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## **I. INTRODUCTION**

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Assumption Academy, a private school for grades 6 through 12 and a 501(c)(3) non-profit organization, operates under the guidelines of the United States District of the Society of St. Pius X. This handbook is provided as a reference to school parents and students regarding school policy. Assumption Academy does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration and hiring of personnel, admissions, or any other school administered programs.

## **II. MISSION AND PHILOSOPHY**

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Assumption Academy provides children with a thorough Catholic education founded upon traditional principles. The school strives ultimately to form good Catholic citizens, men and women willing and able to work for the restoration of all things in Christ, freely submitting to the reign of Our Lord in the spiritual, moral, intellectual, and physical realms.

Our mission as a private Catholic school is to develop the minds, bodies, and souls of students in accordance with the perennial educational and moral principles of the Roman Catholic Church. We operate under the Society of Saint Pius X, and provide a structured, traditional, social, and academic environment in which students pursue truth within a rigorous, balanced curriculum, and take active part in the life and liturgy of a thriving community fully committed to developing Christian values. By providing an atmosphere of serious scholarship and Catholic vitality, Assumption Academy strives, as inspired by the motto of the Society of Saint Pius X, to equip students "To restore all things in Christ."

Learning is a profoundly human process, one best accomplished through patient, qualitative drawing out, rather than a mechanistic, quantitative filling up. Although the school will strive continuously to provide teachers and students with the best possible tools and resources in terms of texts and an integrated curriculum, it will be the obvious love which the teacher has for the subject matter, his mastery of it, and his talent in communicating that knowledge and love, which will spark a fire in the children, fostering in them a lifelong love of learning.

## **III. ADMISSIONS**

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Admission packets are available through the school office.

School personnel will review academic, testing, and behavioral records from previous schools, and will administer entrance exams if necessary to prospective students before initial grade placement.

Parents must notify the school of any learning, emotional or behavioral handicaps prior to admission. The Academy reserves the right to deny admission due to limited special education facilities and resources.

Religion is integral to the education offered at Assumption Academy. All students must submit to the entire curriculum as offered: they must attend all religion classes, conform

to all school policies, and participate in all scheduled activities. As a matter of policy, new students automatically remain on academic probation for at least a semester.

### **New Students**

The school considers any child not enrolled in the school during the previous semester a new student for enrollment purposes. The following are required for new student enrollment:

- A letter of recommendation from student's Pastor or from the most current teacher
- Proof on letterhead of up-to-date fee and tuition payments from the previous school
- All academic, standardized test, and behavioral records
- Completed registration forms
- Registration and book fees paid, along with the first month of tuition
- Official birth certificate (copy)
- Physical examination, including hearing and vision screening, with physician documentation
- Sports physical (boys only, required every year if playing team sports).
- Baptismal and sacramental certificates (copies)
- Official custodial documents, when applicable (notarized copies)
- Updated / completed immunization record and/or notarized religious exemption, as mandated by state law
- FACTS Registration: online payment plan
- Meeting with the Principal

### **Returning Students**

The following are required for returning student enrollment:

- Demonstration of adequate academic and disciplinary performance to warrant continuation
- All registration forms must be completed and turned in by deadline
- Currency in fee and tuition payments
- Registration and book fees paid, along with the first month's tuition
- Updated / completed immunization record or signed conscientious objection card, as mandated by state law
- Updated health records. Physicals, including hearing and vision screening, are strongly encouraged for students entering 6<sup>th</sup> & 9<sup>th</sup> grade
- Annual sports physical, if applicable.
- Custodial / legal documents provided and up-to-date
- FACTS Reenrollment: online tuition payment plan
- Meeting with the Principal (as applicable)

## **IV. COLLABORATION BETWEEN THE FAMILY AND SCHOOL**

In the effort to provide a true Catholic formation, Assumption Academy needs the cooperation of the parents of its students. The Academy strives to implement the laws of God and the discipline of the Church, imperative for the students' sanctification as well as for their proper intellectual development of the student. Without parental reinforcement—initially entrusting the school with educable children, and supporting

school policy and procedures throughout the educational process—the school can accomplish little of lasting impact. With this in mind, the school urges parents to observe the following:

### **Communication**

Parents must provide any information (concerning health, behavioral idiosyncrasies or difficulties, spiritual and intellectual strengths or weaknesses, physical deficiencies, etc.) that could be helpful or necessary in the proper formation of the child in an open and timely manner. Withholding necessary information not only impedes the efforts of teachers and administrators but indicates a potentially damaging mistrust. In order to maintain the vital cooperation between family and school in the work of education, all communication (written, email, or verbal) between parents and school personnel is expected to be conducted in a civil manner. Use of threatening or intimidating language constitutes a direct attack on this unity among educators and so is grounds for immediate student dismissal, or, in less severe cases, may be used as a factor in determining family eligibility for re-enrollment.

### **Moral Formation**

The primary role parents fulfill as educators of their children relates most specifically to the formation of good intellectual and religious habits and attitudes, and the development of a genuine love for learning and the Faith. It is imperative, therefore, that parents provide a balanced and joyful home life, in which the children may receive their first experience of the nourishing authority and protective affection of their heavenly Father. The home environment should foster a respectful and affectionate docility in the children, based on their confidence which is absolutely vital for their education and for their healthy development as human beings and children of God.

### **Regulation of Electronic Media**

Television, electronic games, and recreational internet use not only impede the intellectual and spiritual progress of the student, but pose potentially severe moral risks. By their nature, they work directly against the goal of education, which is to draw the child into reality. Parents are urged to minimize exposure to these media in the home to the greatest extent possible. Movies and TV should be thoroughly screened for content and spirit, and forbidden on school nights. The Academy strongly discourages the creation, hosting, or maintenance of personal websites, and participation in on-line social-networking. Further, all infractions listed in the Handbook apply to physical as well as electronic and cyber environments: students will incur the same punishment for lying online, for example, as in the classroom. Those who choose to participate in the cyber domain should bear in mind that the World Wide Web is an open and generally unsecured environment: true privacy does not exist, and they should assume that all postings are instantaneous, global, and permanent.

Use of cell or “smart” phones requires specific mention. These now ubiquitous devices are often useful, especially as means of emergency communication. They also, however, represent one of the most prevalent sources of distraction, exposure to moral danger, and detachment from reality in our culture. Especially because of their capacity to distract, the use of cell or smart phones (or any personal electronic devices) is not

allowed during school hours or during any school sponsored events. Further details follow in the “General Rules & Guidelines” section of this handbook.

