the basis of race, religion, color or nation of origin. Admission shall be dependent upon the availability of an appropriate education program and available space. If space is limited, Catholic students will be given preference.

Attendance

Regular and punctual attendance is mandatory. If a student is absent, that student must make up all missed school work to the satisfaction of the teacher within twice the number of days absent. If a student is absent from class, the Diocese of Allentown requires that a parent or guardian report the absence by 8:30am. In order to ensure the safety of the children, the Administrative Assistant will call the home to verify an absence if a call has not been received by the school.

Students must present a written excuse signed by the parent or guardian explaining the reason for the absence. If a written note is not brought in within five days, the absence will be documented as “unexcused” on the student’s record.

A student must present a doctor’s note upon his or her return to school after any contagious disease or after

three or more consecutive days of absence.

To ensure students have continuity of instruction, the maximum opportunity for participation, and master all concepts necessary for future learning, regular attendance is necessary.

Students that have fifteen absences will be required to submit doctor's notes for each subsequent absence.

Students missing more than twenty days of school may be required to make up the absences during summer school, either at the IU29 or at the ABVM building. The location will be at the discretion of the principal.

After more than twenty-five days absences, the student will be required to repeat the grade level. The decision will be made by the principal, after discussion with parents and teachers. Exceptions to this decision may be made upon written appeal by the parents within ten days of the last day of school.

Curriculum

Assumption BVM School offers a continuous program of instruction, which reflects the needs of individual students in grades kindergarten through eight. The curriculum of the Diocese of Allentown is used as a guide for the formal education of the students at Assumption BVM School.

Assumption BVM School is organized under the direction of the Diocese of Allentown, in accordance with the requirements of the Pennsylvania Department of Education. The school's administration and faculty receive further direction through supervisory visits from

- Christmas Show
- Class Trips
- D.A.R.E.
- E-Mission
- Holy Childhood Association Mission Representatives
- Kindergarten Mini-Olympics
- Athletics
- Nativity Track and Field Day
- Pottsville Republican Newspaper in Education Week Activities
- Pottsville Republican Spelling Bee
- Reading Festival
- Science Fair
- Soccer Fest
- Schuylkill County Conservation District Envirothon
- Student Council
- Various community and statewide sponsored contests
- Various parish CYO activities

School Nurse

Volunteers are needed and welcomed at Assumption BVM School. Volunteers must have all necessary clearances as required by the Diocese of Allentown. This includes: Criminal Background Check, through the Diocese of Allentown, a signed copy of the Diocesan Code of Conduct, a signed copy of the Diocesan Sexual Abuse Policy and have attended a Protecting God's Children Seminar. No one will be permitted to volunteer or chaperone field trips without this required documentation. All volunteers must sign in at the office upon arrival.

Pictures

School pictures are arranged yearly through a school photographer. Every child must be photographed for the school files with no obligation to purchase any pictures.

If a parent/guardian objects to the use of his/her child's picture, the parent/guardian must notify the school in writing by September 1st of the current school year.

The school reserves the right to use photos on the school website and other marketing venues including, but not limited to, electronic media, Facebook, newspaper, TV, press releases, etc., unless the parent notifies the school in writing by September 1st of the current school year. The parent must also explain to the student why he/she will be removed from activities and not chosen for pictures.

School Activities

- Altar Servers
- Book Fair

the Catholic School Office of Education. These guidelines provide the basis for the education and administrative policies of Assumption BVM School.

Religion, Language Arts, Mathematics, Science, Social Studies, Music, Art, Physical Education, Reading, and Technology are basic to the educational program.

The curriculum is inclusive and comprehensive as it promotes intellectual growth. This development correlates with the religious, physical, aesthetic, and social formation of the child.

Assumption BVM School is accredited by the Middle States Association, Commission for Elementary Schools. Assumption BVM received accreditation in December 2014.

Failure Warnings

Failure Warnings and conduct deficiencies are sent home to the parents three to four weeks prior to report cards. These are prepared by the teacher and may be reviewed by the principal. These notices are to be signed by the parents/guardians and returned to the teacher the day after the issue. These warnings are sent with sufficient time to enable the student to improve his/her subject area, conduct, and effort grades.

Field Trips

Field Trips are designed to provide students with an educational experience that could not be attained in the classroom. Field trips are a valuable privilege that students must earn the right in which to participate. Students with serious or chronic behavior problems will not be allowed to participate in this type of activity for safety reasons. Any student who demonstrates special needs

may be required to be escorted by his/her parent.

Younger siblings may not attend school field trips. Adults on field trips have volunteered and are expected to be chaperones.

Any time students are transported by vehicle a school permission slip is required to participate. Transportation for off campus school activities will be provided. If transportation is not provided, it is the sole responsibility, and therefore liability, of the parent to provide transportation.

Some field trip experiences may be available within walking distance from the school. Students may go on walking trips in the area of the school for educational or religious purposes without a permission slip.

If a student's tuition is delinquent, he or she may not be allowed to participate in the field trip.

Fieldtrip Chaperones-Responsibilities

Chaperones are invited on field trips to help ensure the safety and welfare of all participants. Please be mindful that when you accept the privilege of being a chaperone that you also accept the responsibilities:

- All school rules are in force, unless the principal has explicitly stated otherwise. Chaperones are expected to adhere and enforce school rules.
- Chaperones are to stay with their assigned group.
- Supervision is both mental and physical. Be sure that attention is always on the students.
- Chaperones may NOT consume alcoholic beverages.
- If your own child is on the field trip, he or she must not be treated any differently than any other child.

