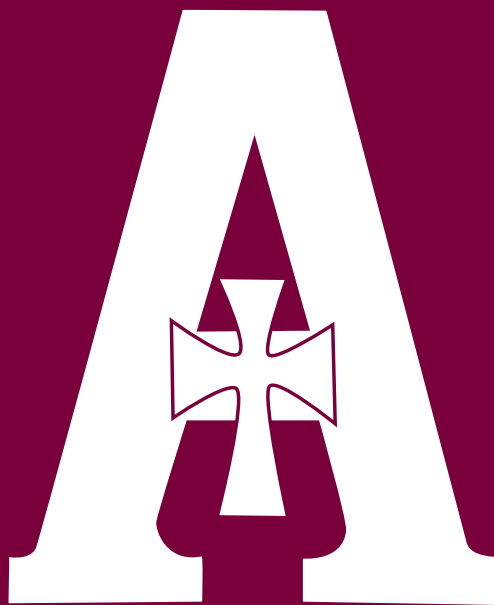


# **Assumption High School**

# **STUDENT/PARENT HANDBOOK**

# **2019-2020**



**2170 Tyler Lane • Louisville, Kentucky 40205**

**502-458-9551 • Fax: 502-454-8411**

**[www.ahsrockets.org](http://www.ahsrockets.org)**

# IMPORTANT DATES

## 2019-2020

Monday, August 12	First Day of School for all students/2:55 PM Dismissal
Thursday, August 29	Mock Schedule Night, 6:30 PM
Monday, September 2	Labor Day Holiday/No School
Friday, September 27	Walk for AHS/9:05 AM Arrival/12:00 PM Dismissal
Tuesday, October 15	Parent/Teacher/Student Conferences, 5:00-7:00 PM
Wednesday, October 10	Testing Day/9:05 AM - 12:05 PM
Thursday, October 17-Monday, October 21	Fall Break/No School
Wednesday, November 27-Friday, November 29	Thanksgiving Holidays/No School
Friday, December 6	Open House Holiday/No School
Tuesday, December 17-Friday, December 20	Semester Exams, 9:05 AM-12:05 PM
Friday, December 20	Make-up Exams, 1:00 PM
Monday, December 23-Friday January 3	Christmas Holidays/No School

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Monday, January 6	First Day of Second Semester
Monday, January 20	Martin Luther King, Jr. Holiday/No School
Friday, February 7-Monday, February 10	Winter Break/No School
Monday, February 24-Thursday, February 27	Mission Week 9:05 AM Schedule
Friday, February 28	Mid-Semester Holiday/No School
Thursday, March 12	Parent/Teacher/Student Conferences, 5:00-7:00 PM
Monday, March 30-Friday, April 3	Spring Break/No School
Friday, May 1	Oaks Day Holiday/No School
Saturday, May 16	Graduation, 11:00 AM
Tuesday, May 19-Friday, May 22	Semester Exams, 9:05 AM-12:05 PM
Friday, May 22	Last Day of School, Book Buybacks
Tuesday, May 26	Make-up Exams, 9:00 AM

**Assumption High School**  
**STUDENT-PARENT HANDBOOK**  
**2019-2020**

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# GENERAL INFORMATION

## MISSION AND VISION

### Mission Statement

Rooted in the values of Jesus Christ and the spirit of the Sisters of Mercy, Assumption High School, dedicated to the development of the whole person, educates young women in a Catholic community where faith guides, compassion inspires, integrity matters, and excellence empowers.

### Vision Statement

Assumption High School will thrive as the college preparatory school of choice for young women by providing a wide range of educational and co-curricular programs that are complemented by spiritual and physical development opportunities. This unique experience will educate the whole person in a caring, Christian environment that is permeated with the charism of Catherine McAuley, foundress of the Sisters of Mercy. Assumption graduates will be socially responsible women, committed to gospel living, lifelong learning, and a life of leadership and service in society. We will cultivate the investment and involvement of the community so that the legacy of this Mercy-sponsored Catholic school lives on for generations.

## PHILOSOPHY AND OBJECTIVES OF ASSUMPTION HIGH SCHOOL

Assumption High School is a college preparatory secondary school whose philosophy is founded in the charism of the Sisters of Mercy and their foundress, Catherine McAuley. The following philosophy and objectives reflect that charism and our mission:

- We believe that Assumption High School should provide a Catholic, Christian atmosphere wherein individuals may deepen their relationship with God and church.
- We believe that each person is of great worth, is endowed with human dignity, is unique and is entitled to respect as an individual.
- We believe that Assumption High School should provide an atmosphere which encourages individuals to develop and share their talents and respect those of others.
- We believe that Assumption High School should promote the Mercy values of hospitality and compassion for all people.
- We believe that all persons need to understand both the privileges and responsibilities of citizenship in a global community and that active citizenship is the best way to effect necessary social change.
- We believe that the contributions of our diverse backgrounds – racial, ethnic, social, economic, and political – are essential to the strength and richness of our society.
- We believe that Assumption High School should engage qualified and motivated personnel who will provide varied learning experiences to meet individual learning styles and rates of growth.
- We believe that Assumption High School's faculty and staff should serve as role models for our students who are in the confusing and demanding maturation process.
- We believe that Assumption High School should provide the necessary tools, programs, and training to motivate students to realize their potential.
- We believe that the real beauty of academic ideas, theories, and concepts is their usefulness in one's attempt to understand herself and her place in society.
- We believe that education should foster curiosity and enthusiasm.
- We believe that discipline, rules, and structure are necessary for an atmosphere conducive to learning.
- We believe that Assumption High School should vigorously seek the involvement of parents/guardians and the community at large.
- We believe that effective education is the result of a responsible and mutual effort on the part of the school, the church, the family, and the community at large.
- We believe that the spirit of the Assumption community should be promoted and celebrated.
- We believe that our philosophy of education should be regularly re-evaluated.

## COMMUNITY OF ASSUMPTION

Our mission and values are the foundation of our identity as a Catholic school and guide our decisions and actions as an institution. They shape our curriculum, the programs and services we provide our students, the policies and procedures we establish and follow, the outcomes we strive to achieve with every graduate of Assumption High School, and our identity both individually and collectively.

We are the community of Assumption where

- faith guides
- compassion inspires
- integrity matters and
- excellence empowers.

## **CRITICAL CONCERNS OF THE SISTERS OF MERCY**

The Sisters of Mercy were founded out of a deep concern for persons who are poor. Today, that commitment is focused in five “critical concerns” addressed through attention to personal and institutional choices, advocacy with legislators and other government leaders, and corporate engagement. As a school sponsored by the Sisters of Mercy, Assumption High School is also committed to addressing these critical concerns:

- earth: we strive to act in harmony and interdependence with all of creation;
- immigration: we work to ensure the dignity of immigrants, refugees, and victims of human trafficking and stand in solidarity with all who suffer oppression;
- nonviolence: we promote peace in families, in communities, in business, and among nations;
- anti-racism: we oppose racism in all its forms and address it among ourselves and in the communities where we live and work;
- women: we work for equality of women, celebrating their contributions, advocating for their rights, and speaking out against gender discrimination in the church and society.

-from Sisters of Mercy of the Americas, <http://www.sistersofmercy.org>, 2016

## **HERITAGE AND HISTORY**

### **Catherine McAuley**

The problems of 19th century Ireland were not that different from those facing the world today. The poor needed adequate living conditions, healthcare, and education; women especially needed encouragement and support to make a better life for themselves and their families. When Catherine McAuley unexpectedly inherited a fortune at age 50, she spent it all to build a house in Dublin for homeless and abused women. Her radical action was a result of her lifelong love of God and desire to live as a follower of Jesus.

The House of Mercy opened on September 24, 1827. Soon other women joined Catherine’s small community, which lived and prayed together and provided training for residents of the House of Mercy. Catherine and her associates also visited the sick in their homes and in hospitals.

Local Roman Catholic bishops, impressed by Catherine’s work, encouraged her to establish a religious order in the Church that would ensure that the Mercy mission would continue after her death. After studying for a year with another order, Catherine McAuley took vows as the first Sister of Mercy on December 12, 1831, and the new congregation was born. Many women were attracted to join Catherine; when she died in 1841, there were 14 Mercy foundations in Ireland and England. Within 15 years, the congregation spread overseas to Newfoundland, the United States, Australia, New Zealand, Scotland, and South America.

Catherine McAuley founded an order that has spread throughout the world. In April 1990, in completion of one stage of the process by which the Catholic Church defines sainthood, Pope John Paul II declared Catherine McAuley Venerable.

-from Sisters of Mercy of the Americas published by the Institute Communications Office, 1996

### **The Sisters of Mercy of the Americas**

By 1854, Sisters of Mercy from Ireland had settled in New York, Pittsburgh, and San Francisco and from these cities, the Mercy order spread throughout the United States. By twos, threes and fours, sisters traveled. When they arrived in a city, they lived in whatever space was available, sometimes in stables, railway cars, and pest houses, while they nursed victims of cholera, earthquakes, and floods. In some towns, anti-Catholic feeling ran high and they were driven out, but more often, they were able to survey the needs, establish a school or a hospital, and welcome new members to the order.

By the end of the Civil War, throughout the Northeast, down the Atlantic seaboard, in the South and the Midwest, and along the Gulf Coast, the name of Mercy was linked with the Church’s mission to care for the poor, the sick, and the uneducated. By 1928, almost 140 convents had been established and in 1929, 39 of the then 60 motherhouses in the United States formed the Sisters of Mercy of the Union.

The Sisters of Mercy are women who commit their lives to serving God’s people—especially those who are sick, poor, and uneducated. In the spirit of the Gospel, their mission is to empower people to overcome obstacles that keep them from living full and dignified lives. A life of prayer and community animates and supports their mission. This mission is carried out in schools, hospitals, affordable housing developments, emergency shelters, retirement centers, women’s centers, and retreat centers; it extends to programs in parishes, rural areas, inner cities, and prisons, in North and South America, the Pacific, and the Caribbean. In addition to meeting the needs of people today, Mercy seeks ways to change the social and political systems that create problems. From grassroots letter-writing campaigns and socially responsible investing, to witnessing for justice and praying for peace, Mercy takes action. Currently, there are more than 2,900 Sisters of Mercy of the Americas and more than 9,000 from various congregations of the Sisters of Mercy worldwide.

In 1965, all of the Mercy congregations in the United States became aligned within a federation. This federation facilitated communication and common goal setting and evolved into the new Institute of the Sisters of Mercy of the Americas, which was formally established July 20, 1991.

Assumption High School is sponsored by the Mercy Education System of the Americas (MESA), which is part of the Institute of the Sisters of Mercy of the Americas. MESA is an international system of Mercy education ministries with 58 ministries located in Argentina, Belize, Guam, Honduras, Jamaica, the Philippines, and the United States; it holds a delegated governance role and service role for each Mercy education ministry individually and the system communally. Mercy Education System of the Americas was formally established July 1, 2017, to insure Mercy sponsored, cosponsored, and affiliated education ministries are identified within the mission of the Catholic Church and are faithful to the charism, mission and core values of the Sisters of Mercy.

### **History of Assumption High School**

The history of Assumption High School began in 1954 when the Most Reverend John A. Floersh, Archbishop of Louisville, asked the Sisters of Mercy to establish a new high school at the corner of Bardstown Road and Tyler Lane. It was a challenge for the Sisters to answer this educational call. Lack of funds was a primary concern then, as it remains today. Nevertheless, the Sisters proceeded in faith, and ground breaking took place on August 1, 1954. The cornerstone laying was October 17 of the same year, the Marian Year.

The first day of school was held on September 6, 1955. In that first year, the student body consisted of 103 freshmen and 50 sophomores. The first principal was Sr. Mary Prisca Pfeffer, and the faculty consisted of five Sisters of Mercy. Another sister served as the cook and was the only staff member. For three years, the sisters lived on the third floor of the school until there were finally enough funds to build a separate convent. Assumption graduated its first class in 1958.

Assumption High School has been recognized as a Blue Ribbon School of Excellence by the U.S. Department of Education three times: 1989, 1993, and 1998. It is one of only a small number of schools in the nation and the only girls' high school in Louisville to achieve this distinction. Other national recognition includes the 2005, 2009, 2011, and 2013 Innovations in Education Award, the 2005 and the 2008 RAMP Award for guidance programs, 2009 SMART Showcase School Designation, and the 2005 Blue Ribbon Lighthouse Award.

In 1989, ground was broken for the first addition to the school building, a 2800 sq. ft. extension which includes the Boeckmann Computer Lab. In 1995, an 11,300 sq. ft. Arts and Sciences Center, including state of the art science labs and art and music facilities, was added. The McAuley Center was opened in 1998 after the Sisters of Mercy living at Assumption generously gave the original convent to the school and opened a new convent across the street at 2169 Tyler Lane.

In August 2002, a 46,000 sq. ft. Convocation and Athletic Center opened. The building includes a 1200-seat spectator gym and convocation area, the Hall of Honors, athletic department offices, a weight room, a training room, a media center, a campus store, and a chapel as well as 11 classrooms. A bronze statue of Catherine McAuley with a student, created by Sondra Johnson, greets those who enter the foyer. The original building was renovated to include three additional science demonstration labs, a foreign language lab, and an expanded school office.

In May 2005, the original gymnasium was renovated into a Performing and Fine Arts Center. It features a 295-seat theater with a thrust stage and art gallery space.

In July 2005, The Assumption Green, our sports and education complex, was opened on Champions Trace Lane at Newburg Road. The Green features a field hockey/soccer/lacrosse field, an eight-lane track, a softball field, a grass practice field, and a 12,000 sq. ft. building housing restrooms, locker rooms, a training room, a concession stand, and a science classroom. The building's green initiatives facilitate an environmental laboratory and provide an enhanced science education. The Green serves as a learning center for Assumption students, their families and friends, and the wider Louisville community.

In October of 2016, Assumption purchased the American Legion property located on Bardstown Road. The property is approximately 2.4 acres and consists of multiple lots including 2201, 2203, 2205, and 2207 Manchester Road; 2212 and 2214 Lancashire Avenue and 2919 and 2921 Bardstown Road. AHS had been leasing this property for parking since the early 1990s. The old "log cabin" building was demolished, but the former bingo hall remains and is still called "Highland Hall." This property continues to support our parking needs, while Highland Hall is used for athletics and as a testing center.

In July 2017, AHS purchased from the Archdiocese of Louisville and St. Raphael Catholic Church the former Child Enrichment Center and surrounding property located at 2140 Tyler Lane, which comprises approximately one acre adjacent to our campus. St. Raphael no longer needed the property since it closed the daycare a few years before and created a Pre-K program in its existing school building. In October 2017, the Sisters of Mercy gifted to AHS the former Mercy Montessori School property and St. Catherine Convent, located at 2169 and 2181 Tyler Lane respectively. AHS also owns the two homes next to St. Catherine convent – located at 2167 and 2165 Tyler Lane. Securing these additional properties was key to AHS plans for a future expansion of its main campus.

## SCHOOL CONTACTS

The following lists school personnel and the areas of responsibility about which students and parents may need to contact them:

**President** Mary Lang: chief executive officer; mission, vision, and philosophy; school budget; strategic planning; athletics

**Principal** Martha Pfaadt Tedesco: chief operating officer; school policy and daily operations; selection and supervision of faculty; all school programs

**Assistant Principal/Dean of Students** Cindi Baughman: attendance, discipline, and student life concerns; student health issues, school safety; international exchange programs and international students; assignment of student lockers and parking

**Assistant Principal/Dean of Studies/Dean of Curriculum** Judy Fieldhouse: course offerings and selection, scheduling and academic concerns for students whose last names begin A-K; transfer students whose last names begin A-K; testing pool; standardized testing; textbooks

**Assistant Principal/Dean of Studies/Dean of Student Activities** Theresa Liebert Schuhmann: course selection, scheduling and academic concerns for students whose last names begin L-Z; transfer students whose last names begin L-Z; scheduling of student organizations and activities

**Advancement Director** Michelle Farmer: coordination of all aspects of the financial advancement of the school including donor relations, fundraising, grant writing, public relations, and community outreach

**Advancement Services and Donor Relations Manager** Jackie Bloyd: AHS scholarship information and applications; donation information and questions

**Athletic Director** Angela Passafiume: coaches, schedules, teams, eligibility, athletic records

**Attendance Clerk** Laura Burnam: student attendance records; student absences, tardiness, early dismissals

**Campus Store Coordinator** Lauren Lega: campus store, custom spirit wear design and orders

**College Counselors** Leigh Jackson (students whose last names begin A-K) and Kim Habich (students whose last names begin L-Z): college planning and entrance; standardized testing, vocational planning; Governor's Scholars and other special programs

**Director of Campus Ministry** Mary Ann Steutermann: school liturgies and prayer services, morning prayer; prayer requests and other outreach ministry to the AHS community; Parent Prayer Group; Diversity Steering Committee

**Finance and Facilities Director** Lisa Raley: tuition, financial assistance; school buildings and grounds

**Guidance Counselors** Jennifer Fox Ruckriegel (freshmen), Dawn Deweese (sophomores), Kristin Walsh (juniors), and Abby Asfahl (seniors): life, college, and career counseling for personal and academic concerns; group counseling; prevention programs, chemical dependency

**Learning Differences Specialists** Laura Cronin (juniors and freshmen) and Judi Erskine (sophomores and seniors) testing, accommodations, and advisement of students with diagnosed learning differences

**Marketing and Admissions Director** Elisabeth Cassady: publicizing school and student achievements, social media, school website; recruitment and admission of students

**McAuley Scholars Program Director** Kelly Kirwan: McAuley Scholars program

**Registrar** Kathy Fleischer: student report cards and records, registration and withdrawal, transfer students

**Retreat Director** Julia Scudder: four-year student retreat program; ARISE senior mission trips during Mission Week

**School Nurse** Laura Burnam: student health records; administration of medication, first aid supplies; elevator passes, special parking needs; nurse's office

**Service Learning Coordinator** Katelyn Moore: curricular and student-initiated service activities; sophomore and junior ACTS program

**Study Hall Coordinator** Annie Boehnlein: study hall; lost and found

**Technology Director** Joyce Koch: accessing online school services (PowerSchool, PowerSchool Learning Management System, SharePoint, etc.)

**Volunteers and Special Events Manager** TBA: parent volunteer opportunities, Rocket Spectacular, Assumption Parent Organization (APO)

## ENROLLMENT POLICIES

### Continuous Enrollment

Acceptance of the registration fee does not guarantee admission for the upcoming school year. Initial enrollment is contingent upon successful completion of the eighth grade. Continued enrollment is contingent upon the school's ability to meet the student's individual needs. The student's achievement, behavior, attendance, and parental cooperation are all factors in continued enrollment, which is the final decision of the school administration.

### Custodial and Non-custodial Parents' Rights and Responsibilities

Assumption High School abides by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act, 1974). When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and the non-custodial parents. Court orders concerning special restrictions will also be respected and followed by the school administration. In the absence of a court order to the contrary, Assumption High School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student; Assumption High School is not required to inform the custodial parent/legal guardian(s) if such information has been requested or given to a non-custodial parent/guardian. If there is a



court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

For the school's purposes, the parent with whom the child resides is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined; the parent who enrolled the child is considered the custodial parent until a legal document naming the custodial parent can be provided to the school.

Parent rights include access to student records and school mailings, attendance at parent/teacher conferences, and authority to request that a student be released early or be absent from school for a legitimate reason. Only the custodial parent has the right to remove the student from school property and authorize the release of the student to others.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

### **Notice of Nondiscriminatory Policy**

Assumption High School admits female students of any race, color, national and ethnic origin, and sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or sexual orientation in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs. It does not discriminate against otherwise qualified applicants on the basis of disability, if, with reasonable accommodations, the student can meet program requirements.

### **Parental Authority**

Any student enrolled at Assumption, regardless of age, is seen as the responsibility of her parent(s) or legal guardian(s). Even if they are 18 years of age or older, students may not report themselves absent, sign their own progress reports, etc. Students are required to reside with and live under the care and authority of their parents or legal guardians. Any short-term exceptions to this policy must be reported to the dean of students.

### **Publishing Student Information**

To publicize the achievements and accomplishments of our students, Assumption High School may publish students' names, photographs, or achievements in school publications (e.g. the school newspaper, the school yearbook, the morning announcements, the parent newsletter, information sent to parishes, recruiting materials) or release this same information to local newspapers and/or broadcast media. We may also post the information on the school's website and social media sites.

The Rocket Parent Network (RPN) publishes a student/parent directory that is available to Assumption families which includes each student's name and class, parent's name, home address, and phone number. Parents may opt out of having their information included in the directory. See page 16 for more information about the student/parent directory.

In accordance with the Buckley Amendment (Family Educational Rights and Privacy Act, 1974), parents may deny permission to publish any or all of this information by notifying the school in writing.

### **Withdrawal Policy**

Any student who withdraws from Assumption must do the following:

- have a parent or guardian call the school indicating the withdrawal date;
- provide to the school office a withdrawal form completed by the parent explaining why the student is withdrawing, naming the school to which the student's records should be forwarded, and including the parent's signature; failure to provide this may result in the student being reported truant to the school board in the county in which she resides;
- return her tablet PC, any media center books, and other materials belonging to the school to the registrar;
- pay all tuition due;
- inform the new school that they must officially request, in writing, school records from Assumption High School.

## **FINANCIAL POLICIES FOR 2019-2020 SCHOOL YEAR**

### **Tuition and Fees**

Tuition* for the 2019-2020 School Year	\$13,700
Registration Fee	\$200
ACTS Fee - Sophomores	\$75
Graduation Fee - Seniors	\$175
Retreat Fee** - Freshmen	\$90
Retreat Fee** - Sophomores and Juniors	\$100
Retreat Fee** - Seniors	\$250

Student Parking Fee*** (for school year)	\$50
Athletic Fee**** - Athletes	\$200

\* Tuition amount includes the cost of the Tablet PC provided for student use excluding the buyout amount stated in the Technology Agreement. Assumption grants a \$500 sister discount if more than two students are in attendance the same year. The \$500 discount is applied to the younger sibling.

\*\* Retreats are optional; however, because Assumption is a mission-based community, students are both encouraged and enabled to participate.

\*\*\* Juniors and seniors who drive to school must register their cars and pay a parking fee.

\*\*\*\* Fee is assessed per athlete for the entire year regardless of how many sports the student chooses to play. Families with more than one athlete pay a 50% fee for each athlete above and beyond their first fee of the year (\$200 for the first of the academic year, \$100 for each subsequent child during the remainder of the year).

### **Class Fundraising for Senior Prom**

Because the Senior Prom is a very expensive undertaking, each class begins fundraising during their freshman year to offset their prom costs as seniors. As sophomores, the class designs and implements a variety of fundraising activities to generate revenue, and as juniors, the class sponsors a dance as a major fundraiser. The money raised through class fundraising must be used only for prom or other senior class events. If any money remains after all bills are settled, the graduating class may choose a gift to give to AHS, or the money will be rolled over into the senior account for the following class. None of this money may be donated to outside causes. If students would like to make such a donation as a class, they should discuss this with a senior class moderator.

### **Delinquent Tuition from Previous Year(s)**

All previously unpaid tuition and 50% of the upcoming year's tuition will be required by August 1 if a student is to be re-admitted on the first day of class for a new school year. If exams were held due to unpaid tuition and tuition is paid after August 1, zeroes will be given for all final exam grades and that grade will replace the Incomplete on the transcript for the course.

### **Graduation Fee**

The \$175 graduation fee for seniors, to cover the cost of graduation and related senior activities, is due July 1. The fee will be added to the student's account and payable in the same method as tuition.

### **Late Payments**

It will be the responsibility of each school family to keep the president or finance director informed of their need to make any changes in their preferred tuition payment plan. Without such information, the following policy will apply when tuition payments are received late.

- Full Payment: When full payment has not been made by July 1, a second statement will be mailed reflecting a 1% late fee. Then if full payment including the late fee has not been made by July 20, the family will be required to select an alternate payment plan offered through the FACTS Tuition Management Plan and must be current with that plan prior to the start of school or the student will not be allowed to start the school year.
- Monthly and Quarterly Payments: Families who choose the monthly or quarterly payment plan and miss a payment due to insufficient funds will be automatically charged a \$30 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. If payments are missed, instructions on how the missed payment is to be made up will be sent to the family from FACTS. If FACTS can no longer attempt a payment due to restrictions on the number of attempted payments, the missed payment must be paid directly to Assumption within 14 calendar days of the missed payment.

In addition, families who have missed two monthly payments and have not made suitable arrangements within 14 calendar days of the second missed payment will be informed that their daughter(s) will not be re-admitted to school according to the non-admission specifications of this policy.

### **Late Registration**

- Families registering late will be expected to fulfill their tuition obligation according to the tuition policy.
- Tuition for students registering on or after the first day of school will be prorated over the number of school days they will be in attendance according to a formula established by the school.

### **Lunch Accounts**

Students may set up individual lunch accounts and spend down their accounts each day in the cafeteria or purchase a meal plan through Flik Independent School Dining, which provides cafeteria service at Assumption. Accounts are accessed via student name badges (IDs).

- A \$75.00 minimum deposit is suggested to establish a lunch account. Funds can be deposited to the lunch account online or via check; checks must include the student's name and ID number and may be mailed to Flik at Assumption or hand delivered to a Flik employee in the cafeteria.
- Checks deposited before 8:05 a.m. will be available in the student's lunch account for lunch that day.



- A student will not be allowed to purchase lunch using her lunch account if her balance is \$0, or if she does not have her name badge with her.
- Cash is always acceptable payment for lunch.
- End-of-the-year balances will remain on the student's account for the next school year. Senior account balances will be refunded to parents if the balance is \$5.00 or more.
- Lunch accounts can be used to purchase snacks during snack breaks. All rules apply to purchasing snacks that apply to lunches.

### **Non-Admission of Students Due to Tuition Delinquency**

Families failing to pay tuition according to the agreement which they have made with the school, or who have been unwilling to make suitable alternative arrangements with the school, will be informed that their daughter(s) will not be re-admitted to Assumption High School as outlined in the following paragraph.

All families must be current in their payment of tuition:

- by August 5: If not, students will not be admitted on the first day of school.
- by December 5: If not, students will not be eligible to take semester examinations or be re-admitted on the first day of class in January. All courses where a final exam has not been taken will be given an I for Incomplete on the transcript. If exams were held due to unpaid tuition and tuition is paid after February 1, zeroes will be given for final exam grades and that grade will replace the Incomplete on the transcript for the course. This student would then be eligible to apply for readmission for the following school year.
- by May 5: If not, students will not be allowed to take final exams, participate in senior activities (including prom), or receive diplomas until all financial obligations to the school have been paid. All courses where a final exam has not been taken will be given an I for Incomplete on the transcript.

### **Registration Fee**

The registration fee is paid during pre-registration in the spring for the following school year. Incoming freshmen and transfer students must pay the registration fee as part of the enrollment process. This fee is non-refundable. Late registration forms are assessed a higher fee.

### **School Fundraising Events**

To help supplement the difference between the per-student cost and tuition and to help fund our tuition assistance program, Assumption sponsors two major fundraisers each year: the Walk for Assumption and the Rocket Spectacular Benefit Dinner. Students are expected to support both events.

### **Sophomore ACTS Fee**

The \$75 ACTS fee for sophomores covers the cost of program activities, TB test, and student transportation and is due July 1. The fee will be added to the student's account and payable in the same method as tuition.

### **Student Fundraising**

Any and all student fundraising activities must be approved by and/or scheduled through the dean of student activities. This includes fundraising by student clubs and organizations, athletic teams, and class groups as well as service-related projects. All athletic teams must have the approval of the athletic director for fundraisers before requesting the fundraiser to be scheduled by the dean of student activities.

No individual or group, including student clubs, organizations, or teams, may solicit donations to Assumption High School from individuals, companies, or civic groups without the prior knowledge and approval of the executive director of advancement. All fundraising activities must be in compliance with charitable gaming regulations as applicable; consult the executive director of advancement for guidance in this regard.

All bake sales must be approved by the student activities director, and a club or organization may sign up for a bake sale no more than once a year for one day only. Only one bake sale may be held per week.

### **Tuition Assistance**

Assumption High School allocates financial assistance to students based on demonstrated financial need. Families wanting to be considered for financial aid must submit a formal online application to FACTS Grant & Aid. The link to the online application is available on our website. Applications are made available in January and are due to FACTS Grant & Aid in early March for the following school year. Applications must be submitted annually and must be received by FACTS Grant & Aid by the due date posted on the application to be considered for assistance. Late applications and applications with incomplete information may not be considered for assistance unless financial aid funds become available.

### **Tuition Payment**

All families will be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student pre-registration. Options for payment include

- One single payment of \$13,700 due July 1, 2019. Payment is made directly to Assumption High School.
- Four equal payments of \$3,462.50 due July 2019, October 2019, January 2020, and April, 2020, for total tuition of \$13,850. Payments are made through FACTS by automatic bank payments. Payments can be made on the 5th or 20th of each month. FACTS charges a non-refundable annual enrollment fee of \$45 per family.
- Ten monthly payments of \$1,400 each due July 2019 through April 2020 for total tuition of \$14,000. Payments are made through FACTS by automatic bank payments. Payments can be made on the 5th or 20th of each month. FACTS charges a non-refundable annual enrollment fee of \$45 per family.

### **Tuition Refunds**

Should a student leave for any reason during the school year, parents are responsible for tuition according to the following:

- 25% of tuition from the first day of school through September 30
- 50% of tuition from October 1 through November 15
- 75% of tuition from November 16 through December 31
- 100% of tuition after January 1

## **PARENT GROUPS AND ORGANIZATIONS**

### **Assumption Parent Organization (APO)**

The mission of the Assumption Parent Organization (APO) is to communicate to all members of the AHS community and to encourage active support and volunteerism at Assumption High School. All AHS parents are automatically members of the Assumption Parent Organization—there is no cost to join and no sign up necessary.

The APO Board consists of four officers; five “class representatives” per grade; and up to six-at-large members. These representatives work to assist parents and guardians in becoming connected and involved at AHS. The APO sponsors an annual Back to School Parent Cookout to help all AHS parents celebrate the beginning of a new school year in August. Parent volunteers also assist in calling the parents of incoming freshmen/transfer students to welcome them to AHS, host special appreciation events for the faculty/staff, and help with the Rocket Spectacular Benefit Dinner and Auction in a variety of ways. Contact Joan Johnson, Manager of Special Events and Volunteers and APO Liaison, for meeting dates and information about upcoming activities.

### **Parent Prayer Group**

Parents, grandparents, guardians, and interested family members are invited to gather and pray for their special Assumption student and all the young women at Assumption as well as the administration, faculty, staff, and all employees. The group meets on Tuesday mornings from 8-8:30 a.m. in the Chapel at Assumption (second floor of the Convocation and Athletic Center). Participants can come every week or as often as they can make it, and those who cannot physically make it to Assumption can be emailed the week's prayer outline and they can pray alongside the group wherever they may be. Contact Director of Campus Ministry Mary Ann Steutermann with any questions or to express interest in joining this group.

### **Rocket Parent Network (RPN)**

The Rocket Parent Network (RPN) is a trustworthy group of Assumption parents united to provide a drug- and alcohol-free social environment for teens. Parents commit to chaperoning their daughters and their friends to be sure that alcohol and drugs are not used while at their homes. Membership dues are \$10 per year, or \$30 for four years. Parents/guardians interested in joining the Rocket Parent Network should contact Guidance Department Chair Dawn Deweese or Guidance Assistant Kim Steinke.

RPN dues provide funding for

- two RPN scholarships offered to rising seniors who are Peer Leaders and whose parents are members of the Rocket Parent Network.
- a “Sweet Sixteen” safe-driving gift packet for each Assumption student on her 16th birthday
- the Assumption Student/Parent Directory which includes each student's name and class, parent's name, home address, and phone number. The directories also indicate which families are members of the RPN so other parents know they welcome calls from parents and will be providing a safe place for teens to be. A print copy of the directory is provided free of charge to parents who are RPN members in the first year of membership and \$5 for each subsequent year; non-member families may purchase a directory from the Guidance Office for \$5.

# SCHOOL REGULATIONS, ROUTINES, AND POLICIES

## COMMUNITY OF ASSUMPTION

We are the community of Assumption where

- faith guides
- compassion inspires
- integrity matters and
- excellence empowers.

In terms of school regulations, routines, and policies, this means

- students contribute to the creation of an orderly learning environment by following school policies and established procedures.
- students show pride in their personal appearance by dressing neatly and in accordance with the uniform code.
- students show respect for authority and follow directions.
- students show respect in word and deed for others, their feelings, their reputations, their property, and their safety.
- students show respect for school property and facilities by cleaning up after themselves and using resources appropriately.
- students exhibit true Mercy hospitality by welcoming others, celebrating their diversity, and respecting their differences of opinion and preference.
- students report dangerous behaviors and/or situations to appropriate school personnel.
- students exhibit good citizenship and show respect for our neighbors by following regulations regarding driving and parking.

## SCHEDULES

### 8:05 Schedule /Mid-Day RocketTime

First block:	8:05-9:30 a.m.
Second block:	9:35-10:55 a.m.
Locker break:	10:55-11:05 a.m.
Rocket Time:	11:05-11:20 a.m.
Third block:	11:25 a.m.-1:30 p.m.
	1 <sup>st</sup> lunch: 11:25-11:50
	2 <sup>nd</sup> lunch: 11:50-12:15 (leave class at 11:45)
	3 <sup>rd</sup> lunch: 12:15-12:40 (leave class at 12:10)
	4 <sup>th</sup> lunch: 12:40-1:05 (leave class as 12:35)
	5 <sup>th</sup> lunch: 1:05-1:30 (leave class at 1:00)
Fourth block:	1:35-2:55 p.m.
Dismissal:	2:55 p.m.

### 9:05 Schedule (without RocketTime)

First block:	9:05-10:15 a.m.
Second block:	10:20-11:30 a.m. (includes 5 Mindful Minutes)
Locker break:	11:30-11:40 a.m.
Third block:	11:40 a.m.-1:45 p.m.
	1 <sup>st</sup> lunch: 11:40-12:05
	2 <sup>nd</sup> lunch: 12:05-12:30 (leave class at 12:00)
	3 <sup>rd</sup> lunch: 12:30-12:55 (leave class at 12:25)
	4 <sup>th</sup> lunch: 12:55-1:20 (leave class as 12:50)
	5 <sup>th</sup> lunch: 1:20-1:45 (leave class at 1:15)
Fourth block:	1:50-2:55 p.m.
Dismissal:	2:55 p.m.