### **Conflict Resolution**

Conflict is often the result of poor communication and misinformation. Parents are asked to exercise discretion and follow school procedure if a child expresses school related dissatisfaction or problems: both the school and the parents must avoid on the one hand, assuming ill will, or on the other, denying the possibility that it could exist. In the case of student conflict with a teacher, parents need to withhold assessment of the situation until they have first contacted the teacher involved. Only after this initial contact, and if the conflict remains unresolved, should parents contact the Principal. Direct recourse to the Principal is justified when an issue relates directly to overall school policy, or to some matter difficult to present discreetly to the teacher. In any case, parents are to please ask school officials about matters of concern to ensure proper understanding rather than engaging in potentially harmful judgment based upon secondhand information. A spirit of disunity and mistrust among educators is deadly to the formation and healthy development of the child.

### **Discretion**

As a matter of charity and unity, parents are asked to avoid discussion of any faults, difficulties, or problems—actual or perceived—with the Academy or its staff, with or in the presence of students. Beyond being an objective source of scandal, this spirit of morbid criticism severely undermines the operation of the school and destroys in the children their confidence in any authority.

### **Homework Supervision**

Parents are expected to supervise homework to ensure completion and accuracy. This daily investment of the parents’ time is the strongest proof they can give to the child of their respect for what he is learning and their desire for his good.

### **Paternal Participation**

As an extension of God’s authority and Catholic hierarchy, and as heads of families, fathers must take an active interest in the education of their children in matters of subjects and curriculum, school activities, and especially their children’s progress. As St. Thomas Aquinas teaches, “It is obvious that the upbringing of a human child requires not only the mother’s care for his nourishment, but much more the care of his father as guide and guardian, and under whom he progresses in goods both internal and external ... On the father devolves the upbringing of the child.” (IIa IIae q. 154, a. 2, c.) As their primary intellectual and moral guide, the father needs to realize that his children will be the reflection of his own thought and attitudes. May these reflect the truth and charity of God.

### **Financial Obligation**

Parents must fulfill to the best of their ability all points of the tuition contract, including the support of official fundraisers. This is a question of justice towards teachers and students alike.

## **V. SPIRITUAL FORMATION**

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Students are obliged to attend Mass on certain days of the week including school high Masses. All other days it is offered to them and they are encouraged to attend.

- 6-8<sup>th</sup> boys obliged on Tuesday
- 9<sup>th</sup>-12<sup>th</sup> boys obliged on Wednesday
- 10<sup>th</sup> -12<sup>th</sup> girls obliged on Thursday
- 6<sup>th</sup>-12<sup>th</sup> obliged on Friday and all High Mass days

In addition to assisting at Mass, students will recite daily prayers before school, and at meal times. Students will observe seasonal devotions throughout the Liturgical Year.

Students will have the opportunity to go to confession during school masses when priests are available. They will also be able to visit the chapel with their class during the day if accompanied by their teacher. All students must have their own missals and rosaries. Girls must also have their own white chapel veils.

## **VI. DAILY SCHEDULE**

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### **General Schedule**

The school day for all grades consists of classroom instruction, recess, and lunch. School is in session Monday through Friday from 7:50 am to 3:25 pm.

### **Hourly Schedule:**

<b>7:35-7:50am</b>	Doors open. Students may arrive at or after this time
<b>7:50 am</b>	Lineup (Mondays)
<b>7:55 am</b>	1 <sup>st</sup> Period
<b>11:20 am</b>	Holy Mass
<b>12:00 pm</b>	Lunch /Recess
<b>1:00 pm</b>	Afternoon classes
<b>3:25 pm</b>	Classes end/Dismissal
<b>3:30-4:15pm</b>	Study Hall

## **VII. ARRIVAL, DEPARTURE, AND DISMISSAL POLICY**

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### **Hours Of Operation**

School is considered “in session” from 7:50 am until 3:25 pm. The school doors remain open from 7:35 am until 3:45 pm each day. It is important that students arrive on time, every day, for maximum learning to take place.

### **Student Drivers**

High School students who have their license may drive themselves and immediate family members to school with permission of their parents. Students are not to drive anyone other than immediate family members to or from school, or for any school-related activity.

### **Arrival**

On time arrival at school is a matter of justice toward teachers and students. Students must arrive at school and be arrive to lineup no later than 7:50 am on Mondays and no later than 7:55 am Tuesday through Friday for class. Students arriving after this time will be marked “tardy” for the day. Six tardies within an academic quarter will constitute an unexcused absence and will result in appropriate disciplinary action.

Students must not arrive before 7:35 am; and, if on site prior to this time, will not be allowed into the school until then. The Academy is not responsible for students who arrive before this time.

### **Departure**

School dismissal is at 3:25 pm. Students will wait in a designated area for parents to pick them up. Parents must pick up students promptly, and in no event after 3:45 pm. Teachers will make every effort to ensure that children are ready for pick-up at dismissal time.

Once a parent has arrived for pick-up, the student is considered under that parent’s care and supervision. Students may not be left unsupervised in the school building or on school premises. The Academy will not accept responsibility for any student who remains on campus after the pick-up time. The headmaster or principal may impose disciplinary penalties if children consistently remain on campus after hours.

Students who will be picked up late will have silent study hall until 4:15 pm. Parents must come into the school at 4:15 to pick up their children at the designated classroom if the students are picked up after dismissal time.

### **Early Departure**

Parents must inform the registrar in advance of any instance when a student needs to leave the school premises before the usual dismissal time. This notice must indicate the reason for dismissal (doctor, dentist appointment, etc.) Whenever possible, parents should schedule appointments outside of school hours. Parents who need to pick up students during the school day must go to the school office.

The school requires advance written notice if someone other than the parent will pick up a student for an appointment.

### **Early Dismissal**

On occasion, school may be dismissed early for special evening events or for other reasons. The school will notify parents in advance of these early dismissals.

## **VIII. ATTENDANCE POLICY**

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**Healthy students are expected to attend school every day. Students absent from school more than 18 times in an academic year *may be retained in the same grade or denied a diploma for excessive absenteeism.* The Principal will make the final decision in these cases.**

## **Absence**

In the case of an unforeseen absence, parents need to notify the registrar by 9:00 am and provide an explanation. Requests for homework for the day may be requested when the absence is reported.

In the case of an extended absence, parents must make arrangements with the school for schoolwork. Absence due to sickness exceeding five consecutive academic days requires an explanatory note from a physician.

Student absences for which parents provide no explanation will be unexcused. Unexcused absences may result in disciplinary action. Assignments missed on account of unexcused absences will be penalized at the Principal's discretion.

Student absences in 6<sup>th</sup>-12<sup>th</sup> grade are marked by class period, and marked absent when missing more than one half of a class period. Number of days missed is the aggregate of class periods missed.

Students who miss more than 2 class periods may not participate in any extracurricular activities on that same day, including musical and play rehearsals, or sports practice.

