

**Since this handbook is part of the legal contract existing between Assumption High School and parents/guardians and students, it is essential that both parents/guardians and students read the handbook and agree to be governed by it, including the policies, procedures, and regulations related to laptops, publishing student information, and the payment of tuition and fees.**

**Failure to be informed will not be an acceptable excuse for violations.**

The administration retains the right to amend the Student-Parent Handbook for reasonable cause. Parents/guardians and students will be given prompt written notification if changes are made.

Questions may be directed to Kamaria Wesley, assistant principal (502-458-9551).

**Assumption High School**  
**STUDENT-PARENT HANDBOOK**  
**2023-2024**

**TABLE OF CONTENTS**

<b>GENERAL INFORMATION.....</b>	<b>9</b>
<b>MISSION AND VISION.....</b>	<b>9</b>
Mission Statement.....	9
Vision Statement.....	9
<b>PHILOSOPHY AND OBJECTIVES OF ASSUMPTION HIGH SCHOOL.....</b>	<b>9</b>
<b>COMMUNITY OF ASSUMPTION.....</b>	<b>9</b>
<b>CRITICAL CONCERNS OF THE SISTERS OF MERCY .....</b>	<b>10</b>
<b>HERITAGE AND HISTORY .....</b>	<b>10</b>
Catherine McAuley.....	10
The Sisters of Mercy of the Americas .....	10
History of Assumption High School.....	11
<b>SCHOOL CONTACTS .....</b>	<b>13</b>
<b>ENROLLMENT POLICIES .....</b>	<b>14</b>
Continuous Enrollment.....	14
Custodial and Non-custodial Parents’ Rights and Responsibilities .....	14
Notice of Nondiscriminatory Policy .....	14
Parental Authority .....	14
Publishing Student Information.....	14
Withdrawal Policy.....	15
<b>FINANCIAL POLICIES FOR 2023-2024 SCHOOL YEAR .....</b>	<b>15</b>
Tuition and Fees.....	15
Class Fundraising for Senior Prom.....	15
Delinquent Tuition from Previous Year(s).....	15
Graduation Fee .....	15
Late Payments.....	15
Late Registration.....	16
Lunch Accounts .....	16
Non-Admission of Students Due to Tuition Delinquency.....	16
Registration Fee.....	16
School Fundraising Events .....	17
Sophomore ACTS Fee .....	17
Student Fundraising.....	17
Tuition Assistance .....	17
Tuition Payment .....	17
Tuition Refunds.....	17
Work-Study Program.....	18
<b>PARENT GROUPS AND ORGANIZATIONS.....</b>	<b>18</b>
Assumption Parent Organization (APO).....	18
Assumption Rocket Men (ARM).....	18
Parent Prayer Group.....	18
Rocket Parent Network (RPN).....	18

**SCHOOL REGULATIONS, ROUTINES, AND POLICIES..... 20**

**COMMUNITY OF ASSUMPTION..... 20**

**SCHEDULES ..... 20**

8:15 Schedule/Mid-Day LEAD & Learn Time..... 20

9:15 Schedule (without LEAD & Learn Time) ..... 20

8:15 Schedule/AM LEAD & Learn Time..... 20

8:15 Schedule/AM Event/Activity..... 21

8:15 Schedule/Mid-Day Event/Activity..... 21

8:15 Schedule /PM Event/Activity ..... 21

8:15/12:30 p.m. Early Dismissal Schedule ..... 21

INCLEMENT WEATHER/Late Opening Schedule ..... 22

LEAD & Learn..... 22

Change of Classes..... 22

**ARRIVAL AND DISMISSAL ..... 22**

Arrival at School..... 22

Carpooling..... 23

Dismissal..... 23

Drop-Off and Pick-Up Procedures..... 23

Early Dismissal ..... 23

Parking ..... 23

**BUILDINGS AND FACILITIES..... 25**

Advancement Offices ..... 25

Athletic Offices..... 25

Attendance Office/Health Room..... 25

Campus Store..... 26

Finance Office ..... 26

The Assumption Green..... 26

Highland Hall..... 26

Main Office ..... 26

McAuley Center..... 26

Media Center..... 26

**COMMUNICATION ..... 27**

Cell Phones..... 27

Change of Address and/or Phone Number ..... 27

Faculty Mailboxes..... 27

Messages for Students ..... 27

Posters and Signs..... 27

Student/Parent Directory ..... 28

Telephones ..... 28

**DRESS AND BELONGINGS..... 28**

Backpacks, Purses, and Computer Cases ..... 28

Deliveries for Students ..... 28

Lockers..... 28

Lost and Found..... 29

Name Badges/Building Access Fobs..... 29

Uniform Code..... 29

**EVENTS AND ACTIVITIES..... 31**

Assemblies ..... 31

Dance Regulations..... 31

Dress Code for Dances ..... 32

Class Fundraising for Senior Prom..... 32

Field Trips .....	32
Service Projects.....	33
<b>FOOD AND BEVERAGES.....</b>	<b>33</b>
Gum.....	33
Healthy Snacks.....	33
Ice Machines .....	33
Lunch .....	34
Lunch Accounts .....	34
Vending Machines.....	34
Water Bottles.....	34
<b>HEALTH AND SAFETY.....</b>	<b>35</b>
Asbestos Regulations .....	35
Bloodborne Pathogens .....	35
Concussion Policy and Protocol.....	35
Elevator Use.....	36
Emergency Medications for Students with Seizure Disorder and Diabetes Mellitus .....	36
Emergency Procedures.....	36
Health Information .....	36
Health Room.....	36
Injuries at School.....	37
Over-the-Counter and Prescribed Medications .....	37
Physicals for Incoming Students.....	37
Smoking/Vaping .....	37
Student Accident Insurance.....	38
Student Dismissal Precautions .....	38
Visitors .....	38
<b>INCLEMENT WEATHER .....</b>	<b>38</b>
School Closing and Late Opening Information .....	38
INCLEMENT WEATHER/Late Opening Schedule .....	38
Digital/Virtual Learning Days.....	39
Early Dismissals Due to Inclement Weather .....	39
Emergency Alert Network.....	39
Students Leaving Early Due to Inclement Weather .....	39
<b>SENIORS.....</b>	<b>39</b>
End-of-the-Year Activities.....	39
Privileges for the Class of 2024.....	39
Senior Pranks .....	40
<b>SOCIAL MEDIA POLICY .....</b>	<b>40</b>
Communicating in the World and Protecting Our Values.....	40
Student Use of Social Media.....	40
Respecting and Protecting Reputations .....	41
Cyber Bullying/Harassment.....	41
General Guidelines for Students.....	41
Student Leaders and Social Media.....	42
Parental Resources .....	42
Faculty/Staff Personal Use of Social Media.....	42
Professional/School-related Use of Social Media.....	42
Communication with Students via Social Media and Digital Devices.....	43
Official School-sponsored/School-Affiliated Social Media Accounts.....	43
Posting Photos, Videos and Audio Files .....	44
Process for Reporting Abuse.....	44
<b>TECHNOLOGY.....</b>	<b>44</b>

HP Elite Laptops.....	44
LAPTOP USE AGREEMENT .....	45
Copy Machines .....	46
eReaders and Personal Electronic Devices .....	46
Music Devices and Listening to Music during the School Day.....	46
Photographs and Recordings.....	47
SharePoint for Students.....	47
Technology and Internet Acceptable Use Policy .....	47
Email Guidelines and Regulations .....	47
Network and Internet Regulations .....	47
Sanctions.....	48
Wearable Technology .....	48

**ATTENDANCE AND ABSENCE POLICIES AND PROCEDURES ..... 49**

**COMMUNITY OF ASSUMPTION..... 49**

**ABSENCE ..... 49**

Absence and Participation in School Activities .....	49
Digital and Virtual Learning Days .....	49
Doctor’s Notes .....	49
Driver’s Testing.....	50
Excused Absences.....	50
Excessive Absences.....	51
Unexcused Absences .....	51

**COLLEGE DAYS ..... 51**

**EARLY DISMISSAL..... 52**

Early Dismissals for Medical Appointments.....	52
--	----

**EXTENDED ILLNESS/ABSENCE POLICIES ..... 52**

Short-Term Illness (5 to 10 days).....	52
Long-Term Illness (more than 10 school days).....	52
Return to school.....	53

**FUNERALS ..... 53**

**LOSS OF DRIVER’S LICENSE (KRS 159.051) ..... 53**

**MAKEUP TESTS AND ASSIGNMENTS ..... 54**

**TARDINESS..... 54**

**CURRICULUM AND ACADEMIC POLICIES ..... 55**

**COMMUNITY OF ASSUMPTION..... 55**

**ACADEMIC PROGRAM GENERAL INFORMATION..... 55**

Class Changes.....	55
Classification Of Students .....	55
Credit Recovery .....	55
Extra Credit.....	56
Graduation Requirements .....	56
Levels .....	56
Required Credits .....	56
Second Semester Exams for Seniors .....	56
Semester Exams.....	57
Textbooks.....	57

**ADVANCED PLACEMENT PROGRAM..... 57**

AP Capstone Program.....	57
--------------------------	----

AP Capstone Diploma.....	57
<b>MCAULEY HONORS PROGRAM .....</b>	<b>57</b>
Program Requirements .....	58
<b>DIGITAL/VIRTUAL LEARNING DAYS.....</b>	<b>58</b>
Attendance on Digital Learning Days .....	58
Digital Learning Day Assignments and Activities .....	58
Guidance and Counseling Services on Digital Learning Days .....	58
Virtual Learning Day Classes, Assignments, and Activities .....	59
Attendance on Virtual Learning Days .....	59
Virtual Learning Expectations .....	59
<b>DISTANCE LEARNING.....</b>	<b>59</b>
<b>DUAL CREDIT COURSES .....</b>	<b>59</b>
<b>GRADES AND RELATED ISSUES .....</b>	<b>60</b>
Class Decile .....	60
Quality Points .....	60
Grade Components.....	60
Grades Online.....	60
GPA.....	60
Honor Roll .....	60
Grading Scale.....	60
Weighted GPA.....	60
<b>MAKEUP WORK POLICIES.....</b>	<b>61</b>
Class Pages on Microsoft Teams.....	61
Late Work Policy.....	61
Makeup Tests and Quizzes .....	61
Makeup Work for Participation in School-related Functions.....	61
Makeup Work for School-related Functions Involving Multiple Days/Nights.....	61
Retreat Makeup Work.....	62
Testing Pool .....	62
<b>SCHOLARSHIPS .....</b>	<b>63</b>
High School Placement Test Scholarships .....	63
Paulette and Jerry Adams Scholarship for Excellence in Learning.....	63
Angela’s Gift .....	63
AHS Class of 2020 Scholarship.....	63
Kathleen and Jim Barr Endowed Scholarship .....	63
Mary Byron Project Scholarship .....	63
Gina Marie Clark Memorial Scholarship.....	64
Crum Family Scholarship.....	64
Maria and Thomas Devasia Scholarship.....	64
Flaget High School Alumni Association Scholarship .....	64
Gina Giandonato Scholarship .....	64
Global Leadership Scholarship.....	64
Guardian Angel Scholarship.....	64
J.B. and Erica Kalbhin Holmes ’05 Scholarship.....	64
Charles “Chuck” and Marty Horrell Scholarship.....	65
Victoria Burruss Jarboe Memorial Scholarship.....	65
Kleinert Scholarship.....	65
Knight Scholarship.....	65
Kraus Family Scholarship.....	65
LaFollette Family Scholarship .....	65
Mary Alice Lawler Memorial Scholarship.....	65
Amy Mangino Memorial Scholarship.....	65

Carrie Urton McCaw '94 and Kacey McCaw Memorial Scholarship.....	65
James T. and Teresa D. McGruder Scholarship.....	66
Ava Meagher Memorial Scholarship.....	66
M.J.'s Memorial Scholarship.....	66
The Kate Moyer Memorial Scholarship.....	66
The Marilyn J. Musacchio Memorial Scholarship.....	66
Martha Nord STEAM Scholarship.....	66
Sister Mary Prisca Pfeffer H'15, RSM Scholarship.....	66
Stephanie Pulford Memorial Scholarship.....	66
Rocket Parent Network Scholarship.....	66
The Rosette Rosckes Memorial Scholarship for Excellence in learning French.....	67
John and Jenny Sass Family Scholarship.....	67
Laura Schwager '70 Scholarship.....	67
The Servant Leadership Scholarship.....	67
Spirit of Assumption Award.....	67
The Harriet Hamilton Thompson Scholarship.....	67
The Mary Varga Life of Courage Award.....	67
Tina Wulf Winter '70 Memorial Scholarship.....	67
Cary G. Wise '06 Memorial Scholarship.....	67

**SERVICE LEARNING ..... 68**

**STUDENT SERVICES AND PROGRAMS ..... 69**

**COMMUNITY OF ASSUMPTION..... 69**

**ACADEMIC SERVICES ..... 69**

Achievement Center.....	69
Homework Hall.....	69
Peer Tutoring.....	69
Study Hall.....	69
Work It Wednesdays.....	70

**GUIDANCE AND COUNSELING PROGRAM..... 70**

Academic, College, and Career Counseling Program.....	70
College and Scholarship Applications and Transcript Requests.....	71
Counselor Confidentiality.....	71
SCOIR.....	71
Student Assistance Program.....	71

**LEARNING DIFFERENCES PROGRAM..... 72**

**MISSION WEEK..... 72**

Mission Week Policies.....	72
----------------------------	----

**RETREATS ..... 73**

Program Overview.....	73
Retreat Letters.....	73
Financial Assistance.....	73

**SPECIAL PROGRAMS ..... 73**

ACE Mentor Program.....	73
Assumption Aviation.....	74
Family Program.....	74
Mercy Ambassadors Exchange Program.....	74

**STANDARDIZED TESTING PROGRAM..... 74**

Freshmen and Sophomores.....	74
Juniors.....	74
Seniors.....	75

College Entrance Assessments.....	75
Standardized Testing Accommodations for Students with Diagnosed Learning Differences .....	75

**SCHOOL DISCIPLINE..... 76**

<b>COMMUNITY OF ASSUMPTION.....</b>	<b>76</b>
<b>A SYSTEM OF PERSONAL RESPONSIBILITY .....</b>	<b>76</b>
Disciplinary Consequences .....	76
Detention.....	76
Demerits .....	77
Suspension.....	77
Probation .....	77
Dismissal.....	77
<b>ACCUMULATION, CONSEQUENCES, AND PARENT NOTIFICATION .....</b>	<b>78</b>
Infractions and Consequences .....	78
<b>ACCUSATIONS OF SERIOUS WRONG.....</b>	<b>80</b>
<b>BEHAVIOR AT OTHER SCHOOLS.....</b>	<b>80</b>
<b>CRIMINAL GANG-LIKE ACTIVITY .....</b>	<b>80</b>
<b>DAMAGING SCHOOL PROPERTY .....</b>	<b>81</b>
<b>OTHER PUBLIC BEHAVIOR.....</b>	<b>81</b>
<b>POSITIVE BEHAVIOR CONTRACTS .....</b>	<b>81</b>
<b>PUBLIC DISPLAYS OF AFFECTION .....</b>	<b>81</b>
<b>RESPECTING AND PROTECTING REPUTATIONS .....</b>	<b>81</b>
<b>SEARCHES .....</b>	<b>81</b>
Drug Dogs.....	81
<b>TERRORISTIC THREATENING.....</b>	<b>81</b>