### **8:05 Schedule/Mid-Day RocketTime-Extended Second Block**

First block: 8:05-9:30 a.m.  
Second block: 9:35-10:55 a.m.  
Rocket Time: 10:55-11:10 a.m.  
Locker break: 11:10-11:20 a.m.  
Third block: 11:25 a.m.-1:30 p.m.  
1<sup>st</sup> lunch: 11:25-11:50  
2<sup>nd</sup> lunch: 11:50-12:15 (leave class at 11:45)  
3<sup>rd</sup> lunch: 12:15-12:40 (leave class at 12:10)  
4<sup>th</sup> lunch: 12:40-1:05 (leave class as 12:35)  
5<sup>th</sup> lunch: 1:05-1:30 (leave class at 1:00)  
Fourth block: 1:35-2:55 p.m.  
Dismissal: 2:55 p.m.

### **8:05 Schedule/AM RocketTime**

RocketTime/First Block: 8:05- 9:45 a.m.  
(includes morning prayer and announcements)  
Second Block: 9:50-11:10 a.m.  
Locker break: 11:10-11:20 a.m.  
Third block: 11:25 a.m.-1:30 p.m.  
1<sup>st</sup> lunch: 11:25-11:50  
2<sup>nd</sup> lunch: 11:50-12:15 (leave class at 11:45)  
3<sup>rd</sup> lunch: 12:15-12:40 (leave class at 12:10)  
4<sup>th</sup> lunch: 12:40-1:05 (leave class as 12:35)  
5<sup>th</sup> lunch: 1:05-1:30 (leave class at 1:00)  
Fourth block: 1:35-2:55 p.m.  
Dismissal: 2:55 p.m.

### **8:05 Schedule/PM RocketTime**

First block: 8:05-9:30 a.m.  
Second block: 9:35-10:55 a.m.  
Locker break: 10:55-11:05 a.m.  
Third Block: 11:05 a.m.-1:10 p.m.  
1<sup>st</sup> lunch: 11:05-11:30  
2<sup>nd</sup> lunch: 11:30-11:55 (leave class at 11:25)  
3<sup>rd</sup> lunch: 11:55-12:20 (leave class at 11:50)  
4<sup>th</sup> lunch: 12:20-12:45 (leave class at 12:15)  
5<sup>th</sup> lunch: 12:45-1:10 (leave class at 12:40)  
RocketTime/Fourth Block: 1:15-2:55 p.m.  
Dismissal: 2:55 p.m.

### **8:05/AM Event Schedule**

Event: 8:05-9:35 a.m.  
(with morning prayer/announcements in first block classrooms and gathering in CAC)  
First Block: 9:35-10:35 a.m.  
Second Block: 10:40-11:40 a.m.  
Third Block: 11:45 a.m.-1:50 p.m.  
1<sup>st</sup> lunch: 11:40-12:05  
2<sup>nd</sup> lunch: 12:05-12:30 (leave class at 12:00)  
3<sup>rd</sup> lunch: 12:30-12:55 (leave class at 12:25)  
4<sup>th</sup> lunch: 12:55-1:20 (leave class at 12:50)  
5<sup>th</sup> lunch: 1:20-1:45 (leave class at 1:15)  
Fourth Block: 1:55-2:55 p.m.  
Dismissal: 2:55 p.m.

### **8:05/PM Event Schedule**

First Block: 8:05-9:15 a.m.  
Second Block: 9:20-10:30 a.m.  
Third Block: 10:35 a.m.-12:40 p.m.  
1<sup>st</sup> lunch: 10:35-11:00  
2<sup>nd</sup> lunch: 11:00-11:25 (leave class at 10:55)  
3<sup>rd</sup> lunch: 11:25-11:50 (leave class at 11:20)  
4<sup>th</sup> lunch: 11:50-12:15 (leave class at 11:45)  
5<sup>th</sup> lunch: 12:55-12:40 (leave class at 12:50)  
Fourth Block: 12:45-1:55 p.m.  
Event: 1:55-2:55 p.m.  
Dismissal: 2:55 p.m.

### **8:05/Mid-Day Event Schedule**

First Block: 8:05-9:10 a.m.  
Second Block: 9:15-10:15 a.m.  
Event: 10:15-11:45 a.m.  
Third Block: 11:45 a.m.-1:50 p.m.  
1<sup>st</sup> lunch: 11:45-12:10  
2<sup>nd</sup> lunch: 12:10-12:35 (leave class at 12:05)  
3<sup>rd</sup> lunch: 12:35-1:00 (leave class at 12:30)  
4<sup>th</sup> lunch: 1:00-1:25 (leave class at 12:55)  
5<sup>th</sup> lunch: 1:25-1:50 (leave class at 1:20)  
Fourth Block: 1:55-2:55 p.m.  
Dismissal: 2:55 p.m.

### **9:05 Semester/Final Exam Schedule (12:05 p.m. dismissal)**

First block: 9:05- 10:30 a.m.  
Break: 10:30-10:45 a.m.  
Second block: 10:45 a.m.-12:05 p.m.  
Dismissal: 12:05 p.m.

### **8:05/12:25 p.m. Early Dismissal Schedule (without RocketTime)**

First block: 8:05-9:05 a.m.  
Second block: 9:10-10:10 a.m.  
Locker break: 10:10-10:20 a.m.  
Third block: 10:20-11:20 a.m.  
Fourth block: 11:25 a.m.-12:25 p.m.  
Dismissal: 12:25 p.m.

### **Inclement Weather/Late Opening Schedule**

#### **Use Modified 9:05 Schedule (without RocketTime)**

First block: 9:05-10:20 a.m.  
(includes additional time for announcements and attendance)  
Second block: 10:25-11:30 a.m.  
Locker break: 11:30-11:40 a.m.  
Third block: 11:40 a.m.-1:45 p.m.  
1<sup>st</sup> lunch: 11:40-12:05  
2<sup>nd</sup> lunch: 12:05-12:30 (leave class at 12:00)  
3<sup>rd</sup> lunch: 12:30-12:55 (leave class at 12:25)  
4<sup>th</sup> lunch: 12:55-1:20 (leave class as 12:50)  
5<sup>th</sup> lunch: 1:20-1:45 (leave class at 1:15)  
Fourth block: 1:50-2:55 p.m.  
Dismissal: 2:55 p.m.

### **Rocket Time**

RocketTime is a 15-minute co-curricular period that is generally held each day when an 8:05 Schedule is followed. During RocketTime, students will meet in grade-level homerooms, attend class meetings, participate in family activities, and engage in a variety of advising and

guidance programming activities. Activities will be scheduled during AM RocketTime, Mid-Day RocketTime, or PM RocketTime based on the program needs. This time is structured to do the following:

- create for students a home base that will stay together throughout their four years with faculty/staff who know and love them
- provide opportunities for academic, college, and career advising and activities
- promote school and class spirit by providing time for class meetings and activities
- provide students with an opportunity to socialize and form relationships with their classmates
- support the Family Program and allow families to interact on a regular basis
- provide opportunities for freshmen to be mentored by older students

RocketTime will not be held on days when a 9:05 Schedule is followed (virtually every Wednesday) or when an EVENT SCHEDULE is followed.

### **Change of Classes and Locker Break**

Five minutes passing time is allotted for the changing of classes and a 10-minute locker break is provided after second block on most days (see Schedules in previous section). During the time between classes, students may go to their lockers, go to the restroom, etc., but they need to be in their next block classrooms when the bell rings for the next period to begin. Students may leave their assigned rooms only at the change of classes unless they have their teacher's permission and a signed pass. Students may not eat or drink (except at the water fountain) in the halls during the change of classes.

## **ARRIVAL AND DISMISSAL**

### **Arrival at School**

The school building opens and supervision of students begins at 7:15 a.m. daily unless indicated otherwise in updates provided via the principal's weekly Rocket Report and/or over the daily announcements. Students may not arrive at school earlier than 7:15 a.m. without special permission; if there are mitigating circumstances, parents may submit a written request to the dean of students for arrangements to be made to allow the student to arrive prior to 7:15 a.m. Students arriving between 7:15 and 7:55 a.m. (8:55 a.m. on 9:05 Schedule days), unless participating in a supervised activity, must report to and remain in the cafeteria until the first bell rings at 7:55/8:55 a.m. when they may go to their lockers (if needed) and to their first period classrooms. Students who wish to engage in quiet study may do so in the media center, which will open to students at 7:15 a.m. daily.

- Any student not present in her first period classroom when the bell rings for class to begin (8:05 or 9:05 a.m., depending upon the day's schedule) will be considered tardy and must sign in with the attendance clerk for an admittance slip.
- Students who are not in the classrooms or other assigned areas when the bell rings for other periods throughout the day are considered late for class, study, etc., and will be issued disciplinary consequences.

### **Carpooling**

Assumption has partnered with CarpoolToSchool.com, an online service that creates an Assumption-only network that allows parents and students who wish to start or join a carpool to connect online. It provides a safe, easy way to form or join a carpool and its intuitive interface makes planning easy and convenient. We strongly encourage parents to consider carpooling as an option for getting their daughters to and from school and students who want to drive to school to offer carpools--it builds community, is good for the environment, and helps Assumption be a good neighbor by reducing the amount of school-related traffic on Bardstown Road in the morning and afternoons.

### **Drop-Off and Pick-Up Procedures**

In the morning and at dismissal, all vehicles dropping students off and/or picking them up need to enter the campus from Bardstown Road (heading west on campus) and pull up as far as possible along the Convocation and Athletic Center before stopping. Students may not be dropped off or picked up in any of the AHS parking lots nor along Bardstown Road or either side of Tyler Lane. Additionally, students may not be dropped off or picked up on the private property belonging to our neighbors, including Strathmoor Presbyterian Church, the shopping center on Lancashire Avenue, and the row of shops along Bardstown Road.

### **Parking**

Parking on campus or in a school-provided spot is a junior/senior privilege. During the school day, any student who is not assigned a parking space shall not park on campus or in a school-provided spot. Seniors and juniors who register by the deadline will be assigned a parking space at the beginning of the school year. Those needing a parking space after the school year begins may apply for a space; these requests will be filled as long as spaces are available. Only those students who register for a parking permit, pay the specified fee, and fulfill all applicable school requirements may be issued a parking space. If a student has not been given a parking space, she may not park in Assumption's lot or in spaces arranged for by the school; it should be noted that students may park in front of neighborhood homes or in lots owned by local businesses only with the express permission of the property owner.

At no time may any student park in fire lanes, faculty/staff spaces, or visitor parking areas. Students shall not park in the following areas:

- parallel to the sidewalk along Bardstown Road

- parking spaces reserved for St. Raphael Church
- residential streets, including Tyler Lane, Eleanor Avenue, Lancashire Avenue, Gladstone Avenue, Hooch Avenue, and other residential streets near Assumption High School
- parking spaces intended for patrons of local businesses
- on private property without the express permission of the owner(s) of such private property
- at Strathmoor Presbyterian Church unless arrangements have been made directly with the church.

Violators will be issued demerits and could lose future parking privileges. Violators parking illegally are subject to having their vehicles towed.

Students who are assigned parking spaces may not leave their cars parked there overnight (e.g. while they are on retreat) without making prior arrangements with the parking coordinator.

Students who have special needs regarding short-term parking need to make prior arrangements with the parking coordinator.

Priority for issuing spaces will be given to those who register carpools with CarpoolToSchool.

Careful driving (not to exceed 10 mph) is expected at all times on campus and in the parking lots. Because of the amount of vehicular and pedestrian traffic in the neighborhood, students need to use special care to obey speed limits and drive cautiously. Use of a cell phone, especially for texting, while driving can prove to be a dangerous distraction; students are to use cell phones before they start their vehicles or while they are still parked, not while driving.

Assumption has the right to search and/or disable any vehicle brought on school property or parked in a space arranged for by the school.

All school rules and regulations are in effect in all student parking areas, including those off campus. Students will receive a packet containing rules and regulations regarding driving and parking on school property when they apply for and are issued a permit. Failure to abide by these rules and regulations will result in disciplinary consequences and could result in the suspension or withdrawal of parking privileges. A signed copy of the student's agreement to abide by the driving and parking regulations is kept on file in the office.

Students may not go to the parking lot at any time during the school day without permission from the school office; students may not go to their cars that are parked in designated areas off campus without special permission from a parent or the dean of students. Students are to follow traffic laws of safe crossing both on and off campus.

### **Regular Dismissal (2:55 p.m.)**

Afternoon dismissal will occur at 2:55 p.m. Students are to be picked up immediately following dismissal and immediately following any extracurricular activity. Students who remain in the building after 3:15 p.m. must be under the direct supervision of a faculty/staff member—they may not remain unattended in classrooms, hallways, labs, etc. Students who remain in the building from 3:15 until 4:30 p.m. and are not under the direct supervision of a faculty/staff member must report to the cafeteria; they may use engage in quiet study in the media center until 4:00 p.m. (3:45 p.m. on Fridays). Students who are in unauthorized areas without supervision will be subject to disciplinary consequences. All students must exit the building and leave the campus by 4:30 p.m. (4:00 p.m. on Fridays) unless they are participating in a supervised extracurricular activity. Assumption cannot be responsible for students who choose to remain on campus after school or after extracurricular activities.

### **Early Dismissal**

When school dismisses early, the building/campus will close to students 20 minutes after dismissal and any student not under the direct supervision of a faculty/staff member must exit the building and leave campus. Students who are in unauthorized areas without supervision will be subject to disciplinary consequences. Assumption cannot be responsible for students who choose to remain on campus after school or after extracurricular activities.

## **BUILDING AND FACILITIES**

### **Campus Store**

The Assumption Campus Store is located on the ground floor of the Convocation and Athletic Center and is open for students daily during lunch block and locker break. The campus store will be open from 7:45 a.m. - 3:45 p.m. on school days and during special events. The campus store is closed for lunch each day from 12:10 - 12:40 p.m. with the exception of a special schedule. Hours and special events are posted on the school website: [www.ahsrockets.org](http://www.ahsrockets.org).

Students are not allowed to go to the Campus Store during class. No food or drink is allowed in the campus store. Due to the limited size of the campus store, students should only be in the campus store when they intend to make a purchase. Students need a pass to come to the campus store during their lunch period; they do not need a pass during locker break, but they must have business to transact.



**Return Policy:** Any merchandise returned MUST be accompanied by the original receipt within 30 days of the purchase date. Any clothing item must have original tags on it and be in new condition. If returned merchandise cannot be sold as new, it will not be accepted by the campus store. All clearance items are final sale.

### **Finance Office**

The finance office is located in the McAuley Center on the top floor. Tuition payments and other finance -related items should be handled before or after school if at all possible. Tuition payments made directly to the school may be mailed or brought to the main office or finance office. The finance office hours are 7:45 a.m. to 4:15 p.m. Monday through Thursday and 7:45 a.m. to 3:45 p.m. on Friday; summer office hours are 8:30 a.m. to 3:00 p.m. Monday through Thursday and 8:30 a.m. to 12:00 noon on Friday.

### **Main Office**

The school office is open from 7:15 a.m. to 4:15 p.m. daily (till 3:45 on Friday). It is located on the second floor of the main building near the main entrance on Tyler Lane. It may be reached by calling 458-9551.

### **Media Center**

The AHS media center/library is open from 7:15 a.m. to 4:00 p.m. Monday through Thursday and from 7:15 a.m. to 3:45 p.m. on Friday and on days immediately preceding a school holiday.

Students should not enter the media center without faculty supervision before or after the posted hours. During the school day, students must have a signed pass in order to enter the media center. Students must clock in and out of the media center using the time clock, as it serves as the library staff's signature.

Students must abide by all school rules while working in the media center, including the uniform code and, when working on computers, the acceptable use policy. In order to preserve the collection, furniture, and carpet in optimal condition, healthy and "non-messy" snacks and water (no other beverages) may be consumed during study hall "snack break." Students are responsible for cleaning up after themselves following snack break. Students must demonstrate respect for their peers by maintaining an appropriate noise level and not disrupting the learning environment. Students who are unable to maintain an appropriate noise level (i.e. whisper) will be sent back to study hall with a detention. As a courtesy to others, cell phones may not be used in the media center even before or after school hours. Other specific media center rules will be posted in the media center and communicated to students at the beginning of the school year.

Students may check out up to 10 materials at a time. The loan period for books is 21 days. Students may renew a book in person in the media center or by emailing the library staff. Library materials may be renewed for an additional 21 days if there is not already a hold on the item(s). If a student has received a second overdue notice, she needs to bring the book to the media center in person to renew it.

As a courtesy, the media center staff emails notices to students who have overdue materials, but it is the responsibility of the student to know when materials are due. With the second and third overdue reminders, the student will be issued a detention and media center privileges will be suspended. After the third reminder for the same item(s), the student's name will be given to the dean of students and demerits will be issued. Students are responsible for reimbursing the media center for lost item(s).

All materials checked out of the media center must be returned or paid for before final exams are taken in the spring.

### **Weight Room and Training Room**

Weight room and training facilities may be used by members of Assumption athletic teams as well as Assumption students, faculty, and staff; no one may use weight room or training facilities without a trained/certified adult supervisor present. To use the weight room, the student must have appropriate workout attire (tennis shoes, shorts, and a T-shirt which covers the entire upper body torso and abdomen). Equipment must be used appropriately and only in accordance with posted guidelines for use and the supervisor's instructions.

## **COMMUNICATION**

### **Cell Phones**

Students must keep cell phones turned off and out of sight during school hours; they may not be used, seen, or heard while school is in session. This prohibition extends to students when they are participating in school-related functions such as field trips, retreats, and ACTS, unless express permission is given by the supervising adult or there is a true emergency. When a cell phone is seen/heard during school hours (8:05/9:05 a.m.-2:55 p.m.), the phone is confiscated and sent to the school office; the dean of students will check the phone to determine if intentional use violations have been committed. A phone being seen or heard will automatically result in a demerit being issued to the student; two demerits will be issued for intentional/active use; repeated intentional use violations will result in the phone being confiscated until the end of the school year.

**Note: If a student is ill, she needs to come to the attendance office to contact a parent, not call or text home. If there is a critical situation in which the parent needs to contact the student during the day, the parent needs to call the school office and the information, if truly critical, will be relayed to the student.**



### **Change of Address and/or Phone Number**

If a student changes her address and/or phone number while attending Assumption High School, she must notify the registrar of the change in writing.

### **Faculty Mailboxes**

Students with items for teacher mailboxes should bring these to the school office, not the faculty room. The school office staff will not be responsible for assignments that may not reach a teacher. Students are strongly encouraged to deliver the assignment to the teacher personally.

### **Messages for Students**

We do not interrupt instruction unless it is deemed an urgent situation by the school office staff. Only in cases of urgency will phone messages be given to students during the school day. We will accept urgent messages from parents only, although we cannot guarantee any messages left will be received by the student. Parents who need to inform their daughters of appointments made for them during the school day should make prior arrangements for their daughters to call them (from the attendance office) during lunch, between classes, etc.

### **Posters and Signs**

Specific permission is needed from a teacher or the office staff to hang/post posters or signs in the school. The teacher's or office staff's initials should appear in the lower right corner of the poster/sign if approved. When approved, students should have the posters date stamped in either the main office or the student activities office. It is the responsibility of the student or organization posting the signs to remove them, but they will be removed by others if still posted past date. Posters/signs should always be neat and grammatically correct. Signs may be hung in the halls only on the cork strips. Posters and signs may not be displayed in the two foyers, the connector, or on outside doors. Only masking tape, painter's tape, or cellophane tape maybe be used – no duct tape. Do not use tape of any kind on wood, painted, or waxed surfaces (including doors to stairwells, bathroom stall doors, and floors).

### **Student/Parent Directory**

The Rocket Parent Network (RPN) publishes a student/parent directory that is available to Assumption families which includes each student's name and class, parent's name, home address, and phone number. The directories also indicate which families are members of the RPN, Assumption parents who are united to provide a drug and alcohol free social environment for teens and commit to chaperoning their daughters and their friends to be sure that alcohol and drugs are not used while at their homes. A print copy of the directory is provided free of charge to parents who are RPN members in the first year of membership and \$5 for each subsequent year; non-member families may purchase a directory from the Guidance Office for \$5.

### **Telephones**

With permission, phones in the attendance office and the guidance office may be used by students for emergency calls during the school day. Phones in the student activities office may be used by students to conduct student activities-related business with faculty permission and direct supervision. No other phones in any of the school offices should be used by students.

## **DRESS AND BELONGINGS**

### **Backpacks, Bookbags, Purses, and Computer Cases**

Backpacks and bookbags must remain in the student's locker during the school day. Purses that look like backpacks, regardless of size, will be considered backpacks and may not be carried during the school day. Purses are to be kept under the student's desk/chair during the school day. If a purse is too large to fit completely under the student's desk/chair in any classroom/area she is in (even if it is a room with small desks), the purse is too large and may not be carried during the school day. To discourage illegal cell phone usage, students are not allowed to keep purses on their desks or laps during class; additionally, teachers may require that students leave their purses in the classroom when going to the restroom, etc.

The student Tablet PC must be in the school-supplied carrying case when not in use or when being transported.

### **Deliveries for Students**

Assumption High School does not accept deliveries for students unless it is deemed an urgent situation by the school administration. Students must accept the natural consequences for forgotten items (assignments, lunch, etc.).

### **Lockers**

Students may go to their lockers before school from 7:55-8:05/8:55-9:05 a.m., during the passing time between periods, and during the 10-minute locker break. In order to avoid disrupting classes being held in nearby classrooms, students are not allowed to go to their lockers during class, study, or lunch without specific permission from the teacher/proctor to do so.

Lockers are optional for juniors and seniors. As a senior privilege, before school starts in August, seniors who would like to have a locker will be given the opportunity to choose their own lockers; juniors who want to have a locker will be allowed to select their own lockers during the first few days of the school year. Lockers and locker partners will be assigned for all freshmen and sophomores.

Lockers for use by seniors and juniors are located on the first and third floors of the main building. Sophomore lockers are located on the second floor of the Convocation and Athletic Center. Lockers for freshmen are located on the first and second floors of the Arts and Sciences wing and on the second floor of the main building.

Students may use only the locker that is assigned to them. Each locker is shared by two students who are responsible for its good order. Students are responsible for the content of signs posted on their lockers and disciplinary consequences may accompany signs that are inappropriate. Faculty/staff may remove inappropriate signs posted on the lockers.

Lockers are provided by the school for the use of the student. They are NOT considered personal property but school property, and the administration reserves the right to inspect the lockers and their contents at any time. Locks will be provided by the school, and students may not provide their own locks. Locks will be collected back at the end of the school year; students will be charged for lost or damaged locks.

Students are to keep their lockers locked at all times. They should not give others their locker combinations. Assumption is not responsible for lost or stolen items. Students should not bring valuables or large sums of money with them to school; if a special situation makes it necessary, students should bring such items to the school office upon arrival at school and ask that they be held in safety until dismissal.

During their season, student athletes may keep their sports bags and athletic equipment in the spaces marked for this in the locker rooms in the gym. These possessions should be brought to the locker room prior to 8:05/9:05 a.m. when first period begins. The home locker room will remain locked from 8:05/9:05 a.m. until dismissal and the visitor locker room will be accessible only to PE students during the school day. Efforts will be taken to keep student athletes' possessions secure, but, as with other lockers, Assumption is not responsible for lost or stolen items.

### Lost and Found

The Lost and Found is housed in the awning door stairwell. Anyone who finds a lost or misplaced article should turn it in to the study coordinator; likewise, students looking for lost/misplaced articles should check with the study coordinator as soon as possible. If names are in found items, an attempt will be made to notify students. If lost and found articles are not claimed within a week, they will be donated to charity.

### Name Badges

All students will be issued name badges, which will also serve as student IDs, which they are required to wear on a school-provided lanyard around the neck during school hours. The name badge is to be visible at all times and, as a student ID, should be in a student's possession whenever she is on campus. Students must present their current IDs to check out materials from the media center and to enter school dances. Cafeteria lunch accounts will be accessed using the name badge; students who do not have their name badges will have to pay cash for their lunch.

- Students who lose their name badges should come to the office to purchase a replacement for a cost of \$10; replacement lanyards may be purchased in the school office for \$3, and replacement card holder sleeves for \$2. Replacement name badges must be paid for at the time requested; the student may pick up the replacement name badge the next morning in the school office and will receive a temporary badge to use for the current day.
- Failure to visibly wear the name badge during the school day may result in disciplinary consequences.
- If a student arrives at school without her name badge, she may come to the main office before first period and request a temporary badge to use for the day; students who request more than three temporary name badges during the school year will receive a detention for each additional badge.
- Altering or defacing a name badge in any way will require the student to purchase a replacement. Only official, school-authorized stickers may be placed on the back of the student's name badge/badgeholder and may not cover the student's name.
- Damaging or defacing another student's name badge will result in disciplinary action.
- Wearing or using another student's name badge will result in disciplinary action.

### Uniform Code

In an attempt to foster a sense of pride in one's personal appearance and a professional atmosphere, Assumption's uniform code reflects a traditional style of grooming and dress. Uniforms and clothes worn on uniform break days are to be neat, clean, and in good repair; no cut, ripped, or torn clothing is allowed, even on uniform break and spirit wear days. Students are to be in full uniform by 8:05/9:05 a.m.. (when the school day begins) each school day. Uniforms must also be worn in detention. The name badge worn on a school-provided lanyard is considered part of the uniform. **NOTE: Uniform skirts, pants, shirts, sweaters, and sweatshirts must be purchased from Shaheen's on Breckinridge Lane.**

- **Skirt:** solid wine or plaid uniform; length should be at moderate length (not shorter than three inches from the top of the knee). Skirts must have an operable zipper and should be neatly hemmed (no staples or safety pins). Skirts may not be intentionally cut at any time and should not be rolled. If shorts are worn under the uniform skirt, they may not hang below the hemline of the skirt and should not be visible.
- **Pants:** black Dickies™ with the A logo monogram; uniform pants with the AHS emblem may still be worn if students already have them. Uniform pants may not be worn in combination with the uniform skirt. The waistband must be worn at the waist, and pants must be neatly hemmed; they may not drag on the ground/floor.
- **Shirt:** white short- or long-sleeved polo purchased from Shaheen's with the A logo monogram. All shirts must be tucked into the waistband of the skirt/pants at all times.
- Plain white **T-shirts** may be worn under the blouse/polo shirt; long-sleeved T-shirts may not be worn under short-sleeved uniform blouses/shirts; T-shirts may not hang out from uniform blouses/polos. Shirts with writing on them, including PE shirts, are not permitted.
- **Socks and tights:** solid white or black socks that are visible above the top of the shoe or solid black opaque or flat knit cotton-spandex tights; socks may have a small black or white single logo on them; socks may not be worn over tights; no leggings allowed; tights may not be gray or white; cable knit, patterned, fishnets, and sheer hosiery are not allowed.
- **Sweater (optional):** black V-neck with A logo monogram; seniors may wear the senior sweatshirt in place of a black sweater.
- **Quarter-zip Sweatshirt (optional):** black with A logo monogram; seniors may wear the senior sweatshirt in place of a quarter-zip sweatshirt.
- **Shoes:** athletic, casual, or dress shoes that are solid black, white, gray, brown, tan, or maroon may be worn with the school uniform; "solid in color" means the body of the shoe may not have a pattern or embellishments (such as mesh); fluorescent and neon colors are allowed only for laces, soles, and logos, not as the main/solid body color part of the shoe. Shoes must cover the toes and heel, but may not cover the ankle; no boots, boot-type shoes, clogs, slippers (including moccasins), or sandals are permitted with uniform or non-uniform attire; shoes with laces must be tied.
- **Senior Sweatshirt/T-shirt:** Seniors may wear their class sweatshirts in place of the sweater/quarter-zip sweatshirt. A uniform shirt is to be worn under the sweatshirt. Seniors may wear their senior class T-shirt with the uniform skirt prior to November 1 and after Spring Break; the senior sweatshirt may be worn over the T-shirt during this time period only.
- **ACTS Uniform for Sophomores:** To meet the dress requirements for various agencies and to project a positive image while performing service in the community, all sophomores are required to wear black Dickies™ uniform pants (from Shaheen's) with a uniform polo on ACTS Wednesdays during the second semester. School sweaters may also be worn, but sweatshirts may not. Students are also to wear their AHS lanyards with name badges to ACTS. Students who do not comply with this requirement will be issued a uniform infraction; if they cannot get in the proper uniform for ACTS before leaving for their agencies, they will not be allowed to participate in ACTS that day and will receive an unexcused absence from ACTS.
- **A Logo and AHS Emblem:** The official A logo and the AHS monogram are the only acceptable emblems on the uniform.
- **Outerwear:** Coats, jackets, sweatshirts (other than senior sweatshirts for seniors or the quarter-zip uniform sweatshirt) sweatpants, bandannas, scarves, and hats may not be worn with the uniform in the building during the school day. Because they may not wear them, students may not carry these items with them during the school day.
- **Hair, Body Art, and Jewelry:** The school reserves the right to restrict items such as, but not limited to, excessive jewelry or cosmetics. Extreme haircuts and hair color are prohibited; only hair colors in which human hair naturally occurs are permitted. No body piercings other than ears are allowed. No tongue piercings are allowed. Visible tattoos are not allowed. Students may not cover obvious body piercings or tattoos with Band-Aids or any other coverings. The prohibition against piercings, other than ears, and tattoos extends to students when they are participating in school-sponsored events, such as dances and ceremonies (Junior Ring Ceremony, Baccalaureate, Senior Honors Assembly, Graduation, etc.), as well as during the school day.
- **Wearable Technology:** Students may not wear smart electronic devices that connect to the internet or use Bluetooth technology during the school day; this prohibition includes, but is not limited to, devices such as activity trackers, smart watches, and digital eyewear. Students who use such devices to monitor their health and fitness may keep them in their purse during the school day (where they will continue to count steps, etc.), but they may not consult or actively use them during school hours. Wearable technology may not be seen or heard from bell to bell (8:05/9:05 a.m.- 2:55 p.m.); violations will be handled as for cell phones, with one demerit issued if wearable technology is audible or visible and two demerits issued in cases of active use. An exception will be made if the wearable technology is medically necessary due to a health condition (such as impaired hearing or a need to monitor blood sugar) if medical documentation is provided to the school nurse.
- **Non-Uniform Attire:** Occasionally students will be given a uniform break. Students should wear appropriate dress clothes that are modest and in good taste. A jeans day indicates that students may wear jeans, school-approved shoes, and casual shirts. Jeans must be denim, may be colored, but may not be ripped, torn, or cut. Denim overalls are acceptable attire on jeans days. Clothing that refers to drugs, alcohol, sex, or profanity (written or by picture) is not acceptable at school or at school functions. The school reserves the right to restrict items such as, but not limited to, halter tops, leggings, yoga pants, shorts, Capri pants, and mini-skirts. Tank tops are never permitted.
- **Spirit Wear:** Every Monday is designated as AHS Spirit Day. Students who participate must wear an AHS sweatshirt or T-shirt, with jeans or AHS pants purchased from the Assumption Campus store (no shorts). A uniform shirt or sweater may NOT be worn in place

of an AHS sweatshirt or T-shirt, and the sweatshirt or T-shirt must have the official AHS name on it. School-provided athletic warm-ups that clearly have “Assumption” or “Rockets” written on them are permitted on Spirit Day. Non-AHS jackets may NOT be worn over spirit wear. School-approved shoes must be worn with spirit wear. Students who choose not to wear Spirit Day attire must be in their full Assumption uniform.

- **“Jeans or better:”** Whenever students are allowed to wear jeans (Spirit Days, jeans days), they have the option of wearing dressier pants instead: khakis, corduroys, or dress slacks. They may not wear sweatpants, windpants, flannel pants, or leggings instead of jeans.

While an attempt has been made to present the dress regulations as completely as possible, there may be cases where the appropriateness of an accessory or article of clothing is in question. The general rule to follow is this: if the article of clothing or the accessory is not mentioned above, assume it is inappropriate. The decision of the dean of students regarding the appropriateness of any item is final.

## **EVENTS AND ACTIVITIES**

### **Assemblies**

The purposes of whole school assemblies are to extend the educational process beyond the classroom and to build community. Programs are scheduled for AHS students based on the belief that such programs will complement the academic program and assist the school in carrying out its mission. Pep rallies are held periodically in order to give the AHS community the opportunity to show its support for athletes and the AHS athletic program.

Different programs warrant different types of behavior. At all times, behavior should be appropriate. Respect for the speakers, performers, instructors, and fellow students is expected at all times, regardless of whether the student likes the program or activity. For the sake of order, students will be asked to leave one class at a time in an orderly fashion.

### **Dance Regulations**

Assumption High School, in keeping with its mission, strives to provide the best possible academic and social atmosphere for students. While we realize we cannot and do not wish to control every situation, we believe that it is our responsibility to students and parents to provide an atmosphere that is positive, safe, and meaningful. We also expect students and their guests to show respect for both themselves and each other. Assumption students are under all regulations outlined in this handbook, including the prohibitions against body piercings other than ears and visible tattoos.

Therefore, the following regulations will be in effect for all school-sponsored dances:

### **Dress Code for Dances**

To show respect for the event and those who plan and host it, students and their guests need to dress appropriately. For a semi-formal event, girls are required to wear a dress, skirt and blouse, or pantsuit, and boys are required to wear slacks, a dress shirt (which must be worn and buttoned the entire night), and a tie; for a formal event (Senior Prom, for example) girls are required to wear a dress, skirt and blouse, or pantsuit and boys are required to wear slacks, a dress shirt (which must be worn and buttoned the entire night), and coat and tie. Creative attire is acceptable but needs to be respectful of the event; costumes are not acceptable attire for a semi-formal or formal dance. Dresses for dances need to be appropriate for a Catholic school dance. Dresses with more than minimal bare midriff areas, bodices that look like bras or bikini tops, and/or plunging necklines or waistlines are among those that would be inappropriate. Students who are not dressed appropriately for a school dance will be sent home or required to change by the administrator on duty at the dance, whose judgment as to what is appropriate will be final.