A student who is taken out of school before the end of the academic year and who has not completed class work and final exams prior to departure is subject to a final report card grade of INCOMPLETE.

## **Foreseen Absences**

In the case of foreseen absence, parents must provide the school with advance written notification. Planned absences of more than one day (for special occasions such as out-of-town weddings or funerals, etc.) require the further permission of the Principal. Whenever possible, parents should avoid making personal plans that will result in missed class time.

In order to avoid disrupting the schedule of the class or of the school, retarding the child's academic progress, and sending conflicting messages to the children regarding the importance of academics and duty of state, families must plan vacations around the school schedule. Absences for vacation taken during the academic term will be considered unexcused, and students may receive zero credit for all missed class work, assignments, and exams.

## **Excuses for Recess or PE**

Parents must ensure their children bring the appropriate clothing to school to participate in outdoor activities in cold weather. Should the parent wish a child to remain indoors from recess or PE due to illness, a written note must be submitted to the registrar at the start of the school day. Parental PE excuses may only be requested on a day to day basis. A doctor's note is required for excuses resulting in absences of five or more consecutive school days. Students must check in with their educator, then proceed to the study area. Excessive absences from PE will result in an incomplete.

## **IX. CALENDAR**

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The school distributes a yearly academic calendar, and will notify parents of any changes should they occur. It is the parents' responsibility to be aware of important school dates and functions. Working parents should take special note of the school's days off, early dismissals, conference dates, etc., and should make every effort to arrange their work schedules accordingly.

Participation in functions noted on the school calendar (including occasional evening activities such as music performances) is mandatory unless explicitly indicated otherwise.

## **X. MEAL POLICY**

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Parents should closely supervise all school meal preparations made by their children. Students—especially younger children—need sufficient, healthful nourishment in order to function properly in school. Hungry children will lack energy and concentration; those given excessive sugar frequently exhibit hyperactivity and irritability.

### **Food Allergies**

Parents must notify the school of any and all food allergies, as well as their specific nature and severity.

**Snack:** Children in grades 6-8 are allowed a snack at the mid-morning recess. This snack has been proven to improve the attention of the child and improve their studies.

**Lunch:** All students should bring lunches to school each day. Please mark all containers with the family name. Good manners are expected at the table. Please go over manners with your children.

**Heating Meals at School:** Teachers will not be able to heat up your child's breakfast or lunch, due to limited time. Parents are asked to send meals that do not need to be heated or to use a container that will help retain the heat for the food.

**Forgotten Lunch:** Children who forget their lunch will be given a peanut butter and jelly sandwich.

## **XI. HEALTH POLICY**

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### **Communicable Disease**

A student suffering from a contagious illness or a bad cold will not be allowed in school. Parents must report all instances of communicable disease to the registrar. Communicable diseases include but are not limited to: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, roseola, strep throat, German measles, mononucleosis, and scarlet fever.

Parents unsure of the communicability of an illness should consult a medical professional and call the registrar before sending a child to school.

## **Illness and Injury**

The school will notify parents immediately in the case of a serious, non-emergency illness or injury that occurs at school. In such cases, children will be sent home only in the care of a parent or a person designated by the parent. In emergency situations, the school will contact emergency medical services and parents (or designated personnel) as expeditiously as possible.

## **Vaccinations**

State law requires that children enrolled in all Kentucky schools be vaccinated against certain diseases, allowing for exceptions by way of notarized certificates. Parents must therefore submit applicable pupil vaccination documentation, and provide updates as required. Parents assume all legal and financial responsibility in representing to the school whether or not the child is in compliance with all required immunizations.

## **SSPX Statement on Vaccination**

Schools of the US District of the Society of Saint Pius X comply with vaccination policies of local health and education authorities while adhering to moral principles of the Roman Catholic Church.

The Catholic Church does not oppose vaccinations in principle, but it does consider as morally illicit the development of vaccines from aborted fetal tissues. In 2005, the Vatican clarified<sup>1</sup> the proper position of all Catholics on this matter, and the SSPX adheres to that declaration.

Schools of the SSPX also support parental authority and freedom of choice, in matters not opposed to the moral law. If the state law does not mandate vaccination, neither do our schools. In the event of an outbreak of an infectious disease, our schools work closely with local and state officials to respond according to the guidelines prescribed by the governing authorities.

<sup>1</sup> Pontifical Academy for Life. [Moral reflections on vaccines prepared from cells derived from human aborted fetuses](#). Cf/. *The Angelus*, February 2006, vol. 29, n. 2.

## **Medications**

The school may not dispense medication without professionally indicated direction. Students may not self-medicate, with the exception of insulin pumps, epinephrine (EpiPen), and asthma inhalers. The following forms, available from the school office, must be completed, signed, and dated in every applicable case:

- Request for Prescription Medication to be Administered During School Attendance
- Request for Non-Prescription Medication to be Administered During School Attendance
- Permission for Self-Administration of Medication for Anaphylactic Reactions or Asthma
- Asthma Action Plan
- Food Allergy Action Plan

Parents should administer medication at home whenever possible, and should ask their doctor or pharmacist to develop an at-home dosing schedule to avoid the need for medication administration at school.

Students may only bring prescriptions and other medications to school in original containers, appropriately labeled by a pharmacy or physician, and must give them to the school secretary. Dosing directions should be clearly marked on each container. School personnel will not administer first-time medications.

### **Privacy, Safety, and Use of School Facilities**

Academy facilities including all campus restrooms, locker rooms, or any other private area separately designated for use by students or attendees will be separately designated based on one's sex as reflected by his/her original birth certificate. Any entrance by members of the opposite sex for custodial/maintenance or emergency purposes is allowed with proper notice and safeguards. All students, administrative/school staff, parents, invitees and licensees must comply with this policy in order to preserve the safety and privacy rights of our students and in efforts to maintain a proper environment conducive to a proper Catholic formation.

## **XII. GRADE SCHOOL CURRICULUM**

The curriculum for sixth through eighth grade includes the following subjects: Religion, Language Arts (Learning to Read and Write, English Grammar, Dictation, Literature, and Composition), Latin, History, Geography, Mathematics, Nature Study and Science, Music, and Physical Education. These will be taught at the appropriate developmental level for each grade. Fine arts—music (sacred and secular), poetry, art, and drama—are an important part of the curriculum. The school encourages performing skits, copying and drawing pictures, dramatizing poetry and singing, along with creative projects and presentations in all subjects.

### **Religious Instruction**

Formal religion instruction holds the place of honor in the curriculum. Classes include an ordered presentation of the Catholic Faith through the study of Christian Doctrine, the life of Our Lord, the Mass, the Liturgical Year, Bible History, and the Lives of the Saints. The child is taught to memorize his catechism, and at the same time to see behind these truths the Face of Our Lord, calling him to a life of holiness in union with Him. Thus the students are encouraged to develop a profound spiritual life in union with the liturgical and sacramental life of the Church.

