

Welcome to Assumption

Thank you for making Assumption and Walla Walla Catholic Schools your school of choice. We understand the importance of your educational decision and are committed to providing the best ***Education for Life*** for your child. Walla Walla Catholic Schools provides this ***Education for Life*** in a Pre-School through grade 8 setting at Assumption, while grades 9 – 12 attend DeSales. The ability to have an educational system to educate a child from the early formative years through high school provides us tremendous opportunities for personalizing the education of your child. Our talented and experienced staff and I are excited to work collaboratively with your family.

At Assumption your child will experience a multitude of opportunities for growth academically, spiritually, physically and emotionally in a Christian caring environment. Your child will be respected and challenged as they move through their educationally journey. We will be with them in their journey providing knowledge, wisdom and moral guidance as they face the challenges of education and life. Working collaboratively with you, our goal will be to do what we think is best for your child. At times we may not always be able to solve their problems or give them all the answers, but the hope is that by providing the knowledge, wisdom and guidance they may grow to work at solving their own problems and questions in their education and life.

Our ***Education for Life*** focuses on the statement that Assumption students are ***GREAT***, with the characteristics of ***GREAT*** standing for Grateful, Respectful, Empathetic, responsible for Actions, and Truthful. We ask that all of us work at making our characteristics a part of what we have at Assumption, each and every day. With these ideas in mind I ask for the following collaboration:

- Please make each member of the Assumption community welcome and a part of who we are, particularly those new families to our system.
- Promote a positive atmosphere at Assumption.
- Focus on the many positive areas to improve the school.

There may no doubt be questions or concerns during the year. If there are concerns or questions follow proper communicative procedures to solve difficult or uncomfortable situations, only then will we be the best we can be. These channels of communications may be found within this handbook.

This Handbook reflects our commitment to strive for excellence in education and personal responsibility for self and society in light of the Gospel of Jesus Christ. I ask you to read and become familiar with the information in this Handbook. Although this Handbook cannot cover every situation that may occur, it will serve as a guide and resource material regarding Assumption School.

I look forward to another new and exciting school year. As we enter the school year the faculty and staff and I will be available throughout the year to assist in any way possible. As Assumption and WWCS continue with school and system improvements there may be additional changes to this handbook throughout the year. If you have any questions, please feel free to contact the school office at 525-9283.

God Bless,

John Lesko, Principal
Walla Walla Catholic Schools
Assumption and DeSales

Updated 10/1/17

STATEMENT OF PURPOSE: WALLA WALLA CATHOLIC SCHOOLS

The Walla Walla Catholic School System (WWCS) extends an invitation to interested students, and parents of grades Preschool-12 to learn about and become interested in the Good News of Jesus Christ. The system's primary role is forming the Catholic identity of young Christians, by challenging them to develop their potential for leadership within a Catholic environment designed for their spiritual growth. We envision that their continuing response to this challenge will make a positive impact on society.

MISSION STATEMENT

Assumption School, as part of the educational ministry of the Catholic community of the Walla Walla valley, serves the students of the three Catholic parishes, and is also open to all others who accept the philosophy and mission of Assumption School. We support the parents in providing a foundation of a comprehensive Catholic-Christian education, focusing on education for life, teaching the whole child, gospel values and leadership opportunities

June 2007

HISTORY:

Tracing WWCS educational heritage to St. Vincent's Academy founded in 1864, the Walla Walla Catholic Schools comprise Assumption Grade School (Grades K - 8) and DeSales Catholic High School (Grades 9 - 12). It is a Catholic co-educational system, which is part of the Diocese of Spokane. The system serves Catholic and non-Catholic families in the Walla Walla Valley and adjoining areas of Oregon of all economic, ethnic, cultural and national backgrounds. Both schools are proud of their strong family spirit and sense of community. The teachers, staff and parents strive to give witness as Christian role models.

The goal of the system is to educate the whole person. Students are challenged to use their full potential. The aim is to develop young men and women who will be self-confident, creative, and responsible, imbued with Christian values and who are challenged to help renew the Church and society according to the Gospel.

SCHOOL PHILOSOPHY:

Assumption School is a faith community dedicated to creating a Christ-centered atmosphere, nurtured by Catholic tradition, reaching beyond itself in service to church, local and global communities. We strive daily to develop a foundation of Catholic values based on faith, hope, and love, which enable the children to succeed as responsible citizens in a changing world.

Children are unique individuals created in the image of God, with varying abilities, interests, and background experiences. These need to be recognized, appreciated, and developed by the school community. As a result of this belief in the uniqueness of each person, we strive to help the whole child develop spiritually, academically, socially and physically.

Parents have the primary responsibility for the Christian faith formation of their children. Assumption School in partnership with St. Francis, St. Patrick's and Assumption parishes, work together to support and assist the parents in this endeavor. We offer an anchor of stability in a society of changing values.

ASSUMPTION GRADE SCHOOL THEME

“Catholic Schools: Communities of Faith, Knowledge and Service”

SCHOOL WIDE LEARNING EXPECTATIONS

Assumption School Students are...

PASSIONATE AND RESPONSIBLE FOR THEIR FAITH JOURNEY BY:

- ❖ Following the Example of Jesus
- ❖ Understanding Catholic Values and tradition
- ❖ Praying and Worshiping in Community
- ❖ Serving Others
- ❖ Respecting all that God created
- ❖ Giving thanks and praise for all the God created

PASSIONATE AND RESPONSIBLE FOR THEIR ACADEMIC GROWTH BY:

- ❖ Communicating effectively
- ❖ Demonstrating high level thinking skills
- ❖ Demonstrating mastery of the Curriculum
- ❖ Using Technology to enhance learning
- ❖ Engaging in the Educational Experience

PASSIONATE AND RESPONSIBLE FOR THEIR PHYSICAL DEVELOPMENT BY:

- ❖ Practicing good Health habits
- ❖ Developing Self-Awareness through physical fitness and expression of the Arts
- ❖ Making good decisions

Passionate and Responsible for their Social and Emotional Growth by:

- ❖ Showing Respect for Self and others
- ❖ Working independently and within a group
- ❖ Practicing Responsibility, accountability and self –control
- ❖ Appreciating God-given differences
- ❖ Solving Problems

ASSUMPTION GRADE SCHOOL

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ADMINISTRATIVE STAFF

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ASSUMPTION FACULTY AND STAFF

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Mike Spiess
Cheryl Sutlick
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Jenny Escobar
Joann Williams
Jennifer Wood

CALENDAR OF EVENTS

A calendar of events and weekly newsletter will be available on the WWCS website. Regular e-notifies will also be distributed.

COMMUNICATIONS

School officials communicate on a regular basis with parents/guardians. Parents/guardians are responsible for the information mailed or delivered to them.

The notes from the meetings of the Walla Walla Catholic Schools Board of Directors are available in the School Office.

The Principal has the right to make changes to the Handbook at any time. The Principal has sole and absolute discretion to interpret and implement the Handbook. The Principal reserves the right to take any action deemed necessary, within his best judgment, in the best interest of the school or students.

FAITH FORMATION

As an extension of the ministry of the three Catholic parishes in Walla Walla, Assumption School provides the integration of academic enrichment as well as Christian formation in the moral and faith tradition of the Roman Catholic Church. The school's curriculum and activities reflect that tradition which is rooted in the recognition of the dignity of persons and the need for personal spiritual development for full human growth. For that reason the school's program presumes that parents/guardians as well as students are actively involved in the practice of Christian faith in the home and also in an identifiable local parish or faith community.

The Statement of Expectations signed at registration identifies the practical shape of an active faith life:

1. Registration in a parish or faith community.
2. Regular participation at the parish Sunday Mass or (for non-Catholics their community's worship service).
3. Regular participation by both parents and students in the activities of the parish or faith community.
4. Participation in the sacramental preparation programs of the parish.
5. Identifiable financial support of the ministerial needs of the parish or faith community.

Assumption welcomes students who are open to and respectful of the Catholic tradition. Students will not be asked to profess faith in what they do not personally believe, but all students are responsible for the content of Christian faith presented in the curriculum. Since Assumption is a place of Christian formation students are also expected to manifest openness to maturation in their spiritual life.

PREPARATION FOR SACRAMENTS:

Following Diocesan policy, which protects the integrity of the Sacraments of the Catholic Church whose identity and celebration are properly situated in the parish, Assumption School does not engage students in sacramental preparation programs. The school curriculum, however, does contain information about the sacramental life of the Church.

Participation in Catholic school ministry may be the occasion for students and/or parents to seek more formal affiliation with the Catholic faith. Each of the local Catholic parishes welcomes participation by students and/or parents in their catechumenate programs, (convert instructions), which are designed for this purpose. Assumption School does not offer its own catechumenate programs.

MASS AND RELIGIOUS ACTIVITIES:

The weekly celebration of the Eucharist (Mass) at Assumption Church provides the opportunity for communal worship. All students, faculty and staff are to be present for these celebrations. Their participation is to be appropriately reverential and respectful in accordance with the instructions given by the presiding priest or school officials regarding singing, responses, posture and general participation in the liturgy. Following the instruction of the Church, only Catholics are permitted to receive Holy Communion. All others, however, are encouraged to come forward at Communion time to receive a blessing.

Students are provided opportunities to take responsibility for the preparation of the liturgies and to lead the student body in prayer through various ministries associated with the Mass.

Special Faith Formation activities are scheduled throughout the year to enhance the celebration of Thanksgiving, Catholic Schools Week as well as the major liturgical seasons of Advent/Christmas and Lent/Easter.

The school will not schedule special Masses, Faith Formation or other activities which conflict with or substitute for the normative weekend Sunday (Saturday evening) Mass.

The Pastors are ultimately responsible for decisions regarding the liturgical and religious activities of the school.

ADMISSIONS AND ATTENDANCE

ADMISSION

Admission is granted on a yearly basis. Admission is for one year only and registration is required each year for readmission. The Principal reserves the right to require students to pursue educational opportunities other than Assumption when, in his best judgment, it is in the best interest of the school, the student or other students.

ADMISSION OF STUDENTS: NON-DISCRIMINATION

The Walla Walla Catholic Schools do not discriminate in the admission of students on the basis of race, color, gender, nationality or ethnic origin. Before admission, however, parents and students must satisfy the school's admission requirements and complete the appropriate application process.

NEW STUDENT ADMISSIONS

Students interested in attending Assumption are asked to submit an Application for Admission, a copy of recent grades and test scores, and schedule an interview with the Principal and Counselor. Parents will also be interviewed. Students are accepted to Assumption upon completion of Registration Materials, Application of Admissions, appointment with the Principal, and acceptance by the President. Students may be admitted with conditional restrictions as developed by the Principal. These could include, but are not limited to behavioral and academic plans. The Principal reserves the right to require students to pursue educational opportunities other than Assumption when, in his best judgment, it is in the best interest of the school, the student or other students.