- Students must present their current student IDs in order to be admitted to the dance; students without IDs may be admitted but will be issued detentions.
- Assumption students may attend and may bring one outside guest. Dances are open to all Assumption students or as specified:
  - > Whole school semi-formal dance sponsored by the Junior Class in the fall
  - > Whole school Father/Daughter Dance
  - > Senior Prom
- With the exception of the Father/Daughter Dance, tickets for dances must be purchased in advance and no tickets will be sold at the door.
- Those attending must arrive and be admitted within the first hour and must remain until the last hour. Those attending Senior Prom must arrive at the established time for dinner.
- Students/Guests may not bring large purses, bags, or backpacks into any dance; these may be checked in the coat room or given to the administrator present for safekeeping until the time for departure.
- Those attending may not leave and be readmitted.
- Smoking, including e-cigarettes/vaping, is not allowed. (See page 31 for school policy regarding smoking/vaping)
- No “dirty dancing” or other overtly sexual dancing will be allowed and public displays of affection are inappropriate.
- DJs/Bands are instructed by the school administration to stop a song any time inappropriate dancing or other behavior is noticed. The DJ/band can only play songs if their words and meaning are appropriate for a Catholic school dance; the DJ/band may not play songs that are raunchy, about sex, degrading or offensive to women, use unacceptable language, etc.

- Any student or guest who exhibits unacceptable behavior may be dismissed. Parents will be notified prior to the student’s dismissal.
- To help create the safest environment possible for the girls and their guests, all those attending will be screened with a passive alcohol sensor as they enter and leave the dance. If the sensor detects the presence of any alcohol, the student and/or her guest will be detained and a second reading will be taken to confirm the presence of alcohol before further action is taken.
- Parents will be notified at the time any student or her guest is or appears to be under the influence of alcohol/drugs, or is using or possessing alcohol or illegal drugs. If unable to locate a parent or appropriate family member, the student and/or her guest will be placed in the care of legal authorities who are present at all dances.
- Assumption High School strongly disapproves of and discourages hosting or attending parties or social activities that promote or condone immoral or illegal behavior., especially parties/activities held in association with school-sponsored dances or other events.

### Class Fundraising for Senior Prom

Because the Senior Prom is a very expensive undertaking, each class begins fundraising during their freshman year to offset their prom costs as seniors. As sophomores, the class designs and implements a variety of fundraising activities to generate revenue, and as juniors, the class sponsors a dance as a major fundraiser. Details related to this policy are included on page 14 of this handbook.

### Field Trips

A school-provided permission slip must be signed and dated by a parent or guardian before a student will be allowed to participate in a field trip. Because it is a legal document, students may not sign their parents’ names on a permission slip, even if they know they have their parents’ permission to participate in the activity. Phone calls or faxes are not accepted in place of signed forms. A sample permission slip is included on page 85 of this handbook; it may be printed/copied and completed with the appropriate information if the teacher-provided permission slip is misplaced.

Students may not drive on any field trip during the school day, unless the sponsor of the field trip requests permission from the administration due to mitigating circumstances. The teacher sponsor of the field trip will arrange use of a bus or van to use for transportation. Students may be required to provide their own transportation for after-school field trips and school-related activities. In such cases, school personnel will make no arrangements for students to ride with each other, and Assumption High School assumes no responsibility or liability for any injuries or other claims arising out of or resulting from students’ participation in that particular event. Additionally, a teacher may not transport students without written permission from a parent/guardian and at no time may a teacher transport just one student in a personal vehicle.

Students who have excessive absences and are on “doctor’s note only” or “no makeup work allowed” status will not be allowed to participate in field trips that involve missing classes other than the one for which the field trip is planned.

Extended field trips that involve travel overnight are subject to the rules and regulations stipulated by the tour company and chaperones involved. Since safety is the foremost concern, any student who seriously breaks the rules can be sent home at her parents’ expense. Graduates and students not returning to Assumption in the fall are not eligible for travel that extends beyond the school year. If a decision not to return to AHS is made after trip arrangements have been made, all monies paid will be forfeited unless the tour company should refund them.

### Service Projects

All service projects involving the collection of money or items must be approved in advance by the Service Clearinghouse Committee. The committee consists of the director of service learning, the dean of student activities, the student activities director, the dean of students, student representatives from the Family Council, and the director of campus ministry who chairs the committee. All service-related projects and activities will need to go through the committee for approval; the final scheduling of approved projects and events will be coordinated by the dean of student activities.

An individual wanting to conduct a service project needs to contact the director of campus ministry about her idea; a club or other student group wanting to conduct a service project needs to contact the dean of student activities. The director of campus ministry or dean of student activities will advise students how to proceed and will take the project proposal to the Service Clearinghouse Committee for consideration. It should be noted that projects involving fundraising are extremely limited to prevent students being continually asked for money.

### **FOOD AND BEVERAGES**

Food/beverages (with the exception of water—see below) are not to be consumed in the hallways, during passing time, or during class time. If a teacher uses hard candy as small reward for a classroom learning activity, students must consume it during that class period. Per state law, no students, including seniors, may purchase soft drinks during the school day. The faculty and administration reserve the right to modify food/beverage policies in response to specific situations, room/equipment needs, etc.



### **Healthy Snacks**

Students may have a healthy and “non-messy” snack during homeroom and class meeting time; water (from a school-approved water bottle) is the only beverage that students may consume during homeroom and class meeting times. Homeroom teachers may allow/provide special treats in homerooms on occasion as long as enough is provided for all students; such treats need to be non-messy and beverages (other than water in school-sanctioned water bottles) are not allowed. Food/drink is never allowed in science labs or near computers. During the 10-minute locker break, students may go to the cafeteria to eat a healthy snack (brought from home or purchased from the vending machine). Students are responsible for discarding trash, cleaning up any messes, and stopping snacking when the bell rings for the next period to begin.

### **Lunch**

Cafeteria service at Assumption is provided by Flik Independent School Dining.

Each student is assigned one period per day for lunch. Students are to eat at the assigned period. Food is never to be taken to any place outside the cafeteria without special permission from the lunch proctors. Students need permission from the lunch proctor to leave the cafeteria to go to the restroom and permission from the lunch proctor and a signed pass to go to the office, the media center, or any other area during lunch.

At lunch a tray is to be used at the table while eating. Chairs are not to be moved from one table to another without permission from the lunch proctor and must be moved back when the student leaves the cafeteria. Each student is responsible for placing cans, cartons, and paper into the containers provided, scraping food scraps from her dishes, and carrying trays with dirty dishes to the dishwashing area. Students are responsible for alerting the lunch proctors immediately if there is a spill.

The snack machines in the cafeteria may be used by seniors only during their lunch period (see Vending Machines below).

### **Lunch Accounts**

Students may set up individual lunch accounts and spend down their accounts each day in the cafeteria or purchase a meal plan through Flik. Accounts are accessed via student name badges (IDs); a student will not be allowed to purchase lunch using her lunch account if her balance is below \$0 or if she does not have her name badge with her. Cash is always acceptable payment for lunch. (See page 28 for details.)

### **Vending Machines**

Vending machines in the cafeteria and in the CAC near the concession stand may be used by all students before 8:05/9:05 a.m. and after dismissal, but may not be used after the first bell until the dismissal bell with the following exceptions:

- Students may purchase healthy snacks from the vending machines in the cafeteria (not the CAC) during locker break.
- Students may not come into the cafeteria during class meetings to purchase snacks to take to their homerooms.
- The snack machines in the cafeteria may be used by seniors only during their lunch period.

### **Water Bottles**

In order to achieve the proper hydration necessary to good health, students may carry water bottles and drink water from them throughout the school day. Students who opt not to carry water bottles may occasionally be given permission by their teachers to go to the water fountain for a drink of water; those who are frequently thirsty need to purchase water bottles.

Guidelines for water bottles include but are not limited to the following:

- Water bottles must be reusable, clear, and colorless; if they have logos or writing on them, these cannot impede the ability to see easily what is in them. Acceptable water bottles are available for purchase in the AHS campus store but may also be purchased elsewhere.
- Students may not carry bottled water (in disposable bottles) with them at school.
- The U.S. Food and Drug Administration recommends that consumers should clean any drinking container with hot soapy water and dry thoroughly between uses; for sanitary purposes, students should take water bottles home and wash them daily to prevent the growth of bacteria.
- Water bottles should be kept and carried in the student’s purse, not carried around loose or kept on the student’s desk during class, study, etc.
- Students will not be allowed to leave class or homeroom time to fill their water bottles. Bottles should be filled at home, school, or during passing time as time allows. The water fountain in the foyer near the theater is engineered specifically for filling water bottles, and water fountains in the cafeteria are equipped with special spigots for filling water bottles, cups, etc.; water fountains in the hallways are not and should not be used to fill water bottles because of the increased likelihood of spilling water in the hallway while doing so.
- Care must be taken not to spill water; students are responsible for cleaning up any spills.
- Students should drink out of their own bottles only—water bottles should not be shared nor borrowed. Students need to put their names on their water bottles with permanent marker.
- The faculty/administration reserves the right to check the contents of any water bottle at any time.

- Nothing other than plain water may ever be put into a water bottle—no clear soft drinks, Gatorade, energy drinks, diet beverages, flavored waters, etc. are allowed. Failure to comply with this will result in disciplinary consequence and could result in the student losing her water bottle privilege for the remainder of the school year.
- If any alcoholic beverage is found in a student's water bottle, the student would be considered in possession and/or under the influence and suspended immediately; the school's drug/alcohol policies would be followed.

## **HEALTH AND SAFETY**

### **Asbestos Regulations**

Assumption High School, including the McAuley Center, is in compliance with AHERA asbestos regulations and has a management plan on file in the school office available for review.

### **Bloodborne Pathogens**

Assumption follows its Bloodborne Pathogens Compliance Plan which includes

- annual training for all faculty and staff
- mandated universal precautions
- access in all classrooms/areas of the school to biohazard contamination kits which include rubber gloves, disinfectant wipes, gauze pads, absorbent towels, alcohol wipes, and contaminated waste bags
- puncture-resistant containers for disposing of biohazardous waste located in the attendance/nurse's office, the athletic training room, and the cafeteria/kitchen (as well as in the training room at The Green)

### **Certificate of Immunization Status (902 KAR 2:060)**

By state statute, all students must provide a new Commonwealth of Kentucky Certificate of Immunization Status issued by a physician or an advanced practice registered nurse licensed in any state, a physician assistant or pharmacist licensed in Kentucky, or local health department or a licensed healthcare facility administering immunizations in Kentucky. The certificate will verify that the child has been immunized against diphtheria, tetanus, pertussis, pneumococcal, polio, measles, mumps, rubella, varicella, hepatitis B, hepatitis A\*, and meningococcal\*.

\* Effective July 1, 2018, all students in kindergarten through twelfth grade must show proof of having received two doses of Hepatitis A vaccine to attend school (doses are administered 6 months or more apart), and students 16 or older must show proof of having received two doses of Meningococcal ACWY vaccine (MenACWY). Students who have received their first dose of Hepatitis A may begin school in August if they present a Provisional Immunization Certificate with an expiration date two weeks after the next Hepatitis A vaccine is due; if the second dose is not completed before the certificate's expiration date, the student will no longer be able to attend school until the required second dose of the vaccine is completed.

Immunization certificates must be current at all times; students will not be allowed to remain in school if their immunizations are not up-to-date. Immunization certificates are kept on file in the school office..

### **Concussion Policy and Protocol**

When a student is recovering from a concussion, it is not the same as when a student is recovering from surgery or a broken leg or other injury. Even though all are physical injuries, there are major differences between the way the brain heals from injury and post-surgical and orthopedic healing processes. One of the major concerns is that students who suffer concussions often experience cognitive issues affecting memory, mental clarity, focus, concentration, organization, etc., in addition to physical issues like fatigue, nausea, visual and/or balance problems, headaches, dizziness, light and/or noise sensitivity, etc. They may also suffer from emotional issues like irritability, sadness, nervousness, and/or easily feeling overwhelmed. The signs and symptoms of a concussion can persist for days or weeks (and sometimes even months or longer) and greatly affect learning. Assumption's Concussion Policy and Protocol is designed to help us better meet the needs of our students who suffer concussions and provides for attendance and academic accommodations as recommended by medical personnel working with the student. Any time a student suffers a concussion, or is suspected of suffering a concussion, her parent needs to contact the school nurse to alert her to the situation. The complete Concussion Policy and Protocol is available via the school website (Parent Information tab) or from the school nurse.

### **Elevator and Chair Lift Use**

Elevators and a chair lift make all AHS buildings accessible to those with physical disabilities. Students may use the elevators and/or chair lift only if they have a physical need and express written permission from the school nurse to do so. To request such permission, a student must provide a statement from her attending physician indicating the medical nature and approximate duration of her need for physical accommodation.

### **Emergency Medications for Students with Seizure Disorder and Diabetes Mellitus**

In accordance with HB 88 passed by the Kentucky General Assembly in 2005, Assumption will have at least one employee on duty throughout the school day who is qualified to administer the following medication in an emergency:

- glucagons subcutaneously, using a glucagons emergency kit prescribed by the student's physician, to a student with diabetes mellitus who is experiencing hypoglycemia or other conditions noted in writing by her physician;
- diazepam rectal gel, using a prefilled unit-dose delivery system prescribed by the student's physician, to a student with seizure disorder who is experiencing symptoms noted in writing by her physician.

Prior to the administration of either of these medications to a student, the student's parent/guardian must provide the school with written authorization to administer the medication at school and a written statement from the student's physician containing the student's name, the name and purpose of the medication, the prescribed dosage, the route of administration, the frequency that the medication may be administered, and the circumstances under which the medication may be administered. The parent/guardian must also provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact. The parent/guardian must also sign a written statement acknowledging that the school shall incur no liability and holding the school and its employees harmless against any claims made for any reaction to any medication to treat a hypoglycemic episode or a seizure or its administration if the reaction is not due to negligence or misconduct on behalf of the school or its employees.

### **Emergency Procedures**

During all safety drills, students must move promptly, following outlined procedures. Order and silence must be maintained. Students line up in alphabetical order according to homerooms any time an evacuation is necessary; students assemble in the main parking lot for outside evacuations and in the gym if the inside of the building is accessible. Fire drills are held monthly in accordance with state statutes, and earthquake, tornado, and lockdown procedures are each practiced at least twice a year.

In the case of a true emergency/disaster

- parents will be notified and kept informed via Emergency Alerts;
- students will be released only to their parents or other authorized guardians and will have to be signed out before leaving;
- students who provide their own transportation to/from school must have parent/guardian permission to leave verified by school personnel prior to leaving, provided it is safe for them to do so;
- if it is safe to enter the school building, parents will gather in the school theater to await the release of their daughters; if the building is not accessible, parents will gather in the back parking lot of the American Legion to await the release of their daughters.

### **Health Information**

It is essential that parents report any health concerns or medical conditions of their daughters to the school nurse; this can be done at the beginning of the year by way of the student information form that must be completed for each student. By indicating that their daughter is under medical supervision, listing medicines taken regularly, and identifying the specific medical condition, parents ensure that their daughters will receive appropriate care in the case of a sudden illness or medical emergency. This information will be shared confidentially with the student's teachers.

### **Injuries at School**

If a student is injured while at school, on school property, or at a school-sponsored event, she needs to immediately notify a faculty or staff member. An accident report will be completed. In the event that medical treatment may be needed as a result of the injury, a parent will be notified; the student's family's health insurance provides primary coverage and any and all costs related to the treatment of the injury are her family's financial responsibility.

### **Nurse's Office**

The nurse's office is located in the attendance office across from the main office. Permission must be obtained from the school nurse for a student to stay in office. A student needs prior permission from her teacher to miss class in order to go to or remain in the nurse's office; the student needs to bring a pass to the nurse's office signed by her teacher to the school nurse to indicate that permission has been given. After one hour, the student must return to class or go home sick. A student needs permission from the school nurse or the dean of students to remain in the nurse's office for more than one hour, even if teacher permission is given.

### **Over-the-Counter and Prescribed Medications**

Unless express written permission is given in the Medical Information and Physical Examination Form that must be completed and returned by the parents of all incoming students, at no time will any faculty or staff member be permitted to administer any over-the-counter medication to a student. This includes aspirin, acetaminophen, ibuprofen, and Tums. Parents may allow their daughters to carry such medications with them and self-administer them as needed and appropriate. Assumption High School accepts no liability for any injury sustained by a student from this self-administration of over-the-counter medication.

Whenever it is necessary for a student to take a prescribed medication for a serious medical problem for more than two weeks, the parent must notify the school nurse in writing as to the nature of the medical condition, the name of the medication, and the dosage. Written notification is required so the school can respond appropriately in the event of an emergency.



If the student is regularly taking a prescribed medication which must be taken during the school day and is considered a narcotic, stimulant, anti-depressant, tranquilizer, or other controlled substance, the medication must be kept in its original container in the nurse's office. The student is required to visit the school nurse to self-administer the medication. The student's parent and physician must complete a Parental Consent Form for Administration of Prescribed Medication. This form requests that the school keep the medicine and states that the parent understands that taking the medicine appropriately (time and dosage) is the daughter's responsibility. The student's counselor will be notified by the school nurse. At no time should a student have in her possession a medication that is considered a narcotic, stimulant, anti-depressant, tranquilizer, or other controlled substance.

In accordance with HB 353 passed by the Kentucky General Assembly in 2002, students with asthma may have unobstructed access to their asthma medications. Parents may allow their daughters who have asthma to carry with them and self-administer their asthma medications; Assumption High School accepts no liability for any injury sustained by a student from this self-administration of asthma medication.

### **Physicals for Incoming Students**

All incoming students must have a current physical examination prior to the start of school. A Medical Information and Physical Examination Form must be completed by the parent and the student's physician and returned to the school nurse.

### **Smoking/Vaping**

Assumption High School maintains a smoke-free/ vape-free campus, including The Assumption Green. Students may not be in possession of or use tobacco products or e-cigarettes/vaping (including Juul) products on school property (including in their vehicles), while participating in a school-sponsored activity on or off campus (including retreat), in the neighborhoods surrounding Assumption, or while in uniform off school premises. Violations will result in disciplinary consequences.

Of special note: Although manufacturers lure teens to their products with fruity flavors, e-cigarettes and vaping/Juuling are not safe alternatives to smoking—they are merely alternate nicotine-delivery systems. According to the US Surgeon General, "Compared with older adults, the brain of youth and young adults is more vulnerable to the negative consequences of nicotine exposure. The effects include addiction, priming for use of other addictive substances, reduced impulse control, deficits in attention and cognition, and mood disorders." The CDC reports that ongoing medical research confirms that the use of e-cigarettes and vaping/Juuling devices can cause serious damage to a student's physical health, particularly to the mouth, lungs, and respiratory system. Some chemicals in e-cigarette formulas contain known cancer-causing chemicals including formaldehyde and acetaldehyde. In addition to addictive nicotine, teens commonly add marijuana and other synthetic drugs to their e-cigarettes. It should also be noted that the purchase and/or possession/use of vapor products or alternative nicotine products by person under age 18 is illegal in Kentucky (Ky. Rev. Stat. Ann. § 438.315(2), 438.350(1)).

For these reasons, if a student is found to be in possession of, using, or under the influence of these substances/items, she will be considered in violation of our Drug and Alcohol Policy (see page 73) and will be subject to the consequences specified for possession/use of unauthorized drugs or other substances.

### **Student Accident Insurance**

Assumption High School participates in a Student Accident Plan through Zurich Insurance Group. The Student Accident Plan is a program designed to reimburse parents/guardians for out-of-pocket expenses incurred from hospital, physician, and other medically necessary eligible expenses which occur as a result of a school-related accident to their dependent child who is a full-time registered student in the school. The Plan is an "Excess Plan" over other valid coverage.

If a student experiences a school-related injury and parents incur medical expenses as a result of this injury, they need to contact the finance office to obtain information regarding this coverage. This coverage is effective July 1, 2019, through July 31, 2020.

### **Student Dismissal Precautions**

No staff member will excuse any pupil from school prior to the end of the school day, or into any person's custody at any time, without the direct prior knowledge and approval of the principal or her designate, who will authorize an early or otherwise irregular dismissal only when it is requested by the student's parent or guardian for an approved reason (see Early Dismissal Policies on page 43).

If any police or court official requests the dismissal of a student during school hours, parents or guardians will be notified as soon as possible. No student will be placed in the custody of the police or court official without parental consent, unless the principal is presented with a warrant or court order.

A student will be released to a non-custodial parent, guardian, or other person if there is written permission for doing so signed by the custodial parent or guardian on file in the school office. The school official must be able to identify the non-custodial parent, guardian, or other person by means of picture identification or other generally accepted means of identification.

## **Visitors**

All visitors must check in at the school office. Permission must be obtained in advance from the administration in order to bring visitors to school for educational purposes. Students who leave Assumption to attend another high school are not permitted on school grounds during the school day.

## **INCLEMENT WEATHER**

### **School Closing and Late Opening Information**

The school will be closed or will open late due to inclement weather only when specifically announced on local news stations. Assumption High School does not make the decisions about late openings or school closings due to weather conditions. The Superintendent of Catholic Schools makes weather-related decisions regarding late openings and school closings for all Jefferson County Catholic Schools. When road conditions are very bad in the morning, with the outlook of improving after rush hour and the archdiocese announces a late opening/2-hour delay for the Catholic high schools, Assumption will follow a 9:05 Schedule (without RocketTime):

### **Inclement Weather/Late Opening Schedule**

#### **Use Modified 9:05 Schedule (without RocketTime)**

First block:	9:05-10:20 a.m.
	(includes additional time for announcements and attendance)
Second block:	10:25-11:30 a.m.
Locker break:	11:30-11:40 a.m.
Third block:	11:40 a.m.-1:45 p.m.
	1 <sup>st</sup> lunch: 11:40-12:05
	2 <sup>nd</sup> lunch: 12:05-12:30 (leave class at 12:00)
	3 <sup>rd</sup> lunch: 12:30-12:55 (leave class at 12:25)
	4 <sup>th</sup> lunch: 12:55-1:20 (leave class at 12:50)
	5 <sup>th</sup> lunch: 1:20-1:45 (leave class at 1:15)
Fourth block:	1:50-2:55 p.m.
Dismissal:	2:55 p.m.

- Students will be marked tardy at 9:05 a.m.
- In the case of a late opening due to inclement weather, all before-school activities, including detention, testing pool, and club meetings, will be cancelled.
- In the case of a late opening or school cancellation due to inclement weather on a sophomore ACTS day, sophomores will not attend their ACTS agencies on that day. In the case of a late opening, sophomores will attend their regularly-scheduled classes.
- In the case of a late opening, the school building will open and students will be supervised beginning at 8:15a.m.; students arriving prior to 8:55 a.m. report to the school cafeteria where they will be supervised until the first bell rings to go to first period at 8:55 a.m.; students will not be admitted to the building prior to 8:15 a.m.

### **Digital Learning Days**

Per Archdiocesan policy which allows up to five digital learning days during a school year, Assumption will officially designate a declared snow day as either a traditional snow day or a Digital Learning Day via the emergency alert system. The first two snow days of the 2019-2020 school year will be traditional snow days with no digital learning.

See page 50 for details regarding attendance and assignments and activities on Digital Learning Days.

### **Early Dismissals Due to Inclement Weather**

Should inclement weather develop during the course of a school day, the Superintendent's office will make a decision regarding an early dismissal for Catholic high schools in Jefferson County. If an early dismissal is necessary, the Superintendent's office will contact the high schools and radio and television stations with the announcement, "Catholic high schools in Jefferson County will dismiss at 1:30 p.m." If inclement weather conditions necessitate a change in the 1:30 p.m. early dismissal time, the Superintendent's office will make that decision and communicate the dismissal time to the high schools and radio and television stations.

### **Emergency Alert Network**

Assumption High School uses an Emergency Alert network to communicate urgent information related to school closing (and re-opening) due to weather and other emergency information as needed to parents, students, and school personnel. An Emergency Alert will communicate information via cell phone text message or email. Students and their parents receive information about the Emergency Alert system before school starts in August.

### **Students Leaving Early Due to Inclement Weather**

If parents have concerns about their daughter driving in inclement weather, they should not allow them to drive to school on a day when inclement weather is predicted. If it appears that inclement weather is on the way, we will allow students to leave early (prior to dismissal) only if their parents come to get them — students will not be released on the basis of a phone call or because their carpool driver is going home early.

## **SENIORS**

### **End-of-the-Year Activities**

Senior end-of-the-year activities include the following:

- Mother-Daughter Breakfast
- Senior Celebration
- Senior Prom
- Baccalaureate
- Senior Honors Ceremony
- Graduation

In order to participate in senior end-of-the-year activities, tuition must be current as specified in the school's financial policies (see pages 15-16). Seniors must follow all policies and procedures for the specific events as outlined in this handbook and/or as given to them in writing and provided to their parents, including those related to dress, arrival times, etc.; non-compliance may result in participation being denied and prevent a diploma from being given. Additionally, to participate in graduation and receive a diploma, a senior must meet the academic requirements specified in this handbook (see page 48), be current in tuition payment, and have fulfilled her other financial responsibilities to the school including those related to overdue media center materials, lunch accounts, etc.

### **Privileges for the Class of 2020**

- Seniors who would like to have one may choose their own lockers (all located on the first and third floors of the main building) and locker partners.
- Seniors may wear their class sweatshirts in place of the sweater. A white button-down or polo shirt is to be worn under the sweatshirt; the collar must be visible. Seniors may wear their senior class T-shirt with the uniform skirt prior to November 1 and after Spring Break; the senior sweatshirt may be worn over the T-shirt during this time period only.
- Seniors may use snack machines in the cafeteria (but not those in the CAC) during their lunch period. Per state law, no students, including seniors, may purchase soft drinks during the school day.
- Seniors may eat lunch outside provided they remain in the designated area and follow these guidelines:
  - > When going outside at lunch, seniors are to be in the senior patio area of the courtyard between the main school building and the Convocation and Athletic Center. They may sit at the tables, on the wall that runs alongside the paved area, or on the pavement. They need to keep their noise level to a minimum so as not to disturb classes being taught in rooms that look out onto the courtyard.
  - > Students must return all paper, cans, trays, etc. to the proper place in the cafeteria. Do not leave cans or trash on the grounds.
  - > Students may not go to their cars for any reason and are not permitted to be in or around the cars.
  - > Students may not lie on the pavement or in the grass.
  - > Seniors may not invite outsiders to join them for lunch outside on any day (parents are always welcome, though!).
  - > On Fridays, seniors who are in study before their assigned lunch period may take one extra lunch period. Specifically, those in study have fifth lunch, so seniors in lunch block study on Friday may take fourth lunch as well as their regularly scheduled fifth lunch.
  - > If taking the extra lunch period, seniors must be outside during fourth lunch. If the weather is such that it is not possible to be outside, then an extra lunch period should not be taken. If the senior plans on eating in the cafeteria, she must go outside during fourth lunch and eat inside during fifth lunch.
  - > If a senior plans to take an extra lunch period, she must sign out of study so the proctors know she will be taking an extra lunch period.
- Seniors are excused from attending school on Testing Day (Wednesday, October 16, 2019); they are encouraged to use this day for college visits.
- Seniors will have a special holiday from school on the day of their senior prom, Friday, May 8, 2020.
- Seniors are seated first (unless they are processing in), sit in the front, and leave first from all assemblies, pep rallies, liturgies, etc.
- Seniors who drive carpools and apply for parking spaces by the stated deadline are given preference over juniors with the same number of students in their carpools in the assignment of parking spaces.

Senior privileges are not rights—they are privileges granted by the school administration. The administration reserves the right to rescind any privilege for just cause or if it is abused.

### **Senior Pranks**

End-of-year class activities with the intent to litter, cause damage on or to school property, and/or disrupt the school day will be considered serious infractions. “Senior pranks” are not allowed at Assumption and those who perpetuate them may be denied participation

in end-of-year senior activities at the discretion of the administration. Violation of this regulation could also cause a suspension, require financial restitution, and/or involve legal authorities, which could result in a charge of criminal mischief.

## **SOCIAL MEDIA POLICY**

“In a world like this, media can help us to feel closer to one another, creating a sense of unity of the human family which can in turn inspire solidarity and serious efforts to ensure a more dignified life for all. Good communication helps us to grow closer, to know one another better, and ultimately, to grow in unity. The walls which divide us can be broken down only if we are prepared to listen and learn from one another. We need to resolve our differences through forms of dialogue which help us grow in understanding and mutual respect. A culture of encounter demands that we be ready not only to give, but also to receive. Media can help us greatly in this, especially nowadays, when the networks of human communication have made unprecedented advances. The internet, in particular, offers immense possibilities for encounter and solidarity. This is something truly good, a gift from God.

“This is not to say that certain problems do not exist. The speed with which information is communicated exceeds our capacity for reflection and judgment, and this does not make for more balanced and proper forms of self-expression. The variety of opinions being aired can be seen as helpful, but it also enables people to barricade themselves behind sources of information which only confirm their own wishes and ideas, or political and economic interests. The world of communications can help us either to expand our knowledge or to lose our bearings. The desire for digital connectivity can have the effect of isolating us from our neighbors, from those closest to us. We should not overlook the fact that those who for whatever reason lack access to social media run the risk of being left behind.”

*~ Pope Francis, Message for the 48th World Communications Day, January 24, 2014*

Social media can be powerful tools for strengthening community as it becomes the platform to inform, communicate and network, but it should not be viewed as a substitute for face-to-face interaction. The use of social media tools will enhance the communication among Assumption High School families and the community beyond the school website, PowerSchool, and PowerSchool Learning Management System through the use of Twitter, Instagram, and Facebook, but in the future may include other sources of communication and developing technologies.

### **Communicating in the World and Protecting Our Values**

Assumption is committed to preparing students for a lifetime of learning, growth, service, integrity, compassion, and excellence. The following guiding principles and policies provide a foundation for appropriate online communication at AHS with integrity and responsibility at the forefront. While we respect the right of students, employees, alumnae, and other members of our community to utilize the variety of social media options available, we require that the following guiding principles and policies be followed at all times by our community members who participate in AHS-sponsored sites.

### **Student Use of Social Media**

First and foremost, students with parental permission to utilize social media are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both with the AHS community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire AHS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct and the Acceptable Use Policy.

### **Respecting and Protecting Reputations**

As members of a Catholic learning community, Assumption students show respect for the school and the people in it. Both in school and out of school (including online and/or via social media), students are required to show respect for and protect the good name and reputation of the school itself, other students, and the faculty, staff, and administration. Students who defame or portray in a negative light the school or members of the school community will be subject to disciplinary action including verbal reprimand, parent notification, detention, demerits, suspension, and/or expulsion.

### **Cyber Bullying/Harassment**

Cyber bullying/harassment is never acceptable. It includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, social media posts, video and digital photo images, and/or text messages; it is considered inappropriate speech when it involves

- obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages;
- posting information that could cause damage, danger, or disruption of the educational process;
- making a personal attack, including prejudicial or discriminatory attacks;
- knowingly or recklessly posting false or defamatory information about a person;
- using technological communication to intimidate, bully, harass, or embarrass others in any area included in this policy.

Students' home and personal use of technology can have an impact on the school and on other students. If a student's personal expression involving technology—such as a threatening message to another student or a violent website—creates a likelihood of disruption of the

educational process, the student may face school discipline as well as criminal penalties. The courts have ruled, in fact, that the school has not only an ethical obligation but also a legal obligation to take action in these kinds of situations.

See pages 70-72 for the complete Bullying/Harassment Policy.

### **General Guidelines for Students**

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of AHS students and faculty, students may not, under any circumstances, create digital still photos, digital video or audio recordings of AHS community members either on campus or at off-campus AHS events for online publications or distribution without the knowledge and consent of those being recorded or photographed.
- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, or future employers to see.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone except your parents.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste others' thoughts. It is good practice to hyperlink your sources.
- Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify that you have permission to use the images, videos, songs, or other clips.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation.
- Students may not use social media sites to publish disparaging or harassing remarks about AHS community members, athletic or academic contest rivals, or any individual, organization or entity.
- Students who do not abide by these terms and conditions may lose their opportunity to access online tools.

This Social Media Policy will be in addition to the AHS Acceptable Use Policy. Failure to abide by these policies, as well as with other policies at AHS, may result in disciplinary action as described in the Student/Parent Handbook or as determined by the school administration.

### **Student Leaders and Social Media**

All student leaders understand that by assuming a position of leadership within Assumption High School that they will represent Assumption positively at all times, including in their use of social media. Student leaders agree to allow the Dean of Student Activities, Director of Student Activities, and organization moderators access to review any social media accounts. Violation of this policy will result in probation and/or dismissal from office.

Note that a social media account, page, group, etc., created for a club or co-/extracurricular activity must be approved by the Dean of Student Activities and the club/activity faculty/staff moderator or sponsor must be able to monitor and edit its content. See the section on School-Affiliated Social Media Accounts included in this policy for other requirements and details.

### **Parental Resources**

As partners in the education of our children, we ask parents to monitor their daughters' social media use. If your daughter refuses to grant you access to her account, we strongly recommend that you require her to deactivate the account.

The following steps will further assist parents in monitoring their children:

- Be aware of what devices your daughter is using to access the Internet (phone, laptop, Wii, iPad, etc.).
- Emphasize the public nature of social media sites.
- Discuss the permanence behind posting comments, pictures and video. Even if a posting is removed, a digital footprint will be left in its place.
- Talk with your daughter about her privacy settings and work together to adjust them appropriately.
- Review your daughter's friends list.
- Parents have the right to demand any information on the Internet about their daughter be removed.

### **Faculty/Staff Personal Use of Social Media**

When using a social media site for personal use, an employee should not include current students or graduates of less than three years as "friends" or "followers" in social networks or any other similar terminology used by various sites.

Employees may not post photos, videos, etc. of Assumption students unless they are relatives or family friends. Employees may not post photos, videos, etc. of other AHS employees unless they are "friends" or "followers" on the social media site and/or their express permission has been given.



Once content has been published by the school on its official social media sites, employees may “share” or re-post it on their personal social media accounts.

### **Professional/School-related Use of Social Media**

The nature of all social media communication and settings used by employees with students must be strictly professional and educational. An employee may establish or create a page or a group for professional and educational purposes to enhance communications of particular classes, student clubs, teams or co-curricular activities. However, he/she must exercise good judgment about any content that is shared on the site and must vigilantly ensure that any and all content, including that contributed by students, remains school-related and that it does not in any way damage the school’s reputation or conflict with the school’s mission and values and Catholic Church teachings.

Any account created for educational or extracurricular use must be an official AHS account, and not a personal account of the particular faculty/staff member, coach, or moderator. Links to the account should be included on the PowerSchool LMS page for the group/activity, as should a link to this Social Media Policy.