### **Literature and Language Arts**

SSPX schools place great emphasis on a literature-based language arts program. Good literature is essential to the proper, healthy development of both the intellectual and the spiritual life. As Our Lord knew when He chose to teach through parables, stories naturally engage the intellect, inspiring wonder and understanding. Literature presents accurate depictions of reality, including the best and the worst of human nature, allowing students to experience—vicariously yet profoundly—circumstances and scenarios that will inspire them to embrace the good and reject the bad.

Through the teaching and discussion of good literature, as well as its profound integration through composition exercises, students gain openness to the noble realities of the soul, and thus are made docile to the call of grace, which draws them toward the noblest of all realities. Dictation and poetry are a preparation and an extension of this study of literature, inspiring the intelligence and nourishing the memory with beauty. The study of grammar is the handmaid of literature, enabling the child to penetrate the essential of the written word and to express himself with clarity and elegance.

### **Other Subjects**

The other classroom subjects likewise harness the curiosity and strengthen the nature of the young learner. Latin opens to the child the world of Rome, giving him a sense of that ancient civilization which is his heritage; math teaches accuracy, order, and logic; science teaches children about the beauty of God's plan in the natural world; history reinforces the study of human nature and the world by bringing to life real heroes and important events; geography teaches students about the world and helps to develop a truly Catholic perspective.

## **XIII. HIGH SCHOOL CURRICULUM**

At the basis of the education offered at Assumption Academy is the idea that human reason can discover and understand an order outside itself, the order created by God. Students receive a thorough and integrated view of this reality through the organic unity of all subjects. They learn to think in an orderly fashion, and to speak and write as clearly as they think and ultimately to judge with wisdom and prudence.

At Assumption Academy, students learn from the saints, ancients, and secular masters through literature, history, philosophy, math, science, and religion. By opening to them the treasury of human knowledge, teachers strive to inspire students with an ardent love of truth and an increasingly clear vision of their final end. By teaching them to think not only critically but classically, and to integrate that truth into their own actions, an Assumption Academy education prepares students both to face the concrete conditions in the world, and to embrace supernatural as well as natural happiness.

The following is the standard curriculum of the Academy. Dependent upon academic capacity, some students may transition to a more vocational curriculum starting in the 11th grade. While all students will be assessed in accordance with the grading scale of this handbook, and eligible for the honor roll based upon their achievement level, only those students who complete the standard curriculum below will be considered for overall academic distinction (e.g. Valedictorian and Salutatorian).

## **Course Distribution**

### **9th Grade**

Religion  
Latin I  
Grammar and Composition  
History  
Biology  
Algebra I  
Music  
Art  
Physical Education

### **11th Grade**

Religion  
Latin III  
  
Literature and Composition  
History  
Chemistry  
Algebra II  
Art  
Music  
Physical Education

### **10th Grade**

Religion  
Latin II  
Literature and Composition  
History  
Chemistry  
Geometry  
Music  
Art  
Physical Education

### **12th Grade**

Religion  
Latin IV  
Philosophy  
Literature and Composition  
History  
Pre-calculus /  
Philosophy  
Art  
Music  
Physical Education

## **XIV. GRADUATION REQUIREMENTS**

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To be eligible to graduate from Assumption Academy, a student must complete, at a minimum, the following number of years of study in the listed required high school subjects:

Religion: 4  
English: 4  
History: 3  
Science: 2  
Mathematics: 3  
Latin: 3  
Music: 2  
Physical Education: 2

Graduation eligibility will ultimately be determined by the principal, based on academic performance, effort, and discipline.

Seniors who fail required courses during their final year in high school may be denied graduation. Parents will be notified during the final quarter, except in cases where students have jeopardized their graduation by poor results in the final quarter or on the final exams.

### ***Commencement Honors***

The headmaster determines the valedictorian, salutatorian, honor guard, and those to graduate with academic distinction.

### ***Exclusion from Commencement***

A student whose account is not current may be refused admission to the commencement ceremonies, and his high school diploma may be retained, as stipulated in the contract.

### **TRANSCRIPTS**

Students are responsible for requesting transcripts of their grades when applying for scholarships, colleges, and other institutions. Transcript request forms are available from the registrar, and must be submitted with payment at least one week in advance.

## **XV. GRADING AND ACADEMIC DISCIPLINE**

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### **Grading Scale**

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Numerical Range</i>
A+	4.00	100-97
A	4.00	96-94
A-	3.67	93-90
B+	3.33	89-87
B	3.00	86-83
B-	2.67	82-80
C+	2.33	79-77
C	2.00	76-73
C-	1.67	72-70
D	1.00	69-65
F	0.00	64-0

At Assumption Academy, the goal is not simply to convey information to the students, but to form their minds – that is, to teach students how to learn for themselves.

### **Academic Discipline/Probation**

The school will issue report cards at the end of each quarter.

Students earn grades based on the percentage scale above. 65% or higher constitutes a passing grade. Students must maintain at least a composite weighted average of 65% in all subjects, and cannot receive a D or less in three or more classes in order to be advanced to the next grade.

The school requires students who fail one or more subjects to remediate missed coursework in a manner determined by the school. Failure to remediate successfully according to school guidelines will necessitate a review and possible testing before any possible advancement.

Any student demonstrating consistently poor academic performance will be placed on academic probation by the Principal for a designated period of time. If probationary students show no substantial progress, their parents will meet with the Principal to determine a proper course of action, which may include expulsion.

Students must understand that extensive paraphrase, excessive quotation, and unattributed sources constitute plagiarism, the theft of another's work. Teachers will provide thorough critiques of papers and drafts, taking special care to elucidate the nature of legitimate research. Teachers will alert the Principal of suspected plagiarism. In confirmed cases, the Principal in cooperation with the teacher will determine appropriate sanctions and consequences.

All academic discipline and ultimate consequences remain at the sole discretion of the Principal.

### **Study Hall**

Students who fail to complete their work properly and in a timely manner may be assigned study hall after school from 3:30-4:15. This supervised study hall is an academic punishment reminding the student the importance of completing the assigned work. Students will make a supervised call home on the day the study hall is assigned to arrange for later pickup. Study halls assigned after 2 pm will occur the following school day. Consistent failure to complete work may result in an additional punishment at the discretion of the principal.

### **Deficiency Reports**

Parents are responsible for checking Facts SIS to follow student progress. The school will issue progress or deficiency reports at the midpoint of each quarter—deficiency reports apply to all students maintaining a D or F average in any subject. The school may also issue notices of concern when a pattern of poor conduct exists. The report will include comments and recommendations from the teacher. Assumption Academy encourages parents with concerns to communicate with teachers about their children's performance.