**THE CATHOLIC SCHOOL AS MINISTER..... 83**

<b>COMMUNITY OF ASSUMPTION.....</b>	<b>83</b>
<b>BIAS, RACISM, AND ALL OTHER FORMS OF DISCRIMINATION .....</b>	<b>83</b>
Policy on Racism, Bias, and Discrimination.....	84
Bias Incidents.....	84
Reporting Bias Incidents .....	84
<b>BULLYING AND HARASSMENT POLICY FOR STUDENTS .....</b>	<b>85</b>
Definitions.....	85
Disruption of the Educational Process.....	86
Complaint/Reporting/Follow-up Procedures.....	86
<b>CHILD ABUSE POLICIES AND PROCEDURES.....</b>	<b>87</b>
<b>DRUG/ALCOHOL ABUSE AND DEPENDENCY POLICIES AND PROCEDURES.....</b>	<b>88</b>
Philosophy.....	88
Self-referral to School Counselors.....	88
Referral by Others to School Counselors .....	88
Drug and Alcohol Policies .....	88
<b>PREGNANCY POLICY FOR STUDENTS .....</b>	<b>89</b>

**ATHLETICS..... 91**

<b>COMMUNITY OF ASSUMPTION.....</b>	<b>91</b>
-------------------------------------	-----------



**ATHLETIC HANDBOOK ..... 91**

**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION ..... 91**

**SPORTSMANSHIP ..... 91**

**INTRAMURAL SPORTS PROGRAM..... 91**

**INTERSCHOLASTIC SPORTS PROGRAM..... 92**

    Admission to Home Events ..... 92

    Athletic Fee ..... 92

    Cheerleading for Other Schools..... 92

    Participation Requirements ..... 92

    Academic Eligibility ..... 93

    Probation ..... 93

    Suspension..... 93

    Requirements for Earning Athletic Awards ..... 93

    Secondary Insurance ..... 93

**PARENT REQUEST FOR FIELD TRIP PARTICIPATION..... 105**

# 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. They were known as the “walking sisters” because, unlike other cloistered orders of the time, they went out into the streets to serve those most in need. Today, that commitment manifests itself in the Mercy core values: Inspired by Faith, Compelled by Mercy, A Voice for Dignity and Respect, Principled Leadership, and Educational Courage. The social justice work of the Sisters of Mercy is focused in five areas of “critical concern” 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. Advocacy priorities for the Sisters of Mercy include these specific policy issues:

- **Earth:** We believe in the need to work toward the sustainability of life and support movements and legislation that secure the fundamental right to water for everyone, and that address climate change. That leads us to examine our own behaviors and policies and to adopt more environmentally sustainable practices. We also advocate against hydrofracking; against mining that impacts indigenous and impoverished communities; for regulations that protect land, air and water; and for national and international agreements that mitigate climate change and ensure support for those most vulnerable to its effects.
- **Immigration:** We reverence the dignity of each person and believe everyone has the right to a decent home, livelihood, education and healthcare. In the United States we work for just and humane immigration laws, a reduction in deportations that tear families apart, and an end to the detention bed quota. We look at the root causes of immigration, including U.S. policies that contribute to the economic and social conditions that push people to flee their countries, and the global impact of migration through our reality as an international community of women religious.
- **Non-Violence:** We work for peace through prayer, education, and personal and communal practices of nonviolence. We support nuclear disarmament, reduction of arms, and the use of dialogue instead of armed conflict. We work to prevent domestic violence and abuse of women and children, stop human trafficking and reduce violence in our communities. That leads us to advocate for commonsense gun violence prevention legislation, an end to the death penalty, an end to the U.S. military presence in
- **Anti-Racism:** We believe racism is an evil affecting us all. We work to mobilize sisters and associates in recognizing and dismantling institutional racism in order to become an anti-racist multicultural community. We advocate for upholding the voting rights of marginalized Americans and for a fair criminal justice system and point out racism wherever it exists.
- **Women:** We believe that women’s education, health and spirituality need special attention. We continue this mission in our schools, colleges, health-care institutions and spirituality centers. We advocate for equal pay, for services for domestic violence victims, and for the rights of girls and women in especially repressive societies.

-from Sisters of Mercy of the Americas, [Critical Concerns](#)

## 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 counseling 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 included 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 included 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, greeted those who entered the foyer. The original building was renovated to include three additional science demonstration labs, a foreign language lab, and an expanded main 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 2181 and 2169 Tyler Lane respectively. AHS also purchased 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.

In the summer of 2018, AHS replaced the original turf field at the Green, which by that time was 14 years old, and added the "A" logo. In March 2020, the Indoor Softball Center was opened at the Green to provide our team with a year-round state of the art training facility, and in the spring of 2021, AHS installed a new turf field – being the first local high school with a softball turf field. To cap off these upgrades and additions, in the summer of 2022, AHS replaced its track and installed a state-of-the-art Plexitrac surface which is the surface of choice for many colleges and universities.

In the spring of 2020, despite the coronavirus global pandemic, Assumption was able to break ground for a major expansion project to meet critical space needs, offer greater security and accessibility, and provide opportunities for expanding our curriculum and enabling 21st century learning. As part of the building project, the former St. Raphael Child Enrichment Program building was razed, creating additional parking for students, and the McAuley Center (the original Assumption convent) was demolished to make room for the new building. St. Catherine Convent, at 2169 Tyler Lane, became the new McAuley Center, housing the Finance and Advancement Offices and meeting and work spaces. The new and remodeled facilities were completed just prior to the start of the 2021-2022 school year and include

- a fully accessible and secure main entrance and reception area
- a connector to bridge the main building to the Convocation and Athletic Center on the second and third floors
- a large and dedicated chapel
- a larger cafeteria with modern kitchen facilities
- additional classrooms and program spaces including a 3D printing and design lab and a broadcast studio
- dedicated STEM classrooms
- secure outdoor courtyards
- enhanced and expanded space for our Learning Differences Program in the Learning Support Center
- a new Guidance and Counseling Services Center
- expanded space in the Achievement Center
- new Campus Ministry and Technology offices
- two additional conference rooms
- additional workshop spaces for the Theater Program
- expanded administrative office and athletic office spaces
- new teacher work spaces
- and a longer carpool lane that doubled the student drop off/pick up area.

One wall of the chapel is comprised of a dramatic stained glass installation, "Becoming," overlooking the main entrance. Designed by Kentucky artist Guy Kemper (who actually grew up on Tyler Lane) and fabricated by Rahmi Schulz at Derix Glasstudios in Taunusstein, Germany, the abstract work presents the Blessed Mother and a young girl looking up at her, symbolically representing a student's AHS experience which inspires and enables her to say a powerful "yes" like Mary did to her own calling, which the Feast of the Assumption celebrates and after which our school was named. "Becoming" was recognized by CODA (Collaboration of Design + Art) as a 2022 Top 100 most successful design project from around the world that integrates commissioned art into an interior, architectural, or public space.

Assumption was named a 2021 School of Distinction for excellence in education by Cognia, the global non-profit school improvement organization, which serves its accrediting agency. Assumption High School was recognized and selected as one of only 59 schools and 20 school systems across the globe out of the more than 1,200 institutions who were eligible to be recognized with this distinction.

## 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; school building and grounds; 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** Kamaria Wesley: attendance, discipline, and student life concerns; student health issues; international exchange programs and international students; assignment of student lockers and parking

**Assistant Principal/Dean of Studies** 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** 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; student leadership development and engagement

**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** Lisa Pinkston: coaches, schedules, teams, eligibility, athletic records

**Attendance Clerk** Jackie Miranda: student attendance records; student absences, tardiness, early dismissals

**Campus Store Manager** Lauren Lega: campus store, custom spirit wear design and orders; summer camps

**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

**Finance Director** Sarah Branham: tuition, financial assistance; school budget and investments

**Leadership and Engagement Director** Kristin Walsh: life and leadership skills curriculum; student connection and sense of belonging beyond the classroom; coordinates and /or implements school activities and events, community engagement and enrichment, clubs and organizations, and student leadership development

**Learning Differences Specialists** Laura Cronin (freshmen coordinator), Judi Erskine (sophomore, junior, and senior coordinator with English focus), and Josh Gray (sophomore, junior, and senior coordinator with Math focus). The Learning Differences team jointly oversees extended time 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 Honors Program Director** Colleen Murphy: McAuley Scholars program

**Mission Effectiveness Director** Mary Ann Steutermann: campus ministry, school liturgies and prayer services, morning prayer; prayer requests and other outreach ministry to the AHS community; Mission Week; Parent Prayer Group; Diversity, Equity, and Inclusion initiatives; advocacy education

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

**Retreat Director** Julia Scudder: four-year student retreat program

**Safety and Security Director** Rob Owen: student and school safety, building and campus security, emergency preparedness and drills; LMPD liaison

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

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

**Service Learning Director** Katie Culver: curricular and student-initiated service activities; sophomore and junior ACTS program

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

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

**Volunteers and Special Events Manager** Tricia Ferree: 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 registrar 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 permission slips, 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. The directory also indicates 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. Parents may opt out of having their information included in the directory. [See page 19](#) 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 have a parent/guardian do the following:

- call the school indicating the withdrawal date;
- contact the registrar for a withdrawal and release of records form which is to be 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 the student's laptop and accessories, any media center books, and other materials belonging to the school to the registrar;
- pay all tuition and any other balances/fees due in accordance with school's financial policies;
- inform the new school that they must officially request, in writing, school records from Assumption High School.

## **FINANCIAL POLICIES FOR 2023-2024 SCHOOL YEAR**

### **Tuition and Fees**

Tuition* for the 2023-2024 School Year	<b>\$15,900</b>
Registration Fee	\$225
ACTS Fee - Sophomores	\$75
Graduation Fee - Seniors	\$250
Retreat Fee** - Freshmen	\$125
Retreat Fee** - Sophomores and Juniors	\$125
Retreat Fee** - Seniors	\$250
Student Parking Fee*** (for school year)	\$100
Athletic Fee**** - Athletes	\$200

\* Tuition amount includes the cost of the HP Elite Laptop provided for student use excluding the buyout amount stated in the Laptop Use Agreement. Assumption grants a \$1,000 sister discount if more than two students are in attendance the same year. The \$1,000 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 Assumption High School receives any other payments for other school related obligations, the school will first apply those funds to any past due tuition from the previous 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 \$250 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 email from Blackbaud Tuition Management will be sent reflecting a 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 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 missed payment fee by Blackbaud Tuition Management 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 Blackbaud Tuition Management. If Blackbaud Tuition Management 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 actual cost of an AHS education and to grow our tuition assistance program, Assumption sponsors two major fundraisers each year: the Walk for Assumption (Rocket Raffle) and the Rocket Spectacular Benefit Dinner. ALL students are expected to support both events (including students who are traveling for extracurricular activities).

### **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 Director of Leadership and Engagement. 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 Director of Leadership and Engagement.

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 Director of Leadership and Engagement, 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 December and are due to FACTS Grant & Aid in February 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 selected during the online registration process at Blackbaud Tuition Management. Options for payment include

- A single payment made by July 1, 2023, is \$15,900. A 1% late fee will be assessed on balances not paid by the due date. A statement will be emailed from Blackbaud Tuition Management prior to the due date. Seniors will be charged an additional \$250 Graduation fee. Sophomores will be charged an additional \$75 ACTS fee. The additional charge will be reflected on your statement due July 1st. Payments may be made online via Blackbaud Tuition Management or via a check mailed directly to the school. An additional 3% processing fee will be charged if payment is made by credit card.
- Four equal payments of \$4,012.50 due July, October, January, and April, for total tuition of \$ 16,050. Payments are made through Blackbaud Tuition Management by automatic bank payments. Payments can be made on the 5th or 20th of each month. Seniors will be charged an additional \$250 Graduation fee. Sophomores will be charged an additional \$75 ACTS fee. The fee will be added to your Blackbaud Tuition Management account and divided over four equal payments
- Ten monthly payments of \$1,620 each due July through April for total tuition of \$16,200. Payments are made through Blackbaud Tuition Management by automatic bank payments. Payments can be made on the 5th or 20th of each month. Seniors will be charged an additional \$250 Graduation fee. Sophomores will be charged an additional \$75 ACTS fee. The fee will be added to your Blackbaud account and divided over ten equal payments.

Please note that an online account is required with Blackbaud Tuition Management. Blackbaud Tuition Management charges a \$50 annual fee per account.

### **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

### **Work-Study Program**

Assumption High School sponsors a work-study program, which is open to all students. Space in the program is limited, and a parent/guardian must submit an application for the student to be considered for selection. Work-study students will do supervised cleaning and some set-up/tear down. No special technical skills are required beyond a willingness to provide outstanding service to the school. For every 40 hours worked, the student earns a tuition credit of \$400. Since the program is vital to the operation of the school, each student selected must approach work-study as she would a job. Showing up, being on time, following directions, and working efficiently and effectively each shift are expected.

- Students may elect to work one of the following shifts:
  - Monday-Wednesday-Friday: 3:15-5:15 p.m.
  - Tuesday-Thursday: 3:15-5:15 p.m.
- Work-study is only offered during the school year and while school is in session. While work-study will traditionally be held after school from 3:15-5:15 p.m., these hours may change based on a change in the daily school schedule, such as a 12:30 p.m. dismissal day.
- For the 2022-23 school year, work-study dates will begin Monday, August 15.

Once a student is accepted into the program, with any agreed-upon accommodations, the student must finish a full 40 hours per school year to earn the tuition credit. No partial credit is given for working less than 40 hours. Hours worked after March 31 of any year will be credited to tuition for the following school year. A new application is required each school year in order to be considered for this program.

Questions regarding our Work-Study Program can be addressed to Human Resource Manager [Tammy Finch](#) in the Finance Office.

## **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. 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 Tricia Ferree, Manager of Special Events and Volunteers and APO Liaison, for meeting dates and information about upcoming activities.

### **Assumption Rocket Men (ARM)**

ARM was developed to provide a way for both fathers and father figures to be involved during a student’s time at AHS. The group offers opportunities that are both fun and service-oriented. Contact Tricia Ferree, Manager of Special Events and Volunteers and ARM 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 8:30-9:00 a.m. in the Chapel at Assumption. 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 so that they can pray alongside the group wherever they may be. Contact Campus Minister 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 and Counseling Department Chair Dawn Deweese or Guidance and Counseling Assistant Meghan Rogers.

RPN dues provide funding for

- 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 Counseling 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

### 8:15 Schedule/Mid-Day LEAD & Learn Time

First block: 8:15-9:35 a.m.

Second block: 9:45-11:00 a.m.

LEAD & Learn Time: 11:10-11:35 a.m.

Third block: 11:40 a.m.-1:35 p.m.

1<sup>st</sup> lunch: 11:40-12:15 (be in class by 12:20)

2<sup>nd</sup> lunch: 12:20-12:55 (leave class at 12:20, return by 1:00)

3<sup>rd</sup> lunch: 1:00-1:35 (leave class at 1:00)

Fourth block: 1:45-3:00 p.m.

Dismissal: 3:00 p.m.

