

Assumption High School 2024-2025 Student/Parent Handbook



**We are the community of Assumption where faith guides,
compassion inspires integrity matters, and excellence empowers.**

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, [Dean of Students](#) (502-458-9551).

Assumption High School Student/Parent Handbook 2024-2025

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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.

Outcomes of an Assumption Education

An Assumption graduate is a woman for whom Faith Guides.

She demonstrates an awareness of Catholic faith and values as evidenced by:

- demonstrating knowledge of Catholicism and Mercy Charism
- cultivating a relationship with God through prayer, reflection, and discernment
- living faith through action
- recognizing that each individual has innate value as a child of God

An Assumption graduate is a woman for whom Compassion Inspires.

She responds to the needs of the times as evidenced by:

- advocating for self and others, including the voiceless and vulnerable
- addressing the critical concerns of the Sisters of Mercy through works of social justice
- possessing cultural awareness and appreciation for diversity
- demonstrating effective interpersonal skills as a contributing member of the community

An Assumption graduate is a woman for whom Integrity Matters.

She strives to live a life of truth and virtue as evidenced by:

- possessing the knowledge to make informed and responsible decisions in all aspects of her life regarding her physical and mental health, relationships, technology use, and finances.
- demonstrating perseverance and resilience
- learning from mistakes and failure and demonstrating graciousness in success and defeat
- exhibiting personal responsibility and accountability

An Assumption graduate is a woman for whom Excellence Empowers.

She pursues lifelong learning with intellectual curiosity as evidenced by:

- establishing and maintaining a growth mindset
- demonstrating the ability to think critically, analyze, and solve problems
- communicating effectively
- maintaining an awareness of historical and current events both at a local and global level
- possessing foundational knowledge sufficient for success in college and/or career-related programs

Critical Concerns of the Sisters of Mercy

As a school sponsored by the Sisters of Mercy, Assumption High School is also committed to addressing the critical concerns of the Sisters of Mercy. The Sisters of Mercy promote a deeper relationship with God and one another in order to intensify work with those seeking a more just and inclusive world. The Sisters of Mercy advocate for the following policies:

- **Earth:** We work toward the sustainability of all life by caring for Earth's ecosystems, addressing global climate change, and advocating for the fundamental right to clean water.
- **Immigration:** We act in solidarity with immigrants, refugees, and victims of human trafficking, seeking with them a more just and inclusive world.
- **Non-Violence:** We work to improve our personal practice of nonviolence and peacemaking, to collaborate with organizations that foster peace, and to change violent systems and structures.
- **Anti-Racism:** We work to become an anti-racist multicultural community because we believe racism is an evil affecting us all.
- **Women:** We give special attention to women's education, health, and spirituality through our legislative advocacy, our schools, healthcare institutions, and spirituality centers.

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

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.

Racism, Bias, and Discrimination Policy

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.

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. Students are not permitted to have personal visitors without permission from the school administration.

SCHOOL CONTACTS

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

Assumption Personnel	Responsibilities
President: Mary Lang	Chief Executive Officer; mission, vision, 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 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
Nurse and Attendance Clerk: Jackie Miranda	Student health records; administration of medication, first aid supplies; elevator passes, special parking needs; nurse's office, 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 Kim Habich	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

Laura Cronin Judi Erskine Josh Gray	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: Amy Cundiff Jennifer Ruckriegel Dawn Deweese Lynnzi Hoehler	Amy Cundiff (freshmen), Jennifer Ruckriegel (sophomore), Dawn Deweese (juniors), Lynnzi Hoehler (seniors): life, college, and career counseling for personal and academic concerns; group counseling; prevention programs, chemical dependency
Service Learning Director: Katie Culver	Curricular and student-initiated service activities; sophomore and junior ACTS program; international student exchange program director
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 AND FEES

Tuition and Fees

Tuition	\$16,700
Registration Fee	\$225
Student Activities Fee	\$125
ACTS Fee - Sophomores	\$75
Graduation Fee - Seniors	\$275
<i>Retreat Fee** - Freshmen</i>	<i>\$125</i>
<i>Retreat Fee** - Sophomores and Juniors</i>	<i>\$125</i>
<i>Retreat Fee** - Seniors</i>	<i>\$250</i>
Student Parking Fee*** (for school year)	\$100

* **Tuition:** 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:** Assumption is a mission-based community, students are both encouraged and enabled to participate.