### **Parent-Teacher Conferences**

Parents are required to attend all parent-teacher conferences to discuss grades, general academic performance, character, and moral development with teachers.

## **XVI. HONOR ROLL**

The Honor Roll exists to reward outstanding scholastic achievement and to recognize those students who demonstrate superior and sustained motivation, responsibility, hard work, and character. Students who receive any conduct grade of C- or below will be ineligible for the Honor Roll. Students who have been suspended for any reason will

be ineligible for the Honor Roll. From the 6<sup>th</sup> grade on, students are eligible for the Honor Roll as follows:

**Summa cum Laude**

Final overall weighted average of 97% (A+) or above, with no final grade in any subject below a 90% (A-)

**Magna cum Laude**

Final overall weighted average of 94% (A) or above, with no final grade in any subject below an 87% (B+)

**Cum Laude**

Final overall weighted average of 90% (A-) or above, with no final grade in any subject below an 83% (B)

**XVII. HOMEWORK POLICY**

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**Homework, general**

Teachers assign homework to reinforce knowledge, instill a sense of responsibility, encourage time management, and develop independent study habits. This daily effort on the part of the student is essential to the formation of profound, lasting qualities of heart and mind. Students must turn in assignments on time, and make up homework assignments missed due to absence.

Parents are asked not to do their children’s work for them. As a fundamentally dishonest circumvention of student duties, this undermines both the teaching and the learning processes, and seriously impedes the development of good study habits. Parents should, however, supervise homework, offer any needed assistance, and see that their children have sufficient time and a suitable place in which to complete assignments.

**Homework Time Guidelines**

Reasonable expectations of daily homework requirements:

- **6<sup>th</sup> grade:** 1 hour
- **7<sup>th</sup> and 8<sup>th</sup> grades:** 1 ½ hours
- **9<sup>th</sup> through 12<sup>th</sup> grades:** 2 hours

These are general guidelines. Actual requirements will depend on the child’s ability to work diligently and efficiently both in class and at home. Parents should not allow their children to linger indefinitely over homework, but should set appropriate limits and require accountability for unfinished work.

Teachers will strive to respect the above schedule, and the school in no way obliges or encourages giving unnecessary homework – merely busy-work for its own sake. Weekend assignments may, on occasion, require more time than those given on weeknights.

### **Homework and Class Work Expectations**

Assumption Academy and its teachers expect students to work to the best of their abilities, and parents should encourage students to take the time and care necessary to complete assignments well. Incomplete or poorly completed assignments may need to be redone. Students should take time to avoid misspellings and numerous cross-outs, and should keep homework papers in a protective folder or permanent notebook as applicable. Teachers will not accept soiled or damaged papers.

Teachers will publish specifications for homework, to include acceptable formats, paper, notebooks, pens, and pencils.

### **Late Work**

Students must complete assignments by the morning of the day they are due. Teachers will penalize late assignments 10 percentage points for each day they are late, and will not accept work more than 5 days late.

### **Homework Requests When Students Are Absent**

Students are responsible for obtaining missed assignments from their teachers. Parents may call the school office for assignments *no later than the morning* of the due date, and may either pick up assignments at the end of the school day, or have them sent home with siblings.

Long-term projects and assignments given prior to a student absence are due on the original due date and must be delivered to the school on that day. Students should expect to take tests announced prior to an absence on the day they return to school.

### **Summer Homework**

Teachers will assign summer reading with the approval of the Principal.

## **XVIII. UNIFORM POLICY**

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A school uniform acts as a visible sign of the unity of a student body striving to achieve a common goal. Bearing this in mind, the specifics of regulations follow simply. Regardless of particulars, the standard remains *uniformity*, not individuality or fashion. While the school strives to develop strong individuals, the well-formed student will possess a true depth of character, and a personality strong from within, not defined from without. A uniform facilitates all of this by minimizing the possibility of disordered, vain, or immodest self-expression that seeks primarily to draw attention to self. Beyond this, uniform dress reinforces a sense of solidarity and belonging, and eliminates the significant social pressures associated with style consciousness and competition. Far from a means of suppressing individual expression, willingness to submit to the uniform policy indicates humility and maturity.

This handbook establishes the basic “letter of the law,” but students aided by their parents should discern and submit more importantly to the spirit of the uniform policy. Rather than defining each allowable or disallowable clothing item, the school relies on parents, students, and faculty to understand the purpose of uniforms and to recognize clothing items that match not only uniform materials, but synchronize with the

intention of the regulations. Parents with questions or concerns should feel free to contact the school for clarification.

### **Hygiene and Appearance**

For their own health and the consideration of others, students must bathe properly and regularly. Students must appear at school in clean, pressed, and complete uniforms. Damaged or excessively worn uniform items are unacceptable. Students must remain in full uniform while on the school property, even after school.

### **Make-up**

Make-up and cosmetics are forbidden, with the exception of medicated bases prescribed by a physician. In these cases, students must provide a note from the prescribing physician. Fingernail polish—colored or clear—is forbidden.

### **Jewelry**

Jewelry is forbidden, with the exception of a fine-gauge necklace with a single religious medal and a class graduation ring for seniors. Girls with pierced ears may wear a single stud earring in each ear. Boys may not wear earrings.

### **Hair**

Fad hairstyles for boys or girls are forbidden. Boys must be clean-shaven, well-groomed, with hair cut traditionally, off the collar and ears. Girls are to keep their hair pulled back and out of their faces. Any ribbons, hair bands, or other hair accessories are to be simple in design and color (black, burgundy, or white). Bright colors and/or big bows and flowers are not allowed.

### **Required Uniforms**

The following provides details concerning articles that make up the uniform, including outerwear. Any elements of the uniform that do not match the components available through the Academy are non-regulation. Students who forget to bring their PE uniform will attend PE class, but will not participate in the activities. Disciplinary action will occur for repeated offense.