Students should not be expected to utilize social media accounts/pages/sites created for educational use/particular classes as a source of important/needed educational information because:

- Student access to social networking sites is restricted on the AHS campus network.
- Parental permission to utilize social media sites may not be granted.

For courses in which social media content is an essential part of the course, this should be noted in the program of studies and on the course syllabus.

- Students enrolled in such courses will be allowed access to social media during the school day, but this must be used only for purposes related to the course.
- Parents of students in such courses may not request that their daughters be blocked from social media 24/7.

For school-related pages, groups, accounts, etc., created for educational or extracurricular purposes

- The students involved (and their parents) may “friend” or “follow” the account.
- The employee responsible for the account/site should not “friend” or “follow” students, parents, etc.
- Photos of students engaged in class, club, team, etc., activities may be posted—they must be relevant to the group/activity.

### **Communication with Students via Social Media and Digital Devices**

- Employees working with students are to use only organizational email rather than personal email accounts.
- If a student emails an employee from her personal email account, the employee may respond to the email but should also send it to the student’s school email account.
- Discuss only academic and school-related topics with students. The tone of such emails should always be professional and avoid anything that anyone could interpret as “intimate” in nature.
- If a student sends an employee an email or other message that is of a personal nature and not related to school activities or that is sexually explicit, the employee should not respond to the message but should save a copy of it and then immediately forward it to the student’s counselor or the dean of students.
- All coaches (or other non-faculty/staff group leaders) should have an AHS email that is used for communication with students and/or parents.
- Employees may not give home phone numbers or personal cell phone numbers to students except when necessary to communicate regarding school-related activities. Faculty and staff should notify the Dean of Students when they are using home phones and/or personal cell phones to communicate with students; coaches should notify the Athletic Director when they are using home phones and/or personal cell phones to communicate with students.
- Any communication an employee has with a student should be appropriate for a parent or the school administration to read.

If a student or parent has a concern regarding the appropriateness of any communication from a school employee, they should contact a school official (Dean of Students, Athletic Director, Principal). If the school administration believes that an employee’s activity on a social networking site, blog, or personal website violates the school’s policies, the school may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

### **Official School-sponsored/School-Affiliated Social Media Accounts**

- All school-affiliated/school-sponsored social media accounts must be administered and monitored by an Assumption faculty or staff member. The email address associated with a social media account should be the account administrator’s school email address, not a personal email address,
- The account administrator is responsible for monitoring any and all posted comments and replies to posts and removing any deemed inappropriate or not adhering to this social media policy.

- Only sites which allow the administrator to police and edit content posted by others will be used for school-affiliated/school-sponsored social media accounts.
- The names of school-affiliated/school-sponsored social media accounts must include a reference to the school (“Assumption,” “AHS,” “Rocket,” etc.) and the description/bio for the account needs to make clear the affiliation with Assumption High School.
- Only school-affiliated/school-sponsored social media accounts may use the school’s name, emblem, logo, and/or image. Branding guidelines are provided by the Director of Marketing, Communications, and Public Relations.
- The Director of Marketing, Communications, and Public Relations will maintain a database of ALL official school-sponsored/school-affiliated social media accounts with information regarding the purpose of the account, who created it, who administers it, and who has the ability to post to and edit the account.
- Creation of a school-affiliated/school-sponsored social media accounts must be approved by the school administrator who oversees the area/department for which the account is being created.
  - o An account, page, group, etc., created for educational/classroom use must be approved by the administrator who supervises the teachers in that department.
  - o An account, page, group, etc., created for a club or co-/extracurricular activity must be approved by the Dean of Student Activities.
  - o An account, page, group, etc., created for an athletic team must be approved by the Athletic Director.

AHS reserves the right to undertake any or all of the following:

- Ban future posts from people who violate this Social Media Policy. We may affect such bans by refusing posts from specific email or IP addresses, or through other means, as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.

### **Posting Photos, Videos and Audio Files**

Photos, videos, and audio files including, but not limited to, the presence or mention of alcohol, drugs, smoking, illegal behavior or any content deemed inappropriate for the AHS community are a violation of these guidelines and will be removed.

### **For the protection and safety of all in the AHS community,**

- For social media accounts, sites, etc., accessible to the public, full names of students are used when posting information and/or a picture, video or audio file only when the information being shared is a matter of public record (award being given, recognition within the Louisville community, athletic competition, etc.); otherwise, students are identified in generic terms (e.g. “a group of juniors”) or by first name and last initial.
- If a student or parent requests that a posting and/or photo, video, or audio file featuring the student be removed from a school-sponsored social media site/account, the account administrator will comply with the request.
- If a faculty/staff member, parent, graduate, or other community member requests that a posting and/or photo, video, or audio file featuring her/him be removed from a school-sponsored social media site/account, the account administrator will comply with the request.
- To publicize the achievements and accomplishments of students, Assumption High School has the permission of parents to publish students’ names, photographs, or achievements in school publications (e.g. the school newspaper, the school yearbook, the morning announcements, the parent newsletter, information sent to parishes, recruiting materials) or release this same information to local newspapers and/or broadcast media. We may also post the information on the school’s website and social media sites. Permission to publish student names, photographs, etc., does not extend to other organizations, however. If students’ photos are taken by community organizations (while on a field trip or providing service, for example), the organization may not publish this information in print or electronically, including on their social media sites, without the express written permission of the student’s parent.

A participant agrees to indemnify and hold harmless the Archdiocese of Louisville, Assumption High School, its affiliates, Board of Directors, employees and successors, and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs arising out of any claim by a third party relating to any material a participant has posted on AHS-sponsored sites. By posting a comment or material of any kind on a AHS-sponsored site, the participant hereby agrees to the Social Media Policy set forth above.

### **Process for Reporting Abuse**

Because of the fast-paced nature of postings, participants are encouraged to report immediately any posts they deem inappropriate. Please email [webmaster@ahsrockets.org](mailto:webmaster@ahsrockets.org) with any concerns so that the issue may be dealt with in a timely fashion. Please provide a detailed description of the post’s location.

### **Acknowledgement/Source Information**

Some language in this policy is taken directly from the social media policy of DeLone Catholic High School in McSherrystown, Pennsylvania – <http://www.delonecatholic.org>

## **TECHNOLOGY**

### **Copy Machines**

Students do not have rights to make photocopies on any of the school photocopiers; including those in the main office, guidance office, media center, cafeteria, or in any of the school offices. If a student needs to make copies to hand out in a class, the teacher may make the copies for her or give the student a note to take to the media center.

### **eReaders and Personal Electronic Devices**

- School/classroom rules apply to these devices as with other materials brought to class.
- Students may not use cell phones or iPod touches to access eBooks during school hours.
- All students are issued a Tablet PC with eReader capabilities so they may not bring/will not need to use any other personal electronic device at school.
- Assumption High School reserves the right to further limit the use of personal electronic devices to prevent disruption of the learning environment.

### **Music Devices and Listening to Music during the School Day**

Students are not allowed to use individual music devices such as iPods, cell phones, etc. during school hours unless they are given special permission to do so under close supervision based upon diagnosed learning differences or by a classroom teacher as part of a planned class activity. This prohibition extends to travel to/from ACTS service. Violation will result in a detention being issued.

Students may use their tablet PCs to listen to music only when it is necessary to do so for a class activity or school-related assignment. Students are not allowed to bring headphones to school; earbuds should be used when listening to music for an educational reason is allowed.

### **Photographs and Recordings**

Students are not allowed to take photographs or make video or audio recordings at school without permission of a teacher or administrator. Additionally, the person who is photographed or recorded must give permission for her/his image/voice to be made public or published in any format (including online publication and/or via social media). Violations may result in disciplinary consequences (see page 67). For information regarding the school publishing student photos, see page 13.

Students participating in the learning differences program and their parents will be required to sign a recording agreement form in accordance with their 504 plan and under the supervision of the learning differences coordinator.

### **SharePoint for Students**

A SharePoint site is available for students; this secure site will

- allow students to save and access files at home or school;
- allow students to share files more easily for group work;
- provide information and forms to students.

All network policies outlined below apply to this student SharePoint on our network.

### **Tablet PCs**

In August 2012, Assumption instituted a One-to-One Tablet PC Program for students, empowering them with technology whenever and wherever they need it. The school provides students with school-owned HP tablet PCs for use at school and home during the school year; they receive their computers in late July or early August. Incoming freshmen and transfer students and their parents must attend an orientation about how to use and care for the device and sign a Tablet PC Use Agreement in order for the student to be provided with a tablet PC. Students are expected to bring their tablet PCs to school each day with batteries charged and ready for use. Students are expected to turn in their tablet PCs for the summer on the last day of the school year for the IT Department to update the software. The same tablet PC will be returned to the student when she returns in August. Students are responsible for their own backups.

The following tablet PC policies should be particularly noted:

- The school-provided case must be used when transporting the tablet PC from place to place within the school and to/from school.
- Identifying labels that the school places on the tablet PCs are not to be removed. If the label is removed, the student will receive a detention and a new label will be ordered, for which the student must pay \$10. The student will receive an additional detention during each time she has study once the label is ready if it is not paid for and attached to the tablet PC.
- Students who fail to charge their tablet PCs at home may checkout a charged battery or borrow a loaner to use for the school day from the Media Center. Students will be allowed to have eight “free” battery and/or loaner checkouts per school year and will receive a detention on the ninth and each subsequent checkout. Students will receive a detention if loaner batteries, keyboards, or tablet PCs are not returned to the Media Center by 8:05/9:05 a.m. the following school day.
- A limited number of charging cables will be available in the Media Center and in study. Students are NOT to bring their own cables to school. Their cables should be kept at home where they will be ready to charge the student’s tablet PC each evening.



- A student who defaces her computer by affixing stickers, writing on it, etching into it, etc. will face disciplinary consequences. If the computer can be restored to good condition, the student will be required to do this and will be issued one demerit for vandalism to school property. If the computer is permanently defaced, the student will be issued a minimum of three demerits for damaging school property and will be required to restore the computer to good condition to the extent possible; because we would not be able to issue a permanently defaced computer to another student, her parents will be required to purchase the computer at the pro-rated buyout price if the student withdraws before her graduation.

### **Technology and Internet Acceptable Use Policy**

Electronic information research skills are fundamental to preparing citizens and employees for the Information Age. Assumption High School subscribes to and uses a web filtering system to filter out known pornographic or otherwise inappropriate sites. No filtering system, however, is foolproof. Therefore, students should behave responsibly when using these resources. Internet access at Assumption is provided for students to conduct educational research, and individual email accounts are provided to facilitate communication for academic and school-related purposes. Use of these network services will be available to students who agree to act in a responsible and considerate manner.

Students are responsible for appropriate behavior on the Internet just as they are in the school building. School rules and policies regarding behavior and communication apply. Network storage areas and individual email accounts provided by the school remain the property of Assumption High School, similar to school-provided lockers; administrators and other appropriate school personnel may review the files and communications to maintain system integrity and to ensure that users are using the system responsibly and within school guidelines. Users should not expect that files or communications are private.

Assumption High School accepts no responsibility or liability for the deletion, corruption, or failure to store any messages or other content maintained or transmitted by students using school computer services.

### **Email Guidelines and Regulations**

- School-provided email accounts are to be used only for school-related communication.
- School email needs to be checked frequently, at least once each day. Important information, including overdue notices for library books and scholarship information from the guidance department, is communicated to students via email.
- Just as with announcements to be made over the PA, a student wanting to send an email message to a whole class or to the whole student body needs to give the message to the appropriate faculty member (class moderator, club moderator, athletic director, etc.), who will send the email on behalf of the student. A student may contact the dean of students if she needs assistance in this area.
- Students are not to give their school email addresses to others outside the school community with the exception of using it for academic purposes such as college applications, turnitin.com, club communications, etc.
- School email accounts are monitored by the school network administrator who will report inappropriate usage to the dean of students for disciplinary follow up.
- As with all communication, appropriate language must be used.
- A subject should be included when sending email via a school account.
- If an inappropriate email from anyone is ever received via a school account, the receiver should immediately forward the message to 911@ahsrockets.org.

### **Network and Internet Regulations**

- Students may not give their passwords to anyone or offer access to any individual via their Assumption accounts.
- Students may only use their account for communication and research consistent with the educational objectives of Assumption High School and are to use their personal usernames and accounts when accessing Internet resources or email services. Students must have an adult present in the room when using the Internet resources or email services.
- Students may not use, alter, or destroy another person's data.
- Students should not reveal their personal addresses or phone numbers or those of other students.
- Cyber bullying, the act of offending, harassing or threatening people through technological means, is strictly forbidden and will bring severe disciplinary consequences.
- Students may encounter material which is controversial and which they, their parents, teachers, or administrators may consider inappropriate or offensive. It is the student's responsibility not to initiate access to such material, but if she should inadvertently find it, she should promptly remove it from the computer screen. Such materials should never be saved or printed; if a student has done so inadvertently, she should report the incident, delete the files, and destroy the papers.

### **Sanctions**

- Violations will result in loss of Internet access.
- When warranted, disciplinary action will be taken. (See page 67.)
- When applicable, law enforcement agencies may be involved.

### **Wearable Technology**

Students may not wear smart electronic devices that connect to the internet or use Bluetooth technology during the school day; this prohibition includes, but is not limited to, devices such as activity trackers, smart watches, and digital eyewear. Students who use such devices to monitor their health and fitness may keep them in their purse during the school day (where they will continue to count steps, etc.), but they may not consult or actively use them during school hours. Wearable technology may not be seen or heard from bell to bell (8:05/9:05 a.m.- 2:55 p.m.); violations will be handled as for cell phones, with one demerit issued if wearable technology is audible or visible and two demerits issued in cases of active use. An exception will be made if the wearable technology is medically necessary due to a health condition (such as impaired hearing or a need to monitor blood sugar) if medical documentation is provided to the school nurse.

# ATTENDANCE AND ABSENCE POLICIES AND PROCEDURES

Attendance, prompt and regular, is essential for academic success. Both parents and students should understand the importance of the attendance record, which appears on the transcript and is often requested by potential employers.

Absence from school for one hour or more is recorded as a ½ day's absence, even if the time occurs during a study period. Being present for less than two hours is recorded as a full day's absence. Missing school to participate in a pre-approved school-related function (such as a field trip or an AHS retreat) is not recorded as an absence.

A student absent more than 15 days in a school year will be awarded 50% of the grade earned for completed makeup work even with a medical excuse. After 20 days absent, a student's academic credit may be in jeopardy.

## COMMUNITY OF ASSUMPTION

We are the community of Assumption where

- faith guides
- compassion inspires
- integrity matters and
- excellence empowers.

In terms of attendance and absence, this means

- students demonstrate an understanding of the value of education and attend school regularly unless they are unable to do so due to illness or a death in the family.
- students recognize that their first obligation is to their studies, not to social or other activities or to job responsibilities.
- students come to school on time and ready to learn.
- students accept personal responsibility for their attendance and do not misrepresent reasons for absence, tardiness, or early dismissal.
- students take College Days only for bona fide college visits.
- students accept responsibility for obtaining work missed due to absence or for other reasons and completing it promptly.

## ABSENCE

Any absence that is not related to the illness of the student or death in the family may be considered an unexcused absence for which makeup work must be completed but will be awarded only 50% of the grade earned. All exceptions must be approved by the dean of students.

### Absence and Participation in School Activities

A student who is absent from school for more than two hours may not participate in or attend any sports, social, or school event on the same day. Extenuating circumstances may be presented to the dean of students for special consideration.

[attendance@ahsrockets.org](mailto:attendance@ahsrockets.org)

Parents/guardians using their own email accounts may submit excused absence requests (at least a week in advance if possible, please) and conduct other absence-related correspondence with the attendance office and the dean of students by emailing [attendance@ahsrockets.org](mailto:attendance@ahsrockets.org). Do not use email for matters needing same day attention.

### Digital Learning Days

See page 50 for information regarding attendance, absences, unexcused absences, and tardiness on Digital Learning Days.

### Doctor's Notes

Absences, early dismissals, and late arrivals require a doctor's note/medical statement to be excused (and full credit for makeup work allowed)

- if the student misses school to attend a medical appointment;
- when an absence due to illness exceeds three days;
- on days just prior to or following holidays or other school breaks;
- on the day of a boys' school's prom;
- after a student has been absent a total of 10 days;
- if the absent student is missing a test/major assignment and has already missed one test/major assignment in the same class during the semester;
- if the class syllabus specifies a doctor's note is required to turn in work due on the day of an excused absence (e.g. a speech in Public Speaking, a research paper in English);
- an absence occurs on a semester/final exam day (unless the absence was pre-approved by the dean of students).

## Driver's Testing

Students are encouraged to use time out of school for driver's testing whenever possible. When it is not possible, students should minimize their time out of school and are asked to incorporate their study block into the time missed if they can.

- **Written Permit Testing:** students who live in Jefferson County will not be excused from school to take the written permit test; due to limited days/times when written tests are administered, students who live in surrounding counties (Bullitt, Henry, Nelson, Shelby, Oldham) may be excused from school for up to a half day to take the written permit test if the half day's absence is approved in advance by the dean of students.
- **Road Test for Restricted Driver's License:** students may be excused from school for up to a half day to take the road test to get her restricted license if the half day's absence is approved in advance by the dean of students.

Please note: Requests for a half day's absence for driver's testing need to follow the same guidelines as for other excused absence requests as indicated below. Requests will be denied if the student has numerous other absences or is not performing well academically. Also, if the student is present for less than two hours, the absence would count as a full day's absence and would be unexcused.

## Excused Absences

- Absence from school is excused only for illness or a death in the immediate family. Appointments and commitments related to social activities do not constitute excused absences. When there are mitigating circumstances, parents may request a waiver of this policy by contacting the dean of students in writing or via email to [attendance@ahsrockets.org](mailto:attendance@ahsrockets.org).
- For any absence other than a prearranged one, a parent or guardian should notify the attendance office before 8:30 a.m. on the day the student is not in school. Failure by the parent to call the attendance office by 9:00 a.m. on the day of an absence will result in an unexcused absence for the day.
- For any absence due to illness that exceeds three days, a doctor's note/medical statement is required for the absences to be excused.
- Any absence on a semester/final exam day requires a doctor's note in order for the absence to be excused and a makeup exam to be taken (unless the absence was pre-approved by the dean of students).
- Students are marked absent for transcript purposes when involved in any activity not directly related to Assumption, such as leading grade school retreats, college days, etc. These days may be considered excused with the permission of the dean of students in advance of the activity.
- Students may be excused from school for up to two consecutive days to participate in non-AHS athletic events or other competitions or special outside activities at the discretion of the administration. Parents should submit written requests for a prearranged excused absence to the dean of students at least one week prior to the date of the planned absence; these may also be submitted via email to [attendance@ahsrockets.org](mailto:attendance@ahsrockets.org). If the request is approved, time is needed for the office staff to communicate with teachers, etc. Neither parents nor students should contact teachers directly to request that the student be excused as teachers may not give permission for an excused absence unless the dean of students has excused the absence first. Students are not excused from school for vacations or family trips. Education-related trips (to participate in workshops, special programs, etc.) may be considered on an individual basis; foreign travel, while certainly educational, does not constitute an education-related trip.
- Requests for a waiver will be denied if the student has numerous other absences or is not performing well academically.
- Doctor's notes to verify the need for an excused absence should be brought to the attendance office within two days of the student's return to school. Failure to do this will result in an unexcused absence for which makeup work will be awarded only 50% of the grade earned.
- All medical appointments that fall during school time require a doctor's note/verification in order for the absence to be excused.
- Neither medical notes brought to the attendance office more than two days after the student returns to school nor medical notes provided by relatives who are physicians (unless the relative is the student's regular attending physician) will be accepted. The doctor's note must specifically indicate the day(s) the student should be excused from school.

## Excessive Absences

- After a total of 10 days absent, a student will be required to present a doctor's note for each subsequent absence. A student absent more than 15 days in a school year will be awarded 50% of the grade earned for completed makeup work even with a medical excuse. A student absent more than 20 days in a school year may be required to forfeit academic credit, regardless of grades earned.
- When a long-term or chronic illness occurs, the parent may submit a letter to the dean of students asking for a waiver of this policy. The request for a waiver must include a statement containing a specific diagnosis and detailing the student's need to be absent from the physician who is treating the student. If a waiver is given, parents may be required to employ a tutor to work with the student in areas of need outside school hours.
- Students who have excessive absences and are on "doctor's note only" or "no makeup work allowed" status will not be allowed to participate in field trips that involve missing classes other than the one for which the field trip is planned.
- Due to the academic expectations and requirements for Assumption students, after the 20<sup>th</sup> day absent in one school year, academic credit is in jeopardy and the parent and student will need to consider one of the following options:
  - > Arrange to go on homebound program for the remainder of the school year (arranged through Jefferson County Public Schools);
  - > Withdraw from Assumption and consider correspondence courses combined with other home-study programs that may be available. (Students under the age of 16 are required to be attending a school certified by the Kentucky Department of Education.)

## **Unexcused Absences**

- Any time a student is absent from school, she is expected to make up all the work she missed; if the absence is unexcused, the student will be awarded 50% of the grade earned for the completed makeup work.
- Students are not excused from school for vacations and family trips. Education-related trips (to participate in workshops, special programs, etc.) may be considered on an individual basis; foreign travel, while certainly educational, does not constitute an education-related trip. In the case of mitigating circumstances, parents may submit to the dean of students a written request for an exception to be made; it is strongly recommended that this be done prior to making definite travel plans.
- Absences (including late arrival and early dismissal) for social events, taking care of family or personal business, etc., are unexcused.
- Absences (including late arrival and early dismissal) from school just prior to or following holidays or other school breaks, or on the day of a boys' school's prom, will be considered unexcused without a doctor's verification unless approved in advance by the dean of students.
- Assumption does not recognize "Take Your Child to Work Day" as an excused absence from school. We feel that students interested in learning about their parent's workplace and career may do this during the summer months or a day school is not in session.

## **COLLEGE DAYS**

- Juniors receive one college day on Thursday of Mission Week (February 26, 2020) to visit the colleges of their choice; this day will not be counted as a day absent from school. The student must obtain an official letter of verification of the college visit from the college admissions office and turn it in by the due date given for Mission Week college visits. Those needing to be excused from school on a different day for a college visit must submit a written request from a parent for an excused absence to the dean of students; it should be submitted at least one week in advance of the visit.
- Seniors are encouraged to use their privilege day off from school on Testing Day (Wednesday, October 16, 2019) to visit colleges; they are also allowed one excused absence to visit the college of their choice. Following the procedures for a prearranged absence request, parents must submit a written request for an excused absence for a college visit or email a request to [attendance@ahsrockets.org](mailto:attendance@ahsrockets.org) at least one week in advance if at all possible.. The absence is recorded on the student's transcript. The student must obtain an official letter of verification of the college visit from the college admissions office and turn it in to the attendance office within 2 school days of the college visit. Failure to follow procedures may result in permission being denied and/or an unexcused absence.
- Requests for excused absences for college visits will be denied if the student has numerous other absences or is not performing well academically.
- College days must be taken prior to May 1. Generally speaking, students are not granted excused absences for college days on days immediately before or after Thanksgiving break, Christmas break, winter break, or spring break.
- Parents should contact the dean of students in writing or via email to [attendance@ahsrockets.org](mailto:attendance@ahsrockets.org) if there are special circumstances that need to be considered regarding college visits or additional college visits are needed.
- Additional college visits for athletic purposes, scholarship interviews, auditions for special programs, preview days/class registration, etc., may be approved, but they do require following the procedures for a prearranged absence request and official verification from the college.

## **EARLY DISMISSAL**

To receive an early dismissal, a student must bring a signed note from her parent to the attendance office before first period on the morning of the early dismissal; she will be given an early dismissal slip to show her teacher when it is time for her to leave. The slip is to be dropped off in the attendance office before the student leaves the building.

Any time a student misses more than one hour of a school day, it is recorded as ½ day's absence. Medical and other appointments should therefore be made after school whenever possible or during study time if necessary. It is still a ½ day absent if the student misses one hour or more of study.

Early dismissals are excused if they are due to illness or death in the family. Early dismissals for social events, taking care of family or personal business, etc. are unexcused. Early dismissals requested on the following days will be excused for medically-related appointments only, unless approved in advance by the dean of students; the student must bring a doctor's note to school within two days of the return to school:

- school days just prior to or following holidays or other school breaks;
- the day of a boys' school's prom;
- a semester/final exam day.

## **Early Dismissals for Medical Appointments**

- To receive an early dismissal for a medical appointment, a student must bring a signed request from her parent to the attendance office before first period on the morning of the appointment.
- Students who have medical appointments during school hours should plan to leave at the end of a class and not during a class if at all possible.

- All medical appointments that fall during school time require a doctor's note/verification which should be brought to the attendance office within two school days of the appointment in order for the absence to be excused.
- Parents who need to inform their daughters of appointments made for them during the school day should make prior arrangements for their daughters to call them during lunch, between classes, etc., as it is Assumption's policy to not interrupt classes unless it is deemed an urgent situation by the school office personnel.

## **EXTENDED ILLNESS/ABSENCE POLICIES**

### **Short-Term Illness (5 to 10 days)**

When absent for one to four class days, students should obtain work from class pages on PowerSchool LMS. If a student is absent five or more consecutive class days, the guidance office will help collect materials from teachers for her; however, it will take at least two days to collect material from teachers from the day the request for this service is made. If the student does not have internet access at home, the guidance office can also access class pages on PowerSchool LMS for the student and collect her assignments for her. The parent needs to contact the guidance office to request material and/or assignment collection after the student's third consecutive day absent and make arrangements to pick the work up after school on the fifth day. Upon returning to school, the student will need to make arrangements with her teachers to complete missed tests and quizzes in testing pool. Her guidance counselor will meet with her to organize her makeup work.

### **Long-Term Illness (more than 10 school days)**

When a serious problem makes it impossible for a student to attend classes for an extended period of time, Assumption's staff and administration make every possible attempt to work with that student. Medical verification must be provided for accommodations to be made. The following options are available:

- Work can be accessed through the PowerSchool LMS or, if needed, gathered from the student's teachers and sent directly to the student for completion (under the guidance of her parents). This will require a two-day advance request to the guidance office. Assignments are then forwarded back to school and averaged in with the student's other grades (completed before and/or after the illness). A homebound tutor may be required; this is the financial responsibility of the student's family. This option is seldom feasible if a student is in a hospital/program outside of Louisville and is not available for an illness involving more than four weeks absence. After 20 days absent, the student needs to be withdrawn from Assumption and enrolled in the homebound instruction program through Jefferson County Public Schools; she may re-enroll at Assumption when she is able to resume regular attendance if she has maintained her academic coursework.
- If a student is in a hospital/facility where an accredited academic program is available, it is suggested that she enroll in the program. If it is an accredited program and grades are issued, her grades from the program are sent to Assumption and averaged in with other grades. The student's guidance counselor can also work with education program personnel at the hospital/facility to coordinate curriculum and school work; in this situation, assignments, quizzes, and tests are then forwarded back to school and averaged in with the student's other grades (completed before and/or after the illness). If the student's parent chooses not to enroll her in the program or if enrollment in the education program is not recommended by the student's physician/medical documentation, see the item above.

Note: It is important that the parents discuss the student's options regarding continued enrollment at Assumption and absence with the student's dean of studies and the dean of students.

Problems exist with the above options because there is no way for a student to obtain the same academic experience/background in a special program as she can as a full-time student at Assumption. She needs to anticipate the following potential problems:

- A disruption of her current program of studies. Many special programs are unable to teach such electives as theology, public speaking, theater arts, AP-level courses, etc., nor can they be pursued independently.
- Grades. Despite effort put forth by the student and a strong performance on work (either independently or in a special program), the student must realize that the grade she receives in a course must also reflect the work she was unable to accomplish (in-class speeches, lab experiences, group work, etc.) that was required of her classmates.
- The need for an outside tutor. While peer tutoring and additional assistance from teachers are available upon return, our staff is unable to provide intensive, independent, and individualized tutoring for students missing weeks of work.
- Credit(s). Because a student may not be able to keep up with a demanding course or because a special program is unable to provide instruction in specific classes, a student may lose credit(s).
- Decile rank. If class decile ranking is computed before a student has completed missed work, Assumption is unable to include her in the ranking because of missing grades. Her decile rank will therefore be approximated, and when her work is completed later, her specific decile rank will be computed.

### **Return to school**

Before a student resumes classes at Assumption after being absent more than five consecutive school days, a parent must contact the attendance office, indicating when the student will be returning. On the day the student returns to school, she should first check in at the attendance office and provide medical documentation for her absence. Counseling support services will also be provided as needed for students who are returning from an extended illness. This process must be followed by the parent and the student in order to coordinate makeup work efficiently.



## **FUNERALS**

Students are excused from school to attend the funeral of an immediate family member if a parent contacts the attendance office. In order for a student to attend a funeral of a more distant family member or a close family friend, a written request from her parent must be submitted to the attendance office. Students are not excused from school to attend cemetery services unless the deceased was a family member. Extenuating circumstances will require special permission from the dean of students. Students attending funerals must wear their uniforms during the time they are in school on the day of the funeral.

In support of a bereaved student experiencing the death of an immediate family member, and with the approval of the family of the deceased, the student's homeroom and other classmates who wish to do so will travel together by bus to a funeral service occurring during school time; it will be considered attendance at a "school-related function" rather than an absence. Students wear their uniforms to show the support of the school community and must travel to and from the funeral together. Depending on the date, time, and location of the funeral and the wishes of the individual student affected by the death of a close family member, the bereaved student's grade level counselor may coordinate attendance at the funeral, including arranging for transportation, distributing and collecting permission slips, etc. If transportation is provided by Assumption and a student opts not to ride the bus, a parent/guardian must pick the student up to attend the funeral and the Attendance Office needs to be notified of these intentions in advance. Permission slips for students riding on the bus will be coordinated by the Guidance Department. Only students attending a funeral as part of an official school contingent will be considered as participating in a school-related function. Students who drive themselves to the funeral will not be considered part of the official school delegation and their parents will need to request an excused absence in advance.

## **LOSS OF DRIVER'S LICENSE (KRS 159.051)**

When a student age 16 or 17 drops out of school or is declared to be academically deficient, the school administrator or her designee will notify the superintendent of schools of the district in which the student is a resident or is enrolled. The reports will be made at the end of each semester but may be made earlier in the semester for accumulated absences. A student will be deemed to have dropped out of school when she has nine or more unexcused absences in the preceding semester. Any absence due to suspension will be deemed to be an unexcused absence. A student will be deemed academically deficient when she has not received passing grades in at least four courses, or the equivalent of four courses, in the preceding semester. (KRS 159.051)

## **MAKEUP TESTS AND ASSIGNMENTS**

- Makeup work for absences is the responsibility of the student. She must assume the responsibility for checking class pages on PowerSchool LMS, seeing the teacher(s) if she has any questions, and submitting the work within the established time frame (see makeup work policies beginning on page 52).
- A student needs to present a doctor's note in order to make up more than one missed test/major assignment per class in a semester. The class syllabus may also specify if a doctor's note is required to turn in work due on the day of an excused absence (e.g. a speech in Public Speaking, a research paper in English). It is the responsibility of the student to let her parent know if she will be missing a test/turning in a major assignment when absent and if a doctor's note will be required even though her absence would be otherwise excused. School personnel other than the teacher of the class involved cannot be expected to know what a student will be missing on a day when she is called in sick.
- Tests missed due to absence are to be made up before/after school in testing pool. (See Testing Pool guidelines on page 54.)  
STUDENTS FAILING TO TAKE MAKEUP TESTS AT DESIGNATED TIMES RECEIVE ZEROS. For this reason, students should not wait until their last testing pool opportunity to make up a test as practice, meetings, carpool issues, etc. will not extend their number of opportunities.
- All semester/final exams must be taken when scheduled unless the absence is excused with a doctor's note.

## **PERFECT ATTENDANCE**

Assumption High School recognizes students who maintain a perfect attendance record throughout each/all of their four years. In order to qualify for this recognition, a student must attend class daily and may not have any half or whole day absences, neither excused nor unexcused, or suspensions on her record. The only exception which will be considered, upon the request of a parent, is attendance at a funeral of an immediate family member or grandparent. Participation in school-related functions (such as retreats and field trips) is not considered an absence and so would have no bearing on perfect attendance.

## **TARDINESS**

A student who arrives after the 8:05/9:05 a.m.. bell in the morning is tardy and must sign in with the attendance clerk in the attendance office and receive an admission slip to get into class. No student is to be admitted to class after 8:05/9:05 a.m.. without an admission slip.

If a student arrives less than an hour late, it is considered a tardy, which does not count in the student's absence total. Arriving one hour or more late is recorded as a ½ day's absence.

If a student arrives one hour or more late and the attendance office has not been contacted by the student's parent, the parent is contacted by phone to verify the legitimacy of the student's late arrival. If the parent cannot verify the student's late arrival, the absence will be considered unexcused and may be deemed as cutting school.

If the reason given for a student's late arrival is not deemed legitimate by the dean of students, the tardy/absence will be unexcused and the student will be awarded 50% of the grade earned when she makes up the work missed/collected for a grade prior to her arrival in class.

Excessive tardiness: Upon receiving the fifth and sixth tardy each semester, a detention must be served. Beginning with the seventh tardy each semester (and for every tardy thereafter), the student will be issued a demerit (3 detentions). Tardies that merit disciplinary consequences are considered unexcused and the student will be awarded 50% of the grade earned when she makes up the work missed/collected for a grade prior to her arrival in class. Repeated tardiness will result in notification of parents and the accumulation of demerits and detentions. In extreme cases, probation or suspension may result. Tardies are indicated on a student's permanent record.

# CURRICULUM AND ACADEMIC POLICIES

## COMMUNITY OF ASSUMPTION

We are the community of Assumption where

- faith guides
- compassion inspires
- integrity matters and
- excellence empowers.

In terms of curriculum and academics, this means

- students demonstrate a desire to learn and contribute actively and meaningfully to the creation of the classroom learning community.
- students do their own work and only share with others with their teachers' permission.
- students do not give or receive answers in either verbal or written form in a test or quiz situation.
- students do not access unauthorized sources of information during a test/quiz.
- students do not take or give unfair advantage by sharing information about specific test or quiz questions prior to the administration of the test/quiz.
- students complete work independently unless the assignment explicitly calls for collaboration with others.
- students do their share of the work in collaborative learning situations.
- students paraphrase and quote correctly and provide accurate and appropriate documentation when using the ideas of others in their work.
- students volunteer their time and talent to perform service for others.