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

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.

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).

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 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

Lunch Accounts

Students may set up lunch accounts through [Flik Independent School Dining](#).

- A \$75.00 minimum deposit is suggested to establish a lunch account. Funds can be deposited using check, cash, or card (online).

- 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.

Vending Machines

Vending machines in the cafeteria and in the CAC near the concession stand may be used by all students before the start of the school day 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 RTI
- 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

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.
- 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.

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](#). Applications are made available in December and are due to FACTS Grant & Aid in February for the following school year.

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 2024-2025 school year, work-study dates will begin Monday, August 19.

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 and seven to nine “class representatives”. These representatives assist in helping families become connected and involved at AHS. Contact [Tricia Ferree](#), Manager of Special Events and Volunteers and APO Liaison, for meeting dates and information about upcoming activities. Click the link above for more detailed information.

[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. Click the link above for more detailed information.

[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. Click the link above for more detailed information.

[Rocket Parent Network \(RPN\)](#)

RPN is a trustworthy group of Assumption parents united to providing 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 home. Membership dues are \$10 per year, or \$30 for four years. A directory is free in a parent’s first year of membership and may be purchased for \$5 per year in subsequent 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](#). Click the link above for more detailed information.

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

School Routines and Procedures

Daily Schedule

First block: 8:10-9:30 a.m.
Second block: 9:30-10:50 a.m.
Community/RTI Time: 10:50 a.m.-12:20 p.m.
1st lunch: 10:50-11:20
2nd lunch: 11:20-11:50
3rd lunch: 11:50-12:20
Third block: 12:20-1:40 p.m.
Fourth block: 1:40-3:00 p.m.
Dismissal: 3:00 p.m.

Assembly Schedule

First block: 8:10-9:30 a.m.
Second block: 9:30-10:50 a.m.
Assembly: 10:50-11:50
Lunch & Third block: 11:50-1:40 p.m.
1st lunch: 11:50-12:20
2nd lunch: 12:30-1:00
3rd lunch: 1:10-1:40
Fourth block: 1:40-3:00 p.m.
Dismissal: 3:00 p.m.

8:10/12:30 p.m. Early Dismissal Schedule

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

Inclement Weather/9:10 Late Arrival Schedule

First block: 9:10-10:30 a.m.
Second block: 10:30-11:50 a.m.
Lunch & Third block: 11:50-1:40 p.m.
1st lunch: 11:50-12:20
2nd lunch: 12:30-1:00
3rd lunch: 1:10-1:40
Fourth block: 1:40 – 3:00 p.m.
Dismissal: 3:00 p.m.

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 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.

Detailed information about Digital Learning Days can be found [here](#).

Community/RTI (Rockets Taking Initiative) Time

Community/RTI time is a block that is generally held each day in the middle of the day and includes the lunch schedule. During this time, students will meet in grade-level homerooms, attend class meetings, participate in family activities, and engage in a variety of advising/counseling programming activities. Activities will be scheduled during Community/RTI time 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 and to work independently
- support the Family Program and allow families to interact on a regular basis
- provide opportunities for freshmen to be mentored by older students

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.

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

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

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

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. For a complete list of parking protocols, please click [here](#).

Communication and Technology

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 (8:10-3:00 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.

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.

Student Use of Social Media

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. 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.

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.

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.
- Using school-provided email to communicate with faculty and staff is encouraged. Typically, faculty and staff can be expected to respond within 48 hours during the school week. Faculty and staff are not required to respond to emails outside of school hours or on weekends.
- 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.

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. The Director of Leadership and Engagement and the club/activity moderator or sponsor must be able to monitor and edit its content. Violation of this policy will result in probation and/or dismissal from office.

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).

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.

HP Elite Laptops

The school provides all 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 in order for the student to be provided with a laptop. 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. 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.

Disclosure: The Student and her Parent/Guardian agree to these policies and regulations when signing the Student-Parent Handbook Agreement Form. Please review the Laptop Use Agreement [here](#).

Music Devices 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. 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.

Uniform Policy

Uniform Code

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 when the school day begins. Uniforms must also be worn in detention. The name badge worn on a school-provided lanyard is considered part of the uniform. Uniform skirts, pants, shirts, sweaters, and sweatshirts must be purchased from Shaheen's.

A detailed outline of the uniform and dance dress code policies can be found by clicking [here](#).