Assumption BVM has a school hot lunch program, which follows the guidelines set forth by the State of Pennsylvania. Free/Reduced lunch, including milk, is available to qualified children. Free/Reduced lunch forms are sent home in the beginning of the year. This information is kept confidential.

The cost of hot or alternate lunch is \$2.75, milk is \$.75 and bottled water is \$1.00.

A monthly cafeteria menu is sent home in the Communication Envelope. Lunch is ordered and paid for weekly on Monday mornings. Please mark the envelope clearly with your child's name, grade, amount of money, and days that your child will be eating hot lunch or alternate lunch. If a lunch envelope is handed in late, the student will receive hot or alternate lunch according to what is available. This will be at the discretion of the Cafeteria Manager.

Children may also bring their lunch and drink to school. Soft drinks or other caffeinated/ high sugar items are prohibited. "Take-out" is not permitted. Milk is available for purchase at a minimal fee. No student may leave the grounds during lunch period for any reason. For the safety of all, students are not permitted access to a microwave.

The menu is subject to change at any time. In the case of inclement weather, the menu is likely to be changed so as to not be wasteful.

A child having any form of allergies must have a doctor's form on file in the office. Forms must be updated yearly and returned to the office promptly. This information may be shared with faculty and staff.

Parent Volunteers

SERVICES

Home and School

Assumption BVM parent-teacher support formulated from the school community. Every year the following officers are elected by the parents: President, Vice-President, Secretary, and Treasurer.

The Mission Statement of any HSA is to lend financial support to the school and moral support to the educational and religious programs of our school.

Parents need to be actively involved in school activities. Planning meetings are held when necessary and are announced through school correspondence. Please refer to your school calendar for scheduled meetings. Parents plan various activities for the children each year. All Parents are invited and encouraged to attend and participate.

Inclusive Education Council

I.C.E. is a team of Diocesan Administration and teachers and other specialists who give support to students who may be experiencing difficulties in school. This support may include academic, social, and/or emotional needs. Parents may request this process.

Library

The school library is open under the direction of parent volunteers. Library time is scheduled on a weekly basis for all classes. Any book that is borrowed from the library must be returned by the following week. No new material may be borrowed until all previous items are returned. Any book that is lost or severely damaged must be replaced.

Lunch

- We hope you enjoy the outing, but we are grateful for you to remember that your first responsibility is the safety of the students.
- In the absence of the principal, all chaperones are expected to respect the authority of the designated field trip leader.
- Chaperones must be 25 years of age or older.
- All chaperones/volunteers must have all clearances required by the State and Diocese of Allentown which include: PA Criminal History Check, PA Child Abuse Check, Background Check Authorization (Fingerprints), Mandated Reporter Training Certificate, Diocese of Allentown Sexual Abuse Policy Acknowledgement Form, Diocese of Allentown Code of Conduct Acknowledgement Form, Certificate of Attendance from a Protecting God's Children Seminar.

Homework

The purpose of homework is to enrich and reinforce the daily learning experience at school. Students are responsible for completing all home assignments on time. Students in grade on will be given a homework sheet with the assignments stated. Students in grades two through eight are required to have and use an assignment book purchased in school.

Suggested time allotment:

Grades 1-2 20-30 minutes

Grades 3-4 30-45 minutes

Grades 5-6 45-60 minutes

Grades 7-8 60-90 minutes

*If your student is spending an inordinate amount of time

completing homework, please discuss this with the teacher.

Journal Writing

Journal writing is an effective language arts technique. A student's journal may be read on a regular basis or randomly. However, if a journal is read and it is found to contain anything that may deal with abuse, harm to oneself, or harm to others, there will be no confidentiality. Parents, responsible school official, and/or service agency will be contacted immediately.

Report Cards

Report cards are distributed at the end of each trimester. The report card indicates knowledge of subject matter, character formation, and social progress. Parent/Teacher conferences occur during the first report card period and when requested by teacher or parent/guardian.

Assumption BVM School uses an electronic report card, "Option C". This system is specifically designed for Catholic elementary schools. The parent portal, which allows you to see your student's progress, is available to you 24/7. The parent is expected to monitor his/her child's progress regularly. Middle grade students are expected to monitor their own progress as well. The system records each "log-in"; this data is monitored. Teachers are expected to post assessment grades regularly and within 3 school days from when the assessment was completed.

Retention

Satisfactory completion of academic requirements of each grade should be the goal of the individual

- Each grade plans and participates in the Liturgy of the Eucharist.
- Students have the opportunity to receive the Sacrament of Reconciliation.
- Students participate in special liturgical services – Stations of the Cross, May Crowning, Recitation of the Rosary, and others.

Non-Catholic Students

The responsibility of the Non-Catholic student is stipulated in the Diocesan Board Policy #5010 – "It is necessary that parents realize and accept the school's policy that the child attends religion classes and liturgical functions that are part of the school's programs."

Sacrament Preparation

The Sacraments of Reconciliation and Eucharist are received within the parish where the family is registered. The children who attend Assumption BVM School are prepared for these sacraments by the Assumption BVM Faculty in conjunction with the parish. Each parish stipulates their requirements and program for the reception of the Sacraments of Reconciliation and Eucharist.

The Bishop administers the Sacrament of Confirmation. Each parish stipulates their requirements and program for the reception of Confirmation.