### 9:15 Schedule (without LEAD & Learn Time)

First block: 9:15-10:25 a.m.

Second block: 10:35-11:40 a.m.

Third block: 11:50 a.m.-1:45 p.m.

1<sup>st</sup> lunch: 11:50-12:25 (be in class by 12:30)

2<sup>nd</sup> lunch: 12:30-1:05 (leave class at 12:30, return by 1:10)

3<sup>rd</sup> lunch: 1:10-1:45 (leave class at 1:10)

Fourth block: 1:55-3:00 p.m.

Dismissal: 3:00 p.m.

### 8:15 Schedule/AM LEAD & Learn Time

LEAD & Learn Time: 8:15-8:45 a.m.

First block: 8:55-10:10 a.m.

Second block: 10:20-11:35 a.m.

Third block: 11:40 a.m.-1:35 p.m.

1<sup>st</sup> lunch: 11:40-12:15 (be in class by 12:20)

2<sup>nd</sup> lunch: 12:20-12:55 (leave class at 12:20, return by 1:00)

3<sup>rd</sup> lunch: 1:00-1:35 (leave class at 1:00)

Fourth block: 1:45-3:00 p.m.

Dismissal: 3:00 p.m.

**8:15 Schedule/PM LEAD & Learn Time**

First block: 8:15-9:35 a.m.  
Second block: 9:45-11:00 a.m.  
Third block: 11:10 a.m.-1:05 p.m.  
1<sup>st</sup> lunch: 11:10-11:45 (be in class by 11:50)  
2<sup>nd</sup> lunch: 11:50- 12:25 (leave class at 11:50, return by 12:30)  
3<sup>rd</sup> lunch: 12:30-1:05 (leave class at 12:30)  
LEAD & Learn Time/Fourth block: 1:15-3:00 p.m.  
Fourth block: 1:15-2:30 with LEAD & Learn Time: 2:35-3:00  
OR LEAD & Learn Time: 1:15-1:40 with Fourth block: 1:45-3:00  
Dismissal: 3:00 p.m..

**8:15 Schedule/AM Event/Activity**

Event/Activity and First block: 8:15-10:35 a.m.  
*Event/Activity: 8:15-9:35 (includes 5 minutes for prayer/ announcements + passing time to/from event)*  
*First block: 9:35-10:35*  
Second block: 10:45-11:45 a.m.  
Third block: 11:55 a.m.-1:50 p.m.  
1<sup>st</sup> lunch: 11:55-12:30 (be in class by 12:35)  
2<sup>nd</sup> lunch: 12:35-1:10 (leave class at 12:35, return by 1:15)  
3<sup>rd</sup> lunch: 1:15-1:50 (leave class at 1:15)  
Fourth block: 2:00-3:00 p.m.  
Dismissal: 3:00 p.m.

**8:15 Schedule/Mid-Day Event/Activity**

First block: 8:15-9:20  
Second block: 9:30-10:30  
Event/Activity: 10:40-11:45 a.m.  
Third block: 11:55 a.m.-1:50 p.m.  
1<sup>st</sup> lunch: 11:55-12:30 (be in class by 12:35)  
2<sup>nd</sup> lunch: 12:35-1:10 (leave class at 12:35, return by 1:15)  
3<sup>rd</sup> lunch: 1:15-1:50 (leave class at 1:15)  
Fourth block: 2:00-3:00 p.m.  
Dismissal: 3:00 p.m.

**8:15 Schedule /PM Event/Activity**

First block: 8:15-9:20  
Second block: 9:30-10:30  
Third block: 10:40-12:35  
1<sup>st</sup> lunch: 10:40-11:15 (be in class by 11:20)  
2<sup>nd</sup> lunch: 11:20-11:55 (leave class at 11:20, return by 12:00)  
3<sup>rd</sup> lunch: 12:00-12:35 (leave class at 12:00)  
Fourth block: 12:45-1:45  
Event/Activity: 1:55-3:00  
Dismissal: 3:00 p.m.

**8:15/12:30 p.m. Early Dismissal Schedule**

First block: 8:15-9:15 a.m.  
Second block: 9:25-10:20 a.m.  
Third block: 10:30-11:25 a.m.  
Fourth block: 11:35 a.m.-12:30 p.m.  
Dismissal: 12:30 p.m.

### **9:15 Semester/Final Exam Schedule**

First block: 9:15- 10:40 a.m.  
Break: 10:40-10:55 a.m.  
Second block: 10:55 a.m.-12:15 p.m.  
Dismissal: 12:15 p.m.

### **INCLEMENT WEATHER/Late Opening Schedule**

#### **Use 9:15 Schedule (without LEAD & Learn Time)**

First block: 9:15-10:25 a.m.  
Second block: 10:35-11:40 a.m.  
Third block: 11:50 a.m.-1:45 p.m.  
1<sup>st</sup> lunch: 11:50-12:25 (be in class by 12:30)  
2<sup>nd</sup> lunch: 12:30-1:05 (leave class at 12:30, return by 1:10)  
3<sup>rd</sup> lunch: 1:10-1:45 (leave class at 1:10)  
Fourth block: 1:55-3:00 p.m.  
Dismissal: 3:00 p.m.

### **LEAD & Learn**

LEAD & Learn is a 25-minute co-curricular period that is generally held each day when an 8:15 Schedule is followed. During LEAD & Learn, students will meet in grade-level homerooms, attend class meetings, participate in family activities, and engage in a variety of advising and Counseling programming activities. Activities will be scheduled during LEAD & Learn 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 for social emotional health
- 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
- provide students with an opportunity to meet with teachers for academic assistance
- support the Family Program and allow families to interact on a regular basis
- provide opportunities for freshmen to be mentored by older students

LEAD & Learn will not be held on days when a 9:15 Schedule is followed (virtually every Wednesday) or when an EVENT/ACTIVITY SCHEDULE is followed.

### **Change of Classes**

Ten minutes passing time is allotted for the changing of classes in most instances (see Schedules in previous section). During the time between classes, students may use the restroom, go to their lockers, refill water bottles at bottle-filling water stations, 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 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 8:00 a.m. (9:00 a.m. on 9:15 Schedule days), unless participating in a supervised activity, must report to and remain in the cafeteria until the first bell rings at 8:00/9:00 a.m. when they may go to their first period classrooms and take care of personal business if needed and as time allows (go to their lockers, drop things off in various school offices, etc.). 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 physically present in her first period classroom when the bell rings for class to begin (8:15 or 9:15 a.m., depending upon the day's schedule) will be considered tardy and must go to the attendance office/guidance office to sign in for an admittance slip; those arriving an hour or more late will be counted as missing a half day of school and must sign in with the attendance clerk in the attendance office upon arrival at school.



- 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.

### **Dismissal**

Students are dismissed at 3:00 p.m. each afternoon.

To alleviate traffic congestion in the afternoon, we stagger parking lot dismissal, allowing our student drivers who park on campus to leave first; once the student parking lot is emptied, parents/others picking up students in the carpool lane may exit the campus.

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 engage in quiet study in the media center until 3:45 p.m. 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.

### **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 in the carpool lane before stopping. The carpool lane runs along the far right side of the two-way drive from the crosswalk between the St. Raphael Parking Lot and the Arts and Sciences Wing entrance, along the Convocation and Athletic Center, around the curve in the two-way drive, along the cafeteria, and all the way to the main entrance at Tyler Lane. Once the vehicle has pulled up as far as possible and stops, the student is to exit/enter the vehicle. In the morning, students may enter the building via one of four entrances: main entrance, CAC entrance, Arts and Sciences Wing entrance, theater entrance. At dismissal, students may exit via the outside door of their choice.

**Important note:** the paved shoulder along Bardstown Road in front of Assumption is used as a turning lane/waiting area for vehicles prior to entering the carpool lane on campus. Those queueing on the shoulder must be sure not to block the Bardstown Road/Tyler Lane intersection. If there is not room for the vehicle on the shoulder, drivers may not stop on Bardstown Road and block the intersection or drive past those waiting on the shoulder and then turn right onto the two-way drive/carpool line directly from Bardstown Road. They should instead keep driving past Assumption and St. Raphael and use side streets to go around the block and try again or pull into the parking lot at Gardiner Lane Shopping Center to drop off the student or wait for her at dismissal. Those using the shoulder as a turning lane are asked to extend courtesy to those turning left into the carpool line from Bardstown Road.

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.

### **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.

### **Parking**

Parking on campus or in a school-provided spot is a junior/senior privilege. During the school day, a student who is not assigned a parking space may 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. Priority for issuing spaces will be given to those who register carpools with CarpoolToSchool. If a student has not been assigned 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, Hooek 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 have special needs regarding short-term parking need to make prior arrangements with the parking coordinator.

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.

### **Parking Procedures and Regulations**

In the process of applying for a parking spot, students sign a contract agreeing to abide by the following procedures and regulations.

The parking tag must be displayed on the rear view mirror with the number facing outward. Tag must be totally visible. If your parking tag has been lost, you may purchase a duplicate tag from Mrs. Park, Assistant to the Deans, for \$2.00.

Park only in the parking area and the space assigned to you, as indicated by the parking area designation and the number on your parking tag. Students who park in the East Lot at Highland Hall may park in any space except those designated as Handicap Accessible; parking in the East Lot is first come-first served.

- If someone is parked illegally in your space, please park in a visitor or handicap accessible space (not another student's parking space) and come by the main office to see Assistant to the Deans Mrs. Park right away to let her know of the situation; you may need to move your vehicle and park in an alternate space for the day.
- If you need to lend your tag to someone else or let someone else park in your parking space, you must obtain permission from the Dean of Students/parking coordinator in advance.
- If a carpool driver is absent, someone else in the carpool may drive and park in her space with the parking tag displayed. Please come by the office to see Assistant to the Deans Mrs. Park, or email her, first thing in the morning to let her know of the situation.
- If the driver or someone in the carpool has detention or an early morning meeting, only the student registered to drive can park in the assigned space. If two people need to drive, only one may park in the assigned space (with tag properly displayed on mirror). The other student may not park in any of the Assumption's assigned spaces or on AHS property.

Any vehicle you park in an AHS assigned space must have its current license plate registered with Mrs. Park. If you change vehicles or get a new license plate during the course of the school year, both your vehicle and/or license plate information must be updated in the main office.

If you hit, bump, scrape, or damage in any way another vehicle in the parking lot, please make a note/take photos of the damage, the vehicle's parking space number, and the make, color, and license tag number of the vehicle and report this information and what happened

to the Dean of Students immediately. You are responsible for any damage you cause to another vehicle, and the Dean of Students will help put you in touch with the driver of the other vehicle so you may give her your insurance and contact information.

Always be a cautious, courteous, and well-behaved driver.

- Be extremely careful while driving on campus, and most especially in areas with lots of pedestrians. Do not text while driving. Make sure all in your vehicle wear their seatbelts.
- Speed limit on campus and in all parking areas is 10 MPH.
- Cross the two-way drive only at one of the two crosswalks or where someone has a stop sign to direct traffic. Do not cut through the carpool line to get to or from your parking space.
- You and others in your vehicle are expected to always be courteous to any students and adults you encounter while driving and/or parking in an AHS assigned space. Disrespect, cursing, inappropriate gestures, etc. will not be tolerated and may result in the loss of your parking space and other disciplinary consequences.
- All school rules and regulations are in effect in all student parking areas, including those in the East Lot at Highland Hall. Failure to abide by these rules and regulations will result in disciplinary consequences and could result in the suspension or withdrawal of parking privileges. Please note that smoking/vaping is not allowed in any of our parking areas—and students are not allowed to smoke/vape in the general Assumption neighborhood while in uniform or identifiable as AHS students.

Leaving your vehicle overnight on Assumption school property or in a space assigned by AHS is at your risk of theft or damage; Assumption assumes no liability. If you need to leave your vehicle parked overnight, you must notify the Dean of Students/parking coordinator a day or two ahead of time, and you will be required to leave your keys in the main office in case your vehicle has to be moved while you are gone. If you are leaving your vehicle parked on campus overnight due to participation in a school-sponsored trip (retreat, athletics, speech/debate, KYA/KUNA, etc.), you must let the faculty/staff member in charge of organizing the trip know and leave your keys with him/her while you are gone. The parking coordinator/retreat director/athletic director/trip sponsor will make arrangements to get your keys back to you when you return. Failure to do this could result in your vehicle being towed if there is an urgent situation and we can't move your vehicle.

Students may not go to the parking lot at any time during the school day without special permission from an administrator.

Our parking areas are not areas for socializing.

- Friends from other schools should not congregate in our parking areas before or after school. It is the student's responsibility to let her friends know this.
- Students should not sit in their vehicles in the parking lot for prolonged periods of time before or after school. Students need to get out of their vehicles and enter the school building upon arrival in the morning.

## **BUILDINGS AND FACILITIES**

### **Advancement Offices**

The Office of Advancement is located across the street on Tyler Lane on the first floor of the McAuley Center. Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday during the school year. Summer office hours are 8:30 a.m. to 3:00 p.m. Monday through Friday. In addition, there is also an advancement student work area located on the second floor of the main building across from the conference room.

### **Athletic Offices**

The athletic offices are located on the first floor of the Convocation and Athletic Center and provide office space for the Athletic Director and Assistant Athletic Director and work and meeting space for the athletics staff. Students with athletics-related items to take care of should do so before or after school if at all possible. Parents with things to drop off for athletics may bring them to the main office during the school day; please note, however, that Assumption does not accept deliveries for students during the school day. Athletic office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday during the school year. Office hours vary during the summer.

### **Attendance Office/Health Room**

The Attendance Office is located on the second floor of the main building by the theater foyer; the Health Room is located within the Attendance Office and is monitored by the school nurse. The Attendance Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday during the school year; it is closed for the summer from June 1-July 31. If the Attendance Office/Health Room is closed during the school days, students should see the administrative assistant in the Guidance and Counseling Services Center next door for assistance. See Health Room Policies [on page 36](#).

### **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 passing time between classes. The campus store will be open from 8:00 a.m.-4:00 p.m. Monday through Fridays on school days. The campus store is closed for lunch each day from 12:00 p.m. - 12:30 p.m. Hours of operation 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 the passing time between classes, 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. 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. The finance office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday during the school year. Summer office hours are 8:30 a.m. to 3:00 p.m. Monday through Friday.

### **The Assumption Green**

The Green is a sports and education complex located at 4500 Champions Trace Lane at the corner of Newburg Road. It features a field hockey/soccer/lacrosse field, an eight-lane track, a turf softball field and Indoor Softball Center providing enhanced training opportunities, 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.

### **Highland Hall**

Highland Hall is located on the East Campus (the former American Legion property) at 2921 Bardstown Road at the corner of Lancashire Avenue and Bardstown Road. It is used for athletics, standardized testing, and special activities. Highland Hall also features conditioning and weight training facilities and equipment, which may be used by members of Assumption athletic teams. No one may use the conditioning/weight training facilities without a trained/certified adult supervisor present, and equipment must be used appropriately and only in accordance with posted guidelines for use and the supervisor's instructions

### **Main Office**

The main office is open from 7:00 a.m. to 4:30 p.m. daily Monday through Friday during the school year. Summer office hours are 8:00 a.m. to 3:00 p.m. Monday through Friday. It is located on the first floor of the main building at the main entrance on Tyler Lane. It may be reached by calling 458-9551. In addition to a reception area, the main office houses the marketing and admissions offices, and the offices of the president, principal, assistant principals, and registrar.