Senior Privileges

Special privileges are granted to seniors as a component of their final year of high school. Senior privileges are not rights, instead 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 end-of-the-year activities include the following:

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

To participate in senior end-of-the-year activities, tuition must be current as specified in the school's financial policies. Additionally, to participate in graduation and receive a diploma, a senior must meet the academic requirements specified in this handbook, 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 2025

- Seniors choose their own lockers before other students.
- Seniors may wear their class sweatshirts with the uniform skirt year round; a senior T-shirt or a uniform polo shirt must be worn under the sweatshirt; 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
- Seniors with non-lunch-block studies may work in the Senior Courtyard during study with permission of the study coordinator.
- Seniors are excused from attending school on Testing Day (Thursday, October 10, 2024); 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 9, 2025.
- Seniors are seated first, 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 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.

Attendance Policies

Assumption High School believes that regular daily attendance is necessary for a successful academic experience. It is the expectation of Assumption that its students be at school for a full day each day that school is in session. All students are required by law to attend school every day and to be on time for school and all classes. Additionally, tardiness is not just being late for school as traditionally interpreted; it is defined by law as “any amount of instructional time missed.” This includes being late to school or leaving school before classes are dismissed. Therefore, in accordance with Kentucky education laws and the beliefs of Assumption High School, the following policies will be enforced regarding student attendance.

Truancy and State Attendance Laws

Attendance Required by Law - Kentucky Code 159.150 states that any child who has three unexcused absences during a school year is considered truant and in violation of the law. Unexcused absences are defined as absences that are unreported to the school by a parent/guardian on the date of the absence.

According to Kentucky State Law:

- (1) Any student who has attained the age of six years, but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three or more days, or tardy without valid excuse on three or more days, is a truant.
- (2) Any student enrolled in a school who has attained the age of eighteen years, but has not reached his or her twenty-first birthday, who has been absent from school without valid excuse for three or more days, or tardy without valid excuse on three or more days, is a truant.
- (3) Any student who has been reported as a truant two or more times is an habitual truant.
- (4) For the purposes of establishing a student's status as a truant, the student's attendance record is cumulative for an entire school year. If a student transfers from one Kentucky school to another during a school year, the receiving school shall incorporate the attendance information provided under KRS 159.170 in the student's official attendance record.
- (5) A local board of education may adopt reasonable policies that:
 - (a) Require students to comply with compulsory attendance laws;
 - (b) Require truants and habitual truants to make up unexcused absences;
 - (c) Impose sanctions for noncompliance; and
 - (d) Collaborate and cooperate with the Court of Justice, the Department for Community Based Services, the Department of Juvenile Justice, regional community mental health centers, and other service providers to implement and utilize early intervention and prevention programs, such as truancy diversion, truancy boards, mediation, and alternative dispute resolution to reduce referrals to a court-designated worker.

For the safety of our students, the school must know where students are at all times during the school day. Truancy is any absence from school, class, study hall, lunch or service for any length of time. For example, a student who has a pass to go to the media center from study hall but instead goes to the athletic office would be considered truant. In any instance of truancy, parents will be informed as soon as possible. **All schoolwork missed because of truancy (including tests) will receive grades of zero.** Subsequent truancies may result in

school-initiated dismissal from Assumption. Students found to be “skipping” classes will receive zeroes for all work missed through skipping classes and will be subject to disciplinary action.

General

Classes are scheduled from 8:10 a.m. to 3:00 p.m. Leaving campus is not permitted during school hours without the permission of the Dean of Students. The following general policies apply to individual classes as well as full days:

- The school building opens, and supervision of students begins at 7:15 a.m. daily unless indicated otherwise in the Rocket Report and/or over the daily announcements. Students may not arrive at school earlier than 7:15 a.m.
- Students are to be picked up immediately following dismissal and immediately following any extracurricular activity. Students who remain in the building after 3:15 p.m. must be under the direct supervision of a faculty/staff member—they may not remain unattended in classrooms, hallways, labs, etc. Students may not remain in the building after 4:30 p.m.
- Assumption cannot be responsible for students who choose to remain on campus after school or after extracurricular activities.
- Students are not permitted to leave the classroom, except in cases of necessity and with permission from a teacher.
- Students who arrive more than 20 minutes late for a class must remain in the class but are recorded as absent for purposes of calculating the course attendance requirement.
- Early dismissals from class more than 20 minutes before the end of the class will be considered an absence for the class.
- Students are encouraged not to schedule appointments during school hours.
- The school must receive a phone call or email from a parent prior to an anticipated absence (medical or dental appointment, etc.)
- Students leaving campus during the school day and using their personal vehicle for appointments or other emergencies may do so with a phone call or email permission from a parent prior to leaving campus through the Attendance Office. Assumption will not allow students to leave campus via Lyft/Uber/taxi or other car services without a signed note from a parent or guardian. Please refer to Uber and Lyft guidelines for age restrictions.
- Students who need to be picked up for early dismissal must be picked up no later than 2:30 p.m. Parents who arrive after 2:30 p.m. for dismissal will have to pull into the carpool line. Students will not be released for dismissal through the Attendance Office after 2:30 p.m.
- If a student is absent, a parent must call or email the Attendance Office at attendance@ahsrockets.org between the hours of 7:30 am and 9:30 am on the day of the absence. If a call is not received, the absence could contribute to truancy totals.
- Parents are responsible for contacting the Dean of Students at least one week in advance in cases of extended absence (more than five consecutive days). All assignments and tests missed due to extended absence must be made up in accordance to the make-up work policy unless special arrangements are made with the Dean of Students or the Deans of Studies. Students who anticipate an extended absence should notify their teachers following parental communication of anticipated absences. **Students are responsible for communicating with teachers about all assignments missed while absent.**
- Skipping classes or leaving school without permission will result in disciplinary action up to and including suspension and dismissal.

Absences

An absence is recorded for each block that a student misses. Assumption does **not** differentiate between excused and unexcused absences for the purpose of calculating cumulative absences from classes or for allowed make-up work.

Students who are absent will have the opportunity to make up missed work in accordance with the make-up work policies. Make-up work for absences is the responsibility of the student. She must assume the responsibility for checking class agendas on Teams before returning to her next class, getting missed notes from classmates, seeing the teacher(s) if she has any questions, and submitting the work within the established time frame. Students should make necessary arrangements with teachers promptly upon returning to school.

Excessive Absences

Each class that a student misses prevents the student from receiving the classroom instruction necessary for being successful in a course and receiving credit. Students with absences exceeding three full school days in a school year may be in violation of the compulsory attendance laws of the State of Kentucky. In accordance with Kentucky Law KRS 159.051, **nine** total days of absences during any one semester may result in a student not receiving academic credit and renders a student ineligible to keep a driver's permit or license or to obtain one.

Communication of Excessive Absences from Classes

The Dean of Students will communicate with students and parents about excessive absences from classes. The timing of communication will be determined based on the number of absences. Communication about excessive absences will be shared with students and parents on a weekly basis according to the following:

<ul style="list-style-type: none">Students who reach 3 absences in at least one class during the semester will receive an official email notice copied to her parents for excessive absences from the Dean of Students.
<ul style="list-style-type: none">Students who reach 5 absences in at least one class will receive another official email notice copied to her parents from the Dean of Students and the student will be required to have a meeting with the Dean of Students.
<ul style="list-style-type: none">Students who reach 7 absences in at least one class during the semester must meet with her parents and the Dean of Students to discuss intervention strategies. The student will be placed on an attendance contract which may include suspension from participation and attendance of all extra-curricular activities (including participation in Assumption athletics).
<ul style="list-style-type: none">Students who reach 10 absences in at least one class during the semester will NOT receive academic credit for the course.

Students who miss class and have met the requirements for extended physical or mental health treatment will not be penalized under the excessive absences guidelines but will receive official email notes regarding absences in compliance with state guidelines and Assumption attendance policies. In applicable cases, students with extended absences of 7 or more days will be given one in-school Care Day where they will work to design their make-up plan and then work to begin steps toward completing that make-up plan. A Care Day is not calculated as an absence.

Tardiness

Students are recorded tardy when they enter a class after the teacher begins class. Students who enter a class more than **20 minutes** late are recorded absent for purposes of calculating the course attendance requirement (but must remain in the class). When students are tardy to any class 4 times during a semester, they will receive 1 demerit. Each subsequent tardy will result in an infraction with the consequences as shown below. Subsequent tardies after a student's tenth tardy may result in the student being dismissed from Assumption.