Assumption BVM students are expected to fulfill all requirements put forth by the parish.

In the Catholic Schools of the Diocese of Allentown, the following are prohibited:

- Wrongful possession of drugs
- Abusing drugs
- Buying or selling drugs
- Possession of marijuana
- Drinking, selling or buying alcoholic beverages
- Possession of alcoholic beverages
- Being under the influence of drugs or alcohol

Catholic school students who are involved in any of the above activities will be suspended. Such students will be liable to expulsion from the school. The student may also incur other disciplinary sanctions.

School Search

For safety reasons, the school reserves the right to conduct searches of anything on school property including, but not limited to, book bags, desks, purses, cell phones, etc. A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the Diocesan discipline policy. Action may include suspension or expulsion.

RELIGIOUS POLICIES

Religious Formation

Religion is a way of life, not merely another subject to be learned. In addition to the daily classes in religion, many other religious opportunities are provided.

student, his/her parents, and his/her teacher. If the retention of a student is deemed necessary, it will usually be done during the formative primary years. Students in grades five through eight will be required to attend summer school to attain a passing grade in all major subjects in order to be promoted. Re-enrollment may be denied based on the lack of availability of an appropriate education program.

Retention Procedure:

- Teacher/Parent conference during the first trimester and second trimester report card distributions.
- Utilization of available services offered.
- Evaluation by appropriate individuals.
- Notification of possible retention to the parents by the end of the second trimester.
- Final decision of retention given after the second trimester report card.
- If the final general average in the major subjects is below 70%, the student will not be promoted.

Honors

First Honors—92% or above in ALL major subjects.

Second Honors—85% or above in ALL major subjects.

Major subjects include: Religion, Math, Reading, Language Arts, Science and Social Studies.

Satisfactory or above must be maintained in ALL other subjects including conduct and effort to receive Honors. Honors are awarded in grades five through eight.

ADMISSION POLICY

Admissions

- The child must turn five years old by October 15th of the school year the child starts kindergarten.
- Immunization records must be completed BEFORE the child enters school.
- No student's acceptance is final until the end of the first trimester.

Registration

The family should be a registered member of one of the feeder parishes. Enrollment of Catholics from other parishes will be accepted as long as there is space available. Enrollment of non-Catholic students is welcome.

Kindergarten

Assumption BVM School is interested in providing a smooth transition from the home environment to the school. Since we believe in a child-centered program, we utilize the Diocesan Kindergarten curriculum. This curriculum provides for the total growth of the individual child.

A Kindergarten screening will be administered to all incoming kindergarten students in the spring prior to the entrance year by teachers, support staff, and trained volunteers. Parents/Guardians will be informed by the Kindergarten teacher of the scheduled time for screening.

ADMINISTRATIVE POLICIES

Appointments: Doctor, Dental, Early Dismissal

Every effort must be made to schedule appoint-

According to the PA Crime Code, 18PA C.S.A., Section 912, it is a misdemeanor of the first degree to possess a weapon in the building, on the grounds of, or any conveyance providing transportation to or from any elementary/secondary institute. A weapon can be any instrument or device that can be used to threaten, attack, hurt or kill another person. For purposes of this policy, the term weapon includes but is not limited to: firearms (loaded or unloaded), knives (bowie, dirk, lock blade, hunting, etc.), explosive devices, chukka sticks, razors, black-jacks, BB guns, brass knuckles, loaded cartridges, wire, broken glass, fire crackers, tear gas containers, air guns, acid, chains, ice pick, smoke bombs, pellet guns.

Persons are forbidden to possess, handle, or transmit a weapon in the school building, on its grounds, or any school bus or other transportation vehicle, at any school activity, athletic event or any function held on or off of the school premises. A person shall be deemed to be in the possession of a weapon if such a weapon is located on his/her person or in an instrumentality of such a person including but not limited to a school bag, desk or transportation.

Any person discovered to have any weapon or other item in violation of this policy in his/her possession, or who threatens to use a weapon on another person shall not be permitted to remain in the school building, on its premises, its transportation, at any school activity, event, or function held on or off school premises. Any person violating this policy, in addition to being subject to other civil/criminal penalties, shall be subject to having the weapon in his or her possession immediately seized and shall be issued an immediate dismissal as determined by the Diocesan Board of Education.

top of the shirt collar or top of the eyebrows. The ears should not be covered.

Cell Phone Policy

In today's world, we understand cell phones are a part of daily life and an important form of communication between family members. We understand that students may need access to cell phones for use after school and therefore need to be carried in book bags. Cell phones **MUST** be turned off, not silent, and **MUST** be kept in the student's book bag. **No student may use a cell phone in school. Cell phones may be confiscated if the educational process or operation of the school is disturbed. Parents will need to pick up a confiscated cell phone in the office. Cell phones may be searched at any time.** Thank you for your cooperation in this matter and instructing your children in this policy

Unnecessary Items

- No electronics are permitted.
- The school is not responsible for lost or stolen items.

Weapons/Drug Policies

The Gun-Free Schools Act (GFSA) of 1994 states that each State receiving Federal funds under the Elementary and Secondary Education Act of 1965 (ESEA) must follow a State law requiring local educational agencies to EXPEL from school, for a period of not less than one year, a student who is found bringing a weapon to school. This applies to illegal drugs, also a misdemeanor punishable by law.

ments for days school is closed or before or after school hours. However, if it is necessary for the student to have an appointment or an early dismissal during school hours, the student must present a written note from the parent/guardian stating the time, date, and reason for the appointment or early dismissal. This request will be forwarded to the principal. Parents/Guardians must report to the office to meet their child. To insure the safety of our students, no student may leave the building until a parent or guardian comes into the school office to sign him/her out. Please manage your time responsibly to allow for this important safety procedure.