### **McAuley Center**

The McAuley Center is located at 2169 Tyler Lane across the street from the main school building. It houses the advancement and finance offices, the School Archives, and includes numerous work spaces and meeting rooms as well as a kitchen.

### **Media Center**

The AHS media center/library is open Monday through Friday during the school year from 7:15 a.m. to 3:45 p.m. The media center closes daily during 2<sup>nd</sup> lunch. The media center may also close occasionally for club and other meetings and those times are communicated via PA and Student SharePoint announcements.

Students should not enter the media center without faculty supervision before or after the posted hours. During the school day, students use their current IDs/name badges to check in and out using the LibraryTrac system.

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. To preserve the collection, furniture, and carpet in optimal condition, healthy, "non-messy" snacks and water (no other beverages) may be consumed during study hall "snack break." Students may not carry items up from the cafeteria for snack break, but instead, must eat them in the cafeteria. 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 media specialist. 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 library media specialist 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.

The AHS media center has a partnership with the Louisville Free Public Library. As part of this partnership, every sophomore and all transfer students will be issued an LFPL library card that will allow her free access to all materials at the Louisville Free Public Library. Additional materials include, but are not limited to, books, eBooks, audiobooks, DVDs, and online databases. Library cards will be processed through the Archdiocese of Louisville and require that we share the student's name, graduation year, birth date, home phone number, and address with LFPL. Parents/guardians who do not want their daughters to have a public library card and access to additional materials can opt out by notifying the AHS library media specialist by email. Students who opt out of participating in this partnership will still have access to all materials in the AHS library/media center.

## **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 (8:15/9:15 a.m.-3:00 p.m.), the phone is confiscated and sent to the main 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/Health Room 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 main 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 main office. The main 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 main 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. 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. Posters/signs may be hung from the cork strips in the hallways or affixed securely to vertical surfaces with painter's tape or sticky tack—no other type of adhesive (masking tape, cellophane tape, duct tape, package tape) may be used on any surface. Posters/signs may NOT be hung on outside doors or windows or taped down on 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 directory also indicates 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 and Counseling Center for \$5.

### **Telephones**

With permission, phones in the attendance office and the Guidance and Counseling Center 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, Purses, and Computer Cases**

Students may use one personal bag (purse or backpack) to carry items for school. Purses/backpacks are to be kept under the student's desk/chair during the school day. If a bag is too large to fit completely under the student's desk/chair in any classroom/area she is in without spilling into the aisles (even if it is a room with small desks), the bag is too large and may not be carried during the school day.

To discourage illegal cell phone usage, students are not allowed to keep bags on their desks or laps during class; additionally, teachers may require that students leave their bags in the classroom when going to the restroom, etc.

The student's laptop must be in the school-supplied carrying case when not in use or when being transported whether stored inside a backpack or carried separately.

### **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**

Lockers are optional for all students. 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; sophomores and freshmen who would like to have a locker will be allowed to select their own lockers within the first week of the school year. Students who don't request lockers at the beginning of the school year and decide later that they would like to have one need to see Mrs. Park, the Assistant to the Deans, in the main office to be assigned a locker.

Banks of lockers are provided for temporary use by students who don't have their own lockers when they need to securely store laptops, books, etc., while they are gone on retreat, on field trips, etc.; teachers involved with these activities will have the combinations and will assist students with storing and retrieving their possessions.

Students may go to their lockers before school from 8:00-8:15/9:00-9:15 a.m. and during the passing time between periods. 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.

Students may use only the locker that is assigned to them and 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 main 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 8:15/9:15 a.m. when first period begins. The home locker room will remain locked from 8:15/9:15 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 area designated for lost and found articles, including textbooks, is located in a locked cabinet at the bottom of Stairwell A (stairwell closest to the atrium and near the cafeteria), and the study coordinator oversees the Lost and Found. Anyone who finds a lost or misplaced article should turn it in to the study coordinator, although articles that are considered expensive should be brought to the main office, and laptops, pens, cables, etc., should be taken to the Boeckmann Lab. Students looking for lost/misplaced articles should check with the study coordinator (or the main office or the Boeckmann Lab) as soon as possible. If names are in found items, an attempt will be made to notify students. Lost and found articles not claimed will be donated to charity monthly.

### **Name Badges/Building Access Fobs**

All students are issued name badges that serve as student IDs and 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 during the school day, and, as a student ID, should be in a student's possession whenever she is on campus. Name badges not only allow teachers to identify students, they are used as building access fobs that allow students access to the various areas of our campus during the school day. Students must use their current IDs/name badges to check in and out of study, the Media Center, and the Guidance and Counseling Center; they are also used 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.

- **If a name badge is lost, it should be immediately reported to the main office staff so it may be deactivated as a building access fob.**
- Students who lose their name badges must come to the main office as soon as possible to purchase a replacement for a total cost of \$30; replacement lanyards cost \$3, replacement card holder sleeves cost \$2, and replacement name badges cost \$25. Items must be paid for at the time requested; the student may pick up the replacement name badge the next morning in the main 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. Students are expected to wear their name badges even on spirit wear and dress down days, on field trips, etc. Teachers may permit students to remove the name badges for particular activities, but the student is responsible for remembering to put her name badge back on before leaving the classroom.
- 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. Students who request a temporary name badge for five consecutive days will be required to purchase a new name badge with case and lanyard for \$30.
- 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 and paying for her replacement name badge.
- Wearing or using another student's name badge will result in disciplinary action. At no time should a student allow anyone else to use her name badge.
- Juniors receive new name badges with updated photos at the beginning of the year; they are required to turn in their old name badges at that time, and those who do not will be assessed a \$30 security/inconvenience fee.

### **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 8:15/9:15 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; to be worn at or near the waist and should be of moderate length (all the way around, front and back) at least an inch longer than the student's fingertips when her relaxed arms are down at her side. 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:** solid white or black socks that are visible above the top of the shoe; socks may have a small black or white single logo on them; socks must be worn with leggings and may be worn with tights.
- **Tights** (optional): solid black opaque or flat knit cotton-spandex tights; cable knit, patterned, fishnets, and sheer hosiery are not allowed.
- **Leggings** (optional): black leggings may be worn under the uniform skirt, but not in place of it; leggings must be ankle-length and worn with socks (see above); leggings must be plain and solid in color with no see-through panels, designs/patterns, or visible logos; sheer or athletic-style leggings are not allowed; leggings must be in good condition and free of rips, holes, runs, etc.; yoga pants are not leggings and may not be worn. Notes: leggings may not be worn as pants on Spirit Wear or on dress down days; if leggings don't meet the uniform code requirements, students will be issued detentions instead of being given an option of taking them off.
- **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 of any color. Shoes must cover the toes and heel and may cover the ankle by no more than one inch; boots, boot-type shoes, clogs, slippers (including moccasins), and sandals are not 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 uniform sweater/quarter-zip sweatshirt; either a senior T-shirt or a uniform polo shirt must be worn under the sweatshirt. Seniors may wear their senior class T-shirt with the uniform skirt in place of the uniform polo shirt year round; T-shirts are to be tucked in.
- **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. Uniform sweaters or the quarter-zip sweatshirt may also be worn. 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, wireless headphones/AirPods, 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 (8:15/9:15 a.m.- 3:00 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. Please note: simply wearing a smart electronic device (watch, AirPods,

etc.) while taking a test or quiz will be considered cheating because the device could give the student access to test/quiz material and the integrity of her work cannot be guaranteed.

- **Non-Uniform Attire:** Whenever students are given a uniform break, they must wear appropriate clothes that are modest and in good taste. 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 skirts/dresses that are at least an inch longer than the student's fingertips when her relaxed arms are down at her side. 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 or leggings). 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.
- **Dress Down Days:** Several times during the year, students who make a specified minimum donation to a charitable cause are allowed to have a Dress Down Day. Students may dress down and wear spirit wear, jeans, denim overalls, sweatpants, flannels, and non-AHS T-shirts and sweatshirts; jeans and other clothing needs to be free of rips and holes, and any artwork or text must be appropriate for wear at school (nothing promoting, related to, or implying drinking, sexual activity, etc.). Students may wear shorts only if they are specifically given permission to do so for a particular Dress Down Day, in which case they would need to be long basketball-style shorts (no Daisy Dukes, no Sofees, no running shorts). Students may NOT wear yoga pants or leggings as pants, although leggings may be worn under shorts (if allowed) or skirts. Footwear does need to be in compliance with the uniform code (no moccasins, boots, sandals, clogs, etc.) on a Dress Down Day.

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:

- Students must present their current name badges/student IDs in order to be admitted to the dance; students without name badges/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:
  - > Freshman/Sophomore semi-formal dance sponsored by the Sophomore Class
  - > Whole school Father/Daughter Dance
  - > Junior Prom
  - > 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 pages 37-38](#) 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 may 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.

### **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 (e.g. jumpsuit, dressy pants outfit, tuxedo), 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 (e.g. jumpsuit, dressy pants outfit, tuxedo), 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 high school dance, which means they are modest and age appropriate. No jackets, sweaters, or other garments may be used to cover a dress that is inappropriate. These dance dress code requirements are often at odds with fashion and cultural trends. The following list is not exhaustive, but specifies a number of current fashion trends that would NOT be acceptable/appropriate for a Catholic high school dance:

- dress length shorter than mid-thigh in the front or back or with slits higher than mid-thigh; NOTE: dress must be of moderate length (all the way around, front and back) at least an inch longer than the student’s fingertips when her relaxed arms are down at her side
- more than minimal (1 inch) bare midriff areas or bodices that look like bras or bikini tops; NOTE: strapless is okay
- plunging necklines; center cut of the dress extends beyond a normal bra cut (note: a push-up bra does not have a normal bra cut)
- lacks structured sides, has more than minimal side cut-outs, side of breast is exposed
- is backless or has a plunging waistline (extends below the waist); strappy backs and corset backs are okay
- Bodycon dresses: a one-piece figure-hugging garment that clings tightly to the body from the bust to the lower hem; fitted and mermaid styles are okay
- NOTE: mesh covering large areas may not be skin-colored or see-through

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. NOTE: if putting on a T-shirt will cover the parts of a dress that are inappropriate, the student will be given a big T-shirt to wear and allowed to remain at the dance; she must keep the T-shirt on throughout the dance and will also be issued a demerit.

### **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 15 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 95 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 "reduced credit only" 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/Fundraising Clearinghouse Committee. The committee consists of the Director of Service Learning, Dean of Studies, Dean of Students, Director of Leadership and Engagement, Director of Advancement, and Director of Mission Effectiveness, 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 Director of Leadership and Engagement.

An individual wanting to conduct a service project needs to contact the Director of Mission Effectiveness about her idea; a club or other student group wanting to conduct a service project needs to contact the Director of Leadership and Engagement. The Director of Mission Effectiveness or Director of Leadership and Engagement will advise students how to proceed and will take the project proposal to the Service/Fundraising 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.

### **Gum**

Students may not chew gum during the school day.

### **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 passing time prior to LEAD & Learn Time, students may go to the cafeteria to quickly eat a healthy snack (brought from home or purchased from the vending machine). Students are responsible for discarding trash, cleaning up any messes, and being in their assigned place when the bell rings for the LEAD & Learn Time to begin.

### **Ice Machines**

The ice machines in the cafeteria are for use by students during their lunch only—students may not come to the cafeteria to use them to fill their water bottles with ice at any other time during the school day. The ice machine in the athletic training room is for use in the treatment

of sports injuries, and the ice machine in the concession stand is for concession stand use only; students may not use ice from either of these machines to fill their water bottles.

### **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. Students have the option to eat lunch inside in the cafeteria or outside. As a senior privilege, seniors (only) may eat lunch outside in the Senior Courtyard. Any student who would like to do so may eat lunch at one of the tables in the grassy area along the cafeteria windows, weather permitting (at least 50 degrees, not raining, etc.). Seniors are to enter/exit the Senior Courtyard via the cafeteria doors; those eating at the tables along the cafeteria windows the main entrance doors to come and go; student fobs are activated to open these doors during the lunch blocks.

Students eating outside must stay in the designated area only, may not go to their cars or the parking lot, and may not lie down on the sidewalk or the grass. Students should not engage with people who may be walking across our campus, outside contractors who are working on our campus, etc. If a visitor or stranger approaches while students are eating outside, the outside lunch proctor will intervene and direct the person appropriately; if someone approaches the gates to the Senior Courtyard, he/she should be directed to the main entrance or the CAC entrance.

All school rules are in effect during lunch, whether eating inside or outside, including prohibitions against using cell phones, wearing sweatpants, vaping, taking photos, etc.

At lunch a tray is to be used while eating whether inside or outside and whether food is purchased from the cafeteria or brought from home. Students must not leave trays, dishes, trash, etc., on tables, seats, the floor or ground. 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.

Food is never to be taken to any place outside the cafeteria/designated eating area without special permission from the lunch proctors. Students need permission from the lunch proctor to leave the cafeteria/outside eating area to go to the restroom, the main office, the media center, or any other area during lunch. Chairs in the cafeteria 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. Students are responsible for alerting the lunch proctors immediately if there is a spill or if other assistance is needed.

### **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 16 for details.](#))

### **Vending Machines**

Vending machines in the cafeteria and in the CAC near the concession stand may be used by all students before 8:15/9:15 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 the passing time prior to LEAD & Learn Time.
- 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 students during their assigned 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/transparent, and re-sealable; 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) or cups with straws with them at school.

- Water bottles should be kept and carried in the student’s purse/backpack, 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. Many water fountains throughout the school are equipped with special bottle-filling water stations.
- 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 main 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 main 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 Use**

Elevators make all AHS buildings accessible to those with physical disabilities. Elevators are located at the west end of the main hallway near the main entrance/cafeteria, the north end of the Arts and Sciences Wing, the south hall of the Convocation and Athletic Center (near the concession stand), and in the McAuley Center. Students may use the elevators 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 St. Raphael 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.

### **Health Room**

The Health Room is located in the attendance office on the second floor of the main building by the theater foyer and is monitored by the school nurse. Permission must be obtained from the school nurse for a student to stay in the Health Room. A student needs prior permission from her teacher to miss class in order to go to or remain in the Health Room; the student needs to bring a pass to the Health Room 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 Health Room for more than one hour, even if teacher permission is given.



### **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.

### **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 88-89](#)) 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, 2022, through July 31, 2023.

### **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 48-49).

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 main 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 main 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 9:15 Schedule (without LEAD & Learn Time):

### **INCLEMENT WEATHER/Late Opening Schedule**

#### **Use 9:15 Schedule (without LEAD & Learn Time)**

First block: 9:15-10:25 a.m.

Second block: 10:35-11:40 a.m.

Third block: 11:50 a.m.-1:45 p.m.

1<sup>st</sup> lunch: 11:50-12:25 (be in class by 12:30)

2<sup>nd</sup> lunch: 12:30-1:05 (leave class at 12:30, return by 1:10)

3<sup>rd</sup> lunch: 1:10-1:45 (leave class at 1:10)

Fourth block: 1:55-3:00 p.m.

Dismissal: 3:00 p.m.