AGE REQUIREMENTS

For Kindergarten students

The child must be age 5 by August 31 of the year of admission in accordance with Washington State Policy (WAC 180-16-166)

For First Grade students –

The child must be age 6 by August 31 of the year of admission in accordance with Washington State Policy (WAC 180-16-166)

During the first weeks of Kindergarten or the First grade, should the teacher determine a child not ready and be it for the benefit of the child or the class as a whole, recommendations for another placement will be made.

By the act of registering at Assumption Grade School, students and parents/guardians agree to:

1. Accept and support the school's Mission Statement and Philosophy.
2. Integrate the education and formation received at school with Christian life experienced at home and in the parish or faith community.
3. Be an active member of the school community.
4. Relate to students, faculty, administrators and other parents in a respectful manner.
5. Abide by the approved policies and regulations of the school.
6. Strive for academic excellence in accordance with personal ability.
7. Give volunteer service to the school.
8. Fulfill financial obligations specified in the Financial Agreement signed at registration.
9. Follow proper channels for addressing concerns and issues related to school life.
10. Assist in fund raising activities.
11. For continued attendance at Assumption students must reside with parents or guardians.

ATTENDANCE

Assumption Grade School places great emphasis on academic involvement. Students are expected to attend class every day. Only serious circumstances (i.e. sickness or family emergency) shall be considered reasons for excusable absences. Absences for any other reasons are not acceptable and will result in appropriate consequences.

ABSENCES

Excused Absence - An excused absence is any absence for personal illness, family illness, family emergency or school activity that is verified with the office the day the student returns following the student's absence. Absences for reasons other than those listed above may be excused by the Principal or his designee, but must be pre-arranged with the Principal one week prior to the absence. Pre-arranged and excused absences are included in the total 12 absences per semester.

Unexcused Absence - Absences that are not excused absences are considered unexcused absences. Unexcused absences are not acceptable and will result in appropriate consequences.

Emergency and/or Unique Circumstances - The Principal or his designee will deal with absences of an emergency nature or unique circumstance on an individual basis.

SCHOOL ACTIVITY

A student's absence from classes due to athletics and other extra-curricular activities is considered excused. Students are responsible for all assignments given during their absences. Upon their return to class, they must be prepared to hand in all assigned work, complete any test given, or hand in any project due by arrangement with the teacher.

ATTENDANCE RESPONSIBILITIES

PARENTS SHOULD:

1. Help make it possible for students to be in school daily.
2. Know when students are not in school and call the school office by 9:00 a.m.
3. Be informed of school attendance policies and contact the school office if there are questions.
4. Recognize the seriousness of excessive and unexcused absences and take corrective actions.
5. Parents should make every effort to schedule appointments outside school hours.

STUDENTS WILL:

1. Assure regular and punctual attendance at school as necessary to facilitate the learning process and to develop habits of punctuality, self-discipline, and responsibility.
2. Make sure parents contact the school office when absence is necessary.
3. Contact teachers regarding make-up responsibilities upon returning from an absence. (work missed must be completed)
4. Have pre-arranged absence slip properly filled out, returned to the school office, and have administrative approval two working days prior to being excused from school.

THE SCHOOL WILL:

1. Maintain attendance records and update on a daily basis.
2. Develop curriculum, which is enhanced by regular attendance.
3. Contact parents and students when deemed necessary regarding attendance.
4. Provide homework assignments when requested by parents due to student's illness.

TRUANCY

State law mandates attendance in school during the regular school day. Any student who is absent from school without the permission of his/her parents or legal guardian is regarded as truant. Truancy is illegal. A truant is defined as a child subject to compulsory school attendance and who is absent without valid excuse from such attendance for a school day or portion thereof. Continued truancy constitutes grounds for suspension and possible expulsion. One-day truancy from school means punishment designated by the administration.

LEAVING SCHOOL - If at any time a student must leave the school other than as part of a teacher supervised group, they must request permission from the office secretary either presenting a note giving parental authorization or wait for contact of a parent or parent designate. Their parent then must sign the checkout sheet. Upon return they must be signed back in and present a note. Students will then receive an admit slip allowing them to return to class. Mass is considered part of our curriculum and attendance is required. Not following these procedures will result in appropriate consequences.

EXCESSIVE ABSENCES:

Students who accumulate an excessive number of absences (**12 or more, excused or unexcused**) from any class during a semester may be required to meet with the Principal to discuss a future plan of action. This review may require a conference between the student, parents, counselor, and Principal. Absences for school activities are not included in the absence total.

Appropriate additional attendance protocol, as well as academic and/or disciplinary consequences may be applied, as determined by the Principal.

TARDIES

Students must report to the School Office upon arrival and will be given a tardy slip. The slip allows the student entrance into class. A record of these tardies is kept in the main office. For grades 3-8 students will be given ***three "free" tardies each quarter*** in which there will be no penalty attached. Upon receiving their third tardy the office will inform the student that the next tardy will qualify them for *After School Detention*. Students will be assigned After School Detention for each subsequent tardy – exceptions given for medical or dental appointments (students must return to school with a note from the appropriate medical or dental personnel or a note approved by the Principal, due to unique circumstances.) Parents or students running late will not be an excused tardy. The administration may excuse tardies in the case of sudden or prolonged, inclement weather. Each quarter starts a new recording period for tardies.

ACADEMICS AND CURRICULUM

Students are expected to fulfill their God-given talents to work to their capacity, and to accept the challenge to use and develop their gifts. Assumption Grade School expects a high quality of academic performance from every student commensurate with his/her ability.

The teaching of religion is an integral part of the curriculum at Assumption. Under the direction of the Principal and Pastors, the religion curriculum will reflect the faith tradition of the Roman Catholic Church, especially as expressed in the documents of the Second Vatican Council. Teachers are accountable for faithfulness to that tradition in their teaching and interrelationship with colleagues, students, administration and parents. Teaching and instruction rooted in experiences of private revelation and personal opinion are not part of the school's religious curriculum or faith development program.

Through his assignment by the Bishop, the Pastors of the Walla Walla Catholic Schools are responsible for offering guidance to the school's Religion Department assuring the formation of teachers and administrators in the Catholic Faith Tradition and responsible for correcting errors in the presentation of that Tradition.

ACADEMIC CONCERNS

It is of great importance that students, teachers, parents and administrators work together to develop excellence in our academic program. Realizing at times there will be situations that arise, the following are procedures to be used to resolve conflicts:

1. Student **discusses** situation with the teacher if age and situation appropriate.
2. Parents **discusses** situation with teacher.
3. Parents/student **discusses** situation with Counselor.
4. Parents/student **discusses** situation with Principal.

CHRISTIAN FORMATION

Christian formation is an important part of our total school curriculum. Students are encouraged to be aware of those people less fortunate than they are in the school, community and world. Of particular interest is the sponsoring of education for two native students of Guatemala, and the homeless in Walla Walla. Prayer is an important part of formation. The following formal prayers are taught at these grade levels:

- Grade K: Sign of the Cross, Angel of God, Our Father.
- Grade 1: Sign of the Cross, Our Father, Hail Mary, Prayer before Meals.
- Grade 2: Glory Be to the Father, introduction of Act of Contrition.
- Grade 3: Act of Contrition, introduction of Apostle's Creed
- Grade 4: Ten Commandments, Mysteries of the Rosary, Apostle's Creed.
- Grade 5: Seven Sacraments, Acts of Faith, Hope, and Love, Prayer of St. Francis, Holy Days of Obligation.
- Grades 6-8: Beatitudes, Corporal Works of Mercy, Spiritual Works of Mercy, Precepts of Church, Gifts of the Holy Spirit, Moral Virtues, Liturgy of the Word, Liturgy of the Eucharist.

STUDENT RECORDS

Assumption maintains student records which contain student/family information; residential information; attendance; academic information, including courses taken, grades and credits earned; standardized test scores; health records; disciplinary, and student assessment records. Data in all student and student assessment records is periodically reviewed for accuracy and relevance. Information no longer pertinent or required by law is destroyed.

RELEASE OF RECORDS

The Family Educational Rights and Privacy Act of 1974 guarantees eligible students certain rights regarding the release of student records. Students and parents/guardians should discuss the application of this Act to their particular situation with the Principal.

Parents of students and eligible students (students 18 years or older) may review the student education records upon request by submitting to the school building Principal a written request which identifies as precisely as possible the record or records he or she wishes to review.

The Principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be reviewed. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and other school related information.

The Family Educational Rights and Privacy Act (FERPA).

1. Protects the confidentiality of student records.
2. Guarantees parents or guardians the right to review their student's records.
3. Provides procedures through which parents can challenge questionable recorded information.

HOMEWORK

Homework is an important part of a student's education, and serves as a communication tool between school and home. It is used primarily to reinforce work from the classroom, as well as to impart independent work habits, responsibility, self-discipline, and time management skills. Parents and student should communicate freely and openly with teachers to maximize the effectiveness of homework.

Reasonable expectations for an average of time spent on homework:

Grade K	10 - 15 minutes	Grade 3	30 – 35 minutes	Grade 6	60-70 minutes
Grade 1	15 – 20 minutes	Grade 4	40 – 50 minutes	Grade 7	70-80 minutes
Grade 2	25 – 30 minutes	Grade 5	50 – 60 minutes	Grade 8	80-90 minutes

These time limitations do not include time spent on quiz and test preparation, completion of unfinished class work, recommended reading, and approved long-term projects. These matters, however, will be taken into consideration when assigning daily homework.

If your child is regularly spending more than this amount of time on homework, please contact the teacher to discuss a remedy for the situation. If after this discussion the problem still exists please contact the Principal.

If your child is ill you may call and request homework from your child's teacher. Parents must request homework by 9:00 am. The homework will be available for pickup in the office after 1:30 pm.

ASSUMPTION GRADE SCHOOL GRADING SCALE

Letter Grade/Grade Points	Percent	Letter Grade/Grade Points	Percent
A = 4.0	93-100	C = 2.0	73-76
A = 3.7	90-92	C- = 1.7	70-72
B+ = 3.3	87-89	D+ = 1.3	67-69
B = 3.0	83-86	D = 1.0	63-66
B- = 2.7	80-82	D- = 1.0	60-62
C+ = 2.3	77-79	F = 0	00-59

Report cards are issued quarterly. Students in K – 3rd grades are marked according to the following code:

M – Meets expectations E – Exceeds expectations H – Has not met expectations

Students in 4th – 8th grades are marked according to the traditional letter grades: A, B, C, D, and F.