## ACADEMIC PROGRAM GENERAL INFORMATION

The academic program at Assumption is designed to meet the abilities, talents, aptitudes, and interests of all students. The course of study is college preparatory for all students, although those in the academic level may need to enter the preparatory program of the college to which they are admitted.

### Class Changes

The student's dean of studies must approve any change in classes. Changing classes to move up or down a level in the same course is considered on a case by case basis and does not incur a schedule change fee. Before a levels change will be permitted, a student must show that she has exhausted every resource available to be successful in the current level. This includes: peer tutoring, utilizing the Achievement Center, meeting with the teacher outside of class time, having no missing homework assignments and fully participating in class. A levels change does not rescue a student from a low grade. Elective changes requested during the prior semester are not assessed a fee. Dropping/adding an elective may be allowed depending on the constraints of the master schedule at the beginning of the semester until the drop/add deadline and a \$20 schedule change fee is assessed. After the drop/add deadline, no elective can be changed.

### Classification Of Students

<u>Year</u>	<u>Required credits</u>
Freshman	Has met entrance requirements
Sophomore	At least 7
Junior	At least 14
Senior	At least 21

Students must take a minimum of seven courses each semester and earn seven credits each year. A failure in any course must be made up before returning the next year. Assumption only awards a full credit in yearlong courses. A student earning less than six credits in one year may not return to Assumption. In order to earn an Assumption diploma, a student may make up no more than 2.0 failed credits through summer school or correspondence during her high school career; no course may be repeated at Assumption. An appeal can be made to the principal for exception to any of the above policies.

The academic year is divided into two semesters of approximately eighteen weeks each. Examinations are given at the end of each semester. In order to earn academic credit in any subject, a student must complete first semester and second semester final exams.

### Credit Recovery

In the event that a student fails a course, she is required to recover that credit in order to return to Assumption the following school year. The grade earned in the recovery credit program does not replace the failed grade in the GPA calculation or on the student's transcript. It is listed as a separate grade on the transcript and is an additional grade and credit in the student's GPA calculation. Credit recovery grades are weighted at the honors level. The recovery credit is not included in the reported KEES GPA.

### Extra Credit

Any extra credit assignment in a course must be offered to the entire class and prior to the close of the grading period.

## **Graduation Requirements**

- Seniors must earn the 28 required credits (see “Required Credits” below) to graduate and receive an Assumption diploma.
- Seniors with fewer than 27 approved credits may not participate in the graduation ceremony.
- Students must take the ACT at least once and have the score submitted to Assumption High School.
- Students must satisfactorily complete a research paper in their English IV class.

## **Levels**

Leveled courses are available to students to allow for an individual course of studies. Based on their academic needs, students may take courses from various levels and/or may move from one level to another upon the recommendation of teachers and approval from her academic dean.

**Academic:** college preparatory course for freshman and sophomore students requiring greater emphasis on basic skills

**Honors:** college preparatory course based on standard high school curriculum which requires in-depth consideration of concepts and independent study and research

**Honors 1:** college preparatory course requiring in-depth consideration of concepts, independent study, analysis, and research; material is presented at an accelerated rate.

**Advanced:** the most advanced high school level course available to students; accelerated college preparatory course which requires students to independently analyze and synthesize curriculum

**Dual Credit:** dual credit college level course; credit may be earned through Western Kentucky University, Jefferson Community and Technical College, and University of Louisville.

**Advanced Placement:** College Board approved course; students prepare to take AP exams.

## **Required Credits**

Theology	4 credits
English	4 credits
Math	4 credits
Science	3 credits
Foreign Language	2 credits
World History	1 credit
U.S. History	1 credit
Government (see Note 1 below)	½ credit
Geography (see Note 1 below)	½ credit
Fine/Performing Arts	
(choice of Art, Drama, or Music; see Note 2 below)	½ credit
Humanities (see Note 2 below)	½ credit
Public Speaking	½ credit
Health	½ credit
Physical Education	½ credit
Electives	<u>5½ credits</u>
<b>Credits required for graduation</b>	<b>28 credits</b>

Notes:

1. A full credit in AP U.S. Government & Politics may replace ½ credits in Government and Geography.
2. A full credit in AP Art History or AP Music Theory may replace ½ credits in Humanities and Fine/Performing Arts.

## **Second Semester Exams for Seniors**

Teachers of seniors have the option to exempt them from SECOND SEMESTER EXAMS provided they have an A average for the course. Dual Credit courses require that the students take semester/final exams. Those students in AP classes who do not take the AP exam must take a second semester exam. All second semester exams must be taken when scheduled unless the absence is excused with a doctor’s note.

## **Semester Exams**

Semester exams for freshmen and sophomores weigh between 10% and 15% of the semester grade, and semester exams for juniors and seniors weigh between 10% and 20% of the semester grade. All academic level exams weigh 10% of the semester grade, regardless of the grade the student is in. Weights for semester exams in all other academic levels are determined by each department. The weights for semester exams as well as for tests/major projects and homework appear in the syllabus for each course. A student may not make up a semester/final exam without a doctor’s note.

## **Textbooks**

MBS Direct is the official supplier of textbooks for AHS students and works closely with the school to have all textbooks to the students by the start of school. If a family chooses to order books from a different online source, this needs to be done early enough to make sure the student has her books prior to the start of school; a student will not be excused from having a textbook if it was ordered late or from a vendor other than MBS Direct.

## **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement (AP) program is a series of college-level courses and exams for secondary school students. It is a special college-level learning experience that takes a full academic year of in-depth study and rigorous research.

The exams are given on specific days in May and are scored by the College Board. Every examination receives an overall grade on a five-point scale: 5 (extremely well qualified), 4 (well qualified), 3 (qualified), 2 (possibly qualified), and 1 (no recommendation). The great majority of U.S. colleges accept grades of 3 and above and quite a few consider grades of 2. This acceptance then transfers to earned college credit hours.

AP courses offered at Assumption High School include Art History, Biology, Calculus AB, Calculus BC, Chemistry, Computer Science Principles, Computer Science A, English Language, English Literature, Environmental Science, French Language, U.S. Government and Politics, Human Geography, Music Theory, Physics, Psychology, Research, Seminar, Spanish Language, Statistics, Studio Art: 2-D Design, Studio Art: 3-D Design, Studio Art: Drawing, U.S. History, and World History.

## **AP Capstone Program**

Assumption is the only Catholic high school in Louisville to offer the AP Capstone Program, a College Board program that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges and employers. It cultivates curious, independent, and collaborative scholars and prepares them to make logical, evidence-based decisions.

AP Capstone is comprised of two AP courses, AP Seminar and AP Research, taken in two consecutive years, and is designed to complement and enhance the discipline-specific study in other AP courses. Assumption High School offers the AP Capstone program to provide unique research opportunities for current AP students and to expand access to our Advanced Placement Program by encouraging students to master the argument-based writing skills.

## **AP Capstone Diploma**

The AP Capstone Diploma is awarded to students who successfully complete and pass AP exams for four additional AP courses throughout high school. The AP Capstone Diploma Program allows students to create the academic focus that is most meaningful for them and provides a forum for students to explore their areas of interest in a rigorous classroom environment which expects college-level outcomes in their research.

## **MCAULEY SCHOLARS PROGRAM**

The McAuley Scholars Program of Assumption High School provides academically gifted students with rigorous coursework, recognition, support, and learning opportunities outside the scope of the traditional college preparatory high school curriculum. Students are initially invited into the program as McAuley Scholars based on high school placement test results

Students will be recognized as McAuley Scholars if they enroll in all advanced-level classes, have completed at least four AP courses upon graduation, and maintain at least a 3.5 GPA:

- 1) If at the end of two semesters as a McAuley Scholar, a student has not earned a 3.5 unweighted GPA, she will be placed on academic probation for two semesters.
- 2) If at the end of two consecutive semesters as a McAuley Scholar, a student has been unable to raise her GPA to a 3.5, she will be dismissed from the McAuley Scholar program.

McAuley Scholars receive academic advising from administrators, gain additional opportunities for standardized testing preparation and experience, and learn about opportunities and resources for academically gifted students.

Incoming freshmen who enroll in all advanced-level or higher classes will be invited to become McAuley Scholars. Those who are a year ahead in math or world language may take H1 level coursework to accommodate the transition; however, upon entry into pre-calculus, French III, or Spanish III, that student must enroll in these courses at the advanced level to maintain her McAuley Scholar status.

A rising sophomore who has completed her first year at Assumption and enrolls in all advanced level courses for her sophomore year will be invited to become a McAuley Scholar. Additionally, a transfer student who enters Assumption during her freshman, sophomore, or junior year, upon initial admission or at any time within her first year of enrollment, may be invited to become a McAuley Scholar for a probationary period of one semester; the transfer student's previous academic history should include prior enrollment in an honors

program and/or AP coursework completion at her former school. Any newly-invited rising sophomore or transfer student would be expected to maintain the required GPA while working toward the completion of four AP level courses.

## **DIGITAL LEARNING DAYS**

Per Archdiocesan policy which allows up to five digital learning days during a school year, Assumption will officially designate a declared snow day as either a traditional snow day or a Digital Learning Day via the emergency alert system. The first two snow days of the 2019-2020 school year will be traditional snow days with no digital learning.

### **Attendance on Digital Learning Days**

If a day is declared a Digital Learning Day, students need to confirm their attendance for the day so that they do not accrue an absence for the school year. The dean of students will send students an email by 10:30 a.m. Students must respond to the email to indicate that they are in attendance for the day and agree to the integrity statement included in the email. If a student is ill and unable to participate in the Digital Learning Day, her parent/legal guardian must call the attendance office to report the absence just as they would on a regular day of school. The student may also respond to the email to let the dean of students know that she is ill and will not be in attendance for the digital learning day, but her parent or guardian will still need to contact the attendance office. Absences will be added to the student's cumulative total for the year.

If there is a power issue that prevents a student from participating in Digital Learning Day activities, her parent/legal guardian must call the attendance office to report the issue and let school personnel know that the student will be absent.

Students will be counted tardy if they check in online after 2:00 p.m. but before 4:00 p.m. If a student does not check in by 4 p.m. and/or her parent/guardian does not call the attendance office to report her absence, the absence will be considered unexcused and the student will be awarded 50% of the grade earned when she makes up the work assigned on the Digital Learning Day, even if it is due at a later date.

### **Digital Learning Day Assignments and Activities**

Teachers for that day's classes will post lesson plans on their class pages on PowerSchool LMS by 10:30 a.m. Students will need to check each of their scheduled classes' PowerSchool LMS pages for the lesson plan for the day and complete the assignments by the time designated in the agenda, which will be 10:00 p.m. that evening or at the next physical class meeting. If a Digital Learning Day is the second consecutive Digital Learning Day for that class/day, any assignment that was due at the next physical class meeting will now be due by 10:00 p.m. on the day of the second consecutive Digital Learning Day for the class.

The lesson for each class should be about one hour in length so students should budget three to four hours for Digital Learning Day activities, depending upon whether they have study on that school day.

All teachers will be available during the course of the Digital Learning Day and will respond to any email questions from their students by 6:00 p.m.

### **Guidance Services on Digital Learning Days**

The guidance counselors and college counselors will conduct online "office hours" on Digital Learning Days and will be available to consult with students via email or Skype. They will send their students an email by 10:30 a.m. letting them know the times they will be available during the day.

## **DISTANCE LEARNING**

A student may only participate in a distance learning opportunity for credit when her academic needs call for a course beyond the program offered at Assumption. Distance learning is not an alternative to Assumption's academic program, only an extension of it in special situations. The highest quality educational experience comes from consistent and immediate interaction between a student and her teacher and classmates in the learning process; therefore, a distance learning program must have this criteria to be considered. Any student who wishes to take such a course must have it approved by her dean of studies. Courses provided by unaccredited institutions will not be considered.

## **DUAL CREDIT COURSES**

Assumption offers dual credit college level (DC) courses through Western Kentucky University, Jefferson Community and Technical College and University of Louisville. Requirements include a minimum ACT or SAT score, a GPA requirement and teacher recommendation. These requirements vary by university and course. Students should consult their Dean of Studies or the course catalog for the specific details of each course. Admission to each Dual Credit program must be completed by the student during the first week of school. Completion of application to each program is the responsibility of each student and not Assumption High School. Additionally, payment must be made to each university by the student in order for the student to obtain college credit. KHEAA offers a Dual Credit scholarship which students may utilize to pay for up to two courses. In order to take advantage of this scholarship, the student is responsible for completing the application by a deadline each semester set by the state via [www.KHEAA.com](http://www.KHEAA.com)



## GRADES AND RELATED ISSUES

### Class Decile

Assumption calculates and reports class deciles based on the quality point chart below. Instead of naming a valedictorian and salutatorian at graduation, the top 5% of the senior class will be recognized as “graduating with distinction,” and all students with a 4.0 will be recognized as “graduating with honors.”

### Quality Points

	A+	A	A-	B+	B	B-	C	D	F
AP (Advanced Placement)	9.5	9.2	9	8.5	8	7.5	7	6	0
DC (Dual Credit)	8.5	8.2	8	7.5	7	6.5	6	5	0
AD (Advanced)	7.5	7.2	7	6.5	6	5.5	5	4	0
H1 (Honors 1)	6.5	6.2	6	5.5	5	4.5	4	3	0
H (Honors)	5.5	5.2	5	4.5	4	3.5	3	2	0
AC (Academic)	4.5	4.2	4	3.5	3	2.5	2	1	0

### Grade Components

**Advanced Placement and Dual Credit** -70% tests/major assignments, assessments, and projects; 30% quizzes and homework unless indicated otherwise is course syllabus

**Advanced and Honors 1** -70% tests/major assignments, assessments, and projects; 30% quizzes and homework

**Honors** - 60% tests/major assignments, assessments, and projects; 40% quizzes and homework

**Academic** -50% tests/major assignments, assessments, and projects; 50% quizzes and homework

### Grades Online

Grades are available on the Internet via PowerSchool as a convenience to parents and students and are not official. Teachers post grades bi-weekly, generally by the 1st and 15th of every month unless the 1st or 15th falls on a weekend or school holiday. In those instances, grades will be uploaded on the next day that school is in session. Many teachers update grades more frequently. Students and their parents may access their grades via the PowerSchool website by providing a user name and password which is assigned by the school.

### GPA

Assumption’s grading scale is based on a four-point system. A student’s grade point average (GPA) is determined by dividing the total points earned by the number of classes taken. GPA is calculated on final grades for a course and not on semester or mid-semester grades.

A+	4	B+	3.67	C+	2.67	D+	1.67	F	0.00
A	4	B	3.33	C	2.33	D	1.33		
A-	4	B-	3.00	C-	2.00	D-	1.00		

### Honor Roll

Each semester, students are eligible for the honor roll based on semester grades according to these criteria:

- Principal’s List: 4.0 GPA
- First Honors: 3.8-3.99 GPA
- Second Honors: 3.5-3.79 GPA

### Grading Scale

A+ 98-100	B+ 88-89	C+ 81-82	D+ 74-75	F Below 70
A 94-97	B 85-87	C 78-80	D 72-73	
A- 90-93	B- 83-84	C- 76-77	D- 70-71	

### Weighted GPA

Assumption will also report a weighted GPA on the transcript according to the follow scale. Weighted GPA will not be used for any other purposes such as decile ranking, Honor Roll, National Honor Society, etc.

<b>AP/DC</b>	<b>Advanced</b>	<b>College Prep (H1, H and AC)</b>
A = 5	A = 4.5	A = 4
B = 4	B = 3.5	B = 3
C = 3	C = 2.5	C = 2
D = 2	D = 1.5	D = 1
F = 1	F = 0.5	F = 0

## **LEARNING DIFFERENCES PROGRAM (PSP: Post-Secondary Planning)**

Support services for students with diagnosed learning differences are provided through the learning differences program and include the following:

- Confidential sharing of the student's learning profile with the student's teachers; the learning profile provides information regarding the diagnosed learning difference, student strengths and difficulties, and the reasonable accommodations that will be provided by AHS;
- Participation in Postsecondary Planning (PSP). Students meet with their assigned Learning Differences Specialist in small groups, during their study period. The students are grouped as accurately as possible by grade and area of learning difference. Typical components of the program are ongoing development of individual learning profiles based on strengths, difficulties, descriptions of learning difference, interests, learning styles and the suggested classroom accommodations. Specific topics discussed during the study period may include study skills, time management, organization, regular grade checks, goal setting, postsecondary preparation issues, social skills, and self-esteem reinforcement.
- Coordination of special testing opportunities; these will vary for each student and will be discussed individually with each student by the learning differences specialists. See page 63 for information on standardized testing accommodations.
- All students in the PSP program will actively participate in the Reading Plus Program on a regular basis to improve reading skills in the areas of comprehension, vocabulary and fluency. The goal is to reach grade level and/or beyond in each of these areas.

## **MAKEUP WORK POLICIES**

Any time a student is absent from school, she is expected to make up all the work she missed. Homework, projects, and classwork are due by the next class, and missed tests and quizzes must be made up within one calendar week (see policy below).

- When a student misses several days in a row, the student is expected to work with her teacher and have all work completed in a time frame equal to the number of days missed.
- Tests, quizzes, homework, projects, or classwork due on the day of an absence will be allowed to be made up regardless of when the assignment was made.
- If teachers update grades on PowerSchool before the makeup work is turned in, a ZERO will be used as a placeholder until the assignment is turned in.
- A student needs to present a doctor's note in order to make up more than one missed test in a class during a semester.; failure to do so will result in the student receiving 50% of the grade earned on the test.
- Individual class policies, as specified in the class syllabus, may require a doctor's note in order for makeup work to be completed/accepted.
- A student who is present for a test but was absent for a review before the test is still expected to take the test.

If the absence is **UNEXCUSED**, the student is still expected to make up all the work she missed in a timely fashion (as specified above), but she will receive only 50% of the grade earned. This means that

- any tests or quizzes given on the day of an unexcused absence must be made up and will receive 50% of the grade earned..
- any homework or projects due on the day of an unexcused absence must be submitted upon the student's return and will receive 50% of the grade earned.
- any grades earned from class work on the day of an unexcused absence must be submitted upon the student's return and will receive 50% of the grade earned.
- of special note: if a student with an unexcused absence is late in completing her makeup work (including tests/quizzes), the work will also be assessed a late work penalty as specified below.

### **Class Pages on PowerSchool Learning Management System**

Students are required to view the agenda, obtain missed assignments and all due dates from their teachers' class pages on PowerSchool Learning Management System (LMS), and access class materials from each missed class before the next class meeting. Students are required to complete this work prior to the next class meeting. Failure to do so will result in late penalties.

### **Late Work Policy**

Late work for major assignments/projects is assessed a 10% penalty of the grade earned for each calendar day that the work is late. Students need to be aware that late penalties are assessed for Saturday and Sunday unless the work is submitted online (with advance approval from the individual teacher). Late work for homework is assessed according to the department's late policy for homework. It is the student's responsibility to see that any late work gets to the appropriate teacher; teachers' schedules are available in the main office if a student needs to find out where a teacher is during the school day.

### **Makeup Tests and Quizzes**

Tests and quizzes missed due to an absence need to be made up in testing pool before/after school within one calendar week (four testing pool sessions) of the student's return to school. Only tests missed due to school-related functions (retreat, ACTS, field trips, etc.) can be made up during study time. Testing pool will be held after school on Mondays, Tuesdays, and Thursdays at 3:05 p.m. and before school on

Wednesdays at 8:00 a.m. A student needs to present a doctor's note in order to make up more than one missed test in a class during a semester.

### **Makeup Work for Participation in School-related Functions**

When students miss classes to participate in school-related functions such as field trips, athletic competitions with school teams, speech competitions, KYA/KUNA, etc., they are not considered absent. They are, therefore, allowed to make up missed work, quizzes, and tests during their study time at school; tests/quizzes can also be taken before/after school in testing pool if the student prefers.

Students who miss classes to participate in school-related functions should check class pages on PowerSchool LMS to find out anything they missed and be prepared for returning to class.

### **Makeup Work for School-related Functions Involving Multiple Days/Nights**

- When a student is gone overnight for two or more consecutive days and at least one of the days is a school day to participate in a school-related function, the student is expected to work with her teachers and have all work completed in a time frame equal to the number of days (including weekend days) she was gone.
  - > If a student is gone overnight for a SRF on Thursday and Friday but returns home on Friday, she has the two weekend days to prepare makeup work so should have work ready to turn in on Monday/Tuesday when she returns to school.
  - > If a student is gone overnight for a SRF on Friday, Saturday, and Sunday, returning home on Sunday evening, she has three days to complete makeup work and should have it ready to turn in when she has her classes by the following Thursday/Friday.
  - > If a student is gone overnight for a SRF on Thursday, Friday, and Saturday, returning home on Saturday evening, she has three days to complete makeup work and should have it ready to turn in when she has her classes by the following Wednesday/Thursday.
  - > If a student is gone overnight for a SRF on Monday and Tuesday, returning home on Tuesday evening, she has two days to complete makeup work and should have it ready to turn in when she has her classes on the following Friday/Monday.
- Assignments due while a student is gone for multiple days/nights for a SRF and those new assignments announced while she was gone that can be completed over the weekend should be completed. Assignments that cannot be completed (confusion, new material, level of difficulty, missing information, etc.) should be prepared to the extent the student is able.
- Students participating in a mid-week SRF that involves multiple days/nights will not be expected to take tests or have projects due the day they return to class, whether announced previously or missed while gone for the SRF.
- All missed tests and quizzes must be made up within one calendar week upon returning from a multi-day/night SRF. Students are, however, expected to take tests previously scheduled and turn in projects when they have the weekend at home to prepare. Unannounced tests or quizzes, as well as those missed while the student was gone, must be taken within a week of her return to school.

### **Retreat Makeup Work**

Retreats, like field trips, are school functions, and retreatants are not considered absent. They are, therefore, allowed to make up missed work, quizzes, and tests during their study time at school; tests/quizzes can also be taken before/after school in testing pool if the student prefers.

Freshmen, sophomores, and juniors who go on retreat and senior leaders should check teacher websites on the day they return from retreat. This will allow them to find out anything they missed and be prepared for returning to class.

- Assignments due while on retreat and those new assignments announced while on retreat that can be completed over the weekend should be completed. Assignments that cannot be completed (confusion, new material, level of difficulty, missing information, etc.) must be prepared to the extent the student is able.
- Students returning to class on a Thursday or Friday after a mid-week (Tuesday-Wednesday) retreat will have the weekend to prepare assignments. Students attending a mid-week retreat will not be expected to take tests or have projects due the day they return to class, whether announced previously or missed while on retreat.
- All missed tests and quizzes must be made up within one calendar week upon returning from retreat. Students are, however, expected to take tests previously scheduled and turn in projects when they have the weekend to prepare. Unannounced tests or quizzes, as well as those missed while gone, must be taken within a week of return to school.

Seniors who go on retreat are encouraged to check with teachers about missed assignments before leaving on retreat. All seniors are expected to check teacher websites when they return from retreat.

- Work due while on retreat should be completed and turned in by Wednesday and Thursday after returning to school. New material assigned while on retreat should be completed by the end of the week if at all possible. Seniors who cannot complete assignments (new material, level of difficulty, confusion) must communicate with individual teachers and make further arrangements and deadlines for completing work.
- Seniors will not be expected to take tests the day they return to class, whether announced previously or missed while on retreat. All missed tests and quizzes must be made up within one calendar week upon returning from retreat.
- Previously assigned long-term projects in the major category are due as assigned.

## **Testing Pool**

Testing pool is held in Rooms 206 and 207 after school on Mondays, Tuesdays, and Thursdays at 3:05 p.m. and in Room 207 before school on Wednesdays at 8:00 a.m. Tests and quizzes missed due to absence must be taken in the testing pool and need to be made up within one calendar week (four testing pool sessions) of the student's return to school. Only tests missed due to school-related functions (retreat, field trips, etc.) can be made up during study time. If a student has extenuating circumstances and needs to request that she be allowed to take a makeup test outside of testing pool, she needs to see her dean of studies, who is the only person who may make an exception and give this permission. Work, sports practices, or issues with a ride are not valid reasons for an extension to the testing pool rules.

Integrity matters, and especially in testing pool where the teacher is proctoring numerous students taking a variety of tests and quizzes. Students may not sit next to another student taking the same test/quiz. Once the proctor begins distributing tests/quizzes, all study materials must be put completely away and all communication between students must stop. Students may use special materials (e.g. charts, tables, index cards with information) only if specified by the teacher whose test she is taking in writing on the test or if the teacher has attached such materials to the test in advance.

## **SCHOLARSHIPS**

### **High School Placement Test Scholarships**

Students taking the High School Placement Test at Assumption may qualify for scholarships if they rank among the top 20 scorers. To be eligible for consideration of a HSPT scholarship, the student must take the HSPT on either the December HSPT date or the January HSPT makeup date. Students will receive HSPT scholarship notification in February along with acceptance letters. These scholarships are renewable as long as recipients attend AHS, accept the invitation to become McAuley Scholars, and meet the criteria expected of a McAuley Scholar. McAuley Scholars enroll in all advanced level classes, have completed at least four AP courses upon graduation, and maintain a minimum 3.0 GPA.

1st place: \$2,000	11th place: \$1,000
2nd place: \$1,500	12th place: \$1,000
3rd place: \$1,000	13th place: \$1,000
4th place: \$1,000	14th place: \$1,000
5th place: \$1,000	15th place: \$1,000
6th place: \$1,000	16th place: \$1,000
7th place: \$1,000	17th place: \$1,000
8th place: \$1,000	18th place: \$1,000
9th place: \$1,000	19th place: \$1,000
10th place: \$1,000	20th place: \$1,000

**The following scholarships are available to Assumption High School students and are awarded annually, subject to the availability of funds. Specific details and information about individual scholarships are available on the [school website](#). Applications will be made available at least two months prior to the application due date.**

### **Laura Abell Memorial Scholarship**

The purpose of this scholarship is to memorialize Laura Abell's contribution to society as an ambitious, energetic and concerned person. Laura was a caring individual who loved life and who was loved by many. Laura, who planned a career in Health Administration, excelled in journalism and public speaking. She had leadership skills and the courage to plan a future while facing her own mortality. Her Christian life was an example for all young women. This scholarship is intended to honor her memory and serve as a motivational tool for other young women who desire to excel and make a difference in the lives of others. Mr. Jim King, who created this memorial in Laura's name, sadly passed away in 2015, but his family has generously chosen to continue funding this scholarship.

### **The Paulette and Jerry Adams Scholarship for Excellence in Learning**

This scholarship was established by Dr. Paulette Freeman Adams '60, a former member of the Board of Directors at Assumption High School, and her husband Jerry Adams to provide a tuition grant to a current freshman or sophomore. Dr. Adams was a well-rounded student in her high school days at Assumption and was involved with many student activities. Today, Dr. Adams is a parishioner at St. Michael's Catholic Church and is a retired Professor of Nursing at the University of Louisville School of Nursing. They endowed this scholarship to ensure that more young students have access to the academic and faith-filled education that is offered at Assumption. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school's formal financial aid application process.

### **Angela's Gift**

The purpose of this scholarship is to acknowledge and memorialize Angela BecVar's short and significant life of twelve years. She overcame many medical hurdles and developed an engaging personality with a strong spirit. Angela enjoyed family, friends, sports, and animals. Her laughter was contagious and spontaneous. She was interested in everything around her, inquisitive, and sensitive to others. Her determination to overcome adversity was evident in her efforts in the classroom, participation in athletics, and love of life. This

scholarship is intended to honor her memory and serve as motivation for young women to strive, even when faced with adversity. The first scholarship was awarded in the 2003-2004 school year to honor what would have been Angela's freshman year at Assumption. This endowment is funded by the alumnae of Assumption High School and friends and family of the Deters and BecVar families.

#### **The Mary Byron Project Scholarship**

This scholarship was established by The Mary Byron Project in memory of Mary Byron, a 1991 Assumption graduate and a victim of dating violence. In 1994, Mary died at the hands of her former boyfriend who had been released from jail without Mary's knowledge. The circumstances surrounding Mary's death prompted the creation of VINE (The National Victim Notification Network) which is now used in thousands of communities across the nation. Students receiving this scholarship will be part of a program to educate young women about the cycle of domestic violence and help them identify behaviors that could appear in a dating relationship.

#### **The Chitwood Foundation Scholarship**

This scholarship is funded by the Chitwood Foundation in memory of Kevin Chitwood, father of Josie Chitwood, AHS '21, a beloved husband, father, and proud 1985 graduate of Trinity High School. Kevin will always be remembered as a hero and for his volunteer spirit. The recipient(s) of this scholarship should exhibit Kevin's spirit of "Never a Bad Day," value volunteerism and have an outgoing and humorous nature. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school's formal financial aid application process.

#### **Gina Marie Clark Memorial Scholarship**

As a way of honoring the life of their classmate, Gina Clark, the Assumption Class of 1986 established a scholarship fund in her name. Gina touched many lives with her outgoing personality and love for life. She excelled both academically and athletically during her two years at Assumption. She taught her classmates to "always have a dream" and live life to the fullest. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school's formal financial aid application process.

#### **The Crum Family Scholarship**

This scholarship was established by graduate Jennifer Crum Balmos '98 in honor of her parents. It will benefit student(s) of Assumption High School with a history of serving others or with a demonstrated desire to do so in her career. The applicant(s) should be known for her positive school spirit and academic achievement and must demonstrate need and apply for aid based upon the school's formal financial aid application process.

#### **Maria and Thomas Devasia Scholarship**

This scholarship was established by Rose Devasia Anderson '90 to honor her parents, Maria and Thomas Devasia, who worked hard to provide a Catholic education for their children. Its purpose is to recognize an Assumption student(s) who demonstrates empathy by showing exemplary Christian leadership, perseverance through academics and service in her school and community, and racial and ethnic diversity at Assumption High School. This scholarship will be awarded to a student(s) who is a member of a racial or ethnic minority and must demonstrate need and apply for aid based upon the school's formal financial aid application process.

#### **The Flaget High School Alumni Association Scholarship**

Flaget High School Alumni Association sponsors this scholarship for students who have a desire to obtain a Catholic secondary education. The recipient(s) should participate in extracurricular activities requiring time and effort for personal development or demonstrate charitable community service by participation in civic or school projects. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school's formal financial aid application process. The Flaget Alumni Association generously provides scholarships to 12 area high schools.

#### **The Gina Giandonato Scholarship**

This scholarship was established by Jeanne Tarullo Hays '71, the granddaughter of Gina Giandonato and her namesake, to honor Gina who immigrated from Italy as a teenager. Gina was an independent, intelligent, courageous, yet soft-spoken woman who modeled the characteristics that Assumption nurtured in Jeanne. The recipient(s) of this scholarship must take a foreign language and must demonstrate need and apply for aid based upon the school's formal financial aid application process.

#### **Global Leadership Scholarship**

This scholarship was established by Patty Murphy Makatsaria '90 and her husband, Vladimir. The purpose of this scholarship is to promote leadership ability as well as greater global and international awareness and understanding by recognizing an Assumption student(s) who demonstrates interest in global and international affairs. The student(s) must be involved in either the Global Outreach Club, Operation Smile, the Mercy Ambassadors Exchange Program, a school-sponsored international educational or mission trip, or some other activity that demonstrates leadership and commitment to international and global issues. The student(s) must also demonstrate need and apply for aid based upon the school's formal financial aid application process.



### **Guardian Angel Scholarship**

This scholarship is designated to provide a tuition grant for students who adhere to Christian values, have a strong desire to obtain a Catholic secondary education and demonstrate need and apply for aid based upon the school's formal financial aid application process. This scholarship is sponsored by several anonymous benefactors.

### **J.B. and Erica Kalbhin Holmes '05 Scholarship**

This scholarship was established by Erica Kalbhin Holmes '05 and her husband J.B. Erica was involved with SALT (Service Action Leadership Team), Beta Club, and the Peer Leader Program. She believes that attending AHS gave her the confidence to take chances and risks in life and learning. AHS allowed her to experience the power of a community. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school's formal financial aid application process.

### **Charles "Chuck" and Marty Horrell Scholarship**

Charles "Chuck" and Marty Horrell were firm believers in Catholic education. They sent their six children to Catholic grade schools and high schools, including two daughters to Assumption. The Horrells created this scholarship to help others experience the value of a Catholic education by helping to offset the cost of tuition. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school's formal financial aid application process.

### **Victoria Burruss Jarboe Memorial Scholarship**

As a way of honoring Victoria Burruss Jarboe, her daughters, Paula Weyler Beck '99 and Holly Weyler McKnight '05, have established a scholarship fund in her name. Vicky struggled with mental illness throughout her life which ended when she committed suicide on November 5, 2016. Despite everything Vicky endured and the sacrifices she had to make, her mission in life was to be able to provide her daughters with a Catholic education. This scholarship will be awarded to a student(s) who is involved in school or community activities and demonstrates leadership in community service. Preference will be given to those involved in service related to mental health care and/or has ambitions to work in this field. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school's formal financial aid application process.

### **The Kleinert Scholarship**

This scholarship was established by Sharon Kleinert in memory of her mother, Martha J. McGavic Stamper, to honor her life and legacy, especially her commitment and belief in the importance of education and empowering women to create a better society. The purpose of this scholarship is to enable a student(s) living in Southern Indiana the opportunity to attend Assumption High School. Preference will be given to a student(s) who demonstrates need and applies for aid based upon the school's formal financial aid application process.

### **The LaFollette Family Scholarship**

This scholarship was created in memory of Charles "Terry" LaFollette, husband of Mary Ann Steltenpohl LaFollette '69, to honor his life and legacy. His life reflected his faith and his love for his family. This scholarship will allow his legacy to live on through the ability to help a student(s) experience a Catholic education. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school's formal financial aid application process.

### **Amy Mangino Memorial Scholarship**

The family and friends of Amy Mangino, a 1999 graduate of Assumption High School, established this memorial scholarship. Amy excelled academically but also had a special interest in numerous service projects and organizations. Amy's strong Catholic faith and her belief in helping others will live on through this scholarship. Amy wrote her own personal creed: "Reciprocate God's love and enter the kingdom of heaven." Her life was certainly a reflection of God's love, as was evident in the many friends she had and her close family ties.

### **James T. and Teresa D. McGruder Scholarship**

This scholarship was established by Mr. and Mrs. C.W. Sunderhauf. Mr. Sunderhauf was a close family friend of James and Teresa McGruder and created this scholarship to honor their memory and support a student(s) who excels at or has a specific interest in aviation, science, or biology. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school's formal financial aid application process.