## **GIRLS**

### **Girls (10-12)**

- ♦ Uniform skirt, no shorter than 2 inches below the knee
- ♦ Plain white long or short sleeved shirt with button-down collar, with camisole
- ♦ Maroon tab tie
- ♦ Black pullover sweater vest with school emblem
- ♦ Black knee socks or tights for cold weather; white anklets for warm weather. Socks must be true anklets or knee-highs.
- ♦ Black polishable-type shoes; no high heels or strange soles
- ♦ One white triangular shaped chapel veil

### **Recreation Uniform, Girls (10-12)**

- ♦ Black skort, no shorter than 1 inch below the knee (pants and shorts are forbidden)
- ♦ Leggings for cold weather
- ♦ Burgundy sport shirt worn with camisole
- ♦ Black sweatshirt or hoodie for cold weather
- ♦ Athletic shoes with cotton sport socks (knee or ankle length)

### **Boys 6-8**

- ♦ Gray trousers: full cut, straight leg, with belt loopholes
- ♦ Black belt
- ♦ Plain white cotton or cotton-polyester button down long or short-sleeved shirts
- ♦ Plain white t-shirts worn under uniform shirts
- ♦ Black socks (no ankle socks)
- ♦ Black dress shoes, polishable-type
- ♦ Boy's black pullover sweater with school emblem
- ♦ Burgundy uniform tie

### **Boys 9-12**

- ♦ Gray trousers: full cut, straight leg, with belt loopholes
- ♦ Black belt
- ♦ Plain white cotton or cotton-polyester button down long or short-sleeved shirt
- ♦ Plain white t-shirts worn under uniform shirts
- ♦ Black socks (no ankle socks)
- ♦ Black dress shoes, polishable-type
- ♦ Black blazer (no sweater vest permitted)
- ♦ Plaid uniform tie

### **Recreation Uniform, Boys (grades 6-12)**

- ♦ Burgundy sport shirt
- ♦ Black shorts (or black sweatpants, recommended for cold weather)
- ♦ Black sweatshirt or hoodie for cold weather
- ♦ Athletic shoes with white cotton sport socks
- ♦ Track jacket

*NOTE: Girls must wear modest skirts, dresses, or jumpers whenever on school or church grounds. Parents, visitors, and volunteers are asked to follow these guidelines and expectations as well whenever on campus.*

*For all students: Hoodies are not to be worn in the church or in the school building.*

*School sweaters must be worn before additional outerwear is added.*

*The administration will announce a day for warmer socks to be worn for the duration of season.*

### **Uniform Ordering**

Uniforms and select items can be purchased using the link on the school website under Assumption Academy uniforms. Order information can be obtained at the school office/are included in the student admission packet. Students are expected to use uniform sweaters, vests, pants, etc. All items not provided by Assumption's contracted company must meet the above uniform regulations. PE uniforms and sports uniforms are available from the athletic department and/or online via the school website.

## **XIX. GENERAL SCHOOL RULES AND GUIDELINES**

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Character training is an important element of the education at Assumption Academy. The school expects loyalty, respect and good manners, as well as immediate, cheerful cooperation from all students. Good discipline results, in large part, from the natural response students have to a gentle but firm command of respect rather than a rigid enforcement of a long list of rules. However, the school imposes certain rules to maintain order, and to help students develop the habits of discipline, courtesy, etiquette, and culture necessary for intellectual and spiritual advancement.

### **Forbidden Items**

School personnel will confiscate these and other inappropriate items.

- Cell or smart phones\*
- Electronic devices including but not limited to radios, CD players, iPods, CDs, DVDs, and games
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or inappropriate content
- Any drugs or alcoholic beverages
- Any tobacco or smoking paraphernalia, including matches, lighters, etc.
- Weapons of any kind

\*Students are allowed to bring parent-approved phones to school but must turn them in to the school office at the beginning of the day and pick them up before leaving. Parents must fill out an approval form for the phone at the beginning of the school year.

\*Students may take parent approved phones on school trips for communication purposes only, but must hand them over at the beginning of the trip to a school trip supervisor, who will give them to students only for necessary calls home.

Confiscated phones will be returned to parents of violators of these rules at the discretion of the headmaster.

### **General Classroom Behavior**

- Students will raise their hands and wait to be called upon before asking or answering questions.

- Students will stand and respectfully greet all adult visitors to the classroom, addressing them by their appropriate title: Father, Sister, Mr., Mrs., Miss, etc.

### **Lunchroom Behavior**

- Students need to bring a bag lunch. Soda is not allowed, and candy desserts are discouraged.
- Students may not use the microwave or any other kitchen appliances.
- Students will clean up after themselves and will help maintain the overall cleanliness of the cafeteria.

### **Playground Expectations**

- Weather permitting, all students are expected to go out for play during recess. The school requires detailed written notification if a student cannot participate in recess activities for health or other reasons.
- Students must have appropriate cold weather clothing and footwear for recess.
- For safety reasons, the school does not allow rough play or tackle football.
- Children must remain within established boundaries.
- During inclement weather, recess will take place indoors. Running and horseplay are forbidden inside the school.

### **Parties and Gift Deliveries**

- Students may not take delivery of flowers, balloons, gifts, etc. during the school day.
- **Birthday Parties:** While recognizing the special nature of student birthdays, the school does not allow birthday parties for individual students. Subject to teacher discretion, however, students may bring snacks on their birthday to share with fellow classmates during lunch.
- **Feast Day and Holiday Parties:** Teachers, parents and students will not arrange classroom parties other than those scheduled by the Principal.

### **Respect for School Property**

- The school will not tolerate any abuse of school property or acts of vandalism, including defacing or damaging desks or books. Parents will be billed for damages; the student will be required to do any necessary clean-up.
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and cleaning up after themselves.
- Students will keep textbooks covered at all times. The cover should display the student's name, grade, the book title, and subject. Damaged or lost books will be replaced at the parent's expense.
- Students must realize that though the school assigns desks and lockers for their individual use, these are school property and therefore not private. The school may access desks and lockers at any time.

### **Restroom Use**

- Students will use only designated restrooms.
- Barring legitimate emergency, high school students may not take restroom breaks during class time.
- Barring legitimate emergency, students may not take restroom breaks during Mass.

### **General Items**

- Students may not pass personal notes or written communications of any kind. Invitations to non-school sponsored social events should be distributed outside of school and off campus to ensure parents are aware of such activities, and to preclude any implication of school endorsement.
- Students must generally maintain silence in the school. Moderate noise is permitted during recess and breaks.
- Students may not run, jump, or roughhouse in any part of the school building.
- Students may not chew gum on school premises.
- Students may use the school phone only in emergencies, and only with permission from a school official or teacher.
- Students may not leave school premises during the school day without written permission.

## **XX. DISCIPLINE POLICY**

*Assumption Academy applies the principles of Catholic education to student discipline. True charity at times obliges correction and even punishment, but as a means of encouraging amendment, not inflicting suffering or fostering resentment. The Catholic educator strives to win the heart of the student: both instruction and discipline rest on a foundation of charity. As Christ Himself showed, unwavering admonition does not preclude patience and kindness, and those corrected with charity will learn to embrace virtue motivated by filial love rather than servile fear.*

Assumption Academy does not use corporal punishment. Disciplinary measures consist chiefly in the restriction of activities and privileges. Depending on circumstances, the school may limit or deny recreational activities, impose detention or study hall, assign work tasks, etc. The school will punish students based on the severity of the infraction as follows:

### **Minor Infractions**

Incidents attributable more to thoughtlessness than to a defective disposition or ill will.