CONFERENCES

School wide Parent Teacher conferences will be held twice during the year. At other times, teachers and parents share the responsibility for arranging conferences when either academic progress or total personal growth warrants a meeting. Any parent who wishes a conference with a particular teacher at any time may do so either by written request to the teacher or calling the school office for an appointment. Any problem related to your child's academic, social, emotional or physical growth should first be discussed with the classroom teacher before consulting with the Principal.

Communication between home and school is essential in the development of good relationships in the school community. Staff members welcome questions of clarification or the sharing of information about the way in which a student is responding to the school environment. When parents have a question about procedures in the classroom or the adult/student relationship with any staff member, they should consult the person involved first. Ordinarily, open communication on the part of those concerned will resolve the question or concern. If the concern is not resolved, the following formal communication procedure is appropriate:

1. Document in writing (with date/s) the fact that the staff member has been clearly informed of the complaint.
2. Share the complaint with the Principal. The Principal will do one or more of the following.
 - a. Ask if the parent has consulted with the teacher.
 - b. Call a conference between parent, staff member, and Principal.
 - c. Suggest another avenue for resolution.
 - d. Establish a plan, timeline, and follow-up for resolution of the complaint.
3. The Principal will document all contacts involving the complaint.
4. If the parent is not satisfied, further contact should be made to the President of WWCS.
(See Conflict resolution)

ACADEMIC PROBATION

Students are expected to make satisfactory academic progress. Any student who fails a subject will be placed on Academic Probation and a Plan of Action will communicate the details of the probation. Every effort will be made by administrators and teachers to assist students to make satisfactory progress. Consequences of the Plan of Action may include expulsion should the student not show satisfactory improvement. (See Policy #5123.1)

PROMOTION/RETENTION

Students shall be assigned at the grade level in which they will be best adjusted academically, socially and emotionally. Teachers shall use a Consideration for Retention form whenever retention is being considered to ensure communication with parents at the earliest possible date. Teacher, parents, and Principal shall sign a final Recommendation for Retention form to be placed in the student's permanent file.

SCHOOL SUPPLIES

Each year the list of required school supplies will be mailed to parents with the August registration mailing.

FIELD TRIPS/ATHLETIC EVENTS

Parent carpools are utilized for Field Trips and athletic events. Field trips are an important part of a school program. They are selected and planned to supplement classroom learning experiences. At Assumption School, field trips are considered a privilege, not a right. Administration reserves the right not to permit a student to participate on a Field Trip. Should this occur, parents will be informed of the specific reason for this decision.

Moving out of the classroom into the field causes increased need for care. Therefore, the following guidelines apply:

1. Field Trip permission slips will be developed by the teacher for each field trip. The purpose of these slips is communication and approval of the parents regarding certain particulars about the trip.
2. Any student whose daily behavior indicates probable disturbances on an excursion will have the privilege withdrawn. Such student will remain at school under the charge of another teacher or the Principal during the duration of the field trip.
3. Only students whose parents have signed permission slips will be permitted to go on the trip. **THESE PERMISSION SLIPS MUST BE RETURNED ONE DAY BEFORE THE EVENT.**
4. Parents volunteering to drive must have on file in the Office proof of \$300,000 liability. Also, drivers must have attended a Code of Conduct Training, with subsequent annual update, and have received clearance from a WSP background check.
5. State law requires all children ages 4-6 years old or 40-60 pounds **MUST** be in a booster seat with a lap and shoulder belt.

LIBRARY

Students have an opportunity to check books out of the school library once each week according to following rules:

1. Each student grades K-8 may check out books.
2. Books will be checked out for one week only.
3. Books may be renewed. Number of renewals will be at the librarian's discretion.
4. Due dates will be checked weekly and a list of overdue books will be sent to the classrooms. When books are not returned in a week or have not been presented for renewal, a two-week "grace" period will follow. If, at the end of two weeks, the books are not returned, a note will be sent directly to the parents and your child's library privileges will be suspended. We request you help in locating the delinquent books. When it appears that the books are lost or damaged beyond use, the total replacement cost of the book will be the parents' responsibility.

COMPUTERS

Computers are available in the library for students, faculty, and staff for work or research. Computers are not to be used for personal entertainment.

INTERNET

Teachers and administrators will regulate Use of the Internet. The library, the computer room and several classrooms have computers connected to the Internet. These are for **academic** use only. All students must have a **signed** Acceptable Use of Technology Form on file. The Internet is a powerful tool, however its use will be restricted if inappropriate use is suspected.

Computers, Internet and other electronic technology found at Assumption are property of Walla Walla Catholic Schools and the Diocese of Spokane. The Administration reserves the right to access review and monitor e-mail, all electronic messages and records as deemed necessary.

Improper use of computers, Internet and electronic devices will result in disciplinary action.

ACCEPTABLE USE OF TECHNOLOGY

This body of regulations/agreement governs use of technology equipment owned or operated by the Walla Walla Catholic Schools (WWCS).

Each technology user is a member of a community. The intent of this agreement is to maximize the value of our technology resources and to permit freedom of use consistent with Federal and State law, Walla Walla Catholic School policies and a productive working environment. This agreement applies to all resource users—staff, student and parents.

In keeping with the spirit of honesty, integrity and the true sense of Christian morality that are hallmarks of Catholic education, it is expected that abuse of this resource will not occur. Those who use WWCS equipment must understand that violation of the policy will result in penalties ranging from a written reprimand, loss of account, referral to Walla Walla Catholic School authorities for disciplinary action, and/or possible criminal prosecution as dictated by the nature of the offense.

This agreement authorizes school computer systems' staff to examine the user's files, if required, as part of their official duties.

WWCS technology, hardware or software, may not be used for commercial or profit-making purposes, for political purposes, or for personal benefit where such use incurs a cost to the school and is not academically related.

Sharing of a computer account with other persons is prohibited: each user must have an individual account. Passwords must be protected.

Users must not leave a machine logged on when the user is not present unless the machine is in a secure area such as a private office. State law prohibits unauthorized access to computer systems. In addition, the following are also prohibited.

- Access of or attempts to access another person's directory, files, or mail, whether protected or not, without permission of the owner,
- Attempts to access unauthorized machines via the computer network,
- Attempts to decrypt encrypted materials,
- Attempts to obtain privileges to which the user is not entitled,
- Attempts to remove or transfer software from WWCS computer or computer networks without authorization.

In keeping with the spirit of shared resources, users should conduct themselves in a manner that promotes a cooperative, productive working environment. Certain conduct disrupts such an environment, therefore, the following are prohibited:

- Making loud or unnecessary noise in technology resource areas.
- Taking food or beverages into the computer labs or other technology resource areas.
- Printing, displaying or sending materials that are unsuitable, distasteful or pornographic.

- Conduct that intentionally or negligently interferes with the proper operation of the system or its use by others.

In addition, users of electronic mail and bulletin boards shall not send messages that are

- Libelous
- Patently offensive
- Intimidate, threaten, demean, bully, or harass individuals or groups
- Would otherwise bring discredit to the school

Limited Resources: Users of WWCS technology shall not consume unreasonable amounts of our limited resources. Resources in limited supply include laser printing, hard disk space and machine access. Picture files or other large files should not be stored on the system hard disk unless academically relevant. Playing of games and other non-academic activities should be restricted to periods of off-peak usage. WWCS may impose restrictions or limits on use of any resource.

SOCIAL MEDIA ACCEPTABLE USE POLICY

Social media posts must not:

- Contain any material which is defamatory of any person.
- Contain any material which is offensive, obscene, hateful or inflammatory.
- Promote sexually explicit material.
- Promote violence.
- Promote discrimination based on race, sex, religion, nationality, disability, sexual orientation or age.
- Infringe on any copyright, database right or trademark of any other person or organization.
- Be likely to deceive any person.
- Be made in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence.
- Promote any illegal activity.
- Publicize your, or anyone else's personal information, such as contact details.
- Advertise products or services, other than those related to the Walla Walla Catholic Schools and affiliated organizations.
- Advocate, promote or assist in any unlawful act such as (by way of example only) copyright infringement or computer misuse.

In addition, the following is to be strictly adhered to:

- There is to be no identification of students using first name and last name. The first name only is to be used.
- All posted data must conform to copyright law; images, videos and other resources that are not originated by the school are not allowed unless the owner's permission has been granted or there is a license with allows for such use (i.e. creative commons).

Any person not following our acceptable use policy will be blocked from using the school's Social Media accounts and could be reported to outside agencies.

Notice and take down policy.

Should it come to the attention of page administrators that there is a resource which has been inadvertently uploaded, and the school does not have copyright permission to use that resource, it will be removed.

In addition, any posts that parents, students or staff may take offense to may be removed.

Anything in violation of our aforementioned policies may also be removed in real time.

DRESS CODE

DRESS CODE: POLICY 5132.2

All students attending Assumption Catholic School will wear school uniforms.

ALL ARTICLES OF CLOTHING MUST BE TRUE TO SIZE. NO OVERSIZED OR TIGHT FITTING GARMENTS ALLOWED.

- Wednesday is Mass Day. Students will be attending Mass at 8:30 a.m. with Assumption Parish, children should be neat and clean, and girls are encouraged to wear their plaids.
- Shirts are to be worn tucked in at all times. Remind students to come to school with shirts tucked in and check their shirts when coming in from recess and P.E.
- When the outdoor weather changes, please make sure your child comes to school prepared for the outdoor elements with coat, jacket, gloves, etc.
- Please label all sweatshirts, vests, coats, mittens, etc.

UNIFORMS FOR STUDENTS IN GRADES K-5

Girl's Jumpers, Skirts and Skorts:

Hunter/Classic Navy Plaid Jumper, Skirt or Skort
Navy or Khaki Skirt or Skort

Girl's Pants and Shorts:

Classic Navy Blue or Khaki Long Pants, Capris or Walking Shorts

Girl's Peter Pan Collar Blouses:

White Long or Short Sleeved. No Trim Of Any Kind.

Girl's Tights and Leggings:

Navy Blue, Evergreen, Red, White, Black, or Maize
Leggings may be worn under the jumper, skirt, or skort, not alone as pants.
No multi-colored/patterned or printed tights or leggings allowed.

Boy's Pants and Shorts:

Classic Navy Blue or Khaki Long Pants or Walking Shorts

Boys Oxford Shirt:

White, Short or Long Sleeve Oxford Shirt

Boy's and Girl's Shirts:

White, Red, Maize, Navy or Evergreen Polo Shirts or Turtleneck Shirts

Boy's and Girl's Cardigans:

Evergreen or Navy Button-front V-neck or Zip-front Cardigans

Boy's and Girl's Sweatshirts:

Evergreen or Navy Crewneck Sweatshirt

Boy's and Girl's Polartec Vests:

Evergreen Fleece Vest

Boy's and Girl's Socks:

White, Red, Maize, Navy or Evergreen

Boy's and Girl's Shoes:

All Grades – Shoes must be neat and clean and in good condition. No rips or tears. Shoes requiring laces must be laced. NO ATHLETIC SANDALS, CROCS, FLIP FLOPS, **SHOES THAT SEPARATE THE TOES**, OR SHOES WITH WHEELS ALLOWED.
NO CLEATS MAY BE WORN IN THE BUILDING

Boy's and Girl's Belts:

All Grades – Belts must coordinate with the uniform.