Asbestos

In compliance with the US Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA) an inspection for asbestos containing building materials was performed at Assumption BVM School. A copy of the inspection report is on file in the school office for your review during any time during normal school hours. In the event you have any questions or concerns, please contact the Principal.

Buckley Amendment

This school abides by the provisions of the Buckley Amendment with respect to the rights of custodial and non-custodial parents. A court-certified copy of the custody section of the divorce decree or other document must be kept on file in the school office.

It is the responsibility of the parent/guardian to provide documentation of the most current custody agreement. In the absence of such a document the school may not be held responsible. It is not the school's responsibility to interpret nor enforce custody

agreements. It is the parent's responsibility to clarify ambiguities with the court and submit a written, court certified copy of the clarification.

Bullying

Bullying is an intentional act of aggression, based on an imbalance of power, that is meant to harm a victim either physically or psychologically. Distinct features of bullying include harassment of victim over time, intent behind the harassment is either mentally or physically harmful to the victim, and an imbalance of power is apparent. Bullying may be verbal, physical, or social and will not be tolerated.

Conflict and bullying should be not confused. Learning how to interact with peers and communicate appropriately and effectively are integral. Conflict resolution strategies should be promoted and taught explicitly, as well as implicitly, in both the home and school settings.

Hazing is a form of harassment and will not be tolerated.

Anti-Hazing Policy

The Diocese of Allentown prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, expo-

- Tops must have sleeves and cover the midriff
- Clothes must not have holes
- No low-rise jeans
- Shorts or capris are permitted only with administrative approval
- Attire must be modest
- Lounge wear/gym wear is not permitted;
- "Tear away" pants are not permitted.
- Further restrictions may be instituted if the administration sees fit.
- The Administration and Faculty determine what constitutes proper dress code.

Graduation Attire

Students' dress should reflect the importance of this event. Graduation is a liturgical event; students' attire and demeanor should reflect this. Our gentlemen graduating are expected to wear shirt, tie, dress pant, and dress shoe. Our young ladies are expected to dress modestly. Dresses are required to have a minimum of a one inch strap. Dresses should not be too tight, too short, or low cut. Again, attire should reflect the solemnity of the occasion.

Fad Haircuts/Hairstyles

Unusual haircuts or colors will not be tolerated at Assumption BVM School. Completely shaved heads are unacceptable. Boys' hair must not be any longer than the

- Cargo pants, painter pants, flare bottoms, low-rise, or excessively baggy or tight pants are not permitted. The student's uniform pant is a dress pant: slit pockets as opposed to patch pockets, straight legged, single seam, no outside pockets, no cords or denims.
- Socks must be worn.
- Shirts must be tucked in at all times.

No sweatshirts or jackets, other than uniform sweaters and sweatshirts, are permitted to be worn in the school throughout the day. Please be sure your student has the proper uniform sweater, or sweatshirt for gym days.

Students participating in the Liturgy, such as lector or gift bearer, should be in dress uniform. If a student has gym that day, he or she may bring the gym uniform to change into after Mass.

Students are not permitted to wear boots throughout the day in school. In the case of inclement weather, students should bring uniform shoes/ sneakers into which to change. The Administration and Faculty determine what constitutes proper dress code.

Dress Down Days

Dress Down Days are a privilege. These special days can be earned by participation in certain events, awarded, or used as a fundraising event at the discretion of the principal. Students who have more than three dress code violations will not be permitted to participate in Dress Down Days.

Restrictions for Dress Down Days include:

- No open-toed shoes

sure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding". (PA Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accordance with Pennsylvania state law.

Superintendent's Regulation - Adopted: August 1, 2016

Calendar/Menu

Each month a school calendar and menu will be sent home in the communication folder. Please refer to

the monthly calendar for current school information as the tentative calendar is subject to change. The lunch menu is subject to change at any time. In the case of inclement weather, the menu is likely to change so as not to be wasteful.

Communication—Parent/Teacher Phone Calls

All phone calls are returned within two school days. Most phone calls are returned within twenty-four hours. Teachers return phone calls or respond to messages during their planning period, lunch period, or after dismissal. For safety reasons, and to avoid disruption of the educational process, teachers are not permitted to leave their classes to take phone calls. Please do not call multiple times throughout the day. The teacher will return your call as quickly as possible.

Dismissal time is very hectic. It is important that everyone focus on the students during this time. Please avoid calling during dismissal time, 2:45PM to 3:00PM.

Communication Folders

A weekly communication folder will go home with the youngest and only child once a week. Folders must be emptied by the parent/guardian and returned to the classroom teacher the next day. Folders not returned on weekly basis will result in a \$1.00 charge each time the folder needs to be replaced.

It is of the utmost importance that parents review this information in a timely manner and respond appropriately. It is the parent's responsibility to read communications provided by the school.

Conference—Teacher/Parent

A conference may be set up by contacting the

rings, one in each ear, and a Student Council pin may be worn. No other jewelry or piercings are permitted.