### **Ava Meagher Memorial Scholarship**

This scholarship was established by the friends and family of Ava Meagher who was a member of the faculty, ACTS coordinator, retreat director, AHS sports enthusiast, parent, and a loving friend to the Assumption community for 23 years. It will be awarded to a current sophomore who participates in the ACTS program, continues performing volunteer service throughout her junior year, embodies the spirit of community service and a true love of life, and is involved in any AHS extracurricular activity. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school's formal financial aid application process.



### **M.J.'s Memorial Scholarship**

This renewable scholarship was established by Arthur P. and Ronda Hipwell in memory of Art's sister, Mary Jane Hipwell, and in honor of the leadership of the first Assumption president, Mary Lee McCoy. Mr. Hipwell was a former member of Assumption High School's Board of Directors and a long-time supporter of Catholic education before his death. This scholarship will be awarded to an incoming freshman who demonstrates need and applies for aid based upon the school's formal financial aid application process.

### **The Kate Moyer Memorial Scholarship**

This scholarship was created by Tay Wilkins, a former teacher at Assumption, and her husband, Jim Moyer, in loving memory of their daughter, Kate Moyer. Though Kate was never a student at AHS, she inspired Tay's teaching in many ways. Kate left her mark on everyone who knew her through her friendly and creative personality, her care and concern for others, and her determination to face her challenges. This scholarship is intended to afford Assumption students the chance to benefit from Kate's own life and love of others. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school's formal financial aid application process.

### **Martha Nord STEAM Scholarship**

The family and friends of Martha Nord, a math teacher at Assumption High School for eight years, established this memorial scholarship for a student(s) who has a strong desire to obtain a Catholic secondary education, adheres to Christian values, has an interest in the STEAM (science, technology, engineering, arts, and math) curriculum and demonstrates need and applies for aid based upon the school's formal financial aid application process. The applicant(s) must have a positive spirit, agree to conduct herself as a Christian role model, and plan to pursue a college degree in the area of STEAM.

### **Sister Mary Prisca Pfeffer H'15, RSM Scholarship**

This scholarship was established by Dr. Carole Pfeffer '70, the niece of Sister Mary Prisca Pfeffer H'15, RSM who was the first principal of Assumption. Its purpose is to honor Sister Prisca's life, legacy, and unwavering commitment to Mercy education and Assumption High School. It will be awarded to a student(s) who demonstrates compassion and care for those around her, expresses a positive outlook on life and encourages others, is involved in extra-curricular activities either in or outside of school, and demonstrates need and applies for aid based upon the school's formal financial aid application process.

### **Stephanie Pulford Memorial Scholarship**

Donald and Elizabeth Pulford endowed a gift to Assumption High School in loving memory of their daughter, Stephanie Pulford, a 1993 graduate. This scholarship will be awarded to a student(s) who works to her fullest potential academically, plans on pursuing a college career, and demonstrates need and applies for aid based upon the school's formal financial aid application process.

### **Rocket Parent Network Scholarship**

This scholarship is designed to promote the parent network mission and support the peer leader lifestyle. It will be awarded to the daughter of an active parent network member who is a junior peer leader in good standing with at least a 3.00 G.P.A.

### **The Rosette Rosckes Memorial Scholarship for Excellence in learning French**

To honor the memory of Dan's mother and former Assumption French teacher, Rosette Rosckes, this scholarship was established by Dan and Renay Rosckes. This tuition grant will be awarded to a current sophomore or junior who is an honor student in French and who plans to continue her study of French each year. The student(s) must be involved in school-related activities, preferably in French Club or French Scrabble.

### **John and Jenny Sass Family Scholarship**

This scholarship fund was established by friends of John and Jenny Sass to express their love for them. It will serve as a lasting legacy of all that John and Jenny meant to friends, family, and the larger community. The scholarship will be awarded to a student(s) who succeeds academically by having a cumulative B average or above and who demonstrates need and applies for aid based upon the school's formal financial aid application process.

### **The Servant Leadership Scholarship**

This scholarship was established by Phil and Suzanne McHugh to honor their daughters, Colleen '08 and Erin '13. It will recognize an Assumption student(s) who embodies the mission of Catherine McAuley by showing exemplary Christian leadership through service in her school and community.

### **Spirit of Assumption Award**

This award was created by Judy Ribar H'14, a former retreat director and senior class moderator, to assist a rising senior at Assumption who demonstrates need and applies for aid based upon the school's formal financial aid application process, is actively engaged in the retreat program and exhibits school spirit. This award will help offset those expenses associated with senior year. It is important that this student(s) actively participate in class activities and is devoted to spiritual development, such as retreat and mission week.

### **The Harriet Hamilton Thompson Scholarship**

The Harriet Hamilton Thompson Memorial Scholarship was established by her family. Harriet was the mother of Anne-Hamilton Thompson, an Assumption High School graduate of the Class of 2003. Her passions were her family, her Catholic faith, and the medical profession. Harriet was a pediatric nurse with a tremendous love for children. The scholarship will be awarded to a student(s) who works to her fullest potential academically, demonstrates care and concern for others, is involved in school-related activities, shows support for fellow classmates in the classroom, clubs and sport activities and demonstrates need and applies for aid based upon the school's formal financial aid application process.

### **The Mary Varga Life of Courage Award**

This scholarship will be awarded in honor of Mary Varga, a 1977 graduate of Assumption High School, who leads an inspirational life despite a brain injury that she sustained after a car accident. The scholarship for tuition will be given to a current sophomore or junior who is nominated by a student, faculty/staff member, or administrator. Nominees must demonstrate courage and strength of character despite current or past adversity whether by reason of health, disability, family circumstance, or otherwise. The ideal candidate will have a positive outlook, sense of humor, and be an inspiration to her classmates and others.

### **Tina Wulf Winter '70 Memorial Scholarship**

To honor and remember Tina Wulf Winter '70, her family has established this scholarship fund in her name. Tina excelled academically, held several leadership roles, and was very involved in clubs and other activities. She had a successful 35-year nursing career, and an integral part of Tina's caring and supportive life experience also included her love of animals, active involvement and support for the performing arts, and passion for the diversity and energy of the ocean. This scholarship supports a student(s) who shares Tina's love of life, is committed to enhancing her education and contributions to the sciences, arts, and society and demonstrates need and applies for aid based upon the school's formal financial aid application process.

## **SERVICE LEARNING**

ACTS (A Christian through Service) is Assumption's service learning program that has both curricular and co-curricular components. Assumption's program has been designed to grow with the student.

- Freshmen are encouraged to become involved voluntarily in a non-threatening atmosphere—their immediate communities (neighborhood, parish, school).
- Service is a required component sophomore year and closely tied to theology curriculum. Sophomore service is a more structured, guided 10-week program in which each sophomore goes to an assigned community agency, school, facility serving people who are disabled, or a senior citizen home. Sophomores go into the Louisville community to perform acts of service on Wednesdays during January, February, and March; transportation to their assigned agencies is provided. Information about special ACTS uniform requirements for sophomores is included in the Uniform Code (see page 25). Prior to beginning their work in the community, sophomores participate in an orientation designed to familiarize them with the guidelines and expectations for which they will be held accountable.
- During the junior service program, the students are challenged to choose their agency, to do their service outside school hours, to make their own arrangements (including transportation), and to establish their own contacts and schedules. Juniors are required to complete a minimum of 15 hours of service as part of their Catholic Social Teaching course; their service is curriculum driven and must address a social justice issue. The 15 hours must be completed by the end of the semester they take Catholic Social Teaching, with half of the hours due by midsemester; students have the option of completing part or all of their junior service the summer before their junior year. Sophomores participate in both an orientation and an agency fair to prepare them for their junior ACTS experience.
- Senior service is crafted to mimic the role that Catherine McAuley played in her community. Every senior completes a ROSES project in conjunction with her Sacraments class curriculum. This project requires students to research needs in the community and to craft a service project as a response to that need. Seniors are encouraged to carry out these service projects during Mission Week, but this is not required. This project encourages every senior to discover her ability to take on leadership roles through service, and envision how she can continue to make a difference after she leaves Assumption.

# STUDENT SERVICES AND PROGRAMS

## COMMUNITY OF ASSUMPTION

We are the community of Assumption where

- faith guides
- compassion inspires
- integrity matters and
- excellence empowers.

In terms of the areas in which the school provides students with additional services, this means

- students develop positive self-concepts and realistic awareness of their gifts and abilities and use these to make educational and career plans for both the present and the future.
- students pursue emotional and spiritual growth as well as intellectual development.
- students make choices compatible with Christian values.

## ACADEMIC SERVICES

### Achievement Center

The achievement center is located in the media center and exists to assist students with overcoming difficulties related to their academic program of studies. Specifically, this program serves students who have not been identified as having diagnosed learning differences but who may still need assistance with academic problems. Students experiencing difficulties in skill areas such as time management, organization, research/study, or test taking may be referred to the achievement center by a dean, teacher, or parent, where they will meet with the assigned teacher once every four days for half of their study period. Achievement Center attendance is mandatory for students who are referred for services by a dean or teacher. They attend the achievement center for approximately six weeks and are then evaluated for release. Once released, there is a one-month follow-up period to see how students are progressing.

### Homework Hall

This service is available to any students who need to stay after school and get started on homework. Students may choose to attend Homework Hall on their own or they may be assigned to attend by the Dean of Studies or learning differences teacher. Students who attend the homework hall have supervised time to organize/plan and gather all necessary materials for successful project and homework completion at home. Homework hall is available after school on Mondays, Wednesdays, and Thursdays from 3:00-3:45 p.m. Proctoring responsibilities for homework hall are shared by the learning differences specialists.

### Peer Tutoring and Coaching

The peer tutoring program is designed to provide opportunities for academic assistance to students having difficulty in a specific subject area. Peer coaching is available for students who need help organizing material, planning schedules to complete homework and projects on time, and staying on task. A student or teacher can request a peer tutor or peer coach by emailing the Achievement Center Coordinator, who will match the student up with an available tutor or coach during her study block or after school. Whenever feasible, students are paired with students with similar learning styles. If a student requires more help than a peer tutor can provide or if an adequate peer tutor is not available during a given study period, outside assistance (paid) should be considered.

## GUIDANCE AND COUNSELING PROGRAM

The Assumption High School Guidance Department's philosophy reflects and expands upon the overall mission of Assumption High School which is to educate the whole student: mind, body, and spirit. We manifest the mission of Assumption High School through programs to help our students in the areas of personal counseling and college/career counseling. In addition, we are committed to staying current in our field by participating in professional organizations on the local and national levels and by keeping a current connection with our mental health professionals and referral resources. We believe that providing assistance to students experiencing personal or family problems, problems with alcohol or drug use, or other mental health concerns has a positive effect on their academic performance, classroom behavior, and attendance. While adhering to the American School Counselor Association's stated guidelines for confidentiality, we believe that collaboration with parents, faculty, staff, and outside agencies promotes a sense of overall community well-being.

Specific goals of the program are

- to assist the students of Assumption High School in addressing their educational, personal, and social issues through a student assistance approach endorsed by the American School Counselor Association (ASCA);
- to recognize the wide range of abilities, talents, and needs of our student body by offering individualized college and career information and guidance;
- to support and educate our parents, faculty, and staff and connect them to appropriate community resources.

### **Academic, College, and Career Counseling Program**

In addition to academic advisement provided to students by their dean of studies, guidance counselors meet regularly with students to provide assistance and support in planning their high school academic program, resolving academic issues and problems, understanding standardized test scores, exploring college and career options, and making college decisions. Services are provided through individual appointments, small and large group sessions, and classroom guidance sessions; each student meets with her guidance counselor at least once each semester.

Guidance counselors also coordinate make-up work for students who have extended absences due to illness/hospitalization and those who suffer concussions.

Guidance counselors work in collaboration with Assumption's dedicated college counselors, who help juniors, seniors, and their parents navigate the college process from college selection through writing college essays, completing and submitting applications, and applying for financial assistance and scholarships. Services are provided through individual and group appointments, individual student/parent meetings, presentations at class meetings, classroom guidance sessions, and after-school work sessions.

Special Parent Nights are offered throughout the school year and focus on topics such as the college admissions process, financial aid, and scholarships.

### **College and Scholarship Applications and Transcript Requests**

Requests for transcripts and recommendation letters for college and scholarship applications are processed in order of priority and deadline and should be received by the guidance center for processing 15 school days before they are due to be received by the college or scholarship agency. This is necessary to expedite the application process and to eliminate the possibility of any error in processing. Seniors are strongly encouraged to meet this 15 school-day deadline in order for the applications to be reviewed and completed on time. The guidance center cannot guarantee that a deadline will be met if processing is requested less than five school days before the mailing deadline.

The school code for registration forms is 181-510.

<b>Transcript Fees</b>	
Request received 15 or more school days before the application's mailing deadline	<b>FREE</b>
Request received 10-14 school days before the application's mailing deadline	<b>\$10 per transcript</b>
Request received 6-9 school days before the application's mailing deadline	<b>\$15 per transcript</b>
Request received 5 or less school days prior to the application's mailing deadline	<b>\$20 per transcript</b>

**Of special note: Many college applications, in particular the Common Application that many colleges use, require the high school college counselor to provide information about the student, including disciplinary information. Specifically, these applications ask if the student has ever been suspended from school. Assumption's college counselors are ethically bound to disclose this information if the student has ever been suspended from school, whether as a result of a major infraction or an accumulation of demerits on the student's discipline record.**

### **Counselor Confidentiality**

Information that is shared by a student or parent within the counseling relationship must be kept confidential in accordance with the rights of the individual and the professional obligations of the counselor. However, confidentiality is never absolute. In general, when a student's behavior or condition poses a high risk to the health or safety of self or others, the counselor must take appropriate action, including notifying parents and/or school administrators of the perceived risks. This applies to students who are working with a guidance counselor on a voluntary or mandatory basis toward specific goals. However, information that comes to the attention of a guidance counselor outside of a counseling relationship regarding suspected or indicated unhealthy behaviors on the part of a student will be addressed in accordance with school policy. If a student reports that she has been abused or is a victim of domestic violence to a guidance counselor, the counselor will follow the duty to inform procedures as set forth in the American School Counselor National Standards and Kentucky Revised Statutes governing reporting abuse and protocols mandated for domestic violence.

### **Naviance**

Assumption utilizes the Naviance Family Connection Program for students with college, career and success planning. Naviance Family Connection allows students to gain insight and do research on individual colleges as well as increase their awareness of the college admission and application process. Students can connect career goals to college options and view historical data that will assist them as they navigate the college process. This program is introduced in the spring semester to juniors and continues through their senior year. Parents are also able to utilize the Naviance Family Connection program to share in the college planning conversation with their student. Parents should contact their daughter's college counselor for assistance in setting up their account.

### **Student Assistance Program**

In agreement with our mission statement, Assumption guidance services include a student assistance component to meet the personal counseling needs of our students. This approach is based on industries' successful employee assistance model. It demonstrates that providing assistance to students experiencing personal or family problems, problems with alcohol or drug use, or other mental health concerns has a positive effect on their academic performance, classroom behavior, and attendance.

Students may refer themselves or be referred by parents, teachers, or peers. Assumption's faculty is encouraged to refer students for counseling when they exhibit signs of high absenteeism or plummeting grades or when a student's writing or comments suggest personal or family distress. These and other warning signals often indicate personal problems or alcohol/drug abuse.

Services are provided through individual and group appointments and classroom guidance. Group counseling opportunities include, but are not limited to, personal growth groups, grief groups, divorce groups, minority issues discussion groups, transfer groups, and other groups based on emerging student needs. Participation in most groups is voluntary and parent permission is assumed unless we are otherwise notified.

Parents are always informed if a student is mandated to the student assistance program for alcohol or drug use. Per Assumption's Drug and Alcohol Policies (see page 73), the student will be required to undergo a professional assessment and to follow through with any recommended treatment in order remain in school. The counselor also helps families locate community resources for ongoing help when needed. Referrals to community treatment agencies or private practitioners are made for both students and parents when warranted. The school is not responsible for the costs incurred for assessment or treatment.

A student who becomes pregnant will meet with her counselor as soon as possible. She will be expected to adhere to the Assumption Pregnancy Policy (see page 74).

### **MISSION WEEK**

Mission Week is held in late winter (February 24-27, 2020). During Mission Week, students will report to school by 9:05 a.m. (one hour later than usual) each day. Dismissal for all four days of Mission Week is 2:55 p.m. The regular schedule of classes is suspended and all students participate in a variety of special activities centered on the mission and articulated a values of Assumption High School. Activities are designed to help students grow both intellectually and spiritually as well as equip them with an assortment of practical skills they will need for the future; they include assemblies, workshops, service activities, mission trips, field trips, job shadowing and college visits for juniors, and retreat for seniors.

### **Mission Week Policies**

- Attendance during Mission Week and participation in the planned activities is required for all students.
- Each day of Mission Week begins at 9:05 a.m. and dismisses at 2:55 p.m. as usual.
- Students may wear Spirit Wear on Monday of Mission Week and wear regular uniforms when at school the other days; sophomores need to dress for ACTS service on Wednesday and Thursday. Students are to dress appropriately to the situation when involved in off-campus activities.
- Lunch: On some days, lunch will be available in the cafeteria as usual. On other days, however, students will need to bring their lunch as they will be eating off-campus or lunch will be part of a special activity. Students will need to pay close attention to the schedule given to them so they will know whether they need to bring their lunch or not.
- Student Conduct: All school rules in the handbook apply all week to all students whether they are on campus or not.
- Mission Week follow-up activities will be part of the curriculum in numerous classes; students will need to complete these satisfactorily to receive academic credit for the assignments; choosing not to participate in an activity will not exempt the student from an assignment.
- Students must have signed permission slips for school activities off-campus. The school will provide the appropriate permission slips. Failure to return the signed form by the date given will result in disciplinary consequences.
- Juniors and seniors must provide written verification of participation for off-campus activities for which individual plans were made (college visits, job shadowing, in-town service); failure to do so may result in disciplinary and academic penalties as appropriate.

### **RETREATS**

Because Assumption is a mission-based community, retreats are given highest priority and students are both encouraged and enabled to participate. Retreats, like field trips, are school functions, and retreatants are not considered absent. To be worthwhile experiences, retreats require substantial emotional, spiritual, and physical energy. Students are, therefore, allowed to make up missed work, quizzes and tests during their study time at school; see page 53 in the Curriculum and Academic Policies section for details regarding making up work missed due to retreat participation.

Because retreats are school functions, all school rules and policies are in effect while students are on retreat. Cell phones, tablets, and other electronic devices are not allowed on retreat. Appropriate behavior is expected at all times.



## **Program Overview**

Assumption has offered a four-year program of overnight retreats for more than 30 years. Freshman, junior and senior retreats are held at the Mount St. Francis Retreat Center in Southern Indiana. Sophomore retreat is held at CrossRoads Ministry on St. William's Church campus. While on retreat, which is a two-day experience for underclasswomen and typically a four-day experience for seniors, students listen to talks by students, graduates, and faculty/staff leaders, meet people in a variety of agencies, have time to reflect on their lives and participate in large- and small-group activities, share meals, and unite in prayer. Approximately 45 seniors are given the opportunity to develop leadership skills on freshman retreat as small-group leaders and presenters.

- **Freshman Retreat:** I Am Real; objective: To discover a greater sense of self
- **Sophomore Retreat:** Follow Me; objective: To enhance the experience of outreach to the marginalized
- **Junior Retreat:** Listen With Your Heart; objective: To respect the sense of self in others
- **Senior Retreat:** The Rose; objective: To answer the call inherent in being a child of God, created in love and free to choose to live in love

## **Retreat Letters**

Students are encouraged to write letters of support and encouragement to freshman and senior classmates going on retreat. These may be placed in the retreat mailboxes located in the connector between the main building and the Convocation and Athletic Center. In order for freshman retreatants to receive letters from classmates while they are on retreat, letters must be in the retreat mailboxes by 8:05/9:05 a.m. on the day the retreat leaves; for senior retreats leaving after school, letters must be in the retreat mailboxes by 3 p.m., and for senior retreats that leave in the morning, letters must be in the retreat mailboxes by 4 p.m. the day before the retreat leaves. Letters placed in the mailboxes after these times will be given to the students when they return from retreat. Parents may leave retreat letters in the retreat mailbox outside of the Tyler Lane entrance of McAuley Center.

## **Financial Assistance**

Any student who is unable to pay the retreat fee should talk to the retreat director or director of campus ministry about financial assistance. Payment plans and scholarships are available.

## **SPECIAL PROGRAMS**

### **ACE Mentor Program**

The ACE Mentor Program (Architecture-Construction- Engineering) is an after-school program that provides a hands-on introduction to architecture, design, engineering, construction management, and other construction careers. Assumption is Louisville's first all-girls school to partner with the ACE Mentor Program. The program matches students with ACE professionals who volunteer their time and energy to mentor students in these fields, giving them the opportunity to see where and how they work, the skills used, and some of their projects under construction. The team of mentors also guides ACE student participants to design a project for possible construction on Assumption's campus or in the community. Upon completing the program, ACE student participants will have an enhanced opportunity to earn college scholarships they elect to major in these fields.

The ACE Mentor Program is open to all interested students beginning freshman year; students may submit program applications at the beginning of each school year. Students who would like more information about the program or the application process should consult their dean of studies.

### **Assumption Aviation**

Assumption's Air + Space Program provides students a unique opportunity to experience a first-of-its-kind, comprehensive, four-year aviation study program aligned with Next Generation Science Standards and Common Core State Standards for Mathematics, rigorous math and science standards used in approximately 30 states nationwide. Assumption Aviation has been accepted by the nationally recognized Aircraft Owners and Pilots Associations (AOPA) to use its high school aviation science, technology, engineering, and math (STEM) curriculum. The program aims to provide students the skills they need to pursue aviation-related career and educational opportunities. The program aims to provide students the skills they need to pursue aviation-related career and educational opportunities in two career and technical education (CTE) pathways: pilot and unmanned aircraft systems (drones). Students who apply and are accepted into the program begin with a summer immersion program and continue their study in for-credit courses during the school year.

### **Family Program**

The Family Program is a school-wide program designed to offer support to incoming freshmen as well as build unity and school spirit across the classes. The family program consists of nine families named after the nine foundations begun in Ireland by the foundress of the Sisters of Mercy, Catherine McAuley: Kingstown, Tullamore, Charleville, Carlow, Cork, Limerick, Booterstown, Galway, and Birr. Each of the families is comprised of a freshman, sophomore, junior, and senior homeroom that are located in close proximity to each other in a "family suite;" their proximity to each other facilitates communication and collaboration within their families. RocketTime will be used for family activities from time to time; Family Council members are elected and are responsible for leading their homerooms in family spirit activities throughout the year. Junior Homeroom Moms chosen from each family help welcome and acclimate their newest family members



to Assumption by greeting freshmen on the first day of school, organizing beginning of school “get-to-know-you” activities, assisting in freshman leadership development and in general, taking care of their freshmen.

### **Mercy Ambassadors Exchange Program**

Colegio Santa Ethnea is a co-ed college preparatory secondary school sponsored by the Sisters of Mercy of the Americas in Buenos Aires, Argentina. In February, 4-6 young women from St. Ethnea travel to Louisville, attend Assumption High School, and live with Assumption students. In June, the Assumption host students travel to Buenos Aires, attend Colegio Santa Ethnea, and live with the students they hosted in February. Students at both schools apply to participate in the program and undergo a careful screening and selection process. The purposes of this educational exchange program are for students to expand their knowledge and experience of the “circle of Mercy,” further their knowledge of Spanish, get to know the work of the Sisters of Mercy in different places, get to know different cultures, learn to adjust to the lifestyle of the place they visit, and learn to be a caring host and exhibit Mercy hospitality. Participation is open to sophomores and juniors in the upper two levels of Spanish when they go to Argentina (completed Spanish III or IV) who have earned at least a B in their previous Spanish classes; they must reflect the mission and values of Assumption High School and Mercy education.

### **STANDARDIZED TESTING PROGRAM**

ACT and/or SAT standardized test scores earned during a student’s high school career do not appear on her transcript. PSAT scores are sent with the transcripts of juniors who apply for the Governor’s Scholars Program as this is required by the GSP application process.

#### **Freshmen and Sophomores**

- The PreACT is administered to freshmen and sophomores on Testing Day in October. This test measures academic development in four key subject areas: writing skills, mathematics, reading, and science reasoning. The PreACT complements the ACT assessment in content and format and includes a Study Power assessment and career planning information.
- Sophomores in Advanced and Honors I English take the PSAT/NMSQT on the fall testing day which requires them to take the PreACT on a school-designated Saturday morning. This is available to any sophomore upon request.

#### **Juniors**

- The PSAT/NMSQT is administered to all juniors on the fall testing day. This Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test helps students to prepare for college entrance exams, as well as qualify for National Merit consideration, the Governor’s Scholars Program, and AP courses.
- Juniors take a practice ACT in January; in March, they take a national ACT that can be sent to colleges.

#### **Seniors**

- The Myers-Briggs Personality Inventory is taken via Naviance.
- It is a graduation requirement that students must take the ACT at least once and have the score submitted to Assumption High School.

#### **College Entrance Assessments**

- The ACT or SAT is required by most colleges for admission. It is recommended that students enter their senior year having already taken any combination of two of these tests. NOTE: taking the ACT at least one time and submitting a score to Assumption High School is a graduation requirement.
- SAT Subject Tests, which are subject specific tests, are required by some highly selective colleges. It is recommended that these tests be taken as close as possible to completing a course in the subject. The institution to which the student is applying will determine if these tests are necessary.
- Registration for these tests should be completed online. Our school code, 181-510, must be included for all test registrations.
- Detailed information on these tests and the college process can be found in the Document Library in Naviance, which is updated for juniors by their college counselor early in the second semester.

#### **Standardized Testing Accommodations for Students with Diagnosed Learning Differences**

Upon request from a parent or guardian, students with documented disabilities requiring special testing accommodations, as diagnosed and recommended by a licensed psychologist and/or medical professional may apply for such accommodations with the test maker. For ACT/PSAT/SAT, there needs to be “history” of diagnosis to substantiate the need for testing accommodations. The application process is completed through Assumption’s learning differences program. This process takes six to eight weeks to complete; therefore, requests should be made as soon as possible.

# SCHOOL DISCIPLINE

## COMMUNITY OF ASSUMPTION

We are the community of Assumption where

- faith guides
- compassion inspires
- integrity matters and
- excellence empowers.

In terms of student behavior and discipline, this means

- students accept personal responsibility for their actions and attitudes.
- students learn from their mistakes.
- students contribute to the creation of a learning community by following school rules, treating all with respect, and demonstrating respect for authority.
- students protect the good name of the student body and the school.

## A SYSTEM OF PERSONAL RESPONSIBILITY

The choice of Assumption for one's education and formation is a choice of values. When a student and her parents choose Assumption, they agree to be governed by the basic philosophy of the school, rules, and procedures, as well as its values. The principal retains the right to amend the handbook and/or waive rules and procedures.

Assumption strives to provide an environment wherein a young woman is encouraged and guided to become a mature Christian. She is provided the opportunity to learn and develop the skills and self-discipline necessary for contributing to family and community life. We believe this environment involves

- recognizing the dignity, importance and worth of every person, and the responsibility and freedom of each to develop her full potential;
- recognizing the importance of good order as an essential condition for learning and part of the proper environment for character formation;
- recognizing that maturity involves responsibility for one's actions; maintaining this good order involves understanding the ordinary flow and expectations of the school day and abiding by the regulations that ensure the smooth operation of the school, the good name of the student body and the school, and a Christian respect for self and others;
- recognizing that as an Assumption student, one's responsibility to Assumption and its rules and regulations are in effect at any time the student is in an Assumption uniform or the designated school-dress for the day that would include on the way to school; on the way home from school; on a field trip; at an activity on or off the school campus.

## Disciplinary Consequences

A system of disciplinary consequences is the means by which a student is held accountable and given feedback on her behavior that may violate procedures and regulations. It includes five levels of consequences:

### Detention

Detention is the first level. Detention is held in Room 201 from 7:25-7:55 a.m. before school Monday, Tuesday, Thursday, and Friday and from 3:05-3:35 p.m. after school on Wednesday. If a student receives a detention, she is expected to serve it on the next school day. Students must be in the detention room prior to the time detention is scheduled to start; the clock in the detention room will be the only one used to determine if a student is on time for detention. A student arriving late will be required to serve an additional detention the following day; if a student is 20 minutes late, she will be issued a demerit (the equivalent of three additional detentions to be served). A student who does not serve detention as assigned will be issued a demerit and will still need to serve the original detention.

While in detention, students are required to sit up straight with their hands visible on the desk and their feet on the floor; they are to keep their heads up and their eyes open as they reflect upon their behavior that merited a detention and what they need to do to avoid future detentions. All school rules are in effect during detention; this means that students must be in complete uniform (or other appropriate dress for the day in the case of a uniform break), must have cell phones turned off, may not chew gum or eat or drink, etc. Students are not allowed to sleep (or close their eyes), read, study, or communicate with each other during detention.

Parents are not notified of each detention.

Detention takes precedence over any other commitment/responsibility. A student may not be excused from serving a detention unless an emergency arises; being inconvenienced, missing work, or having car pool difficulties do not constitute emergencies.

The request for reassigning the time to serve a detention must be made by the parent to the dean of students prior to the time the detention is to be served.

A student having detentions to serve at the end of the school year must serve the detentions prior to participation in graduation and other activities. A student having outstanding detentions at the end of the school year may not return to school until they are all served.

### **Demerits**

Demerits are the second level. A student may be assigned one or more demerits for serious or continued misconduct. Parental notification and signature are required when a student is issued a demerit; it is the responsibility of the student to show her parent(s) the disciplinary referral form and return it with a parent signature to the school office. Each demerit requires the serving of three detentions.

### **Suspension**

Suspension is the third level. It is the result of but not limited to chronic misbehavior, failure to abide by school rules and regulations, or problems with civil authority.

Suspension automatically occurs when the cumulative total of demerits reaches seven or when a single offense merits suspension. It entails the following:

- The student must come with her parents for a conference with the dean of students before she is readmitted to her regularly scheduled classes.
- The student who is suspended (1-3 days) may not participate in extracurricular activities, forfeits classroom instruction, and will receive a zero on any test, quiz, or other work collected for a grade during the time of suspension.
- The student is responsible for classroom work and homework missed during suspension. Work missed during a suspension may not be made up; it may not be turned in for late credit.
- The student will be issued seven demerits when the offense committed merits suspension. She must serve three of the seven demerits in detention, which is a total of nine detentions.
- The student is encouraged to reflect on the extreme seriousness of the situation and on the responsibility and privilege of being a member of the AHS community.
- The student is to meet with the school guidance counselor (1-3 sessions) upon her return to school to determine if further assessment outside of school is necessary.

Many college applications ask a student if she has ever been suspended from school and require her to explain the circumstances if she has. Once a student has been suspended from school, whether for a single major offense or due to an accumulation of demerits, she must disclose this information on college applications if asked. In addition, many college applications, in particular the Common Application that many colleges use, require the high school college counselor to provide information about the student and ask if the student has ever been suspended from school. Assumption's college counselor is ethically bound to disclose this information if the student has ever been suspended from school, whether as a result of a major offense or an accumulation of demerits on the student's discipline record.

### **Probation**

Probation is the fourth level and is the final warning to a student and her parent/guardian that her behavior must be corrected in order to remain a part of the AHS community. While on probation, the student may be required to meet with the school counselor for support and guidance, and a complete psychoeducational assessment (with appropriate follow-up) at the parent's expense may be required. The dean of students will monitor and review the student's progress. Violation of probation (receiving one or more demerits for a serious infraction) may lead to dismissal.

### **Dismissal**

Dismissal is the fifth and final degree of disciplinary censure. The Administration reserves the right to dismiss any student from AHS if her conduct is judged in violation of the basic philosophy of the school, its procedures or rules, as well as its values. Should her conduct be deemed so inappropriate that it could adversely affect the image of the school and its students, she will be dismissed. A student who has been dismissed or required to withdraw may not attend any school-sponsored event or activity as a participant or as a guest without the express permission of the principal.

## **ACCUMULATION, CONSEQUENCES, AND PARENT NOTIFICATION**

Every three detentions is the equivalent of one demerit; for example, three tardy detentions add up to one demerit on the disciplinary record. Demerits accumulate from year to year—they are not erased from the student’s disciplinary record at the end of the school year.

- Disciplinary records do not become a part of a student’s permanent record or transcript.
- The accumulation of one or more demerits (three or more detentions) may prevent a student from running for class officer, family council officer, family council representative, or from membership in NHS, Beta Club, and other organizations.
- Students are encouraged to see the dean of students as soon as they accumulate one demerit to sign a positive behavior contract (see page 69).

When a demerit is assigned for a single infraction: Parents notified by the dean of students via a discipline referral form sent home to be signed and returned the next day; it is the responsibility of the student to give the disciplinary referral form to the parent

6th demerit: Parents notified by the dean of students; personal conference with parents may be required

7th demerit: Suspension of student; personal conference with parents required

10th demerit: Student may be placed on probation; parents notified by the dean of students

14th demerit: Second suspension, personal conference with parents; student will be placed on probation

15th demerit: When a student accumulates 15 demerits, her record is reviewed by the administrative team and a decision is made concerning her future in the Assumption community; the student and her parents will be given a due process hearing prior to a student being dismissed.