<u>Number of Tardies</u>	<u>Infraction Consequence</u>
4	1 demerit; parent notification
5	1 demerit; student meeting with Dean of Students
6	2 demerits; parent meeting with Dean of Students
7	2 demerits; 3 days of 30- minute after school duties
8	3 demerits; 5 days of 30- minute after school duties
9	3 demerits; 7 days of 30- minute after school duties; no extra-curricular activities for 10 school days
10	1-day suspension (7 demerits of which 3 demerits must be served); 9 days of 30- minute after school duties; conditional enrollment agreement

Having a reason for tardiness or absence does not necessarily constitute a legitimate and acceptable excuse. Decisions about non-routine tardies and absences will not be made without a written explanation from the student's parent.

Early Dismissal

To receive an early dismissal, a signed note or email from a parent must be sent to the Attendance Office 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 20 minutes of a class, she is considered absent for the class. Medical and other appointments should therefore be made after school whenever possible or during study time if necessary.

Early dismissals requested on certain days will be excused for medically-related appointments only. The student must bring a doctor's note to school or email a doctor's note to attendance@ahsrockets.org of the return to school if absent on one of the following days:

- 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.

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.

Intervention Strategies and Attendance Agreement

Should it be necessary for attendance interventions, the plan will vary based on the individual needs of the student. Assumption reserves the right to place any student who has excessive absences on an attendance contract. An attendance contract is an agreement that details the expectations for a student's attendance and outlines the requirements that must be followed for the student to remain enrolled and in good standing. Failure to comply with the attendance contract may result in disciplinary action up to and including not receiving course credit and dismissal from Assumption.

Absences and Extra-Curricular Activities

Students must be present for a minimum of 2 class periods of the school day to participate in school activities that day. If a student is unable to come to school, we must assume they are unable to participate in an extra-curricular activity. Not following these attendance guidelines may result in suspension from extra-curricular activities by the Dean of Students. Extra-curricular activities include all athletic and club activities.

Absences Due to College Visits

Assumption supports college visits so that students and parents may make a more informed decision for post-secondary education. It is preferred that these visits be in conjunction with school holidays and/or breaks outside of academic time. Understanding that this may be difficult at times, seniors are encouraged to use their privilege day off from school on Testing Day (Thursday, October 10, 2024) to visit colleges. Juniors receive one college visit day on Thursday of Mission Week (February 27, 2025) to visit the colleges of their choice; additionally, juniors have the option of taking the PSAT/NMSQT on Testing Day (Thursday, October 10, 2024) or may use the day for a college visit. An official college visit letter must be submitted to the Attendance Office for these designated days to not be counted as days absent.

Weather Contingency Absences

Assumption will contact local network television stations and will communicate with students and parents if there are changes to the normal school day due to inclement weather. Parents should use their own discretion in inclement weather. The safety of the student is the school's utmost concern.

School Trip Policy

Students must have good attendance for participation in trips and activities that involve absence(s) from school. **Good attendance is defined as no more than 5 absences (not related to school activities) per semester per class.** Special cases will be left to the discretion of the Dean of Students. Students must communicate their planned absence to teachers and are responsible for obtaining any missed work. A student's participation in a school activity or field trip does not excuse her from assignments/homework due on the day of a field trip or activity. Students must be picked up immediately after an event or they may lose the privilege of attending future trips.

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 students 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 following the retreat. Because of the emotional, spiritual, and physical energy involved in retreat, due dates for make-up work may be extended based upon the length and timing of the retreat. All assignments missed while on retreat will be made up in accordance to the retreat make-up work policy.

Mission Week

Mission Week is held in late winter (February 24-27, 2025). 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. Absences during Mission Week will be treated as an absence from a full day of classes unless a medical note is submitted to the Dean of Students.**
- Each day of Mission Week begins at 9:15 a.m. with dismissal at 3:00 p.m.
- 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 when involved in off-campus activities.
- 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.
- 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 penalties as appropriate.

Curriculum and Academic Policies

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.

Classification Of Students

Year	Required credits
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 unless a student is not awarded credit due to a violation of the attendance policy. 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.

Graduation Requirements

- Seniors must earn the 28.5 required credits 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 dean of studies.

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.

Course Changes

The student's Dean of Studies must approve any change in courses. Changing courses 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.

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
Public Speaking	½ credit
Health	½ credit
Physical Education	½ credit
Electives	5½ credits
Credits required for graduation	28.5 credits

A full credit in AP Art History or AP Music Theory may replace the 1 credit in Fine/Performing Arts.

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.

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.

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. Click the link above for more detailed information.

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.

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.