- No make-up of any kind is allowed.
- Light colored nail polish is permitted. Bright/dark colored nail polish is not permitted and the student will be directed to remove such.
- Unusual or unnatural haircuts or colors will not be tolerated.
- Cargo pants, painter pants, flare bottoms, low-rise, or excessively baggy or tight pants are not permitted. The student's uniform pant is a dress pant: slit pockets as opposed to patch pockets, straight legged, single seam, no outside pockets, no cords or denims.
- Socks must be worn.
- Shirts must be tucked in at all times.

For Boys:

- A wristwatch, cross or medal, and a Student Council pin may be worn. No other jewelry or piercings are permitted.
- Earrings may not be worn.
- Unusual or unnatural haircuts will not be tolerated.
- Boys' hair must not be any longer than the top of the shirt collar or the top of the eyebrows. Hair must be neatly groomed and not be erratic in fashion or color.
- Completely shaved heads are unacceptable.

The uniform short is an option providing for student comfort during exceptionally warm weather. The student may choose to wear the uniform pant or uniform skirt in lieu of the uniform short. If the student does not have the correct uniform short/skirt, he/she can, and should, wear the correct uniform pant.

Gym Uniform for all students in grades kindergarten through eight:

- Navy sweatpants
- Gray tee shirt with the school logo**
- Black or white socks
- Sneakers*
- Gray sweatshirt with school logo is optional**
- The gym uniform sweatshirt may only be worn with the gym uniform.

Spring/fall

- Navy Blue mesh shorts may be worn when the weather is inordinately warm.

*Sneakers should be conservative and understated. Black, white, or gray sneakers with minimal accent colors are acceptable. Sneakers that light up are not permitted. No part of the uniform should draw attention to the student.

Additional Dress Code:

For Girls:

- A wristwatch, cross or medal, small non-dangling ear-

teacher by telephone through the school office or by means of a written note. Conferences may also be requested by the teacher or parent by marking the appropriate space on the back of the report card. **No parent/guardian may go directly to any classroom at any time. All visitors must report directly to the school office upon arrival to school.**

Emergency Closings

When the weather is inclement all announcements regarding school closing or late openings will be announced on television channels WNEP, WYOU, WBRE, and a SchoolMessenger alert will be sent. If “Pottsville AREA” is closed, Assumption BVM School is closed.

Students riding school buses from districts other than Pottsville Area will follow that district's bus schedule. If Assumption BVM has school and your child does not attend due to lack of transportation by the district, your child/children will be marked as excused.

In the case of early dismissal, SchoolMessenger notification will be utilized. It is imperative that this information is up to date. The announcement will be sent immediately after the office is notified. Please do not call the office. It only impedes the public school districts from contacting us and delays our notification. Please monitor TV/Radio stations for your school district of residence.

Emergency Forms

Emergency Care Information Forms are issued to every student on the first day of school. Parent/Guardians are to complete and return the form the next day. Please notify the school immediately if there are ANY changes in the information. These forms are crucial for emergency contact. Students will NOT be released to any-

one not listed on the emergency form or without written parental consent.

If the school representative does not recognize the person on site, by first and last name, picture identification may be requested. It is prudent to include a copy of official picture identification for each person listed on the emergency form.

It is the parent's responsibility to update and maintain current information on all forms, including emergency forms.

Fundraising

Parents are reminded that tuition does not cover the entire cost of education their child/children. Therefore, all families are expected to participate in school and parish fundraising activities. Family tuition can be reduced by participation in some fundraising endeavors.

An effective way to reduce tuition is through Gift Certificate purchases. Most purchases earn 3% in "Tuition Bucks" which may be applied to your tuition payment. Currently, Assumption BVM School offers Giant, Boyers, Weis, Redner's, BG's, Sheetz, Roma, Palermo's, & Schuylkill Valley Sports. A 1% return is available on Keller's, Jack Rich, Tobash, and Shewokis Heating Oil Certificates.

To participate in the Gift Certificate Program: complete a gift certificate order form available in the office and enclose a check for the amount payable. Order forms may be sent with your child to school in the morning and the certificates will be sent home with your child in the afternoon.

Assumption BVM School is not responsible for

- Navy or evergreen school sweater or vest is optional
- Black, brown, navy, or school plaid belt is required with slacks

Boys' uniform in grades kindergarten through eight:

- Navy, evergreen, or white long or short sleeve, golf shirt with school logo
- Dress khaki pants
- Black or brown leather belt
- Black or white socks
- Appropriate soft-soled, black or brown shoes
- Navy or evergreen school sweater or vest is optional

Spring/fall uniform for grades kindergarten through eight:

- Khaki walking shorts, or capris for girls, may be worn for comfort when the weather is inordinately warm.
- Sneakers* or school shoes may be worn.
- Socks must be worn

*Sneakers should be conservative and understated. Black, white, or gray sneakers with minimal accent colors are acceptable. Sneakers that light up are not permitted. No part of the uniform should draw attention to the student.

The spring/fall uniform rules are in effect from the first day of school until October 15th and from April 15th until the last day of school.

eight, a student must live beyond a 1.5 mile radius of the school in order to qualify for bus transportation. Appropriate behavior both to and from school is expected of all students.

Cars are not permitted to go down 7th Street during the arrival and dismissal of Assumption BVM students. The Pottsville Police Department has instructed us to block off 7th Street and Howard Avenue each day.

Uniform Dress Code

The appearance of our students is of utmost importance. Dress and appearance reflect the quality of schoolwork, conduct, and performance. The administration and faculty determine what constitutes proper dress code.