- Students will be marked tardy at 9:15 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 8:15 a.m.; students arriving prior to 9:00 a.m. report to the school cafeteria where they will be supervised until the first bell rings to go to first period at 9:00 a.m.; students will not be admitted to the building prior to 8:15 a.m.

### **Digital/Virtual Learning Days**

In the event of a school building closure due to inclement weather or other unforeseen circumstances, Assumption High School has the option of declaring either a Virtual Learning Day or a Digital Learning Day. Per Archdiocesan policy which allows up to five digital learning days during a school year, Assumption will officially designate a declared snow day/building closure via the emergency alert system as a traditional snow day, a Digital Learning Day, or a Virtual Learning Day. The first snow day of the 2023-2024 school year will be a traditional snow day with no digital or virtual learning.

In the event of a digital learning day, a virtual learning day, or actual snow day, all extracurricular and athletic events are cancelled. Any exception must be approved by the President or Principal.

[See page 58](#) for details regarding attendance and assignments and activities on Digital and Virtual 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 15-17](#)). 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 56](#)), 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 2024**

- Seniors who would like to have one may choose their own lockers; they may choose lockers before the beginning of the school year and before other students.
- Seniors may wear their class sweatshirts in place of the uniform sweater/quarter-zip sweatshirt; either a senior T-shirt or a uniform polo shirt must be worn under the sweatshirt. Seniors may wear their senior class T-shirt with the uniform skirt in place of the uniform polo shirt round; T-shirts are to be tucked in..
- Seniors may use snack machines in the cafeteria (but not those in the CAC) during their lunch period.
- Seniors may eat lunch outside in the Senior Courtyard, the gated area between the cafeteria and the Convocation and Athletic Center, provided they follow these guidelines:



- > 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 those in classrooms and offices that look out onto the courtyard.
- > While all students may opt to eat lunch outside, ONLY seniors have the privilege of eating lunch in the Senior Courtyard. Seniors who would like to eat lunch with younger students may do so in the cafeteria or in the designated areas where any student may eat outside.
- > Seniors must enter/exit the Senior Courtyard via the cafeteria doors; seniors' fobs are activated to open these doors during the lunch blocks.
- > Every student must use a tray, while eating whether inside or outside and whether food is purchased from the cafeteria or brought from home.
- > Students must return all trays, dishes, paper, cans, etc. to the proper place in the cafeteria. Do not leave anything in the Senior Courtyard.
- > Students may not open the courtyard gates to go to their cars/the parking lots for any reason and may not open the gates to allow others to enter the courtyard; any visitors should be directed to go to the doors at the main entrance or the CAC.
- > Students may not lie down anywhere in the courtyard.
- > All school rules are in effect during lunch in the Senior Courtyard, including prohibitions against using cell phones, wearing sweatpants, vaping, taking photos, etc.
- As a senior privilege, seniors with non-lunch-block studies may work in the Senior Courtyard during study with permission of the study coordinator. All school/study rules extend to the courtyard during study.
- Seniors are excused from attending school on Testing Day (Wednesday, October 11, 2023); 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 10, 2024.
- 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**

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, OneNote, and Teams through the use of Twitter, Instagram, YouTube, 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 and/or on other sites where they are identifiable as Assumption students/employees.

### **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.

**Important Note:** Posting a threatening message directed toward a student, staff member, or the school itself on any social media platform, even if the account is private and even if the person/school is not named specifically or the threat is vague, may be considered terroristic threatening in the second degree, which is a Class D Felony in the state of Kentucky. See Terroristic Threatening on page 76 for more details.

[See page 85](#) for the complete Bullying/Harassment Policy.

### **General Guidelines for Students**

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. See Photographs and Recordings on page 44 for additional details.
- 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. Even when you think a communication is private, it seldom is and you have no control of where it goes or who sees it once you post it.
- 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.
- Captions, blogs, 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, nor may they create fake accounts to do so.
- 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 Director of Leadership and Engagement 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 Director of Leadership and Engagement 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 Teams 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 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 and Admissions.
- The Director of Marketing and Admissions 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 as well as login and password information for 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.
  - An account, page, group, etc., created for educational/classroom use must be approved by the administrator who supervises the teachers in that department.
  - An account, page, group, etc., created for a club or co-/extracurricular activity must be approved by the Director of Leadership and Engagement.
  - 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 from school-sponsored/school-affiliated social media accounts.

#### **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 (at Assumption, on campus/at school-sponsored events), 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. If/after the content has been published by the school on its official social media sites, community organizations may “share” or re-publish it in their communications.

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.

## **TECHNOLOGY**

### **HP Elite Laptops**

In August 2012, Assumption instituted a One-to-One Technology Program for students, empowering them with technology whenever and wherever they need it. The school provides students with school-owned HP Elite Laptops 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 agree to the Laptop Use Agreement contained in this handbook (see below) in order for the student to be provided with a laptop. Students are expected to bring their laptops to school each day with batteries charged and ready for use. Students are expected to turn in their laptops for the summer on the last day of the school year for the IT Department to update the software. The same laptop will be returned to the student when she returns in August. Students are responsible for their own backups.

The following laptop policies should be particularly noted:

- The school-provided case must be used when transporting the laptop from place to place within the school and to/from school.
- Identifying labels that the school places on the laptops 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 laptop.
- Students are to charge their laptops at home each evening and bring them to school fully charged.
  - Students who leave their laptops at home may borrow a loaner to use for the school day from the Boeckmann Lab. Students will be allowed to have eight “free” loaner checkouts per school year and will receive a detention on the ninth and each



subsequent checkout. Students are expected to return loaner laptops to the Boeckmann Lab before the end of the day.  
NOTE: longer loan times are available in instances of repair due to warranty damage or malfunction.

- A limited number of charging cables will be available for check-out in the Media Center (not from the Boeckmann Lab); they are due back at the end of the day, unless a student has a new one ordered; in this case, they may work with the media specialist to keep them for a longer time.
- A limited number of charging stations are available in the media center and in study.
- Students who bring their charging cables to school need to be sure to put their names on them.
- 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.

## **LAPTOP USE AGREEMENT**

This Student Laptop Use Agreement is made between Assumption High School (the School), the Parents, and the Student and agreed to as follows:

**Equipment:** Equipment Subject to Agreement includes the Laptop, computer accessories, and related software in the following list:

- One (1) HP Elite Laptop
- One (1) AC Adapter (with power cord)
- One (1) Pen
- One (1) Carrying Case
- Software and Software Licenses installed or hereafter installed, hereafter collectively referred to as “Equipment”.

**Ownership:** The School shall be deemed to have retained title to the Equipment at all times, unless the School transfers the title. The Student shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the Equipment nor in the licenses to any other software that the School may from time to time install on the Laptop used by the Student.

**Fees:** The Student will pay no additional fee for the use of the Equipment. The cost is covered through tuition.

**Terms of Equipment Use:** The Equipment will be returned to the IT Department on the last day of school each school year and the exact same Equipment will be returned to the Student at the beginning of the following school year. The Student shall return all Equipment itemized above in good operating condition to the IT Department of the School if the Student is not enrolled in the current school year (unless the School transfers the title). A pro-rated buyout can be arranged if the Student withdraws before graduation. Upon graduation, the student may purchase the Laptop for \$5.

**Equipment Storage and Use at School:** The Equipment must be on the School’s premises during each of the Student’s normal school days. During the School’s normal business hours or after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in a locked locker or other secure, approved location.

**Use of Equipment:** The primary use of the Equipment by the Student is for the Student’s educational programs. The Student may use the Equipment for other purposes only to the extent that those purposes do not interfere with the primary uses nor violate any state or federal laws or school policies.

**Compliance with Software Licenses:** The Student shall not make copies of software licensed to the school. The Student is responsible for compliance with the license terms of any other licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.

**Backup Requirements:** The Student may store documents or other files on the Equipment, and the Student is solely responsible for making backup copies of Student’s documents or other files. In the event of loss of such documents or other files, the School’s responsibility is limited to reloading the School’s standard software on the Equipment.

**Care of Equipment:** The Equipment may only be used in a careful and proper manner. The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall immediately notify the School’s IT Department if



the Equipment is not in good operating condition or is in need of repair. The School maintains a service contract covering the Equipment.

**Indemnity of School for Loss or Damage:** The undersigned are financially responsible for repairs due to negligence or willful destruction. The undersigned are financially responsible for accidental damage exceeding the cost of the purchase price. The Student agrees to properly care for the Equipment as outlined in the Student/Parent Handbook and shall not deface the Equipment. A Student who defaces the Equipment by affixing stickers, writing on it, etc. will face disciplinary consequences. If the Equipment can be restored to good condition, the Student will be required to do this and will be issued one demerit. If the Equipment is permanently defaced, the Student will be issued a minimum of three demerits and will be required to restore the Equipment to good condition to the extent possible. Because we would not be able to issue permanently defaced Equipment to another student, her parents will be required to purchase the Equipment at the pro-rated price if the Student withdraws before her graduation.

**Right of Inspection:** The Student shall on demand make the Equipment available to the School's IT Department as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours.

**Loss:** The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear.

**Warranty:** Assumption High School honors HP's warranty on all Laptops. The School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The warranty is voided if anyone other than the AHS IT Staff members open the case and attempts to service it.

**Entire Agreement and Modification:** This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior computer use agreements between the parties.

**Disclosures:** The Student and her Parent/Guardian agree to these policies and regulations when signing the Student-Parent Handbook Agreement Form.

### **Copy Machines**

Students do not have rights to make photocopies on any of the school photocopiers; including those in the main office, Guidance and Counseling Center, 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 iPads to access eBooks during school hours.
- All students are issued an HP Elite Laptop 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 may use their laptops (not cell phones) to listen to music during study; earbuds/wireless headphones (such as AirPods) must be used and the volume should be low enough that others cannot hear the music. Students may use their laptops to listen to music during class only when the teacher gives specific permission to do so for a class activity or assignment. Students are not allowed to bring headphones to school. Students may wear earbuds/wireless headphones only when they have permission to listen to music on their computers; students who are wearing earbuds/wireless headphones in the halls, at lunch, or at any time when they do not have explicit permission to do so will be in violation of our wearable technology policy and subject to disciplinary consequences; [see pages 76-82](#) for details.

Students are not allowed to use individual music devices, including cell phones, during school hours, including during travel to/from ACTS service. Violation will result in two demerits being issued for intentional use of a cell phone or other prohibited device.

### **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. IMPORTANT NOTE: This includes before and after school, during the school day, at school-sponsored events, and when using video conferencing platforms like Teams and Zoom ; it also applies on all school property, including halls, bathrooms, classrooms, the cafeteria, the gym and locker rooms, stairwells, parking lots, outside on school property, The Green, etc. Additionally, the person who is photographed or recorded must give permission for her/his image/voice to be photographed/recorded and/or made public or published in any format (including online publication and/or via social media). See Social Media Policy on page 39. Violations may result in disciplinary consequences ([see page 76-82](#)). For information regarding the school publishing student photos, [see page 14](#).

Students participating in the learning differences program and their parents will be required to sign a recording agreement form in accordance with their Student Accommodations Plan and under the supervision of their learning differences specialist.

### **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.

### **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 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](mailto: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 76-82](#)
- 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, wireless headphones/AirPods, 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 (8:15/9:15 a.m.- 3:00 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. Please note: simply wearing a smart electronic device (watch, AirPods, etc.) while taking a test or quiz will be considered cheating because the device could give the student access to test/quiz material and the integrity of her work cannot be guaranteed.

## 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.

The attendance office staff handles daily/routine attendance issues and requests for excused absences; the attendance office staff may be contacted via email at [attendance@ahsrockets.org](mailto:attendance@ahsrockets.org). The Dean of Students oversees all student attendance matters and makes decisions regarding excused/unexcused absences when special situations, mitigating circumstances, and/or requests for exceptions to our stated policies are involved.

### 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.

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 and Virtual Learning Days

[See pages 58-59](#) for information regarding attendance, absences, unexcused absences, and tardiness on Digital and Virtual 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 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 attendance office/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 attendance office/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.
- Requests for excused absences that are not medically-necessary will be denied if the student has numerous other absences or is not performing well academically (no grade less than a C in any class).
- 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 via email to [attendance@ahsrockets.org](mailto:attendance@ahsrockets.org) to the attendance office at least one week prior to the date of the planned absence. 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 administration/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. In the case of mitigating circumstances, parents may submit a written request to the Dean of Students for an exception to be considered on a case by case basis; this should be done prior to making definite travel plans. 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 "reduced credit only" 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 29, 2024) to visit the colleges of their choice; additionally, juniors have the option of taking the PSAT/NMSQT on Testing Day (Wednesday, October 11, 2023) or may use the day for a college visit. These days will not be counted as days 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 Wednesday after fall break for Testing Day college visits and by the due date given for Mission Week college visits; failure to do so will result in the student receiving an unexcused absence. Those needing to be excused from school at a different time/on a different day for a college visit must submit a written request from a parent for an excused absence to the attendance office for approval; 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 11, 2023) 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.
- **Freshmen and sophomores** are usually not excused from school for college visits because they generally are still in the early thinking stages in terms of college and aren't yet ready to start the narrowing-down process, which is where physical visits to college campuses play an important role. If there are special circumstances involved, parents may contact the Dean of Students at least two weeks in advance and before any plans are finalized to request an exception.
- 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 attendance clerk.

## **EXTENDED ILLNESS/ABSENCE POLICIES**

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

As with any absence, makeup work is the responsibility of the student. She must assume the responsibility for checking class pages on Teams, getting notes from classmates, contacting teachers if she has any questions, and submitting the work within the established time frame (see makeup work policies beginning on page 57). The student will also need to complete missed tests and quizzes. The student's school counselor will facilitate communication with the student's teachers and will meet with the student to organize her makeup work, coordinate taking makeup tests/quizzes, and communicate details of the student's makeup plan to her teachers and her Dean of Studies.

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

When a serious illness makes it impossible for a student to attend classes for an extended period of time, Assumption's staff and administration work on an individual basis with the student and her family to continue her Assumption education to the greatest extent possible. A parent/guardian needs to notify the school nurse/attendance office of the situation as soon as possible and medical documentation must be provided for accommodations to be made. A parent/guardian will then meet with the student's Dean of Studies, her school counselor, and the Dean of Students to discuss their daughter's educational options in the context of her medical needs.

Depending upon the specifics of the situation, possible options could include

- Enrolling in the accredited academic program of the hospital/facility program if one is available.
  - Some programs will follow Assumption's curriculum, working with the student to complete work as indicated on Teams pages, etc., while other programs follow a different prescribed curriculum.
  - If it is an accredited program and grades are issued, her grades from the program are sent to Assumption and averaged in with her other grades.
  - The student's school 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).

- Withdrawing from Assumption and enrolling in the homebound instruction program through Jefferson County Public Schools (or the public school system of her county of residence); she may re-enroll at Assumption when she is able to resume regular attendance if she has maintained her academic coursework.
- Working with a homebound tutor, to the extent possible based upon the student’s schedule, to follow Assumption’s curriculum and complete work as indicated on Teams pages, etc.
  - The student’s family is financially responsible for the services of the tutor, who must be approved in advance by the student’s Dean of Studies.
  - The student’s school counselor will work with the tutor to coordinate curriculum and school work in consultation with the student’s teachers; in this situation, assignments, quizzes, and tests may be forwarded back to school and averaged in with the student’s other grades (completed before and/or after the illness).
- Withdrawing from Assumption and enrolling in eSchool through Jefferson County Public Schools (or the public school system of her county of residence); she may re-enroll at Assumption when she is able to resume regular attendance if she has maintained her academic coursework.