Grading Policies

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.”

	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

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	

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.

Grade	Points
A+	4
A	4
A-	4

Grade	Points
C+	2.67
C	2.33
C-	2

Grade	Points
B+	3.67
B	3.33
B-	3

Grade	Points
D+	1.67
D	1.33
D-	1

A grade of F will earn 0 points towards a student's GPA.

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

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

Withdrawal Policy

Any student who withdraws from Assumption must do the following:

- have a parent or guardian call the school indicating the withdrawal date;
- provide to the registrar a withdrawal form completed by the parent explaining why the student is withdrawing, naming the school to which the student's records should be forwarded, and including the parent's signature; failure to provide this may result in the student being reported truant to the school board in the county in which she resides;
- return her laptop, any media center books, and other materials belonging to the school to the registrar;

- pay all tuition due in accordance with all financial policies listed below;
- inform the new school that they must officially request, in writing, school records from Assumption High School.

The Make-up and Late Work policies are currently being revised. Notification will be made once the policies are finalized prior to the start of classes.

Make-up Work Policy

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 make-up 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 make-up 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 make-up 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.

Make-up 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 make-up 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 make-up 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.

Make-up 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.

Make-up 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 make-up 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 make-up 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 make-up 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 make-up 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 Make-up 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 make-up 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.

Standardized Testing

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.

Scholarships

Students taking the **High School Placement Test** at Assumption may qualify for a Presidential Merit Award if they rank among the top 10% of scorers. To be eligible for consideration of a Presidential Merit Award, the student must take the HSPT on either the December HSPT date or the January HSPT make-up date. Students will receive a notification about their award 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.

Additional 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.

Student Services and Programs

Student Leadership and Engagement

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

A full listing of available student co-curricular activities can be found [here](#).

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 make-up 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.

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.

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 are as follows:

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

Work It Wednesdays

The Achievement Center hosts Work it Wednesdays (WIW) in the Media Center several times a month before school hours. 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.

Media Center Policies

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 2nd lunch. The media center may also close occasionally for club and other meetings and those times are communicated via PA and Student SharePoint announcements.

For more information on the policies for student use of the Media Center, click [here](#).

Special Programs

RETREATS

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. Click the link above for more detailed information.

- **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 8:00 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.

Service Learning Programs

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. 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. Click the link above for more information.

[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. Click the link above for more detailed information.

[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. Click the link above for more detailed information.

[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. Community 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. Click the link above for more detailed information.

[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 students 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. Click the link above for more detailed information.

Guidance Department Policies

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 helping 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 at 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.

Counselor Confidentiality

Information shared by a student or parent within the counseling relationship must be kept confidential in accordance with the individual's rights and the counselor's professional obligations. However, confidentiality is never absolute. In general, when a student's behavior or condition poses an elevated 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 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.

Mental Health and Wellness

At Assumption, we are committed to promoting the mental health and well-being of all our students. Our comprehensive mental health policy aims to provide education, support, and resources to ensure every student can thrive emotionally and academically.

Mental Health Education and Awareness- Our goal is to foster a positive and inclusive school climate where students feel supported and valued. Counselors request to meet with all students at least once a semester.

Referral to Counseling- 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 mental health problems or alcohol/drug abuse.

Support for Students- Counselors are trained to recognize signs of mental health distress. We have protocols in place to provide immediate support and intervention if needed in addition to the ongoing mental health support that we provide to all our students. We maintain a referral list with a wide variety of therapeutic and academic resources. Services are provided through individual and group appointments and classroom guidance. Group counseling opportunities include personal growth groups, grief groups, divorce groups, diversity discussion groups, transfer groups, and other groups based on emerging student needs. Participation in most groups is voluntary and parent permission is assumed unless we are otherwise notified.

Other programming- In addition to individual counseling and group counseling opportunities, AHS School Counselors also offer school-wide programming which may include, but not be limited to drug/alcohol/vaping prevention, interpersonal skills, career exploration, suicide awareness, mindfulness, pet guests, and general mental wellness programming.

Crisis Intervention- In the event of a mental health crisis or a student's suicidal ideation, we have a response plan to ensure the student's safety and well-being. This includes communication with the student's parent/guardian in accordance with American School Counselor Association policies. Additionally, counselors or administration may require proof of a suicide and/or mental health assessment and a therapist's recommendation that a student is safe to return to school before a student may return to school.