Girls' uniform in grades kindergarten through eight:

- Navy, evergreen, or white long or short sleeve, golf shirt with school logo
- White or yellow oxford style blouse
- Dress khaki slacks or plaid or khaki skirt
- **Plaid or khaki jumper or skort for girls K-3 only, may be used in transition in grade 4**
- 7th and 8th grade students may wear Nativity BVM High School Uniform.
- Navy, evergreen, or white knee socks or tights
- Appropriate soft-soled, black or brown, dress shoes with a heel of one inch or less

gift certificates orders once they leave the office.

Other forms of fundraising will be advertised throughout the school year. Please check your child's communication envelope for more details.

Priority will be given to families who participate in fundraising efforts when tuition assistance is allotted.

In lieu of a technology fee, ALL families are expected to participate in the Race for Education, held in spring, by either submitting 30 labels OR making a donation of \$100 and 5 labels.

Illness, Injury or Emergency

A student who becomes ill or injured on school property during school hours must report to the office. No student may leave the building without permission. Every effort will be made to contact the parent if a child becomes ill or is injured. If parents/guardians cannot be reached, the person listed on the Emergency Care Information Form will be notified. This form is updated every year and signed by the parents/guardians. It is the parent's responsibility to update and maintain current information on all forms, including emergency forms. The form allows the school to call for emergency medical or hospital treatment if needed. Parents/Guardians are responsible for the cost of emergency care, including ambulance fees. Any and all other expenses, including but not limited to offsite educational services, are the responsibility of the parent/guardian.

When a child is admitted to this school, the parent/guardian agrees that necessary medical information will be circulated among the staff.

Reasonable accommodations will be made for medi-

cally fragile applicants.

Medications

Medications should be given before or after school hours whenever possible. Only medications that must be administered four times a day can be administered during school hours. All medications must be accompanied by the Request for Administration of Medication Form. These forms are available in the school office. Medication must be brought to the office in the prescribed medicine bottle clearly marked with the student's name, dosage, and directions as prescribed by the doctor.

Please double check the expiration dates of all medications, including inhalers and epi-pens.

Monies

All money sent to Assumption BVM School must be in an envelope labeled with the following information: Child's name, Grade, Amount Enclosed, and Reason for the money.

A check returned due to NSF or any other reason will incur an additional handling charge of \$10.00 by the school in addition to any fees charged to the school by our bank.

Parking

Parking is available at St. Patrick Church or St. John the Baptist Church parking lots, as well as Mahantongo Street, Howard Avenue, or Schuylkill Avenue. The macadam lot is reserved for recess.

Reimbursements

ALL reimbursements require written PRE-

but are not limited to, exclusion from co-curricular and extra-curricular activities (such as Student Council), detention, suspension, or expulsion. Discipline of such offenses are at the discretion of the principal.

Transportation

Buses are provided through the Pottsville, Blue Mountain, St. Clair, Schuylkill Haven, North Schuylkill, Shenandoah, and Minersville Area School Districts. Absolutely no misconduct is tolerated on the bus. Students are assigned seats by the bus driver. Students riding the bus are expected to conduct themselves in an orderly manner and to show respect to the driver at all times. Eating and drinking is not permitted on any bus. Should a student violate any bus rule he/she will receive a written warning from the bus driver. This is submitted to the Principal. Copies are sent to the Superintendent of the District, parents, and bus driver. A copy remains on file in the school. If a student receives three written warnings, he/she loses the privilege of riding the bus for one week. In the event of a bus suspension, the parent/guardian is responsible for the student's transportation.

If for any reason, a child needs to temporarily ride a different bus, a written note from the parent is required. Office personnel will issue a temporary bus pass, which must be presented to the driver. This may not be used by students who reside in different districts.

All school buses stop at the bottom of 7th and Mahantongo Streets. Bus routes may be changed in the event of an emergency. All bus students must ride the bus unless a written note is received giving permission to go home a different way. Only children who qualify to ride the bus may do so. Children who are normally walkers/car riders may not ride the bus. In grades five through

attendance.

Internet Policy

Internet access is available to faculty, staff, and students of Assumption BVM School. E-mail accounts will not be available to students. In keeping with Diocesan policy, an Internet Use Agreement will be distributed at the beginning of each school year and must be signed by both students and parents.

Plagiarism

Plagiarism is a serious violation. Students may lose full credit on any assignment in which any part is plagiarized, lose privileges, receive detention, or be suspended.

Play Yard Behavior

- All children must be in view of the teacher in charge.
- Rough playing will not be tolerated.
- All toys brought to the play yard must be approved.
- Children may not leave the play area without the permission of a teacher.
- Bullying will result in the loss of privileges.
- “You can’t say, You can’t play.”

Social Networking

Students are expected to conduct themselves in accordance with the mission of this school at all times. Social networking sites are public forums. If a student posts comments that disrupt the educational process, reflect badly on our community, or disparage our school, he or she may be subject to disciplinary consequences in school. These consequences may include,

approval. Please be aware of the budget for an event or activity before spending your own money. Written pre-approval and receipts must be submitted with request for reimbursement.

Re-Registration

Each family must re-register their child/children to reserve a place in that grade. A registration fee per family will be required and will be applied toward the next year’s tuition. Registration provides information to aid administrative decisions regarding book orders and other important matters. The registration fee is non-refundable.

School Problems

It is most important for parents/guardians to withhold judgement on what appears to be a grievance until all facts have been gathered. The following procedures must be followed:

1. Contact the teacher first.
2. Discuss the problem with teacher involved as soon as possible.
3. If necessary, contact the principal.