### **Infractions and Consequences**

Detentions, demerits, and suspension will be assigned for, but are not limited to, the following:

- Coming late to class, study, or RocketTime = 1 detention
- Chewing gum = 1 detention
- Having food or drink (other than water carried in an officially authorized AHS water bottle) anywhere other than the school cafeteria unless specifically given permission to do so by the administration/faculty = 1 detention
- Using the vending machines at any unauthorized time during the school day = 1 detention
- Uniform infraction = 1 detention
  - > Repeated uniform infractions = 1 demerit
- Failure to visibly wear the current name badge during the school day = 1 detention
- Failure to have the current student ID in one’s possession while on campus = 1 detention
- Requesting a temporary name badge for the 4th time (and each time thereafter) = 1 detention
- Using locker without permission during class, lunch, or study = 1 detention
- Using an elevator or the chair lift without express written permission from the school nurse = 1 detention
- Disrupting classroom, study, or media center = 1 detention
- Not following directions/not responding to correction = 1 detention
- Abusing study privileges = 1 detention
- Using a music device during school hours = 1 detention
- Loitering in the halls = 1 detention
- Not being in assigned place = detention(s) or demerit(s) depending upon circumstances
- With the second and third media center overdue notices = 1 detention
  - > With the fourth and all subsequent media center overdue notices = 1 demerit
  - (The student’s media center privileges will be suspended when books are overdue; detentions/demerits will continue to be issued until the book or item is returned or paid for.)
- Parking/Driving violations
  - > Failure to properly display an AHS parking tag on rear view mirror = 1 detention
  - > Parking without registering car, license plate, and being issued a parking permit = 1 demerit
  - > Speeding/Unsafe Driving = 1 demerit
    - Second offense = loss of future parking privilege
  - > Parking in a visitor or handicap space without permission = 1 detention
  - > Parking in a reserved space or a faculty/staff space = 1 detention
  - > Parking in a fire lane = 1 demerit
  - > Parking on side streets near Assumption High School or in parking spaces intended for patrons of local businesses = 1-3 demerits and possible loss of future parking privileges; cars parked illegally are subject to towing

- > All school rules and regulations are in effect in all student parking areas, including those off campus. Students receive a packet containing rules and regulations regarding driving and parking on school property when they receive a permit. Failure to abide by these rules and regulations will result in disciplinary consequences and could result in the suspension or withdrawal of parking privileges.
- Foul language or disrespect whether written or nonverbal to any faculty/staff member/student or any other person on campus or while the student is in school uniform = 1-5 demerits
- Inappropriate/disrespectful conduct (including in assemblies, while on retreat, or while participating in ACTS) = 1 demerit
- Objectionable conduct to or from school on buses, on the street, in stores, while on retreat, or while participating in ACTS = 1-7 demerits or suspension
- Lying to any faculty/staff member = 1-3 demerits
- Forgery/falsifying of any signature = 1-3 demerits
- Missing a class/study/RocketTime (if deemed deliberate) = 1-3 demerits
- Leaving any assigned area without permission = 1 demerit
- Taking two or more lunch periods without permission = 1 demerit
- Having a visible or audible cell phone during school hours = 1 demerit
- Intentionally using a cell phone during school hours = 2 demerits
- Repeated intentional use cell phone infractions = confiscation of phone until the end of the school year**
- Having wearable technology visible or audible during school hours = 1 demerit
- Intentionally or actively using wearable technology during school hours = 2 demerits
- Not serving assigned detention = 1 demerit
- 7th and each subsequent time tardy during a semester = 1 demerit
- Dismissal from class = 1-3 demerits and required parent conference
- Being in an unsupervised area of building (anywhere other than cafeteria or media center prior to 7:30 a.m., etc.) = 1 demerit
- Smoking in the school building = 3 demerits
- Smoking on school premises, at a school event (including on retreat and at ACTS), or while in school uniform off school premises = 1 demerit
- Stealing = 1-3 demerits, parent conference, and/or suspension
- Cheating
  - > Cheating on a quiz or minor assignment = 1 demerit and zero on quiz or assignment
  - > Cheating on regularly scheduled test or assignment = 2 demerits and zero on test or assignment
  - > Cheating on major test or assignment = 3 demerits and zero on test or assignment
  - > Cheating includes, but is not limited to, the following behaviors:
    - talking during a test or quiz
    - looking at the paper of another student during a test or quiz or allowing another to look at her test/quiz
    - having answers/test material out or available during a test or quiz
    - sharing or receiving information about specific test or quiz questions prior to the administration of the test/quiz
    - copying homework or allowing another to copy her homework
    - working together on an assignment that is to be completed independently
- Plagiarism = 1-3 demerits
  - > Plagiarism is defined as the actual copying of information without using quotation marks and providing documentation, paraphrasing without documentation, or providing inaccurate documentation. Plagiarism includes submitting another person's words or ideas as one's own. It is a form of cheating/stealing because it involves misrepresentation of another's ideas/words or actual "theft" of those ideas/words.
  - > Self-plagiarism is defined as using previously-written papers or papers from another class without acknowledgment and permission from the teacher to do so.
  - > Students who plagiarize will lose points or receive a zero on the assignment depending on their class, level, and the severity of the plagiarism. If the majority of an assignment is plagiarized and it is apparent that the student intended to plagiarize, she will receive a zero and three demerits.
- Vandalism of school property (including the tablet PC) or property of school personnel or property belonging to another student or institution = no fewer than 3 demerits; more may be assigned depending on the seriousness/amount of damage; financial restitution may be required.
- Being on another school's property without permission while it is in session = notification of parents, demerits, suspension, or dismissal
- Inappropriate use of the computer (includes email and Internet) = detention, demerit, or suspension (depending upon seriousness)
- Taking photographs or making video or audio recordings at school without permission and/or making such images or recordings public without the subject's permission = verbal reprimand, detention, demerit, or suspension (depending upon seriousness)
- Bullying or harassment = notification of parents, demerits, suspension, or dismissal (see pages 70-72 for Assumption High School Bullying and Harassment Policy)
- Fighting = 1-3 demerits or suspension (1-3 days)
- Leaving the school building at any time without permission = suspension (1-3 days)

- Coming in late to school (without parental permission) for any reason other than one normally accepted for tardiness = suspension (1-3 days)
- Cutting school (for any portion of a day or for a full day) = suspension (1-3 days)
- Repeatedly missing assigned detention = suspension (1-3 days)
- Being present at school or any Catholic school function under the influence of alcohol/drugs (including e-cigarettes/vaping products), or using or possessing either at school or any school function = suspension (1-3 days)
- Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five years in prison and a \$10,000 fine. (KRS 158.150) = dismissal  
KRS 158.150 defines a “weapon” as a firearm to include the following:
  - > any weapon which will or is designed to or may be readily converted to expel a projectile by the action of an explosion
  - > the frame or receiver of any weapon described above
  - > any firearm muffler or firearm silencer
  - > any explosive, incendiary, or poison gas: (1) bomb (2) grenade (3) rocket having a propellant charge of more than four ounces
- Any gang-related behavior including violence toward any student, faculty, staff, and administration; the wearing of gang-related apparel of any kind; or any other activity or action that could be construed as being gang-related = notification of parents, demerits, suspension, or dismissal
- Terroristic threatening = reporting to law enforcement, notification of parents, psychological assessment, suspension, or dismissal
- Other inappropriate conduct as determined by the administration = notification of parents, detentions, demerits, suspension, or dismissal

### **ACCUSATIONS OF SERIOUS WRONG**

A student accused of a serious wrong will be placed on home study pending the results of an investigation and/or court action.

### **BEHAVIOR AT OTHER SCHOOLS**

When an Assumption student attends a curricular or extracurricular activity at another school, she is expected to abide by the policies of that school and to represent the spirit of Assumption. Any violation of the host school’s policy is considered a violation of AHS’s policy and will be treated according to Assumption High School’s student policy. Administrators of other schools have been invited to contact Assumption when any such violation occurs.

### **CRIMINAL GANG-LIKE ACTIVITY**

Criminal gang-like activity will not be tolerated on school grounds or at any school-sponsored activity. Students will not wear/display explicit gang-like symbols. Violation may result in suspension and/or other appropriate action as deemed by the principal.

Criminal gang-like activity involving membership in a criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

When student participation in criminal gang-like activity is suspected/observed on school grounds or at any school-sponsored activity, the following steps will be taken:

- the teacher or other person having the aforesaid information will notify the principal of the school wherein the student is enrolled;
- the principal, in consultation with appropriate resources, will gather information to make a determination of student involvement in criminal gang-like activity;
- upon confirmation of student involvement in criminal gang activity, the student’s parents or legal guardians will be notified, appropriate action taken, and written documentation kept on file; if activity cannot be confirmed and concerns exist about student behavior, the student’s parents or legal guardians will be notified, the concerns expressed to them, and written documentation of notification kept on file;
- local law enforcement will be notified if a criminal act occurs.

### **DAMAGING SCHOOL PROPERTY**

Assumption attempts to maintain a clean and attractive campus and provide students with well-maintained learning resources at all times. Intentionally defacing or damaging school property (the building itself, sidewalks, desks, tablet PCs, bathroom stalls, bulletin boards, etc.), whether permanent or capable of being remedied, will result in serious disciplinary consequences and may require financial restitution.

### **OTHER PUBLIC BEHAVIOR**

We make efforts as a faculty to guide our students to make good choices in what they say and do. When students are observed making inappropriate statements or using unbecoming language and/or gestures, or wearing and/or displaying symbols not in keeping with Catholic faith and morals, it is our practice to correct them. These situations may result in a disciplinary response at the discretion of school officials. This response may consist of, but is not limited to, verbal reprimand, parent notification, detention, demerits, and/or suspension.



## **POSITIVE BEHAVIOR CONTRACTS**

Beginning in 1977, a system of cumulative demerits was initiated—a student’s discipline record is cumulative throughout her four years at Assumption. Although this will not affect the majority of the student body, its purpose is to ensure a continued effort in behavior modification for those who need to improve in this area.

If a student has one or more demerits and would like to work them off by positive behavior modification, she may choose to sign a positive behavior contract which will enable her to eliminate one demerit for each detention-free month (20 school days). The student must have served all assigned detentions/demerits before she can sign a contract. If the student violates the contract by receiving a detention or demerit, the contract is void and she must come to the office to sign another contract.

## **PUBLIC DISPLAYS OF AFFECTION**

While we encourage healthy social interaction, any inappropriate physical or verbal display of affection between any individuals, regardless of gender, observed on campus or at a school-sponsored event on or off campus is not in keeping with our values and our goals for the social development of our students and is considered inappropriate behavior. Any observed inappropriate display of affection will have disciplinary consequences. The consequence may consist of, but is not limited to, verbal reprimand, parent notification, detention, demerits, and/or suspension.

## **RESPECTING AND PROTECTING REPUTATIONS**

As members of a Catholic learning community, Assumption students show respect for the school and the people in it. Both in school and out of school (including online and/or via social media), students are required to show respect for and protect the good name and reputation of the school itself, other students, and the faculty, staff, and administration. Students who defame or portray in a negative light the school or members of the school community will be subject to disciplinary action including verbal reprimand, parent notification, detention, demerits, suspension, and/or expulsion.

## **SEARCHES**

The school retains the right to search a student’s locker or vehicle parked on school property or in a school-provided parking space or have a student empty her purse, book bag, or pockets when reasonable cause exists. Any searches will be conducted by an administrator in the presence of another adult. Parents may be notified if a search has been conducted and the Louisville Metro Police Department will be notified as appropriate.

### **Drug Dogs**

To make Assumption the safest environment possible for all students, the Louisville Metro Police Department may bring drug dogs onto campus (including parking areas provided by Assumption for student use) several times during the school year. If the dog detects an illegal substance in a student’s vehicle or locker, the vehicle or locker will be searched by the police in the presence of a school administrator and the parents will be contacted. If an illegal substance is found, the student will be considered to be in possession and the school’s Drug and Alcohol Policies (see page 73) will be followed and the matter will be referred to the Louisville Metro Police Department.

## **TERRORISTIC THREATENING**

According to Kentucky state law (KRS 508.078), a person is guilty of terroristic threatening in the second degree when he or she intentionally makes false statements by any means, including by electronic/online communication, for the purpose of

1. Causing evacuation of a school building, school property, or school-sanctioned activity;
2. Causing cancellation of school classes or school-sanctioned activity; or
3. Creating fear of serious bodily harm among students, parents, or school personnel

A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for terroristic threatening to occur. Use [this link](#) to read the full text of KRS 508.078.

Terroristic threatening in the second degree is a Class D Felony punishable by one to five years imprisonment and/or a \$1000-\$10,00 fine for adults (KRS 532.020) or, for juveniles, a fine not to exceed \$500 (KRS 635.085), with fine assessed at the court’s discretion in lieu of commitment to the Department of Juvenile Justice.

Terroristic threats cause widespread fear throughout a school community and totally disrupt the educational process. Any such threats to Assumption students or employees are totally unacceptable and will not be tolerated. The administration, in coordination with responding law enforcement agencies, will pursue legal charges for felony terroristic threatening in the second degree, to the absolute fullest extent of the law, against anyone who makes such threats, including students. Moreover, the administration will strongly advocate that the prosecution of these individuals be swift and their punishment be severe. A student suspected of making terroristic threats may be placed on home study pending the results of an investigation; appropriate disciplinary action (suspension, dismissal) will follow if warranted.

## THE CATHOLIC SCHOOL AS MINISTER

One of the tasks of the Catholic school is to minister to students in need, and to do so in a collaborative way with their families and with any professionals whose assistance may be required. It is the task of the school, therefore, when necessary, to assist the family in its primary responsibility of caring for its child. Therefore, a Catholic school feels obligated to intervene with students and families when it becomes aware of serious situations, such as possible suicide, teenage pregnancy, child abuse, or alcohol/drug abuse. Thus, Assumption High School reserves the right, after consultation with the appropriate professional(s), to insist that appropriate steps be taken to remediate such a situation.

### COMMUNITY OF ASSUMPTION

We are the community of Assumption where

- faith guides
- compassion inspires
- integrity matters and
- excellence empowers.

In terms of personal behavior, this means

- students respect their physical health and do not use or abuse tobacco, alcohol, or illegal drugs/substances
- students develop positive and healthy social relationships
- students respect the sanctity of their bodies and do not engage in premarital sex or inappropriate sexual activities.

### BULLYING AND HARASSMENT POLICY FOR STUDENTS

As Christians, we believe that all persons are created in the image of God and have dignity and worth. Additionally, federal and state law prohibits racial, ethnic, religious, age, disability, or sexual harassment of any student or employee; the courts also hold schools responsible for taking appropriate action to address bullying/harassing behaviors which interfere with a student's educational process. According to Kentucky law (KRS 158.148) "bullying" means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the education process.

Accordingly, and in faithfulness to its mission, Assumption High School does not tolerate any form of bullying, harassment, disruption of the educational process, or interference with another's educational or work environment, or which creates an intimidating, offensive, or hostile educational or work environment. All students and employees are to be treated with dignity and respect. Bullying or harassment of another person of either gender in any form is prohibited. The prohibition against bullying and harassment applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school.

Assumption High School is committed to a "zero indifference" approach which means that any and all witnessed or reported incidents of bullying or harassment will be addressed appropriately, which may include conferences with students and parents, conducting an investigation, the requirement of outside counseling, and taking disciplinary action as warranted (detention, demerits, suspension, expulsion) by the severity of the situation.

Guidance counselors encourage students to confidentially report any incidents of bullying, harassment, or abuse of any kind.

### Definitions

Prohibited bullying and harassment are defined as, but is not limited to, the following behaviors:

**Sexual harassment/bullying:** Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational development, participation in a school-related activity, or employment; or
- submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance, or of creating an intimidating, hostile, or offensive school or work environment.
- sexual harassment/bullying may also include spreading sexual rumors or making sexually suggestive or sexually abusive remarks.

**Verbal bullying/harassment:** includes, but is not limited to, the following, whether in oral or written form:

- derogatory comments, jokes, slurs, off-color language, or innuendoes;
- belligerent or threatening words communicated to another student or employee;
- name-calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting.

**Social/relational bullying/harassment:** is defined as the systemic diminishment of another’s sense of self and/or damaging the social status, relationships, or reputation of another through

- ignoring, isolating, excluding, or shunning;
- a pattern of behavior in which a student or a group of students picks on another student or treats her in such a way that makes her feel uncomfortable or alienated;
- spreading false and/or malicious rumors;
- gossiping or revealing personal information;
- embarrassing or publicly humiliating another.

**Cyber bullying/harassment:** includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, social media posts, video and digital photo images, and/or text messages; it is considered inappropriate speech when it involves

- obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages;
- posting information that could cause damage, danger, or disruption of the educational process;
- making a personal attack, including prejudicial or discriminatory attacks;
- knowingly or recklessly posting false or defamatory information about a person;
- using technological communication to intimidate, bully, harass, or embarrass others in any area included in this policy.

Please note: Students’ home and personal use of technology can have an impact on the school and on other students. If a student’s personal expression involving technology—such as a threatening message to another student or a violent website—creates a likelihood of disruption of the educational process, the student may face school discipline as well as criminal penalties. The courts have ruled, in fact, that the school has not only an ethical obligation but also a legal obligation to take action in these kinds of situations.

**Physical bullying/harassment:** includes unwanted physical touching or contact (such as shoving, pushing, bumping, hitting or slapping, tripping, poking, kicking, scratching) assault, deliberate impeding or blocking movement, or any intimidating interference with normal movement or work; it may also include damaging or destroying another’s belongings or property; it also includes physical acts that are demeaning and humiliating but not bodily harmful.

**Visual bullying/harassment:** includes derogatory, demeaning, or inflammatory posters or locker signs, cartoons, written words, drawings, video or photographic images, novelties, or gestures (including subtle gestures such as aggressive stares, eye rolling, sighs, frowns, sneers, snickers, and/or hostile body language).

**Retaliation:** includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner in an investigation.

### **Disruption of the Educational Process**

Behavior that disrupts the educational process, whether on school property or at school-sponsored events and activities, will not be tolerated and will subject the offending student to appropriate disciplinary action. Behavior which disrupts the educational process includes, but is not limited to, the following:

- behavior which threatens the health, safety, or welfare of others;
- behavior which may damage public or private property, including the property of students or faculty/staff;
- illegal activity;
- behavior that interferes with another student’s access to educational opportunities or programs, including the ability to attend, participate in, and benefit from instructional and extracurricular activities; or
- behavior that disrupts the delivery of instructional services or interferes with the orderly administration of the school and school-related activities.

### **Complaint/Reporting/Follow-up Procedures**

A student who feels that she is a victim of bullying/harassment has a responsibility to report the bullying/harassment as soon as possible to the dean of students or a guidance counselor; if a parent believes that his/her daughter is being harassed or bullied at school and she has not reported this to her counselor/dean of students, the parent has a responsibility to contact the counselor/dean of students to report the situation. Counselors who receive such reports will pass them on immediately to the dean of students. If the report involves a faculty or staff member, the dean of students will refer the matter to the principal. Reports of bullying/ harassment will be documented in writing by the dean of students or the principal (or her delegate) and will include details of the incident(s), names of the individuals involved, and names of any witnesses.

Any student who is not directly being bullied/harassed, but is an observer or third party who is offended by the behavior witnessed, should bring the situation to the attention of the dean of students or a guidance counselor so the actions being witnessed can be investigated and possible corrective action taken. It should be noted here that in a community where compassion inspires and integrity matters, students

who are bystanders or witnesses have a responsibility to demonstrate compassionate support for the targeted student and to report dangerous behaviors and/or situations to appropriate school personnel.

Assumption High School follows a “zero indifference” approach which requires all staff to respond to all instances of bullying or harassment of which they are aware. The administration will take every report of bullying/harassment seriously. All reports of harassment will be investigated fully and appropriately by the dean of students or the principal promptly and in an impartial and in as confidential a manner as possible.

If the school determines that bullying/harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any student determined by the administration to be responsible for bullying/harassment will be subject to appropriate disciplinary action, up to and including expulsion; any employee determined by the administration to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination.

If a student or her parents feel that a report of bullying/harassment has not been addressed properly or resolved to her/their satisfaction, she/they may bring the matter to the direct attention of the principal.

For unsubstantiated incidents, parents of all involved students will be notified of allegations, investigation results, and recommended follow-up action, if any; counseling through the Assumption guidance department will be offered to any alleged perpetrator and victim. No student will be subjected to disciplinary or academic action in retaliation for any good faith report of bullying/harassment or participating in an investigation about bullying/harassment under this policy.

For substantiated incidents,

- Appropriate disciplinary consequences will be applied to the offending student;
- Parents of all involved students will be notified of the incident(s), results, and school follow-up actions;
- Incidents of harassment, intimidation, bullying, and/or cyberbullying will be reported to the Kentucky Department of Education as required by state law;
- If the bullying/harassment involves physical assault and/or threats or gestures to cause life-threatening harm to another person, law enforcement authorities will be notified of the incident for possible criminal investigation;
- Offenders, if allowed to remain in the Assumption community, will be required to participate in a minimum number (as determined by the administration) of counseling sessions with a guidance counselor; if the guidance counselor recommends outside assessment or work with an outside mental health professional, this must be pursued and will be the financial responsibility of the harasser and her parents;
- Other interventions may include an in-school restraining/no-contact order which may involve changing the schedule of the offending student to remove her from classes shared with the targeted student, moving the locker or homeroom of the offending student to prevent unplanned contact with the targeted student, and/or requiring the offender to change her class changing routes;
- Victims will be offered counseling with a guidance counselor;
- Whatever action is taken against the offending student will be made known to the targeted student and her parents.

## **CHILD ABUSE POLICIES AND PROCEDURES**

All employees and volunteers connected with Assumption High School receive Safe Environment Training through the Archdiocese of Louisville when hired. All employees receive refresher training annually.

Kentucky state law (KRS 620.030), defines an abused or neglected child as follows:

A child whose health or welfare is harmed or threatened with harm with his/her parent, guardian, or other person exercising custodial control or supervision of the child: inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; creates or allows to be created a risk of physical or emotional injury to the child by other than accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child; abandons or exploits such child; does not provide the child with adequate care, supervision, food, clothing, shelter, or education or medical care necessary for the child’s well-being.

The most common forms of abuse are physical abuse (i.e. assault or contact that causes physical or emotional injury) and sexual abuse (i.e. touching private areas or zones of a child’s body).

As stated in KRS 620.030, “any person who knows or has reasonable cause to believe that a child (anyone under the age of 18) is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky State Police, the cabinet or its designated representative, or the Commonwealth’s attorney by telephone or otherwise.” In Jefferson County, all reports of suspected abuse or neglect are made to Child Protective Services’ (CPS) hotline phone number. This law means that it is the duty of any Assumption staff member, including clergy, administrators, counselors, teachers, coaches, and support personnel, to file a report of suspected child abuse or neglect with CPS based on any information that suggests abuse or neglect might be occurring. It is a crime not to act or report. School personnel have a duty only to report, not to investigate or judge. CPS is charged with

the duty to investigate cases of suspected abuse/neglect and determine what action, if any, should occur to protect the child. The policy of Assumption High School is to follow this law to the letter and report any incident of possible abuse or neglect to CPS for follow up as they deem appropriate. If a student reports that she has been abused to a guidance counselor, the counselor will follow the duty to inform procedures as set forth in the American School Counselor National Standards and Kentucky Revised Statutes governing abuse and follow KY state guidelines (HB 309, 2017) for reports of suspected domestic violence.

If an accusation of child abuse involves an employee/volunteer, the person making the report must notify the president/principal immediately after contacting law enforcement. If an accusation involves an employee, that person will be suspended with pay pending the outcome of any investigation. If an accusation involves a volunteer, that person will be prohibited from volunteering pending the outcome of any investigation. Additionally, the president/principal is required to notify the Chancellor of the Archdiocese of Louisville and the Mercy Education System of the Americas (MESA) executive director will be notified immediately upon receiving a credible allegation of abuse and will continue to be informed as updates to the investigation occur. The MESA executive director will notify all appropriate individuals within the Mercy community: Institute Leadership Team, MESA Board, MESA Staff, Institute Communication and other Mercy leaders identified for each situation.

## **DRUG/ALCOHOL ABUSE AND DEPENDENCY POLICIES AND PROCEDURES**

### **Philosophy**

Assumption High School, in its mission as a Christian community, is committed to a policy on chemical abuse and dependency that provides for the physical, emotional, educational, and spiritual well-being of its students.

Assumption High School recognizes that chemical dependency is a primary disease which is treatable. It also recognizes that the earlier a person receives treatment, the higher the chances are for success. Therefore, AHS will strive for early intervention with students who are abusing chemicals or who are chemically dependent, or exhibiting behavior that would indicate such.

### **Self-referral to Counselors**

In light of the above philosophy, Assumption will work with and counsel any student involved with alcohol and other drugs as long as the student follows the stated AHS policy regarding use, distribution or trafficking and is making reasonable progress toward wellness. Such counseling will be held in the strictest confidence. The exceptions to confidentiality, which are mandated by law, are imminent danger of life, child abuse, or harm to self or others. If, after working with a student for a period of time, the guidance counselor determines that a student's abuse of alcohol or other drugs constitutes a health risk, the counselor will notify the dean of students, the principal, and the student's parents. The parents will be required to take the student for a professional assessment and to follow through on any recommended treatment in order for the student to remain in school. The school is not responsible for any costs incurred for the assessment or the treatment.

### **Referral by Others to Counselors**

Faculty and staff members, peers, and parents are encouraged and supported to refer students to counseling when they exhibit such signs as high absenteeism, a drop in grades, erratic mood swings, or any other severe discipline problems that could be attributed to alcohol and other drug abuse. Provided no school policy has been violated, these referrals will also be held in strictest confidence. The counselor will schedule an appointment with the referred student under conditions outlined above.

### **Drug and Alcohol Policies**

- Possession/use of authorized medication: When a student is taking prescribed medication for more than two weeks, parents are to notify the school nurse in writing. In a case where a student is found taking permitted medication without written notification from the parents, the parents will be contacted. Written notification from parents is required so that the school can respond appropriately in the event of an emergency. Prescribed medication is to be kept in the original container. At no time should a student have in her possession at school a medication that is considered a narcotic, stimulant, anti-depressant, tranquilizer, or other controlled substance. See page 30 for medication policies.
- Possession/use of alcohol, unauthorized drugs, or other substances:
  - > When a student is found, for the first time, in possession of, under the influence of and/or using alcohol and/or other unauthorized chemicals, look-alike, or paraphernalia on the way to or from school, at school, or before, during, or after a school-sponsored event, the unauthorized substance or paraphernalia will be taken away from the student. The parents will be called to remove the student from school/the event, and her family will be responsible for the cost of emergency help if necessary.
  - > E-cigarettes/vaping (including Juul) products are considered unauthorized drugs/chemical substances/paraphernalia because they contain chemicals that are addictive and/or harmful, and it is illegal in Kentucky for a person under age 18 to purchase, possess, and/or use them (Ky. Rev. Stat. Ann. § 438.315(2), 438.350(1)).
  - > Passive alcohol sensors will be used to screen all students and their guests prior to admission to and exiting from school dances or other social events at the discretion of the school administration. If there is a reasonable cause for the administration to suspect that a student is under the influence of alcohol at school or any school-sponsored event, the student will be screened with a passive



alcohol sensor. If the presence of alcohol is detected, the student (or her guest) will be detained and a second reading will be taken to confirm the presence of alcohol before further action is taken.

- > A conference with the student, parents, and administrators will follow such an incident. As a condition of readmission, the student must undergo a complete professional assessment for substance use/abuse and follow through on any recommended treatment; the school accepts no financial responsibility for any costs incurred for the assessment or follow-up treatment. The student will make up any missed work outside of school time.
- > Following such an incident, the student will also be required to meet a minimum of three times with a guidance counselor and to serve an appropriate disciplinary consequence (see page 68).
- > After the first incident, subsequent incidents will jeopardize the student's privilege to remain enrolled at Assumption.
- Professional assessment/treatment:
  - > When a professional assessment is required, the guidance counselor will provide the family with a list of approved adolescent chemical dependency counselors/agencies who can be chosen for the assessment, some of which do not incur a fee. The school is not responsible for any costs incurred for the assessment or the treatment.
  - > Should a family refuse the professional assessment or the recommended treatment, which might include regular outpatient or inpatient care, the school may ask the student to withdraw. The school reserves the right to be kept informed by the treatment professional of the student's progress. Assumption will assist the student with her educational program during this period of time.
  - > A release must be signed by the parents enabling Assumption to have access to the assessment report. This release will be in place with the student's grade level counselor so that the counselor is able to ensure that recommendations from the assessment are followed both at school and at home.
- Suspected possession/use: When administrators become aware that a student may be using, distributing, in possession of, or selling chemicals, administrators will meet with the student, discuss the situation, and contact the parents. If the suspicion is confirmed, Assumption will follow its policy. If no evidence is found to support the expressed concerns, the matter will be dropped. Suspected use is not an accusation of use and is not a disciplinary matter as such.
- The law: The school is bound by the law as are individuals and families. It will act in compliance with the law.
- Searches: The school retains the right to search a student's locker or vehicle parked on school property or in a school-provided parking space or have a student empty her purse, book bag, or pockets when reasonable cause exists (see page 69). To make Assumption the safest environment possible for all students, the Louisville Metro Police Department may bring drug dogs onto campus (including parking areas provided by Assumption for student use) several times during the school year (see page 69).
- Distributing/Selling: If a student is found distributing or selling alcohol and/or other unauthorized chemicals, including prescription medication, an administrator will take away the unauthorized substance or paraphernalia. The parents will be called to take the student home. A conference with the student, parents, administrators, and the guidance counselor will follow such an incident. The student will be required to have a professional assessment for chemical dependency and to serve an appropriate discipline, which may include asking the student to withdraw from school. Information about the incident will be provided to the police. Trafficking does not necessarily involve an exchange of money. Simply sharing alcohol or other drugs is considered trafficking. If the student is allowed to remain in school, a probationary period will follow. During the probationary period, the student will be required to follow through with any treatment recommended by the professional doing the assessment. If inpatient treatment is recommended, the school will assist the student during her period of treatment.

## **PREGNANCY POLICY FOR STUDENTS**

The Catholic Church teaches that the creation of human life is a privilege and a unique blessing reserved for married couples. Assumption High School supports and promulgates this teaching. As a Catholic school, Assumption encourages sexual abstinence among the student body as premature sexual activity can interfere with the physical, emotional, educational, and spiritual well-being of still-developing adolescents. At the same time, the faculty and staff offer help and encouragement to the student who chooses life for her unborn baby.

Pregnancy in the high school age young woman has medical, psychological, and sociological implications for her daily life at Assumption High School. If a faculty or staff member becomes aware of a student who is pregnant, he/she must notify the guidance counselor. The guidance counselor will meet with the student to confirm that she is pregnant and her parent is aware. The school's policy for pregnant students will be explained and signed. The pregnant student who wishes to remain at Assumption during her pregnancy and/or return after her delivery will be required to follow these directives:

- The student will obtain for the school a medical statement from her doctor giving her expected due date. Any problem of which the school should be aware must be included in the doctor's statement.
- The student will provide the names of emergency contact persons and their telephone numbers.
- The student's teachers, homeroom teachers, study proctors, and any other relevant faculty and staff members will be informed of the student's pregnancy and medical limitations.
- In order to provide support during her pregnancy, the student will meet regularly with an Assumption guidance counselor.
- During her pregnancy the student may not participate in sports or activities that the school believes may endanger her health or that of the baby without a doctor's written authorization that it is safe to do so.
- The student will follow the school dress code as much as possible.



- The student may return after her pregnancy when her doctor gives written permission. The doctor's statement will be kept on file with the school nurse and the student's guidance counselor. If a student is to be absent from school for an extended period of time due to pregnancy or delivery, her parents may be required to secure the services of a paid tutor who will work with the student at home to keep her from falling behind academically.
- After the birth, the student may not bring the baby to school.

## **RACISM**

The American bishops have issued several statements which apply the teaching of the Church on the dignity and equality of all human persons to the historical and cultural circumstances of the United States. The following summarizes the Archdiocesan position on racism:

Racism is a sin. A sin that divides the human family, blots out the image of God among members of that family, and violates the fundamental human dignity of those called to be children of the same Father... Today in our country, men, women, and children are being denied opportunities for full participation and advancement in our society because of their race....[This] sin is social in nature in that each of us, in varying degrees, is responsible... It is important to realize in the case of racism that we are dealing with a distortion at the very heart of human nature. The ultimate remedy against evils such as this will not come solely from human effort... Therefore, let the Church proclaim for all to hear that the sin of racism defiles the image of God and degrades the sacred dignity of humankind... Let all know that it is a terrible sin that mocks the Cross of Christ and ridicules the Incarnation, for the brother and sister of our Brother Jesus Christ are brother and sister to us....

***Brothers and Sisters to Us: A Pastoral Letter on Racism*** (National Conference of Catholic Bishops, November 14, 1979)

In the context of this clear teaching on the sin of racism, it is obvious that any form of racial discrimination, whether subtle or overt, is contrary to the mission and purpose of a Catholic school. Therefore, it is totally unacceptable for any student, employee, or volunteer at Assumption High School to participate in organizations or activities or demonstrate behavior which advocate racism.

# ATHLETICS

## COMMUNITY OF ASSUMPTION

We are the community of Assumption where

- faith guides
- compassion inspires
- integrity matters and
- excellence empowers.

In terms of athletics, this means

- students exhibit ethical behavior and good sportsmanship in all athletic activities
- students do not jeopardize their health and safety or that of others by using/abusing alcohol or illegal drugs or other substances
- students see themselves as members of a team and place greater emphasis on team goals than on individual accomplishments
- students abide by the rules established by their individual coaches
- students recognize that academics are their first priority.

## ATHLETIC HANDBOOK

Please consult the athletic handbook for more information on policies and procedures governing athletics. Copies may be obtained online by clicking on the link above or by visiting <http://ahsrocketsports.org> (pull down the More tab and select Rocket HQ) or by contacting the athletic office.

## SPORTSMANSHIP

The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules. High school athletics must emphasize positive values. All parties should work hard to create a sense of teamwork, responsibility, and perspective. Officials expect good behavior and will quickly penalize misconduct. We encourage and appreciate the help of all spectators in achieving these aims. Let every competition reflect mutual respect among all in attendance.

The Catholic high schools in the Archdiocese of Louisville affirm and support the sportsmanship expectations of the KHSAA. We believe that sports can be a means for student-athletes to learn lessons in Christian identity, sportsmanship, competition, leadership, cooperation, self-discipline, goal setting, and fair play. Athletics play an important part in helping the individual develop a healthy self-concept as well as a healthy body. Athletic competition can help students, participants, and spectators develop pride in their school.

We expect all our student-athletes

- to be a responsible and contributing member of the team and school
- to make selfless efforts in working with others to reach a common goal
- to play and live by the rules of the sport
- to show appreciation and respect for others, whether they are teammates, opponents, officials, coaches or spectators
- to serve as a positive example by accepting both victory and defeat with pride and compassion.

We expect our coaches to serve as a positive example of fair play, sportsmanship, and respect towards their own players, opposing players, coaches, and game officials.

We expect our cheerleaders and students to keep all cheers positive; to avoid efforts to distract the opposing team's efforts; to refrain from rubbing-in defeat; to respect the players and fans of the opposing team before, during and after the game; to refrain from negative social communications with all teammates and opponents.