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

Pregnancy Policy- 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.

AHS administration reserves the right to switch a student to a counselor different from their own assigned counselor and/or to limit the quantity of visits to the Counseling Office if a student's usage becomes excessive.

Academic Support Through the Guidance Department

In addition to academic advisement provided to students by their dean of studies, school counselors meet regularly with students to help 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.

School counselors coordinate make-up work for students not enrolled in our Learning Support Services and who have extended absences due to illness/hospitalization and those who suffer concussions. Students

and/or parent/guardian should initiate contact for support with make-up work planning. School counselors collaborate 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 following an extended absence. A transition day to work on make-up work is strongly encouraged for students returning from an extended absence.

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 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

Some college applications request the high school college counselor to provide disciplinary information about the student. ***It is the policy of Assumption High School that disciplinary records are internal records. They do not become part of a student’s permanent record, nor are they part of the student’s transcript. Students should not report any detentions, demerits, or suspensions on college applications since they are kept confidential and are considered sealed by the school.***

Discipline Policies and Procedures

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.

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. daily. 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. If a student is late to detention or misses detention, she will be issued an additional 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. A parent's signature is required when a student is issued a demerit. It is the responsibility of the student to show her parent(s) the disciplinary referral form and get a parent's signature. 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 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.

Accumulation of Demerits

The accumulation of demerits will be addressed as follows:

<u>6th demerit</u> : Parents notified by the Dean of Students; personal conference with parents may be required
<u>7th demerit</u> : Suspension of student; personal conference with parents required
<u>10th demerit</u> : Student may be placed on probation; parents notified by the Dean of Students
<u>14th demerit</u> : Second suspension, personal conference with parents; student will be placed on probation
<u>15th demerit</u> : 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.

Positive Behavior Contracts

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.

Infractions and Consequences

Discipline will be handled on a case-by-case basis by all staff and faculty members. While a full list of all potential infractions and consequences cannot be generated, a list of common infractions and their consequences can be found [here](#).

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 Activity

Criminal 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.

When student participation in criminal 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 activity;
- upon confirmation of student involvement in criminal 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.

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 person and belongings, locker, or vehicle parked on school property or in a school-provided parking space when reasonable cause exists. Any searches will be conducted by an administrator in the presence of another adult. If a search has been conducted and illegal items are found, parents will be notified 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 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-\$10,000 fine for adults (KRS 532.020) or, for juveniles, a fine not to exceed \$500 (KRS 635.085), with fine assessed at the court's discretion in lieu of commitment to the Department of Juvenile Justice.

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

Bullying and Harassment Policies

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.

For more information about specific types of harassment and how to report harassment, please click [here](#).

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.

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.

Substance Abuse Policy

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.

- 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 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 21 to purchase, possess, and/or use them.
 - *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 school counselor will provide the family with a list of approved adolescent chemical dependency counselors/agencies who can be chosen for the assessment. The student will make up any missed work outside of school time.
 - 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.
- The student will also be required to meet a minimum of three times with a school counselor and to serve an appropriate disciplinary consequence.
- After the first incident, subsequent incidents will jeopardize the student's privilege to remain enrolled at Assumption.

• **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.

• **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 for Students Policy

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

Sports

Assumption offers a variety of varsity and junior varsity athletic opportunities. Information about tryouts will be communicated through the athletics department. Click the link above for a full, detailed listing of athletic opportunities at Assumption High School.

Athletic Handbook

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. 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/>

Intramural Sports

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

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.

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.

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.

ASSUMPTION ALMA MATER

There is JOY in your name, Assumption
As fondly we sing of your praise
Our Lady's love shining up above
Will guide our footsteps always.

There is PRIDE in your colors, Assumption
Fond memories our school days entwine
The ROSE and the WHITE so serenely bright
In a laurel of victory shall shine.

There is TRUTH in your banner, Assumption
As we sing of your glory and fame
We'll be loyal and true, Alma Mater to you
Our young hearts your praises proclaim.

- Sister Kyran Joyce Lawless, RSM

ASSUMPTION PEP SONG

Cheers, cheers for old AHS
Struggle for victory, never take less.
Swing our banner from on high,
Echo the chorus to the sky.
Rose stands for valor, White stands for might,
Honor is ours if we win this fight.
While we cheer through thick and thin,
Assumption High will win.

**We are the community of Assumption where faith guides,
compassion inspires, integrity matters, and excellence empowers.**