Examples of minor infractions:

- Disorderly desks or lockers
- Incomplete uniforms
- Excessive tardiness
- Neglect of school property
- Causing disturbances in class or during line-up
- Neglect or improper performance of academic duties

Teachers will correct minor infractions in the classroom, and may choose to require in-school detention, study hall or other means, at the teacher's discretion. Unless a pattern develops, the school will not inform parents of these offenses.

### **Major Infractions –**

Incidents of a more serious nature indicating knowledge of wrongdoing. Examples of major infractions:

- Insubordination or deliberate disobedience
- Unexcused absence
- Lying or cheating
- Fighting
- Bad language
- Persistent failure to submit homework
- Failure to show up for a detention or minor (in-school) detention
- Use or possession of tobacco products
- Excessive repetition of minor infractions such as those listed above.

The Dean of Discipline or the Principal will handle infractions of this nature. Students will be punished with detention or other means, at his discretion. A detention may entail extensive janitorial work or after-school study hall. Students guilty of major infractions may be excluded from extra-curricular activities.

### **Grave Infractions**

Incidents indicating knowledge of wrongdoing with social and moral ramifications: Examples of grave infractions:

- Conduct or spirit prejudicial to the school
- Offensive behavior or lifestyle not in line with that of a traditional Catholic school student
- Lying, cheating, or any academic fraud, including plagiarism
- Any illegal activity
- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol
- Possession, purchase, or selling of weapons or fireworks
- Grave or repeated disrespect
- Theft
- Vandalism or destruction of property
- Indecent fraternization
- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the internet
- Possession of immoral material
- Excessive repetition of major infractions such as those listed above.

The Principal will handle infractions of this nature. Students will be punished by suspension or expulsion, at his discretion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Work missed during the time of suspension may receive a zero, at the Principal's discretion. Expulsion, once imposed, will last for the duration of the academic year. The Principal may grant readmission at his discretion.

**Notice of Disciplinary Action**

Parents will be notified officially, by way of a disciplinary notice, of major and grave infractions, and of the disciplinary measures taken. A copy of the notice will remain in the student's file. The Principle may request a meeting.

**Miscellaneous Rules & Consequences**

Loyalty and respect, as well as immediate cheerful cooperation, are the virtues expected from all students. Immature or uncivilized behavior will not be tolerated.

All buildings and areas on campus in which the student does not have immediate academic interest are off-limits, with the exception of the chapel.

**Exclusion from Academy Activities**

Dependent upon the level of an infraction, the Principal may choose to restrict an offending student's access to Academy functions for a period of time. "Academy functions" include, but are not limited to the following school activities: sporting events, concerts, fundraising activities, science fairs, and awards ceremonies. If parents have any question about whether or not restricted students may attend a school event, they must inquire at the school before assuming the ability to participate.

There are different levels of restriction from Academy functions. Generally, the Principal will specify the duration of event restrictions. Expelled students may not attend any Academy functions until re-admittance to the school, or the graduation of their class. Parents may appeal in writing to the Principal for changes in restricted status. If parents have doubts about restrictions, they should contact the school rather than making any assumptions.

**Disciplinary Probation**

Any student demonstrating consistently poor conduct will be placed on disciplinary probation by the Principal for a designated period of time. While on disciplinary probation, a student is ineligible to participate in any extra-curricular activities. If a student in a probationary status shows no substantial improvement in behavior, his or her parents will meet with the Principal to determine a proper course of action, which may include expulsion.

**XXI. EXTRA-CURRICULAR ACTIVITIES AND ELIGIBILITY**

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Students who participate in extracurricular activities should not jeopardize their grades by sacrificing excessive study time to non-academic functions. Good grades and good conduct are always expected as a prerequisite to any extracurricular activity.

**Grades** – Academic success is a primary mission of our school. It is also the first duty of each student. The academic standards for extracurricular eligibility are:

- An overall grade average of 75% or above, AND
- A grade of 70% or above in Religion, AND
- No more than one D, regardless of the grade average, AND
- No failing grade in any subject.

Eligibility will be determined every [two] weeks. A student's eligibility status (eligible or ineligible) will remain unchanged until the next assessment point.

After each deficiency period and quarter, a list of ineligible students will be updated and kept at the school offices. Questions about status should be directed to the Sports Prefect or to the Vice Principal.

### **Additional Eligibility Considerations**

- Student employment outside the home during the school week is **strongly discouraged**. If a student's academic performance is deficient and he or she works outside the home on school days, parents should insist upon a change in work schedule or job termination. The principal may choose to expel academically deficient students with jobs who continue to sacrifice academics for employment.
- Students on disciplinary probation are ineligible to participate in any extracurricular activities.
- Students who receive a major detention are suspended from extracurricular activities for a minimum of one week.
- Students are ineligible to participate in extracurricular activities on any day they are absent from school for more than 2 class periods.
- Students who are on the ineligible list are encouraged to utilize their time studying in order to regain eligibility. Ineligible students are, therefore, **not permitted** to remain at school to watch any extracurricular activity or practice.
- Students who violate any Academy rule, regulation, or policy may be declared ineligible at the discretion of the school principal or the headmaster.
- The principal reserves the right to waive these restrictions on a case-by-case basis.

## **XXII. FIELD TRIPS**

Field trips can provide meaningful and enjoyable learning experiences for students. Parents need to fill out a general field trip permission form, a release of liability form, and a medical treatment consent form at the beginning of each school year. This permission form will remain on file for the entire academic year. The school will inform parents of field trips throughout the year for the specific activity.

Field trips are a student privilege and not a right. Students may be denied field trip privileges if they are not performing well academically and behaviorally. Students who choose not to participate in a field trip will be marked absent for that day.

### **XXIII. APPOINTMENTS AND CONTACT WITH SCHOOL PERSONELL**

#### **Appointments with Teachers or Administration**

Parents may request meetings with any member of the school faculty or administration. Such meetings should be scheduled in advance, by phone, through the school office.

#### **Contact with Teachers**

Parents should contact teachers regarding school matters at the school number during regular school hours.

The school will not call teachers out of the classroom, or away from other supervisory duties to take calls during school hours. Teachers who receive messages relating to school matters will return phone calls during available free periods. Teachers will respond to messages left after hours at their earliest convenience. Parents should not contact teachers at their homes, via cell phone or other electronic means, or at parish functions regarding school matters.

### **XXIV. VISITOR POLICY**

#### **Visitors**

Visitors, including parents, must enter the building through the main school doors and check in at the school office.