The following uniform items must be purchased from Lands' End School Uniforms:

Hunter/Classic Navy Plaid Jumper, Skort and Skirt

Red and Maize Polo Shirts and Turtleneck Shirts

Evergreen Button Front or Zip Front Cardigans

Evergreen Crewneck Sweatshirt with Assumption School Logo

Evergreen Fleece Vest with Assumption School Logo*

The uniform walking short may be worn all year long.

UNIFORMS FOR STUDENTS IN GRADES 6-8

ALL ARTICLES OF CLOTHING MUST BE TRUE TO SIZE. NO OVERSIZED OR TIGHT FITTING GARMENTS ALLOWED.

GIRLS Pants:

Khaki or Classic Navy Blue Long Pants, Walking Shorts, Skirts, Skorts or Capris

Flat pocket or "clean" cargos are allowed. No baggy or sloppy look allowed. No strings, ties, etc. from pants, shorts, skirts, skorts or capris.

Polo Shirts:

White, Navy, Red, Maize or Evergreen. (Burgundy no longer acceptable for 2015-2016.)

Oxford Shirts:

White Oxford Shirts: Short - sleeve, Long - sleeve, ¾ Sleeve or Peter Pan Collar

All Polos and Oxford Shirts must be worn tucked into pants and shorts.

BOYS Pants:

Khaki or Navy Blue – Long Pants, Shorts Flat pocket or "clean" cargos are allowed. No baggy or sloppy look allowed. No strings, ties, etc. from pants or shorts.

Boys Polo Shirts:

White, Red, Maize, Navy or Evergreen Polos, Short-sleeve or Long-sleeve (Burgundy no longer acceptable for 2015-2016.)

Oxford Shirts:

White Oxford Shirts: Short-sleeve or Long-sleeve

All Polos and Oxford Shirts must be worn tucked into pants and shorts.

Jacket:

Uniform black zipper jacket with logo will be available from Graphic Apparel only.

Belts:

Belts must be solid leather and color coordinate with uniform.

NO BELTS WITH GLITTER OR RHINESTONES, SILK TIES OR CHAINS ALLOWED.

Body Piercing:

Students choosing to do so may pierce the lobes of the ear only. No other body piercing is acceptable.

Coats/Jackets

Outdoor jackets or coats may not be worn in the building during the school day.

Trench coats may not be worn in the school building.

Facial Make-Up:

It is not encouraged, but if worn it must be lightly and tastefully applied. This choice is reserved for the 7th and 8th grade girls only. Body, face, and hair glitter is not to be worn. Visible body tattoos (stick-on, etc.) are not to be worn.

Hair:

Hair must be clean, neatly groomed and out of students eyes. Extreme grooming or coloring is not acceptable. Emblems, logos, or symbols shaved into the hair are not allowed.

Hats:

The wearing of hats is not permitted in the school building. Headgear must reflect the spirit of the dress code.

Jewelry:

Jewelry should be worn in good taste and should not be distracting, excessive, inconsistent with our Christian values or inappropriate for school. Post earrings and small earrings are acceptable and are to be worn in the lobes of the ears only. The use of excessive jewelry, large chain link jewelry, spikes or metal necklaces or bracelets, including chains to hold wallets are not appropriate for school. Jewelry must be removed during Physical Education class.

Shoes

Shoes must be neat, clean and in good condition. No rips or tears. Shoes requiring laces must be laced. Dress sandals are acceptable.

NO ATHLETIC SANDALS, CROCS, FLIP FLOPS, **SHOES THAT SEPARATE THE TOES**, OR SHOES WITH WHEELS ALLOWED.

NO CLEATS MAY BE WORN IN THE BUILDING.

GAME DAY OR EVENT ATTIRE: BOYS & GIRLS GRADES 6-8

Spirit Day T-Shirt must be worn with Khaki or Navy pant, skort or skirt.

DRESS CODE EXCEPTIONS

Exceptions to the dress code may be determined by Principal in order to adapt to special events, Free Dress/Spirit Day, or in the event of heating or ventilation emergencies.

FREE DRESS DAYS

It is our intent that appropriate school attire be worn on free dress days. No holes, tears, or frayed edges are allowed. Shirts must have sleeves. Any clothing or accessories must be consistent with our Christian values and appropriate for school. Halter tops, tank tops, spaghetti straps, sleeveless shirts,

Bare midriff, tight-fitting T-shirts are not appropriate. Shorts are not to be longer than the back knee crease and no shorter than three inches above the back knee crease. No baggy/saggy pants or underwear visible at any time.

DRESS CODE VIOLATIONS

There will be one warning given for uniform violations. Students violating the dress code will be asked to adhere to the dress code which may include a call to parents for a change of clothes.

BEHAVIOR

The following behavioral regulations and procedures are presented as guidance rather than as a restraint. They are intended to raise individual awareness of mutual responsibility and courteous concern, which is expected of each person who is part of a Christ-centered school wide community.

Christian behavior is characteristic of all who have come together to accomplish the important task of mutual learning as taught in the Gospel. Registration and acceptance into the Assumption Student Body presumes a willingness to abide by these policies and procedures because they aim to respect individual differences and promote harmonious interaction. The Principal or his designee reserves the right to speak to students outside of the classroom setting when deemed necessary.

Regardless of the cause of any pupil difficulty no teacher in the Walla Walla Catholic Schools is to tolerate any disrespectful act of gross misconduct, including flagrant discourtesy, abusive and vile language, acts of violence and deliberate insubordination. The teacher has the right to remove from the situation any pupil whose behavior disrupts the learning atmosphere of the class.

The student shall not be readmitted until the teacher has conferred with the Principal or his designee. The student shall not be returned to the same class until the teacher and administrator have discussed the basis on which improvement can be expected. The Principal or his designee may call for additional conferencing, which may include parents to determine further action.

In the event that the presence of any student(s) becomes unduly disruptive to the conduct of instruction or threatens the welfare of students, the teacher will have the student removed from the class until such time as the objectionable behavior has been eliminated in a manner which, in the judgment of the Principal or his designee involved, best serves the interest of the school and the student. The school reserves the right to send disruptive students home or to another classroom.

BEHAVIOR CONCERNS

It is of great importance that students, teachers, parents and administrators work together to develop appropriate behavior. Realizing that there will be situations that arise, refer to the following procedures:

1. Student **discusses** situation with the teacher if age and situation appropriate...
2. Parents/student **discusses** situation with teacher.
3. Parents/student **discusses** situation with Principal or his designee.

INAPPROPRIATE BEHAVIOR

Students shall refrain from the following conduct while present at Assumption, during or immediately before or after school hours, to and from school, at any time the school or school grounds are being used for a school activity, or while attending a school sponsored activity off the school grounds. Students need to be aware that their behavior at other times also reflects their character and speaks well or ill of the school they attend. Disciplinary action will be administered for inappropriate behavior. This list is not exclusive of other unacceptable forms of behavior.

- Use, possession, delivery or sale of alcohol
- Arson
- Physical injury and assault
- Use, possession, delivery or sale of controlled substances or drug paraphernalia
- Injuring or threatening to injure the health and safety of another
- Lack of honesty
- Harassment of any kind
- Disorderly or disruptive conduct
- Intimidation/Threats
- Malicious mischief
- Use, possession, delivery or sale of tobacco products
- Breaking Dress Code
- Cheating, i.e. reports, tests, homework
- Incurable or uncooperative attitude
- Classroom distraction
- Disruption of classroom or extra-curricular activity
- Driving or parking in an unauthorized area
- Leaving campus without permission
- Fighting
- Forging school documents, notes
- Theft
- Displays of affection
- Possession of stolen property
- Damage to personal or school property
- Refusal to comply with school regulations
- Disrespectful comments and actions
- Vandalism
- Vulgar or obscene gestures, pictures, signs, writing or language
- Possession of any weapon without authorization
- Inappropriate communication
- Gang activities
- Tardiness
- Unauthorized initiation of students
- Truancy
- Possession of cell phones/electronic devices during school hours.
- Retaliation

HARASSMENT, DISCRIMINATION, INTIMIDATION AND BULLYING

Assumption is firmly committed to having a positive educational and work environment that encourages respect, dignity, and equality for students, parents/guardians, applicants, volunteers, contractors and employees.

Assumption will not tolerate harassment, discrimination, intimidation or bullying in the school's education or working environment, regardless of whether the harassment, discrimination, intimidation or bullying is based on conduct that is adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male or female to female.

DISCRIMINATION

Discrimination may involve showing favor or disfavor on the basis of: race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation or disability.

HARASSMENT

Harassment may include: hostile work or educational environment, sexual harassment or malicious treatment. The Harassment Policy (Policy #1201) may be found at the following web site:

http://dioceseofspokane.org/documents/2015/6/dsacpolicies_1213.pdf

ANTI-BULLYING EXPECTATIONS

At Walla Walla Catholic Schools, we are committed to building a faith community rooted in Gospel values to teach our children to live as Jesus did. We are committed to making our school a safe and caring environment for all students, being respectful of each other and being accountable for our actions. With that in mind, we will work to prevent any bullying at school.

Bullying behavior includes, but is not limited to, the following:

- Hurting someone physically.
- Taking or damaging another person's things.
- Teasing, putting another person down, insulting
- Spreading rumors, gossip or lies about others.
- Excluding others from play, areas or conversations.
- Hazing
- Retaliation for individuals who report or stop bullying behavior.

Bullying can cause stress and pain to others and is never justified or excusable as “kids being kids”, or “just joking or teasing” or any other rationalization.

VISUAL BULLYING

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

CYBER BULLYING

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

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

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

INTIMIDATION OR BULLYING

Intimidation or bullying means: any intentional written, verbal, hazing or physical act, including but not limited to one shown to be motivated by a characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

HOSTILE ENVIRONMENT

Hostile environment includes the following conduct if the conduct has the purpose or effect of substantially interfering with an individual's educational or work performance; or creating an intimidating, hostile offensive educational or work environment. It may include, but is not limited to:

- Unwelcome or uninvited sexual advances.
- Requests for sexual favors.
- Unwanted derogatory comments, slurs, jokes, cartoons, pictures, gestures, innuendos, and other unwelcome or uninvited verbal or physical conduct of a sexual nature or based on race, color, religion, ancestry, national origin, gender, age, sexual orientation or disability.