We expect parents and other fans to model good sportsmanship; to refrain from any negative personal and social communications; to refrain from the possession and use of alcohol at high school contests.

## INTRAMURAL SPORTS PROGRAM

Intramurals are organized sport opportunities for all students who like to participate in athletic events. Events include both one-day tournaments and league play. Participants must have permission slips signed by parents to participate. Students must also meet roster deadlines for eligibility in team sports.

Intramural sports offerings typically include kickball, flag football, and volleyball.

## INTERSCHOLASTIC SPORTS PROGRAM

A student is eligible to try out for any team provided she has **submitted all applicable KHSAA forms including** a current physical from her doctor. The physical **must** be on the proper form provided by the Kentucky High School Athletic Association. This form can be obtained from the AHS athletic office or the AHS website. A student's physical must be on file in the athletic office before she may try out for a team. She must be eligible by all KHSAA eligibility bylaws including, but not limited to, the transfer rule and academic eligibility.

<b>SPORT</b>	<b>TRYOUTS*</b> (first possible day)	<b>SEASON</b>	<b>LEVEL(S)</b>
Cross Country	July 15	September-November	JV/Varsity
Field Hockey	July 15	August-November	Freshman/JV/Varsity
Golf	July 15	August-October	JV/Varsity
Soccer	July 15	August-November	JV/Varsity
Volleyball	July 15	September-November	Freshman/JV/Varsity
Swimming	October 1	November-February	JV/Varsity
Basketball	October 15	December-March	Freshman/JV/Varsity
Bowling	October 1	December-March	Varsity
Fast Pitch Softball	February 15	March-June	JV/Varsity
Tennis	February 15	March-June	JV/ Varsity
Track	February 15	March-June	Varsity
Lacrosse	February 15	March-May	JV/Varsity
Cheerleading	Mid to late April	August-March	JV/Varsity
Dance	Mid-April/Early May	August-March	Varsity

\*Please visit the athletics website for tryouts exact dates and times: [www.ahsrocketsports.org](http://www.ahsrocketsports.org). Look for the Rocket Rundown.

### Admission to Home Events

All Assumption students (athletes and non-athletes) receive free admission to all regular season home athletic events with their school name badge and lanyard. The family of **each athlete** receives two athletic passes which will provide free admission to all regular season home athletic events with the payment of the athletic fee.

### Athletic Fee

Assumption charges an athletic fee of **\$200** per athlete for the entire year regardless of how many sports the student chooses to play. All athletic teams that fall under the governance of the athletic department are subject to this fee. This fee will be due at the parent meeting set up by each coach for his/her respective sport after the teams have been selected. Families with more than one athlete pay a 50% fee for each athlete above and beyond their first fee of the year (\$200 for the first of the academic year, \$100 for each subsequent child during the remainder of the year). This fee includes two season passes to all school home regular season events. Your fee may be paid at any time during the year to reap this full year benefit.

### Cheerleading for Other Schools

Only juniors and seniors are permitted to try out and be members of St. Xavier's, Trinity's, and DeSales' cheerleading squads. These students are required to maintain passing grades in all their classes (requirements and consequences as follow).

### Participation Requirements

Once a member of a team (including managers, scorers, timers, and statisticians), a student must meet the following requirements:

- Written permission to participate from her parents or guardian
- A signed copy of eligibility requirements of the Kentucky High School Athletic Association
- Paid athletic fee
- Proof of insurance coverage
- A signed copy of AHS' Drug, Alcohol and Tobacco Policy for Student Athletes
- Meet academic eligibility requirements as set by Assumption High School and/or the KHSAA and specified below.
- A coach or sponsor reserves the right to set his/her own attendance and disciplinary policies regarding practices/games.

### Academic Eligibility

Grades of student-athletes are checked weekly during their season. To be eligible to compete on a school team, the student-athlete must meet the following minimum grade requirements:

- Have no more than one F
- Have no more than two Ds
- Have a combination of no more than one F and one D

### Probation

If at any time during a semester, student has an F in two classes, a D in three or more classes, or the combination of an F and two Ds, she will be put on probation for two weeks; a warning is issued, but the student is still allowed to practice and participate in games.

### Suspension

- > At the end of the two weeks, if the student still has an F in two classes, a D in three or more classes, or the combination of an F and two Ds, she will immediately be suspended from participation in contests for one week. The student will serve a full seven-day suspension from Monday through Sunday. After that seven days, if the student still has an F in two classes, a D in three or more classes, or the combination of an F and two Ds, she will remain on suspension from competition until the required grades are achieved (no more than one F and no more than one D).
- > If at any time during the semester, a student is failing three or more classes for the semester, she will immediately be suspended from competition for one full week (Monday through Sunday). After that seven days, if the student is still failing two or more classes and/or has a D average in three or more classes, she will remain on suspension until the required grades are achieved (no more than one F and no more than one D).
- > During a suspension period, the student may not dress in a team uniform or participate in competition. She may, however, continue to practice with the team.

### Requirements for Earning Athletic Awards

First-time varsity athletes who meet the sport's requirements for earning a varsity letter will receive a framed maroon letter that is matted and includes a name plate. All other achievements are recognized by certificate. The coach of the team will determine whether or not the athlete has fulfilled the requirements necessary to earn the award for that sport.

### Secondary Insurance

Assumption carries a secondary insurance policy for all athletes and student team personnel who participate in any sport/activity governed by the athletic department. An athlete, through her family, is eligible to file an insurance claim in the event she is injured during practices, games, or while traveling to and from team events. The secondary insurance goes into effect AFTER the student's primary insurance policy processes the claim. This is NOT a primary insurance for the student athletes/student team personnel.

In order for the insurance to pay on a claim, the injured athlete or student team personnel must be treated within 30 days of the injury and must have the claim form turned in to the insurance company within 90 days of the injury. Secondary insurance claim forms are available through the athletic office.

Contact the athletic office for more information regarding secondary insurance for student athletes/student team personnel.

# STUDENT ORGANIZATIONS

Co-curricular activities are an important part of the curriculum at Assumption as they allow the student to broaden her education beyond the classroom walls. Students are encouraged to become actively involved in clubs and organizations, not only as a way of serving the AHS community, but also as a service to themselves - such activities provide an opportunity for students to learn the value of engagement, develop their interests and talents and to learn leadership skills.

A student may not serve as president of more than one club or organization. All club officers must attend one of the Assumption leadership workshops given by the student activities office in order to maintain their elected leadership position.

## COMMUNITY OF ASSUMPTION

We are the community of Assumption where

- faith guides
- compassion inspires
- integrity matters and
- excellence empowers.

In terms of student involvement and organizations, this means

- students actively take part in school events and organizations.
- students provide service to the school and the larger community.
- students work to develop leadership skills and are contributing members of the organizations to which they belong.
- students exhibit true Mercy hospitality by welcoming others, celebrating their diversity, and respecting their differences of opinion and preference.

## LEADERSHIP

### Assumption Leadership Creed

Assumption High School enjoys a tradition of academic excellence and development of Christian leaders who are committed to the values of compassion toward all and service to those in need. To answer the call to Christian leadership, a student:

- reflects gospel values by maintaining integrity in academic and social settings
- makes decisions using her Catholic Christian values
- respects self, peers, teachers, school and community
- displays intrinsic motivation
- models positive behavior and enthusiasm
- plans, implements and evaluates activities

### Leadership in Advocacy Distinction

Juniors interested in advocacy are invited to participate in a program to learn about and become engaged in advocacy. Those students who successfully complete one eligible advocacy educational opportunity and participate in two eligible advocacy activities each of their junior and senior years earn a Leadership in Advocacy Distinction that is awarded at the Senior Honors Assembly.

### Leadership Opportunities

A variety of opportunities to develop leadership skills is available to students throughout their four years. More opportunities are available as students mature and gain skills.

#### **Seniors**

Class Officers  
Family Council  
Club Officers  
Athletic Captains  
Advancement Council  
Summer Seminar  
National Honor Society  
Retreat Leaders  
Peer Leaders  
Ambassadors  
Library Advisory Council

#### **Juniors**

Class Officers  
Family Council  
Club Officers  
Athletic Captains  
Advancement Council  
Summer Seminar  
National Honor Society  
Homeroom Moms  
Peer Leaders  
Library Advisory Council  
Chick Fil A Leader Academy

#### **Sophomores**

Class Officers  
Family Council  
Club Officers  
Athletic Captains  
Advancement Council  
Summer Seminar  
Library Advisory Council  
Chick Fil A Leader Academy

#### **Freshmen**

Class Officers  
Family Council  
Club Officers  
Athletic Captains  
Library Advisory Council

## STUDENT CLUBS AND ORGANIZATIONS

**Advancement Council** is a group of sophomores, juniors, and seniors chosen by the Office of Advancement through an application process. Members of the Advancement Council are chosen for their enthusiasm for AHS, poise, maturity, positive attitude, excellent public speaking, and leadership skills. These students are required to participate in several events per semester and assist the Advancement Department with aspects of fundraising and donor relations, alumnae relations, public relations and marketing, and special event planning.

**Academic Team** is comprised of Assumption's Quick Recall, Governor's Cup and Future Problem Solving teams.

**Adventure Club** is open to all students who have an interest in the outdoors recreation and dance. The club sponsors two outings each semester. Activities include after school and weekend excursions to local and regional sites such as stand up paddle boarding, camping, horseback riding, snow tubing, glow-in-the-dark badminton, and cultural dances.

**Ambassadors** is a leadership organization for seniors only. The ambassadors are a group chosen for their leadership skills and poise. These students assist the student activities director and the assistant directors with all full-school assemblies. They are also responsible for ushering at school functions where crowd control is necessary, including drama productions, choral concerts, art shows, etc. The ambassadors also have an active role in Open House and plan the Father-Daughter Dance in coordination with the sophomore class officers. All Ambassadors must attend the annual Ambassador Leadership Workshop held in the summer. Applications are available in the spring of junior year.

**Art Club** is open to all students. Students meet after school to work on art projects that are not related to what is done in class. Students explore new media, service opportunities and art experiences in the broader Louisville community.

**Asian Culture Club** explores the different aspects of Asian culture. Topics include movies, anime, music, language, and food.

**Bell Choir** is a group composed of students who are interested in and/or have experience with ringing handbells. Membership is limited to 11 members, and students who can read music are given preference. Participants will perform at a variety of school functions, including liturgies, prayer services, and school concerts. Choir members may also have the opportunity to perform at several community events as well as a national competition in Florida.

**Beta Club** is an organization dedicated to honoring academic achievement and encouraging school and community service. Beta Club is for students who maintain a 3.5 cumulative GPA and do not have more than two demerits. Qualifying sophomores and juniors are invited to apply to Beta Club in February each year. Members are required to attend 75% of the scheduled meetings, unless they have an excused absence from school. They must also complete 20 service hours their junior year and 20 service hours their senior year. Members must maintain a 3.5 cumulative GPA throughout their membership; grade checks take place at the beginning of each semester. Members may not accumulate more than two demerits throughout their membership; discipline checks take place twice each semester. If a junior class member loses her membership because she fails to complete her 20 service hours within the established deadlines or fails to meet attendance requirements, she will not be permitted to reapply for senior class Beta Club. If a junior class member loses her membership due to a decline in GPA or for discipline reasons, she will be permitted to apply for senior class Beta Club if she meets the required GPA and passes the discipline check.

**Book Club** is a student oriented reading group open to all students. The group meets to discuss books of interest and literary topics. Its goal is to promote literacy in the Assumption community and beyond.

**Campus Ministry Council** is a group of interested students, faculty, and staff members that meet roughly four times during the year to provide feedback on current campus ministry initiatives and suggest ideas for any changes. Membership is open to all students, faculty, and staff.

**Chick-Fil-A Leader Academy** is a servant leadership club where students meet 1-2 times a month to learn about the different aspects of leadership and put those to work in a variety of service projects throughout the year. The club is open to sophomores and juniors with a 3.0 or higher GPA and no more than two cumulative demerits. Members must submit an application for review before being selected to join the club.

**Class Officers** exist to initiate and coordinate class activities, to provide better communication among class members and opportunities to know each other better, to foster class identity and spirit, and to build community and spirit within the school. Membership includes an elected class president for each grade level and eight officers. Class president and class officer candidates may have no more than two demerits and must have a cumulative B average for the current year. An election review board screens all candidates. All sophomore, junior, and senior class officers and class presidents must attend the AHS Student Leader workshop held each summer.



The class officers will meet during the RocketTime and mornings before school as needed. All meetings are open to interested students and faculty members.

**Creative Writing Circle** gathers students who enjoy writing and gives them a forum to try out new genres in a safe and fun community.

**Culinary Club** members love to eat! And, we love to cook what we eat, so we share special dishes and learn from guest chefs. Why? Because we love to eat!

**Diversity Group** is open to any Assumption student who has a passion for diversity and inclusion. This group meets to discuss topics of interest to students and hear from various guest speakers and also participates in the Archdiocesan Diversity Group.

**Family Council** functions as a student government group to represent students and give them a voice in the school decision-making process as well as to build community and foster school spirit and culture. Representatives serve on committees and hold student forums to solicit, review, and recommend changes to school policy and promote school-wide initiatives. The council provides student representatives on other committees throughout the school. In addition to attending monthly Family Council meetings, each member also serves on one or more committees within the Council that meet once a month. Members include an elected president and nine elected reps from each class. Four committee chairs are selected from the elected representatives.

Candidates for president and representative must maintain a cumulative B average and may have an accumulation of no more than two demerits on their disciplinary records. An election review board screens the credentials of all candidates. All Family Council members must attend the annual AHS Student Leader workshop held each summer.

Mandatory meetings are held before school on Tuesday mornings throughout the year. Attendance records are kept using a points system. Students are expected to maintain a certain points average in order to keep their positions. Elections take place each year in May for the next school year.

**FCA** stands for Fellowship of Christian Athletes. This club is open to ALL students; you do not have to be an athlete to join. We strive to touch millions of lives...one heart at a time. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. The purpose of this club is to help students increase their faith in God and their commitment to Christ. We often invite outside speakers to share with us during our meetings.

**French Club** offers the student the opportunity to expand her knowledge of the French language and culture. Members are encouraged to plan and participate in various social and cultural activities. Many of the activities focus on holidays in French speaking countries. Membership is open to all students.

**Future Business Leaders of America (FBLA)** is an organization for students who have an interest in the field of business. Activities include monthly meetings, various speakers from the business community, fundraisers, and other activities. Regional and state conferences and competitions are held in the spring.

**Future Physicians of America (FPA)** gives students the opportunity to explore a variety of medical professions--from nurses to physical therapists to physicians--through guest speakers and club activities.

**Future Problem Solving (FPS)** is an internationally recognized, award-winning, creative thinking competition. FPS members will investigate future problems and use ingenuity, creativity and cooperative learning to find solutions and plans of action. Competitions are offered at the district, regional, and state levels as part of the Governor's Cup. Practices are scheduled around competitions and take place beginning in January and ending in March. All students that enjoy solving problems and using creativity are welcome!

**Global Outreach Club** works to support the needs of immigrants and refugees here in Louisville as well as our Cambodia school abroad. Activities may include advocacy, field trips, guest speakers, collection, and awareness campaigns. Membership is open to all, and meetings are held roughly once each month.

**Governor's Cup Team**: students interested in participating in local and state competitions will be selected from all academic teams with recommendation of faculty and area of expertise indicated by the student.

**Green Dot** is a club committed to promoting the idea that we, as bystanders, can play an important role in helping create a culture of non-violence among our peers. We work to educate others about dating violence, bullying, and sexual violence and spread the word about how we can make the world a better, nicer place through our actions. Membership is open to any interested student, though we do encourage attendance at one of our Green Dot trainings during a student's first year of membership. Activities include monthly meetings, fundraising, and community outreach.

**Homeroom Moms** chosen from each family help welcome and acclimate their newest family members to Assumption by greeting freshmen on the first day of school, organizing beginning of school “get-to-know-you” activities, assisting in freshman leadership development and in general, taking care of their freshmen.

**Humane Action Club** is open to all students interested in activities that help animals, domestic and wild. Students will participate in activities sponsored by the Humane Society.

**Intramural Sports** are open to all students who are not members of an Assumption athletic team. Their purpose is to provide athletic opportunities by organizing volleyball, flag football, and floor hockey events throughout the school year.

**Jammin’ for Jesus** is a group of musicians who are interested in lending their time and talent to this music ministry. They provide service to the school community by leading song at Assumption liturgies and prayer services.

**Joseph of Arimathea Society** members live out the corporal and spiritual works of Mercy to bury the dead and to pray for the living and the dead by acting as pallbearers or witnesses at the funerals for the poor and the homeless at River Valley Cemetery or Meadow View Cemetery. Working with the Jefferson County Coroner’s Office and students from other Catholic high schools and universities, members endeavor to give paupers’ funerals some human dignity by providing a witness to the burial, flowers for the grave, and prayer. They offer comfort, support, and dignity for the dead and the people who cared for them and about them. The group is sponsored by campus ministry and membership is open to seniors.

**Library Advisory Council** consists of 20-24 students and the library media specialist. This group is responsible for planning, promoting, setting up, and cleaning up all media center programs and fundraisers (teen read week, banned books week, poetry slam, author visits, etc.). Members are required to attend at least 75% of the meetings and events and assist in working at the circulation desk in the Media Center approximately 12 study halls a semester. Applicants must be responsible, organized and dependable. They must take the initiative in planning new programs and be interested in marketing and advertising those programs. Applicants must demonstrate a love of reading and they must be willing to act as advocates for the library media program. Applications are available each year in September and this group is open to all grade levels.

**Math League** is composed of three seniors, three juniors, three sophomores, three freshmen, and two alternates for each class. The girls participate in four regular meets held at various high schools throughout the school year. Awards are presented in the spring to the highest scoring members of each class among the district schools.

**Mental Health Awareness Club** works with the National Alliance on Mental Illness (NAMI) to destigmatize mental illnesses and offer a supportive peer community for students who cope with their own mental illness or want to be a supportive presence to a family member or friend with a mental illness.

**Mu Alpha Theta (MAT)** is a national high school and junior college mathematics club and honor society whose purpose is to increase interest in math. Activities include planning Assumption’s Math Week events, solving the problem of the month, and participating in national math competitions. Students may apply for membership based on their academic achievement in math and other courses. New members are selected during the spring semester and inducted in May.

**National Art Honor Society (NAHS)** is a program specifically for high school students grades 10-12, for the purpose of inspiring and recognizing those students who have shown outstanding ability in art. Selection for membership requires that students have a minimum of one semester in art and maintain a 3.0 GPA. Each NAHS member is required to perform a service that incorporates drawing and/or design skills for the AHS faculty or staff.

**National Honor Society (NHS)** is an organization for students who maintain a 3.7 cumulative GPA and who demonstrate outstanding leadership, character, and service to school and community. Sophomores and juniors may apply for membership in January after second semester grades are available, then a faculty selection committee reviews applications anonymously. To be considered for selection and eventual induction, students may have no more than one demerit on their discipline records, be actively involved in at least three current school activities, provide leadership in which they have been directly responsible for motivating a group or promoting a school activity, and document meaningful community service experiences performed outside of school time whose primary purpose is to address the needs of others (minimum 20 hours of service for sophomores and 40 hours of service for juniors). These requirements must be maintained in order to remain in good standing as an NHS member, and shall be reviewed bi-annually by the NHS council. More detailed information about selection procedures is available at interest meetings in February.

**Operation Smile** is open to all students interested in raising awareness and funds for those affected by cleft lips and palates. The organization meets monthly to plan events and fundraisers. Club proceeds go to fund surgeries for those with cleft lips and palates

throughout the world. Students are invited to serve on committees within the organization which focus on awareness, public relations, and event-planning.

**Peer Leader Program** is comprised of junior and senior students who have made a commitment to be drug-, alcohol-, and tobacco-free. Students are trained to lead discussions, facilitate role playing, and serve as role models at Assumption and in our community. Students must apply for membership and sign a commitment to living drug-, alcohol-, and tobacco-free. Applications are available in the fall of each school year.

**Quick Recall** is a team in which members listen to questions read by a moderator and attempt to beat the clock, and the opposing team, with a correct response. Quick Recall is fun! This team is open to all students with play beginning in September and ending in February with Governor's Cup. Students who participate in Quick Recall benefit by developing confidence and public speaking skills as they compete in weekly matches against teams from all non-public high schools in Louisville. Practices are once a week with competitions on Thursdays. There are Varsity and Junior Varsity teams.

**Recruitment Team** consists of a group of dedicated sophomore, junior, and senior students who recruit prospective students for AHS. Recruiters are selected through an application process as well as group interviews if needed. This amazing group of young women is responsible for promoting Assumption through visiting grade schools, giving tours, hosting shadows, and working Discover Assumption Day, Open House, and all Future Rocket Events. Applicants must be in good standing and have a 3.0 cumulative grade point average. Applications are available in early spring and must be submitted on a timely basis in order to be considered for the fall recruiting season.

**Respect Life Club** promotes the dignity of all human life, following the teachings of the Catholic Church. Members of the club have the opportunity to travel with the Archdiocese of Louisville to Washington, DC for the March for Life each January. The club is open to all students. Members are required to attend monthly meetings and participate in club activities.

**Rho Kappa National Social Studies Honor Society** provides national recognition for juniors and seniors who have demonstrated excellence in the field of social studies. Rho Kappa encourages an interest in, understanding of, and appreciation of the social studies. Members must have completed four semesters of social studies courses and be prepared to complete at least six semesters; they must have at least a 3.0 GPA in the social studies classes taken and over overall cumulative GPA of at least 3.0.

**Rockets Helping Others (RHO)** is open to any Assumption student who is interested in community service. The aim of this group is to coordinate one community service event per month.

**Rose Theatre Company** Rose Theatre Company is open to all students who enjoy drama. The company produces three shows annually: a fall musical, the BLOOM Theatre Project, social justice theatre thematically tied to Mission Week, and a spring play.

ACTING auditions take place approximately six to ten weeks prior to production and are open to all Assumption students and young men from area high schools.

TECH is an integral part of Rose Theatre Company with students working behind the scenes on costumes, lights, scenery, props, sound, hair/makeup, stage management, social, or publicity. If interested in tech, students can fill out a tech survey before auditions. RTC is a no-cut extracurricular program. However, if a show does not require a large technical staff a cap will be put on the number of tech surveys accepted with a first come/first serve procedure.

Our Mission: Rose Theatre Company strives to bring truth to the stage, both on stage and behind the scenes. We are a family who works hard and has fun devoting our time and talents to the drama and comedy of life.

**Rose Window** is the literary arts magazine of AHS. It features poetry, prose, art work, and photography created by students. All students are encouraged to submit pieces for possible publication in the magazine. Any student is welcome to be a member of the review and selection staff and to help with the magazine's design and layout. The editorial staff is selected by the moderator.

**The Rosecall** is the student newspaper published by the students of Assumption High School for the school community. *The Rosecall* staff members report the news and provide an outlet for students to express their feelings and opinions. As representatives for the student body, the newspaper staff has the responsibility to report all news and student views factually and accurately. Therefore, in addition to providing a service to the students of AHS, *The Rosecall* provides a learning experience in all aspects of good journalism for the staff members. The staff meets as a class throughout the year and receives academic credit. Staff members must successfully complete Journalism I: Media as a prerequisite.

**The Rosecast** is the school yearbook. *The Rosecast* staff is responsible for producing the student yearbook. The staff meets as a class throughout the year, as well as outside of school, and receives academic credit. Knowledge of layout design, creativity, writing ability, and

photographic skills are assets for potential staff members. To be a *Rosecast* staff member requires a great deal of time, self-discipline, dedication, effort, and successful completion of the Journalism I: Media course the previous year.

**Science National Honor Society:** The Assumption High School chapter of the National Science Honor Society must strive to adhere and enhance the nationally defined objectives:

- encourage and recognize scientific and intellectual thought
- advance the students' knowledge of classical and modern science
- communicate with the scientific community
- aid the civic community with its comprehension of science
- encourage students to participate in community service and in turn, encourage a dedication to the pursuit of scientific knowledge that benefits all of mankind.

**Science Olympiad** is an academic team that competes at the regional, state, and international level as a competitive tournament for a series of 23 team events in Division C- high school. Science Olympiad functions much like a football or soccer team, requiring preparation, commitment, coaching and practice throughout the year. Each school-based team is allowed to bring 15 students who cross-train for a variety of events in their skill set, but some school clubs have more than 75 members, allowing for an apprentice and mentoring system. Each year, a portion of the events are rotated to reflect the ever-changing nature of genetics, earth science, chemistry, anatomy, physics, geology, mechanical engineering and technology. By combining events from all disciplines, Science Olympiad encourages a wide cross-section of students to get involved. Emphasis is placed on active, hands-on group participation. Through Science Olympiad, students, teachers, parents, principals and business leaders bond together and work toward a shared goal.

**Spanish Club** offers the student the opportunity to experience and appreciate the culture of various Spanish- speaking countries. Many of the activities focus on holidays, arts and crafts and food. Membership is open to all students.

**Spanish Scrabble** is a club that provides the opportunity for interested students at AHS to play Scrabble in the language they are learning. When possible, students compete against students from other schools.

**Speech and Debate Team** is open to all students who are interested in developing or improving their skills in competitive performance, public speaking, and debate; also known as forensics. This is also good preparation for those wanting to enter debate and speech contests. Students compete in tournaments sponsored by the Kentucky High School Speech League, National Catholic Forensic League, and Wilson Wyatt Debate League. Competition can lead to membership in the National Speech & Debate Association, the nation's oldest scholastic honor society.

**Student Technology Leadership Program (STLP)** is a group open to all students which gives student the opportunity to help their peers with simple tech salutation. Students must have good troubleshooting skills when it comes to questions about the computers. Students volunteer once a week during their study period in the Boeckmann Lab and receive volunteer hours for their time.

**Student YMCA** is a youth service organization under the direction of the state YMCA Youth Association. Members provide values-oriented service to the community, school, and world. In addition, Y Club is the sponsoring organization for a model state government (KYA) in December and a model United Nations (KUNA) in March. Y Club members in good standing with the club and who have less than 10 cumulative absences for the school year are permitted to attend those conferences.

**Tri-M Music Honor Society** is a music honor society that students are invited to participate in if they are enrolled in a school sponsored music ensemble or class, are of excellent character, maintain at least a B average in music and at least a C average in other academic subjects.

**World Language Club** offers the student the opportunity to expand her knowledge of world languages and cultures with the emphasis on the cultures of French and Spanish speaking countries. Members are encouraged to plan and participate in various social and cultural activities. Many of the activities focus on holidays in French and Spanish speaking countries. Membership is open to all students.

**World Language Honor Society-French** is a national organization open to students in French III, IV, or V. Students are selected for membership based on their academic achievement in French and other courses. New members are selected during the spring semester and inducted in March.

**World Language Honor Society-Spanish** is a national organization open to students in Spanish III, IV, or V. Students are invited to join based on their academic achievement in Spanish as well as in their other courses. New members are selected during the second semester of Spanish III and inducted in the spring.

**ASSUMPTION HIGH SCHOOL  
PARENT REQUEST FOR FIELD TRIP PARTICIPATION**

I, the parent/guardian of \_\_\_\_\_, request that Assumption High School allow her to participate in \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_.

In consideration for the making arrangements for the field trip by Assumption High School, I hereby release and save harmless Assumption High School and any and all employees of the school from any and all liability for any injuries, loss, or other claims arising out of or resulting from this trip/activity. The undersigned parent/guardian and participant agree to accept all responsibility for the risks, conditions, and hazards which may occur whether or not they are now known. By signing this acknowledgement and assumption of risk and release as the parent/guardian, I am consenting to my daughter's participation and acknowledge that I understand any and all risk, whether known or unknown, is expressly assumed by me and all claims, whether known or unknown, are expressly waived in advance.

\_\_\_\_\_ Transportation will be provided by Assumption High School via \_\_\_\_\_.

\_\_\_\_\_ Students will be responsible for providing their own transportation.

Cost of trip/event participation: \_\_\_\_\_

Teacher/staff member sponsoring trip/event: \_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Date





## **ASSUMPTION ALMA MATER**

There is JOY in your name, Assumption  
As fondly we sing of your praise  
Our Lady's love shining up above  
Will guide our footsteps always.

There is PRIDE in your colors, Assumption  
Fond memories our school days entwine  
The ROSE and the WHITE so serenely bright  
In a laurel of victory shall shine.

There is TRUTH in your banner, Assumption  
As we sing of your glory and fame  
We'll be loyal and true, Alma Mater to you  
Our young hearts your praises proclaim.  
- Sister Kyran Joyce Lawless, RSM

## **ASSUMPTION PEP SONG**

Cheers, cheers for old AHS  
Struggle for victory, never take less.  
Swing our banner from on high,  
Echo the chorus to the sky.  
Rose stands for valor, White stands for might,  
Honor is ours if we win this fight.  
While we cheer through thick and thin,  
Assumption High will win.

**We are the community of Assumption where**  
**Faith Guides • Compassion Inspires**  
**Integrity Matters • Excellence Empowers**

# 2019-2020 DAILY AND SPECIAL SCHEDULES

## 8:05 Schedule/Mid-Day RocketTime

First block: 8:05-9:30 a.m.  
Second block: 9:35-10:55 a.m.  
Locker break: 10:55-11:05 a.m.  
RocketTime: 11:05-11:20 a.m.  
Third block: 11:25 a.m.-1:30 p.m.  
1st lunch: 11:25-11:50  
2nd lunch: 11:50-12:15 (leave class at 11:45)  
3rd lunch: 12:15-12:40 (leave class at 12:10)  
4th lunch: 12:40-1:05 (leave class at 12:35)  
5th lunch: 1:05-1:30 (leave class at 1:00)  
Fourth block: 1:35-2:55 p.m.  
Dismissal: 2:55 p.m.

## 8:05 Schedule/Mid-Day RocketTime-Extended Second Block

First block: 8:05-9:30 a.m.  
Second block: 9:35-10:55 a.m.  
RocketTime: 10:55-11:15 a.m.  
Locker break: 11:15-11:25 a.m.  
Third block: 11:25 a.m.-1:30 p.m.  
1st lunch: 11:25-11:50  
2nd lunch: 11:50-12:15 (leave class at 11:45)  
3rd lunch: 12:15-12:40 (leave class at 12:10)  
4th lunch: 12:40-1:05 (leave class at 12:35)  
5th lunch: 1:05-1:30 (leave class at 1:00)  
Fourth block: 1:35-2:55 p.m.  
Dismissal: 2:55 p.m.

## 8:05 Schedule/AM RocketTime

RocketTime/First block: 8:05- 9:50 a.m.  
Second block: 9:55-11:15 a.m.  
Locker break: 11:15-11:25 a.m.  
Third block: 11:25 a.m.-1:30 p.m.  
1st lunch: 11:25-11:50  
2nd lunch: 11:50-12:15 (leave class at 11:45)  
3rd lunch: 12:15-12:40 (leave class at 12:10)  
4th lunch: 12:40-1:05 (leave class at 12:35)  
5th lunch: 1:05-1:30 (leave class at 1:00)  
Fourth block: 1:35-2:55 p.m.  
Dismissal: 2:55 p.m.

## 8:05 Schedule/PM RocketTime

First block: 8:05-9:30 a.m.  
Second block: 9:35-10:55 a.m.  
Locker break: 10:55-11:05 a.m.  
Third block: 11:05 a.m.-1:10 p.m.  
1st lunch: 11:05-11:30  
2nd lunch: 11:30-11:55 (leave class at 11:25)  
3rd lunch: 11:55-12:20 (leave class at 11:50)  
4th lunch: 12:20-12:45 (leave class at 12:15)  
5th lunch: 12:45-1:10 (leave class at 12:40)  
RocketTime/Fourth block: 1:15-2:55 p.m.  
Dismissal: 2:55 p.m.

## 9:05 Schedule (without RocketTime)

First block: 9:05-10:15 a.m.  
Second block: 10:20-11:30 a.m. (includes 5 Mindful Minutes)  
Locker break: 11:30-11:40 a.m.  
Third block: 11:40 a.m.-1:45 p.m.  
1st lunch: 11:40-12:05  
2nd lunch: 12:05-12:30 (leave class at 12:00)  
3rd lunch: 12:30-12:55 (leave class at 12:25)  
4th lunch: 12:55-1:20 (leave class at 12:50)  
5th lunch: 1:20-1:45 (leave class at 1:15)  
Fourth block: 1:50-2:55 p.m.  
Dismissal: 2:55 p.m.

## 8:05/PM Event Schedule

First block: 8:05-9:15 a.m.  
Second block: 9:20-10:30 a.m.  
Third block: 10:35 a.m.-12:40 p.m.  
1st lunch: 10:35-11:00  
2nd lunch: 11:00-11:25 (leave class at 10:55)  
3rd lunch: 11:25-11:50 (leave class at 11:20)  
4th lunch: 11:50-12:15 (leave class at 11:45)  
5th lunch: 12:15-12:40 (leave class at 12:10)  
Fourth block: 12:45-1:55 p.m.  
Event: 1:55-2:55 p.m.  
Dismissal: 2:55 p.m.

## 8:05/Mid-Day Event Schedule

First block: 8:05-9:10 a.m.  
Second block: 9:15-10:15 a.m.  
Event: 10:15-11:45 a.m.  
Third block: 11:45 a.m.-1:50 p.m.  
1st lunch: 11:45-12:10  
2nd lunch: 12:10-12:35 (leave class at 12:05)  
3rd lunch: 12:35-1:00 (leave class at 12:30)  
4th lunch: 1:00-1:25 (leave class at 12:55)  
5th lunch: 1:25-1:50 (leave class at 1:20)  
Fourth block: 1:55-2:55 p.m.  
Dismissal: 2:55 p.m.

## 9:05 Semester/Final Exam Schedule (12:05 p.m. dismissal)

First block: 9:05-10:30 a.m.  
Break: 10:30-10:45 a.m.  
Second block: 10:45 a.m.-12:05 p.m.  
Dismissal: 12:05 p.m.

## 8:05/12:25 p.m. Early Dismissal Schedule (without RocketTime)

First block: 8:05-9:05 a.m.  
Second block: 9:10-10:10 a.m.  
Locker break: 10:10-10:20 a.m.  
Third block: 10:20-11:20 a.m.  
Fourth block: 11:25 a.m.-12:25 p.m.  
Dismissal: 12:25 p.m.