### **XXV. EMERGENCY PROCEDURES AND SCHOOL CLOSINGS**

In case of severe weather (tornados, severe thunderstorms, ice storms, etc.) during school hours, students should remain at school. The school will maintain contact with the U.S. Weather Service and Office of Civil Defense for tornado warnings or other severe conditions. In the event of a tornado warning, students will assemble in the safest locations within the buildings, and the school will follow procedures recommended by the Office of Civil Defense. Parents should not attempt to pick up children during emergency conditions prior to dismissal time. During emergencies, as at all other times, teachers will not release children to any person other than parents unless specifically notified by the parents.

#### **Fire and Tornado Drills**

Fire drills are mandatory and the school conducts them throughout the year. The school will conduct tornado drills as required. During drills, students must maintain silence and behave in a controlled manner to ensure safety of other students, faculty, and staff personnel.

#### **Inclement Weather and School Closings**

School will close at times due to inclement weather. These closings will be determined by the Principal and may not coincide with the local school district. Parents will be notified via the school messaging system.

If severe storms begin after the school has begun, parents may pick up students and form carpools at their discretion. The school will contact parents in the event of an early

closing, and parents should have an emergency transportation plan in place in case they cannot come and pick up their child or children.

**XXVI. TUITION, FUNDRAISING, AND FINANCIAL AID**

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As it is a matter of justice and a contractual obligation for the financial stability of the school, parents must take their tuition obligations seriously. Parents, who for valid reasons cannot meet their monthly obligation as agreed upon in the tuition contract, must contact the Principal to inform him of the difficulty and make alternative arrangements, such as a payment plan.

The school may require parents to withdraw students until they can meet financial obligations. The school reserves the right to withhold report cards, transcripts, and diplomas in these cases.

**Fundraising Obligations**

Fundraising provides necessary operating income, and allows the school to maintain tuition costs well below average for private institutions. Fundraising also instills in students a sense of ownership and responsibility. Participation in official school fundraisers is mandatory for all families.

**Financial Aid :**

Each year, the district can provide a limited amount of financial assistance to families in legitimate need, though the amount available depends entirely on benefactor donations earmarked for this purpose.

To be considered for financial aid assistance, applicants must:

- Submit a completed financial aid application for the current year in FACTS
- Support and participate in all official school fundraisers.

Families receiving financial aid may be asked to contribute to the overall good of the school by performing some assigned volunteer work or services.

**XXVII. VOLUNTEERING**

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Volunteers are vital to the successful operation of the school. Those interested in volunteering should contact the school office. For security purposes, volunteers may be asked to complete a routine background check release.

**Confidentiality Agreement**

Volunteers must understand the importance of confidentiality and students’ privacy rights. Any information obtained or overheard while volunteering at the school, or in any capacity in or out of the classroom, must remain confidential.

**Volunteers**

***Volunteers will:***

- Respect the confidentiality of all faculty, staff, and students
- Remain in designated work areas

- Dress appropriately for activities
- Know and adhere to Academy rules and expectations
- Notify the school office and the appropriate teacher if they cannot come when expected

***Volunteers will not:***

- Hold unscheduled conferences with teachers
- Visit classrooms of their own children unannounced
- Bring their own children other than those directly involved to scheduled activities without prior approval
- Use cell phones while supervising children in class, on the playground, or on field trips, except to fulfill assigned duties

**XXVIII. WITHDRAWAL, TRANSFER, AND READMISSION**

Continued enrollment requires strict observance of school rules as prescribed in the School Handbook including, but not limited to, general behavior, academic performance, and attendance. Continued enrollment in any given school year and re-enrollment in any subsequent school year are subject to continued support of the mission of the school as discussed in this handbook, and the maintenance of a demonstrably effective and supportive relationship between the family and the school. Re-enrollment in any given year requires the mutual agreement of the parents and the school: either the parents or the school administration—or both—may withhold that agreement with or without cause.

**Withdrawal Guidelines**

In the event of withdrawal from the academy during an academic year:

- Parents should arrange a meeting with the Principal to discuss and/or finalize the withdrawal.
- After making the decision to withdraw, parents need to return all borrowed books and materials to the school.
- Faculty will have at least 3 days to prepare materials for the withdrawal.
- The contract signed for enrollment is binding: parents must pay all fees and reconcile all accounts.

**Transfer**

Assumption Academy will not automatically release records to another school in the case of transfer. The new school must request student health, scholastic and standardized test records from the Academy in writing with a transcript release form. Assumption Academy reserves the right to withhold all records until all financial obligations have been met.

**Readmission after Withdrawal**

The school will not guarantee readmission to students withdrawn from the academy during an academic year for reasons other than relocation or health. At the discretion of the Principal, the school may impose a one year waiting period before considering a request for readmission. In these cases, the school will consider these children to be new students for purposes of admission and enrollment.

***Post-Secondary Enrollment Options (PSEO) for students in SSPX US  
District Schools***

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Our schools are in place to provide a true Catholic formation within an increasingly non- and even anti-Catholic world. We must remember that formation is much greater than curriculum; educating is much more than teaching. The Church's is not a utilitarian approach to education.

If there are classes—in particular upper level college preparatory math and science classes—that a District school is simply unable to offer, external resources may be a good option, but the real goal is to make our schools what they need to be rather than to outsource things we can't yet do well. Hence, PSEO could be acceptable, but should not be exercised simply as a “jump-start” to college or as a practical expedient; nor can it be considered if the college courses are not compatible qualitatively and quantitatively with the SSPX school's mission or curriculum.

Dual enrollment should not even be considered except in rare cases because of the impression it could easily give that students have to go elsewhere to do serious work. It seems unavoidable— however unintentional—that use of dual enrollment programs will signal a lack of confidence in our own programs that can very easily lead to students' neglecting their Catholic school work in favor of their more “advanced” or “important” or “complete” postsecondary work.

**Policy:**

- Dual enrollment may be used only as a temporary measure, by exception, and with the written permission of the District Superintendent of Schools.
- Principals should advise parents that summer courses are preferable to dual enrollment during the school year.
- Only sufficiently mature students—as assessed by the principal—can be eligible.
- Only classes not offered in the SSPX school can be considered.
- No humanities classes are allowed.
- Other classes must be consistent with a standard Catholic high school curriculum—e.g. Chemistry can be considered, but not a class on social media, etc.
- A review of course material must be completed by the SSPX school principal.
- The principal should attend some classes prior to approval if at all possible.
- Students must attend and complete all work of their SSPX school courses.
- Postsecondary classes must not interfere with the school day.
- The principal will demand withdrawal from postsecondary courses if he notes student negligence in academics, conduct, or any other area.
- Failure to comply will result in separation from the SSPX school.

LIST OF IMPORTANT CHANGES FROM THE 2020 HANDBOOK