SEXUAL HARASSMENT

All individuals are worthy of honor and respect. When a male or female is subjected to unwelcome behavior or comment that is sexual in nature, it is considered "sexual harassment" and is inappropriate, harmful and against the law. Unwelcome sexual advances, requests for sexual favors, unnecessary physical contact, or explicit comments and name-calling constitute sexual harassment. Offensive statements concerning a student's appearance or behavior which are based on a student's sex or any unwelcome physical contact, repeated use of obscenity or the display of offensive objects or pictures is not tolerated. All such behavior is prohibited and subject to disciplinary action.

MALICIOUS HARASSMENT

Malicious harassment includes malicious and intentional conduct based on a person's perception of another's race, color, religion, ancestry, national origin, gender, sexual orientation or disability that:

- Causes physical injury; or
- Causes physical damage to or destruction of property; or
- Threatens a person or group of persons and places the person(s) in reasonable fear of harm. Words alone do not constitute malicious harassment unless the context surrounding the words indicated that the words are a threat.

Hate Crimes are specific malicious harassment and are unacceptable with any school setting or activity.

HARASSMENT, DISCRIMINATION, INTIMIDATION OR BULLYING MUST BE REPORTED.

Reporting of any type of harassment, discrimination, intimidation or bullying can be made to an administrator, teacher, parent, Pastor or Secretary of Schools of the Diocese of Spokane.

SEXUAL ABUSE

Abuse policy and reporting maybe found at the following Web Site: <http://dioceseofspokane.org/safe-envirnoment-program> . For a hard copy of the information please call the Assumption school office.

PROCEDURES FOR SERIOUS INFRACTION

A student involved in a serious infraction of the school rules shall incur the following action:

1. Notification of the student's parents in a timely manner.
2. Notification to any agency or Spokane Diocese required by p
3. The student, in the presence of parent(s) and/or guardian may be asked to appear before the Principal or his designee. If deemed necessary, the Principal or his designee may request members of the Administrative Team to be present at the conference.

PROCEDURES FOR ROUTINE INFRACTIONS

A Refocus Form will be sent to the office with the student. Forms will be filed with the Principal. A copy of the Disciplinary Notice may be mailed to parent or guardian when behavior deems necessary. Action could include:

1. Loss of privileges.
2. Detention after school.
3. Placed on probation.

4. Saturday School.
5. Possible Parent Conference

RETALIATION

Retaliation: includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner in an investigation. Retaliation against any person who initiates a complaint or is a witness in a harassment, discrimination, intimidation, or bullying complaint is prohibited and will result in appropriate discipline. Appropriate action to protect parties from retaliation will be taken. Please note that it is a violation of this policy to knowingly report false allegations of harassment/discrimination. Individuals found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

WEAPONS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon (guns, knives, etc.) on the school grounds at any time whatsoever, or off the school grounds at any school activity, function, or event, or while en-route between home and school. Violation of this regulation may result in immediate suspension, expulsion and or criminal prosecution.

SEARCH AND SEIZURE

School authorities for search and seizure shall be the Principal or Principal's designee. School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object, which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items onto school property or to any school-related function. Random canine walkthrough, on school grounds, may be conducted to assist with school safety.

1. Authority to Conduct a Search - The law allows school authorities to search student lockers at any time without prior notice and without a reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rule (RCW 28A.600.240)
2. General Inspection - School authorities will make general inspections of lockers or desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable particular suspicion exists.
3. Locker/Desk/Storage Area Inspections - All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.
4. Personal Searches - A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parents/guardian(s) and/or law officials as appropriate.

CARE OF PROPERTY

Assumption School buildings and campus is designed to be attractive as well as serviceable. Students should be proud of its appearance and take all possible means to maintain it. In a spirit of cooperation and school pride, classrooms, corridors, the gym, and outside campus should be kept clean and orderly.

EQUAL OPPORTUNITY

No student shall be deprived of the right to an equal education opportunity in whole or in part by a school (district) without due process of law as guaranteed in Chapter 180-40 WAC.

PARENTAL BEHAVIOR

Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

DAMAGES

Parents will be responsible for any willful damage done to school property and will be notified and billed accordingly.

DISCIPLINARY ACTION

Students failing to manifest a willingness to abide by the Assumption standards of respect, honesty, courtesy, and consideration for others will be subject to deprivation of privileges and disciplinary action. The teacher on the scene will handle routine disciplinary problems. Serious or continued disciplinary problems are referred to the Principal or his designee.

DETERMINATION OF DISCIPLINE

The Principal or his designee is responsible for determining school disciplinary action and establishing corrective behavior expectations according to school regulations and, when necessary, according to his best judgment. The Principal has sole and absolute discretion to determine any disciplinary action necessary when in his best judgment it is in the best interest of the school, student or other students, this may include expulsion. The purpose of disciplinary action is accountability for behavior and insight into unacceptable behavior and not solely punishment.

The violation of school regulations or activity rules results in disciplinary action determined by the Principal or his designee. Activity moderators and coaches may recommend types of disciplinary action and/or corrective behavior.

Disciplinary action may carry from one school year to the next.

Students who are suspended for violation of activity rules may be ineligible for any awards for that activity or sports season. They are automatically placed on probation for twelve months. Additional or repeated violations during probation will result minimally in the doubling of penalties or further disciplinary action.

If a student is dismissed from a class for behavioral reasons, that student shall not participate in any extra-curricular activities until that student has been properly reinstated in the class from which dismissed. The student is not to be present on the school grounds after school is dismissed.

SUSPENSIONS AND HOME STUDIES:

Repeated violations or exceptionally serious and/or flagrant violations of school disciplinary code or activity rules may result in more serious disciplinary action, including suspension from school or even expulsion from Assumption.

If a student has been accused of a serious violation they may be assigned to a home study by extension work until an investigation is conducted and disciplinary action is decided. The Principal has sole and absolute discretion to determine the length and breadth of the investigation and disciplinary action.

At the Principals' and Counselors' discretion counseling and/or counseling evaluations may be required during the suspension or for continued attendance at Assumption.

Due to the serious nature of a suspension academic coursework missed during the suspension will generally not be able to be made up.

EXPULSION

At times extreme, concerned and/or habitual student behavior and/or actions may warrant student expulsion. The decision of student expulsion rests with the Principal. Due process for student expulsion can be found under Further Recourse and Review Process on Page 30.

Major Options for disciplinary actions

- | | |
|---------------------------------|-------------------------------|
| ▪ Detention | ▪ Confiscation |
| ▪ Assigned school service hours | ▪ Restitution |
| ▪ Suspension from activities | ▪ Restriction from access |
| ▪ In-house school suspension | ▪ Probation |
| ▪ Suspension from school | ▪ Referral to law enforcement |
| ▪ Saturday School | ▪ Expulsion |
| ▪ Mandatory counseling | |

PROCEDURES FOR SERIOUS INFRACTION

A student involved in a serious infraction of the school rules shall incur the following action:

4. Notification of the student's parents in a timely manner.
5. The student, in the presence of parent(s) and/or guardian may be asked to appear before the Principal or his designee. If deemed necessary, the Principal or his designee may request members of the Administrative Team to be present at the conference.

PROCEDURES FOR ROUTINE INFRACTIONS

A Refocus Form will be sent to the office with the student. Forms will be filed with the Principal. A copy of the Disciplinary Notice may be mailed to parent or guardian when behavior deems necessary. Action could include:

6. Loss of privileges.
7. Detention after school.
8. Placed on probation.
9. Saturday School.
10. Possible Parent Conference

DRUG AND ALCOHOL POLICIES

Possession/use of authorized medication:

- When a student is taking prescribed medication for more than two weeks, parents are to notify the school office in writing. In a case where a student is found taking permitted medication without written notification from the parents, the parents will be contacted. Please review the medication policy. (See page26)

POSSESSION/USE OF ALCOHOL, UNAUTHORIZED DRUGS, OR OTHER SUBSTANCES:

- Due to the possible severe consequences with drug and alcohol use on individuals or others within the school the Principal retains sole and absolute discretion to take any action deemed necessary when in his best judgment to ensure a safe school environment.
- 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 the family will be responsible for the cost of emergency help if necessary.
- If the student is not asked to withdraw, a conference with the student, parents, and the Principal or his designee will follow such an incident. As a condition of readmission, the student may be required to undergo a complete professional assessment for substance use/abuse and follow through on any recommended treatment; the school accepts no financial responsibility for any costs incurred for the assessment or follow-up treatment. The student will make up any missed work outside of school time.
- Following such an incident, the Principal and Counselor may develop, depending on the incident or subsequent incidents, criteria for continued enrollment at Assumption. The student's privilege to remain enrolled at Assumption will be jeopardized.

PROFESSIONAL ASSESSMENT/TREATMENT:

- When a professional assessment is required the Counselor will provide the family with a list of approved adolescent chemical dependency counselors/agencies who can be chosen for assessment. The school is not responsible for any costs incurred for the assessment or the treatment.
- Should a family refuse the professional assessment or the recommended treatment, which might include regular outpatient or inpatient care, the school may ask the student to withdraw. The school reserves the right to be kept informed by the treatment professional of the student's progress.
- 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 at the Principal's best judgment suspicion is confirmed, treatment and disciplinary action may be taken. 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 substances or paraphernalia, parents will be

called to take the student home. A conference with the student, parents, administrators, and the student assistance 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 the period of treatment.

ALCOHOL, TOBACCO, DRUGS AND INHALANTS

The following acts by a student on or off school premises or while participating in any activity associated with the school are subject to special disciplinary action and probation when they are admitted by the student, reasonably verified by an adult, verified through a school investigation, cited by legal authority or investigation:

- The illegal use or possession of alcoholic beverages
- The illegal use or possession of tobacco products (including chewing tobacco and snuff)
- The illegal use or possession of drugs, drug paraphernalia, steroids and/or inhalants
- Attending a function where alcohol beverages or drugs are being illegally used

PRESENCE: Students present at a gathering at which alcohol and/or drugs and/or inhalants are illegally present or illegally used are expected to not participate in their use, and to leave immediately. They must advise the Principal the next school day of their action. Their parents/guardians will be notified. Failure to leave and advise the appropriate authority (even though there was no personal use or possession of a controlled substance) will result in suspension from all extra-curricular activities and all sports activities (practice and play) for a period extending to the end of ten school days. Students will be placed on a probationary watch. Each additional offense will result in a minimum of an additional fifteen school days of suspension and the completion of ten hours of school service.

TOBACCO: Students, who illegally use or possess tobacco products will at the first offense be verbally reprimanded, have their parents/guardians notified and put on a probationary watch. On the second offense the student will be suspended from all activities (practices and play) for a period extending to the end of 15 school days. They will be required to attend the school's substance abuse course. A meeting with the Principal, the student and parents/guardian will be scheduled at which time the process will be explained. On the third offense the student will be suspended from all activities (practice and play) for a period of 30 school days. The student must then complete an additional 60 hours of school approved community/school service. If a student has a fourth offense, they will be suspended from all activities for the remainder of the school year and be considered for expulsion.