Please note: after 20 days absent, a student may need to withdraw from Assumption and pursue one of the options involving this above; additional options may also be suggested by the student’s Dean of Studies.

### **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/school nurse, indicating when the student will be returning. On the day the student returns to school, she should first check in with the school nurse and provide medical documentation for her absence, a release to return to school, and details regarding any accommodations needed (e.g. elevator pass, accessible parking, etc.); an academic transcript from the hospital/home school must also be provided if applicable. Guidance and counseling support services will be provided as needed for students who are returning from an extended illness, and a parent meeting may be needed with the school counselor to discuss a student’s transition back to Assumption. This process must be followed by the parent and the student in order to coordinate makeup work efficiently and ease the student’s transition back to regular attendance.

### **FUNERALS**

Students may be excused from school for up to two days to attend the visitation and 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 at least one day in advance. 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 Counseling 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

Please see makeup work policies beginning on [page 61](#) for full details and information.

- Makeup work for absences is the responsibility of the student. She must assume the responsibility for checking class agendas on Teams, getting missed notes from classmates, seeing the teacher(s) if she has any questions, and submitting the work within the established time frame.
- **A student needs to present a doctor's note in order to make up and receive full credit for more than one test missed due to absence from school in a class during a semester.**
- The class syllabus may also specify if a doctor's note is required to turn in for full credit 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.
- All semester/final exams must be taken when scheduled unless the absence is excused with a doctor's note.

## TARDINESS

A student who arrives after the 8:15/9:15 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 8:15/9:15 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 28.5 required credits (see “Required Credits” below) to graduate and receive an Assumption diploma.
- Seniors with fewer than 27.5 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
World Language	2 credits
World History	1 credit
U.S. History	1 credit
Government	½ credit
Geography	½ credit
Applied Digital Skills	½ credit
Fine/Performing Arts (choice of Art, Drama, or Music; see Note below)	1 credit*
Humanities (see Note 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>28.5 credits</b>

Note: A full credit in AP Art History or AP Music Theory may replace ½ credits in Humanities and Fine/Performing Arts.

\* Effective beginning with the Class of 2025

\*\* Required for the Class of 2024 in combination with ½ credit of a Fine/Performing Arts course

### 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 (not just the semester). 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 in an AP course who takes the AP exam does not need to report for the final exam in that course. She must still report to all other final exams and study hall; failure to do so will result in an unexcused absence. A student may not make up a semester/final exam without a doctor's note.

### **Textbooks**

BNC/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. This acceptance then transfers to earned college credit hours at the discretion of the university.

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 all-girls 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 HONORS PROGRAM**

The McAuley Honors 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. McAuley Scholars have access to additional academic advising, gain opportunities for standardized testing preparation and experience, and learn about opportunities and resources for academically gifted students.

Students who enroll in advanced or college-credit classes for all core subjects in their freshman or sophomore year will be issued an invitation to the McAuley Honors Program. The five core subjects are: English, mathematics, science, social studies, and world languages. Students must accept the invitation by signing a handbook agreement form in order to be considered enrolled in the program. 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. Juniors and seniors may request an invitation to the McAuley Honors Program if they meet the following criteria:



- Current enrollment in any and all core subjects at the advanced or college-credit level
- Significant course work across a variety of subject areas at the advanced or college-credit level
- A cumulative GPA of 3.5 or higher
- Juniors must be on-track to complete two AP courses by the end of the year; seniors must be on-track to complete four
- Active participation in an academic club

Such requests must be submitted in writing no later than August of the senior year. Any request for enrollment by a junior or senior will be reviewed by both the McAuley Honors Program Director and the student's academic dean within one month of submission, at which time an invitation will either be granted or denied.

### **Program Requirements**

- 1) In addition to enrolling in all core-subject classes at the advanced or college-credit level, students must maintain a 3.5 cumulative grade point average (GPA) and complete four (4) AP courses by graduation. If a student drops below a 3.5 cumulative GPA, she will be placed on academic probation.
- 2) All McAuley Scholars must participate in at least one McAuley Honors Program event per semester during their time with the program. The McAuley Honors Program will provide a minimum of three opportunities for participation each semester which could include cultural events, guest speakers, or group discussions. Students who do not participate in at least one activity during a given semester will be placed on probation for the following semester, with the expectation that they will participate in at least two events in the coming semester.
- 3) Juniors and seniors in the McAuley Honors Program must participate in at least one additional academic club. This includes but is not limited to NHS, Beta Club, subject-specific honor societies, Quick Recall, etc.

### **DIGITAL/VIRTUAL LEARNING DAYS**

In the event of a school building closure due to inclement weather or other unforeseen circumstances, Assumption High School has the option of declaring either a Virtual Learning Day or a Digital Learning Day. Per Archdiocesan policy which allows up to five digital learning days during a school year, Assumption will officially designate a declared snow day/building closure via the emergency alert system as a traditional snow day, a Digital Learning Day, or a Virtual Learning Day. The first snow day of the 2023-2024 school year will be a traditional snow day with no digital or virtual learning.

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

If a student is ill or 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 by noon to report the issue and let school personnel know that the student will be absent.

Completing class assignments indicates that a student was present on a Digital Learning Day.

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

Teachers for that day's classes will post lesson plans on Teams by 10:30 a.m. Students will need to check each of their scheduled classes' Teams 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 and Counseling Services on Digital Learning Days**

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

### **Virtual Learning Day Classes, Assignments, and Activities**

If a day is declared a virtual learning day, all students will learn virtually from home and attend classes/study via Microsoft Teams. In a whole school virtual schedule, classes will be 45 minutes and there will be 15 minutes in between each class. Classes will be scheduled as follows:

First Block: 10:30-11:15 a.m.

Second Block: 11:30-12:15 p.m.

Lunch: 12:15 p.m.-1:00 p.m.

Third Block: 1:00-1:45 p.m.

Fourth Block: 2:00-2:45 p.m.

### **Attendance on Virtual Learning Days**

Students must be present online via Microsoft Teams when the teacher takes attendance at the beginning of each class/study. With Microsoft Teams, students can both see and hear the teacher say their names, and they will be required to verbally confirm their presence unless the teacher directs them to do otherwise. Students who are not in the physical classroom or do not indicate their presence via Microsoft Teams will be marked absent.

As on a declared Digital Learning Day, if there is a power issue that prevents a student from participating in Virtual 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.

### **Virtual Learning Expectations**

- When learning from home, students should be seated at a place conducive to work, not lying in bed. A student needs to find a place she likes to work, not her bed, that is free of distractions.
- She must be in school uniform and seated when class begins.
- Microphones and cameras must be on unless the teacher directs her to do otherwise.
- She will need headphones.
- Students should refrain from using cell phones when learning virtually. Cell phones should be placed in another room during class time.
- Students' Teams icons should be changed to a picture of the student's headshot.
- Students may change their virtual backgrounds to any school-appropriate background if preferred.
- Students are expected to use all technology responsibly while learning virtually. Students should not use their school-issued laptops or any other device including cell phones to record or take pictures of their classes via Teams. Recordings of Teams meetings, classes, etc., may be used only for their intended purpose: to archive the class/meeting for those who may be absent, to allow for review of the material presented, etc.

### **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 these 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 before or during the first week of school depending on the requirements of the university. 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 per year. 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.

AP/DC	Advanced	College Prep (H1, H and AC)
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

## **MAKEUP WORK POLICIES**

Any time a student misses class, 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 two or more class days in a row, the student is expected to initiate communication 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 and receive full credit for more than one test missed due to absence from school in a class during a semester.
- 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 Microsoft Teams**

Students are required to view the agenda, obtain missed assignments and all due dates from their teachers' class pages on Microsoft Teams, 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 and school holidays. Students may submit the work online to stop the accrual of the late penalty. 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. If a student has multiple tests to make up, she must start the make-up process immediately upon her return to school to get all tests completed within 5 school days of returning to the building.

### **Makeup Tests and Quizzes**

Missed tests and quizzes need to be made up in study or in testing pool before school within five school days of the student's return to school. Work, sports practices, or issues with a ride are not valid reasons for an extension to this deadline. Students who want to take a makeup test/quiz in study need to sign up to do so with the study coordinator upon arrival in study. Students who want to take a makeup test/quiz in testing pool will do so before or after the school day—see Testing Pool below for more details, including the testing pool schedule.

### **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 for attendance purposes. They still must check class pages on Teams 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 five school days 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 five school days of her return to school.

### **Retreat Makeup Work**

Retreats, like field trips, are school functions, and retreatants are not considered absent. They still must check class pages on Teams to find out anything they missed and be prepared for returning to class. Because of the emotional, spiritual, and physical energy involved in retreat, due dates for makeup work may be extended based upon the length and timing of the retreat.

Freshmen, sophomores, and juniors who go on retreat and senior leaders should check class pages on Microsoft Teams 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 five school days 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 five school days 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 class pages on Teams when they return from retreat.

- Work previously assigned and due while on retreat should be completed and turned in by Wednesday and Thursday after returning to school if the retreat ends on Friday or on Friday and Monday if the retreat returns on Sunday. 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 five school days upon returning from retreat.
- Previously assigned long-term projects in the major category are due as assigned.
- Previously assigned long-term projects due after the block a student leaves for retreat or while on retreat is due the class period a student returns.

### **Testing Pool**

Testing pool is held in Rooms 202 after school on Mondays, Tuesdays, and Thursdays at 3:10 p.m. and in Room 202 before school on Wednesdays at 8:05 a.m.

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 3.5 GPA.

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

### **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.

### **AHS Class of 2020 Scholarship**

The Class of 2020 was an extraordinary group of young women. They became the first class to establish a scholarship at Assumption to support a rising senior who may be facing financial hardship. They wanted to make a difference in her life, and ensure her senior year wasn't impacted by financial struggle.

### **Kathleen and Jim Barr Endowed Scholarship**

The Kathleen and Jim Barr Endowed Scholarship was established by Kathie Hoffmann Barr, a proud graduate of the Class of 1959, and her husband, Jim Barr. This fund is dedicated to providing greater opportunities for young women who, due to financial hardships, may not be able to afford a life-changing Assumption education. This is a renewable scholarship will be awarded every four years to two rising freshmen. The next year it will be awarded is for the 2023-2024 school year.

### **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.

#### **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.

#### **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.

#### **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.

#### **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.

### **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.

### **Knight Scholarship**

This scholarship was established by Laura Wulf Knight ’64 and her husband, John Knight. It is a renewable scholarship awarded to a freshman for the purpose of providing a scholarship that will reflect, encourage and support Assumptions’ goals for diversity, equity and inclusion. The recipient(s) of this scholarship must demonstrate need and apply for aid based upon the school’s formal financial aid application process.

### **Kraus Family Scholarship**

The Kraus Family Scholarship is a renewable scholarship awarded to a rising freshman, who is a positive role model in and outside of school. It was established by members of the Kraus family, to honor Earl and Frieda Kraus for their commitment to Catholic education. They lived by example, and their children and grandchildren want to pass on the blessing of generosity to others.

### **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.

### **Mary Alice Lawler Memorial Scholarship**

The Mary Alice Lawler Memorial Scholarship was created in memory of Mary Alice Lawler, Class of 1960. She touched many lives as a Catholic school educator for more than 40 years. She was a woman guided by faith, and the legacy she left Assumption will help us continue to educate generations of young women.

### **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.

### **Carrie Urton McCaw ’94 and Kacey McCaw Memorial Scholarship**

The Carrie Urton McCaw ’94 and Kacey McCaw Memorial Scholarship was established by the friends and family of Carrie and Kacey, to honor their memory and love for Assumption and St. Raphael. Their lives touched many in the community, but especially those in the KIVA, Assumption, and St. Raphael communities. This scholarship is awarded to one or more graduates of St. Raphael Catholic Grade School.

### **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.

### **The Marilyn J. Musacchio Memorial Scholarship**

Dr. Musacchio's daughter, Mich, AHS Class of 1983, established this scholarship in her mother's memory. Dr. Musacchio was a retired Brigadier General and spent her life serving others. She was passionate about education. 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.

### **Laura Schwager '70 Scholarship**

The Laura Schwager '70 Scholarship is an award established by the family and friends of Laura. She was a revered teacher and beloved coach who had a fierce commitment, profound compassion, and unwavering support for her students. This scholarship recognizes an Assumption student who is involved in school-related activities and demonstrates academic achievement and leadership in community service or extracurricular activities.

### **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.

### **Cary G. Wise '06 Memorial Scholarship**

Cary G. Wise was the best of us. She was strong in the face of adversity, and her positivity, grace, and vigor radiated to all those around her. Throughout her four years at Assumption, Cary was involved in several clubs and activities, including SALT (Student Action

Leadership Team), Pep Club, Team Assumption, Beta Club, Broadcast, FBLA (Future Business Leaders of America), and softball. This scholarship honors her memory and her love for Assumption High School.

## **SERVICE LEARNING**

ACTS (A Christian through Service) is Assumption's service learning program that has both curricular and co-curricular components.

- Freshmen are encouraged to become involved in the service work of their choosing. Since freshmen aren't yet able to drive, only five hours of service, performed on their own outside of the school day, is required.
- 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 during the school day 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 30](#)). 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 outside the school day 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 are provided with guidance on agencies and expectations to prepare them for their junior ACTS experience.
- Senior service is a central part of the optional ARISE mission trips that seniors may elect to participate in during Mission Week. There are no service hours required as part of a theology class senior year, and students are encouraged to think about how they will make service a part of their lives after high school. Seniors in organizations like NHS, Beta Club, etc. have their own service hour requirements.

# 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 time management, organization, research/study, or test taking skills. Any student is welcome to come to the Achievement Center for help on an as-needed basis. Students may be referred by a dean, teacher, or parent, where they will meet with the assigned teacher during their study period as planned, with mandatory attendance for students who are referred for services by a dean or teacher. Students may also be assigned a peer tutor by the Achievement Center. Morning and after school assistance in the Achievement Center is available by reservation only.

The Achievement Center is regularly open 7:55 a.m. – 3:15 p.m. Monday through Friday; however, an AC faculty member may be available earlier or later pending student reservations. All student requests outside regular hours must be made in advance.

### 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 in the Learning Support Center after school on Mondays, Wednesdays, and Thursdays from 3:05-3:45 p.m. Proctoring responsibilities for homework hall are shared by the learning differences specialists.

### Peer Tutoring

The peer tutoring program is designed to provide opportunities for academic assistance to students having difficulty in a specific subject area. A student or teacher can request a peer tutor by emailing the Achievement Center Director, who will match the student up with an available tutor 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.

### Study Hall

Study Hall is held in the cafeteria during all blocks except the lunch blocks, when it is held in the theater. Since most students take only seven courses, there is time every other day for a study block. All studies are silent studies, and students have assigned seats. Students may work together with partners or in small groups during study with the permission of a study proctor. Students use their name badges/student IDs to sign out/back in using our LibraryTrac app when leaving study.