Education is a partnership between the school and parents. If this relationship is irreparably damaged, the school reserves the right to ask the parent to withdraw the student. The principal is the final recourse in all disputes.

Snack Time

Snack time is very valuable to the students. It helps the students to mark time and appeases that little twinge between breakfast and lunch; this is motivating and increases focus.

It is necessary to set restrictions on snack time so

as not to disrupt the educational process. Water and milk are acceptable, and milk will be made available throughout the year. Please reserve juice boxes for lunch time. Soft drinks and other caffeinated, high sugar items are prohibited for both snack and lunch times. Please limit snacks to one item that can be eaten without utensils. Students in the middle grades should be able to carry their snack with them so as not to disturb another class when it is snack time.

Stationery Supplies

Each student will receive necessary stationery supplies on his or her desk on the first day of school. Parents will receive a bill for these supplies. Students are expected to use the school issued stationery. This will assist the students in learning organization and study skills efficiently and effectively. Stationery is also available during the school year. Other items may need to be purchased elsewhere.

Student Records

Parents have the right to inspect and review the student's education records. Parents should submit a written request to the school that identifies the records they wish to inspect within three days. School officials will make arrangements for access and notify the parent of the time and places where the records may be inspected.

Student Use of the Phone

Students will not be permitted to use the phone except in emergency situations. Forgotten books, lunches, or homework do not qualify as an emergency. One of our educational goals is to teach responsibility.

- To be respected by others.
- To deepen his/her Catholic faith through prayer, worship, and Christian interaction.
- To develop into the unique individual God created him/her to be.

Assumption BVM is responsible:

- For their students
- During the instructional hours of the school day in school.
- During the instructional hours of the school day on school property.
- On school vehicles (owned, rented, leased or contracted)
- At Diocesan events held before, during, or after school that is directly observed and supervised by school Diocesan staff.

Suspensions

A suspension is a temporary dismissal from school. Suspensions will be served from one to three days at home or in school at the discretion of the Principal. In cases of an immediate suspension, the child will be removed from the classroom. Parents/Guardians will be notified and will be expected to pick up the child as soon as possible. All make-up work will be assigned and is due upon the day of return to school. A student may not participate in any extra-curricular activities on suspension day(s). A suspended student and his/her parents/guardians must talk with the Principal before being re-admitted to the classroom.

All work must be completed during the suspension. Suspended days do not count against the required days of

any regulation for just cause.

You are a representative of the Catholic Church and Assumption BVM School. You are expected to be a faithful witness to Christ in word and deed.

Assumption BVM Students have the responsibility to:

- To attend school on a regular basis and to be on time.
- To complete all assigned work.
- To bring the appropriate materials to class.
- To obey school rules along with state and federal laws.
- To actively participate in the life of their parishes.
- To respect the rights of others.
- To take responsibility for his/her own actions.
- To use appropriate language.
- To wear the proper uniform.
- To abide by the rules of modesty, safety and cleanliness.
- To behave in a way that respects the dignity of others.
- To respect the property of others and the school.

Assumption BVM Students have the right:

- To a Catholic education.
- To attend a safe and drug-free school.
- To not be abused physically, verbally, or psychologically.

Student Vacation Policy

The staff and administration of Assumption BVM School strongly encourage family trips and vacations to be scheduled when school is not in session so as not to disrupt the child's education time and compromise the continuity of skills. It is the student's responsibility to complete all missed assignments and class work in a timely fashion upon returning to school. The individual teacher will determine the timeliness for completion of all missed work. Teachers will not be responsible to give work ahead of time.

Technology

Technology is a powerful educational tool and should be used by all responsibly. It is our goal to teach students how to use technology effectively, safely, and responsibly. Students are expected to use technology as directed and are subject to discipline for misuse.

Students are subject to discipline for misuse of any technologies. Smart devices can not be monitored or filtered by the school. Therefore, students may not use any device for internet access not supplied by Assumption B.V.M. School and are subject to discipline for defiance..

Misuse of technology is grounds for confiscation of device and discipline. The parent may be required to retrieve the item from the school office. All devices are subject to search. Student's possession of device on campus implies parental consent. Please be aware of what items your student brings to school. Borrowed or shared devices should not be brought to school. The school is not liable for lost, stolen, or damaged items.

The principal has the final say on what technologies may be brought to/utilized on campus.

Time Schedule

Assumption BVM School begins at 8:10am and dismisses at 2:50pm. Our school strictly adheres to the Diocesan regulations regarding the hours given per week to the teaching of each subject and to the state laws regarding the number of days and hours of instruction students are required each school year.

Transfer

Students transferring to another school are required to return all books and school materials to the teacher. Parents must come in to the school and sign a transfer card and release of records form before a child's records can be transferred to another school. A reason for leaving Assumption BVM School is mandated by the Diocese of Allentown. **All financial responsibilities must be met before academic records are sent to any school.** Health records, transcripts or marks, and other materials will then be mailed directly to the new school.

Tuition

Full payment of tuition will be required for an eighth grade or kindergarten student to participate in promotion exercises or field trips. Full payment of tuition will also be required before any student's academic records are sent to another school. The school may hold report cards, diplomas, or certificates until all proper tuition payments or arrangements for those payments are made. Tuition is non-refundable and is determined on a yearly basis. Re-enrollment may be denied based on delinquent tuition.