DRUGS AND ALCOHOL: Students who illegally use or possess alcohol and/or drugs and/or inhalants or drug paraphernalia will be suspended from all school activities which include practice and play for a period extending 30 school days. Drugs include but not limited to illegal drugs, prescription drugs and over the counter drugs used incorrectly. Students may also face suspension. A Probationary Plan will be written explaining future consequences. A meeting with the Principal, the student and parents/guardian will be scheduled at which time the process will be explained. The student will be required to attend the school's or other approved substance abuse course. The student must do 15 hours of school approved community/school service.

Students who are suspended from activities for either the use or possession of tobacco products or use or possession of alcohol and/or drugs shall be ineligible for any and all school awards for that activity/athletic season. In addition, athletes must adhere to WIAA regulation (Regulation 18.26.0).

VANDALISM

Common sense and consideration is the best guide in determining whether to bring personal possessions to school. The school is not responsible for valuables that students bring to school. If special circumstances make it necessary for a student to bring substantial cash or other possessions to school these items can be safeguarded by registering them and leaving them at the main office.

A student who is guilty of theft whereby he or she exerts unauthorized control over the property of another be it cash or stolen merchandise, and thereby deprives that person of such property will be disciplined by the Principal and that punishment, if warranted in his fact finding, may result in expulsion.

Every student who shall willfully damage or deface school property shall be liable for punishment, suspension, or expulsion as provided by law. The administration will make every reasonable effort to recover damages caused by the willful damaging or defacing of school property from the responsible person, or where applicable, his/her parents or guardians. School personnel will assist and cooperate with law enforcement authorities in the investigation of vandalism to school property.

DETENTION

Information regarding detention, Saturday School or other behavioral consequences will be presented to student at the beginning of the year.

DISCIPLINE CHART

This systematic discipline chart will be used as a guide for inappropriate behavioral actions. The Principal has sole and absolute discretion to assign any discipline he deems necessary when in his best judgment it is in the best interest of the student, other students, or the school. Each additional inappropriate discipline action will generally progress to the next level of sanction. Some severe behavioral action may move to an appropriate level even if it is a first inappropriate action. Also it is possible for multiple less severe offenses to repeat a level. **All items in the EXAMPLE and PROTOCOL/RANGE OF SANCTIONS columns are INCLUDING, BUT NOT LIMITED TO. The Principal or his designee has sole and absolute discretion to determine the level and sanction(s).**

LEVELS	EXAMPLES	PROTOCOL/RANGE OF SANCTIONS	
Classroom Level	<ul style="list-style-type: none"> Excessive talking in class, Disobedience/Disrespectful body language, Horseplay, Dress code violations Inappropriate language Unprepared for class Refusal to work 	<ul style="list-style-type: none"> Disciplined by the teacher Future consequences explained, Documented Repeat offenses or flagrant Level One referred to Level Two 	
LEVEL 2	<ul style="list-style-type: none"> Multiple/Flagrant Classroom Level offenses, Multiple tardies, HIB level encroached, blatant exclusion, including documented cyber-bullying Lying, stealing, cheating, Horseplay resulting in injury Property damage 	<ul style="list-style-type: none"> Discipline referral completed Student conference with Administration Parental contact Sanctions range – detention, chores, withholding recess, suspension and/or re-admission plan to be determined by administrative team 	
LEVEL 3	<ul style="list-style-type: none"> Multiple/Repeated Level Two offenses Possession of weapons, threats, assaults, truancy, vandalism, theft. 	<ul style="list-style-type: none"> Immediate removal from school and parental contact. Suspension length determined by administrative team, documentation shared with Canonical Administrator. Readmission program dependent on specific re-entry plan, as determined, including possible detention, suspension, required counseling, or other activities determined by the Administrative team 	
LEVEL 4	<ul style="list-style-type: none"> Multiple/Repeated Level Three offenses Other Serious Offenses determined by the Administrative Team 	<ul style="list-style-type: none"> Immediate removal from school and parental contact. Suspension length determined by administrative team, documentation shared with Canonical Administrator. Readmission program dependent on specific re-entry plan, as determined, including possible detention, suspension, required counseling, or other activities determined by the Administrative team 	

EXTRA-CURRICULAR ACTIVITIES

ACTIVITIES

Activities are part of the total educational experience for the participant as well as the non-participant. They are capable of creating a special environment in school that cannot be duplicated by any of the other factors in the overall curriculum. Participation in activities is a high indicator of future success.

Extra-Curricular activities are a privilege not a right for students. The student's participation in the program is completely voluntary. It is not required for graduation. However, those students who try out and are chosen must understand the commitment they have made. They not only represent themselves, but they participate as representatives of their fellow students, family, school, church, and community. For this reason they must assume certain ethical and moral obligations and standards of citizenship and conduct. They must be willing to set goals of excellence and invest the energy and time necessary to attain those goals. Because extra-curricular activities are a privilege, Assumption reserves the right to deny or dismiss students from activities.

PHILOSOPHY OF ASSUMPTION ACTIVITIES

Assumption believes that every student who commits themselves to the Assumption program will learn valuable lessons about how to be a better Christian and how to be successful in meeting the challenges of the competitive society of their future.

To lead a successful and Christian life, a person needs to be both mentally and physically alert. That person must learn the responsibilities inherent in the commitments of life. The person must approach life positively with a sincere desire to realize their own dignity and self-worth as well as that of others. A person must learn to work industriously for not only their own well being, but also for the well being of people with whom they are associated. They must learn to bounce back in the face of defeat.

In total, Assumption believes that being a Christian participant requires an even greater commitment and sacrifice. Our students must strive to be more dignified, honest, moral, forgiving, understanding, and responsible than other students.

BENEFITS OF ACTIVITIES

Activities support the Mission of our schools. They are not a diversion, but rather an extension of a good educational program. Students who participate in activity programs tend to have higher grade-point averages, better attendance records, lower drop-out rates, and fewer discipline problems than students do generally.

ACTIVITIES ARE INHERENTLY EDUCATIONAL

Activity programs provide valuable lessons on many practical situations -- teamwork, sportsmanship, winning and losing and hard work. Through participation in activity programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These are qualities the public expects schools to produce in students so that they become responsible adults and productive citizens. Participation in school activities is often a predictor of later success and becoming a contributing member of society.

PARTICIPATION

Criteria for participation and a statement of expectations shall be provided for each student activity. In order to participate in extra-curricular activities, students must be enrolled and in regular attendance at Assumption School. They must be in attendance at least the last half of the day of the activity unless excused by the Principal. The student must be in good standing with the school and the particular area of participation. They cannot be suspended from school or be subject to any other form of disciplinary action, which would prevent participation.

ACADEMIC Eligibility

Although athletics and extra-curricular activities are an integral part of the total learning experience at Assumption School a student's academic and faith formation are of primary importance. Teachers will be available to assist students in their efforts toward both these goals.

STUDENT BEHAVIORAL STANDARDS

1. Poor classroom behavior will have an effect on eligibility for participation in extra-curricular activities. Conscientiousness and hard work are important.
2. Sportsmanship is a quality of conduct that demonstrates courtesy, fairness, and respect for others. Students representing teams of Assumption are expected to exemplify the highest standards of good sportsmanship.

3. The use of profane or obscene language or acts of vulgarity is not considered socially acceptable modes of behavior and will not be tolerated.
4. All participants in extra-curricular activities (athletic and non-athletic) are subject to disciplinary action taken for the abuse of illegally controlled substances. Illegal use of steroids shall result in immediate suspension from all extra-curricular activities for the remainder of the year and possible expulsion from the school.
5. Anyone stealing or purposely destroying school property or the property of another person will be dropped from the activity and will be subject to disciplinary action. Adequate facilities will be provided by the coach or activity moderator for the protection of personal property during the event or activity.

BEHAVIORAL EXPECTATIONS AT EXTRA-CURRICULAR EVENTS

1. Students are expected to demonstrate exemplary conduct on and off campus and adhere to standards of good citizenship. The student must also be aware of actions and realize they represent the student body, the community, the church, and the school. The student is expected to always behave in a Christian manner.
2. Adults observing Assumption Grade School events are expected to adhere in setting a Christian example and good sportsmanship. Assumption reserves the right to remove individuals who fail to act in a manner representative of the mission of Walla Walla Catholic Schools.
3. Assumption encourages family participation at all school activities. Children and students are not allowed to loiter unattended.

ATHLETIC ACTIVITIES GRADES 6 - 8

For boys at the middle school level (grades 7-8), the school offers opportunities for participation in football, basketball, baseball, and track. For the girls at the middle school level (grades 7-8), Assumption offers volleyball, basketball, softball, and track.

Athletic activities contribute significantly to the development of physical skill, but also to the building of Christian character. They teach collaboration, faithfulness to commitments, the value of pursuing personal excellence, and the ability to manage both success and defeat in a respectful manner. Athletics are an important way for young students to express respect for the personal dignity of others even in the midst of competition.

All contestants in interscholastic contests must be eligible under the rules of the Washington Interscholastic Activities Association. They also are subject to the rules legitimately established by this Association. Coaches are responsible for explaining these rules in detail to athletes.

It is of great importance that student athletes, coaches, parents, and administrators work together to develop excellence in our athletic program. Realizing at times there will be situations that arise, the following are procedures to be used to resolve conflicts:

- Athlete discusses situation with coach.
- Parents/athlete discusses situation with coach. Athletic Director may be present at coach's request.
- Parents/athlete discusses situation with Principal.

ATHLETIC REGISTRATION PROCEDURES

Before an athlete may turn out for a sport or be issued equipment for that sport, athletic clearance must be obtained from the office. The office will issue this clearance upon receiving the following items from the athlete:

1. An Athletic Policy Agreement signed by the athlete and parent or guardian.
2. Proof of a physical examination by a medical doctor. Physicals are good for two years. These physical examinations must certify that the athlete's physical condition is adequate to participate in interscholastic athletics.
3. An Insurance Waiver form showing proof of health insurance or required fee for school insurance.
4. All athletes will be required to pay a non-refundable participation fee for each sport.
5. A Student Emergency Information Form properly completed.

SPECIAL ATHLETIC RULES AND REGULATIONS

In accordance with Article 23.18 of the Washington Interscholastic Athletic Association (W.I.A.A.) handbook, all student athletes in 7th and 8th grade must have passed a physical examination from a licensed medical physician. Physicals are good for 24 months. The school must have on file a statement from the physician certifying that the student's physical condition is adequate for participation.