As a senior privilege, seniors with non-lunch-block studies may work in the Senior Courtyard during study with permission of the study coordinator. All school/study rules extend to the courtyard during study.

Students may take makeup tests/quizzes during study; they need to sign up to do so when coming into study.

The study block allows students to access the wealth of resources available to them during the school day:

- Media Center
- Achievement Center
- Peer Tutoring



- Guidance and Counseling Services (school counselors and college counselors)
- Boeckmann Lab

Students may also use their study time to meet with their deans, specific staff members, and teachers who may be available and to work in the art rooms or other resource areas with supervision.

A limited number of laptop charging stations are available in study. Students may use their laptops (not cell phones) to listen to music during study; earbuds/wireless headphones (such as AirPods) must be used and the volume should be low enough that others cannot hear the music.

Students will be given a break about halfway through study on regular 8:15 Schedule days when their study period is in the cafeteria. During first and second block studies, students may purchase healthy snacks from the cafeteria staff during their break. During fourth block study, an exception to the vending machine policies will be made and students may use the juice and healthy snack machines located in the cafeteria. They may not leave the cafeteria for any reason during break without permission from a study proctor.

Students in the Learning Differences Program are assigned to Learning Support Time (LST) in the Learning Support Center (LSC) during their study blocks.

### **Work It Wednesdays**

The Achievement Center hosts Work it Wednesdays (WIW) in the Media Center several times a month from 7:45 a.m. to 9:00 a.m. This is a great opportunity for students to receive extra support in their classes from peer tutors, study groups, or the Achievement Center teachers. It is also the perfect environment to work on homework and projects. The Rocket Report will list the scheduled dates for Work it Wednesday each month and students will receive an email on Mondays of WIW to reserve their spot.

## **GUIDANCE AND COUNSELING PROGRAM**

The Assumption High School Guidance and Counseling 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 and academic 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 area 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.

The Guidance and Counseling Center is open Monday through Friday 7:15 a.m. - 4:00 p.m.

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

In addition to academic advisement provided to students by their Dean of Studies, school 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 school counselor at least once each semester.

School counselors also coordinate make-up work for students who have extended absences due to illness/hospitalization and those who suffer concussions. School counselors will be in touch with students and families for planning a student's transition back to Assumption following an extended absence. A parent/student meeting with the school counselor may be required to go over recommended accommodations and make-up work plans.

School 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 and Counseling 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 Counseling 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.

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

**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 school counselor on a voluntary or mandatory basis toward specific goals. However, information that comes to the attention of a school 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 school 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.

**SCOIR**

SCOIR 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. Students interact with SCOIR at various times throughout the school year and it is used extensively during the college planning process. Parents are also able to utilize SCOIR to share in the college planning conversation with their student. Parents should contact their daughter’s college counselor for assistance with SCOIR.

**Student Assistance Program**

In agreement with our mission statement, Assumption counseling 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, 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 88-89](#)), the student will be required to undergo a professional assessment and to follow through with any recommended treatment in order remain in school. The school 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 school counselor as soon as possible. She will be expected to adhere to the Assumption Pregnancy Policy ([see page 89-90](#)).

### **LEARNING DIFFERENCES PROGRAM**

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 Learning Differences Program. Students meet with their assigned Learning Differences Specialist in small groups for Learning Support Time (LST) 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 70 for information on standardized testing accommodations.

The Learning Differences Program is housed in the Learning Support Center which features a supervised testing room for students needing accommodations, classrooms, work space, and staff offices.

The Learning Support Center office hours include:

#### **LSC testing pool:**

7:30 a.m. - 8:00 a.m. Tuesdays, Wednesdays, Thursdays

3:00 p.m. - 4:00 p.m. Monday through Fridays

#### **LSC Homework Hall:**

3:00 p.m. - 3:45 p.m. Mondays, Wednesdays, Thursdays

#### **LSC with students:**

8:00 a.m. - 3:00 p.m. Monday through Friday

### **MISSION WEEK**

Mission Week is held in late winter (February 26-29, 2024). During Mission Week, students will report to school by 9:15 a.m. (one hour later than usual) each day. Dismissal for all four days of Mission Week is at 3:00 p.m. The regular schedule of classes is suspended, and all students participate in a variety of special activities centered on the school's mission to educate the whole person in a community of faith, compassion, integrity, and excellence. 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 9:15 a.m. with dismissal at 3:00 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.
- 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, although they still must check class pages on Teams to find out anything they missed and be prepared for returning to class. Because of the emotional, spiritual, and physical energy involved in retreat, due dates for makeup work may be extended based upon the length and timing of the retreat; [see page 62](#) 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, laptops, 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 The Passionist Earth and Spirit Center near St. Agnes Church in Louisville. While on retreat, which is a one- or two-day experience for underclasswomen and typically a four-day experience for seniors, students listen to talks by students, graduates, and faculty/staff leaders, 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:** Community & Compassion; objective: to spark relationships and understanding
- **Junior Retreat:** Listen With Your Heart; objective: to respect the inherent dignity 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 8:15/9:15 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 Arts & Sciences wing entrance on the two-way drive side of the main building.

### **Financial Assistance**

Any student who is unable to pay the retreat fee should talk to the retreat director or Director of Mission Effectiveness 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 if 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.

### **Assumption Aviation**

Assumption's Aviation 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. LEAD & Learn Time 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 any junior who requests to take the PSAT 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 will take a National ACT in October and April that can be sent to colleges. The cost of these two tests is included in tuition dollars.

### **Seniors**

- The Myers-Briggs Personality Inventory is taken in a student's senior year.
- 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 203 from 7:30-8:00 a.m. before school Monday, Tuesday, Thursday, and Friday and from 3:10-3:40 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. 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 counselor (1-3 sessions) upon her return to school to determine if further assessment outside of school is necessary.

### **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.

**Disciplinary Records** - disciplinary records are considered internal records and do not become a part of a student's permanent record or transcript. Disciplinary records will be disclosed only by way of a signed release form which will be provided by AHS to the student's parents for their signature (or to the alumna if she is a graduate).

## **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.

- 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 75).

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 LEAD & Learn Time = 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 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
- 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
- Objectable 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/LEAD & Learn Time (if deemed deliberate) = 1-3 demerits
- Leaving any assigned area without permission = 1 demerit
- Taking two or more lunch periods without permission = 1 demerit
- Inappropriate use of technology/violating technology policies = notification of parents, warning, detention, demerits, suspension, dismissal as appropriate based upon severity of infraction
- 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 prior to 8:00/9:00 a.m. = 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 laptop) 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 85-86](#) 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, laptops, 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 82) 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 or dismissal) will follow if warranted.

## THE CATHOLIC SCHOOL AS MINISTER

As a Mercy-sponsored Catholic school, Assumption High School is rooted in the values of Jesus Christ and founded in the charism of the Sisters of Mercy and their foundress, Catherine McAuley. Our mission, vision, and philosophy compel us to follow Church teachings, particularly as they relate to the sacredness of every human life, and support the Critical Concerns of the Sisters of Mercy. Assumption is committed to creating and maintaining an inclusive and respectful community that allows students, faculty and staff to experience a sense of belonging and to achieve their fullest potential in a safe, hate-free environment. (See sections on Mission, Values, Philosophy, and the Critical Concerns on pages 9-10.)

Additionally, 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 ideation, 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 the dignity of all people based on their social identities and do not exhibit bias in language, expression, or behavior
- students share experiences, listen carefully to others, and debate ideas in civil and constructive ways, especially when engaging in difficult conversations
- students develop positive and healthy social relationships
- students respect their physical health and do not use or abuse tobacco, alcohol, or illegal drugs/substances
- students respect the sanctity of their bodies and do not engage in premarital sex or inappropriate sexual activities.

### BIAS, RACISM, AND ALL OTHER FORMS OF DISCRIMINATION

Racism comes in many forms. It can be seen in deliberate, sinful acts. In recent times, we have seen bold expressions of racism by groups as well as individuals. The re-appearance of symbols of hatred, such as nooses and swastikas in public spaces, is a tragic indicator of rising racial and ethnic animus. All too often, Hispanics and African Americans, for example, face discrimination in hiring, housing, educational opportunities, and incarceration. Racial profiling frequently targets Hispanics for selective immigration enforcement practices, and African Americans, for suspected criminal activity. There is also the growing fear and harassment of persons from majority Muslim countries. Extreme nationalist ideologies are feeding the American public discourse with xenophobic rhetoric that instigates fear against foreigners, immigrants, and refugees. Finally, too often racism comes in the form of the sin of omission, when individuals, communities, and even churches remain silent and fail to act against racial injustice when it is encountered.

Although our nation has moved forward in a number of ways against racial discrimination, we have lost ground in others. Despite significant progress in civil law with regard to racism, societal realities indicate a need for further catechesis to facilitate conversion of hearts. Too many good and faithful Catholics remain unaware of the connection between institutional racism and the continued erosion of the sanctity of life. We are not finished with the work. The evil of racism festers in part because, as a nation, there has been very limited formal acknowledgement of the harm done to so many, no moment of atonement, no national process of reconciliation and, all too often a neglect of our history. Many of our institutions still harbor, and too many of our laws still sanction, practices that deny justice and equal access to certain groups of people. God demands more from us. We cannot, therefore, look upon the progress against racism in recent decades and conclude that our current situation meets the standard of justice. In fact, God demands what is right and just.

***Open Wide Our Hearts: The Enduring Call to Love - A Pastoral Letter Against Racism*** (United States Conference of Catholic Bishops, November 2018)

We believe racism is an evil affecting us all. We work to mobilize sisters and associates in recognizing and dismantling institutional racism in order to become an anti-racist multicultural community. We advocate for upholding the voting rights of marginalized Americans and for a fair criminal justice system and point out racism wherever it exists.

***Critical Concerns*** (Sisters of Mercy of the Americas, <https://www.sistersofmercy.org/mercy-for-justice>)

My friends, we cannot tolerate or turn a blind eye to racism and exclusion in any form and yet claim to defend the sacredness of every human life.

***Pope Francis***, June 3, 2020

In faithfulness to its mission, values, and philosophy, and in accordance with the teachings of the Catholic Church and the Critical Concerns of the Sisters of Mercy, Assumption High School is committed to recognizing and dismantling racism in order to become an anti-racist, diverse, and inclusive community. Assumption is committed to establishing and sustaining an equitable, fair, and just community where everyone feels safe and respected regardless of their age, race, ethnicity, national origin, ancestry, sexual orientation, religion, disability, medical condition, citizenship status, or other protected status. In the spirit of Catherine McAuley, we strive to extend hospitality to all members of our community, so they may feel welcome, have a sense of belonging, and know that they are valuable persons who have dignity and worth and that what they do makes a difference. Through the conduct of school staff and administrators, school policies, curriculum, extra-curricular activities, student support services, and parent/guardian involvement organizations, Assumption will cultivate a greater understanding of the concepts of diversity, inclusion, intersectionality, equity, implicit bias, xenophobia, privilege, systemic racism, and anti-racism.

**Policy on Racism, Bias, and Discrimination**

The exchange of ideas and free expression of multiple viewpoints is essential in a true learning community. Our commitment to openness and free expression, however, does not protect harassment or expressions of bias or hate based on social identity. Any form of racism, bias, or 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 exhibit racism or bias through language, expression, or behavior or participate in organizations or activities which advocate racism.

**Bias Incidents**

A bias incident refers to language, expression, or conduct that demonstrates bias against a person or group based on their actual or perceived social identity, including age, color, disability, ethnicity, gender, gender identity, national origin, race, religion, sex, sexual orientation, etc. Bias incidents typically result in emotional discomfort, mistrust, insecurity, and distress for the targeted person(s) and may limit the ability of people to work, study, or participate in the school community. They also damage our ability to create an inclusive and welcoming learning environment.

A bias incident, motivated by a person or group's social identity, may include but is not limited to:

- Displays of hate symbols
- Disparaging conduct or language
  - > non-threatening name calling and using degrading language or slurs
  - > telling rude jokes that mock a protected group in person or through any electronic device
  - > posting pictures of a student that make fun of them for being part of a protected group
  - > imitating someone with any kind of disability, or imitating someone's cultural norm or language
- Discrimination or expressions of disrespect
- Hostile environments, intimidating comments or messages, and/or harassing behavior, in person or online, that is severe, persistent, or pervasive
- Threatening behavior
- Defacement of personal or school property

To be considered a bias incident, the act is not required to be a crime under any federal, state or local statutes. Hate crimes are motivated by bias, but they also include violence, threats, or the destruction of property and are considered to be criminal behavior. Only law enforcement can determine whether something is a hate crime. Hate crimes must be reported to Louisville Metro Police Department; the student's school counselor can assist the student and/or her parent/guardian with this if needed.

**Reporting Bias Incidents**

Bias incidents are harmful to our community and can have long term effects on victims. It is important to report incidents of bias so they can be addressed. Bias incidents that constitute bullying/harassment need to be reported and will be responded to in accordance with our Bullying and Harassment Policy for Students which follows. Other bias incidents may be addressed in our Social Media Policy ([see pages 40-44](#)).

A student who is involved in or witnesses a non-emergency bias incident should report it to her school counselor or the Dean of Students. Such an incident may be offensive without being part of a pattern of harassment. Anyone may report a bias incident to a school counselor or the Dean of Students. If possible, preserve any evidence and document the incident as thoroughly as possible: photograph graffiti / written material; maintain a copy of a phone, text, or email messages; or accurately document and date what was verbalized.

The school counselor and/or Dean of Students will work with the parties involved to determine whether the necessary response should be educational, pastoral, and/or disciplinary.

It is important to report bias-based incidents so the appropriate personnel can respond accordingly and provide support, intervention, and/or education to end the behavior. In addition, reporting bias-based incidents helps us monitor our school culture and live out our commitment to establishing and sustaining an equitable, fair, and just community where everyone has a sense of belonging and feels safe and respected.

## **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.

School 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 school 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 school 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 Counseling 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 school counselor; if the school 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 school 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 school 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 primarily a 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 School 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 school 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 School Counselors**

Faculty and staff members, peers, and parents are encouraged and supported to refer students to their school counselors 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 35 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 school counselor and to serve an appropriate disciplinary consequence ([see pages 78-79](#)).
- > 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 school 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. 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 81](#)).
- 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 school 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 her school counselor. The school 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 school 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 school 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.

# 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. The athletic handbook is available online at <https://www.ahsrockets.org/athletics/resources/>

## KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

Assumption High School is a member of the Kentucky High School Athletic Association (KHSAA). As a member, we follow all the policies and guidelines set forth by the KHSAA.

## 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 and fitness opportunities that are open to all Assumption students. Intramurals offer students the chance to have fun, stay active, and meet new people without joining a competitive team at Assumption. Events include both one-day events and league play. All students are welcome and encouraged to participate in intramurals though some events may have limited capacity and require students to sign up in advance. Participants must have permission slips signed by parents to participate.

Intramural sports offerings vary by year.

**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	Varsity
Soccer	July 15	August-November	JV/Varsity
Volleyball	July 15	September-November	Freshman/JV/Varsity
Archery	October 15	November-March	Varsity
Basketball	October 15	December-March	Freshman/JV/Varsity
Swim and Dive	October 1	November- February	Varsity
Fast Pitch Softball	February 15	March-June	JV/Varsity
Lacrosse	February 15	March- May	JV/Varsity
Tennis	February 15	March- June	JV/Varsity
Track	February 15	March- June	JV/Varsity
Cheerleading	April	August- March	Varsity
Dance	April	August-March	Varsity

**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, but it must be paid prior to the first game or competition of your season to be eligible to participate.