Our discipline policy has three objectives:

1. To establish a positive learning environment needed to teach effectively.
2. To deal with inappropriate behavior in a consistent way that improves the student's conduct.
3. To use suspension or expulsion as a last resort.

Parental support increases the effectiveness of the disciplinary measures.

- Assumption BVM School reserves the right to search backpacks, handbags, cell phones, etc. Cell phones may not be accessed during the school day unless permission is granted from administration or teacher.
- Assumption BVM School reserves the right to require a student to withdraw at anytime for any reason.

Conduct, whether inside or outside of school, detrimental to the reputation of this school or the Catholic Church is grounds for disciplinary action including, but not limited to, detention, suspension, or expulsion.

Therefore, any behavior that is inappropriate as determined by the administration and/or faculty will result in a consequence. Detention may be given at any time and is scheduled at the teacher's or school's discretion.

When classroom instruction is continually disrupted by student misconduct, learning cannot take place. Persistent, and unruly students detract from the learning process for themselves and others.

In addition, in the case of any serious violations, the Administration will suspend or expel a student immediately. The Principal is the final recourse in any and all disciplinary action. The Principal reserves the right to waive

Use of School Name and Logo

The use of the Assumption BVM School name or logo without written permission of the administration is expressly prohibited. The use of our school name in any business transaction without approval of the administration is prohibited. The use of the Assumption BVM School name or logo may not be used to create any social networking page or site without the express written permission of the administration and Board.

Weather/Fire Drills

Pennsylvania School Law requires that all schools hold a fire drill once a month to acquaint the student with emergency procedures. We ask that parents discuss the importance of drills with the children. Silence is required and running is absolutely forbidden. A required weather drill, earthquake drill and lockdown drills will be during designated times. Other Emergency drills may also be held as the administration sees fit.

Video

All AV use must be directly related to yearly goals as well as curriculum objectives.

DISCIPLINE CODE

Discipline

Discipline is teaching. Discipline means training that develops self-control, character, and orderliness.

The discipline at Assumption BVM School is for the purpose of developing self-discipline in children. We believe that through a set of expectations and limits, which are individually and consistently enforced, children can learn to make responsible decisions. Students are encouraged to accept responsibility for their actions.

Tuition Payments

All families are invoiced through FACTS. Families have four options when paying tuition:

1. **Pay in Full:** Full payment is due by August 1st. Under this plan, the entire amount of tuition is paid by August 1st. Families paying in full receive a tuition discount of 2%.
2. **Half & Half:** Under this plan, half of the tuition is paid in August and half is paid by January 31st.
3. **Quarterly:** Under this plan, a quarter of the tuition is paid before each of the school quarters; August, November, January and March.
4. **Monthly:** Under this plan, your tuition is paid monthly over a monthly period not to exceed 12 months. All yearly tuition must be completed by June of the current school year.

Regular tuition payments must be current. Rollover of tuition balances will be permitted ONLY if the remaining balance is less than one-half of one year's tuition and is at the discretion of the Principal.

Late payments will be the responsibility of each school family. It is the responsibility of the parent/guardian to keep the Principal informed of any need to make ANY changes to the preferred tuition payment plan, or tuition expected to be paid. Changes to the FACTS payment plan must be made in writing to the principal fourteen days before the FACTS payment is due. Families who miss a monthly payment due to insufficient funds will be assessed a missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS in approximately two

weeks.

The “Tuition Bucks” system is an important resource. We welcome and encourage families to utilize this resource to assist in the rising cost of tuition. **Tuition bucks will NOT be exchanged or refunded. They are to help families pay tuition.**

Tuition must not be delinquent to receive any financial aid, including but not limited to Eastern Pennsylvania Scholarship funds.

Tuition Collection Policy

Assumption BVM School makes every effort to provide an affordable, quality, Christ-centered education to our students. Tuition assistance is offered based on need and available resources. However, the majority of the School’s funding comes from the tuition and we cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met on a timely basis. Therefore, it is imperative that families pay all tuition in a timely manner. To that end, the following is the School’s Tuition Collection Policy effective August 2015.

1. 30 Days Past Due: A “Past Due Notice” will be sent to any family with Tuition more than 30 days past due. The Past Due Notice will include a copy of the Tuition Collection Policy and provide that if all past-due tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due tuition is not reached, the steps outlined in the Policy will be strictly enforced. Recognizing that various circumstances may impact a family’s ability to pay Tuition in a timely manner, all families receiving a Past Due Notice that are not able to pay all past-due Tui-

tion in full will be encouraged to contact the School to discuss an agreement to make alternative arrangements for payment.

2. 45 Days Past Due: If all past-due Tuition is not paid in full or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached, within 45 days after the Tuition is due, the School shall withhold report cards. In addition, a second “Past Due Notice” will be sent to the family.
3. 60 Days Past Due: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached within 60 days after the Tuition is due, in addition to step 2 above, the student will not be permitted to participate in any School events or extra-curricular activities (including, but not limited to, semi-formal, sports teams, band, play, etc.). In addition, a third “Past Due Notice” will be sent to the family.
4. 90 Days Past Due: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached within 90 days after Tuition is due, in addition to steps 2 and 3 above, the student will not be permitted to register for the following or any subsequent semesters.

Lastly, in addition to the above, the School reserves all rights, at law or in equity, to collect any past-due Tuition both while students are enrolled and after they are no longer attending Assumption BVM School.

Adopted by the Administration August 2015 in accordance with the Tuition Collection Policy of Nativity BVM High School.