No student may participate in a game, play, performance, or practice on a day in which the player has been absent unless excused by the Principal.

Regular attendance at practice and promptness is imperative if the student is to succeed as an athlete or performer. If it is necessary to be absent from, or late for practice, common courtesy dictates that the coach or moderator be notified in advance.

If an illness or injury requires a doctor's care, permission must be obtained from a doctor prior to returning to a specific sport.

Students who participate in the athletic program at Assumption must comply with the rules and regulations governing the sports in which they participate as set forth by the W.I.A.A..

Academic Eligibility

To participate in extracurricular activities at Assumption School students must meet and follow the following requirements.

1. Student must be passing all classes to be eligible at start of season.
 - a. Fall sports eligibility will be initially determined by final grades from the previous school year.
 - b. If a student is not academically eligible at the start of the season they may turn out for the sport by following the below mentioned criteria.
2. At the start of and/or during the season if a student is earning a failing grade in any class or multiple D grades the following will take place:
 - a. Athletic director will meet with student and develop an action plan to include
 - i. Weekly grade check
 - ii. Communication with parent, teachers, and coach

Each action plan will be dealt with on a case by case basis. Under normal circumstances the following guidelines will apply.

- D grade: eligible to practice and play in games
 - F grade: eligible to practice, but may not play in games
 - 2 or more F grades: no practice or play
 - Two D grades will be considered an F.
3. Once a student is on an action plan, progress will be evaluated weekly, with eligibility being determined one week at a time. For example:
 - Student is ineligible on Monday grade check
 - a. Student, parent and coach are informed
 - b. Student is not eligible until the following Monday pending improvement
- The day of the week will be determined by the Coach and Athletic Director on a case by case basis.

TRAVEL INFORMATION

The parents of Assumption athletes are responsible for providing transportation to the out-of-town games. Parents must assure that their son or daughter has money for meals or a sack lunch. (See page 10 Field Trips/Activities)

Refer to the section, Transportation and Outings in the Code of Conduct at the following web site:

<http://mail.dioceseofspokane.org/intranet/policy/bookVII/7.01.02.htm#IX.%20CODE%20OF%20CONDUCT> for guidelines relating to the transportation of student/athletes.

A Drivers Insurance Confirmation Form must be completed and on file in the office prior to transporting athletes/students. Completion of this form requires a copy of insurance verification and driver's license. A minimum of \$300,000 coverage is strongly recommended.

SCHOLARSHIPS

ASSUMPTION HOME AND SCHOOL

Four scholarships are available through the Assumption Home and School to existing eighth students enrolling at DeSales.

GERRY LYONS LEMON DROP

One scholarship is awarded to a student annually.

WALLA WALLA CATHOLIC SCHOOLS ALUMNI ASSOCIATION SCHOLARSHIP

Two scholarships are available through the Walla Walla Catholic Schools Alumni Association. The scholarship is based on need, leadership and service.

SAINT VINCENT DEPAUL SCHOLARSHIP

This scholarship is awarded on the basis of community spirit and service.

ACTIVITIES AND ORGANIZATIONS

STUDENT GOVERNMENT

Student government in the school fosters leadership skills in our students and provides opportunities for student growth. At Assumption we have student body officers that provide leadership for our student government and aid in organizing and leading student activities.

The student government has a faculty advisor. The faculty advisor will provide to all eligible students for student government the process for selection of student government officers and class representatives.

Involvement in student government at Assumption is a privilege and requires a high standard of expectations, and as such students that have academic or behavioral concerns as determined by the Principal, may be withheld from the selection process or removed from a student government office.

SCHOOL FUNCTIONS & SOCIALS

Respect and courtesy should be shown to all persons. When attending a school or social function after school or in the evening, the students are expected to conduct themselves in a courteous and Christian manner. Middle School Socials may only be attended by Assumption students

JUNIOR NATIONAL HONOR SOCIETY

Students may apply for membership into the JNHS.

CRITERIA

- JNHS is open to seventh and eighth grade students.
- GPA of 3.3, positive qualities and experiences in leadership, character, and service.
- Members are expected to maintain the standards of the Honor Society by which they are selected, or they become subject to dismissal.

PROCEDURES

1. Eligible students will be notified of their eligibility to apply after second semester grades have been posted (early February).
2. Students will be given instructions regarding completing the application, including deadline for materials to be completed.
3. Academic Council will meet to review and evaluate applications and select membership into JNHS.
4. Students will be notified individually of their acceptance to the society or instructed in areas of needed improvement for future selection.

MATH TEAM

The math team competes in contests during the year including the Math-a-Thon.

GENERAL INFORMATION

SCHEDULES

First Bell:	8:05 am	
Tardy Bell/School Begins:	8:15 am	
Lunch Hour:	10:55 – 12:05 (K-8 Staggered Time)	
School dismissal	Grades K – 5: 2:45 pm	Grades 6 – 8: 2:50 pm
Wednesday Early Release		
Grades K – 8: 8:05-1:45		

The school building is open for students at 8:05 am. Supervision on the playground before school is provided from 7:55 to 8:05 am. Teachers will be on duty after school until 3:00. **If children are waiting past 3:05 they will be sent to After School Care (Assumption Childcare/Preschool).**

CLOSURE

If it is necessary to close the school or to have an early dismissal because of emergency weather conditions or other unusual circumstances, the local radio stations will broadcast the information. Parents will be notified by the IRIS alert system.

FIRE AND DISASTER DRILLS

Several emergency drills will be conducted each year. Each classroom has a chart posted indicating the exit route for a disaster drill. Everyone is to leave in silence and in an orderly manner, closing all windows and doors. The first person in line holds the door open for the others in exiting and returning to the classroom.

EMERGENCIES AND EVACUATION

Information regarding emergency procedures including evacuation information will be shared with students on the first day of school. Procedures are available in the school office.

FUNDRAISING

The Principal must approve all class fundraising.

LOITERING

There is to be no loitering on school grounds at any time.

TELEPHONE

The telephones in the school are reserved for the use of school staff. A student **must** receive permission from their teacher, office staff or Principal to use the office phone.

Neither teachers nor students may be called to the phone during school hours except in an emergency. Messages for students will be delivered at appropriate breaks. Teachers will be notified of any call and asked to return the call at their convenience.

Students will not ordinarily be allowed to call home for forgotten items, for example, homework assignments, library books, permission slips, tennis shoes, lunch, or money, unless the teacher deems the item indispensable to the common good of the class for that day. In an effort to challenge students to personal responsibility, we ask parents not to voluntarily bring forgotten items to school, but rather to give their children the freedom to solve their own problems and bear the consequences of their actions.

BUS

Students living within the Valley Transit service area are served well by that system. All students riding Valley Transit buses are expected to obey the following rules. Failure to do so will result in a request that parents find other means of transportation, either temporarily or permanently.

PARTIES

1. Holidays: Room parents will coordinate parties with the teacher for the celebration of Halloween, Christmas and Valentine's Day. Guidelines on parties will be developed by the Principal.
2. Other occasions: Parties planned for other occasions must be approved in advance by the Principal.
3. Party invitations may be distributed at school only if all boys or all girls in the class are invited.
4. You may wish to celebrate birthdays with 'birthday book 'or' birthday" software donated to the classroom or classroom library in grades K – 8.

PLAYGROUND

Assumption School students have a spacious and attractive playground. The social and physical skills learned and practiced on the playground are extremely important in a person's life-long development. It is important that every student makes good use of this opportunity. Students will be informed of playground rules at the beginning of the school year and changes made throughout the school year.

TOYS

Students are encouraged to use classroom playground equipment and creative imagination on the playground. Ordinarily, bringing toys from home will be discouraged. Any toys that represent war, violence, or destruction will not be allowed. "Fidget Spinners" are not allowed without Principal approval.

INCLEMENT WEATHER

Students should be prepared with coats, hats, gloves, and boots when the weather warrants such. They will be expected to be outdoors at recess time except during rainy or extremely cold weather. If it is raining or extremely cold when students arrive before school begins, they may enter the building and go to the gym. If it is necessary to close the school or to have an early dismissal because of emergency weather conditions, the local radio stations will broadcast the information.

VACATION

A number of vacation days are scheduled into the school calendar for all students. Parents are requested to avoid scheduling family vacations which conflict with the school calendar. Although students can make up assignments missed, they can never make up the class work completely; hence grades may be noticeably affected by prolonged absence for any reason. (See Excessive Absences)

VISITORS

All visitors must check into the front office upon arrival. A pass will be prepared and visitors are requested to have it visible at all times. Visitor passes must be returned to the office prior to leaving the building. Any one not employed in the building must wear a visitor's pass at all times. All visitors not presenting this pass will be asked to leave the building immediately.

Visitors who may be prospective students are welcomed at Assumption. Students bringing visitors to attend a class must obtain permission from the Principal or Counselor before the day of the visit. Visitors should be introduced to each teacher at the beginning of class and to the Principal and/or Counselor at some time during the day. Visitors should wear appropriate clothing and conduct themselves within the guidelines of this Student Handbook.

Students should be conscious of treating all visitors courteously, in particular guest speakers or volunteers who may be serving in Assumption school activities.

INJURIES, ILLNESS AND MEDICATIONS

Should a student become ill or injured while in class or engaged in an activity during school time, he or she should notify the teacher, coach or Principal. The school provides no on-site nurse. The School Office will make every effort to contact parents/guardians for medical attention. Students must check in with the office prior to leaving campus.

By law, school officials are not allowed to dispense any medication (including aspirin) unless certain procedures are followed. Packets describing procedures and including necessary forms may be picked up in the office. All paperwork must be completed prior to medication being dispensed.

MEDICATION

Assumption School is authorized, in accordance with a mandate from the Washington State Superintendent of Public Instruction, to administer prescription or non-prescription oral medication during school hours provided the following conditions are met.

1. All medication must be brought to the school office by the parent or guardian, not the student. (Regulation 5141.33)
2. The school will not administer non-oral medication (eye drops, ointments, topical medication or injections).

PRESCRIPTION MEDICATION

1. All medication must be accompanied by an "Authorization for Administration of Medication at School" form. (Regulation 5141.31)
2. All medication must be in the original prescription container and be properly labeled with the student's name, name of drug, dosage, physician, date, and time to be given.
3. Sample medication must also be properly labeled and in the original container.

NON-PRESCRIPTION MEDICATION

1. Non-prescription medication (i.e. cough drops or syrup, vitamins, aspirin, or any over-the-counter medication) will not be administered without the "Authorization for Administration of Medication at School" form. (Regulation 5141.31)
2. Non-prescription medication must be in the original container and must be labeled with the student's name, name of physician, dosage, and time of day to be given.

IMMUNIZATION REQUIREMENTS

All students must have an up-to-date Certificate of Immunization Record prior to their first day of school.