**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**

Each sport has its own criteria for earning a varsity letter. Athletes may consult the coach of their sport for details on how a varsity letter is earned. An athlete will be awarded one framed letter when she letters in a sport. After she has earned the letter, she will then receive the proper medallions or bars to add to her letter contingent upon her continued participation in the 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 covi 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.



## **LEAD & Learn**

LEAD & Learn is a 25-minute co-curricular period that is generally held each day when an 8:15 Schedule is followed. During LEAD & Learn, students will meet in grade-level homerooms, attend class meetings, participate in family activities, and engage in a variety of advising and counseling programming activities. Activities will be scheduled during LEAD & Learn 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 for social emotional health
- 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
- provide students with an opportunity to meet with teachers for academic assistance
- support the Family Program, promote family spirit, and allow families to interact on a regular basis
- provide opportunities for freshmen to be mentored by older students

LEAD & Learn will not be held on days when a 9:15 Schedule is followed (virtually every Wednesday) or when an EVENT/ACTIVITY SCHEDULE is followed.

## **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. 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. Posters/signs may be hung from the cork strips in the hallways or affixed securely to vertical surfaces with painter's tape or sticky tack—no other type of adhesive (masking tape, cellophane tape, duct tape, package tape) may be used on any surface. Posters/signs may NOT be hung on outside doors or windows or taped down on floors.

## **Telephones**

With permission, phones in the attendance office and the Guidance and Counseling Center may be used by students for emergency calls during the school day. Phones in the Office of Leadership and Engagement may be used by students to conduct school/organization activity-related business with faculty permission and direct supervision. No other phones in any of the school offices should be used by students.

- **Dress Down Days:** Several times during the year, students who make a specified minimum donation to a charitable cause are allowed to have a Dress Down Day. Students may dress down and wear spirit wear, jeans, denim overalls, sweatpants, flannels, and non-AHS T-shirts and sweatshirts; jeans and other clothing needs to be free of rips and holes, and any artwork or text must be appropriate for wear at school (nothing promoting, related to, or implying drinking, sexual activity, etc.). Students may wear shorts only if they are specifically given permission to do so for a particular Dress Down Day, in which case they would need to be long basketball-style shorts (no Daisy Dukes, no Sofees, no running shorts). Students may NOT wear yoga pants or leggings as pants, although leggings may be worn under shorts (if allowed) or skirts. Footwear does need to be in compliance with the uniform code (no moccasins, boots, sandals, clogs, etc.) on a Dress Down Day.

## **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:

- Students must present their current name badges/student IDs in order to be admitted to the dance; students without name badges/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:
  - > Freshman/Sophomore semi-formal dance sponsored by the Sophomore Class
  - > Whole school Father/Daughter Dance
  - > Junior Prom
  - > 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 pages 37-38](#) 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 may 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.

### 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 (e.g. jumpsuit, dressy pants outfit, tuxedo), 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 (e.g. jumpsuit, dressy pants outfit, tuxedo), 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 high school dance, which means they are modest and age appropriate. No jackets, sweaters, or other garments may be used to cover a dress that is inappropriate. These dance dress code requirements are often at odds with fashion and cultural trends. The following list is not exhaustive, but specifies a number of current fashion trends that would NOT be acceptable/appropriate for a Catholic high school dance:

- dress length shorter than mid-thigh in the front or back or with slits higher than mid-thigh; NOTE: dress must be of moderate length (all the way around, front and back) at least an inch longer than the student’s fingertips when her relaxed arms are down at her side
- more than minimal (1 inch) bare midriff areas or bodices that look like bras or bikini tops; NOTE: strapless is okay
- plunging necklines; center cut of the dress extends beyond a normal bra cut (note: a push-up bra does not have a normal bra cut)
- lacks structured sides, has more than minimal side cut-outs, side of breast is exposed
- is backless or has a plunging waistline (extends below the waist); strappy backs and corset backs are okay
- Bodycon dresses: a one-piece figure-hugging garment that clings tightly to the body from the bust to the lower hem; fitted and mermaid styles are okay
- NOTE: mesh covering large areas may not be skin-colored or see-through

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. NOTE: if putting on a T-shirt will cover the parts of a dress that are inappropriate, the student will be given a big T-shirt to wear and allowed to remain at the dance; she must keep the T-shirt on throughout the dance and will also be issued a demerit.

### **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 sophomores and juniors, the class sponsors a dance as a major fundraiser. [See page 15](#) for more details.

### **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 95 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 "reduced credit only" 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/Fundraising Clearinghouse Committee. The committee consists of the director of service learning, Dean of Studies, Dean of Students, Director of Leadership and Engagement, director of advancement, and director of mission effectiveness, 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 Director of Leadership and Engagement in coordination with the Director of Mission Effectiveness.

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

### **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 Studies and Dean of Students, Director of Leadership and Engagement 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 Director of Leadership and Engagement 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.

### **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 and Admissions.
- The Director of Marketing and Admissions 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 as well as login and password information for 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 Director of Leadership and Engagement.
  - o An account, page, group, etc., created for an athletic team must be approved by the Athletic Director.

**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. LEAD & Learn Time 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.

## STUDENT LEADERSHIP AND ENGAGEMENT

Assumption's LEAD Program is a critical component of Assumption's commitment to students' whole person learning and is designed to help students develop, practice, and hone life-long skills in the areas of leadership (L), engagement (E), advocacy (A), and direction (D) that they will use in higher education, work and service and as productive members of all the communities to which they belong. LEAD curriculum is systematically delivered to students through a wide variety of programming implemented during our LEAD & Learn activity periods, Mission Week, and particularly through co-curricular activities which allow students to broaden their 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 as such activities provide an opportunity for students to learn the value of engagement, develop their interests and talents and to learn leadership and advocacy 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 Education Opportunities (LEOs)

At Assumption, all students, not just those in identified leadership positions, learn leadership skills in various ways. One way they do so is through LEOs, which are 25-30 minute lessons on specific leadership skills. Some key skills may be presented to all students during LEAD & Learn time, but students interested in learning even more can participate in optional LEOs offered before or after school. Completion of these kinds of LEOs is one of the criteria for achieving one or more of Assumption's Christian Leadership Distinctions which are recognized at the honors programs at the end of each year. See below for information about these distinctions.

#### 2023-2024 Christian Leadership Distinctions

1. **Faith-in-Action:** Awarded at the end of each school year to students who meet these minimum criteria:
  - a. Complete at least 3 LEOs outside of school time by April 15
  - b. Complete a minimum of 10 service hours outside of the school day logged and approved in MobileServe by April 15
  - c. Active participation in at least one liturgy or prayer service by April 15
  - d. Have no more than three detentions (one demerit) on her discipline record as of April 15 of the current school year
  - e. Participate in AHS retreat each year
2. **Social Justice:** Awarded at the end of each school year to students who meet these minimum criteria:
  - a. Complete at least 3 LEOs outside of school time school by April 15
  - b. Complete a minimum of 10 service hours outside of the school day logged and approved in MobileServe by April 15
  - c. Active involvement in at least one club related to a social justice issue: Respect Life, Environmental Concerns Committee, Global Outreach, Diversity Club, Black Student Union (BSU)
  - d. Have no more than three detentions (one demerit) on her discipline record as of April 15 of the current school year
  - e. Participate in AHS retreat each year

3. **Advocacy:** Awarded at the end of each school year to students who meet these minimum criteria:
  - a. Complete at least 3 advocacy-related LEOs outside of school time before April 15 (at least one needs to be completed in-person; others can be completed through the on-demand options in Teams)
  - b. Complete a minimum of 10 service hours outside of the school day logged and approved in MobileServe by April 15
  - c. Active participation in at least 3 advocacy activities outside of the above LEOs. These can be phone calls, emails, written letters/postcards, letters to the editor, social media posts, attendance at rallies, and meetings with elected officials.
  - d. Have no more than three detentions (one demerit) on her discipline record as of April 15 of the current school year
  - e. Participate in AHS retreat each year

\*The above three leadership distinctions are recognized at the honors assembly at the end of the year in which the criteria are met. Therefore, a student can earn a given distinction multiple times during her high school career. Only those distinctions earned senior year qualify for a graduation cord.

4. **Lead4Change Service Leadership Distinction** - Lead4Change is a national organization that helps students develop leadership skills by implementing service projects. Students who successfully submit their projects to Lead4Change are eligible to earn grant money for a non-profit agency related to their work. Completed projects are recognized at the end of the school year, and a graduation cord provided by the L4C organization may be worn at graduation.
  - a. Successfully implement a L4C service leadership project
  - b. Submit all required L4C components online by the L4C due date

\*This leadership distinction is associated with a national program that provides graduation cords to seniors who have successfully completed an L4C project at any time during their high school career. Therefore, a student who completes an L4C project as a junior earns a graduation cord to be worn senior year. This is the only leadership distinction that provides graduation cords for previous accomplishments.

### **Leadership Opportunities**

In addition to the leadership education opportunities identified above, a variety of opportunities to develop leadership skills through elected/selected positions and activities is available to students throughout their four years. More opportunities are available as students mature and gain skills.

### **Seniors Juniors Sophomores Freshmen**

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

### **STUDENT CLUBS AND ORGANIZATIONS**

**ACA** stands for Assumption 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.

**ACE Mentor Club** introduces students to the professions of architecture, construction management, and engineering. The club generally meets every other Wednesday after school from 3:00-4:00 p.m. During the meetings, members of the professions give a brief presentation regarding their employment and then lead the club members through a hands-on activity. During the second semester, students design their own project and present their plan at a banquet with industry professionals and other schools' ACE Program Club members.

**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. The club sponsors one meeting and two outings each semester. Activities include after school and weekend excursions to local and regional sites such as stand up kayaking, hiking, horseback riding, snow tubing, ice skating, camping, glow-in-the-dark badminton, and other activities presented by members.

**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.

**Best Buddies Club** is designed to build one-to-one friendships between people with and without intellectual and developmental disabilities (IDD), providing social interaction through a variety of events and activities including, the annual Best Buddies Walk, holiday parties, movie nights, arts and crafts and more. This club enables those with IDD to experience inclusion and form meaningful connections with others in the community. It provides Assumption students with the opportunity to interact with those who are often marginalized in our society and get to know them as individuals. The group will meet monthly to plan and participate in activities with their buddies. Membership is open to all students.

**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. Because our junior and senior members are registered as one club with the National Beta Club organization (not two separate clubs), continued membership senior year is contingent upon meeting all the requirements junior year. If a junior class member loses her membership due to not meeting these requirements, she will not be able roll over into membership for senior year or reapply.

**Black Student Union (BSU)** is open to all students regardless of race and provides an opportunity to learn more about and celebrate black culture, discuss issues related to race, and promote diversity.

**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.

**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 LEAD & Learn Time and mornings before school as needed. All meetings are open to interested students and faculty members.

**Creative Writing Circle** is a community of writers who enjoy gathering twice a month to write and share from writing prompts. This is a place for serious writers as well as ones who enjoy writing as a creative outlet without the need to finish or publish a piece. All are welcome.

**Culinary Club** is for students who like to cook, are new in the kitchen, or just love to eat! Culinary Club is an inclusive community where students have the opportunity to make new friends, learn skills to cook in the home for themselves or for friends and family, and share in conversations about food. Each month, club members will learn about and actually make a dish with the Culinary Club community and then share the dish with others!

**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:** The mission of this student government organization is to foster togetherness and pride in our families, school, and community through inclusion and compassion to create an environment where everyone can feel valued and loved and have fun. The Family Council usually meets every Tuesday morning, and all members serve on one of three committees: family, school, and community. In addition to implementing homeroom and family activities, family reps also work on major school events like the Walk, Construction, and Family Olympics as well as provide the student voice on issues with the administration. Elections for sophomores, juniors, and seniors take place in the spring, and elections for freshmen take place in December. Members are required to meet all the attendance, academic, and disciplinary criteria for all student government organizations.

**Film Club** is open to all students. Members create and agree upon a list of film titles from different genre groups and meet monthly to discuss the films. Films selected by the club are rated either G, PG, or PG-13.

**Foreign 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.

**Foreign 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.

**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. Membership is open to students in all grades.

**Future Physicians of America (FPA)** is an organization for those interested in pursuing a career in the medical field (nurses, lab techs, doctors). The club meets several times each semester to listen to and interact with professionals in the medical community.

**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!

#### **Glee Club**

is a non-audition choir that sings pop music. The club meets after school twice a month and often performs at the winter and spring music concerts. This club was designed as a musical outlet for students who can't fit music classes into their school schedule right now, but all singers are welcome. Instrumentalists who are interested in accompanying the choir are welcome as well.

**Global Outreach Club** works to support the needs of immigrants and refugees in Louisville and learn about global hot spots that result in this migration. We also lead the support for Assumption's school in Cambodia. Activities may include discussions, guest speakers, field trips, advocacy, collections, and awareness-raising campaigns. Membership is open to all, and meetings are held 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 attendance at one of our Green Dot trainings during a student's first year of membership is required. 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 singers and 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.

**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 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 monthly meetings and planning Assumption’s Math Week events for the whole school. 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 English Honors Society (NEHS)** is an organization for high school students grades 11-12 that recognizes students who have shown interest and ability in their English classes. Membership is contingent on the completion of an application, including a teacher recommendation. Students who apply must have a minimum of a 3.0 overall GPA and a 3.5 average in all English classes. As a member, students are required to attend monthly meetings in which we will explore topics of interest associated with literature as well as plan a service project.

**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 and must be actively involved in at least three current school activities, provide evidence of 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). Students selected for NHS must continue to complete a minimum of 20 service hours, with four of those hours performed in support of the group’s goals. 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 January.

**The Naturalist Club** is open to all students who are interested learning about and pursuing activities which promote stewardship of the natural world we live in. The club involves: planting in and harvesting from the gardens, hikes, learning how to propagate plants and composting waste matter, identify various plants and animals, and promoting an understanding and respect for the natural world.

**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. These committees are guided by the student leadership team.

**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.

**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. 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.

**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.

**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.

**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.

**Spectrum** is a campus-ministry organization that promotes inclusion and acceptance of differences, especially those related to LGBTQ+ individuals. This group is open to all students.

**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 Leaders (STL)** is a group open to all students which gives them the opportunity to help their peers with simple tech solutions. Students must have good troubleshooting skills when it comes to questions about the computers. Students volunteer once a week during their study period and receive volunteer hours for their time.

**Student Y Chapter** 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. Members in good standing with the club for the school year are permitted to attend 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.

**Varsity Club** is a group of sophomores, juniors, and seniors chosen through an application process. Members of Varsity Club plan, promote, and execute school spirit events, such as pep rallies, spirit week, and the opening ceremonies of the Pink and White game. Members are required to attend weekly meetings.

**VEX Robotics Club** is geared towards teaching students about the basics of robotics with VEX Robotics hardware and software. In this student-led club, students gain crucial hands-on experience building, programming, and operating a robot. We compete in 2-3 regional competitions in the winter.

**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