The Medication Policy and procedures maybe found at the following Web Site:

http://www.dioceseofspokane.org/education/SchoolP_R/Section%20V/5141.6.htm

MEDICAL EMERGENCIES

In case of a medical emergency the student will be transported by ambulance to the nearest hospital. Parents will be notified as soon as possible. If the parents cannot be reached by phone, it is understood the doctor may make emergency decisions. Medical release forms will be carried to and from all school sponsored events.

ELECTRONIC DEVICES

Pagers, laser pens, electronic toys, games, CD/cassette players, MP3 players, etc. are not allowed at school without permission of the Principal. A student who is brings an electronic device to be used for a school function will be asked to leave it in the office for safekeeping.

Cell phones are not allowed in the school building while students are present. In cases of emergency and with parental and principal permission a student may check in a cell phone to the main office upon arrival to school. Students are not to use camera cell phones while on school property.

SCHOOL PICTURES

Opportunity is given each year for school pictures. The purchase of these photos is not mandatory, but all students will have pictures taken.

STUDENT PHOTOGRAPHIC IMAGES

It is the parents' responsibility to notify the school office if they do not want photographic images of their student used in official WWCS business including: marketing publications and internet web site promotions.

LOCKS AND LOCKERS

Lockers are available to 7th and 8th grade students To maintain good order, only necessary books and supplies should be kept there. At the close of the school year, lockers should be cleaned out and nothing left in them. Locker interior decorations are subject to administrative inspection. Students will be asked to remove inappropriate decorations or risk loss of locker privileges. Locks are not to be placed on lockers unless authorized by the Principal. The office must then be provided with key or combination of the lock. (See Search & Seizure)

LOST AND FOUND

Books, clothing, or other items that are left at school will be kept in the main office for a period of ten days. Then they will be given to charity. Items that are marked with a student's name will be returned to the student.

MONEY

Any money sent to school should be in an envelope clearly marked with the name of the student, the amount and the purpose for which it is designated. Money and other valuables should never be left in desks or lockers. If anything valuable must be brought to school students must deposit the items or cash in the office. These items will be placed in the school safe. Although Assumption tries to promote ideals of honesty and respect for all property, the school is not responsible for articles left in desks, lockers, or anywhere else in the building.

LUNCH INFORMATION

The Hot Lunch program at Assumption is outlined on the WWCS website from the Hot Lunch link.

Lunchroom Etiquette:

1. Use good table manners, including a gentle voice.
2. Clean up your space at the table and floor before leaving.
3. Raise your hand to be dismissed.
4. Walk at all times – to and from the cafeteria.
5. If improper behavior takes place in the lunchroom, the lunchroom supervisor will contact the classroom teacher and/or Principal.

TRAFFIC PATTERN

Please see Maps at the back of this handbook for drop-off and pick-up. The drop off and pick up procedures to change.

Parents who wish to visit with other parents or teachers are asked to park in the lot away from the pick-up lane to keep the traffic moving. Crosswalks will be marked for pick-up and drop-off. When walking or parking please observe these for the safety of all. Students may not be picked up along the street because of buses loading in that area. Please observe all posted speed limits around the school property.

BICYCLES

Bicycles may be ridden to school. Students must handle their bicycles with safety and concern for others on school and church property. Bicycles are to be kept in the bicycle rack during school hours. A lock is recommended. Students should wear bike helmets for safety purposes.

GUM CHEWING

Gum chewing is not permitted on the school campus. Students caught chewing gum will be asked to remove the gum immediately. A detention (in some cases) may be issued immediately for offenders.

NON-SOLICITATION OF WWCS EMPLOYEES

Any organization not sponsored by WWCS shall not solicit employee to employee. Any information regarding specific sale may be left in the front office where employees may choose to participate at their own discretion.

PARENT ORGANIZATIONS

All parents are encouraged to participate in the Home and School and Booster organizations and the Family Service Program.

Home and School

All parents are encouraged to participate in the Assumption Home and School activities. The organization hosts the Back-to-School Picnic, sponsors teacher appreciation events, the Scholastic Book Fair, the Raffle, and several other fundraisers. In collaboration with the administration, outside speakers and assemblies are scheduled. Dates and times of the meetings are published in the monthly mail-outs. The Home and School also provides scholarships to students.

Booster Club

The Walla Walla Catholic School Booster Club supplies a majority of the financial support for our athletic program. It is expected that all parents of our student-athletes give it their support. Season passes for regular home games are available.

- All season sport pass – Family is \$100.00.
- All season sport pass – Individual is \$60.00.

The WWCS Booster Club meetings are announced in the monthly mail-out. All parents are encouraged to attend.

Family Service Program

The Walla Walla Catholic Schools requires each family to complete 25 hours of service to the school. A form describing the many and varied opportunities is included each year in the registration packet. For additional information on this program contact the WWCS Principal.

VOLUNTEER PROGRAM

Volunteers are essential to Assumption School. Through the efforts of parents, families, and friends, the school realizes significant cost savings and total community support in all aspects of the school's operation. Some events and activities would not take place if it were not for volunteers.

All volunteers who work directly with the students are required by state law to complete and file a Washington State Patrol check. The Catholic Diocese of Spokane requires a Diocesan Disclosure Form be completed and volunteer attend a "Code of Conduct" training session. Assumption School also requires all volunteers to complete a Confidentiality Agreement.

SCRIP PROGRAM

Scrip is a fundraising program for the WWCS. Gift Cards and certificates can be purchased at both Assumption and DeSales school offices. For further information contact the school office.

CONCERNS, DISPUTES AND GRIEVANCES

Overseen by the Pastors appointed by the Catholic Bishop of Spokane, the administration of the Walla Walla Catholic Schools is entrusted to the Principals, Business Manager and their faculty or staff. Working together for the common good, the entire school community is challenged to collaborate with them to create an atmosphere of mutual respect and support, which is guided by the light of the Gospel.

Catholic school ministry engages Principals, teachers, administrators and parents in relationships of accountability, which are governed by contracts or by other less formal arrangements. Circumstances can arise in which formally or informally agreed upon expectations are not satisfied, likewise, decisions by those in position of authority may give rise at times to concern or conscientious objection. Given ordinary human weakness experienced in relationships between persons and within institutions, the Gospel calls the People of God to ways of exploring issues and resolving conflicts which promote the common good, are based on fact, and above all, protect the dignity of persons.

ACCOUNTABILITY AND CLARIFICATION

All members of the school community are accountable for following the process for management of concerns, disputes and grievances provided in this Handbook. The WWCS President or school Principal may be consulted if there is question about the proper channel or manner for addressing issues, expressing concerns or seeking resolution of an injustice. (See Further Recourse and Review Process).

RESPONSIBLE DISCUSSION

Members of the school community are encouraged to engage in responsible and respectful dialogue about school issues and concerns. For the resolution of issues, or objections to decisions, which directly involve their child(ren), nevertheless, parents/guardians must follow authorized channels in the pursuit of fact and understanding. Productive communication regarding school matters is achieved when individuals respectfully address themselves to the individual or group most directly responsible for the issue at hand. Further recourse is pursued appropriately at the next level of authority. Student issues, for example, should be addressed first with the student's teacher, and then, if necessary, with the Principal, and only then with the Pastors if conflict resolution is necessary. Likewise, financial issues should be addressed first with the Business Manager and then, if conflict resolution is necessary, with the Pastors.

Families, students and school administrators have a right to personal integrity and a good name. Personal matters and school personnel issues are to be managed with appropriate mutual respect and confidentiality. Matters related to persons and school personnel are not to be the subject of conversation on the part of faculty, administrators, students or parents/guardians outside the appropriate forum for discussing them.

Lobbying efforts by phone, unauthorized circulation of letters and petitions, etc. are inappropriate forms of behavior and are not acceptable. Likewise, parents/guardians who harass students, other parents/guardians, teachers, coaches, Principals or any other school staff member may be asked to withdraw their child(ren) from the school.

CONTACTING PRINCIPALS, TEACHERS AND ADMINISTRATORS

The school Principal, teachers or school administrators is to be contacted at their place of employment through the appropriate school office. Unsolicited visits or phone calls to the home of these persons to handle school matters are inappropriate and unacceptable. Since exploration of issues or resolution of concerns benefit from an environment conducive to open and responsible discussion, in most instances an appointment should be made and adequate time given for explanation and discussion of issues. Unannounced intrusion or visits are counter-productive and inappropriate. If deemed beneficial, the Principal, faculty member or administrator will follow up a discussion with a letter, thereby providing a written record.

Further Recourse/Review Process

Board of Directors Passed 4/17/07

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally situations occur that will require an objective review by a third party in order to assure positive relationships in the school community. To facilitate reconciliation, communication and the strengthening of the community, general guidelines are established and must be followed:

1. In any conflict, an effort shall first be made to resolve the question or issue in a spirit of justice following ordinary and regular communication channels between the people involved.
2. If the question or conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the next higher level of accountability, as listed below, via a written appeal process. For conflicts with teachers specific provisions are contained within school handbooks.

Teacher
Principal
President
Board of Directors
Canonical Administrator

3. Rationale for appealing issues to the next level of accountability include the following:
 - a. Violation or potential violation of established diocesan or WWCS policy.
 - b. Denial of individual rights.
 - c. The issue at hand concerns the accountable person at that level.
4. The written appeal must provide the following information.
 - a. Subject of the appeal.
 - b. What rights, policies, and/or regulations have been violated.
 - c. Any factual data, other than hearsay, the person considers appropriate.
 - d. The efforts that have been made to resolve the issue.
5. Concerns being appealed to the Board should be directed to the chairperson or the Executive Committee of the Board of Directors via the Board Chair.

The Spokane Diocese provides for further recourse of grievances. Information on this procedure may be found in "Due Process and Policy Procedure for the Diocese of Spokane" on the Spokane Diocese website at www.dioceseofspokane.org.

BOARD OF DIRECTORS

The Board of Directors serves the Walla Walla Catholic Schools. Primarily addressing matters related to school policy and planning, they meet on a regular basis. The Board of Directors does not deal with personnel matters nor do they involve themselves with the day-to-day decisions of school administrators. The minutes of the meetings of this board are available at either school office. Their regular meetings are open to the public for whom appropriate designated seating will be provided. Participation in the meeting, however, is not permitted unless prior arrangement has been made with the executive committee (chairperson and Pastors).

Individuals are welcome to express concerns to the board or to seek action on issues, which lie within the scope of the chartered responsibility. In order to be considered for inclusion on the working agenda, these concerns must be communicated as clearly and as factually as possible to the chairperson in a signed, written letter mailed to the DeSales school address. The executive committee will determine the manner in which an issue or concern will be addressed.

ASSUMPTION GRADE SCHOOL STUDENT/PARENT HANDBOOK

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